Living On Campus Housing Guide

Collaboration, Accountability, Responsibility,
Service, Leadership

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Welcome to your community! In a University, you learn just as much outside the classroom as you do within it — and much of that learning will happen right here, in your experiences in Housing and Residence Life at Winston-Salem State University.

Here, you will encounter many people with similar interests; you will also meet and live alongside others who are different from you. That is what makes living in Housing and Residence Life unlike anywhere else. And it is why we work to create an environment that celebrates the unique cultures, social identities, histories, and narratives that our residents bring into the community.

Housing and Residence Life values inclusion and being a supportive place for residents of all identities. We strive for every resident to call Housing and Residence Life home. It is our sincere hope that you will find that your community is a place where you can express yourself and make lifelong connections. You belong here. We are so glad you are home.

Housing and Residence Life – Health Crises Guidelines/Procedures
Instrumental to the mission of Housing and Residence Life (HRL) at WSSU is to provide a safe, secure, and comfortable living conditions which are conducive to the pursuit of academic excellence. The below guidelines and procedures apply to all residential students to promote health and safety.

Winston-Salem State University may adjust the housing services schedule contained herein, temporarily close, and/or place restrictions on the use of housing facilities as necessary in Winston-Salem State University’s sole discretion to preserve the health and safety of residents and the greater campus community. In the event of temporary closures, restrictions, and/or adjustments to the housing services schedule, Winston-Salem State University shall not have the obligation to issue a partial refund or credit for such interruptions or adjustments. Furthermore, during a health and safety emergency certain companies or staff contracted by Winston-Salem State University to provide certain services to campus housing facilities may not be available or may be significantly limited.

Community of Respect – It is expected that all members of the WSSU HRL community demonstrate respect for one another by demonstrating honesty, integrity, and civility. In the interest of the health of both residential students and Housing and Residence Life staff members and contractors, residential students are prohibited by engaging in conduct that creates a health or safety hazard within all Winston-Salem State University residential spaces both on and off campus. In the event, Winston-Salem State University requires a resident to vacate their housing assignment or move housing assignments, residents will be responsible for removing all valuable personal items at that time. In certain circumstances, Winston-Salem State University may remove possessions and/or furnishings from housing assignments for those assignments to be used for other emergency purposes. Winston-Salem State University will not be responsible for loss or damage to a resident’s personal items that must be moved and stored in such instances.
**Health and Safety** – As Winston-Salem State University responds to health crises, residential students are expected to comply with health and safety laws, orders, ordinances, regulations, and guidance adopted by Winston-Salem State University. This may include face mask or social distancing guidance, limits on mass gatherings, changes to the visitation policy, testing, quarantine and isolation procedures. Compliance with all health and safety guidelines extends to both residential students and all Housing and Residence Life staff members. If there is a health and safety emergency, residents may not be able to occupy campus housing or the resident’s use of campus housing facilities may be significantly restricted.

**Quarantine and Isolation** – At any time, the university may request or require vacating their residence hall assignment when their presence may pose a risk to the health and safety of other members within the residential community. All residential students are required to comply with request from Housing and Residence Life officials if asked to leave their assigned space due to a public health emergency including COVID 19. Failure to adhere to these requests may subject a student to emergency removal or termination of the resident’s housing contract. Housing and Residence Life has limited spaces for isolation and quarantine. Moreover, a resident may be recommended to self-isolate or quarantine in another space and will not be permitted to continue residing in their housing assignment. Removal or relocation from Housing to isolate or quarantine does not constitute a termination of the housing contract.

**Conflict** – In the event of a conflict between these guidelines/procedures and language in other documents, these guidelines/procedures will control and supersede existing documents.

**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.

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 relationship 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.
- Each member of our community has the ability to contribute to the entirety of the community.

**Winston-Salem State University residence hall communities incorporate the following living creed:**

**Education:** to ensure teaching and learning takes place beyond the classroom;

**Openness:** so ideas and thoughts can be discussed freely;

**Respect:** to ensure individuality is honored so diversity can be pursued;

**Responsibility:** so the individual accepts obligations to the community and is held accountable for individual actions;

**Caring:** to ensure the individual’s well-being is supported, and that community service is encouraged;

**Involvement:** so the individuals have a voice in decisions concerning their community;

**Ownership:** to ensure all individuals care for their facilities and adjacent property and;

**Celebration:** so Winston-Salem State University history and culture is promoted and residence life and university traditions are shared.
HOUSING AND RESIDENCE LIFE OFFICE AND STAFF

RESIDENCE HALL DESK NUMBERS

<table>
<thead>
<tr>
<th>Hall</th>
<th>Desk Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atkins</td>
<td>(336) 750- 8441</td>
</tr>
<tr>
<td>Brown</td>
<td>(336) 750- 8667</td>
</tr>
<tr>
<td>Covington</td>
<td>(336) 750- 2944</td>
</tr>
<tr>
<td>Foundation Heights</td>
<td>(336) 750- 8680</td>
</tr>
<tr>
<td>Gleason- Hairston Terrace</td>
<td>(336) 750- 3309</td>
</tr>
<tr>
<td>Martin-Schexnider</td>
<td>(336) 750- 8611</td>
</tr>
<tr>
<td>Moore</td>
<td>(336) 750- 8447</td>
</tr>
<tr>
<td>Rams Commons</td>
<td>(336) 750- 2172</td>
</tr>
<tr>
<td>Wilson</td>
<td>(336) 750- 3405</td>
</tr>
</tbody>
</table>

RESIDENCE LIFE STAFF ROLES

**Area Coordinator (AC)** is a live-in master’s degree professional staff member of the Housing and Residence Life department who assists in creating a community environment that promotes and supports residents' personal and academic success consistent with the mission of the university. The AC is responsible for the daily operations of the residence hall community and supervises a Graduate Hall Director and Resident Advisors.

