Welcome Broncos!

Greetings on behalf of the Fayetteville State University Department of Residence Life,

We would like to take this opportunity to thank you for your decision to incorporate student housing as a part of your University experience. Our residential life staff is committed in its belief that the on-campus living-learning setting enhances the collegiate experience.

You are enrolled at Fayetteville State University at an exciting time. As you settle into college life, many changes will be taking place at the University and in your life. As an on-campus student, you will have the opportunity to experience situations that are both new as well as challenging. We hope that you take these new challenges and make the best out of them taking advantage of everything that our campus has to offer.

As a student at the University, the vast majority of your life will center around campus living as you maximize upon the experience to live on campus. While you are here, you will learn from a professional, trained staff while enjoying the beauty of the our historic campus. As an on-campus resident, you must make some important decisions regarding your particular life-style. This Guide to Residential living will provide you with lots of information that will make it easier for you to make your own personal lifestyle choices as it relates to your success as a college student. Your decision to live on campus will prove to be an exciting one if you will take advantage of the programs and resources that are provided to those who live in our residents halls.

Living on campus will provide you with many opportunities to become involved in the University. On campus living can improve your performance in the classroom as you have direct access to those individual within your learning community. Also, your learning outside the classroom will be enhanced by the individuals you meet every day that make networking easy.

If along the way you have questions about the Department of Residence Life or about Fayetteville State University, please do not hesitate to talk with a member from our team who will be happy to offer any assistance that we can.

Good luck to you as you enter the next level of campus living where we seek to make your stay at campus just like a dwelling at home. We hope this is the start of a great and educationally purposeful academic experience.

Fayetteville State University where it’s All about You.

FSU Mission and Scope

Fayetteville State University is a constituent institution of the University of North Carolina and the second-oldest public institution of higher education in the state. Founded in 1867 as the Howard School for the education of African Americans, today FSU serves a growing student body of over 6,300 and ranks among the nation’s most diverse campus communities.

FSU’s enrollment has increased rapidly in the past few years while at the same time average SAT scores for entering students have also improved. The University has already reached the 2008 projection of more than 6000 students. A $45.5 million campus construction and renovation campaign is underway to accommodate additional students.

New undergraduate degree programs have been established, including undergraduate degrees in biotechnology, communications, forensic science, management information systems, and generic nursing. In addition, there are new graduate programs that offer a master of arts in teaching and
a master of science in criminal justice. Altogether FSU boasts 43 undergraduate programs, 23 master’s degree programs, and one doctoral program in educational leadership. These programs vary in areas of the arts and sciences, business and economics, and education.

The classroom settings at FSU are fitting for students who desire the benefits of personal attention from their professors. With a faculty-to-student ratio of 1 to 19, the FSU faculty prioritizes educating students and preparing them for their future careers. In fact, FSU affords freshmen the opportunity to participate in the Freshman Year Initiative, a national award-winning program that helps freshmen make a smooth transition from high school to university life. One measurement of Fayetteville State University’s student-centered focus is the university’s high scores on the National Survey of Student Engagement.

The university consistently ranks among the nation’s top producers of African American baccalaureate and master’s graduates. FSU ranks particularly high in the state and the country in producing African American and other minority graduates in disciplines like mathematics, psychology, computer science, education, social sciences and history.

FSU is also a growing presence in the CIAA Conference. FSU has brought home a multitude of championships in football, basketball, golf, volleyball, tennis, bowling, and softball, which also include the 2007 championship titles for the women’s tennis team and the men’s golf team. The university’s men’s and women’s athletic teams continue to uphold the bronco tradition of excellence in NCAA Division II sports. Even more, FSU scholar-athletes proudly excel in academics as well. In many cases, when athletes complete their studies at FSU, they advance their careers into the ranks of professional sports.

With a growing and diverse student body, a wide variety of undergraduate and graduate degree programs, an attractive campus with state-of-the-art facilities, and a nurturing faculty, Fayetteville State University offers all of the advantages of a large university while maintaining the atmosphere of a closely-knit liberal arts campus.

FSU Statement of Vision and Mission
Fayetteville State University (FSU) is a public comprehensive regional university that promotes the educational, social, cultural, and economic transformation of southeastern North Carolina and beyond. The primary mission of FSU is to provide students with the highest quality learning experiences that will produce global citizens and leaders as change agents for shaping the future of the State. Awarding degrees at the baccalaureate and master's levels, and the doctorate in educational leadership, FSU offers programs in teacher education, the arts and sciences, health professions, business and economics, and unique and emerging fields. FSU is an institution of opportunity and diversity. Committed to excellence in teaching, research, scholarship, and service, the university extends its services and programs to the community, including the military, and other educational institutions throughout North Carolina, the nation, and the world.

FSU Vision Statement
"Fayetteville State University is a leading institution of opportunity and diversity committed to developing learned and responsible global citizens."

FSU Core Identity Statement
Fayetteville State University is a historically black university founded in 1867 as the Howard School by seven black men for the purpose of educating black children. FSU has a tradition of excellence in teacher education and is the second oldest state supported school in North Carolina. The student body, faculty, and staff today rank among the nation's most diverse campus communities. With program expansion, the university has strong undergraduate and graduate programs in teacher education, the arts and sciences, health professions, business and economics, and is developing programs in unique and emerging fields. FSU has a tradition of collaboration with the Fayetteville/Fort Bragg-Pope Air Force Base community, and renders services throughout southeastern North Carolina. FSU has a tradition of an affordable education and of preparing students to be life-long learners, to be responsible citizens, and to render selfless service to mankind.

FSU Core Values
- Student Success and the Pursuit of Excellence
  We believe in student success and the obligation of the university to provide the highest quality learning experiences and academic programs to facilitate student success, intellectual and cultural growth, excellence in scholarship, leadership, and ethical standards.

- Shared Governance
  We believe in shared governance, fiscal responsibility, a commitment to life-long learning, and professional development for faculty, staff, and students.
Global Responsibility
We believe in respect for diversity, global responsibility, conservation of natural resources, and a commitment to sustainability.

Collaboration
We believe in outreach, partnerships with educational institutions, engagement with the military and the community, economic transformation of the state, and service to others.

Department of Residence Life Overview

The Office of Residential Life on the campus of Fayetteville State University seeks to create a safe, supportive and inclusive living-learning community that fosters the academic success and personal growth of each resident student through purposeful programs and services that complement the educational experience at FSU. We are committed to designing and maintaining not only a caring environment but also one that encourages responsibility to each and every student as we birth leaders.

The Department of Residence life recognizes that our greatest contribution to your education is involving you in the development and implementation of these services. We expect you as students to engage with university life. We are committed to the ideals mission statement of our university, and we strive throughout the year to integrate the meaning of this statement into all our community has to offer. We anticipate that each resident who stays on this campus will do the same, thus creating and maintaining a learning-centered community filled with respect for one another, hope for our future, and of course a little fun.

The residence halls on the campus of Fayetteville State University are to create an environment in which our students can feel safe and secure. Moreover, it is an environment that is conducive not only to study but also activities that meet the core requirements as proposed by the university.

Philosophy of Residence Life
The Student Development Approach serves as a guide for the Residence Life Program at Fayetteville State University. The philosophy of our residence halls is educational. The learning environments in the residence halls support the educational mission of the institution. The Office of Residence Life is committed to providing residents with a well-rounded experience through non-classroom learning experiences. Therefore, the residential setting can and does play a significant role in the development of the "whole" student. These are the elements that contribute to a positive educational environment. This student development approach is characterized by the following:

1. Acceptance of the belief that individuals develop in stages that are sequential, cumulative, increasingly complex, and qualitatively different.
2. Acceptance of the student as the principal agent for change.
3. A belief that the role of the residence hall staff is to assist students in accomplishing goals that they have set for themselves.
4. Recognition that one must consider the development of the whole individual, intellectually, physically, emotionally, and spiritually.

Department of Residence Life Mission Statement
The Office of Residence Life works diligently to provide a comfortable and safe environment structured to enhance the academic climate at FSU. We are dedicated to integrating education and out of class learning, while providing opportunities for leadership, citizenship and campus involvement.

Residence Life Department Structure

Director of Residence Life
The Director of Residence Life reports to the Assistant Vice Chancellor for Student Affairs and is the principle communicator with other department heads within the Division of Student Affairs, as well as the university community. The Director is the chief administrative officer of the department and consequently is responsible for the total operation of the residence hall system. Additionally, the Director is responsible for the policy making function of the residence hall system.

Associate Director of Residence Life
The Associate Director of Residence Life reports directly to the Director of Residence Life and is responsible for implementing and maintaining the Residence Life program. The Associate Director oversees all residence halls and assumes the role of Director when that person is away from the office.
addition, he/she oversees professional staff training and development, Resident Assistant recruitment and selection, Resident Assistant training and development and in-services; and spearheading any major Residence Life new initiatives. The Associate Director of Residence Life works closely with various offices within the Student Affairs division as well as the University to promote the Residence Life program.

