

Office of Residence Life

<http://www.coastal.edu/reslife/>

Welcome to campus!

By choosing to live on campus, you join other students who wish to reside in a living/learning environment together. You will have an opportunity to meet new people, make new friends, develop an appreciation and respect for diversity, and learn valuable skills that will help you in your personal and professional relationships throughout your life.

Membership in the Coastal Carolina community also comes with responsibility. The choices you make will affect other students. This information will describe the policies and procedures of the Office of Residence Life. These policies have been established to protect the rights of all members of the residence life community and to maintain an environment, which is conducive to academic and personal success. If you have any questions about the information in the following pages, please ask any professional staff member of Residence Life.

Residence Life Staff

The Office of Residence Life employs trained professional staff and students to serve in a variety of helping roles. Each staff member is expected to serve as a resource person, activity planner, community builder, and policy enforcer to ensure that students feel welcome, safe, and secure in the residence halls. Staff members are as follows:

Director of Residence Life

The Director of Residence Life supervises a staff of 10 professionals and administrative personnel, and approximately 43 resident assistants. Coastal's housing facilities accommodate 2,200 students during the fall and spring semesters and numerous conferences and special events during the summer months. The Director of Residence Life's office is located in Waccamaw Hall where the main office of Residence Life resides.

Assistant Director of Residence Life

The Assistant Director supervises a staff of five full-time Residence Directors, approximately 43 resident assistants, and an assignment coordinator. S/he will plan and conduct annual recruitment, and hiring, training of professional and paraprofessional staff. S/he will also serve as the Chief Judicial officer, mediator and referral agent for residents. The Assistant Director of Residence Life's office is located in Waccamaw Hall where the main office of Residence Life resides.

Residence Director (RD): RD's are full time professional staff members who oversee one of the residential communities offered to students. The RD's supervise a staff of Assistant Resident Directors, Resident Assistants, and Desk Assistants who work in their community. As well as helping the RA's provide educational and fun programs to the residents, the RD serves as a judicial hearing officer and works on a rotating emergency on-call duty schedule to provide a safe and secure place for students to live. All RD's have either their Bachelors or Masters Degree.

Assistant Residence Director (ARD): ARD's are undergraduate students who have had experience in the Department of Residence Life as a Resident Assistant for at least one year, and now want to increase their level of responsibility. ARD's are the experienced student staff members who have similar responsibilities as an RA but who also provide several community-wide programs and serve as a liaison between the RAs and RDs. ARD's, like RD's, take part in a rotating on-call duty schedule in their community.

Resident Assistant (RA): RA's are undergraduate students who work for the Department of Residence Life, offering a wide range of services to the students. Some of the RA responsibilities are to provide fun and educational programs throughout the semester, enforce University and Residence Life policies, act as an ideal role model, complete monthly educational/informational bulletin boards, help residents adjust to college, and to work on a rotating on-call duty schedule during the evenings and weekends.

Whenever students have questions about the University, their residence hall, or institutional policies regarding residential living, the RA can serve as the initial contact person. Residents may inquire about a RA position by contacting their community RHC, any RA, and through the provided website below.

<http://www.coastal.edu/reslife/index.html#residenceLifeStaff>

Desk Assistant (DA): Each community on campus has a front desk, which is supervised by an RD. Desk Assistants are student employees or full-time staff members who work at service desks. They are trained to assist students with concerns they may have with keys, facility problems, visitation request forms, general information, and act as the first friendly face that someone encounters when entering a residence hall. Residents may inquire about a DA position by contacting their community RHC and through the provided website address below. Night time DAs are full-time Public Safety Officers that work 11:00 p.m. until 7:00 a.m. to provide additional security to the residential community.

<http://www.coastal.edu/reslife/index.html#residenceLifeStaff>

Residential Facilities

Main Campus

Residence halls within the following communities are located on the main campus:

The Rivers - Waccamaw and Santee Halls

Waccamaw Hall houses approximately 400 students in traditional suite-style and quad style halls. Double-occupancy rooms are connected by a semi-private bathroom to a neighboring double-occupancy room. All four residents share the adjoining bathroom. Each double-occupancy suite is furnished with two beds, two desks and chairs, two chests of drawers, and built-in closet space. Quad rooms have four individual bedrooms, a living area, and one bathroom within shared by all four residents. A lounge is provide on the first floor for residents to use and is equipped with a television, couches, and vending machines. Waccamaw also has a computer lounge located on the first floor across from the laundry room. The computer lounge is available for use by residents free of charge.