**Graduate Hall Director (GHD)** is a live-in Housing and Residence Life department staff member who oversees the daily operations of a designated residence hall. The GHD works with the residents to promote and enhance students’ educational, personal development and residence hall safety. The GHD supervises the Residence Advisors who reside on each floor of the residence hall.

**Resident Advisor (RA)** is a live-in student staff member of the Housing and Residence Life department who facilitates a safe, educational and social atmosphere for students living in the residence hall communities. The RA serves as a resource and creates programming opportunities for residents to engage with other students and the campus community.

**Desk Attendant (DA)** is a student staff member of the Housing and Residence Life department who serves as a resource to residents and provides customer service at the residence hall desk.
GETTING INVOLVED

Residence Hall Association
The Residence Hall Association (RHA) is a residential student-led organization serving as the overall governing body for residents at the University. RHA provides an opportunity for student involvement and leadership. The RHA Executive Board advocates for residential students and serves as a liaison between WSSU residents and the Department of Housing and Residence Life. RHA enhances the residential experience through programming that encourages student engagement and learning.

Hall Council
Hall Council is an essential part of the residential experience. Each residence hall has an individual Hall Council that is governed under the umbrella of the Residence Hall Association (RHA). Student leaders who fulfill the various positions on their Hall Council host programs and help foster a sense of community in their residence hall. Hall Council members work closely with Resident Advisors and are advised by the Area Coordinator or Graduate Hall Director.

Residence Activities and Programming
The Department of Housing and Residence Life operates on a living-learning concept. Opportunities for learning and growth outside of the classroom are provided through programming and community building activities. Throughout the year, professional staff members and Resident Advisors deliver weekday and weekend programming for residents in the community. Residents are strongly encouraged to take part in all programs and activities offered in their residence hall.

Residence Hall Meetings
Residents are periodically required to attend hall, floor, or individual meetings in the residential community. These mandatory meetings may be informational, educational, or focused on community standards. Residents who have a scheduling conflict should discuss the matter with their respective Area Coordinator or Graduate Hall Director prior to the meeting.

EMPLOYMENT OPPORTUNITIES

The department of Housing and Residence Life hires student leaders to fulfill the role of Resident Advisor or Desk Attendant. Throughout the academic year, the department’s staff will actively seek out residents who perform well academically and demonstrate unique characteristics such as social maturity, openness to diversity and inclusion, ability to work with students without judgment, willingness to serve as leaders in the hall, the ability to take responsibility for personal actions and more. The recruitment and selection process takes place in the fall and spring semesters. The dates are announced via various venues on campus, including email to residents from the department.
RESIDENCE HALL GUIDELINES, POLICIES, AND PROCEDURES

LIVING COMMUNITIES

Traditional Style
Traditional style residence halls consists of double occupancy rooms between residents of the same gender. The rooms open into the hallway and have a community bathroom shared by the floor residents. Residents are expected to pick-up after themselves and keep the bathrooms clean.

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. The units in this style will have either a full kitchen or kitchenette

HOUSING APPLICATION AND CONTRACT POLICIES

Housing Portal
All Winston-Salem State University students have access to the housing portal, administered by Mercury. Students can access the housing portal through the housing website by using their WSSU credentials (RAM ID and password). Housing and Residence Life recommends that students access the housing portal using a desktop or laptop computer and use Firefox, Safari, or Internet Explorer for the best experience. Students can access services such as the housing application, housing cancellation, maintenance request, and other housing related services.

Housing Requirement
Winston-Salem State University has a 2 year (4 semester) live on requirement for all WSSU students that enter the university as a New First Time Freshman. This designation is assigned by the Office of Admissions and is not based on a student’s incoming earned credit hours. For example, if high school student entering Winston-Salem State University has academic credit to be considered a sophomore, this does not release them from the live-on requirement. Should a student who is held to the live-on requirement not apply for housing in a timely manner, Housing and Residence Life will submit an application on the student’s behalf and assign the student to a space at the discretion of the assignment's office. The student’s account will be billed accordingly.

Consolidation
Housing seeks to efficiently and effectively utilize all available spaces to accommodate the housing needs of all students. Prior to a semester beginning and during the course of a semester Housing and Residence Life reserve the right to consolidate students residing alone in multiple occupancy rooms.

If the occupancy of a space has begun, this means that a resident, upon notification, may be required to vacate their room and move into another space on campus. This process may be
conducted to use each room to its capacity and accommodate all residents’ housing needs. If at any time, a resident’s roommate should move out, the resident will be notified by Housing of their options which may include; finding a new roommate, moving into another Residential Space, or opting to pay for a “double as a single(if applicable).”

**Administrative Room Changes**
Housing and Residence Life reserves the right and has the discretion to administratively change or adjust the assignment of any resident due to but not limited to the following reasons; facility related issues, as a result of a conduct issue, or occupancy management.