**Administrative Support Associate – Housing Administration**
The Administrative Support Associate for Housing Administration reports to the Director of Residence Life and is responsible for the housing function of the Department of Residence Life. His/her major responsibilities include (but are not limited to): preparing housing assignments for new and returning students; coordinating building ID access; organizing and implementing the semester room change period; marketing the housing process to new and returning students; billing student accounts, overseeing the budget and creating occupancy reports for University personnel. The Administrative Support Associate for Housing Administration collaborates with the Associate Director of Residence Life on various projects and as new office initiatives arise.

**Facilities Maintenance Coordinator and Housekeeping Supervisor**
The Facilities Maintenance Coordinator and Housekeeping Supervisor supervises members of the facilities staff. He handles facility renovation projects and upgrades and manages facility and furniture procurement. In addition, the person in this position is responsible for staff keys and building key audits. Coordinates the emergency protocols for the Department of Residence Life and provides training on safety procedures to all staff. This also includes labeling and signage for all common and office related spaces within the residence halls. Also coordinates accommodations for students with accessibility and associated needs for living on campus. Finally, for live-in staff, they are in charge of staff spaces. Maintains apartment inventories, assists with staff apartment work requests, records damages, and maintains professional staff master keys.

**Program Coordinator**
The Program Coordinator oversees all residence hall programming. In addition, this person oversees all student leadership involvement opportunities within the Department of Residence Life.

**Building Manager**
Supervise and manage each Residence Hall area. Building Managers directly supervise the Community Support Associate and work collaboratively with the Administrative Support Associate for Housing Administration. The Building Managers assist indirect supervision of all undergraduate student staff, developing programs and educational interventions, managing occupancy and fiscal resources, adjudicating policy violation hearings, and assisting in counseling residents with academic or social problems.

**Community Support Associate**
In the absence of the Building Manager, the CSA assumes responsibility for the residence hall. The CSA directly supervises the Resident Assistants and assist with program implementation and policy enforcement. The CSA also adjudicates policy violation hearings and assists in counseling residents with academic or social problems.

**Resident Assistants**
Your RA is a full-time student whose part-time job is to assist you, the resident. Your RA has many diverse responsibilities, all of which are related to the job of helping you. You can expect your RA to
- be available for general consultation most evenings;
- be able to direct you to the appropriate university office for answers to your questions;
- work at the hall desk several hours each week;
- advise you on matters of state and university regulations;
- ask for your help in making life on the floor enjoyable and productive;
- be available on a personal basis for “just talking” about how you’re doing;
- challenge you to step outside of your comfort zone and to be inclusive of people with different backgrounds.
- advise your floor about organizing social events;

Having lived in the hall for at least a full year, your RA knows what it takes to make the most of hall living. Your mutual regard for one another’s ideas and feelings will help you and those on your floor to have fun and to develop a healthy living-learning area.

Additionally, each Resident Assistant is responsible for administrative duties assigned by the CSA or Building Manager, the enforcement of University and
residence hall policies, and the execution of community programs for their floor or section.

While your RA is there to serve you, please remember that she or he also needs some private time!

**Residence Life – Hall Overview**

The Department of Residence Life at Fayetteville State University employs over 70 professionals who work diligently to maintain a safe and conducive environment to all of our residents. Each building consists of a Building Manager, a Community Support Associate, and Resident Assistants.

Community Support Associates are employees, whom have been selected, to assist building managers with various tasks related to maintaining a community atmosphere within the hall.

Resident Assistants are undergraduate students who have been specially selected and trained to assist professional staff with building community within the residence halls. Our staff provides information, guidance, direction, programs, and services for residents. Their role is to foster an environment which supports learning, involvement, academic success, and personal development.

Residents may call the front desk of their residential facility to obtain information and assistance in resolving problems with roommate or neighbor disputes, maintenance problems, or any other residential issues.

**Your Floor**

Your floor is a group of rooms on the floor where you live. And it’s more than that – it’s a neighborhood of unique individuals who are living together sharing ideas and feelings with each other, and working together in planning floor programs and projects. Each floor is a community and, like any other community, it will run more smoothly if members cooperate with each other on matters that affect daily life.

You will soon get to know the people who live on your floor. Floor communities provide opportunities for you to get to know other students comfortably, to socialize together, to help each other with academics, and to develop greater interpersonal skills.

**Roommate/suitemates**

Being a roommate and having a roommate are exciting challenges with unlimited potential. You and your roommate(s) may build a lifelong friendship, or maybe you’ll just work together to build a mutually satisfying living arrangement in which you can learn more about yourself and the ways that you relate to others.

Of all the new people you come in contact with at the university, your roommate(s) will be “geographically” closest to you. You’ll start off by getting to know each other, and may find yourself doing a great deal of sharing. Feel free to talk with your roommate(s) about your ideas, feelings, sense of direction (or confusion), family background, and the whole idea of sharing – from sharing clean-up duties in the room to sharing newfound friends.

The best way to work things out with your roommate(s) is to be clear about what you want and to work at the fine art of compromise. When you talk with your roommate(s) – and don’t ever stop doing that even when things aren’t going just the way you’d like them to – be specific. Do you want your roommate(s) to use your DVDs only when you’re present? What does “private time” mean to each of you? Being specific about your needs or wishes with your roommate(s) will make life easier in the long run. Of course, you will have to remember that things can’t always go your way. “I want” will sometimes have to give way to “let’s compromise.”

**Freshman Communities**

Freshmen communities are Harris, Bryant, Joyner, and Smith Halls. These residence halls are located on the West side of campus.

**Bryant Hall**

Bryant Hall, located on the west side of campus, is a traditional style building with large standard double occupancy rooms and full community restrooms on each floor. This residence hall has three floors with a north and south wing that is connected by an outside breezeway.

Bryant Hall has a large lobby with modern furniture, a pool table, a flat screen television, and several vending machines. A mini fitness room is located right next to the lobby and is open to Bryant Hall residents only from morning to midnight with its own flat screen television for students to enjoy as they are working out.

When residents walk outside of their hall they have the option of relaxing around the Bronco water fountain sitting area or lounging on picnic tables in the grassy and spacious fenced courtyard in the front of Bryant hall. Residents at Bryant Hall have ample space to relax, study, workout and enjoy the
college atmosphere whether they are on the inside or outside.

**Harris Hall**

Harris Hall, a residence hall nestled on top of a hill on the west side of campus beside Bryant Hall, has modern amenities that include a spacious lounge for social interaction and entertainment and a computer lab for residents to use for studying and research. Harris Hall accommodates up to 86 residents who reside in this three-story, traditional-style residential facility.

Harris Hall students share a courtyard with the residents of Bryant Hall and have easy access to the J.W. Seabrook Auditorium in which cultural arts, performances, plays, or Chancellor's Speaker Series are often held. Harris Hall residents also enjoy close up views of the Homecoming Parade due to its convenient location right across the street from FSU's Bronco Square Plaza.

**Joyner Hall**

Joyner Hall is a historical brick residence hall with white trim that has been recently renovated and modernized with new furniture and plasma television in the lobby, drop ceilings, vibrant coats of wall paint, and a quiet room in which students can lounge, study, or play games. Joyner Hall can accommodate up to 98 students with large double occupancy rooms on three different floors of this enclosed residence hall.

Joyner Hall is located on the west side of campus close to the student center, the Lyon's Science Building and the Spaulding Infirmary Building. This residence hall is also within close walking distance to the Seabrook Auditorium, the Bronco Square Plaza, and is located just across the street from Fayetteville State University's main campus. Joyner hall has a spacious and grassy courtyard with benches for students to enjoy the shaded areas in the spring and summer.

**Smith Hall**

Smith Hall is a historical yet modern residence hall that provides a community that welcomes a close, supported and fun living experience. This two story traditional style residence hall accommodates up to 65 female residents, perfect for new, first-year students to make connections with other freshman who are just embarking on their college career. Smith Hall offers double-occupancy rooms, with community bathrooms that serve each floor. Located right next to the Spaulding Infirmary and the Seabrook Auditorium, Smith Hall residents have ease of access to the Bronco Square Plaza. If you’re looking for an affordable, fun, and intimate environment, Smith Hall is the perfect residence hall for you!

**Upperclassmen Communities**

Upperclassmen communities are New Residence, Renaissance, Lloyd V. Hackley Honors, Willis B. McLeod Hall, and University Place Apartments. These residence halls are located on the East side of campus.

**New Residence Hall**

New Residence Hall is a three story residence hall located on the east side of campus. The hall can accommodate up to 186 residents in suite style living arrangements. Each suite contains four double occupancy bedrooms, two full bathrooms, a living room, and mini kitchen/dining area. Each suite in New Residence Hall has its own unique personality and charisma.

The lobby of New Residence Lobby is oversized with space to study, access the internet, watch television, or enjoy the view of its spacious courtyard and enclosed residence hall area. This hall also hosts a fitness center with several modern fitness machines, workout equipment, and student staff on duty who are trained to help residents meet their fitness and health goals.

**Lloyd V. Hackley Honors**

Hackley Honors Hall was established in 1998 and named after one of Fayetteville State University's previous Chancellors, Dr. Lloyd 'Vic' Hackley. Hackley Honors Hall, located in the middle of campus, is a suit style co-ed residence hall that is home to the International Education and Global Scholars communities.