Santee Hall houses approximately 350 students in traditional suite and quad style halls. Rooms in Santee Hall also are double-occupancy and are connected by a semi-private bathroom to a neighboring double-occupancy room. All four students share the adjoining bathroom. Each double-occupancy suite is furnished with two beds, two desks, and chairs, two chests of drawers, and built-in closet space. Quad rooms have four individual bedrooms, a living area, and one bathroom within shared by all four residents. Lounges are also provided on each floor with couches and televisions for residents. In the first floor lounge computers are provided free of charge for residents to use. The vending machines for Santee are located in the laundry facilities room.

The Woods - Oak, Cypress, Maple, Dogwood, Elm, and Palmetto Halls

These halls are all apartment-style living units, accommodating approximately 400 students. Each unit in these halls house four students with individual bedrooms. In addition, each apartment is furnished with a refrigerator, living area with a sofa, kitchen-dining bar with stools, chairs, beds, desks and chairs, chest of drawers, and built-in closet space. The four residents in each unit share one bathroom within the apartment. All units are wired for direct Internet access. Residents in these halls are able to use the laundry facilities located in the Waccamaw and Santee halls.

The Gardens - Azalea and Magnolia Halls

Azalea and Magnolia Halls are apartment-style living units that accommodate 92 students. Each unit in these halls house two students who share one large bedroom. Each apartment is furnished with a refrigerator, sofa, kitchen counter, stools, beds, desks and chairs, chests of drawers, built-in closet space and a bathroom. In addition, units in these halls also have a full size stove and wireless Internet service.

University Place – Apartment Housing Complex

University Place is located a 1/2 mile from the main campus. Housing nearly 1,000 students in 21 apartment style buildings, it offers an Activity House equipped with an exercise and fitness center, outdoor pool/hot tub, social room with flat panel wide screen TV, basketball and volleyball courts, outdoor grills, and picnic tables. Combinations of one, two and four bedroom suite-style apartments are available at University Place. Each apartment is furnished with a washer/dryer, refrigerator, microwave, dishwasher, stove, garbage disposal, upholstered sofa and chair, TV stand, kitchen table and chairs. All bedrooms have private bathrooms and shared tub/shower. Each bedroom is furnished with a cable TV connection, high-speed Internet connection, double bed, desk and chair, chest of drawers and a closet.

Note: Though many of the policies are the same, University Place has some policies and services that are different from main campus. Be certain that you understand the policies for your specific place of residence.

Living and Learning Communities (LLC's)

A living and learning community is a relatively small group of Coastal students, faculty, and staff sharing similar interests. These groups strive to build connections with each other and the university at large, as well as to plan activities that will enhance students' academic experience.

More than 15 faculty and staff members have committed to advising a community, as well as Resident Assistants and upper-class student mentors. Each community will work with different departments on campus based on their specialization.

12 LLC's will be offered for the 2007-2008 Academic Year for

- *Arts and Adventure
- *Bio-niche
- *Chanti-Leaders
- *Green House
- *World Cultures House
- *History Buffs
- *Honors Program Housing
- *Health and Wellness
- *International House
- *Sea Floor
- *Professional Golf Management
- *Coastal Business Students Building

Go to www.coastal.edu/reslife and complete your 2007-2008 Housing Application. Indicate in the designated area which LLC you would like to join.

If you have already completed your application, you can still sign up for an LLC! Call the Office of Residence Life at (843)-349-6400 to request a community.

Residential Services

Communication/E-mail/Telephone: The University utilizes e-mail systems as its primary source for communicating relevant and important information to its students. Upon checking into your residence hall room, it is your responsibility to access your account and check it on a regular basis (<http://my.coastal.edu>). Residents will be held accountable for all information communicated by e-mail and campus mailbox. Students who elect not to use or regularly check their e-mail will miss important information. Failure to access your e-mail account and check it on a regular basis does not absolve the resident from adhering to the information that is communicated by e-mail. For assistance with e-mail or Internet services students should contact Student Computing Services (Pg. 7 & 38).

Each room or apartment is assigned a telephone number and equipped with a jack for telephone hook-up. The charge for local services is included in room and board fees. Residents are responsible for providing their own telephone and answering machine.