**Room Change Requests**
Should a student desire to change the assignment to which they were originally assigned to or self-selected, they may do so during the room change process. If a student is requesting a room change due to problems or differences with a roommate(s), our office strongly encourages working with your Resident Advisor, Graduate Hall Director, or Area Coordinator. Many roommate conflicts can be resolved through mediation where a housing staff member facilitates a conversation among roommate to develop mutual expectations.

The room change process will typically occur between the third and twelfth week of a semester, please refer to the Housing and Residence Life calendar for specific dates. A student may request a room change through the housing portal, but a room change is not guaranteed. Students must meet the requirements of the community they are requesting to move to. Once your request is complete, you will be contacted by the housing staff member of the community you are requesting to move to when a space becomes available. If a student does not receive a room change at the conclusion of the room change period and has an outstanding request, that request will be cancelled, and the student may submit a new request the following semester.

**Multiple Occupancies**
Residents that have an unoccupied bed space in their room are not allowed to take over or occupy the bed/space. Residents found using the empty bed/spaces will be charged $30/day for improper usage of property and could be charged for violation of policy.

**Improper Room Changes**
Room changes can only be approved by Housing and Residence Life staff. Should a resident choose to change rooms without prior authorization by Housing and Residence Life, they will be informed to remove all items from the space and will be charged either $30/day or the daily rate of the improper bed space. Residents may also be charged for violation of policy.

**Improper Occupancy**
If a student is found to be occupying a space without an official assignment, they will be informed to leave immediately or escorted off of the premises by University Police. The residents of the space may be held accountable through improper usage of property. The individual who is trespassing will be charged $30/day for improper occupancy and may be charged for improper usage of property.
**HOUSING ASSIGNMENT PROCESS AND PROCEDURES**

**Academic Year Housing (Fall and Spring Semester)**
When a student applies for housing and submits an application, it is for the full duration of the academic year unless the student applies during the spring semester.

**Spring Semester Housing**
New students (NFTF or Transfer) or continuing students who take classes during the spring semester may apply for housing for the spring semester. If a student cancelled a housing application for the current academic year, they may reactivate for the spring semester, please see Housing Reactivation for more information.

**Break Housing (Spring Break, Winter Break)**
All residence halls close for Thanksgiving, Winter, and Spring break. As a result, all residents must vacate the hall prior to those periods. Students with extenuating circumstances may request to remain in university housing by submitting a request through the housing portal. Requests must be submitted at least two weeks prior to the break and the student may be charged for the entirety of the approved period at an approximate cost of $30.00 per day.

**Summer Semester Housing**
Housing and Residence Life offers summer housing for students taking courses for summer sessions. Students can select the housing length to match the length of their classes, namely Term I – 5 Week, 6 Week, 8 Week, 10 Week, and Term II – 5 Week. Interested students should submit a summer housing application through the housing portal.

**Student Rights, Responsibilities, and Conduct**
Residents are encouraged to 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](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 everyone. 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 enter their residence hall. Guests should contact their resident host. The host is required to let guests in and escort them to their assigned room. Students are only able to access the residence hall where they are assigned. Residents are responsible for their guests at all times.

**PERSONAL SAFETY**

**CARES Team**

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 and/or the University Counseling Center at 336-750-3270 where a member of the CARES Team can provide assistance.

**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:
The Office of the Dean of Students, deanofstudents@wssu.edu 336-750-3356 Monday - Friday | 8:00 a.m.-5:30 p.m.

PUBLIC SAFETY

Rave Guardian

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

• Can easily be made into clickable buttons (like below) and published on the WSSU website or other clickable resources. Or Students can just search the app through their app store.
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.


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 persons subject to the drill participate. All occupants 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.
Smoke Detectors
Smoke detectors are provided throughout the residential 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, referred to the Office of Community Standards and Civility for tampering with fire safety equipment.

Sprinkler Heads
Sprinkler heads are located in the residential 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.

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 the Title IX office located in Blair Hall 123, (336) 750-8758.IX 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 includes 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.

CAMPUS LIFE SERVICES

RESIDENTIAL SERVICES

Residence Hall Computer Use
Computers are available in the residence halls for student usage. All users of the computers are responsible for compliance with the policies listed below. Violation of such policies may result in suspension of computer use privileges:

- Compliance with WSSU’s Technology Acceptable Use Policy
- 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. 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. Students should keep track of laundry cycle completion.

Note that unattended laundry will be bagged and donated to a charitable organization. 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. Report any issues with a machine by either downloading the QR code on the machine or call the phone number on the machine.

Vending Machines
To request a refund for money lost in a vending machine, please report the loss to the office of Business and 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
Housing and Residence Life performs preventative and routine maintenance throughout the year to ensure facilities remain in appropriate living condition. From time to time, maintenance issues arise through normal wear and tear and should they, a maintenance request can be submitted by the student to address the issue or concern at no cost. Should damage be caused by a resident, or an obvious maintenance issue not reported, the damage will be documented and referred to Housing and Residence Life for investigation and possibly charged for repair.

Maintenance requests can be submitted by navigating to the Housing Portal or directly through our maintenance request website. Please ensure that you are utilizing a compatible web browser such as Firefox, Internet Explorer, or Safari.

When submitting your maintenance request, please provide as much detail as possible so that our maintenance staff can appropriately address your request. We ask that you provide your phone number as well so that our staff can contact you should there be any issues, concerns or additional follow-up is needed.
Please provide 1 to 2 business days for our staff to address and resolve your maintenance issue or concerns. If a request is submitted after business hours or on weekends, our staff will address the issues the following business day. If your request has not been resolved contact your Area Coordinator or Graduate Hall Director, do not submit an additional request.

