

Winston-Salem State University

ABOUT

ADMISSIONS

ACADEMICS

ATHLETICS

STUDENT LIFE

SEARCH 



Guide to On Campus Living

2018 – 2019

Collaboration, Accountability,
Responsibility, Service, Leadership



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WELCOME

Attending WSSU is an investment in your future, both professionally and personally. Reaching your full potential takes place not only in the classroom, but also in your residence hall. Residence halls are known to be one of the central locations to form life-long friendships, participate in learning opportunities, engage deeply in your studies, and increase your chances for a fun and successful college experience.

Housing and Residence Life fosters a holistic learning environment that challenges a community of diverse students. We ensure this success through a network of trained student staff members living in the residence halls and in our experienced, knowledgeable, and creative professionals that support our residents and their development. We are committed to providing you with an environment that will help you grow and flourish. Our staff will do everything they can to make sure that you have a positive experience living on campus.

MISSION STATEMENT

The Mission of Housing and Residence Life at WSSU is to provide a Residential Experience that fosters a holistic-learning atmosphere which challenges a community of diverse scholars while encouraging collaboration, accountability, responsibility, service, and leadership preparing our students to engage in the global community.

Providing the following is instrumental to the success of our mission is to provide:

- Safe, secure, and comfortable living conditions which are conducive to the pursuit of academic excellence
- Programs that address cultural, physical, emotional, spiritual, social, and intellectual development of our students
- Technology that enhances intellectual pursuits and student success
- An awareness of the benefits and needs associated with community living

VISION

Winston-Salem State University residence halls operate on a "living and learning" concept. Here, students are challenged to improve interpersonal skills. Students are also challenged to live peacefully and to interact with others from different backgrounds. Our students enjoy a healthy range of adult freedom while carrying out their responsibilities at Winston-Salem State University.

We believe that:

- Service to the students at Winston-Salem State University is our highest priority. We serve by preparing our students to be tomorrow's leaders.
- Winston-Salem State University is committed to excellence, embracing those programs and activities that we can deliver at an exemplary level.
- A community of learners and scholars is built around high expectations. We expect all members to use their unique talents to make WSSU a better place.

HOUSING AND RESIDENCE LIFE OFFICE AND STAFF

HOUSING ADDRESS

601 S. Martin Luther King Jr. Drive
Thompson Center 301
Winston-Salem, NC 27110
Office Phone: (336) 750-3471

HOUSING AND RESIDENCE LIFE ADMINISTRATIVE STAFF

| Administration | Administrators |
|---|-----------------------|
| Director of Housing | Chantal Bouchereau |
| Executive Assistant | Carmen Berrier |
| Associate Director | Jeremi Cheeks |
| Assistant Director | Dr. Will Sheppard |
| Assistant Director | Shanoya Conner |
| Assistant Director | Dr. Melanie Mitchell |
| Student Services Specialist | Mary Smith |
| Administrative Assistant | Angela Gibson |
| Office Assistant | Linda Gregg |
| Processing Assistant | Adrienne Varner |
| Student Services Specialist | Mary Smith |
| Graduate Assistant for Special Projects | Courtney Rufh |
| Maintenance Supervisor | Todd Knight |

RESIDENCE HALL DESK NUMBERS

| Hall | Desk Numbers |
|---------------------------|-----------------|
| Brown | (336) 750- 8667 |
| Foundation Heights | (336) 750- 8680 |
| Martin-Schexnider | (336) 750- 8611 |
| Wilson | (336) 750- 3405 |
| Gleason- Hairston Terrace | (336) 750- 3309 |
| Rams Commons | (336) 750- 2172 |
| Moore | (336) 750- 8447 |
| Atkins | (336) 750- 8441 |
| Covington | (336) 750- 2944 |

RESIDENCE HALL PROFESSIONAL STAFF

| | |
|---------------------------|----------------------|
| Brown | GHD Jasmine Kendrick |
| Foundation Heights | GHD Aaron Kidd |
| Martin Schexnider | AC Magda Compere |
| Wilson | AC Rob Miles |
| Gleason- Hairston Terrace | AC Loryn Taylor |
| Rams Commons | GHD Erin Boyer |
| Moore | AC Magda Compere |
| Atkins | GHD Vonda Alston |
| Covington | AC Shamilah Ulysse |

RESIDENCE LIFE STAFF ROLES

Area Coordinators (AC)

A full-time, master's level professional member of the Housing and Residence Life Department. They oversee the daily operations of their designated area which includes 2 or 3 residence halls. They also supervise the Resident Advisors that live on each floor of the building and a Graduate Hall Director, in addition to ensuring programming opportunities are created in the area for residents.

Graduate Hall Director (GHD)

A live-in member of the Housing and Residence Life Department overseeing the daily operations of their designated residence hall. They also are obtaining a master's degree in higher education from an accredited institution of higher education. They supervise the Resident Advisors that live on each floor of the building.

Resident Advisor (RA)

A live-in student staff member of the Housing and Residence Life Department creating a safe, educational, and social atmosphere for residents living in the residence halls. They are a resource for students and create programming opportunities for residents to engage with other students on campus.

Desk Attendant (DA)

A student staff member of the Housing and Residence Life Department assigned hours each week to work at a designated front desk to provide customer service and resources to residents. They also monitor activity to ensure safety in the halls along with other staff members.

Building Supervisor

A student staff member of the Housing and Residence Life Department assigned to complete projects assigned in the residence halls under the direction of the Associate Director. Multiple projects may be in the process of being completed at a given time.

Housekeeping

Housekeepers are responsible for the cleanliness of public areas such as hallways, windows, lounges, stairwells, and community bathrooms in the residence halls. Each resident is responsible for the cleaning of their own room, suite, and shared spaces. Trash should be brought to the dumpsters located near the buildings. Residents who fail to do so will accrue a fine or cause a community trash fine. Residents are responsible for cleaning and maintaining their own room, suite, and apartment areas. All common areas (study rooms, computer rooms, lobbies, lounges, common restrooms, and laundry facilities) within the residence halls are cleaned on a regular basis by the Housekeeping staff. Room safety inspections will be conducted by hall staff monthly and residents will be informed of the times and duration.

Maintenance

The maintenance staff is responsible for repairs in the residence halls in and around the buildings. A work order should be submitted on the Housing and Residence Life webpage under the “Housing Maintenance Requests” portal to report any repairs needed. Submitting multiple tickets will not ensure a faster completion of the repair.

GETTING INVOLVED

Residence Hall Association (RHA)

RHA is the student led organization serving as the overall governing body for residents at WSSU. Residents can voice opinions to the group and engage in many activities hosted throughout the school year.

Residence Hall Government

Residence Hall governments are student led groups that make up Area Hall Council. The groups will create meaningful programming opportunities for residents in the building while advocating for their areas.

Student Government Association (SGA)

It is the mission of the Student Government Association to establish a sound governing body of elected individuals to serve the best interests of the collective student body. By taking an oath to efficiently and effectively serve and represent students, we will do this through maintaining strong relationships with the university administration, faculty/staff and the surrounding community while also re-establishing rapport with the students.

SGA Royal Court

The Royal Court seeks to uphold the vision of Winston-Salem State University as ambassadors for the institution by uplifting and empowering the campus and surrounding communities through service, outreach, and programming. Every year during Homecoming Week there is a night of pageantry when the new Miss and Mister WSSU are crowned. Campus royalty and their royal court serve as ambassadors for SGA and for the university as a whole.

Programs, Activities, and Hall Meetings

All residence halls and apartment-style areas will conduct a variety of programs and activities throughout the year. Residents are encouraged to take part in all that is offered. Please see forthcoming information regarding various programs that will take place throughout the year.

Resident Advisor Recruitment and Selection Process

Residents are encouraged to apply for the Resident Advisor (RA) position. Throughout the year the residence life professional staff will actively seek out residents to assume leadership positions. The RAs serve as leaders within each community. They are supervised by their resident director to provide programs and services. The selection process takes place in the fall and spring semesters. Dates are announced via email or posters in buildings.

RESIDENCE HALL GUIDELINES, POLICIES, AND PROCEDURES

LIVING COMMUNITIES

Traditional Style

Traditional style buildings consist of double occupancy rooms between residents of the same gender. They have a community style bathroom with other residents in the building. There are lobby areas for programming events for residents in these halls.

Suite and Apartment Style

Suite and apartment style buildings are single to double occupancy bedrooms between residents of the same gender. Residents share a bathroom with other suitemates and it is the responsibility

of the residents to clean the suite and bathroom. This style room may have a full kitchen or a kitchenette.

RESIDENCE LIFE ROOM ASSIGNMENT PROCESSES

Check-in Procedures

Visit the Housing and Residence Life website for information about check-in procedures.

<https://www.wssu.edu/student-life/housing-and-residence-life/parent-information/index.html>

Room and Residence Hall Changes

Changes can be made only after receiving approval from hall staff and/or the assignment staff. Students with a request to move from one residence hall to another should speak with their assigned Graduate Hall Director or Area Coordinator. All hall transfers (check-in and checkout) must be completed within a 24-hour period after the new assignment has been given. Students who make unauthorized room/hall changes will be subject to disciplinary actions and/or fine.

Housing Checkout Procedures are listed below:

1. Report to the Central Housing Office Thompson 301 to complete a withdrawal and/or cancellation form (if leaving prior to the end of the Housing Agreement).

Note: It becomes the responsibility of the student/resident to notify the Registrars' Office if the resident chooses to withdraw from the University.

2. Complete appropriate checkout paperwork with the GHD, AC, or Central Office.

3. Remove all personal belongings from assigned room.

4. Make sure that the room is clean, orderly, and all furniture is in place.

5. Make an appointment with the residence hall staff to conduct a proper facility check out.

6. Staff will accept the room key and access card. Staff will also pick up the resident's Room Condition Report, and inspect the room with resident present.