Long distance service is not provided but students are encouraged to purchase phone cards to use with their local room phone or cellular phones to call long distance numbers.

University Place residents have a telephone and voicemail service provided for them in their common area. To set up the voice mail service follow the instructions below.

UP Answering Machine Instructions:

1. Dial *2 from the university provided phone
2. Enter the default pass code (1111)
3. Press 1 to continue
4. Put in your new pass code. It may only contain four numbers e.g. 1234. Do not use * or # or all of one number e.g. 2222.
5. Re-enter pass code for confirmation
6. Follow the rest of the command prompts for setting up a message.

Student Computing Services (SCS):

Coastal Carolina University's Information Technology Services (ITS) offers the students living in the residence life complexes the capability of directly accessing the campus' computer network. This service allows resident students unlimited access, 24 hours a day/seven days a week, to Coastal Carolina University's Local Area Network (LAN). Each room has been wired with a high-speed 10BaseT Ethernet connection or has wireless Ethernet access. (Gardens only)

Further information about SCS and instructions for connecting to the Internet can be found at <http://www.coastal.edu/scs/>. Call (843) 349-2220 if you need more information or are experiencing technical difficulties with your campus Internet connection.

Dining: All students living in the main campus residence halls are required to purchase a student meal plan. University Place residents have the option to purchase a meal plan. There are three locations on campus that provide residential student dining: The Commons (located between Waccamaw and Santee Hall), The CINO Grille (located in the Lib Jackson Student Center), and The Java City Coffee Shop (located in the back of the Kimbel Library). The Commons offers breakfast, lunch, and dinner in a cafeteria-style all-you-can-eat setting. This residential restaurant offers a variety of American entrees, ethnically inspired foods, vegetarian selections, and more.

The CINO Grille has a variety of dining options including burgers, fajitas and quesadillas at Tortilla Fresca, deli sandwiches, soups, coffee and pastries from Java City, Chick-fil-a sandwiches, and more.

The Kimbel Library has its own Java City coffee shop in the rear of the first floor, dispensing coffee drinks, sandwiches, pastries and the like during daily hours.

University Place has a convenience store (C-Store) available on site. At the C-Store students are able to purchase deli sandwiches, coffee and purchase needed groceries. The C-Store works like the CINO Grille with a declining balance and also accepts credit cards.

Your student ID allows you access to these facilities. The CINO and C-Store only accept student ID's with declining balance or other forms of payment. Extra money can be added to your declining balance at the CINO grille. For more information about food service and meal plans, contact ARAMARK at 843.349.2255 or visit www.coastal.edu/aramark. A complete list of phone numbers can be found on page 5.

Dining Hours

CINO Grille M–F: 7:00 a.m.–7:00 p.m.

The Commons Residential Restaurant M–F:

Breakfast: 7 a.m.–9:30 p.m.

Continental Breakfast: 9:30 a.m.–11 a.m.

Lunch: 11 a.m.–2 p.m.

Lite Lunch: 2 p.m.–5 p.m.

Dinner: 5 p.m.–7:30 p.m.

Late Night (declining balance or cash only): 7:30 p.m.–10 p.m.

Saturday and Sunday: 10:30 a.m.–8:30 p.m.

Java City Coffee Shop (Kimbel Library)

M-TH 7:30 a.m. to 10 p.m.

Friday 7:30 a.m. to 4 p.m.

Saturday 10 a.m. to 5 p.m.

Sunday 1 to 11 p.m.

C-Store: (Located at University Place)

M–Th: 7:30 a.m.–11 p.m.

Friday: 7:30 a.m.–6 p.m.

Sat/Sun: 12 p.m.–6 p.m.

Equipment Checkout: Vacuum cleaners and sporting equipment are available for check out within each residential community during desk operation office hours. Students must present a current Coastal ID to obtain equipment. The desk assistant will keep the students ID until equipment is returned. Students will be held responsible for the care of equipment as well as its return.

Laundry: Four laundry facilities are available on campus for student use. Facilities are located on the first floors of Waccamaw Hall and Santee Hall and on the second floors of Magnolia and Azalea halls. Each University Place apartment is equipped with a washer and a dryer. It is recommended that clothes not be left unattended. Change machines are also provided in the Waccamaw and Santee laundry facilities. Residents of the Gardens Community may use the change machine located in the Gardens Community office.