This residence hall has two floors and two wings connected by an outside breezeway where students will find a homey common lobby, a laundry room on the second floor, administrative offices and a mini fitness room on the first floor.

Hackley Hall can accommodate up to 84 students per year, with suites consisting of four double occupancy rooms that share a common bathroom and living room. Students enjoy a balcony that oversees a large courtyard with seating that overlooks the small gazebo located in the middle of our campus.

**Willis B. McLeod Hall**

Formerly known as Bronco Hall, Willis B. McLeod Hall is located on the east side of campus. It is named after former FSU Chancellor Dr. Willis B.
McLeod. McLeod Hall features rooms that are conjoined by a half-bathroom shower area. The rooms in McLeod Hall are spacious and features trendy bedroom furniture sets for students to enjoy.

McLeod Hall has four floors and can house up to 240 upperclassmen within the double occupancy rooms. It has a main lobby on the first floor, a conference room and full kitchen area. There’s also an additional common lobby on each of its four floors including: a fitness room, a computer lab, and TV/pool table room with a balcony view for students to enjoy as they lounge, work out, or conduct business and study. McLeod Hall also has a patio and grassy courtyard for residents to enjoy.

Renaissance Hall
Renaissance Hall is the newest residence hall on campus. Located near the top of campus, students are a few steps away from the School of Business and Economics Building and the Butler Building, which is home to the English and Education Departments.

Renaissance Hall houses up to 336 residents in double occupancy rooms. Amenities include spacious rooms with carpet, a full size bed per resident, and a large 5x4 window per room for a marvelous view of our campus. Each room has a separate bathroom to share with one roommate.

University Place Apartments
University Place Apartments (UPA) is a beautiful complex a few yards from the main campus gates. Upperclassmen students can enjoy single bedroom apartments in a safe and friendly community atmosphere. University Place Apartments can house more than 300 students in several three story apartment buildings. Floor plans include: three to four single occupancy bedrooms with individual full bathrooms per room, three single occupancy bedrooms with one individual bathroom and one shared bathroom, and four single occupancy bedrooms and two shared full bathrooms. All residents of University Place Apartments also share a living room and full kitchen area equipped with a stove, refrigerator, dishwasher, and adequate cabinet space.

Department Initiatives

Residential Curriculum Overview
The Department of Residence Life established a residential curriculum, Connect FSU that sets the foundation for staff interactions with residents. Focusing on 5 learning outcomes, residence life staff members are able to a creative-intentional approach to aid students in developing pertinent skills to allow them to be successful in and out of the classroom environment.

Learning Outcomes for Connect FSU

Care and Civility
- Learn to engage in critical thinking aimed at making sound decisions
- Understand the importance of making healthy lifestyle choices
- Understand the rules, regulations, and procedures of the university.
- Participate in service learning opportunities aimed at enhancing their knowledge of what it means to be civically responsible.

Cultural Responsibility
- Collaborate with individuals from diverse ethnic, social, and cultural backgrounds.
- Enhance their knowledge of history and traditions of diverse groups of people and how social differences have changed over time.
- Develop an understanding, appreciation, and acceptance of diversity

Faculty and Social Engagement
- Be aware of and utilize the resources available through various university offices
- Develop interpersonal and social skills and habits that are essential to success at the university.
- Engage in opportunities to meet with faculty and students outside of the classroom setting
- Learn to develop meaning and healthy personal and professional relationships

Scholastic Achievement
- Strengthen study habits and improve basic skills needed to demonstrate academic success.
- Understand different learning styles
- Identify and utilize various campus academic resources
- Understand how to use and locate University printed resources (I.e. University Catalog, Code of Conduct)

University Pride
- Engage in activities that enhance their knowledge of FSU history.
- Understand the importance of positive representation of the University
- Participate in opportunities that promote FSU spirit
- Engage in opportunities to develop leadership skills and BRONCO pride.

Getting the Most from your College Experience

Why Live on Campus?
**Independence:**
While residents must comply with all official residence life and university policies and procedures, living on campus still provides students with a new sense of independence and responsibility.

**On-Campus Resources:**
Students who live on-campus can easily walk to their classes, computer labs, dining facilities, the library, and campus events. By residing on campus, students don’t have to use extra time and money to drive to and from classes and to search for parking.

**Social Networking:**
Living on-campus allows students the opportunity to interact with not only commuters and visitors, but also fellow residential students. Student and establish life-long friendship and networking connections. Residence hall staff members, bulletin boards, and friends in your hall are also resources that can aide in making you more aware of how to get involved in on-campus activities, events, and opportunities.

**Affordable Living:**
If you live on-campus, once your tuition is paid at the beginning of each semester, you don’t have to worry about monthly bills. All students who live on-campus are required to have a meal plan which makes eating easy and convenient.

**Higher GPA:**
Residential students who share classes can become dedicated study buddies to help each other stay focused on achieving academic goals. Academic resources like tutoring, supplemental instruction, writing, math, and language labs are readily accessible for residential students as well.

University Mail Services

**General Information**
The FSU mail center is located in the lower level of the Rudolph Jones Student Center, next door to the FSU Bowling Alley.

**Hours of Operation**
The FSU mail center window is open from 8:30 a.m. to 5:00 p.m., Monday through Friday, excluding holidays observed by the State of North Carolina. Students have access to mailboxes any time the Student Center is open.

**Important Reminders!**
- No mailbox rental services are available during summer months.
- The cost for replacing a lost, stolen, or non-returned mailbox key is $25.00.
- Students will be issued PO Box and key to keep their entire stay here at FSU. If you decide to leave the University before the end of the school semester, or move off campus prior to your graduation, you must turn in your key at the FSU MAIL CENTER. It is the responsibility of the student to keep the key in a safe and secure place.
- Again, you should keep your key in a safe and secure place, and do not disclose your mail box number. (Mailbox fraud continues to be on the rise at many Universities.)
- Students who fail to return keys to the FSU MAIL CENTER at the close of the school year will have charges of $25.00 automatically billed to their account.
- Inform all correspondents of your correct mail box number. Mail should be addressed to you in the following manner:

  (Your Name)
  Fayetteville State University
  Newbold Station
  P.O. Box (Your Box #)
  Fayetteville, North Carolina 28301-4298

- Stamps, money orders, post cards, envelopes, and other postal supplies can be purchased from the Window Clerk at the FSU mail center.
- A postal service drop box is located in the lobby area of the FSU mail center for stamped mail. If mail is dropped off after 4:00 p.m., it will be mailed on the next business day.

**Protect Your Mail**
- Don’t let items accumulate in your mailbox. Make it a priority to visit your mailbox on a regular basis.
- Never give your mailbox key to another person. This compromises your mailbox security.
• Report suspicious activity to a Postal Employee, or the Campus Police immediately.

FSU mail center: 910.672.1123  
FSU POLICE DEPARTMENT: 910.672.1341

FSU Students – Living On Campus
We will strive to distribute your mail in a timely manner, Mondays through Fridays, and as soon as it is received from the U.S. Postal Service. Our objective is to have mail sorted and distributed to your mailbox by 12:00 Noon, except on Mondays when the volume of mail received from the U.S. Postal Service is extremely heavy.

As stated earlier, if you leave the University before the end of the school year and no longer have a dormitory room assignment, or move off campus prior to your graduation, you must turn in your key at the FSU MAIL CENTER. If you fail to do so, a $25.00 charge for lock replacement will be automatically placed on your account with the University. Hold on your account will not be removed until paid. You are also requested to complete a “Change of Address Form” so your mail can be forwarded to you. Otherwise, we will have to return your mail to the sender.

Important End of Semester Information
For students who are graduating, leaving FSU, or moving off campus

Your mailbox will close at the end of the semester; therefore you will need to complete a temporary address form at the FSU MAIL CENTER. Your mail will be forwarded to the temporary address for three (3) months. Mail received after the forwarding expiration date will be returned to sender.

When graduating, leaving FSU, or moving off campus, it is your responsibility to contact family, friends, businesses, etc., to permanently change your mailing address. However, you must turn in your key and fill out a change of address card for mail forwarding.

Returning Student
If you are a returning student and would like your mail forwarded for the summer, you will need to fill out a temporary address form at the FSU MAIL CENTER. Your First Class mail will be forwarded to your temporary address over the summer.

YOU MUST KEEP YOUR HOUSING ASSIGNMENT TO KEEP YOUR MAILBOX

Involvement Opportunities in Residence Life
One of the most rewarding experiences you can have here at FSU is to take advantage of one of the many leadership opportunities that we provide to our students to birth the leaders of our future. Below you will find some of the many possibilities to become a part of our student leader population.

Leadership Development
Joining an organization is really only the first step in your involvement on campus. Organizational involvement will provide many opportunities for you to develop your skills as a leader. You don't have to be president, vice-president, or secretary of your group to exercise leadership, either. Any initiative that you take to get involved in organizing events and activities, finding ways to improve the organization, or bringing new ideas and perspectives to the group is an exercise in leadership. Look around your residence hall for opportunities as well. You will find no better place on campus to assert yourself as a leader than there. The residence hall staff can't do it all. Is there something that you think could make the community better? Get in touch with a staff member who can help plug you into resources, but don't just leave it in their hands. Take the initiative to make your ideas happen. You will find huge payoffs in terms of your social, academic, and professional development, and will get far more out of your residential experience if you do.

