

WELCOME

We are pleased to welcome you (or welcome you back) to on-campus living at North Carolina Central University (NCCU) for the academic year. Our residence halls are living and learning centers, which are financed and maintained by room rental revenues. Living in the residence halls plays an important part in the growth of all residents. To make the most of learning from the experiences of group living, you will find that an atmosphere of freedom and community responsibility is maintained in the residence halls, as it is throughout the University. Residence hall regulations provide general guidelines for living, and all residents are responsible for their own conduct and that of their guests.

Residents are expected to abide by the general academic and student code of conduct standards of North Carolina Central University as outlined in the NCCU Student Handbook, and by all local, state, and federal ordinances and laws. In addition, residents and visitors to the halls are expected to follow residence hall policies and procedures. This handbook is a reference source for living standards, policies, and regulations, and also includes information to help you make the most of your on-campus living experience. It is intended to give you information that will help you to participate responsibly in the group living experience at NCCU.

THE ADVANTAGES OF LIVING ON CAMPUS

By choosing to live on campus, you are making a smart decision! Several national studies have shown that students who live on campus have advantages over students who commute to school. On-campus students are more satisfied with their university experience, are more comfortable with the university environment, are more likely to utilize the services provided for students, are involved in student organizations, and more easily develop an on-campus support network. By living on campus, new students can connect with the university more easily and have immediate contact with other students who are adjusting to college life. Among the benefits of living on campus are:

- Live-in professional and student staff who are caring and sensitive to student needs and who have been trained to assist students in becoming successfully involved in college life;
- Immediate opportunities to become involved in service and leadership roles in the residence community through Resident Assistants (RA), House Councils, Residential Life Judicial Board, and the Residence Hall Association (RHA);
- An environment in which safety and security is a priority. Each residence hall has programs and policies for students that are designed to increase safety and security in the hall. Staff works with students to develop a partnership in creating and maintaining a safe environment. Staff members are on call each evening and are easily accessible in case of

emergency. Security staff trained and supervised by University Police are on patrol in the residence halls and throughout the campus during the evening and early morning hours to help create as safe and secure residence halls as possible;

- Numerous programs and activities on topics related to academics, recreation, social events, and culture are planned and implemented by Residential Life staff members. This is an opportunity for you to socialize with your peers and expand your horizons;
- All of our residence halls are within easy walking distance of academic buildings, campus activities, sporting events, and student services such as advising, health services, and dining areas.

RESIDENTIAL LIFE MOTTO MISSION & Vision

Residential Life is a progressive, people-centered organization committed to:

- Academic and Civic Engagement
- Student and Staff Development
- Life Skills Development
- Quality Service

Residential Life provides safe, quality living and learning environments where students Live, Learn and Grow!

Residence Hall Eligibility Requirements

Living in the residence halls at North Carolina Central University is a **privilege**, not a right. To qualify for on-campus housing, you must meet the following requirements:

- Officially accepted as a student into the University;
- Registered as a full-time student (12 credits/semester for undergraduates, 9 credits/semester for graduate/law students, 6 credits per summer session);
- Must be admitted and eligible for the current semester.
- The Director of Residential Life must approve any exemptions to this policy. All students shall have an equal opportunity to reside in student residence facilities regardless of race, sex, marital status, creed, national origin, sexual preference, or disability.

RESIDENCE HALL STAFF

Residential Life has both professional and student staff trained to assist you with any issues or problems you may have while living in the residence halls. Please do not hesitate to contact our staff when you need help or have a question that needs answering.

Community Assistants

The Community Assistant is a member of Residential Life staff of the Division of Student Affairs. The Department requires the Community Assistant to be a highly skilled and knowledgeable staff member that can and will respond to a variety of situations in a very professional manner. The basic functions of the Community Assistant are to provide high quality customer services to all residents and guests through the residence hall service desks and serve as an additional level of security for the residence halls.

Resident Assistants

Resident Assistants (RA) lives with the residents on the floor. They are student staff members selected on the basis of their skills, interest, and activities that enable them to assist and advise students in getting the most from their experience at NCCU. Each Resident Assistant is trained in assisting and/or referring students with academic and personal concerns to the appropriate University official (e.g. Counseling Center, Academic Affairs, and Registrar). Resident Assistant responsibilities include: getting to know each resident on the floor, familiarizing students with Residential Life and university policies and procedures, assisting with the implementation of policies and procedures, and serving as a liaison between residents and the Department of Residential Life. RAs also plan and implement social, recreational, and educational/cultural programs.

Community Directors

The Community Director (CD) is a full-time, live-in staff member who is responsible for the general supervision and management of the assigned residence hall, the advising and personal/disciplinary counseling of individuals and groups of students, and the implementation of student programs.

Assistant Director for Administration

The Assistant Director for Administration is directly responsible for providing leadership, planning and management of the Assignments Office. The Assignments Office is responsible for allocating

over 2,800 room assignments to Residential students. As such, the Assistant Director for Administration develops departmental policies, and procedures related to room assignments, direct the room selection and room change processes, serves as liaison with academic departments for special lifestyle housing (Teaching Fellows, Learning Communities, etc), maintains accurate student records and compiles statistical /historical data.

The Assistant Director for Administration participates in the training of full-time and paraprofessional live –in staff, and provides materials and instructions for administrative tasks as well as for major departmental events such as the opening and closing of the residence halls.

Assistant Director of Residence Education

The Assistant Director of Residence Education is responsible for managing the operations within the residence halls. He/she supervises the Community Directors.

The Assistant Director of Residence Education is responsible for the recruitment, selection, and training of both professional and student staff. Also, he/she updates and edits all staff manuals, trains and advises and serves as the lead person in determining departmental programming needs and staffing.

Assistant Director of Operations & Special Projects

The Assistant Director of Operations & Special Projects is a full-time professional who is responsible for coordinating the upkeep of the residence halls through repairs, upgrades, renovations, and preventative maintenance programs. He/she is the lead person in resolving physical plant issues that affect the quality of life for hall residents and staff.

A Word About....

Resident Assistant Recruitment

Responsible, ambitious, caring, reliable, and conscientious students are needed to serve as RAs in the Department of Residential Life for the academic year.