Maintenance: If there is a maintenance problem in your room, please contact your respective community office to complete a maintenance request form or stop by the Office of Residence Life Monday through Friday from 8:30 a.m. to 5 p.m. Maintenance request forms are located in each community office and front desk. If you have an emergency problem (electrical, flooding, leak, hot water, toilet, etc.), please contact your RA immediately.

Mail Service: Mail service is provided Monday through Friday from 9:00 a.m. until 5:00 p.m. and on Saturday from 10:00 a.m. until 2 p.m. on main campus. University Place mail service is available Monday through Friday 10:00 a.m. until 5:00 p.m. If you receive a package, a notice will be placed in your mailbox. To pick up a package, present your notice and a Coastal ID to the post office clerk. Tampering with someone else's mail is a federal offense.

Violation of this law will result in an arrest and prosecution by federal authorities and disciplinary action from the University. Your address here at CCU will be one of the following:

Main Campus

Your Name
CCU (Box #)
107 Founders Drive
Conway, SC 29526

University Place

Your Name
UPC (Box #)
1095 Residence Blvd.
Conway, SC 29526

Security: Security personnel monitor traffic in the residence hall communities from 11 p.m. to 7 a.m. on the main campus and at University Place. Students should be aware that the Department of Public Safety utilizes certified police officers as well as security personnel in and around the residential facilities. All students may be required to present their CCU ID if entering residence halls after 11 p.m.

In University Place each bedroom is equipped with a panic button for emergency situations. The panic button is in a small white box near their bedroom door.

The University also provides “Blue Lights” throughout campus and near residence halls. These “Blue Lights” are to be used if an emergency occurs to contact Campus Police.

The Department of Public Safety is available to assist students in emergency situations and to help provide a safe and secure environment on campus. If you have an emergency situation, contact the Department of Public Safety at 349-2911, 24 hours a day, 7 days a week.

Hall Council

Each hall council consists of a group of concerned, responsible residents who participate in hall activity planning and help residential students see their residence hall as less of a building where they live and more of a community they can call home. The Hall Council, under the Hall President, with the support of the ARD and RD, endeavor to:

- Serve as communication networks for the hall. Hall Council members should be alert to problems and concerns that exist within the halls. They bring these student concerns back to Hall Council, the ARD, and the RD in an attempt to resolve them as best as possible.
- Advertise Hall Council events through posters, flyers, and talking with fellow residents
- Work together and individually to plan and facilitate creative and diverse programs of all kinds that will appeal to the residents within the residence halls.

WHAT CAN HALL COUNCIL DO FOR YOU?

*Leadership Opportunities

*Hall Improvements

*Programming

*Involvement

Qualifications:

- * Must be a registered full time student at Coastal Carolina University
- * Must live in the council's residence halls
- * Must be a resident in "good standing" (i.e. Not on any probation status or under any restrictions from the Office of Residence Life)
- * Officers must maintain a GPA of 2.5 or higher

For more information contact your RA, ARD, or RD Nicole at nsvonave@coastal.edu or 349-6400

Residence Life Living Guide

Terms and Conditions of the Housing Contract 2007-2008

1. **Parties** – This contract is made by and between Coastal Carolina University, Department of Residence Life (also referred to as Residence Life) and the full-time student (also referred to as the Resident). Residence Life and the Resident, in consideration of the terms and conditions stated in this document, do hereby agree to abide by this contract. Should changes be made to this contract at any point during its duration, Residence Life will notify residents of any changes when and if they occur by means of a campus e-mail message and by posting the new information in the Residence Halls.
2. **Duration of Contract** – This contract is effective upon application for on-campus housing and is binding for the entire academic year or that portion of the academic year remaining at the time of occupancy. Failure to claim a key does not release a student from the contractual agreement. Similarly, not returning mid year does not release a student from the remainder of the contract if the resident is still enrolled at the university. This contract cannot be terminated by the Resident except under the conditions listed under Contract Termination and Contract Release.
 - a. **University Place** – The Contract period for 9 or 11 1/2 months. Residents will have the option to choose the duration of their contract. This contract is binding for the entire contract terms or that portion of term remaining at the time of occupancy. Failure to claim a key does not release a student from the contractual agreement. Similarly, not returning mid year does not release a student from the remainder of the contract. This contract cannot be terminated by the Resident except under the conditions listed under Contract Cancellation and Contract Release. University Place residents are allowed to stay in their rooms during university breaks (e.g. Fall, Winter, and Spring Breaks).