Residence Hall Association (RHA)
The Residence Hall Association of Fayetteville State University exists to serve and represent each respective living and learning community. A diverse group of elected student leaders comprises the organization each academic year. These executive officers work diligently and tirelessly to provide quality programming, sustainable campus initiatives, and improve the on-campus experience in exciting and dynamic ways. RHA allows residential students to engage in a dynamic role in the residence halls through community service, social and educational programs. The Residence Hall Association is the governing body of the Hall Councils in each of the residence hall.

All residents are invited to share ideas and utilize their Residence Hall Association to create a unique space
where all students can thrive, challenge themselves, demonstrate ownership of their education, and build upon Fayetteville State University’s foundation of excellence.

**Residential Life Student Conduct Board**

The Residence Life Resident Student Conduct Board is comprised of residential students who have chosen to serve in partnership with the Department of Residence Life for the purpose of hearing cases and rendering sanctions for students whom have been found in of potential violation of the Student Code of Conduct and Guide to Residential Living.

**Resident Assistants**

Resident Assistants are an important link in the chain between academic achievement and personal growth with a disciplinary record, a history of residence hall violations, an outstanding bill, or academic probation will require approval from the Director of Residence Life or his/her designee. A student may have their contract canceled before it takes effect if they fail to meet any of the eligibility requirements.

**Residing On-Campus: Contract Terms**

Once you have signed the housing application and this annual contract, it will become a binding agreement between you and the Department of Residence Life at Fayetteville State University (FSU). In addition to conditions and terms noted within the contract, the resident is also subject to all current rules, regulations, procedures and responsibilities stipulated within the FSU Catalog and Class Schedule, FSU Student Handbook, Guide to Residential Living, FSU Drug/Alcoholic Beverage Policies, posted Residence Life policies, and other University policies and procedures.

(Please remember, the residence facilities are provided as a service to students and are unique to the FSU environment. Therefore, the relationship between FSU and the student should not be construed to constitute a landlord/tenant relationship. Living on campus is a privilege granted to students seeking a home away from home.)

The application/contract is between the Department of Residence Life at Fayetteville State University, hereafter referred to as FSU, and the student, whose signature appears on the contract. The contract is not transferable and must be accompanied by a NON-REFUNDABLE housing processing fee of $125.00. A Parent/Guardian signature is required when a student is under the age of 18 years.

The contract must be renewed annually according to the eligibility requirements determined by the Residence Life re-contracting process. A student in the university community. RAs are carefully selected student staff members who have the primary responsibility of advising and guiding residents while enforcing hall policy. They are successful students who have demonstrated leadership skills. RAs are valuable resources if you need help with academic, social, or personal problems. They receive special training in all aspects of residence hall living and usually know the answers to questions you may have (if not, they know where to find out). Your RAs are there to help you and your floor in any way possible.

Cancellation Policy

If a student cancels and/or does not return for the Spring semester, it does not necessarily mean he/she has cancelled the nine-month contract. Conditions to be released from the Housing contract are limited. All students requesting to be released from the contract must provide proper documentation. Students will be released from the contract and not assessed a termination service charge under the following conditions:

- Student withdraws from the University for medical reasons (student must provide documentation);
- Student who is graduating mid-year through the academic year contract;
- Student is denied admission to the University;
- Student enlists, is drafted, or commissioned in the Military, provided, Student must provide documentation to the University that the student (1) is (i) a member of the U.S. Armed Forces or reserves on active duty or (ii) a member of the National Guard called to active duty, and (2) student (i) received orders for permanent change-of-station, or (ii) receives orders to deploy with military unit placed on active military duty;
- Student enrolls and participates in an approved University study abroad program;
- Student ceases to be enrolled in an approved University academic program.
Residents may submit cancellation requests by logging onto (BLANK), selecting the term they wish to cancel then filling out and submitting their Cancellation Request.

Students who want to cancel their housing contract before moving on-campus must initiate the cancellation request procedures at least two weeks prior to move-in.

Contract cancellation deadlines and penalties are as follows:

<table>
<thead>
<tr>
<th>Penalty</th>
<th>Fall Semester, Spring Semester, All Summer Sessions (Intersession, Summer I/II)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$500</td>
<td>Prior to the official opening day of the Residence Halls</td>
</tr>
<tr>
<td>$500 plus a daily prorated rate</td>
<td>After the official opening day or after the student accepts his/her room keys (whichever is earlier)</td>
</tr>
<tr>
<td></td>
<td>After the 8th week of classes the contract holder is responsible for the full payment of the contract amount</td>
</tr>
</tbody>
</table>

**Contract Appeals**

Occasionally, extraordinary circumstances arise which make it difficult for a student to fulfill his/her contractual obligations. Such circumstances include, but are not limited to, sudden and severe financial hardship, sudden and severe medical diagnosis, or a sudden family problem. The Department of Residence Life has established the Contract Appeals Process to determine if a specific situation merits release from the contract. It is the student’s responsibility to provide adequate documentation to support his/her reason for appeal. A student’s failure to provide adequate documentation may result in immediate decline of the appeal.

Housing contracts can be appealed by completing a contract appeals form which is located at the Department of Residence Life.

An appointment with the Housing Appeal Review Committee will be scheduled. All appeals will be reviewed by the Committee, chaired by the Administrative Support Associate, or his/her designee, for adjudication. Appeals are heard the 1st Friday of every month and you have the option to present your appeal in person.

If an appeal is granted, any refunds of fees will be based on the University refund schedule as established by the Controller’s Office.

All Housing Appeal Review committee decisions are final.

For more information about applying for housing or the contract please contact the Department of Residence Life.

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**Campus Living Basics**

**Accommodations & Medical Related Needs**

Students requiring accommodations in the residence halls, including special assistance to evacuate their buildings in case of emergencies, should contact their Building Manager, Associate Director of Residence Life or the Department of Residence Life.

**Air Conditioners/Heat**

All residence halls are fully air-conditioned and heated. Problems with your air conditioner or heat should be reported to your building staff as soon as you encounter an issue.

**Break Housing**

All residence halls will remain open during spring, fall and Thanksgiving Breaks. All residence halls are closed during the Christmas/winter break and the intermediate periods between spring and summer session one, the close of summer session two, and fall opening. Residents must vacate their rooms before the time assigned by Residence Life or a sanction will be levied. Students will not be permitted access to their residence hall after closing.
Bronco ID Cards
Fayetteville State University residential students are expected to carry their Bronco ID card with them at all times. Students living in residence halls with an electronic scanner are required to scan their ID before they enter the building or check in visitors. Lost IDs can be replaced at the One Card Office during business hours.

Building Safety and Security
All residence halls use digital recording systems with scanning cameras to record activity in public areas. All residence halls contain hard-wired heat/smoke detectors and alarm horns.

Cable TV Service
Basic cable service is included in the housing fee and is provided in the residence halls and does not include premium channels.

Check-In
At check-in, proper documentation must be completed:

1. Room Condition Form – a written copy of the condition of the room before/after the resident receives the room assignment.
2. The White Card (Personal Information Card) – a card with emergency contact information.

After completion, a room key will be issued.

*Note: Any missing information on the Room Condition Form (broken blinds, torn mattress, dark spots on the floor, etc.) must be reported within 24 hours to ensure damage fines will not be charged at check-out.

Late arrivals should contact Residence Life.

Check-Out
The check-out procedure involves a final room inspection that is done by a residence hall staff member to survey the condition and cleanliness of the room. A Room Condition Form (signed by the resident and staff) will be provided as documentation of a successful checkout. If the following rules are used, the check-out process will be very easy. Failure to use the rules will delay your check-out process:

1. Resident must sign up with a residence life staff member 24 hours in advance.
2. Furniture must be placed in its original place before check in.
3. Remove all belongings from the walls, window seals. Be sure to dust window seals also.
4. Empty all closets, dressers, and desks and dust them completely.
5. Pull beds away from the walls to ensure that area has been cleaned.
6. All trash removed from room.
7. For suite style halls, assigned common area duties must be completed.
8. Floor thoroughly swept and mopped.
9. For a quicker check-out, have all dresser drawers, desk drawers, and closet doors open for easy inspection.

Improper Checkout:
- Residents moving out of their rooms, during a semester or at the end of an academic year, are required to schedule an appointment with their RA or Building Manager to check out. Any resident who fails to make an appointment with that RA for check out may be assessed a $60 improper check out fee.
- Resident moving out of their rooms who fail to remove their personal belongings may be assessed a $200 fee. Personal belongings will be held for 30 calendar days and then discarded or donated to a registered 501(c)3 recognized charity.

Common Area Reservation Requests
Residence Life has several spaces that may be reserved for special campus group functions and programs. The following locations are available for reservation: University Place Apartments Club House, McLeod Hall Conference Room, New Residence Hall Lobby, and the 2nd floor area in Renaissance Hall. To inquire about a reservation, please contact the Building Manager.