Should a maintenance emergency occur that could cause injury or property damage (i.e., flood, power loss, water leak, etc.), please contact a housing staff member at your residence hall front desk or the Residence Advisor on-duty immediately.

**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 will be applied to the students’ 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 subscribed 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 is treated by professional exterminators. Students experiencing pest problems should submit a Housing [Maintenance Request](#) using a desktop or laptop computer and use Firefox, Safari, or Internet Explorer. Please be mindful that cleanliness will go a long way towards keeping your room pest-free. To avoid fire or attracting pests, do not wrap kitchen walls, cabinets, or stoves with foil or other coverings.

**Renter’s Insurance**
Student Personal Property Insurance The University is not liable for damage to or loss of students’ possessions (whether due to fire, smoke, wind, water, theft, or other causes) and cannot pay students for such losses unless it is determined by the state of North Carolina that the loss was caused by the negligence of a state employee. Therefore, unless coverage is provided under an existing homeowner’s or renter’s policy, students should consider purchasing separate property insurance. Brochures and applications for this type of coverage are available in the Office of Housing and Residence Life.

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 explosion 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, Room 203.

Parking and Transportation
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 the 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, visit the Parking and Transportation website or call 750-2905.

Information Technology Services
Issues with wired internet, Wi-Fi, or computer lab and printers must be addressed with 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
Technology Support webpage

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
Information Technology

Department of Disability Services
Students in need of special accommodation are encouraged to visit the Department of Disability webpage or email 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 after having been treated. 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 student 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, or involuntary withdrawal from the university (or University Housing) for either a specified or unspecified period of time. Final decisions of the matter will be determined by the Vice Chancellor for Student Affairs, in consultation with the appropriate counselors or other mental health professionals. Contact the Counseling Center at (336) 750-3270 or their webpage.

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 webpage or call (336)-750-3303.

Meal Plans
If you wish change or alter your meal plan after arriving to WSSU please visit the Department of Business and Auxiliary Services in Eller Hall, room 214 (336)750 2770 or their webpage.

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 articulate them confidently in resumes, cover letters, interviews, and personal statements; identify and explore career options that you might pursue; and implement an effective strategy to attain your desired career outcomes.

University Student Activities & Engagement (USAE)
We are here to make sure that your college experience is fun, exciting, enriching, and engaged. University Student Activities & Engagement (USAE) provides you with opportunities to get involved in social groups, activities, community service, and events throughout the year. USAE collaborates with the Student Government Association, Office of Greek Life, and over 100 student organizations.
RESIDENCE HALL POLICIES AND PROCEDURES

Abandoned Property
Residents that have left property in residential builds 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 Residential Life. (See the definition of solicitation that follows.)

A posting is defined as public display of any informational or promotional materials. Residential 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 areas can be obtained from our office in 301...
Thompson Center, on the housing website page Resident Resources under Residence Hall Postings.

- 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 Director of Residence Life (or a designee).

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 organizations 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.

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, bongs, or pipes, etc. Violations of the policy will warrant the inclusion of the Community Standards and Civility Department, Police and Public Safety, or any appropriate law enforcement agency.
Appropriate Dress
Residents are expected to wear appropriate attire (i.e., shower robes, shower shoes, etc.) when utilizing the bathrooms, computer labs, and laundry rooms, etc., and other public areas.

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. This includes any paid service including babysitting, nail care, hair care, eyelashes, etc.

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 occupants, 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 residential 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, or outside a room or apartment. Violators will be fined and disciplinary action will be taken.

Cohabitation
Cohabitation is not permitted in the residence halls. Students found in violation will be held accountable through the University conduct system. 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.
3. Using the bathroom and shower facilities as if they live in that room.
Students who are aware that cohabitation is taking place in their apartment/suite/room are strongly encouraged to immediately report the violation to their Graduate Hall Director, Area Coordinator or the Office of Community Standards and Civility.

**Communal Property Responsibility**
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, drip coffee makers that have a hot plate element, are not permitted in rooms. Refer to page 39 for a complete list of prohibited items. The university will confiscate any hazardous appliances and violators will be assessed a fine. Unauthorized appliances will be confiscated and stored until the student checks out of the residence hall for good.

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. Standalone microwaves or other cooking devises are not allowed in apartment unit bedrooms. Also, outdoor or indoor grills are not allowed within the facility.

Atkins, Brown, Moore, Martin-Schexnider and Wilson Halls have a microwave available in the kitchen area. If a student wants to have a microwave in their personal room in these residence halls, the only option for them is to rent or purchase a MicroFridge unit from Standards for Living www.Standardsforliving.com. One microwave is allowed in Rams Commons and Gleason-Hairston per apartment. Kitchens in Foundation Heights are provided with a microwave. Microwaves are provided in the pods of Covington Hall and no MicroFridges are allowed in the rooms. All other microwaves are not permitted and will be confiscated; see Microwaves under Appliance Policy on our webpage. 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 (unless on resident’s room door) outside of a resident’s room is allowed. Students are not permitted to paint their rooms or use wallpaper in their room. 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. Students are strongly encouraged to review the prohibited items list for the residence halls as they will be charged for any violations.

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.

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 responsibility 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/disordering 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.