Watch out for social media announcing the start of RA selection process in the middle of the Fall semester. If you would like more information, contact Residential Life, at x6227.

Community Assistants

The Community Assistant is a member of Residential Life staff of the Division of Student Affairs. The Department requires the Community Assistant to be a highly skilled and knowledgeable staff member that can and will respond to a variety of situations in a very professional manner. The basic functions of the Community Assistant are to provide high quality customer services to all residents and guests through the residence hall service desks and serve as an additional level of security for the residence halls.

Resident Assistants

Resident Assistants (RA) lives with the residents on the floor. They are student staff members selected on the basis of their skills, interest, and activities that enable them to assist and advise students in getting the most from their experience at NCCU. Each Resident Assistant is trained in assisting and/or referring students with academic and personal concerns to the appropriate University official (e.g. Counseling Center, Academic Affairs, and Registrar). Resident Assistant responsibilities include: getting to know each resident on the floor, familiarizing students with Residential Life and university policies and procedures, assisting with the implementation of policies and procedures, and serving as a liaison between residents and the Department of Residential Life. RAs also plan and implement social, recreational, and educational/cultural programs.

Associate Director of Residential Life

As a member of the Residential Life professional staff, the Associate Director of Residential Life has direct responsibility for the day-to-day management of the residence halls, and teaches the resident assistant class. The Associate Director supervises all the Assistant Directors for North and South campuses.

Director of Residential Life

The Director is responsible for the overall management of the Department of Residential Life, including overseeing the Residential Life budget, construction and renovation projects, and residence hall operations.

ON-CAMPUS LEADERSHIP OPPORTUNITIES

One of the greatest opportunities open to you as an on campus student is easy access to leadership positions both within Residential Life and the general university community. Living in the residence halls allows you to become more involved in positions that can greatly affect the lives of you, your fellow residents, and all students at NCCU. Among the potential areas of interest are:

Residence Hall Association

The Residence Hall Association (RHA) serves as the representative body for all hall councils. Each resident has an opportunity to be active in their respective hall council.

The main goals of the RHA are to:

- Develop engaging educational, diverse and social residence hall programs

- Provide programming and leadership opportunities for residents
- Serve as an advisory body to the Department of Residential Life with respect to departmental policies and student concerns
- Collaborate with other campus organizations to insure balanced programming choices for students
- Improve the on campus residential facilities through collaborative efforts with campus partners

RHA sponsors activities such as lectures, movies, and guest speakers. For more information about RHA, call Residential Life at 919-530-6227.

Hall Council

The Hall Council is a chance for residents to become involved in the programmatic and facilities operations in the residence halls. The voice of the residents and the leadership of the hall council are integrated into the decisions that are made within the community. Hall Councils help to create and maintain a sense of community in the residence hall; serve as a link between residents and Residential Life staff; and provide input regarding policies and procedures that affect residents. Elections for the Board will be provided when the residence halls open for the academic year. If interested in applying for the Board, please contact your Community Director, and/or Resident Assistant for more information concerning this dynamic leadership opportunity.

The National Residence Hall Honorary

The National Residence Hall Honorary (NRHH) represents the top 1% of students living on campus. NRHH encourages the development and continued commitment to leadership within the areas of recognition, service and scholastics. The goal of NRHH is to create a higher standard of excellence in the residence halls by recognizing the outstanding work done by student leaders within the residence halls and on campus.

Student Judicial Board

The Student Judicial Board hears and decides cases involving violations of judicial policies related to student conduct for the campus of NCCU. The Student Judicial Board is an application process open to all enrolled NCCU students. Recruitment and submittal of applications are at the beginning of the fall semester. If interested in applying for the Board, please contact the Office of Student Rights and Responsibilities and or the Assistant Director of Residence Education for more information concerning this dynamic leadership opportunity

TERMS OF HOUSING AGREEMENT

- I. ACCEPTANCE OF THIS AGREEMENT:** New students and students in off-campus housing will be assigned to residence hall rooms only after the online Housing Application & Agreement or hardcopy Housing Application & Agreement from the New Student Enrollment Handbook (new freshman, transfer or graduate students) is completed. The student's signature on the Residence Hall Agreement Form binds the student to this Residence Hall Agreement and signifies that the student has received, read and agreed to abide by all conditions, terms and policies contained in the Agreement. This applies to all students who sign an agreement with Residential Life for housing.
- II. DAMAGE CHARGES:** Charges for loss or damage to communications wiring, physical structure (walls, windows, doors, ceilings, floors, smoke detectors, pulling of fire alarm, etc.), furnishings or equipment in a student room or suite will be assessed to the student(s) of that room or suite. Charges for loss or damages to common area furniture, physical structure and equipment not able to be assessed to a particular individual will be charged against the residential unit (floor, suite or building) responsible. Floors, suites or entire hall may be charged for the pulling of fire alarms if individual is not identified.
- III. ELIGIBILITY:** Undergraduate students must be enrolled for a minimum of twelve (12) credit hours and graduate students must be enrolled for a minimum of nine (9) credit hours at the beginning of each semester.
- IV. EXCEPTIONS TO ANY PROVISION OF THIS AGREEMENT:** Residential Life has the discretion to waive any requirements that the Agreement imposes on students in any case where a student seeks a waiver due to special circumstances. To request an exception, the student should submit written documentation to the Residential Life Office, Suite G6 Student Services Building, explaining the nature of and reason(s) for the request. Once the documentation is received, it will be investigated and the student will be informed of the decision in writing. Request of charges older than one academic year will not be allowed.
- V. KEYS:** Keys are the property of the University and must be returned when students move out of their rooms. Failure to return keys will result in charges to the students to cover the replacement of keys and changing of locks (room/suite).
- VI. LIABILITY:** The University and the Department of Residential Life assume no responsibility for the loss, damage or theft of personal property belonging to, or in the custody of, the student for any cause whatsoever, whether such losses occur in student rooms, public areas or elsewhere in the residence halls. **Students are encouraged to carry personal property insurance.**

VII. MAINTENANCE AND HOUSEKEEPING: Students are obligated to report any need for repairs to residence hall furnishings and equipment. Requests for repairs must be submitted via School Dude, which is our online system for reporting repairs. To gain access, visit www.nccu.edu/reslife and click on the School Dude link. Students are expected to maintain their own rooms in an orderly, safe and sanitary condition.