Cooking
Certain cooking appliances are prohibited in the residence halls due to the fire hazard threat they pose. These include coffee makers without an automatic shut off switch, any open-coil heating appliance (such as a toaster), electric griddles, Foreman-type grills and waffle makers. Residents in University Place apartments with a full kitchen may have a toaster or Foreman-type grill provided the item remains in the kitchen.

Please see a Residence Life staff member if you have questions regarding whether a certain appliance is authorized.

Custodial Services
Custodial services are provided in all residence halls for the care of lobbies, activity rooms, community bathrooms with 8 or more residents, and other public areas. Residents are responsible for the cleanliness of their bedrooms, bathrooms, kitchens and other suite common areas, including all trash removal.

Electrical Equipment and Appliances
Due to the current residential room electrical configuration, a maximum of 8 amps should be used per electrical outlet in a student room.

- Typically acceptable appliances (UL approved) include: computers, gaming systems, TVs, CD players, DVD players, stereos, razors, fans, etc. Some hair dryers/curling irons may require additional power and may need to be used in the public bathroom rather than individual student rooms to avoid tripping circuit breakers.
- Use surge protectors/power strips for all electronics, particular computers, gaming systems, television, DVD players, stereo equipment, and clock radios. Lightweight extension cords and multiple outlet plugs without surge protectors create a safety hazard and are prohibited.
- Open heating elements and electrical applications that may pose a fire hazard, such as hot plates, hot pots, electric or contact grilles, are prohibited in residence, with the exception of UPA. Electrical appliances with an enclosed heating element are permitted in the halls (i.e. popcorn makers and coffeepots) when used under continual supervision.
- Personal/room air conditions may not be brought into the hall or installed in resident rooms.

Prohibited Items
Items that create danger to person, damage to University property, a fire/safety hazard, and/or a public nuisance must not be used, possessed, or stored in residence halls (including student rooms). These include:

- Internal combustion engines, acids, automobile batteries, gasoline, torches, and halogen desk lamps.
- Weightlifting equipment

- Animals, birds, amphibians, or pets of any kind (for more information about service and assistance animals contact the Department of Residence Life). Fish are welcome, but the fish tank must be five gallons or less.
- Substances for which potentially offensive/overpowering odors emanate (heavy perfumes, room scents, potpourri, sports/camping equipment, etc.)
- Grills, charcoal and other fire starter materials.

Hall Entry Cards
All residence halls have an assigned residence hall entry card. Residential students must carry this card at all times.

Health and Safety Inspections
For health and safety reasons, the Residence Life staff will conduct announced and unannounced room inspections. On the day of inspection, residence hall staff members will check the room for cleanliness, maintenance, and any violations as found in the Guide to Residential Living.

Insect and Pest Control
All residence halls have regularly scheduled pest control. If your room needs additional pest control, please contact your Building Manager.

Internet
All students in residence halls are provided a 24-7 internet wired connection.

Keys
Room keys may not be duplicated; however, lost keys may be replaced for $65 per key. To order a replacement key, see your Building Manager. Immediately report lost or stolen keys to your Building Manager or RA.

Laundry Facilities
Washing machines and dryers are located in all residence halls. If the machines are not working properly, please contact a residence life staff member. Refunds may be obtained through the One Card Office in the Rudolph Jones Student Center.

Lock Out Policy
If residents are locked out of their room, suite, or apartment:

- Residents they may contact the RA on duty or desk personnel for assistance.
- Staff will confirm a resident’s identity using a picture ID or Bronco card before giving access to the residential space.
- Residents will need to complete a Lock Out Form
- After the first courtesy transaction, residents will be charged $5.00 for each subsequent lock out. Charges will be assessed at the end of each semester.

**Maintenance Requests**

**Business Hours Facilities Protocol (Monday – Friday, 8am – 5pm)**
- For work requests, students should call the front desk of the building that they reside in for assistance. When this call is made, the building staff will verify the issue prior to sending a work request via the work order data base and/or calling any maintenance personnel for assistance. All work orders need to be submitted into the work order data base.

**After Hours Facilities Protocol (after 5pm and on weekends (5pm Friday – 8am Monday))**
- For work requests that require immediate attention, after hours, students should call the RA on duty for assistance. The RA on duty will verify the issue and proceed with calling the CSA who will verify the issue before contacting the on-call maintenance personnel for assistance, if needed. CSA should enter the work order into data base.

**What are examples of emergency/non-emergency situations?**

**Non-emergency:**
- Blown out lights
- Too hot/too cold
- Sink/tub draining slowly
- Pest Control
- (When another toilet is accessible by students in the room/suite/or floor) toilet clogged or will not flush

**Emergency:**
- Total loss of power within the building / room
- Flooding
- Safety issues
- Security issues (locks, doors, windows)
- Non-Working Toilet (If the room/location has two toilets that can be accessed by all students there is no emergency)

**Meal Plans and Options**
Any student residing on campus must purchase a boarding students meal-plan. Meal plan options range from the 21-meals per week plan to 10-meals per week plan. All first-year/time students are required to have the 21-meals per week plan during their initial year. Returning or upper level students can make meal plan changes through the One Card Office.

**Rental and Property Insurance**
In an effort to provide peace of mind for students and their families, residents are encouraged to carry personal property insurance, as the University, is not responsible for damage to residents' property. Students are encouraged to review their homeowners' policies to determine if any covers gaps exist. If so, it is best to consult with your insurance agent regarding the purchase of rental insurance. The Department of Residence life cannot be held responsible for damage to residents’ property.

**Room and Furniture Modification**
As residents arrange their rooms to make it suitable for their living style, they should remember the following guidelines:
- Furniture must stay in the room, unless removed by University staff in accordance with an approved accommodation or modification.
- Waterbed and other water filled furniture are prohibited.
- Personal mattresses and futons are prohibited in the residence halls. Other personal furniture that blocks the entrance to the room is prohibited. Accommodation request must be directed to the appropriate campus office for authorization.
- All built-in-furniture or fixtures must remain intact.

**Room Assignment**
Current resident students will have the opportunity to re-apply for on-campus housing for the next academic year early in the spring semester. Requests for specific rooms are honored contingent upon the rooms being available. Requests for specific roommates are honored if the students requesting to share a room submit mutual requests and space permits.

**Roommate Agreements**
All residents sharing a room will complete a roommate agreement. This forms can be acquired form your Resident Assistant. This agreement allows roommates to discuss various aspects of sharing a room and agree upon expectations for the use of
and conduct in the room. Residents are required to complete a roommate agreement from early in the year as it can help set the groundwork for a successful residential experience. Roommate agreements will be discussed by the Resident Assistant within the first two weeks of the semester.

**Safety and Security**

The residence hall community is home to thousands of students. It is important for residents to be safe and secure in the residence halls. All community members must be actively involved with creating a safe and secure environment, so all students can focus on academic success and building lasting friendships.

**Building and Lobby Security**

- Residents must not prop open outside doors.
- The main entrance and all outside doors to each building are secured at all times. All residents are required to sign their guest in by 11pm or before.
- During 11p.m. to 7a.m. all buildings will be staff with Access Control security officers who will provide security during the night. Residents who do not have proper identification may be fined $25.00.
- Current residents must show their current Hall entry card and Bronco Card to gain entrance into their residence hall.
- Guests of current residents must have one of the following forms of identification to gain access into the residence hall with their hosts: current Bronco one card, State issued Driver’s License, State issued ID, Passport, or Military ID. *On-campus residents visiting from other buildings must show their buildings hall entry card in addition to any of the items listed previously.
- Residents and guests are required to show proper identification to Residence Life staff upon reasonable request. Without proper identification, residents and guests may be asked to leave the building.
- Video recording may occur in the residence halls in public areas.
- Any guest who is found in violation of this policy, with regards to not being signed in, may be required to vacate the premises.

**Room Security**

- Residents are expected to lock their rooms and carry their key, Bronco card, and Hall Entry card with them whenever they are not in their rooms.
- Engaging in acts that may endanger the safety of others (e.g. blocking a person in a room, dangerous “pranks” etc.) is prohibited.

**Misuse of Keys/Bronco Card**

Residents shall not:

- Relinquish possession of one’s room key to another person.
- Relinquish possession of one’s Bronco/Hall Entry card to another person.
- Have possession of a residence hall room key not issued by the University.
- Allow one’s room key, Bronco card, or Hall Entry card to be duplicated or modified.
- Use of a key, Bronco card, or Hall Entry card to gain entry into a building/room other than one’s current building or residence.

**Severe Weather**

All students should be aware of and prepared (have a flashlight, extra batteries, etc) for hazardous weather conditions including tropical storms, hurricanes, tornadoes, snow, sleet, and ice. If such weather approaches, residence life staff will call meetings to advise you of further necessary action (i.e. evacuation or consolidation to a safe place). Students are required to follow instructions of the staff in such cases. Hazardous weather procedures can be found on the Residence Life website.

**Telephone Services**

Each room is equipped with a telephone line with call waiting. We recommend that students bring a land-line phone to plug in. Residents in a room usually share one line and are required to provide their own telephone equipment. If there is a problem with the service, please inform your Building Manager or RA.