Drugs (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. Counseling Services will be able to assist members of the university community who seek drug counseling and rehabilitation services. The Wellness 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, *these 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. A student should never use an iron on the floor of a room, desk or dresser top.
- Electrical cords cannot be run under carpets. See Prohibited Items In the Residence Halls under Extension Cords and/or Related Items.
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 will be 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
Residents are required to comply with verbal, written, and published instructions by Housing and Residence Life staff, when they are working within the appropriate performance of their duties. Written instructions include those directed to an individual student, such as a letter or e-mail message, as well as published instructions and policies in print or online. University officials are authorized 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. 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 the Students Code of Conduct.

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. 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 and only surge protectors with an off switch are allowed. The surge protectors can only be plugged directly into the wall and 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.

**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. You are still required to exit the building promptly. All fire alarms must be treated as if there was a fire.

**Furniture**

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 their 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 Expectations**

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 a positive representation of the university.
Graffiti
Housing and Residence Life prohibits markings such as initials, slogans, or drawings, written, spray-painted, or sketched on sidewalks, doors, hallways, or walls of buildings or public restrooms. 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 are strongly encouraged to come forward to identify individual(s) who are 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 residence hall staff. 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 hall staff 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 Student Code of Conduct. add hyperlink

Hazing
Hazing is strictly prohibited as defined by North Carolina law 14-35 and the WSSU Hazing Policy.

Health and Safety Inspections
Housing and Residence Life will continue to conduct health and safety inspections during the fall and spring semesters. Residents will be notified of the inspection window in which staff will be conducting these checks to ensure that residents are not in violation of health and safety
standards. Health and safety inspections do not qualify as authorized searches; thus, staff are prohibited from opening drawers, closets, or look through a resident’s personal belongings.

It is expected that staff facilitating health and safety inspections adhere to the following:

- Do not enter rooms and apartments alone and always enter in pairs
- Check all rooms and apartments, including Resident Advisor and Desk Attendant rooms
- Rooms that have prohibited items must be documented on the form provided and confiscated
- Document prohibited items, blown light bulbs, obvious water leaks, any sign of mildew or suspicious growth, covered smoke detectors, and the presence of pets
- Document violations of the Student Code of Conduct or the Living On Campus Guide via Maxient

Residents who are found to be in possession of prohibited items are considered in violation of their health and safety inspection must discard all prohibited items found during the inspection. Professional staff will communicate with students who were not present during their health and safety inspection regarding their violation and the requirement to discard prohibited items.

Residents will be notified via email of the time frame in which Health and Safety inspections will take place. Housing and Residence life will offer a minimum notice of 48-hours which will be sent to residents.

**Housekeeping**
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.

**Identification**
Students are required to have their University ID “RAMCard” in their possession at all times for the safety and welfare of all students and to protect the property of the residence halls. A 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 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. Non-residents who are not escorted by a resident are subject to the charge of trespassing and Police and Public Safety will be contacted.
**Keys: Lockouts/ Lost, Stolen, Shared Keys**
If a resident loses their room key(s), he or she should submit a work request via RMS Mercury immediately. The rekeying of the room will be at the student’s expense. The loss of room and/or entrance door keys must be reported promptly to the Residence Hall Staff of the Office of Housing and Residence Life. 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 other students’ keys. Disciplinary action may be taken against students who require repeated assistance with lockouts. See the list of Fines and Charges chart at the end of this document.

Unauthorized use, possession, or duplication of Housing and Residence Life keys or RAMCards is strictly prohibited. No locks, bolts, chains, or other locking devices besides those installed by Housing and Residence Life may be attached to room door frames.

**Loitering**
Loitering within the residence halls and surrounding property including residence halls is prohibited. Loitering in or around the residence halls is defined as lingering idly or aimlessly without official authority. Hanging around in clusters, creating and/or causing usually loud, disturbing noises, or wandering aimlessly is prohibited and offenders could be subject to disciplinary action.

**Open Flames**
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 and Emotional Support Animals**
Due to health standards and the possible inconvenience to other residents, no pets or animals other than service 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 must provide proper documentation and receive approval from the [Department of Disability Services](#). Contact the department of Disability Services in 115 Blair Hall, phone 336-750-8658.

**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 during quiet hours between the hours of 11 PM through 8 AM, Sunday through Thursday and 12 AM (midnight) through 8 AM Friday and Saturday; spaces should be free from excessive noise.
Residents participating in noise producing activities, such as conversation, listening to music, or watching television are expected to keep their doors closed. Sounds from these and any activities should not be audible outside the space. Any noise made in lounges or other common areas should not be audible inside resident spaces that have their doors closed. Housing staff may request residents to cease an activity in order to limit noise that could adversely affect the community. 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**

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

**Option 1:** Students in the indicated 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 that must be placed on the front of 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, TM). This is also the only way students in Atkins, Brown, Martin-Schexnider, Moore, 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 visit the Standards for Living website.

In Covington Hall, each room is provided with a mini fridge for roommates to share. Microwaves will be available in community common areas for residents’ use. As a consequence, residents cannot bring personal mini-fridges or microwaves to Covington Hall.

Students living in Foundation Heights, Rams Commons, and Gleason-Hairston Terrace Halls have kitchenettes and kitchens with large refrigerators installed by H&RL which are 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 in Foundation Heights, Rams Commons, and Gleason-Hairston Terrace Halls who choose to bring their own personal refrigerator will be required to register their refrigerator for a $80 academic year fee. Students who rent a micro-fridge from Standards for Living will not be required to pay a registration fee as these meet the energy standards established by the university.