VIII. PERIOD OF AGREEMENT: The Nine-Month Agreement allows the student to live in the residence halls for the entire Fall 2013 and Spring 2014 semesters; or if entered into after the start of the fall semester, for the remainder of the Fall and Spring semesters. Students who cancel this Agreement will be assessed termination charges (refer to Termination Charges in Section XVII). The opening and closing of the residence halls will follow the schedule published in the Academic Calendar and NCCU Class Schedules.

Note: All residence halls, except Eagle Landing, Ruffin, George St and Martha St, will be closed during Winter Break and Spring Break. Students will be required to leave their rooms during the break periods. For Winter Break, non-graduating students must leave by 10 a.m. on Wednesday, Dec 11. Graduating students must leave by 3 p.m. on Saturday, Dec 14. For Spring Break, students must leave by noon on Saturday, Mar 8. Non-graduating students must leave by 10 a.m. on Wednesday May 7 or 24 hours after last examination, whichever is first. Graduating students must leave by 5 p.m. on Saturday, May 10.

IX. REQUESTS FOR SPECIAL ACCOMMODATIONS: Students must complete and submit the *Request for Housing Accommodations* form before the University will attempt to satisfy any special accommodations. If the University is not able to provide the requested accommodation, the student will be notified in a timely manner.

X. RESIDENCE HALL ASSIGNMENT: Normal occupancy is two (2) students per room. In case of overflow, some rooms may be designated for triple occupancy on a temporary basis or some students may be temporarily assigned to other accommodations on or near NCCU. Rooms are to be occupied only by the person(s) assigned to them by the Residential Life office. Room assignments are not transferable, and subletting is not permitted. Room changes are permitted only upon prior written authorization by Residential Life. If a student makes an unauthorized room change, the student will be assessed a \$50 administrative charge. Residential Life may move residents for consolidation, disciplinary action, and facility failure or for other reasons, in response to unforeseen circumstances. In accordance with state and federal laws, no discrimination in contracting or assignments is made on the basis of race, gender, religion, age, veteran status, color, disability, national origin or ancestry. In addition, Residential Life does not discriminate based on sexual orientation.

XI. RESIDENCE HALLS COVERED BY THIS AGREEMENT: All residence halls are covered by this Agreement. Residential Life (also referred to as Housing) offers a nine-month Agreement for campus.

XII. RESIDENCE HALL FACILITIES AND RULES: The residence halls are for the exclusive use of resident students, invited guests and authorized University personnel. Students are responsible for upholding University and residence hall rules, and will be held responsible for the behavior of their guests. Conducting a business or sales or fundraising in residence halls is prohibited except as allowed under the Student Affairs Solicitation rule or regulation. The living and study conditions at an educational institution are unique and must be adjusted from time to time for the mutual benefit of the University and students. Therefore, Residential Life may make changes in official administrative policies as deemed necessary in the interest of health, safety, discipline or educational purposes, and students shall abide by such changes in policies. Residential Life rules and regulations are published in The Student Handbook and on the Residential Life website. Compliance with these rules and regulations is a condition of this Agreement. Failure to adhere to the written instructions regarding Judicial Board action or to comply with the reasonable directives of University officials acting in the performance of their duties may be deemed a violation of Residential Life rules and regulations.

XIII. RIGHT OF ENTRY: The University reserves the right to enter student rooms for the following reasons: emergency, repair, maintenance, health and safety inspections and administrative necessity.

XIV. ROOM CONSOLIDATION

The consolidation policy is intended to allow students who are interested in having a single room obtain one, to make the best use of residential space, and to be fair to students who have already paid for single rooms. We, therefore, require any student identified as living alone in a room designated as a double (whether because the roommate canceled, didn't show up, or moved to another room) to accept one of the following actions:

1. With Residential Life approval, move in with another student living alone in a double room or move to any available suite space (freshmen may not move to suites or apartments);
2. Have another student to move into the double (subject to Residential Life approval);
3. Call Residential Life, request a new assignment, and consolidate with the assigned new roommate. The student whose contract application came in later will be the student expected to move to the other student's room. A Residential Life staff member will then notify each student of his/her consolidation partner, who is expected to move, and by when the move must be completed. Consolidation will be done on an ongoing basis throughout the fall semester and during spring semester until the Room Selection process begins, and will begin again following the first scheduled room change period during the spring semester. To implement the policy, notification will be sent to each student subject to the consolidation policy, giving those students a specific deadline by which to comply with the policy. Any student who takes none of the suggested actions to comply with the policy by the deadline stated in the consolidation letter will then be billed for a single room.

- XV. ROOM COSTS:** Students will receive a bill from the University Comptroller's Office for the full semester's room charge for the Fall. The same will occur for the Spring. If a student changes rooms, charges will be prorated the daily rate for each room.
- XVI. SEVERABILITY CLAUSE:** The provisions of this Agreement are severable, and in the event that any provision of this Agreement shall be determined to be invalid or unenforceable under controlling law, such invalidity or unenforceability shall not in any way affect the validity or enforceability of the remaining provisions of this Agreement.
- XVII. TERMINATION CHARGES FALL UNDER THE FOLLOWING CATEGORIES:**
- a. Buyout Option: A student may find another student (not a current resident) to buy out the remainder of the Agreement. The student must meet all eligibility requirements to live on campus. Both students must contact the Residential Life office to process the buyout option. This option reduces the cancellation fee to \$100.
 - b. Students evicted from Residential Life will be responsible for payment of the entire semester's room rent.
 - c. Daily Charges apply to Co-op, National Student Exchange or International Student Exchange Program participants, withdrawal from the university, transferring to another university, military duty and academic suspensions canceling room assignment. Daily charges are calculated by dividing the number of days (check-in through last day of exams) per semester by the room cost.
 - d. Continuing students who cancel for the Fall by May 31 will be charged a \$250 cancellation fee. Continuing students who cancel after May 31 will be charged a \$500 cancellation fee. Continuing students who cancel in the Spring will be charged a \$500 cancellation fee.
 - e. New students who cancel for the Fall by Sept 1 will be charged a \$250 cancellation fee. New students who cancel for the Fall after Sept 1 will be charged a \$500 cancellation fee. New students who cancel in the Spring will be charged a \$500 cancellation fee.
 - f. Withdrawing from the University: Students will be charged the daily rate based upon the date of checkout from the residence hall.
 - g. Summer Sessions Only:
Students (New and Continuing) who cancel Summer Session I after May 19 will be charged a \$250 cancellation fee. Students (New and Continuing) who cancel Summer Session II after July 1 will be charged a \$250 cancellation fee.