- b. Room assignments for new students will be made on a rolling basis beginning in May according to the date the housing application is received by the University. All assignments are made on a space available basis. Failure by the University to honor a preference will not void this contract.
- c. Name, home address, and phone number will be given to a roommate.
- d. The University reserves the right to consolidate vacancies.
- e. The University reserves the right to modify a student's housing assignment.

6. Contract Termination –

- a. A contract is for the full academic year (UP has 9 or 11 months contracts) and may only be cancelled with no penalty if the resident provides a written request by May 31.
- b. The University reserves the right to terminate the Residence Life contract if the resident fails to occupy the assigned space on or before the first day of classes unless the individual makes a written request to Residence Life to hold the room until a later date.
- c. If a resident enters into a University housing contract and is enrolled in classes as a Coastal Carolina University student, s/he will be held financially responsible for the contract.
- d. Residents who are removed from University housing due to a breach of any term, judicial sanction, and/or administrative action do not receive a refund of their housing charges. UP residents will be responsible for fulfilling the financial obligation for the entire term of the contract (an academic year).

7. Contract Release –

- a. The resident can request a release from their contract, but such releases are subject to the approval of the Director of Residence Life or his/her designee.

Contracts are in effect for one academic year on main campus or for the specified terms of the University Place contract. All requests to terminate the contract must be submitted in writing by completing the Residence Life Contract Release Form. Forms are available in the Office of Residence Life. A release will be granted only when it has been determined that circumstances in the request are substantially different from the time the contract went into effect. Residents who move out of a residence hall without having been approved for a contract release are liable for all room and dining fees remaining on the student fee bill. Such releases will be considered for the following reasons:

- i. Marriage
- ii. Military Duty
- iii. Non-Enrollment

Permanent residency must be established for at least one year prior to student enrollment at Coastal Carolina University.

- iv. Married and living with your spouse
- v. A parent
- vi. A resident in University housing and this will impose significant hardships: financial, medical or otherwise
- vii. Assigned to University Place (exemption from meal plan only)

8. Liability/Responsibility for Personal Property

- a. The University does not assume any legal obligation for damage as a result of, fire, flood, vandalism, and theft, or loss of personal property.

- b. The resident will assume liability for any damages to the space and any furnishings or equipment therein or to any portion of the residence hall.
- c. The resident is responsible to protect and secure any personal property located within any on-campus accommodation and is encouraged to obtain appropriate insurance.

9. Damage and Upkeep of Facilities –

- a. The resident is expected to reasonably maintain his/her assigned living space relative to order, cleanliness, and safety. The resident will be held financially accountable for the repair or replacement cost of any damage to the University's room, apartment, or furnishings therein. When two or more Residents occupy the same room/apartment and responsibility cannot be ascertained, the damage charge will be assessed equally among residents.
- b. The resident agrees that no alteration, repairs or modification will be made to the permanent structure and fixtures of the room, including but not limited to: walls, doors, furniture, bathroom/kitchen facilities, or other equipment in the room/apartment. This includes painting or making repairs without prior University permission.
- c. Residents shall deposit all trash in the dumpsters provided in the area. Under no circumstances should the resident leave trash in the breezeways, hallways, or anywhere on the premises other than the designated dumpster. Residents will be fined for each trash bag that is left outside an apartment or room door.
- d. Relative to public and common areas damages (e.g., hallways, bulletin boards, breezeways, lounges, and living rooms) where responsibility is not accepted by or identified as belonging to an individual or group, charges will be determined and divided among the occupants of the residence hall or floor area.

- e. The University agrees to provide maintenance service in the event of mechanical difficulties or interruptions of any utility service which is under the control and/or ownership of the University or which serves the University but not under University control.