Register your refrigerator by logging into the Housing portal using a desktop or laptop computer and use Firefox, Safari, or Internet Explorer. Failure to register an appliance of this sort will result in a penalty of $100.

Room Inventory and Inspections
During the first month 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 occupants of the room if the responsible person(s) cannot be determined.

Nails, tacks, Command Strips and tape can be particularly damaging to finished surfaces. (Check prohibited list on page 39.) 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 reached, speak with your Resident Advisor who may refer you to your residence hall professional staff member.
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. The university reserves the right to remove personal property left in public areas, at your expense if in violation of this requirement. **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.

Sleeping in Unauthorized Assignments
It is against fire code to sleep in an unauthorized space. Spaces where sleeping is not allowed in any residence hall space not contracted as a bedroom such as a lounge and/or other public or restricted spaces.

Smoking
The smoking of tobacco or substitute tobacco products, including cigarettes, electronic cigarettes, pipes and cigars is prohibited in all University buildings including residence halls, in any University-owned or operated motor vehicle, within 50 feet of any University owned or operated bulk fuel storage site, and within 100 linear feet of any entrance to any University building.

Solicitation
Residents are prohibited from soliciting in the residence halls without permission from the university. The Graduate Hall Director, Area Coordinator, or Resident Advisor should be notified if a solicitor is seen in the building. Permission for any soliciting must be obtained through the Department of Housing and Residence Life.

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 Department of Housing and Residence Life. 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 space to store personal items. Local storage facilities that rent by the month are available near campus. You must take all your personal items with you when permanently vacating campus housing.

**Theft and Possession of Stolen Property**
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 [Student Code of Conduct](#). Possession of stolen property is prohibited. Stolen property includes furnishings, fixtures, and signs that have been removed from lounges, halls, dining halls, and other common areas, as well as food, drink, or other items (such as equipment, dishes, or implements) that have been removed from a dining hall.

**Throwing or Hanging Items from Building or Attaching Items to Outside of Building**
The throwing, dropping, propelling, pouring, or hanging of anything from windows, interior pipes, balconies, ledges, and landings are strictly prohibited. Nothing may be attached to or hung over any part of the outside of the building or hung on an outward facing window, regardless of content.

**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. See the Fines and Charges chart at the end of this guide. Trash found in stairwells, hallways, elevators, etc., can result in community fines and/or disciplinary action.

**Unauthorized Entry**
Unauthorized entry into any Housing property, including restricted access areas of residence halls/apartments, is strictly prohibited. These areas include, but are not limited to, any place that is officially closed, restricted only to designated persons (including another resident rooms/apartments, and maintenance access points), or where the safety and welfare of residents could be endangered.
**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. 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

**Charges on accounts are final and will not be removed/adjusted unless contact is made within two weeks of the charges.** Individuals wishing to appeal damage charges should email housing@wssu.edu with their concern.

**Housing and Residence Life COVID -19 Visitation Notice**

The COVID-19 pandemic continues to be a critical public health concern and the Department of Housing and Residence Life continues to adapt their services, policies, and practices to minimize and stop the spread of the COVID-19 virus. Our mission in the Department of Housing and Residence Life is to provide safe, secure, and comfortable living conditions that are conducive to the pursuit of academic excellence. During the academic year and based on the campus status on COVID-19 and its variants, residents will be allowed two (2) visitors. Residents are not allowed to have any overnight visitors. This is subject to change based on university guidance.

- The resident is required to escort and accompany their visitors at all times.
- Visitors must comply with all university COVID-19 policies and procedures
- Failure to comply may result in revocation of visitation privileges.

Visitation hours are defined as the following:

- Sunday – Thursday 8:00 am to 12:00 am
- Friday – Saturday 8:00 am to 2:00 am

**Visitation Procedures**

All residents are expected to adhere to the Housing and Residence Life COVID -19 Visitation Notice. Visitation is a privilege and not right, which can be revoked at the discretion of Housing and Residence Life and/or the Office of Community Standards & Civility. Visitation procedures are only in effect while classes are in session, when classes are not in session, visitation is prohibited.
A visitor is defined as anyone who is not assigned to the specific bedroom, suite, or apartment unit. This includes any other individual who may be a member of the University community such as a resident who lives in the same residence hall, another residence hall or a student who lives off-campus.

Residents should discuss with other individuals that they share space with guidelines and expectations regarding visitors to their space. Visitation requires the prior consent of all individuals who live within the bedroom, suite, or apartment unit. Should there be a conflict regarding visitors, it must be resolved amongst all residents assigned to the space or no visitation will be allowed at all. Residents may tailor the visitation policy to their specific space, but it must be within the guidelines provided by Housing and Residence Life.

Housing and Residence Life reserves the right to modify and restrict the visitation policy at any time to ensure the health and safety of residents in the event of an emergency or other extenuating circumstance.

**Expectations of Visitors**
All visitors must be escorted and accompanied by their host resident at all times. Visitors must have a valid photo identification (i.e., University ID, government issued photo ID, etc.) and must display upon request by a university staff member. Visitors are considered an extension of the resident and as a result, the actions of a visitor are the responsibility of the resident. Should a policy violation occur, both the resident and visitor may be held responsible. Minors (persons under the age of 18) are not allowed in residence halls at any time.

Housing and Residence Life staff reserve the right to ask residents to vacate common areas. Violations to the Student Code of Conduct, Residence Halls Services Agreement Terms and Conditions, or the Living On Campus Guide may result in disciplinary action and loss of housing privileges.