**Trash Removal**

Properly bag and tie all trash before taking it to the designated trash pick-up site for your residence hall.

**Vending Machines**

For your convenience, food and soft drink machines are located in residence hall lobbies. To report lost money in vending machines, notify the One Card Office.
Procedural guidelines for conduct

As a student at Fayetteville State University, you have responsibilities that you agreed to when you signed your housing contract. One of these responsibilities is to abide by the policies set forth by the University and the Department of Residence Life. University policies can be found in the Code of Conduct, which is online at: http://www.unfcsu.edu/handbook. If you have any questions about these policies, please contact your RA, CSA, or Building Manager for clarification.

If you are involved in a situation that violates a policy, an RA or another hall staff member may approach your room. At that time, their responsibility is to end whatever behavior is taking place which violates a policy. The RA will identify the resident(s) responsible for the room to discuss the behavior(s) of concern and resolve the situation. The RA will then write an incident report documenting the details of what happened including names of people present, the policies that were violated, and any other relevant information. The report is then forwarded to the Building Manager for review. Depending on the nature of the situation, the Building Manager will follow up with students in a meeting (called a conduct hearing or preliminary conference), by email or through a letter in their mailbox. The RA is not responsible for assessing your role in the situation, they merely document what is happening and the Building Manager or CSA will determine each student’s role in the incident.

To prevent situations from occurring in your room when you’re not present, lock your room door. If you’re away from your room, yet leave your room door unlocked and friends go to your room and engage in behavior that violates a policy, you will be held responsible to a degree because the situation occurred in your room. By choosing to not lock the door, you granted permission for that incident to occur.

After reviewing an incident report, your Building Manager or CSA will decide the best course of action. If s/he needs to resolve the matter through a conduct hearing, you will be notified via a letter in your mailbox or an email to your university account. During that meeting, the professional residence life staff member will listen to your perspective on the incident and determine if you are responsible or not responsible for the behaviors reported. If you are held responsible, you will be issued a sanction for being involved in the violation(s).

General Rules of Conduct

In all communities, there is a moral code of ethical behavior that binds participants together, and a body of official rules and regulations that defines personal freedoms and responsibilities. It applies to all members of the residential living community and is intended to promote an atmosphere of trust and fairness in all residential spaces and in the conduct of daily campus life. This section outlines the rules and regulations for residential living; as well as, the consequences associated with violations and the general rules of conduct.

As part of the residential living community, all students and their guests are expected to:


2. Understand that ignorance of the policies and procedures found in the Residence Life Contract, Guide to Residence Living, and Fayetteville State University Code of Conduct does not absolve students and guests from the policies and consequences therein.

3. Residence Life reserves the right to refer violators of any alleged charges to the appropriate campus authority which may include a meeting with a professional residence life staff member (conduct hearing) or a referral to the Residence Life Conduct Board, Fayetteville State University Student Judicial Board, the Associate Director or Residence Life, or the Dean of Students.

Alcohol

The possession, consumption, or selling of any type of any amount of alcoholic beverages is strictly probated in any on-campus residential facility regardless of a student’s age.

Balconies, Roofs, Windows

Balconies, rails and windows of the residence halls must be kept clear of items including hanging articles and furniture. Residents are prohibited from removing window screens – all screens provided by the university must remain intact and in the window. Damaged or missing screens should be reported to the Building Manager. No resident is permitted on the roof at any time. No items may be thrown over the balconies. Students caught throwing things may be subject to removal from the residential facility.
with no refund of fees and full payment of contract required.

- Entry and Exit from residence halls windows is prohibited.
- Windows should be closed when residents are not in the room or during harsh weather conditions. Residents are responsible for damage to the room or personal property caused by an open window (ex. Pipes freezing). The damage and cleaning costs may not necessarily be limited to a single room, hallway, or floor.
- Nothing (including antennas, food, or cables,) is to be hung from or placed on window sills ledges, or pipes.

**Bicycles**

For fire and life safety reasons, bicycles are not allowed inside the residence halls at any time.

**Children in Halls**

Children are not allowed in the residential halls. See visitation policy for further details.

**Conduct towards Fayetteville State University Staff**

Students and/or their guests must be respectful of the Fayetteville State University community at all times.

Abusive language or intimidating behavior of any kind will not be tolerated. Students and/or guest may be removed from the residence hall for inappropriate conduct with no refund of housing fees and full payment of contract required.

Students who feel that they have been treated inappropriately by a residence life staff member should report such cases in written format to the Associate Director of Residence Life.

**Confiscated Property**

Unauthorized items will be confiscated and may not be returned.

**Damage/Excessive Cleaning**

- All residents of the floor or hall community will be charged for common area items that are missing, damaged, or require extra cleaning when the individual(s) responsible cannot be determined.

- When residents acknowledge that they are responsible for specific damage, they accept responsibility for repairs and the floor is not charged.

- Any and all costs associated with activation of sprinkler head or smoke detectors will be the responsibility of the resident(s) involved. Damage and cleaning costs may not necessarily be limited to a single room, hallway, or floor.

- Residents who wish to appeal may do so within 20 days of receiving the charge. Appeals are to be sent, via written format, to the Associate Director of Residence Life.

**Doors, Walls, and Room Decorating**

Residents are encouraged to decorate their rooms to make them unique and feel like home. Before adding personal touches, residents should be sure to follow these guidelines:

- Use 3M Command Strips, or painters tape to hang items on the wall
- No over the door hooks are to be used on any door (including main room door, bathrooms, and closets).
- Do not use screws, nails, thumbtacks, staples, or strong adhesives such as duct tape, packing tape, glue, or foam-type adhesive strips to attached posters and other articles to room surfaces. Use of these items can cause damage to walls, ceiling, and furnishings.
- Painting, drawing, or writing on any surface in the room, including the doors, with any type of marker, including but not limited to dry erase marker, crayon, pencil, or charcoal are not allowed.
- Miniature UL approved lights that do not generate noticeable heat are permissible in student rooms. No electrical wiring or lights of any type may be run through a doorway to be used as decoration in the hallway.
- No live trees, branches, or wreathes may be used to decorate rooms or hallways.
- No candles, incense burner, potpourri pots or scented oil warmers may be used at any time.
- No decorations may obstruct access to halls, stairwells, or exits due to fire safety regulations.

- The outside of the room door and the window facing outward are considered public display areas representing the character of the institution. Public display areas may be monitored to insure that inappropriate materials/messages are not visible. University administration/residence hall staff uses the policies, mission, and values of the institution to determine the appropriateness or inappropriateness of public area displays. Resident’s may be required to remove public displays deemed as inappropriate.
The residence hall room number is located on the exterior of each resident’s door and must be visible at all times.

All mounting materials must be removed prior to checkout. If damages are found, the student will be fined, and the items must be removed permanently.

**Fire and Life Safety**

Fire safety equipment, including smoke alarms, are provided in each room and are maintained regularly. If special accommodations need to be made to comply with ADA regulations, please contact the Department of Residence Life and the Center for Personal Development.

No items are to be hung from or placed over smoke detectors or sprinklers or over building lighting (in rooms, common areas, bathrooms, hallways, etc.) Each time a fire alarm sounds, it is mandatory for all students and guests to evacuate the building. Residents who remain in the building during a fire alarm will be subject to disciplinary action and a $250 charge.

Tampering with fire safety equipment (which includes but is not limited to sprinkler heads, smoke detectors, fire extinguishers, and pull stations) subjects the violator to a $250 fine, University disciplinary action, and additional charges for any resulting repairs and/or cleaning including $100 charge if city fire trucks are called unnecessarily.

Once evacuated, residents must remain outside until the building has been cleared by the appropriate officials.

Assembly sites are provided for your safety and to allow the fire department personnel adequate access to the building. When an alarm sounds, students must assemble in the area designated by Residence Life staff.

**Harassment and/or Retaliation**

Any act which leads to a hostile environment including conduct that is
- directed toward a particular person or persons,
- unwelcomed,
- based upon the person’s race, color, religion, national origin, sex, gender, sexual orientation, gender-identity, creed, disability, veteran status, political affiliation or student organization affiliation,
- severe or pervasive, and
- objectively offensive that it unreasonably interferes with the target person’s employment, academic pursuits, or participation in University-sponsored activities such that it effectively denies equal access to the University’s resources and opportunities.

**Infliction or Threat of Bodily Harm**

- Intentionally or recklessly causing physical harm to any person;
• Intentionally or recklessly threatening a substantial risk of bodily harm to any person; or
• Intentionally or recklessly placing a person in fear of imminent physical injury or danger.

Mandatory Meetings
Residence Life reserves the right to call mandatory meetings as deemed necessary by appropriate staff. If you are unable to attend a mandatory meeting due to a class conflict, contact your Building Manager or the staff member you are to meet with at least 24 hours prior to the meeting.

Mandatory Meetings consists of the following hall meetings:
• Winter Break Closing meeting
• Spring Closing Meeting
• Housing Process Informational Meeting
• 1st Floor Meeting

Noncompliance
Failure to comply with reasonable directions and requests of a University official, or failure to heed an official summons of any University official acting in the performance of his or her duties will result in disciplinary referrals to the Building Manager, Associate Director of Residence Life, or the Dean of Students office. Failure to appear for disciplinary appointments is viewed as noncompliance and may result in similar action as noted above.