- XVIII. TERMINATION OF AGREEMENT BY THE STUDENT:** The student may terminate this Agreement by giving written notification to the Residential Life office and will be assessed termination charges as outlined below (Section XVII). If the student has occupied the assigned room, he/she must follow proper check-out procedures. **Occupancy is defined by issuance of a key to the student for a specified room and does not require actual physical presence by the student and his/her possessions.** Failure to check out properly will result in a \$50 improper check-out charge. Cancellations processed through other University offices are not valid. Students must contact the Residential Life office directly to terminate Housing Agreements.
- XIX. TERMINATION OF AGREEMENT BY THE UNIVERSITY:** Upon reasonable notice and for good cause, the University reserves the right to terminate this Agreement. Should this Agreement be terminated, the student will be required to vacate the residence hall within 24 hours unless special written permission has been obtained from the Director of Residential Life or a designee, and full termination charges will be assessed to the student. Student obligations stated in this Agreement are a condition of occupancy and if a student does not fulfill these conditions, the University has the automatic right to re-enter and repossess the premises. Residential Life will in its discretion deny on-campus housing to new applicants and continuing students who have been convicted of a felony, if it appears that they have a personal history that presents an unacceptable risk to the residence hall community. If a decision is made to deny on-campus housing prior to check-in, all charges will be credited to the student's account. If a decision is made to deny housing after the student is on campus, the student will pay a daily rate until the room is vacated. All other charges will be credited. Residential Life has zero tolerance for alcohol and illegal drug possession and use in any campus residential facility. Possession of illegal drugs, drug paraphernalia, etc., is in direct violation of our residential community standards. The possession of firearms (including BB guns), ammunition, bows and arrows, knives, razors and other dangerous weapons is not permitted in the residence halls or throughout the campus. Students found responsible for any violations are subject to sanctions ranging from probation to eviction, which makes the student responsible for the entire semester's rent..
- XX. UTILITIES:** The room charges include all utilities except long distance telephone service. Failure of utility services will not render the University liable for inconvenience to students or damage to property, nor reduce room rents, nor relieve students of obligations under the Agreement. Utility services may be reduced or cut off during prolonged vacation periods in the interest of energy conservation or maintenance.

SOME COMMONLY ASKED QUESTIONS

I am a returning student who lived on-campus last year; do I need to read this handbook?

Absolutely! This handbook, which is updated annually, contains important information in one easy referenced location, including discussion of policies and procedures that can affect your residence hall experience. Changes, additions, and modifications to various policies are included. Please read this handbook carefully and keep it for future reference. Please note that you are expected to know and abide by all policies, procedures, rules, and regulations contained in this handbook, along with those in the *Terms of Housing Agreement* and *The Student Handbook*.

Is there a cost difference to change rooms?

There is a cost difference if you move to a hall that has a different rate.

What is a Microfridge?

In simple terms, a microfridge is a refrigerator with a microwave attached to it. This combination allows the halls to conserve energy.

Can my roommate and I both have microfridges?

Yes.

Where is the central office of the Residential Life?

The Residential Life **central** office is located on the ground floor of the Student Services Building (formerly the Old Women's Gymnasium). Our telephone number is 530-6227.

Can I withdraw from my residence and get a full refund?

No. A total room fee refund is not possible once you have accepted the keys to your room and/or the residence halls have officially opened. Refer to the *Termination of Agreement* and the *Termination Charges* section for more information.

Where do I go to get my mail?

All student mailboxes are located in the basement of the Alfonso Elder Student Union.

How do I get into my residence hall?

A Word About....

Common Area Damage Billing

The best way to avoid being billed for common area damage on your floor is to contact Residential Life staff or University Police when you see suspicious activity occurring. Rarely do serious acts of vandalism take place without anyone witnessing them!

Group billing for common area damage will begin the **first** time items in hallways, lounges, study rooms, stairwells, and elevators are damaged and no culprit is identified.

In all residence halls, your NCCU I.D. card is used to provide you with access to your residence hall. You will gain access via a card reader or a proximity reader. Depending on the card you have, you will either swipe your card or wave your card near the reader to unlock the front door. Please be advised that your card will work only on the card readers located in your residence hall, not other halls.

What if my card won't open the door to my residence hall?

If your card won't work on the card reader, please contact our office at x6227 for assistance. If the Residential Life **central** office is closed, you must contact University Police at x6106 to gain access to your hall. Among the possible problems: your card stripe is unreadable to the system, you have a new I.D. card, or the card access system is malfunctioning.

Who pays for room and common area damage beyond normal wear and tear?

Vandalism is not permitted in or around residence hall areas. Unintentional damage to residence hall areas should be reported immediately to your RA, the community desk or Community Director. Damages will be billed to the responsible individual. When the responsible individual(s) cannot be identified, the residents of the entire hall, floor, wing, or suite will be collectively responsible.

May I decorate my room?

Yes, within reason. We encourage students to decorate their rooms as long as health or fire hazards are not created, the condition of the room is not altered, and roommates are in agreement regarding the decorating plans. Also, do not decorate in a manner that might cause damage to your room and result in a damage bill. For example, placing stickers on doors and walls or putting nails into walls is beyond normal wear and tear, and thus is billable.

Will the housekeepers clean my room?