10. Check-In and Check-Out –

- a. Specific check-in information will be provided to all resident students in the information that accompanies the housing assignment packet. If a resident will be checking in after the stated arrival period, s/he must notify the Office of Residence Life since the University is not obligated to hold an assigned space after the first day of classes.
- b. The resident is required to vacate and remove all personal belongings from his/her assigned room upon termination of the housing contract. This should occur within 24 hours of the Residents last examination or his/her withdrawal from the University. Keys must be returned directly to a staff member.
- c. Each resident is given a room key. If the resident loses his/her room key, or fails to return the key upon vacating the room, s/he will be charged accordingly for a lock core change.
- d. If a resident fails to check out of his/her room with a staff member upon vacating that room, s/he forfeits any right to contest damage charges.
- e. Residents who owe an outstanding balance on their fee bill will not be allowed to check-in into campus housing.

11. Room Entry/Inspection –

- a. The University will strive to respect the privacy of the Resident. With this in mind, at times it may be necessary for the University to enter a student's room. Reasonable efforts may be made to notify the resident(s) in advance of any entry.

Staff members will not enter a student's room without consent of a resident except as follows: (a) repairs, maintenance, facility improvements; (b) recovery of University/State-owned property not authorized for use in the assigned space; (c) fire, health and safety, and cleanliness inspections made periodically throughout each semester; (d) when there is reliable information that an emergency exists (including but not limited to fire, accidents, sickness, or threat to the health and safety of Residents); and (e) when there is reliable information that a University policy is being violated. The University reserves the right to remove any items not in accordance with its policy. Failure to pass an inspection can result in disciplinary action and/or a fine.

12. Policies and Procedures

Coastal Carolina University recognizes that all inappropriate behavior results in consequences. Consequences of inappropriate behavior are determined based on the individual violation as well as the cumulative actions of the student during the academic year. The following policies, procedures, and guidelines are designed to enhance your community:

- a. Alcohol:** The University does not allow the use of alcoholic beverages and prohibits illegal or otherwise irresponsible use of alcohol. Residents are accountable for their decisions regarding their use of alcohol as well as their behaviors that occur as a result of these decisions.
- b.** South Carolina Law prohibits the possession or consumption of alcoholic beverages by those under legal drinking age of 21, and prohibits making alcoholic beverages available to persons under the legal drinking age. The University also prohibits consumption of alcohol anywhere on campus except, during designated days and areas for those students of age.

Large communal sources of alcohol and paraphernalia (kegs, beer ball, beer pong tables, funnels, etc.) are not allowed on University property. All residents who are present at the time the violation occurs will be held accountable. The alcohol paraphernalia will be permanently confiscated.

Residents may not possess empty alcohol servers and/or containers, even for decorative purposes.

MAIN CAMPUS

Possession and/or consumption of alcoholic beverages are prohibited on Main Campus. Residents are prohibited to be in the presence of alcohol. Main Campus, adjoining parking lots, and grounds are considered “alcohol free” areas. No alcoholic beverages are allowed by residents and/or guests in the Main Campus residence halls at any time.

UNIVERSITY PLACE

- i. Residents of legal drinking age may possess and consume alcohol inside apartments.
- ii. Residents who are 21 years of age or older who share an apartment with an underage resident may possess/consume alcohol in their apartment when that underage roommate is present.
- iii. Residents who are 21 years of age or older may not have open containers of alcohol when underage visitors are in the apartment.
- iv. All guests who are 21 years of age or older must carry a driver’s license or state issued identification on their person.
- v. Alcohol is not permitted by any resident or visitor outside of an apartment.

Residents found intentionally or inadvertently providing alcohol to underage students may be removed from the residence halls. Students of legal drinking age are responsible for accurately verifying that those in their presence are also of legal drinking age. Parental notification letters will be sent home to any student under 21 who violates this policy.

- c. **Appliances:** Certain cooking items are prohibited in the residence halls. Appliances that *ARE* permitted include microwaves (less than 1000 watts), refrigerators (no more than 4 cubic feet), coffee pots, air popcorn poppers, hair dryers, electric shavers, radios, TVs and stereos. Microwaves are the only cooking appliance permitted for use in traditional style student rooms. No homemade electrical appliance will be permitted. Additionally, residents must be present when using any cooking appliance in student rooms or in hall kitchens. Items which are *NOT* allowed include but are not limited to: electric heaters, oil popcorn poppers, toaster ovens, "George Foreman" or similar type grills, open coiled or open flame appliances, halogen lamps, crock pots, oil filled deep fryers, and convection ovens. Gas grills are prohibited in and around the residence halls. *Only Residents in apartment style housing (Woods, Gardens, and University Place) may possess crock pots, "George Foreman Grills", toaster ovens, waffle and sandwich makers, rice steamers, and electric frying pans.*

d. Destruction/Defacing University Property:

Students may decorate their rooms to their own taste and style. This may not include defacing any University property, regardless of whether such “decorations” are temporary or permanent. Additionally, the mistreatment of any permanent structures, furniture or other facilities is prohibited. Clothing, towels and other objects may not be hung or attached to any of the buildings, including stairwells, railings, and sprinkler heads.