Quiet and Courtesy Hours
Courtesy hours are in effect 24 hours a day. During courtesy hours, music, voices, or noise should be not disruptive to your community. Residents are expected to comply immediately with request of others to lessen or eliminate noise. Residents are expected to demonstrate courtesy and consideration towards others at all times.

Quiet Hours are defined as specified periods of time on a residence hall floor when it is expected that noise will not interrupt the required atmosphere for living and learning. Residents and their guests are expected to refrain from generating any noise that transfers from room to room, room to hallway, public areas to rooms/hallways, or carries down the hallway. This includes speaking in the hallway and having TVs/stereos at an excessive volume. Residents and guests who violate this requirement may be administratively removed from the community at any time.

Quiet Hours are as follows:
• Sunday – Thursday: 10pm – 8am
• Friday & Saturday: 12am – 10am

During these hours please keep noise to a minimum to allow residents to study and sleep.

Pets
For health reasons, sanitary concerns and space constraints, pets (except fish) are not permitted in the residence halls. Fish aquariums must not exceed 5 gallons and must be cleaned on a regular basis. Students will be financially responsible for cleaning/damage repair costs should the tank leak, break or cause any damage to university property.

Posting Policy
All publicity for school functions (flyers, posters, etc.) must be approved by the Building Manager 48 hours prior to the time of posting and must bear the appropriate stamp or initial.

Residence Hall Grounds and Public Areas Protocol
Hall public areas and grounds surrounding the halls are for the enjoyment of all residents. Behavior that endangers others or detracts from a welcoming community environment is not acceptable.

• Disruptive residents will be asked to leave public area. Disruptive guests will be required to leave the building and/or campus
• Loitering by nonresidents in residence hall public area is prohibited. Violators are subject to arrest for trespassing.
• Residence life staff reserve the right to secure or clear any and all hall public areas, including the main lobby.
• Furniture assigned to public areas, lounges, hallways, study rooms, computer labs, bathrooms, etc. of a floor or hall may not be moved into individual student rooms.
• Students are expected to refrain from a level of noise that disrupts operations in administrative area of the hall.
• Ball playing, throwing water balloons or snow; use of paintball, pellet or water guns, skateboarding, and all other activity which may potentially block hall entrances or impede pedestrians are prohibited on residence hall grounds, porches, entranceways, and directly adjacent areas.
• Individual or group participation in an activity inside a residence hall that would be identified as sports recreation suitable for outdoor (or recreation facility) setting, which include, but is not limited to, frisbee throwing, dribbling, golfing, hockey playing, skating, and running, are prohibited. Roller blades, bicycles, and scooters may not be used inside a residence hall.
• A prohibited “party atmosphere”, which includes but is not limited to, excessive gathering of people in a student room or common area and significant noise disruption or other disturbances. These situations may occur despite the absence of alcoholic beverages.

**Room Entry**
A resident’s room or suite may be entered at any time by an authorized Fayetteville State University staff member acting in an official capacity. This includes but is not limited to public safety employees and Residence Life employees. A thorough search of the room or suite, including students’ personal belongings, may be conducted if the staff member has reasonable suspicion regarding the presence of unauthorized items or activities.

**Room Changes**
Contact your Building Manager for room changes. The residence halls have guidelines for visitors. Roommates should know the guidelines and discuss them with each other. The RA can be a great resource and mediator during difficult conversations. If the discussion does not move toward resolution of conflict, contact the Building Manager. For additional information contact the department of Residence Life or go to our website. To request a room change after the online period has ended, contact your Building Manager who will assist you in filling out the necessary paperwork. The Building Manager will notify you when your request has been received and will instruct you on further procedures. Do not move until you have been contacted by Residence Life and have permission to change rooms. Unauthorized room changes are prohibited. A resident who moves without authorization may be assessed a $50 fine and may be required to move back to his or her originally assigned space. Residence Life reserves the right to make a room change any time it is deemed to be in the best interest of the students involved.

**Sexual Harassment**
Any unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
• submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic or student status, or
• submission to or rejection of such conduct by an individual is used as the basis for employment, academic or other institutional decisions affecting such individual, or
• such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, academic activities or student experience, or creating an intimidating, hostile or offensive working, academic or student life environment.

**Sexual Misconduct**
Any act of a sexual nature perpetrated against an individual without effective consent or when an individual is unable to freely give consent. Sexual misconduct, as defined by the University Sexual Misconduct Policy includes, but is not limited to the following:
• Attempted or completed intercourse or penetration (anal, oral or vaginal);
• Sexual touching (including disrobing or exposure);
• Sexual exploitation; or
• Sexual intimidation.

**Smoking**
Smoking is not permitted inside any residence hall at Fayetteville State University. Faculty, staff and students who wish to smoke may do so outside at the designated smoking areas where proper ash receptacles exist. Smokers must properly dispose of cigarette/cigar remains in designated receptacles. Smoking must occur 25-50 feet away from the residential building.

**Solicitation**
• Vendors or sales representatives may not sell items or take orders for items inside a residence hall or on residence hall grounds.
• Residents may not conduct business inside the residence hall, sell, or distribute products, permit their rooms to be used for sales by any outside vendor, or personal use their room as a base of a commercial enterprise.
Theft
Theft is defined as the unlawful taking or use of University or personal property. It shall also mean the possession or purchasing of stolen property if the possessor/buyer did in fact know that the item was stolen.

Vandalism, Defacement, or Arson of Property
Any act that intentionally or maliciously destroys, damages, defaces, misuses, or sets fire to University property or property of any persons on University premises, or at University-sponsored activities.

Violations of Municipal, State, or Federal Law
Students may be accountable to both outside authorities and to Fayetteville State University for acts which constitute violations of law.

Visitation
The purpose of the guest policy is to encourage residential students to host guests in a responsible manner. Hosting guests is a privilege, not a right. If the guest policy is violated, resident students will lose their privilege to host guests.

For insurance purposes, individuals under the age of 14 are not allowed in the Residence Hall unless they are accompanied by a parent.

Resident students are responsible for the actions and conduct of their guest(s), and they must inform their guest of the rules and regulations as listed in the Guide to Residential Living. The resident student assumes 100% responsibility for the failure of the guest to comply with all regulations and conduct contained in the Guide to Residential Living, Code of Conduct or any other regulations set forth by the institution.

Roommates are required to sign an in-room visitation agreement before non-residents are permitted inside their rooms.

In the event the guest does not comply with existing regulations, the guest will be required to leave the residence hall immediately and will not be allowed re-entry until the host student attends his/her judicial conference. Additionally, the host student may be subject to dismissal from the residence hall and other disciplinary actions as deemed appropriate by the University.

NON-RESIDENTIAL STUDENT GUEST SIGN-IN:

- All guests and their hosts must sign-in with a valid photo identification card at the front desk or with the Building Manager.
- Guests will receive a carbon copy of the Visitation Policy Agreement form.
- All guests must carry their copy of the signed Visitation Policy Agreement form at all times during their stay.

RESIDENTIAL STUDENT GUEST SIGN-IN (Non-building on-campus residents)
- All non-building residents (people who do not live in the same hall) regardless of gender are not permitted into any hall unless they have a valid hall entry card.
- All non-building residents must stop by the front desk or are the access control station to sign-in.

THE HOST MUST ACCOMPANY HIS OR HER GUESTS AT ALL TIMES.
This includes situations such as; if a host is on the first floor to receive a take-out order, the guest must accompany the host on the first floor; if a host is leaving the building (going to class, work, etc.) the guest must also leave the building. If a host has two (2) guests signed-in, both guests must follow the same procedures. Any guest found in the building not accompanied by their host will be removed immediately from the residence hall and not be allowed re-entry.

In the event of fire/building evacuation, hosts should accompany their guests at all times and follow all staff instructions.

DAY GUESTS (SEE GENERAL GUEST SIGN-IN PROCEDURES)
The Day Guests policy:
- Sunday – Thursday
  12pm (Noon) – 12am (Midnight)
- Friday and Saturday
  12pm (Noon) – 2am

Resident students can sign-in a maximum of two (2) day guests at one time. No one room may have more than half its occupancy size, in guests, present in the room at one time. (Ex. 6 residents – no more than six guests at a time.)

OVERNIGHT GUESTS (SEE GENERAL GUEST SIGN-IN PROCEDURES)
Resident students must follow the following procedures to host an overnight guest:
● Overnight guest required advance (3 days) approval from the Building Manager or Community Support Associate.

● A resident may not host an overnight guest in student housing without the prior consent of all roommates/suitmates.

● A resident may not host an overnight guest of the opposite sex.

● A resident may not host an overnight guest under the age of 18 years old.

● No overnight guest will be allowed to stay more than three (3) consecutive nights.

● A resident only is allowed to host a maximum of one (1) same-sex overnight guest at a time.

● A resident may only host a maximum of two (2) overnight guest requests per semester.