No, the housekeepers clean all common areas (hallways, lounges, study rooms) and hall bathrooms. You and your roommate are responsible for the cleaning of your room. Residential Life does not provide cleaning supplies (e.g. broom, mop, cleanser), so we encourage you to bring them with you or purchase them when you arrive.

Can I cook in my room?

It depends. Hot plates, burners, microwaves, and other cooking appliances are not allowed in the residence halls. However, micro-fridges (combination refrigerator/microwave) meet building codes and can be rented through Residential Life. These units allow you to cook meals in your room by using the microwave unit.

What is the visitation policy?

You may have same sex guests at any time, while guests of the opposite sex are allowed in your residence hall only during approved co-ed visitation hours. In co-ed halls, guests of the opposite sex are allowed in your room only during co-ed visitation hours, and must be registered with the Residential Life office of your hall. The hours of coed visitation are:

Monday-Sunday: 12:00 noon - 12Midnight

Can I have overnight guests?

Yes, you may have overnight guests of the same sex, with the approval of your roommate. However, the overnight visitation policy prohibits an individual involved in a same sex romantic relationship from having his/her partner as an overnight guest. Guests cannot stay in your room for more than 72-hours (3 days), within a 10-day time period, and/or must immediately leave the room when requested to do so by the roommate or a Residential Life staff member.

What is the room change procedure?

The room change process begins **three weeks after classes begin each semester**. If you wish to change your room assignment, you must meet with your current Community Director to discuss reasons for the room change. If the Community Director approves the request for reassignment, the following will happen:

- Community Director will contact the Community Director of the hall you want to move to determine if there are any vacancies;
- Once a vacancy is identified, a time will be scheduled for you to move to the new space and a time will be scheduled for you to move out of your current space;
- At the appropriate times, you will properly check-out of your current space and check-in to your new assignment
- You must move out of current residence assignment and turn in room key within 48 hours of receiving keys to new assignment. Failure to do so will result in \$25.00 improper checkout charge assessed to your account.
- Your I.D. card will be modified to allow you access into your new residence hall. After 48 hours, you will no longer be able to use your card on the access system in your old hall.

Are there laundry facilities in the residence hall?

Each building has laundry facilities, consisting of washers and dryers. The location of these facilities in each residence hall is as follows:

Laundry Facilities	Location
Baynes (Vintage)	On every other floor near elevator area
Eagleson	On every other floor near elevator area
George Street	Basement
McLean	Basement
Richmond/New Res II	First floor on each side by elevators
Rush	Basement
Annie Day Shepard	Basement
Ruffin	On each floor near elevator area
Martha Street	Basement
Chidley North	On each floor
Eagle Landing	On each floor

How safe are the residence halls?

Generally speaking, the residence halls are relatively secure, as is the rest of the campus. However, incidents do occur in the residence halls. You are strongly encouraged to keep your room door locked, not prop open exterior doors, and report any suspicious individuals to a Residential Life staff member or University Police. Please refer to the *Residence Hall Safety* section on page 18 for more information on safety and security issues.

Are there quiet hours in the residence halls?

Yes! All residence halls have quiet hours and 24-hour courtesy hours. Courtesy hours mean that noise levels are to be kept down to ensure an environment is conducive to studying. It also means that if you are asked to lower the noise level coming from your room, you are required to do so. The quiet hours for each residence hall are as follows:

Daily 10:00 p.m. – 10:00 a.m.

Do I need personal property insurance?

Absolutely! We strongly encourage you to get personal property insurance. If your parents have homeowner's insurance, check to see if you are covered by their policy. North Carolina Central University and Department of Residential Life are not liable and assume no financial responsibility for the loss, theft, or damage of any property belonging to residents. Please stop by the Residential Life central office (G-06 Student Services Building) for more information.

Other than rent, are there other housing charges I may be responsible for?

Your room fee includes all utilities, basic cable service, and local phone service. Usually, there will be no other costs incurred unless you fail to meet certain obligations or violate policies. For example, an improper checkout at move-out time will result in a \$50.00 charge, or replacing a lost room key costs (Change) \$100.00. You will also be held responsible for room or common area damage beyond normal wear and tear. Please refer to Damage Charges for a price list of the most common damage charges.

If I have other questions, whom can I speak to?

Your Resident Assistant should be the first person to speak to regarding housing issues. He/she is a valuable resource person, who plays a vital role in maintaining a high quality of life for our residents. Also, the Community Director is available to assist you with any questions, discussing concerns, and solving problems.

LIVING WITH A ROOMMATE

There are few college experiences as memorable as living with a roommate in the residence halls. Many lifelong friendships have had their beginning as two students assigned to live together in a residence hall room. However, there are few events as stressful as a conflict with your roommate. Living successfully with a roommate requires flexibility and a willingness to communicate in an honest, yet tactful, manner. It is a good idea to sit down with your roommate during the first few days of the school year and discuss situations that might lead to conflict or stress. Among the questions you might want to consider and compare with your roommate:

- What time do you go to bed at night and wake up in the morning?
- Do you study best with the music/television on or off?
- Are you a neat and tidy person or a little more casual in your approach to room cleanliness?
- Do you like to have guests all the time or do you prefer that your room be your place to get away from it all?
- Do you mind sharing your belongings with your roommate? If so, what are you willing to share? Your money, clothes, car, etc.?

Keeping open clear lines of communication with your roommate can go a long way toward creating a successful, enjoyable, and productive living situation. If a problem arises that you

cannot work out, contact your Resident Assistant, who may be able to help you and your roommate work out an acceptable solution. If you believe you are in need of mediation services, please see the section on mediation below.

The Roommate Bill of Rights Replace with community standards

As a resident, you possess rights that must be held in high regard by others. The Department of Residential Life can't insure that all residents' actions will always be in line with these rights. If you believe that your roommate rights are not being respected, please speak with your RA, or CD as soon as possible. They will work with you and your roommate to address any issues or problems. We offer these rights as guidelines for you to use when interacting with others. These rights carry with them a **reciprocal responsibility** on the part of the individual to ensure the same rights for other residents.