7. Any damages and/or missing furniture, access card, or lost keys will be noted on the resident's Room Condition Report.

8. After resident and a residence hall staff member signs the Room Condition Report and Residence Hall Registration Form, the resident will be given a copy of his/her forms, and this will complete the checkout.

9. Residents who fail to follow the above steps for proper checkout will have their rooms inspected in their absence, and will be charged for any damages assessed for improper checkout, and charged additional fees if the room key and/or electronic access card is not returned. All charges will post on the resident's student account.

10. Express check out is available at the end of the school year and requires residents to completely vacate room, ensure all furniture is in place, and the room is clean. The resident will then obtain an Express Check Out envelope from the front desk of their building and fill it out, placing their key in the envelope and sealing it. The resident will place the envelope in the secure black box near the desk. **It should be noted that residents who use this option are waiving the right to appeal any charges or fines placed on their account related to the room.**

Break Housing

Residence halls will close during breaks during the school year. If break housing is needed for holiday breaks, approval can be granted by the Central Housing Office. Contact the office at least two weeks in advance. During Fall Break, residence halls will remain open. However, during Thanksgiving Break, Winter Break, and Spring Break, the University will close the residence halls.

Consolidation

Housing seeks to efficiently and effectively utilize all available spaces to accommodate the housing needs of all students.

At the beginning of the Fall and Spring semesters, and as needed, Housing reserves the right to consolidate students residing alone in multiple occupancy rooms. This means that Student, upon notification, may be required to vacate her/his room and move into another space on campus. This is an effort to use each room to its capacity and accommodate all residents' housing needs. If at any time, Student's roommate should move out, the Student will be notified by Housing of his/her options which may include finding a new roommate, moving into another Residential Space, or opting to pay for a "double as a single." Depending on the circumstances, Student will be given a specific amount of time to determine the option that is most fitting for his/her situation. If Student opts to fill his/her vacancy, he/she will be offered assistance by Housing. If reasonable effort has not been made by Student to find a roommate or move to another room, Student will be charged the double as a single room rate.

Housing intends to notify Student of another person moving into a vacancy. However, under some circumstances, this notification may not be possible.

Contract Release Request

Residents may request to be released from their housing contract by contacting the Central Housing Office located in Thompson Center 301 to understand what information is needed for the office to make a decision and potentially process the request. Fines may be assessed for breaking the contract before completion.

Summer Session Housing

Students attending summer school may request summer housing by contacting the Central Housing Office located in Thompson Center 301 in advance to gain approval. This process does not begin until the Spring Semester.

Student Rights, Responsibilities, and Conduct

Residents should familiarize themselves with the Student Rights, Responsibilities, and Conduct webpage to understand the standards of WSSU and students of the RAM family.

<https://www.wssu.edu/student-life/student-handbook/student-rights-responsibilities-conduct.html>

SAFETY AND SECURITY

RESIDENCE HALL SECURITY

Security in the residence halls is a joint responsibility of the residents and the University. University Housing and the Police Department provide residential students with security resources which include on-going educational programs, safety-related policies, sanctions for policy violations, and staff assistance for dealing with security issues and emergencies. However, the safety and security of our community is the responsibility of all of us. You are the most important part of our cooperative effort to provide a safe and secure community. Please do your part to keep your room and building safe and secure through the following:

- Lock your room door at all times
- Utilize the peep hole
- Do not keep large amounts of money in your room
- Store valuables in a safe place
- Make sure exterior doors are locked and not propped open
- Maintain possession of your key/access card
- Report stolen or damaged key/access cards to the office staff
- Report unaccompanied visitors in your building

Housing and Residence Life staff, WSSU Campus Security, and Police monitor activities in the residence hall. Staff complete rounds in the buildings getting to know residents and assist when needed.

Entry into the Residence Halls

At Winston-Salem State University, campus residence halls are locked 24 hours a day. To gain access, students must use their RAMCard to open the outside door. Guests should contact their resident host. Hosts should let guests in and escort them to the resident's room. Students are only able to access the residence hall where they are assigned to live.

PERSONAL SAFETY



RamAssist

We are here to assist and support. Often times faculty and staff are the first to notice when a student is struggling emotionally, or is demonstrating behaviors that seem troubling, disruptive, or threatening. We know that students can be successful if connected to the appropriate resources on campus. Reaching out to students will help them personally and enhance their academic success. If you see a student exhibiting a behavior that is of concern and you are not sure what to do, please call the Office of the Dean of Students at [336-750-3356](tel:336-750-3356) and/or the University Counseling Center at [336-750-3270](tel:336-750-3270) where a member of the RAM ASSIST team can provide assistance

Live Safe

WSSU's **LiveSafe** mobile application puts safety right into the hands of students, faculty, staff, and visitors. You can download LiveSafe for free to your Apple or Android device and have an on-the-go, easy way to connect with WSSU campus police.

LiveSafe is used on campuses around the country and enables increased safety through a two-way channel of communication between the campus community and safety officials. From their device, users can directly access police and 911 emergency services, share their location with friends, and submit tips about potential campus safety issues anonymously to campus police. The suite of services in the app include:

- **Report Tips:** Submit tips and information quickly and discreetly on suspicious activity, mental health concerns, and sexual assault. Submit tips anonymously and add a picture or video.
- **Go Safe:** Ask friends or family to virtually walk you to a destination or request a Ram Express shuttle ride.
- **Emergency Options:** Quickly contact both WSSU campus police and city police.
- **Safety Map:** View a map that displays crime data and safety locations.
- **Emergency Procedures:** Access essential safety resources and information.



To download the app:

- Follow the link for your respective mobile device: [Apple](#) or [Android](#) –or– search “LiveSafe” in the App Store or Google Play Store.
- Download the app to your mobile device.
- Open the app.
- Select “Winston-Salem State University” from the list of schools.
- Fill-in your name and contact info so we can get in touch in the event of an emergency.

Visit the website for more information on [LiveSafe](#) or check out How to Use [SafeWalk](#).

Interpersonal Violence Prevention

The department of Interpersonal Violence Prevention (IVP) is dedicated to creating a safe and non-threatening environment for students on the campus of WSSU. The department of IVP provides services to students who are experiencing domestic violence, dating and violence, social media violence, and other personal threats. It is our goal to foster healthy, stable, and nurturing relationships through education, holistic student development, and community resources. The department will assist students with referrals to community-based programs as well as our campus Wellness Center. WSSU’s campus Wellness Center provides medical care and counseling fostering the goal of holistic student development. In addition, IVP provides workshops and trainings identifying abusive relationships, and creating and maintaining healthy interpersonal relationships.

The department of IVP offers:

- Workshops/trainings
- IVP literature
- Community resources
- Counseling services

For more information, please contact:
Patricia Eaddy
Director, Interpersonal Violence Prevention
eaddy@wssu.edu
336-750-3313
Monday - Friday | 8:00 a.m.-5:30 p.m.

CRISIS RESPONSE

Emergency procedures are intended for use by the Winston-Salem State University community. Please familiarize yourself with these procedures should an emergency situation occur. In the event of an emergency, they can serve as quick references for effective action. These procedures should be kept in an easily accessible location at all times, preferably at/or near the telephone. <https://www.wssu.edu/about/offices-and-departments/police-public-safety/emergency-management/emergency-procedures/index.html>.

Fire Safety

Fire prevention and safety are of paramount importance in residence hall living. Each residence hall has fire and emergency procedures that each student must know for both his/her own safety and for the safety of other residents. Fire drills are held each semester to ensure that all residents are familiar with emergency procedures. Failure to cooperate fully and in a timely fashion will result in a fine and/or disciplinary action. (See the “Fines and Charges” chart at the end of this document.) Periodically, as a result of equipment sensitivity or mischief, false fire alarms will inconveniently occur. You are still required to exit the building promptly. All fire alarms must be treated as if there was a fire.

Fire Drills

The University provides its faculty, staff and students with the assurance that the environment in which they work, study, and live in is safe from fire emergencies by assuring that if such emergency should develop, they have the knowledge to protect themselves and remain safe. When conducting drills, emphasis shall be placed on an orderly evacuation rather than on speed. Residents should become familiar with evacuation maps and routes in their hall.

Fire drills are required in each occupied building on campus and are conducted as required. Drills will be held at expected and unexpected times and under varying conditions to simulate the conditions that can occur in an actual emergency. Drills are scheduled each semester.

Fire drills are very vital and essential for emergency preparedness training. Drills shall include suitable procedures to assure all residents subject to the drill participate. All residents shall take part in the fire drill and evacuate the building immediately. Residents not leaving the residence hall in a reasonable amount of time during a fire drill will be fined and receive disciplinary actions.

Fire Extinguishers

Fire extinguishers are located in all buildings on campus in various locations. These fire extinguishers are provided for extinguishing fires when necessary. It is against the law to tamper with or remove fire extinguishers. They should only be used in an emergency. In the event that there is a malfunctioning extinguisher, please report it to the facility main office. If anyone is seen tampering with a fire extinguisher, this should be reported immediately.