**University Place Apartments – Visitation Guidelines**

Students residing in University Place Apartments (UPA) are expected to adhere to all guidelines outlined in the visitation policy, with the exception of the hours denoted in the Day Guests policy section of the Visitation Policy.

Students residing in UPA have open visitation hours; however, between the hours of 11pm – 7am UPA students must sign-in all guests in at the UPA main desk.

Non-Residential Students found in UPA between the hours of 11pm – 7am, without proper documentation, will be asked to vacate the premises.

Residential students, with a valid hall entry card, visiting UPA during the hours of 11pm – 7am must stop by the UPA main office to be logged in as a guest. Residential students who have not been logged in as a guest between the hours of 11pm – 7am will be documented and asked to return to their assigned residence hall.

UPA students must request prior approval of overnight guest as outlined in the Visitation Policy.

**Same sex internal building residents (people who live in the same hall but different rooms) do not have to sign-in to visit other residents in their same respective facility; however, after visitation hours (see Day Guest) “non-room” residents are expected to leave, unless there is mutual consent amongst room-mates**

**Students with outstanding disciplinary sanctions or Residence Life charges are ineligible for visitation, until such items are resolved.**

Guest(s) must be signed in at all times. All guests will need to stop by the front desk or see hall professional staff to complete visitation forms. These hours are subject to change at the administrative discretion of the Building Manager due to inclement weather or other university deemed emergencies.

Any resident who has an unattended/illegal/unapproved guest will be subject to:

- loss of visitation privileges
- fines or sanctions imposed
- possible contract reassignment or termination
- other disciplinary action as needed

Residence Life reserves the right to deny or restrict guest visitation, or ask visitors to vacate the premises at any time.

**Weapons, Explosives and Hazardous Materials**

- the unauthorized use or possession,
- Threat of unauthorized use or possession, or
- Unauthorized storage of any weapon on University premises or at University-sponsored activities.

3. Those involved in the situation will be asked to fill out a Student Statement Form.

4. Those involved will be provided a Notice Statement to schedule a meeting with a

**Residential Student Conduct Board**

A meeting will take place with a Fayetteville State University Residential Student Judicial Board who will then apply the appropriate sanction(s). In cases where the policy violation may result in suspension or expulsion, the case will be referred to the Dean of Students.

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**Policy Violation Procedures**

Policies and procedures are put into place for the safety and development of the community. When policies are violated a certain protocol takes place. Here is what you can expect:

1. The situation is addressed by a member of the Department of Residence Life

2. The situation is documented on an Incident Report Form.
Possible sanction(s) descriptions are as follows:

**Administrative Fines**
The following violations for the resident hall contract/(Addendum) may result in specified fines being applied administratively by the Department of Residence Life.

1. Violation of Residence Hall Grounds and Public Area Protocol Policy. $50.00
2. Violation of Room and Furniture Modification Policy. $50.00, plus any costs associated with repair or replacement of damage University property.
3. Violation of the policies on Electrical Equipment and Appliances. $50.00
4. Violation of the Doors and Walls Policy. $50.00, plus any costs associated with repair or replacement of damage University property.
5. Violation of the Balconies, Roofs, Windows Policy. $50.00, plus any costs associated with repair or replacement of damage University property.
6. Violation of the Room Change Policy prohibiting unauthorized residence hall resident room changes. (in addition to fines, residents may be required to move back to their University-assigned rooms). $50.00
7. Violation of the Prohibited Items Policy. $50.00
8. Violation of the Safety and Security Policy by failing to comply with listed, posted, or announced residence hall regulations governing building security. $50.00

Examples of these violations include, but are not limited to:
- Entering or exiting a residence hall building though any other access point other than designated doorways.
- Assisting others to gain unauthorized building entry.
- Propping doors that area to remain locked.
- Failing to follow procedures at checkpoints for showing required identification by residents.
- Not following the stipulated procedure for registering guests.
- relinquishing passion of one’s room key and/or Bronco/Hall Entry card to another person, having possession of a residence hall room key and/or Bronco/Hall Entry card not issued by the University, allowing one's room key and/or Bronco/Hall Entry card to be duplicated or modified, or using a key and/or Bronco/Hall card to gain entry to a building/room other than one’s own building or residence.
- Unauthorized occupancy during a time period not covered by that individual’s residence hall contract (e.g., University-designated vacation periods. $50.00 plus the cost of the daily room rate.
- Violation of Smoking Policy. $50.00
- Entering the Residence Hall between 11p.m. and 7am. without having the Hall Entry Card and Bronco Card. $25.00
- Improperly checkout out of one’s room. $50.00
- Failure to removed personal belongings from the residence halls when moving out of ones' room. $200 minimum.

**Verbal Warning**
The Student Judicial Board consults with the student about the violation and explains that a second occurrence will result in further sanctions. This warning is given at the discretion of a Student Judicial Board.

**Written Warning**
A discussion of the incident with a Student Judicial Board; becomes a matter of permanent record in Residence Life; given at the discretion of the Student Judicial Board.

**Confiscated Items**
Residence Life does not have storage space to keep confiscated items. When an item(s) is confiscated from a student, it will NOT be returned to the student.

**Educational Sanction**
Designed to promote self-reflection, the student understanding of how his/her behavior impacts others, the university community, the student's personal being, and personal future as well as being a deterrent for future violations and raising awareness through activities that relates to the violation.

**Fines and Restitution**
Monetary penalty that is added to a student’s financial record; if not paid, this may result in an administrative hold on one’s record. There are four types of fines within Residence Life:
1. Fire & Life Safety fines
2. Vandalism/Damage to Property fines
3. Checkout fines
4. Lost Key fines
Fines for excessive vandalism will be levied according to the damages. Amounts of fines are at the discretion of Residence Life. Students are subject to fines given at the discretion of residence life staff for failing to comply with directives given by residence life staff.

**Disciplinary Service**
Requires the student to volunteer personal time for the residence hall, campus or community at-large.

**Revoking of a Privilege**
Having one's privileges as a resident of the university restricted for a specified amount of time as related to the violation (i.e. suspension of visitation).

**Required Room Change**
The student must move out of the current room to another space allotted by residence life by a specified date.

**Referral**
Residence Life reserves the right to refer students to other offices within the Fayetteville State University for further sanctions.

**Collective Accountability**
When violations occur to any part of a residence hall every effort is made to determine who is responsible. When this fails however, all residents in the area affected will be notified of the violation and given a period of time in which any information about the incident may be given to your RHD. If this fails to yield a responsible party, all residents in the affected area will be sanctioned accordingly. A series of warning letters are sent to residents in an attempt to gain information leading to the apprehension of the responsible party.

**Disciplinary Probation**
A student on probation is not considered in good standing within the university, and his/her continued enrollment is conditioned upon good conduct for the probationary period. The period of time over which the probation extends shall be set forth in the letter to the student; as well as, the probability of more severe disciplinary sanctions if the student is found to violate any regulation during the probationary period. This sanction may limit student participation in other university activities or programs as determined by individual university units.

**Residence Life & Housing Probation**
The student is in a probationary status within the residence hall system; any significant behavioral violation of policy while on probation will cause the student to be removed immediately from the residence hall community with no refund of housing fees and full payment of contract required.

**Disciplinary Removal**
The student is required to move out of the residence hall community within a specified period of time which is determined by residence life staff at the time of the incident. The student is banned from all campus housing. There is no refund of fees; full payment of contract is required. Students removed for disciplinary reasons can re-apply for on campus housing, after two academic semesters, by submitting a written request to the Director of Residence Life.

**Interim Removal**
Whenever there is evidence that the continued presence of a student in the residential community poses a substantial threat to him/herself or to others or to the stability and continuance of normal residence life functions, residence life may remove the accused student for an interim period pending disciplinary proceedings or medical evaluation. Such interim removal becomes immediately effective without prior notice. A student removed on an interim basis will be given an opportunity to appear personally before the Director of Residence Life or other appropriate official within 5 business days from the effective date of the interim removal for a hearing only on the following issues:

- The reliability of the information concerning the student’s conduct.
- Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the campus poses a substantial threat to him/herself or to others or to the stability and continuance of normal university functions.

**Multiple Violations/Behavioral Incidents**
Over time multiple minor violations can become a serious detriment to the quality of life. Therefore, any student who is involved in multiple incidents in one year is subject to: required room change, residence life probation, or removal.

**Appeals**
The Department of Residence Life has an appeals process in place for students found in violation. The grounds for an appeal are:
1. To determine whether the decision reached regarding the accused student was based on a preponderance of evidence, that is, if the
evidence is sufficient to determine that the violation is more likely to have occurred than not.
2. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

A student will have three business days after meeting with the Student Judicial Board and after being sanctioned to turn in a written appeal to the Associate Director of Residence Life. In times where the Associate Director of Residence Life has issued the sanction the student will have three business days to turn in a written appeal to the Director of Residence Life. If the appeal is denied, the sanctions are imposed. If the appeal is accepted, the case will be heard within five (5) business days after appeal is granted. In the case of innocence, the case is dismissed. The appeal decision of guilt or innocence is final.
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<thead>
<tr>
<th>Item</th>
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