- The right to engage in those physical, educational, and social pursuits that are a necessary part of his or her University life;
- The right to read and study free from undue interference in his/her room;
- The right to sleep during the night undisturbed, the right to his/her personal belongings, the right to a clean environment, and the right to free access to his/her room and other residence hall facilities during the period that the residence halls are open to students;
- The right to redress grievances and initiate actions and referrals for impartial and fair adjudication through proper channels;
- The right to be free from fear, intimidation, physical and/or emotional harm, and the imposition of sanctions apart from due process;
- The right to personal privacy;
- The right to expect a roommate to respect one's personal property;
- The right to host guests with permission of his/her roommate and within the guidelines established by the Department of Residential Life.

Avoiding Roommate Conflicts

Although all residents have the roommate rights outlined above, they are subject to each person's interpretation, and thus negotiation between roommates is often necessary. Negotiating actual or potential areas of conflict will enable roommates to avoid conflicts or lessen any disagreements that arise. Successful negotiations and maintaining open lines of communication are essential in building trust and creating a positive living experience. To maintain a good relationship with

your roommate:

- Regard your roommate as an equal partner in the room;
- Respect and try to understand your roommate's feelings and opinions;
- If something is bothering you regarding your living situation, discuss it with your roommate as soon as possible;
- Address the issue of using each other's personal items clearly and as soon as you can;
- Be flexible and open when negotiating a solution to a problem.
- If you are not able to resolve an issue, please consult your Community Director.

Mediation

Sometimes, even with the best efforts of all parties, there are instances where mediation is necessary to resolve roommate conflicts. In mediation, an objective person not involved in the conflict engages both parties in an attempt to resolve the situation. The mediator attempts to ensure that a discussion free of emotion and anger takes place, and a mutually agreeable resolution is found. Mediation is effective in removing the roadblocks that result from a situation where strong emotions or feeling are involved. Many of our Community Directors and Assistant Community Directors are certified mediators, and can assist you in resolving a conflict with your roommate or others in the residence halls. Please contact you RA, ACD or CD for more information.

RESIDENCE HALL SAFETY

Of primary concern to most students is residence hall safety. After all, the residence hall is where you will live for the next nine months, and you want your home to be safe. Sad to say, one of the greatest threats to the safety of our residents comes from the actions of other residents. Exterior residence hall doors are propped open by residents who have lost their I.D. card or are unwilling to walk the extra hundred yards to the nearest door with a card reader. Other students will enter the building and allow access to persons who should not be in the residence hall.

Like a chain, the security of the residence halls is only as strong as its entire links. For instance, if just one resident leaves a door to the hall open, the safety of everyone in the hall is at risk. All residents must constantly be security conscious and should report any potentially dangerous situations to a Residential Life staff member or contact University Police at x6106.

Safety Tips

All of us bear responsibility for our own safety. You can increase your safety level by being cautious, aware of your surroundings, and following the safety tips outlined below to help in maintaining a safe and secure residence hall.

- Never prop open public doors that should be closed and locked;
- Do not allow strangers into the building;
- Always lock your door with your room key, even if you will be gone for only a few minutes. It takes a thief only a few seconds to get in and out of your room;
- Lock your room door when taking naps or going to sleep;
- Never leave your keys or valuables out in the open;
- Report lost room keys immediately. Residential Life can change your locks quickly, which will ensure that you and your possessions will remain secure;
- Avoid walking anywhere alone at night if possible. A campus escort service is also available, along with a campus-wide shuttle service. Utilize these services!
- Avoid Phone scams. Many criminals will target residence hall rooms with various illegal scams. Do not give out credit card numbers, your social security number, address, and other personal information. If an offer made to you seems too good to be true, it probably is – don't be a victim of a scam!
- Do not tamper with doors or the card access system;
- Immediately report any suspicious persons to University Police (x6106), or your residence

A Word About....

Tampering with Fire and Safety Equipment

It is a violation of NC General Statute §14-286 and NCCU rules and regulations to tamper with fire alarm systems and safety equipment (e.g. fire extinguishers, sprinkler heads). Anyone unnecessarily setting off or tampering with the fire alarm system will be subject to referral to the appropriate judicial procedure and the civil authorities for prosecution under NC law. You may be denied on-campus housing privileges, and subject to financial responsibility for the cost of repairs and/or damage to property.

hall staff.

University Police

The University Police office is located in Police and Public Safety Building on Fayetteville St. In an emergency situation affecting the safety of University residents or property, this office should be notified at x6106 or x911. If at any time you feel threatened with physical harm, contact the University Police immediately. Police officers patrol the campus and are available to respond to calls 24 hours a day. Blue-light phones, located throughout campus, connect directly to University Police.

Access

Our focus is reasonable security. In the University's ongoing effort to provide residential students with reasonable, but still effective, security measures, all halls are equipped with card access readers.

Students assigned to residence halls are required to use their University identification cards (ID card) or access card to gain entry to their residence hall. It is essential that you carry your ID card at all times. Since all halls are locked 24 hours per day during academic year.

To enter your building, slide your ID card through the card access reader located at the front entrance of the building. Sliding the card through too quickly or too slowly may result in a "MIS-READ." Once the reader "recognizes" you the door lock will click open. You have only a few seconds to enter the building before the door locks again. Each student's ID card operates only in the card access reader of the hall/area to which he or she has been assigned.

If your ID card does not work, use the outside phone to call the front desk. Tell the staff member on duty that you have your ID card but it is not granting access. The staff member will let you in to check your ID card and verify that you live in the building. If your ID card is not working, be sure to have your ID card checked in Residential Life on the next business day.

If you have forgotten your ID card, you will need to gain entry to the building by using the outside phone and calling a roommate or friend inside the building. This person will need to come to the front door to escort you in to the building. Once inside the building, you must be verified as a resident by the staff member on duty at the reception desk.

Hall residents must sign in all guests at the reception desk. The guest must present some sort of picture ID. If the guest does not have a University ID, a driver's license, or some other government issued photo ID, entry to the building will not be allowed.

If you wish to enter a residential facility in which you do not live, use the outside phone to call the resident you wish to visit. It is the responsibility of the resident to come to the front door and

allow you to enter, to register you as a guest after 8:00 p.m., and to escort you the entire time you are visiting with the resident.