Title XI Misconduct

The University is committed to providing an educational atmosphere in which students can achieve their goals and maximize their potential. When students experience sexual violence such as rape or dating violence, their sense of safety and trust are violated. Sexual misconduct is a serious violent offense, and is a flagrant violation of the University's standards. In addition, sexual misconduct includes, but is not limited to, sexual harassment, non-consensual sexual contact, sexual exploitation, and relationship violence. Students who experience gender-based misconduct, or are in violent relationships, have a variety of resources and courses of action available to them. If you have experienced gender-based misconduct, please do the following:

1. Report the incident to the WSSU Police and Housing staff immediately. Seek medical assistance by contacting either the Student Health Center at (336) 750-3301, N.C. Baptist Hospital at (336) 716-2011, or Forsyth Memorial Hospital (336) 718-5000. In the instance of rape, avoid showering or changing clothes until medical assistance is provided in case a rape kit needs to be administered. This will be administered at a hospital emergency room.
2. Seek emotional support and victim advocacy through the University Counseling Center, located in the A.H. Ray Student Health Services Building located behind Gleason- Hairston Terrace Residence Hall, (336) 750-3270.
3. Contact Mrs. Aishah Casseus, J.D., Director of EEO/Title IX Coordinator, located in Blair Hall 123, (336) 750-8758, or casseusa@wssu.edu regarding resources available, including Title IX protections.
4. Residence Life staff is also available for support.

RamALERT

RamALERT is Winston-Salem State University's Emergency Notification System. In the event of a campus emergency or threat, RamALERT is activated to warn faculty, staff, and students of the situation and any appropriate precautions they should take. RamALERT utilizes multiple mechanisms to issue warnings on campus that include: SMS text messaging, voice (phone), e-mail, siren, and display monitors.

Weather

The Winston-Salem area is subject to severe weather, which includes thunderstorms, tornadoes, etc. Local radio and television stations announce severe weather watches and warnings when the weather conditions dictate. Should a severe weather report dictate a tornado, or storm warning, the following procedures are to be followed:

1. Go to the lowest floor possible. If you cannot reach a lower floor, stay away from all windows and go to an interior hallway or bathroom.
2. Sit on the floor with your back to the stairwell or in the central portions of your room away from windows.
3. If a storm strikes, duck your head between your knees and cover the back of your head with your hands for protection.
4. Try to remain calm.
5. Do not move from shelter until the severe weather is well out of the area or instructed by a staff member.

Smoke Detectors

Smoke detectors are provided throughout the residence halls for the safety and protection of everyone living in the building. It is against policy to tamper with, dismantle, or cover any smoke detector in any way. If the smoke detector in the room needs to be replaced which is indicated by a beep every few minutes, please alert the Residence Hall staff. Do not attempt to replace, remove, or tamper with a smoke detector. Rooms with dismantled smoke detectors are in violation and assigned resident(s) will be fined and referred to the Office of Community Standards and Civility for tampering with fire safety equipment.

Sprinkler Heads

Sprinkler heads are located in the residence halls and in the apartments. The hanging of any materials from the sprinkler heads can activate the system and cause damage to the device and facility. In this instance, water profusely discharges in the building causing severe water damage to the immediate room and surrounding areas. Nothing should be hung on any sprinkler head at any time. Also, care must be taken to avoid accidental damage to the sprinkler heads. Violators will be fined and shall pay the cost of damages to the equipment and property of other residents, and the University

CAMPUS LIFE SERVICES

RESIDENTIAL SERVICES

Computer Labs

All residence halls have computer labs. Use of the computer lab is a privilege extended to WSSU faculty, staff, and students. All users of a computer lab are responsible for the compliance with the policies listed below. Violation of such policies may result in suspension of lab use privileges:

- Compliance with WSSU's Technology Acceptable Use Policy
<http://www.wssu.edu/it/policies-and-procedures/technology-acceptable-use-policy.aspx>.

- Access to the computers or computer-related equipment in the Winston-Salem State University labs is limited to current University students and staff.
- No food or drink is allowed in the computer labs.
- Absolutely no copyrighted software, music, or movies may be copied or taken from the labs.
- Absolutely no outside copyrighted software, music, or movies may be downloaded and/or copied onto the hard drive of any computer in the labs.
- Working documents must be saved on flash drives or individual accounts if provided – not the computer’s hard drive. Files left on the hard drive will be deleted.
- The computers are for educational purpose only. Using the computers to view pornographic sites is strictly prohibited. If you are caught accessing pornographic images, hacking or sending content to someone that is deemed pornographic, etc. with the computers, your privileges may be revoked.
- Downloading music files and movies is not allowed.
- Deleting programs already installed on the system is prohibited.
- Repairing and/or tampering with computers is prohibited.
- Posted lab hours will be enforced. Users of the WSSU computer labs are expected to plan their work with the lab schedule in mind and to leave at the published closing time.
- Be considerate of others. The space is provided as a privilege for all students and these resources must be shared.

Laundry Facilities

Students living in the residence halls will be provided with laundry services within their assigned buildings. Students have unlimited laundry provided with the use of their RamCard. Facilities are to be shared and students need to respect the belongings and rights of others. This service is only available to students who reside in the building when classes are in session and runs concurrently with the meal plans. Students should keep track of laundry cycle completion. Note that unattended laundry will be bagged and donated to Goodwill. You are responsible for your own clothes in the laundry room. We recommend that you check each washer and dryer before using and stay with your laundry until it is finished. Operating instructions for the washers and dryers are posted in each laundry room.

Vending Machines

To request a refund for money lost in a vending machine, please report the loss to the office of Auxiliary Services (336) 750- 2772. Be prepared to give your name, specific machine that took your money, and how much you lost. Please report all vending machines that are out of order to the residence hall staff. Proper care and utilization of these machines is expected.

Maintenance Requests

Please use the following steps to submit a maintenance request:

Begin at the following link:

<https://www.wssu.edu/student-life/housing-and-residence-life/index.html>

Step 1: Click the “Housing Maintenance Requests” tab

- [Living On Campus Guide](#)
- [FAQ](#)
- [Housing Maintenance Requests](#)
- [Laundry Repair](#)
- [RAMTech Support](#)
- [HRL Employment](#)



Campus Housing

Your residence hall is your “home away from home.” We offer you a safe, caring, and comfortable living space that allows you to have fun and make friends while pursuing your academic goals. Be part of learning experiences that expand your horizons and prepare you for life in the 21st century global community. Live and learn alongside diverse people and seek guidance from our professional staff.

Step 2: Click on “New” under Work Request

Select one of the following options:

Work Request

[New](#) [Check Status](#)

Fill in the information in areas.

Important

In “Work Requested” fill in your room number, letter, and building

Do not submit multiple tickets for the same issue. This will cause confusion and delay staff being able to solve the issues in a timely manner.

Damages to Facilities or University Property (Individual)

Students are responsible for maintaining the facility where they reside. Students should, in cooperation with residence life staff at check-in, carefully note the condition and inventory of the room’s movable furniture, and the condition of the walls, floor, ceiling, and built-in items.

Repairs or replacement of items whose condition has changed since the completion of the Room Condition Report form (completed at check-in) will be appropriately charged to the student on the student’s University statement if not collected at checkout. Students are also

liable for charges for any unusual housekeeping service, such as cleaning rooms left dirty when moving out.

Damage charges are assessed equally against all residents of a room unless personal liability can be determined. Only University personnel may repair damage to residence hall rooms or furnishings. Students are responsible for any damages caused by adhesive substances, such as mounting tape, scotch tape, or self-adhesive fixtures. Students also are responsible for the condition of their room doors, blinds, and screens.

Damages (Common Area/Community)

Each Graduate Hall Director and Area Coordinator will maintain and update an area in the residence hall tracking damage to the hall and its effect on the entire building. Damage to common areas is billed to the residents of that living area when the individual(s) responsible is/are not identified. When a student has knowledge that an individual has caused damage to a common area, he or she is responsible for sharing that information with a residence hall staff member. Damage to the common areas of the residence hall will then be charged directly to the person(s) responsible for such damage.

Common areas for which all residents are responsible are defined as lobbies, recreation areas, study areas, hallways, stairwells, community and public bathrooms, elevators, laundry facilities, computer labs, and the building exterior. A living area is defined as either the floor, wing, suite, or the entire building. Once a group charge is determined, a fee of no less than but possibly more than \$10 per person/per incident/per semester will be applied to the student's account.

The item will be considered billable if it is believed that the damage was, or could have been done by students or witness bystanders. It will also be considered billable if it is believed that the damage could have been prevented. This would be the case if:

- The individual gained access to the building by following a resident into the building.
- The individual gained access by entering through a propped door or a door not described as an entrance (emergency fire exit, etc.).
- The individual was a guest of someone in the building.
- A stranger without an escort in the building goes unreported.
- Irresponsible behaviors are not addressed by building residents and damage occurs.

If the person(s) responsible or witnesses come forward, the damage charge is assessed to the person responsible for the damage.

Pest Control and Protocol

Each residence hall will be treated on a regular basis by a professional exterminator. Students experiencing pest problems should contact the Housing staff in the building immediately. Please be mindful that cleanliness will go a long way towards keeping your room pest-free.

If you suspect pests are in your room, during the business day (8:30am- 4:00pm), speak with the Graduate Hall Director or Area Coordinator of the building about your concern. The professional staff member will contact the appropriate staff to investigate. If you are not afraid to do so, catch the pest to show staff. After 4:00pm speak with a desk worker that will call the appropriate staff to investigate.

Renter's Insurance

The University is not responsible for damages or loss of student belongings that are due to any event that is outside of the regular use of the buildings. This includes the expulsion of fire extinguishers, fires, floods, theft, and/or acts of vandalism. Students are encouraged to make sure that their belongings are covered under their parent/guardians' homeowner/rental insurance or they purchase their own rental insurance or special coverage for their belongings.

OTHER SERVICES

Mail Services

Your current mailing address will remain the same throughout the time you are registered at WSSU. Mail is received and sorted each day, Monday through Friday, 8:30 AM-4:00 PM at the mail center located on the ground floor of the Thompson Student Services Center. Your mailing address is:

Name
Campus Box <Number>
601 S. Martin-Luther King Jr. Drive
Winston-Salem State University
Winston Salem, NC 27110

RAMCard Services

Ram Identification cards can be made at RAMCard services located in Thompson Center 203 Monday-Friday 8:30am-12:00pm and then from 2:30pm - 4:00pm.