**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 govern the behaviors and disciplinary process for violations.
Prohibited Items in the Residence Halls

Alcohol and Other Drugs:
- Alcohol and/or alcohol paraphernalia, including empty cans, bottles and/or containers for the purpose of room decoration.
- Drugs and drug paraphernalia, including electronic smoking devices used for drug consumption
- Controlled substances that are illegal
- Prescription drugs not prescribed to the person in possession of the drug(s)
- Hookah, cigarettes, cigars, and related items
- Prescription drugs prescribed to the student not in their pharmacy supplied container

Ammunition and/or Weapons
- Bows and arrows
- Firearms (to include handguns, rifles, and shotguns)
- Martial arts weapons (throwing stars, nunchucks, etc.)
- Paintball guns
- Knives (other than a standard pocketknife)
- Electronic stun devices (taser or similar products)
- Any explosive device to include fireworks
- Air powered weapons (BB or pellet)
- Sling shot, slungshot, etc.
- Blackjack, metallic knuckles
- Razors (other than personal use)
- Any items used for inflicting bodily harm and/or physical damage

Animals/Pets:
- Animals/pets are prohibited

Emotional support animals (ESA) and service animals are allowed ONLY if registered and approved by the Disability Services office. If approved, animal must be registered prior to bringing it to campus and the student must follow the approved guidelines provided by the Disability Services office.

Cooking Appliances, Including but Not Limited to:
- Air fryers
- Crockpots
- Deep fryers
- Electric frying pans/griddles
- George Foreman grills/Panni Press
- Hot plates
- Instant pots
- Rice cookers
- Toasters
- Toaster ovens
- Waffle irons
- Any open-coiled appliances and/or related items

**Computer Network Devices/Equipment**
- Hubs, switches, and/or wireless internet routers and/or related devices
- Outdoor antennas, including but not limited to satellite dishes

Visit the Office of Technology Support for assistance with hardware and software.

**Covering of Hanging Items and Exit Paths**
- Items obstructing egress/exit paths in rooms or hallways
- Items hanging from ceilings, on/from heating system, or sprinkler system piping

**Electrical Appliances - Kitchen**
- Microwaves in Atkins, Brown, MSX, Moore, and Wilson (review our policy)
- Refrigerators in Covington
- Microwaves over 900-watts.
- Refrigerators over 1.3 amps/ 3.6 cubic fee
- Any other open-coiled appliances

**Electrical Appliances – Personal Care and Entertainment**
- Electric blankets
- Electrical items left plugged into outlets such as curling irons and hairdryers
- Plug-in/electric air fresheners
- Space heaters
- Subwoofers

**Extension Cords and/or Related Items**
- Multiple extension cords plugged into each other
- Spider-type configuration extension cords
- Non-UL approved devices

**Room Decorations**
- Christmas trees
- Combustible decorations or combustible light fixtures, including paper lanterns
- Curtains and draperies (unless fire-retardant information or treated with fire-retardant spray is displayed on the item)
- Dartboards
- Decorations covering more than ten percent of any wall
- Door decorations other than the name tag provided by the Housing and Residence Life staff
- Signs considered to be property of the government, University, or another’s property
- Wall treatments/adhesives (e.g., adhesive dots, Command strips/wall tape, duct tape, nails, pushpins, heavy duty shipping tape, mounting putty/wall putty, transparent tape
- Wreaths

**Flammable/Open Flame Items, and/or Liquids**
• Candles (with or without wick) and/or candle burners/warmers
• Compressed gases/tanks
• Flammable liquids
• Incense and/or incense burners/warmers
• Grills, lighter fluid, butane, kerosene, charcoal, torches, and related items
• Lanterns
• Potpourri or simmering pot (electric or with candle)
• Torches
• Any items that create an open flame and/or other gas-operated devices

Furniture
• Bed risers which includes, plastic, cement, cinder blocks or other related items to raise or make a bed higher
• Waterbeds
• Bed frames, mattress, ottoman, recliner chair, futons, etc.
• Additional door locks (e.g., chain or deadbolt)

Lamps, Light Fixtures, Light Strips
• Incandescent bulbs
• Halogen torchiere lamps and bulbs
• Lava lamps
• LED strip lights with adhesive, rope lights or related types of lights
• Modified or homemade light fixtures
• Neon sign lights
• Oil burning lamps
• Strobe lights

Transportation Devices with Lithium-Ion Batteries
• Hoverboards, scooters, skateboards, etc.
• Mopeds or other fuel-powered or motorized vehicles

Visit the Office of Disability Services for approval of electronic personal assistance mobility device

WSSU Housing Fines Appeals Process

Charges on accounts are final and will not be removed/adjusted unless contact is made within two weeks of the charges. Individuals wishing to appeal damage charges should email housing@wssu.edu with their concern.