UNDER NO CIRCUMSTANCES SHOULD YOU LEND YOUR ID CARD TO ANOTHER PERSON FOR ACCESS TO YOUR RESIDENCE HALL OR ALLOW SOMEONE YOU DON'T KNOW TO ENTER THE BUILDING. Such a breach of security endangers all residents and is a violation of Residential Life rules and regulations.

Condition of Living Unit

Residents are responsible on an ongoing basis for the cleaning of their own rooms, suites, and apartments. When a room is permanently vacated, the residents are responsible for returning the room and its contents to its original and satisfactory condition. Failure to do so will result in charges to the residents of the room.

Emergency Phones

At various locations across the campus, emergency phones have been installed for your use. The blue light above the phone unit readily identifies these phones. A call can be placed to University Police by simply pressing the call button on the phone. When activated, the phone allows you to speak with a police officer, and provides University Police with the caller's location. Thus police can be dispatched to an emergency situation even if the caller is unable to speak.

Health and Safety Inspections

All campus residences will be inspected prior to the end of each semester in order to insure compliance with health and safety standards. Advance notice will be given to residents regarding when the health and safety inspection will occur each semester.

The entire living area will be inspected. In apartments, particular attention will be given to the bathroom, kitchen, and other common living areas. Residents who do not pass the inspection will be given 48 hours to make the necessary changes. If the second inspection results in a failure, residents may be subject to a student conduct hearing. The Department of Residential Life reserves the right to schedule a special health and safety inspection of any residential unit and/or public area space if the condition warrants concern.

Examples of health and safety violations include:

1. Having any animals (other than fish in properly maintained aquariums) in University housing. Guide dogs will be permitted in the residence halls with the approval of the Director of Student Disability Services.
2. Placement of common area (floor lounge, seminar room, lobby, etc.) furnishings in a

student's room, suite, or apartment.

3. Failure to properly prepare the residence hall rooms for Winter break when the residential facilities are closed.
4. Possession of prohibited appliances and grills (see page 19).
5. Failure to pass the second inspection, after failing the first inspection.
6. Extension cords with more than one device without a power strip.

Subsequent violations will result in additional charges and may result in a referral to student conduct and/or cancellation of a resident's housing contract. Written appeals regarding health and safety inspections should be sent to the campus Assistant Director.

Occupancy and Occupancy Checks

Occupancy begins when a student is issued a room key and terminates when the key is returned and proper check out procedures have been followed. Occupancy checks are completed twice during the beginning of each semester. The purpose of occupancy checks is to accurately verify the assignment status and occupancy of every student living in residence at NCCU. RAs attempt to physically see every resident and ask residents to sign a roster verifying occupancy.

Nuisance/Abusive Phone Calls

If you receive prank, abusive, and/or obscene phone calls, please contact University Police and file a report. Also, inform you RA and/or CD about this problem. In dealing with these types of calls, it is generally best not to spend much time speaking on the phone. As soon as you realize that you have an obscene caller on the line, immediately hang up. Many times, what these callers want to hear is a shocked or upset reaction from you.

Verbal/Physical Abuse

Threatening, intimidating, physical abuse, and/or verbal abuse of anyone are a violation of the Student Code of Conduct, and will not be tolerated in the residence halls. Such behaviors are grounds for a student conduct hearing. If you are a victim of any type of abuse, please contact a Residential Life staff member or University Police as soon as possible to file a report. Also, the Department of Residential Life will not allow its staff members to be subjected to abuse of any kind, including during the performance of their duties. Conduct of this nature will result in disciplinary action taken against offenders.

Medical Emergencies

In cases of medical emergency, contact your RA or University Police at x6106 and inform them of the nature of the medical emergency. University Police, based on the information that you

provide them, will be able to provide you with an emergency response in the quickest possible time. After assessing the situation, University Police can decide whether to contact the local ambulance service. It is imperative that you provide University Police with explicit, yet concise, information on the injury, the person's condition, and any other pertinent information. If time allows, please contact your RA, or Community Director (CD) for further assistance.

Severe Weather Situation

In the event of a severe weather situation (e.g. hurricane, tornado), the procedures outlined below have been designed to ensure the safety of all residents and staff members. If you become aware of an impending severe weather situation, please contact your RA or CD as soon as possible for any specific instructions. The following locations have been designated as "safe" areas within each hall:

Baynes	Corridor/Hallway
Eagleson	Corridor/Hallway
George Street	Basement
McLean	Ground Floor
Richmond/New Res Halls	Lower Floor/Hallway
Rush	Ground Floor
Annie Day Shepard	Hallway
Martha Street	Bathroom
Eagle Landing	Closet in each room
Ruffin	Common Area
Chidley North	Bathroom

In any severe weather occurrence, please:

- Lock your room;
- Do not take personal belongings to the safe area other than a flashlight and a pillow;
- Be sure to wear closed toe shoes;
- Remain in the designated safe area until informed by a Residential Life staff member that it is safe to leave;
- Cooperate with all staff members and follow all instructions.

In Any Emergency Situation, Remember:

- Be calm. Don't shout or raise your voice unless absolutely necessary;

- Don't be afraid to ask questions;
- Follow the directions of any Residential Life and/or University Police staff members. Don't argue or refuse to follow any directions;
- Worry about your safety first: your property can always be replaced, your life cannot;
- Always minimize risk to yourself and others. In deciding what to do, consider the possible consequences of the action being taken or of not doing anything.

FIRE SAFETY AND EVACUATION PROCEDURES

In case of a fire alarm, all residents must vacate the building until the situation is resolved. It is imperative that you cooperate in the evacuation of the residence hall and follow the instructions of university staff. Failure to vacate the building during a fire alarm/drill will result in disciplinary action and a fine of \$100.