<https://www.wssu.edu/about/offices-and-departments/the-office-of-information-technology/departments/network-communications-infrastructure/ramcard-services.html>

Vehicle Registration, Parking Passes, and Regulations

In order to maintain an orderly traffic flow and to assure fair and equal access to parking on Winston- Salem State University campus, all vehicles must be registered with Campus Police office (fees and permits may be collected). Parking on the WSSU campus is "first come-first

served” as long as the vehicle occupies an authorized parking space. **Freshmen are not permitted to have cars on campus.** For additional information on vehicle registration and parking regulations, contact Campus Police at 750-2900. Public transportation and campus shuttle information is located on the website below.

<https://www.wssu.edu/about/offices-and-departments/police-public-safety/parking-transportation/index.html>

Information Technology Services

Issues with wired internet, Wi-Fi, cable TV, or computer lab and printers must be addressed by the Office of Information Technology. Students should submit a RamTech ticket for any issues with technology provided on campus or contact IT directly at:

Technology Support Center
O’Kelly Library, Room 203
601 Martin Luther King Jr. Drive
Winston-Salem, NC 27110
Phone: (336) 750-3431
Fax: (336) 750-3434
Office Hours: 8:00 am to 5:00 pm

Information Technology
Main Office
Elva Jones Computer Science Building
601 Martin Luther King Jr. Dr.
Winston-Salem, NC 27110
Phone: (336) 750-2092
Fax: (336) 750-2093
Office Hours: 8:00 am to 5:00 pm

Students with Disabilities

Students needing additional services though the university may contact the office by email or filling out the Assistance Referral Form online <https://www.wssu.edu/about/offices-and-departments/department-of-disability-services/index.html> or by emailing dds@wssu.edu.

Mental Health Assistance Disposition

Depression, eating disorders, bipolar disorder, and other mental health issues can emerge for the first time in the college years or reemerge. Counselors are available for the students who want to seek help. However, in order to protect the University community, decisions made may be enforced upon students who exhibit any signs of mental health disturbances. Decisions may include, but are not limited to any or all combinations of the following requirements: referral for professional mental health evaluation, remediation, therapy, imposition of sanctions or limits designed to protect the individual of the residential community, voluntary or involuntary withdrawal from the University (including University Housing) for either a specified or unspecified period of time. Final decisions of the matter will be determined by the Associate Provost and Vice Chancellor for Student Engagement and Development, in consultation with

the appropriate counselors or other mental health professionals. Counseling Center contact information: (336) 750- 3270 or <https://www.wssu.edu/student-life/wellness-center/counseling-center/index.html>

Wellness Center

The Wellness Center encompasses a variety of student services related to the mental, physical, and emotional well-being of students. Please visit the website to contact the center for assistance. Health insurance information can be obtained from the Wellness Center or by visiting the website. <https://www.wssu.edu/student-life/wellness-center/index.html> or (336) - 750- 3303

Meal Plans

If you wish change or alter your meal plan after arriving to WSSU please visit the Department of Auxiliary Services in Eller Hall, room 214 (336) 750- 2770 or at the following: <https://www.wssu.edu/about/offices-and-departments/business-and-auxiliary-services/index.html>

Career Development Services

Career Development Services (CDS) works with students during all phases of the career development process. Career Development Services offers a full range of resources and services to assist you in developing the necessary strategies and skills which will distinguish you as a professional. CDS staff members want to help you learn about your skills and interests, and will also show you how to articulate them confidently in resumes, cover letters, interviews, and personal statements. CDS can also assist in identifying and exploring career options that you might pursue; and implement an effective strategy to attain your desired career outcomes. <https://www.wssu.edu/student-life/career-development-services/index.html>

University Student Activities & Engagement (USAE)

USAE is here to make sure that your college experience is fun, exciting, enriching, and engaging. They provide you with opportunities to get involved in social groups, activities, community service, and events throughout the year. <https://www.wssu.edu/student-life/university-student-activities-and-engagement/index.html>

RESIDENCE HALL POLICIES AND PROCEDURES

Abandoned Property

Residents that have left property in residential buildings will have 30 days to claim their property from the Housing and Residence Life department. After the 30 days the items will be donated to a charitable organization. Fines will be assessed for leaving property behind.

Advertising and Posting Policy

The following Housing and Residence Life posting policy has been established to promote and enhance the safety, security, and privacy of students living on campus as well as to maintain a clean and orderly residence hall environment. Posting of material(s) is permitted in the residence halls and apartments as outlined in this document. Solicitation is strictly prohibited in and around the residence halls and apartment facilities managed by Residence Life. (See the definition of solicitation that follows.)

A. Posting is defined as public display of any informational or promotional materials. Residence Life has designated spaces in the residence halls for the purpose of providing a place for groups and organizations to market their activities, events, information, programs, and services. Posting materials may include: banners, flyers, leaflets, notices, posters, or signs placed or affixed in public space for the purpose of advertising activities, programs or services. *Only* university departments, faculty, recognized student organizations, and candidates for student government/hall government office are eligible to have materials posted in the residential areas.

- Students are prohibited from directly posting materials in residence halls. Materials that are directly posted without following the policy outlined below will be taken down immediately.
- Recognized student groups, University Departments, and some non-profit community organizations are allowed to submit flyers for posting. HRL will accept postings only after they have been approved and stamped from the University Student Activities and Engagement (USAE) office.
- Only Hall Staff can post approved materials that have been approved in the designated locations.
- The posted material must clearly identify the name of the sponsor or student organization, date(s) of the events, and contact information.
- The sponsoring office or organization is responsible for making the appropriate number of photocopies and delivering them to the Housing and Residence Life Office in 301 Thompson. To guarantee posting will be posted, they must be received at least three days prior to date of the expected posting.
- Housing and Residence Life is not responsible for maintaining postings that have been vandalized, torn down, or otherwise altered or destroyed.

Departments and organizations requesting permission to post materials must separate the posting materials based on the distribution list provided to ensure a timely delivery to the residential areas. A distribution list outlining the residential area can be obtain from our office on the third floor of the Thompson Center, on the Housing website in the Guide to Campus Living, and at the end of this document.

- Recommended sizes for flyers are 8.5" x 11", 8.5" x 14" or 11" x 17". Due to limited posting space, any posting material exceeding 11" x 17" will not be approved.
- The use of solid red paper is reserved for emergency notices only and will not be posted.
- Postings will be removed within 24 hours after an event.
- Postings without an event date on them will be posted for a maximum of two weeks and then subsequently taken down

- Residence Life reserves the right to not approve any posting due to space or time limitation, inappropriate content, or failure to follow this policy.
- This policy is for residence halls only. For permission to post in other parts of campus, please contact the appropriate offices.
- All matters for posting not covered under this policy must be approved in advance by the Associate Director of Residence Life (or a designee).

| Facility Name | Primary Population | # of Common Areas | # of Postings per Floor | Maximum Postings |
|-------------------------------|----------------------------------|--------------------------|--------------------------------|-------------------------|
| Atkins Hall | First-year Women | 2 | 0 | 2 |
| Brown Hall | First-year Men and Women | 3 | 0 | 3 |
| Covington Hall | First-year Men and Women | 4 | 0 | 4 |
| Martin-Schexnider Hall | First-year Men and Women | 1 | 1 (7 total) | 8 |
| Wilson Hall | Sophomores, Juniors, and Seniors | 3 | 2 (8 total) | 11 |
| Moore Hall | Sophomores, Junior, and Seniors | 3 | 1 (4 total) | 7 |
| Gleason-Hairston Terrace Hall | Sophomores, Juniors, and Seniors | 3 | 0 | 3 |
| Foundation Heights Hall | Sophomores, Juniors, and Seniors | 3 | 2 (10 total) | 13 |
| Rams Commons Hall | Sophomores, Juniors, and Seniors | 5 | 0 | 5 |
| Common Area Totals | | | | 27 |
| Floor Posting Totals | | | | 29 |
| All Area Posting Totals | | | | 56 |

Alcoholic Beverages

The following rules and regulations are applicable to the Winston-Salem State University community:

- Winston-Salem State University is a dry campus. Drinking an alcoholic beverage of any type on campus is strictly prohibited. Consumption by any person of any malt beverage or wine-fortified or unfortified in any public place or upon public street or upon the private business premises of WSSU, or liquor/whiskey in any public place, upon any public University street or parking area, upon the private premises of the

University, or in or around any residence hall or institutional facility or building is considered unlawful.

- Under no circumstances may any person or organization sell any type of alcoholic beverages on the campus of Winston-Salem State University.
- Aiding or abetting a person under the age of 21 in purchasing, possessing, or consuming alcoholic beverages is unlawful.
- University-sponsored, off campus affairs, at which alcoholic beverage are served, shall be governed by all applicable local, state and federal laws.
- Drunkenness coupled with disorderly conduct will not be tolerated. The institution will impose disciplinary sanctions on students and employees (consistent with local, state and federal laws) up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Display of Alcohol and Drug Paraphernalia

Students are prohibited from display of alcohol or drug paraphernalia. This includes any shot glasses, empty bottles, posters, or smoking apparatus including hookahs, bong, or pipes, etc. Violations of the policy will warrant the involvement of the Office of Community Standards and Civility, campus police, or any appropriate law enforcement agency.

Appropriate Dress

The University strongly suggests that appropriate attire/dress is worn at all times while residing in a residence hall and when out and around campus. All residents are required to dress appropriately (i.e. shower robes, shower shoes, etc.) when utilizing the bathrooms, computer labs, laundry rooms, etc. within any residence hall. Shirts and shoes are to be worn at all times.