Fines and Charges
<table>
<thead>
<tr>
<th>Description</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excessive cleaning fee (per room excluding kitchen, includes graffiti removal)</td>
<td>$150</td>
</tr>
<tr>
<td>Carpet cleaning</td>
<td>$100</td>
</tr>
<tr>
<td>Clean microwave</td>
<td>$50</td>
</tr>
<tr>
<td>Clean refrigerator</td>
<td>$100</td>
</tr>
<tr>
<td>Clean stove</td>
<td>$75</td>
</tr>
<tr>
<td>Clean entire kitchen/kitchenette</td>
<td>$225</td>
</tr>
<tr>
<td>Visitation violation</td>
<td>Referral to Office of Community Standards and Civility</td>
</tr>
<tr>
<td>Improper checkout</td>
<td>$50</td>
</tr>
<tr>
<td>Improper room change (moved without receiving official approval from Housing and Residence Life)</td>
<td>$150</td>
</tr>
<tr>
<td>Cleaning public area (community charge)</td>
<td>$10</td>
</tr>
<tr>
<td>Replace floor tiles</td>
<td>$25</td>
</tr>
<tr>
<td>Graffiti (public space)</td>
<td>Financial restitution and $250 minimum to be divided up between residents of an area (or to student(s) responsible*)</td>
</tr>
<tr>
<td>Re-hang screen</td>
<td>$50-150 depending on hall *</td>
</tr>
<tr>
<td>Trash fines (left in area unattributed)</td>
<td>$25 per receptacle/bag/box</td>
</tr>
<tr>
<td>Trash fines (left in area attributed to a student)</td>
<td>$25 per receptacle/bag/box</td>
</tr>
<tr>
<td>1st offense</td>
<td>$25 per receptacle/bag/box</td>
</tr>
<tr>
<td>2nd offense</td>
<td>$25 per receptacle/bag/box *</td>
</tr>
<tr>
<td>Repair hole in drywall</td>
<td>Cost of repair and labor</td>
</tr>
<tr>
<td>Discharge fire extinguisher without cause</td>
<td>$500*</td>
</tr>
<tr>
<td>Extinguisher removed</td>
<td>$500 &amp; cost of replacement (if needed)</td>
</tr>
<tr>
<td>Pulled fire alarm without cause (individual)</td>
<td>$500 + immediate eviction*</td>
</tr>
<tr>
<td>Pulled fire alarm (after first pull unattributed)</td>
<td>After repeated offenses $15/student</td>
</tr>
<tr>
<td>Unauthorized exit through emergency door</td>
<td>$75*</td>
</tr>
<tr>
<td>Replace fire exit sign (individual attributed)</td>
<td>$200*</td>
</tr>
<tr>
<td>Replace fire exit sign (not attributed)</td>
<td>$10/person</td>
</tr>
<tr>
<td>Propping exterior door</td>
<td>$150*</td>
</tr>
<tr>
<td>Safety violations (including covering the room smoke detector and hanging/throwing things out of room windows)</td>
<td>1st offense $250 per occupant and residential probation*</td>
</tr>
<tr>
<td></td>
<td>2nd offense eviction*</td>
</tr>
<tr>
<td>Failure to vacate during a fire alarm within 3 minutes</td>
<td>$100</td>
</tr>
<tr>
<td>Complete failure to vacate during a fire alarm</td>
<td>$250</td>
</tr>
<tr>
<td>First lock out (has key)</td>
<td>No charge</td>
</tr>
<tr>
<td>Second lock out (has key)</td>
<td>$10</td>
</tr>
<tr>
<td>Each consecutive lock out</td>
<td>$20</td>
</tr>
<tr>
<td>Description</td>
<td>Fine</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------------------------------</td>
</tr>
<tr>
<td>Lost/stolen key (Atkins, Brown, Moore, Wilson)</td>
<td>$100</td>
</tr>
<tr>
<td>Lost/stolen key (GHT, FDH, RAMS, MSX)</td>
<td>$250</td>
</tr>
<tr>
<td>Key dropped in elevator shaft</td>
<td>$100</td>
</tr>
<tr>
<td>Failure to return key (Atkins, Brown, Moore, Wilson)</td>
<td>$100</td>
</tr>
<tr>
<td>Failure to return key (GHT, FDH, RAMS, MSX)</td>
<td>$250</td>
</tr>
<tr>
<td>Theft of university/community property</td>
<td>Cost of item and judicial*</td>
</tr>
<tr>
<td>Misuse of key/ID by other than assigned</td>
<td>Replacement cost of lock and judicial</td>
</tr>
<tr>
<td>Damage to public areas/university property</td>
<td>Cost of replacement or repair and labor/resident</td>
</tr>
<tr>
<td>Entering prohibited spaces</td>
<td>$100</td>
</tr>
<tr>
<td>Unauthorized use of space</td>
<td>$50</td>
</tr>
<tr>
<td>Replace armchair</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace bathroom faucet</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace bathroom lighting feature</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace bathroom mirror</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace medicine cabinet</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace bed frame</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace stove drip pans</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace cabinet door</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace closet shelving</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace closet doors</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace toilet</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace toilet seat</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace desk drawer</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace damaged door locks</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace entrance door</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace glass light fixture</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace dining table</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace dining room chair</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace coffee table</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace microwave</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace kitchen faucet</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace peep holes</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace unlocking door handle</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace room door</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace shower curtain rod</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace shower head</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace sliding closet door</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace large mini blinds</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace small mini blinds</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Description</td>
<td>Fine</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>Replace smoke detector</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace entertainment center</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace sofa</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace switch plate/outlet</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace thermostat</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace window lock</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace window pane</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace window screens</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace desk drawer</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace desk chair</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace towel bars</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace individual or community toilet paper holder</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Repair dishwasher</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Repair cable/IT box</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Replace mattress</td>
<td>Cost of replacement or repair &amp; labor/resident</td>
</tr>
<tr>
<td>Repaint one wall (per surface)</td>
<td>$100</td>
</tr>
</tbody>
</table>

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