Damages that occur as normal wear must be reported to the Office of Residence Life, and a Maintenance Request form must be completed. Students who fail to report needed maintenance that is determined to be the cause of additional problems will be held responsible for all damages. If reports of damage/problems are made by following the proper procedures, students will not be held financially responsible.

Walls, doors and ceilings may not be written on or painted upon in any way, nor may holes for nails, screws or tacks be made in these surfaces.

Removable adhesive putty and 3M removable adhesive hooks are recommended; however, students will be held responsible for any damage these and other products may cause.

e. Drugs: The use, possession, in the presence of, sale, and/or distribution of controlled substances including narcotics and illegal drugs, as defined by state and federal laws, is prohibited. Drugs or drug related paraphernalia is prohibited and may be confiscated and used as evidence.

Parental notification letters will be sent home for any student who violates this policy.

f. Facilities and Furnishings:

- i. All furnishings must remain in your room/apartment and/or common area. Furniture may not be removed, stored or traded with other students. Waterbeds and dartboards are not permitted in University housing facilities. Only residents of doubles in Waccamaw and Santee halls (The Rivers) can request their beds be lofted or bunked. All changes will be made through the Office of Residence Life by submitting a Maintenance Request form. Lofting is not permitted in The Woods, The Gardens, or University Place.
- ii. Screens for windows are to remain in place and not removed. There will be a \$50 fine for each screen removed or damaged.
- iii. University Place residents should note that each person has an allotment of electricity usages. University Place residents should refer to their contracts for exact allotment information.

g. Failure to Comply: Residents and their guest are expected to comply with directions of Residence Life officials acting in the performance of their duties and with the terms and/or sanctions imposed as a result of judicial action.

h. Firearms, Weapons, and Dangerous Devices:

The possession of firearms, ammunition, and any weapons including but not limited to knives, bows, guns, BB guns, paint ball guns, slingshots, and launching devices, is prohibited in University-owned housing. This also extends to any projectile objects, firecrackers, gunpowder and other explosive or potentially dangerous objects.

- i. Fire Safety:** Arson or the setting of fire, tampering with or misuse of fire safety equipment (including smoke detectors, sprinkler heads, fire-alarm systems, fire-fighting equipment, or building security systems) is prohibited, extremely dangerous and illegal. Immediate evacuation when an alarm sounds is mandatory, and re-entry into a building before staff authorization is given is prohibited.

The burning of candles and/or incense is prohibited in all University-owned housing. Residents found responsible for burning candles may be removed from the residence halls. Possession of candles or incense previously burned or not, and/or halogen lamps is prohibited. Charcoal stoves and/or lamps (e.g. Coleman stoves, Hibachis), gasoline motors of any type, including motorcycles and mopeds are also prohibited inside housing facilities.

- j. Gambling and Commercial Enterprises:** Gambling in University-owned housing is prohibited. The conducting of any business or commercial enterprise is prohibited in University-owned facilities.
- k. Hall Sports:** Any activity (including but not limited to the following: ball playing, roller blade use, skateboarding, water fights, food fights, darts) which could cause personal injury or cause damage to property is prohibited within University-owned housing.
- l. Intimidation/Disorderly Conduct:** Intimidation and/or disruptive behavior, which may be verbal or written is prohibited. Conduct, which intimidates, threatens, or endangers the health or safety of other is prohibited. Students in violation may face disciplinary action(s).