Babysitting

Residence halls are not designed or equipped to meet the needs of young children. Except for move-in and move-out periods, the presence of infants and children under the age of 13 is not allowed. Violators will be subject to disciplinary action. Furthermore, residents are not permitted to perform any type of business for remunerative purposes from their rooms. See “Conducting Business from a Residence” below.

Businesses Conducted in the Residence Halls

Residents are not permitted to perform any type of business for remunerative purposes from their rooms or apartment units. Residents are not to inscribe or affix any sign, object, advertisement or notice on any part of the inside or outside of the building premises. Residents are prohibited from using their room/apartment unit for business purposes. This includes any paid service including babysitting, nail care or hair care.

Exterior Doors Access

Exterior doors of each residence hall are secured 24-hours a day. Residents gain access to the designated entrance doors via their student RamCard. Students are prohibited from using

designated Fire Exit Only doors or windows to enter a residence hall because this creates a security lapse and puts all residents in danger. Entering or exiting through non-designated entrance or propping doors will result in disciplinary action.

Cleanliness

The cleanliness of rooms or apartments is the responsibility of the residents and the living areas are to be properly maintained on a daily basis. Residents in rooms or apartments must purchase their own brooms, dustpans, vacuums, and mops. All trash must be taken out and placed in the dumpsters located adjacent to all residence halls. In the apartments, an agreement must be made to ensure cleanliness of commonly used areas such as the living room, kitchen, and bathroom. Improper trash/disposal includes, but is not limited to leaving the trash in the hallways, entrances to buildings, balconies, stairwells, closets, and disposing of the trash in the bathroom or kitchen drains. Violators will be charged for improper trash disposal. Additionally, residents are prohibited from throwing trash out of the windows, outside a room, or apartment. Violators will be fined and disciplinary action will be taken.

Cohabitation

Cohabitation is not permitted in the residence halls. Cohabitation is defined as a person using a residence hall room without being officially assigned as a resident of that room. Students who are involved in an intimate relationship may not share a room.

This includes, but is not limited to:

1. Keeping clothing and other personal belongings in the room.
2. Sleeping overnight in the room (outside of visitation guidelines outlined in policy).
3. Using the bathroom and shower facilities as if they live in that room.

Responsibility for Communal Property

Communal property includes hallways, bathrooms in designated halls, stairwells, computer labs, lounge area, study rooms, meeting rooms, laundry rooms, utility rooms, and kitchens. Residents are expected to take every precaution to ensure that communal property is not abused or defaced. In halls/apartment or sections wherein the University has determined that the majority of the residents are tolerating undue abuse of University property and the responsible individual(s) cannot be identified, all residents will be held responsible for paying a prorated share of the cost of labor and/or supplies for such abuses.

Cooking/Food Preparation

Electrical or gas cooking appliances such as grills, popcorn poppers, hot plates, toasters, toaster ovens, electric frying pans, deep fryers, griddles, and drip coffee makers that have a hot plate element are not permitted in rooms. The Graduate Hall Director or Area Coordinator will confiscate any hazardous appliances and these items can not be picked up until the end of the semester.

Fire safety and sanitation requirements prohibit cooking in any area within residence halls except kitchenettes and kitchens which are specifically designed for such use. Never leave a kitchen unattended while cooking. Also, outdoor or indoor grills are not allowed within the facility.

A microwave is available in the designated kitchen areas or rooms in each building. If a first-year student wants to have a microwave in their personal room, the only option for them is to rent or purchase a MicroFridge unit from Standards for Living www.Standardsforliving.com. Only microwaves no more than 2.8 cubic feet are permitted in upperclassmen residence halls. Also see “Refrigerator Policy” below.

Cyber Stalking (Bullying)

Winston-Salem State University recognizes the importance of information technology to the mission of a modern university. At the same time, these platforms present opportunities for misuse and for people to harm others when the technology is used without regard to consequences and without respect for one another. A safe and civil environment at the University is necessary for pupils to learn and achieve high academic standards and for faculty and staff to operate in a prosperous environment.

Decorations/Attachments

While there is a chance for students to express individuality in decorating their rooms or apartments, all decorations must be removable without causing damage to surfaces. Also, it is recommended that residents observe good taste and common sense in decorating their rooms or apartments. No articles are to be displayed in the windows since the public views the facility from the outside. Hallways must be clear of obstructions; therefore, no decorations outside of a resident’s room door are allowed. Be advised that students may not make any permanent alterations to their room or furniture unless approved by hall staff. Students are not permitted to paint their rooms. Students may not connect their decorations to or obstruct the operation of any fire equipment. This includes but is not limited to smoke detectors, fire sprinkler heads or pipes. Students may not use any sort of real, toy or fake weapon to decorate their room.

Defacing/Destruction of University Property

Damaging/vandalizing or defacing property belonging to an individual or to the University is strictly prohibited. Those responsible for damaging or defacing property can be fined, required to pay restitution, and be evicted from the housing facility. They will also be referred to the Office of Community Standards and Civility and possibly face criminal prosecution.

Disruptive/Disorderly Conduct

Disruptive/disorderly conduct is defined as any activity that interrupts and interferes with the normal routine of the campus community. When students enter the University community, they take upon themselves certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the lawful purpose of the University. Student conduct therefore is not considered in isolation within the University community, but as an integral part of the educational process.

Disruptive/disorderly conduct includes, but is not limited to assault, misconduct, threats to personal safety, fighting, throwing any object in the University dining facility or from the window of any University facility, making excessive noise, and any other type of disruption or conduct that interferes with the rights and opportunities of those who attend the University for the purposes for which the University exists. Additionally, speech or behavior that materially and substantially disrupts the University living environment will not be tolerated. Disciplinary action resulting from disruptive speech or behavior may include, but is not limited to temporary or permanent removal from University Housing.

Door Propping

Propping of any residence hall door and/or tampering with locks are considered a serious security violation. Anyone caught propping a door will be subject to disciplinary action and a fine.

(Illegal) Drug Abuse

Illegal drugs are prohibited on campus. The University submits that the use of illegal drugs or abuse of legal substances is incompatible with its goals, and will make every effort to inform its constituents in order that they may make intelligent decisions regarding drugs. The institution will circulate this policy widely to all students, faculty, staff, and administrators.

In its program of education, the University will utilize campus and community-based resources and organizations. The Counseling Center will be able to assist members of the University community who seek drug counseling and rehabilitation services. The Health Center staff will make medical determinations and render counseling when appropriate. Also, referrals will be made to off campus professionals as needed.

Dry Plants (Holiday Trees and Plants)

Due to the flammable nature of live holiday trees and plastic plants, they are not allowed in the residence halls.

Electrical Appliances/Equipment

The residential facilities have limits on the capabilities of their electrical systems. Overloading these systems presents fire and safety hazards. Furthermore, electrical heating elements are dangerous when used in residence hall rooms or apartment units. The following guidelines govern the use of electrical appliances, outlets, and power strips in residence hall rooms or apartment units.

- Electrical extension cords are prohibited
- Any electrical appliance with an exposed heating element is prohibited.
- Power strips may be used under the following conditions:
 - Only one power strip is permitted to connect an appliance with an electrical outlet (strips may not be used in a series).
 - Only grounded power strips may be used with appliances.

- Power strips with built-in breakers are required when the number of outlets needed is greater than the outlets in the student's rooms.
- Privately owned air-conditioners are not permitted.
- Resident owned refrigerators are allowed in residence hall provided that they do not exceed 4.0 cubic feet.
- Other appliances such as radios, lamps, computers, TVs, electrical razors, hair dryers, hair curlers, fans, and clocks are permitted. Students must recognize that use of several of these items at the same time from the same outlet may cause a breaker to fail.
- All electrical equipment and cords must be kept in safe operating condition.
- Irons may be used only with ironing boards. Never should a student use an iron on the floor of a room or a desk or dresser top.
- Electrical cords cannot be run under carpets.

Emergency Exits

The paths to the exit doors, vents and windows must remain clear at all times. Failure to do so will result in a fine and possible additional disciplinary action. Alarms will sound when exiting. Anyone exiting these doors as a common access point will subject to a fine and disciplinary action.

Emergency/Safety Equipment/Fire Alarm System

This policy includes, but is not limited to: fire extinguishers, heat and smoke detectors, exit lights or panels, fire alarm pull stations, sprinkler heads, or locked exterior doors. Residents may not use emergency equipment for any purpose other than emergency use. Tampering, damaging, or inhibiting the use of emergency/safety equipment, including propping open doors in any residential facility (apartment or residence hall) is prohibited. Residents involved in such activities will be subject to fines, disciplinary action, and may be removed from residential facilities (apartments or residence halls). Tampering with emergency/safety equipment could endanger everyone. Tampering with fire equipment will result in disciplinary action with a fine and/or criminal charges.

Emergency Drills and Procedures

Residents must comply with all fire and safety regulations and guidelines, and must participate in all emergency drills. Residents must pay special attention to information given regarding emergency exits from buildings and are expected to know their locations and the procedure for their use. Failure to comply can result in disciplinary action

Failure to Comply with University Officials

University officials have the authority to ask hall residents for identification and have it shown to them at any time, give directions to hall residents and have those directions followed, and to give sanctions and expect compliance with the sanction. University officials include but are not limited to Resident Advisors, Desk Assistants, Graduate Hall Directors, Area Coordinators, and other professional staff members. This authority expands to include visitors of residents. Failure to comply with University officials will result in disciplinary action.

Fighting

Fighting and the threat of physical abuse is not allowed or tolerated in the residence halls. (See Code of Community Standards of Civility)

Fire Code Violations

Residence halls have limited electrical system capabilities and overloading these systems can present a fire and a safety hazard. Only refrigerators which operate at 115 volts and are a maximum of 3.6 cubic feet; and microwaves that are a maximum of 2.8 cubic feet, are permitted in residence hall rooms. Standalone microwaves are not permitted in first-year halls. Use of other appliances such as radios, TVs, stereos, desk lamps with non-halogen bulbs are permitted provided the total electrical requirements do not exceed the capacity of the system, and the equipment is kept in safe operating conditions. All items that are not in use are to be turned off and unplugged; this includes but is not limited to laptops, irons, cell phone chargers, blow dryers, curling irons, etc.

The use of extension cords is strictly prohibited. Only surge protectors with an off switch are allowed. The surge protectors can only be plugged directly into the wall as plugging a surge protector into another is prohibited. Unauthorized appliances will be confiscated and stored until the student checks out of the residence hall for good.

| | |
|---|---|
| **Hot plates | **George Foreman grills |
| **Ovens/broilers | **Toaster ovens |
| **Crockpots | **Electric skillets |
| **Toasters | **Sun lamps or tanning beds |
| **Space heaters | ***Barbeque grills |
| **Halogen lamps | ***Subwoofers |
| **Lava lamps | ***Extension cords |
| **Immersion heaters | ***Incense/candles |
| **Open surface heating appliance | ***Electrical heating pads/blankets |
| **Broilers | ***Deep fryers |
| **Rice cookers | **Woks |
| ***Gasoline | ***Road, traffic signs, and cones |
| ***Flammable liquids | ***Benzene |
| ***Knives longer than 3 inches | ***Paint thinners |
| **Plug-in air fresheners | ***Weapons (simulated or real), bullets, etc. |
| ***Weights of any kind | Posters and decorations with combined coverage of more than 1/3 of available wall space or on the ceiling |
| ***Alcohol and drug paraphernalia including but not limited to bottles (full or empty), shot glasses, pipes, hookahs, bong, prescription drugs not prescribed for the residents in the room | ***All hangings made of burlap or any other flammable materials, tapestries, fish netting, flags, and ornaments with wicks. |

Traditional Halls *Suite Style Halls *Both Halls

Fire Safety

Fire prevention and safety are of paramount importance in residence hall living. Each residence hall has fire and emergency procedures that each student must know for both his/her own safety and for the safety of other residents. Fire drills are held each semester to ensure that all residents are familiar with emergency procedures. Failure to cooperate fully and in a timely fashion will result in a fine and/or disciplinary action. (See the “Fines and Charges” chart at the end of this document.) Periodically, as a result of equipment sensitivity or mischief, false fire alarms will inconveniently occur. You are still required to exit the building promptly. All fire alarms must be treated as if there was a fire.

Fireworks, Explosives, and Hazardous Materials

Fire prevention and safety are of paramount importance in residence hall living. Each residence hall has fire and emergency procedures that each student must know for both his/her own safety and for the safety of other residents. Fire drills are held each semester to ensure that all residents are familiar with emergency procedures. Failure to cooperate fully and in a timely fashion will result in a fine and/or disciplinary action. (See the “Fines and Charges” chart at the end of this document.) Periodically, as a result of equipment sensitivity or mischief, false fire alarms will inconveniently occur. Residents and guests are still required to exit the building promptly. All fire alarms must be treated as if there was a fire.

Furniture

For reasons of life and fire safety, students are not permitted to alter or modify University-provided furnishings or the basic layout of built-in furniture in the room. The University recommends that students keep in mind the size limitations of residence hall rooms when bringing belongings to the residence halls. Student construction of furniture, makeshift beds, lofts, platforms or other apparatus are not permitted. Students may not remove University furniture from common areas for private use in their rooms. This includes but is not limited to lobby, conference room and/or lounge furniture. All furniture in student rooms must remain in the room.

Gambling

Gambling is prohibited within any residence hall or on University grounds.

Good Character Policy

Students are expected to behave in a manner that represents the best in themselves and as University members. Student dress, speech, and actions should exhibit respect for self and others and be a positive representation of the University.

Graffiti

University Housing prohibits markings, such as initials, slogans, or drawings, written, spray-painted, or sketched on a sidewalk, doors, hallways, or walls of a building or public restroom. This includes, but is not limited to, message boards and posted notes.

Group Billings

Financial charges relating to the cleaning of, damage to, or theft of University property are billed to the specific individual(s) responsible whenever such individuals can be identified. However, when damage or theft cannot be assigned to a specific individual(s), the charges may be divided equally among the residents of the affected floor, building, or area. This means that if any damage occurs on your floor, hallway, or community bathroom, etc., which cannot be properly charged to an individual, all members of the floor or community may be billed equally for repairs. Similarly, damage or theft in your building, which cannot be assigned to an individual, may result in all building residents equally sharing in repair or replacement costs. If applicable, each resident will be billed for his or her “share” of public area damages at the end of each semester. Residents will be given every opportunity to identify individual(s) responsible for the damage before a group billing is finalized. Active involvement in reducing damages within the residential community is encouraged.

Hall Meetings

Residence Hall meetings are held periodically by the RAs. Attendance is expected because the residents are held responsible for being knowledgeable of all University policies and Housing and Residence Life policies and procedures. Residents who cannot attend the meeting are to contact their respective RA for meeting information. Residents should notify staff in advance about possible absence from meetings. Failure to attend meetings could result in disciplinary action from the Graduate Hall Director or Area Coordinator.

Failure to attend a meeting does not serve as an excuse for not following new policies or procedures established in a hall meeting.

Harassment Policy

Individuals are afforded the right to privacy and peaceful existence. Harassment of or assault on another individual will not be tolerated. Assaults or threats of assaults on other person whether sexual, physical, written or oral or through social media will not be tolerated. Abusive language or harassment toward any University staff member or student will not be tolerated. Violators will be subject to disciplinary action in accordance with the [Code of Community Standards and Civility](#).

Hazing

Hazing is strictly prohibited as defined by North Carolina law 14-35 and the [WSSU Hazing Policy](#).

Health and Safety Inspections

During the fall and spring semesters, at the discretion of the Housing and Residence Life Department, will be conducting Health and Safety inspections in rooms. Residents will be

notified of the time frame of the checks. Cleanliness, violations, and damages are major areas of concern during the process.

- Checks are completed at least once a semester
- Dates will be communicated from the Housing and Residence Life Staff
- Staff will check for any safety, health, and policy violations in suites and rooms
- Residents may be documented and sent to the Office of Community Standards and Civility due to failure to pass Health and Safety inspections

Housekeeping

Residents are responsible for cleaning and maintaining their own room, suite, and apartment areas. Residents are responsible for their own trash, which should be brought to the dumpsters located near the buildings. Residents who fail to do so will be assessed a fine or cause a community trash fine. All common areas (study rooms, computer rooms, lobbies, lounges, common restrooms, and laundry facilities) within the residence halls are cleaned on a regular basis by the Housekeeping staff. Room safety inspections will be conducted by hall staff monthly and residents will be informed of the times and duration.

Identification

For the safety and welfare of all students and to protect the property of the residence halls, you are required to have your University ID “RAMCard” in your possession at all times. Staff member(s) may request proof of identity of any person in the facility. Only the person whose name and photo appears on the RAMCard is authorized to use the card. Failure to provide proper photo identification upon the request of a staff member is a violation of University policy.

Illegal Entry

Failure to enter residence hall properly through secured entrances is prohibited. This includes utilizing windows or emergency exit doors in non-emergency situations. Violators and accessories to the act could be charged with criminal trespassing. Residents who do not escort their guest(s) or who prop open doors or windows are subject to a cancellation of their residence hall contract or agreement. Residents who sign in individuals that they do not know or do not escort are subject to sanctions from the Office of Community Standards and Civility. Non-residents who are not escorted by a resident are subject to the charge of criminal trespassing.

Keys: Lockouts, Lost, Stolen, and Shared Keys

In the interest of our residents’ personal safety, it is the policy of the Department of Housing and Residence Life to re-key student rooms at the student’s expense if the room key is determined to be lost or stolen. If a resident loses their room keys, he or she should report the loss to their Graduate Hall Director or Area Coordinator. Residents are responsible for the cost of re-keying their rooms or replacing their building key. The loss of room and/or entrance door keys must be reported promptly to the Residence Hall Staff or the Office of Housing and Residence Life. A charge will be issued to the student for lock core change and new keys. Sharing your key with someone who is not an occupant of the room assigned to you is strictly prohibited. Disciplinary action will follow if a student is using another student’s keys.

In the event that a student is locked out of their room, they must report to a Residence Hall Staff member. There will be a fine assessed and/or disciplinary action taken against students who require repeated assistance with lockouts. See the list of Fines and Charges chart at the end of this document.

Loitering

Loitering within the residence halls and surrounding property including buildings and parking lots is prohibited. Loitering on University premises is defined as lingering idly or aimlessly in any area of campus without official authority. Hanging around in clusters, creating and/or causing unusually loud and disturbing noises, or wandering aimlessly about campus between 12 AM and 6 AM is in violation of University policy. Offenders will be subject to disciplinary action.

Open Flames

Candles, wax sculptures, incense, fireworks (all types, including sparklers) are considered to be open flame items and, therefore, a fire hazard. These items are *prohibited* on the grounds and residential facilities. Possession of items violating this policy will result in immediate confiscation and a fine.

Pets/Service/Emotional Support Animals

Due to health standards and the possible inconvenience to other residents, no pets or animals other than service animals or approved emotional support animals are to be housed or kept in the residence. Residents found in violation of this policy will be assessed a fine and/or removed from University housing. Residents requiring use of a service animal or emotional support animal must provide proper documentation and approval from Disability Support Services and Housing and Residence Life. Disability Services information can be found at <https://www.wssu.edu/about/offices-and-departments/department-of-disability-services/index.html> or by emailing dds@wssu.edu.