- m. Keys:** Students are expected to keep their room key secure at all times and lock their doors at all times. Students must report lost keys immediately to the Office of Residence Life (Main Campus) or to the Activity House (University Place). Students will be responsible for the re-coring of the lock and for new keys being made if they lose their key. The charge for a lost key is \$105. Temporary keys can be checked out at the Waccamaw Hall Front Desk or the Activity House only. Each temp key has a check out time limit of 15 minutes. Also, the residents CCU ID card will be held at the desk until the key is returned.
- n. Noise:** Residents are expected to be considerate of their neighbors during all hours of the day. Residents must observe both inside and outside of on-campus housing, posted quiet hours. There are University-wide quiet hours from 10:00 pm to 10:00 am Sunday to Thursday and from 11:00 pm to 11:00 am Friday and Saturday. There are also 24-hour courtesy hours are observed at all times. During all exam periods, 24-hour quiet hours will be in effect.
- o. Pets:** Pets and animals of any kind (with the exception of fish kept in a maximum 10 gallon aquarium and service dogs) are prohibited. A resident in possession of any pet at any time for any amount of time may incur a fine and disciplinary action except, as stated above, for fish.
- p. Posting:** Signs, banners or any other type of item may not be attached to any University residential facility, tree, or shrubbery without written approval from the Department of Residence Life. This policy also covers items that might be hung for display in windows or balconies of any student residence. Signs cannot be publicly displayed in windows, including, but not limited to, street signs, golf course signs, alcohol signs/lights, flags, or alcohol containers.

Residents are not permitted to post any information on University bulletin boards without permission from the office which owns the bulletin board e.g. Student Activities and Residence Life.

- q. **Proof of Identification:** Students should carry their Coastal ID card with them at all times. All students are required to produce student identification at the request of any staff.
- r. **Sexual Assault/Physical Abuse:** Sexual assaults and physical abuse will not be tolerated in any form. Any student found guilty of sexual assault or physical abuse will be subject to disciplinary action, criminal prosecution and termination of his or her Residence Life contract without refund.
- s. **Smoking:** Smoking is banned inside all University Residence Halls. Smoking is only permitted in designated areas. Students must obey all posted signs regarding smoking.
- t. **Solicitation:** Solicitation is prohibited in the residence halls. Residents are advised not to purchase any items sold by vendors soliciting in the residence halls. Residents should report solicitation to the Office of Residence Life. Residence should not be soliciting to hall mates.
- u. **Theft:** Theft, possession of stolen goods including the illegal possession of or damage/misuse to University property or the property of any person is prohibited. Always have possession of your assigned key and remember to lock your doors.
- v. **Unauthorized Room Changes:** Students who wish to make room changes must have prior written approval from the Office of Residence Life. Occupying any space other than the one you have been assigned is prohibited and you can be required to move back to your original space.

w. Visitation: Policies and procedures for guests are provided to ensure consideration of individual resident students and community needs, as well as the general safety and well-being for all concerned. In all residential facilities guests must be escorted through the building in order to ensure the right to a reasonable degree of privacy for each Resident. Residents are responsible for the conduct of and adherence to policies by any guests or visitors. Inappropriate behavior and damage caused by guests becomes the responsibility of the host Resident. If students have unregistered visitors those visitors may be asked to leave at anytime regardless of the situation.

- i. Main Campus residents are allowed to have guests of the opposite gender in their room/apartments from 10 a.m. to midnight (Sunday through Thursday) and 10 a.m. to 2 a.m. (Friday and Saturday) on main campus.
- ii. UP residents are allowed guests at anytime. CCU students must show ID to Guard Post upon entry if it is during Guard Post hours of operation. Upon entering non-CCU students will be asked for ID and logged in by the Public Safety Officer.

x. Overnight Visitors:

- i. Main Campus residents must register these guests and request approval by completing a Guest Application Form at least three days prior to the visit. Signatures of all the roommates in the apartment/room are required to indicate that they do not object to a guest staying overnight. Residents are allowed overnight guests of the same gender for a maximum of three consecutive nights.

The application for overnight visitors is required for main campus. If students have unregistered visitors those visitors may be asked to leave at anytime regardless of the situation.

- ii. UP residents must register their guests and request approval by completing a Guest Application Form at least three days prior to the visit. Signatures of all the roommates in the apartment are required to indicate that they do not object to a guest staying overnight. Residents are allowed overnight guests for a maximum of three consecutive nights. The application for overnight visitors is required for University Place.

13. Severe Weather

- a. Hurricane season is from June 1 through November 30. During summer and fall semesters, students will be asked to complete an Emergency card. This card will be used to help determine where students will go if Horry County is issued a hurricane warning and will help in communication to parents and officials regarding the location of students. If the residents information changes residents are required to inform the housing office before leaving the University.