Pranks

Pranks which result in disturbances or distress to others or cause damage to University or personal property are prohibited. Disciplinary action will be taken against anyone disregarding this regulation.

Press

Members of the press, even if escorted by a resident, are not permitted inside any of the residence halls at any time. This is considered private property. If a student sees a member of the press in a hall, they need to call campus police immediately for assistance.

Projectiles

For reasons of health and safety, propelling devices such as rockets, catapults, slingshots, or any homemade device for the purpose of launching an object are prohibited. Objects may not be thrown into or out of windows.

Quiet Hours

The creation of an environment conducive to study in the residential facilities requires that each resident show consideration of others by keeping his/her noise level down. Between the hours of 11 PM through 8 AM, Sunday through Thursday and 12 AM (midnight) through 8 AM Friday and Saturday, residents are expected to maintain a noise level which cannot be heard outside of their room or apartment. This is to provide appropriate levels of sound that is conducive to sleep. At all other times, Courtesy Hours are in effect. At these times, sound can be a little louder than at other times but if requested by a resident or staff for the music or other noise to be turned down, students need to comply immediately. The noise level should not disturb fellow residents. At no time will excessive noise be tolerated within the residential facilities.

Quiet Hours

| | |
|---------------------|--------------------------|
| Sunday-Thursday | 11 pm to 8 am |
| Friday-Saturday | 12 am (midnight) to 8 am |
| Final Exams Periods | 24 hours |

Courtesy Hours

24 hours a day, 7 days a week

Refrigerator Policy

Atkins, Brown, Martin-Schexnider, Moore, Wilson, and Covington Halls

Students living in Atkins, Brown, Martin-Schexnider, Moore and Wilson Hall are not provided refrigerators in their student rooms. If roommates want to have a refrigerator in their room, they have two options.

OPTION 1:

Students in the above halls bringing their own refrigerators (4.0 cubic feet or less) will be required to pay a usage fee of \$30 for the academic year. This \$30 fee will be applied once students register their refrigerator. Upon registration, students will be issued a sticker for the current academic year that must be placed on the refrigerator. We encourage you to purchase EnergyStar refrigerators.

OPTION 2:

Students may rent a MicroFridge from our partners at Standards for Living. While microwaves are available in common areas for use, students are not allowed to have standalone microwaves in their rooms. In 2011 Housing and Residence Life initiated the rental program through Standards for Living that allowed for an energy star microwave refrigerator combo for students (MicroFridge™). This is also the only way students in Atkins, Brown, Martin-Schexnider and Wilson can possess a microwave in their room, if they so choose. If students rent a MicroFridge from Standards for Living, they will not be assessed the refrigerator usage fee as these units are highly efficient. For more information on

MicroFridge rentals see www.wssu.edu/housing under Prospective Students or www.standardsforliving.com.

*Covington Hall will provide one fridge for each room. Additional fridges will not be allowed.

Failure to register an appliance of this sort will result in a penalty of \$100.

Foundation Heights, Rams Commons, and Gleason-Hairston Terrace Halls

Students living in these halls have kitchenettes and kitchens with large refrigerators installed by Housing, large enough to serve the needs of all students in the suite. Refrigerators take a lot of energy to run and energy costs have been increasing.

Students who choose to bring their own personal refrigerator will be required to register their refrigerator for a \$50 academic year fee. Students who rent a MicroFridge from Standards for Living <http://www.standardsforliving.com/> will not be required to pay a registration fee as these meet the energy standards established by the university.

Failure to register an appliance of this sort will result in a penalty of \$100.

Room Inventory and Inspections

During the first week of occupancy, the residence hall staff member and the student will take a room inventory and inspection. The residence hall staff will check the rooms throughout the semester and when the student checks out of the building. All damages which occur, other than normal wear and tear, will be noted on the room inventory, and charges will be shared equally among the residents of the room if the responsible person(s) cannot be determined.

Nails, tacks, tape, and Command Strips can be particularly damaging to finished surfaces. Charges for such damages will be made accordingly. Residents may not alter the electrical systems or equipment in their rooms. Furnishings may not be removed from student's rooms or apartments without the authorization of the residence hall staff. Residents are responsible for the replacement cost of missing room furniture. Storing or placing room furniture in the hallway is prohibited. Public area furnishings moved to student rooms will be confiscated and the student(s) will face disciplinary action.

Roommate Conflicts

If you and your roommate are having a conflict, first discuss the problem with each other in a respectable manner. If a resolution cannot be found for the problem, speak with your Resident Advisor who may refer you to your Residence Hall professional staff. If the professional staff member feels that the problem is not being resolved, he or she has the right to relocate one or both of the roommates.

Self-Powered, Motorized and Electric Vehicles

Bicycles must be stored in authorized areas (bike racks) only and only in such numbers that the area can accommodate. According to the State Fire code, stairways and hallways are fire exits and must not be blocked with bicycles or other personal items. Any bicycles found in such areas will be removed and a possible fee will be charged for their return. **Motorcycles, electric/gas transportation and similar vehicles are not to be stored or permitted in the residence halls.** Bicycles are not to be ridden in the hallways, stairwells, or on decks or patios. Bicycles should not be attached to railings or any device that obstructs access to sidewalks or entrances. Bicycles left unattended or in unsanctioned areas may be removed by University Police without warning. Confiscated bicycles may be retrieved at the University Police Office.

Smoking

Smoking of any kind is prohibited in all residence halls and within 100 feet of any campus building. In June of 2014, e-cigarettes were also banned by University Board of Trustee policy. Students are not allowed to have hookahs or other smoking apparatus in the residence hall.

Solicitation

For your protection, residents are prohibited from soliciting in the residence halls without permission from the University. The Graduate Hall Director, Area Coordinator, or a Resident Advisor should be notified if a solicitor is seen in the building. Permission for any soliciting must be obtained through the Office of the Vice Chancellor of Student Affairs.

Solicitation is defined as going door-to-door to directly sell or advertise for products, events, services, raise donations for charity, and/or request residents to make contributions for the tangible or intangible benefit of individuals or groups. Housing and Residence Life staff are permitted to go door to door in order to promote Residence Life events or collect important information for Housing and Residence Life use.

- Door-to-door solicitation is prohibited. No person or student representing any organization or company is permitted to offer any products or services for purchase in the residence halls and apartments. Students who participate in or solicit on behalf of an outside organization are subject to disciplinary action.
- Students or student organizations wishing to raise non-cash donations for charity through social programs or other means may obtain permission from the appropriate Graduate Hall Director or Area Coordinator to collect materials in a designated, non-living space, centralized location. All donated items must comply with the current On-Campus Housing Contract expectations and not pose a health or fire safety threat to the community.

Sports in the Hallway

No recreational or sporting games in any form are permitted in the buildings, breezeways, balconies, or parking lots of any residential facility.

Storage

The University does not have adequate and secure space to store your personal items. Local storage facilities that rent by the month are available near campus. You must take all your personal items with you when vacating the halls at the end of the academic year.

Telephone

Students interested in telephone service will need to contact WSSU Information Technology for service. Students are responsible for all charges associated with telephone set-up and services in their room.

Theft

All accusations of theft are treated seriously and are subject to investigation. If any student is found guilty of theft, they are subject to prosecution, restitution, and eviction from the residential facilities. Theft could also lead to suspension from the University and legal actions in accordance with the Code of Community Standards and Civility.

Trash Removal

Students are responsible for removing trash from their residence hall rooms, suites, or apartments and placing it in a dumpster outside of the residence hall. Students will be charged a fine for not properly removing and disposing of trash from his/her room or from the hall. Trash found in stairwells, hallways, elevators etc. can result in community fines and/or disciplinary action. See the Fines and Charges chart at the end of this guide.

Unauthorized Room Change

- No student-initiated room apartment changes can take place during the first three weeks of each semester, unless there are special circumstances approved by the Director of Housing and Residence Life.
- After the first three weeks of a semester, no physical room change can be made until you contact your Graduate Hall Director or Area Coordinator and get approval to make the room change. All parties involved must mutually agree to make the room changes.
- All room changes must be completed within 48 hours of the approval by Housing.
- You must return the key for your present room and sign the Room Condition Report for the room you are exiting.
- You must review and sign the Room Condition Report of the new room as you complete your transfer of space.
- If you have any questions, please ask your Graduate Hall Director or designated staff before the room change begins.

Note: Any room/apartment changes made without permission will result in disciplinary action which will include a fine and/or possible removal from the residence hall.

Vandalism

Vandalism will not be tolerated at the University. Residents will be held responsible for any damages to their rooms or apartments. Common area damages (hallways, lounges, bathrooms, etc.) will be the responsibility of those residing on that residence hall floor unless responsible individuals are identified.

Damages caused through carelessness will result in billing to cover the cost of damages. This can take the form of fines and/or disciplinary action up to the loss of housing privilege. Please remember that drunkenness will not be considered an excuse for vandalism or any other policy violation. This policy can be applied to either groups or individuals.

Those identified as responsible for careless and malicious acts of vandalism or violation of University regulations may be:

- Billed for damages
- Faced with University judicial action
- Ejected from University housing

Individuals wishing to appeal damage charges should contact the Director of Housing and Residence Life in writing with their concern.

Visitation Policies

Visitation Policy for Atkins, Brown, Covington, Moore, and Martin-Schexnider Halls

The visitation policy is designed to provide opportunities for personal, social, educational, cultural, and intellectual growth as part of student development. The policy attempts to provide a social climate which is acceptable to students, faculty, staff, administrators, and other University personnel. It is also designed to provide desired privacy and quiet.

Procedures

- Visitation is cancelled during breaks and holidays.
- The visitation policy may be reconsidered by hall staff if there is epidemic of visitation policy violations.

Guidelines

- Visitation shall be operated on an honor basis in each participating hall.
- All residents must attend the mandatory co-ed visitation policy discussion meeting to be held at the beginning of each academic year before participating in the program.
- Visitation is scheduled and shall be in effect only as follows: Sunday – Thursday 8:00 am to 12:00 am and Friday – Saturday 8:00 am to 2:00 am.
- Each resident will be limited to two guests. The Graduate Hall Director or Area Coordinator may consider exceptions in special cases.
- The University and/or the hall professional staff reserve the right to cancel, at any time, the policy of visitation when flagrant and repeated violations occur.

- Students who do not reside in a specific hall are considered visitors and must sign in and out at the main desk of the residence hall.
 - Residents within the building may continue to visit each other outside of the visitation hours but may be asked to return to their room by the hall staff.
- Residents may continue to visit in the designated common areas of the building after co-ed visitation hours. Loitering in the corridors, stairwells, laundry facility, study rooms, lounge, and lobby are strictly prohibited.
 - Designated Areas Include
 - Martin-Schexnider main lobby
 - Brown Hall 3rd floor main lounge
 - Atkins computer lab/lounge
 - Moore main lobby lounge
 - Covington main lobby
- Each participating resident must sign guests in and out of the residence hall. Current (valid) picture identification is required. The registration must include the name of the guest(s), name of the host, and room being visited.
- Each guest shall enter and leave by the front door of the residence hall being visited.
- When in the residence hall, all guests must be accompanied by the host. For the safety of our residents, this policy will be enforced for same sex visitors.
- At least one restroom in each residence hall will be designated for guests.
- The host is responsible for the actions of the guest(s) except in situations determined to be beyond their control.
- The presence of the guest(s) should not result in the unreasonable inconvenience or annoyance to roommates or other residents.
- All persons shall be properly dressed during visitation hours. Shirt and shoes are required.
- Any infraction of the rules and regulations may result in revocation of housing privileges may warrant reassignment or result in judicial action.
- Minors (those under the age of 18) who have a photo ID must complete a visitor's card upon their arrival. Those under the age of 18 or who do not have a photo ID must file a visitor's card at least 72 hours before their visit. Emergency information will be gathered on this card. The University must have on file the signature of a parent or guardian in order for the minor to visit the facility. Exceptions may be made at the discretion of the Graduate Hall Director or Area Coordinator.

Visitation Policy for Gleason Hairston Terrance, Wilson, Foundation Heights, and Rams Commons

- No guest can stay for more than 72 consecutive hours.

Windows and Window Screens

Students are not allowed to hold conversations or conduct any transactions from their room windows or from any window within a residence hall. The resident must remove displays in windows which are deemed inappropriate by the staff. Throwing objects from any window and

hanging out of any window in the residence hall is not allowed. Windows are never to be used as a way to enter a room or pass items into a room; this type of behavior will result in disciplinary action and possible housing move.

Students are not permitted to remove a window screen for any reason. Removal of screens will result in a fine and possible disciplinary action.

RESIDENCE LIFE DISCIPLINARY SYSTEM

Disciplinary Process

Students who attend the university are expected to behave in a manner consistent with life at an academic institution. The Student Code of Conduct is intended to reinforce this expectation and governs the behaviors and disciplinary process for violations. <https://www.wssu.edu/student-life/student-conduct/files/documents/student-code-of-conduct.pdf>

WSSU Housing Fines Appeals Process

Appeals for fines should be sent to the Housing and Residence Life staff member supervising the building. Appeal decisions will be made and returned as soon as all matters of the fine are considered.

Fines and Charges

| Items | Fines or Restitution |
|--|--|
| Excessive cleaning fee (per room excluding kitchen, includes graffiti removal) | \$150 |
| Carpet cleaning | \$100 |
| Clean microwave | \$50 |
| Clean refrigerator | \$100 |
| Clean stove | \$75 |
| Clean entire kitchen/kitchenette | \$225 |
| Failed room inspection (cleanliness) | \$50 |
| Visitation violation | Referral to Office of Community Standards and Civility |

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| Improper checkout | \$50 |
| Improper room change (moved without receiving official approval from Housing and Residence Life) | \$150 |
| Cleaning public area (community charge) | \$10 |
| Replace floor tiles | \$25 |
| Graffiti (public space) | Financial restitution and \$250 minimum to be divided up between residents of an area (or to student(s) responsible*) |
| Re-hang screen | \$50-150 depending on hall * |
| Trash fines (left in area unattributed) | \$25/bag |
| Trash fines (left in area attributed to a student) | |
| 1st offense | \$25/bag |
| 2nd offense | \$25/bag * |
| Repair hole in drywall | Cost of repair and labor |
| Discharge fire extinguisher without cause | \$500* |
| Extinguisher removed | \$500 & cost of replacement (if needed) |
| Pulled fire alarm without cause (individual) | \$500 + immediate eviction* |
| Pulled fire alarm (after first pull unattributed) | After repeated offenses \$15/student |
| Unauthorized exit through emergency door | \$75* |
| Replace fire exit sign (individual attributed) | \$200* |
| Replace fire exit sign (not attributed) | \$10/person |
| Propping exterior door | \$150* |

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| Safety violations (including covering the room smoke detector and hanging/throwing things out of room windows) | |
| 1st offense | \$250 per occupant and residential probation* |
| 2nd offense | Eviction* |
| Failure to vacate during a fire alarm within 3 minutes | \$100 |
| Complete failure to vacate during a fire alarm | \$250 |
| First lock out (has key) | No charge |
| Second lock out (has key) | \$10 |
| Each consecutive lock out | \$20 |
| Lost/stolen key (Atkins, Brown, Moore, Wilson) | \$100 |
| Lost/stolen key (GHT, FDH, RAMS, MSX) | \$250 |
| Key dropped in elevator shaft | \$100 |
| Failure to return key (Atkins, Brown, Moore, Wilson) | \$100 |
| Failure to return key (GHT, FDH, RAMS, MSX) | \$250 |
| Theft of University/community property | Cost of item and judicial* |
| Misuse of key/ID by other than assigned | Replacement cost of lock and judicial |
| Damage to public areas/University property | Cost of replacement or repair and labor/resident |
| Entering prohibited spaces | \$100 |
| Unauthorized use of space | \$50 |
| Replace armchair | Cost of replacement or repair & labor/resident |
| Replace bathroom faucet | Cost of replacement or repair & labor/resident |

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|-----------------------------------|--|
| Replace bathroom lighting feature | Cost of replacement or repair & labor/resident |
| Replace bathroom mirror | Cost of replacement or repair & labor/resident |
| Replace medicine cabinet | Cost of replacement or repair & labor/resident |
| Replace bed frame | Cost of replacement or repair & labor/resident |
| Replace stove drip pans | Cost of replacement or repair & labor/resident |
| Replace cabinet door | Cost of replacement or repair & labor/resident |
| Replace closet shelving | Cost of replacement or repair & labor/resident |
| Replace closet doors | Cost of replacement or repair & labor/resident |
| Replace toilet | Cost of replacement or repair & labor/resident |
| Replace toilet seat | Cost of replacement or repair & labor/resident |
| Replace desk drawer | Cost of replacement or repair & labor/resident |
| Replace damaged door locks | Cost of replacement or repair & labor/resident |
| Replace entrance door | Cost of replacement or repair & labor/resident |
| Replace glass light fixture | Cost of replacement or repair & labor/resident |
| Replace dining table | Cost of replacement or repair & labor/resident |
| Replace dining room chair | Cost of replacement or repair & labor/resident |
| Replace coffee table | Cost of replacement or repair & labor/resident |
| Replace microwave | Cost of replacement or repair & labor/resident |
| Replace kitchen faucet | Cost of replacement or repair & labor/resident |
| Replace peep holes | Cost of replacement or repair & labor/resident |

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|---|--|
| Replace unlocking door handle | Cost of replacement or repair & labor/resident |
| Replace room door | Cost of replacement or repair & labor/resident |
| Replace shower curtain rod | Cost of replacement or repair & labor/resident |
| Replace shower head | Cost of replacement or repair & labor/resident |
| Replace sliding closet door | Cost of replacement or repair & labor/resident |
| Replace large mini blinds | Cost of replacement or repair & labor/resident |
| Replace small mini blinds | Cost of replacement or repair & labor/resident |
| Replace smoke detector | Cost of replacement or repair & labor/resident |
| Replace entertainment center | Cost of replacement or repair & labor/resident |
| Replace sofa | Cost of replacement or repair & labor/resident |
| Replace sprinkler head | Cost of replacement or repair & labor/resident |
| Replace switch plate/outlet | Cost of replacement or repair & labor/resident |
| Replace thermostat | Cost of replacement or repair & labor/resident |
| Replace window lock | Cost of replacement or repair & labor/resident |
| Replace window pane | Cost of replacement or repair & labor/resident |
| Replace window screens | Cost of replacement or repair & labor/resident |
| Replace desk drawer | Cost of replacement or repair & labor/resident |
| Replace desk chair | Cost of replacement or repair & labor/resident |
| Replace towel bars | Cost of replacement or repair & labor/resident |
| Replace individual or community toilet paper holder | Cost of replacement or repair & labor/resident |

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|--------------------------------|--|
| Repair dishwasher | Cost of replacement or repair & labor/resident |
| Repair cable/IT box | Cost of replacement or repair & labor/resident |
| Replace mattress | Cost of replacement or repair & labor/resident |
| Repaint one wall (per surface) | \$100 |

** indicates potential referral to Office of Community Standards and Civility if person/persons are determined responsible*