Fire Safety Tips

- Do not take any chances with a fire because even a small one can get out of control. In case of a fire, the alarm should be activated by using an Alarm Pull Station;
- Do not tamper with any smoke or heat detectors. The system is very sensitive. All residents are responsible for the detectors in their rooms;
- If you are in a room where a fire starts, leave quickly. Close door to confine the blaze to that one room for as long as possible. **DO NOT LOCK YOUR DOOR;**
- Always close the door to your room when you go to bed. Many people have been killed in their sleep by rising heat and toxic gases even before they knew there was a fire;
- If you smell smoke, do not open your door until you feel the door with your hand. If it is hot, leave it closed, go to the window and call for help;
- Know the locations of all fire exits, fire alarm pull stations, and fire extinguishers;
- If you are trapped in a room on an upper floor, make yourself as conspicuous as possible. This will assist fire department personnel in determining your location. Go to a window and call to persons below to attract their attention and/or wave a brightly colored cloth.

POLICIES AND PROCEDURES

In a group living situation, it is important for you to understand your rights as a student and your responsibilities to others. The rights to study and sleep are considered paramount in the residence hall environment. The primary goal of students at NCCU is to pursue an education. It is your responsibility to follow the guidelines created to ensure that students have a living environment that complements the educational mission of the university. By signing your *Residence Hall Agreement* and moving into your residence assignment, you are agreeing to abide by the policies and procedures of Residential Life and the university, along with all rules and regulations.

Resident Responsibilities

As a member of the residential community, you are expected to:

- Understand and comply with all rules, regulations, and policies governing living in the residence halls;
- Act in a manner that demonstrates respect and consideration of fellow students and staff;
- Respond to and comply with verbal and written instructions of Residential Life staff, including meeting with Residential Life staff when requested to do so;
- Be aware of all rules, regulations, policies, and procedures stated in this handbook, housing contract, community living standards, and Student handbook.

A Word About....

The Importance of Civility

One inescapable fact of residence hall living is that a large number of students live in close proximity to each other. Disputes, personality differences, and general disagreements are certain to arise.

While living on-campus, it is essential that all members of our community respect the rights of fellow residents, including the rights to privacy, property, study, sleep, and to equal access to all Residential Life facilities. In order for the residence hall experience to be a positive one for all, there must be a spirit of mutual respect and cooperation. Please do your part by being courteous, considerate, and respectful of others. We will all benefit.

Assignments

Housing assignments are made without regard to race, age, religion, sexual orientation, or national origin. New students are assigned according to the received date of their completed application, specific requests, and available space. Roommate requests are considered whenever possible, but only if request is mutual. Returning students process their own assignment using our on-line housing procedure. Using this method, students can pull-in their desired roommate. Any student requiring special accommodations as a result of medical need must submit appropriate written documentation from a health care provider regarding the disability and what special accommodations are needed to the Student Health Services at the time of application for housing or when re-applying for the following year.

Consolidation of an Accidental Single

The consolidation policy is intended to allow students who are interested in having a single room obtain one, to make the best use of residential space, and to be fair to students who have already paid for single rooms. We, therefore, require any student identified as living alone in a room designated as a double (whether because the roommate cancelled, didn't show up, or moved to another room) to accept one of the following actions:

1. With residential Life approval, move in with another student living alone in a double room or move to any available suite space (freshmen may not move to apartments);
2. Have another student to move into the double (subject to Residential Life approval);
3. Sign a single room contract addendum for the remainder of the semester (singles cost more per semester and the charge begins from the date of the signing of the single room contract addendum);
4. Call the Residential Life, request a new assignment, and consolidate with the assigned new roommate. The student whose contract application came in later will be the student expected to move to the other student's room. A Residential Life staff member will then notify each student of his/her consolidation partner, who is expected to move, and by when the move must be completed. Consolidation will be done on an ongoing basis throughout the fall semester and during spring semester until the Room Selection process begins, and will begin again following the first scheduled room change period during the spring semester. To implement the policy, the Assignments Office will send a letter of notification (together with a list of students in a similar position) to each student subject to the consolidation policy, giving those students a specific deadline by which to comply with the policy. Any student who takes none of the suggested actions to comply with the policy by the deadline stated in the consolidation letter will then be billed for a single room.

Alcoholic Beverages

No person of any age may possess or consume alcoholic beverages on campus.

No person of any age may manufacture and/or sell alcoholic beverages in the residence halls or adjoining property outside of the residence halls.

No person may be in the possession and displaying of empty alcohol bottles/cans in the residence halls.

For specific information on North Carolina Central University's policies regarding alcohol, please see the Student Code of Conduct on the website http://www.nccu.edu/formsdocs/proxy.cfm?file_id=956 .

Assault/Battery

Physical violence or conduct that threatens the health and safety of one's self or any other person in or around the residence hall community is prohibited.

Bathrooms

A resident of the building must escort to and from the appropriate bathroom guests in residence halls. At no time, should anyone be in a bathroom designated for the opposite sex.

In buildings with apartments and suites that do not have public restrooms, guests of the opposite sex may use the unit's bathroom.

Residents of the same sex are not permitted to use the same shower simultaneously in any residential facility. The Residential Life staff will respond to complaints received about violations of this policy. Violations will be dealt with via disciplinary warnings and/or referral to student court. Repeated violations of this policy could result in cancellation of the housing contract.

Break Closings

With the exception of Eagle Landing, Martha Street, George Street and Ruffin Hall, residence halls are closed during Winter and Spring Breaks. Students are required to vacate their rooms. During this time, residence hall staff will make safety checks of all rooms. Information on break closing will be distributed within 1 to 2 weeks before the halls close. (Please note that your room fee does not cover break periods.

Bulletin Board Guidelines

General-purpose bulletin boards are provided at several locations on campus. Bulletin boards are for your use as well as for the posting of University information and official notices. Please help keep the boards current by removing what you put up after it is outdated. Inappropriate or offensive notices will be removed. Posting notices on walls, mirrors, windows, or doors often results in damage from tape marks and is prohibited. Exterior campus bulletin boards may be used for commercial purposes, information purposes, or for solicitation of charitable contributions. Any person or group may use them whether affiliated or nonaffiliated with the University.

All items to be posted in the residence halls must be stamped and approved by the CD of that hall/area prior to posting any materials. CDs have posted office hours and are available at that time for approving posters and signs. Failure to obtain the CD's stamped approval will result in the immediate removal of the materials. All approved notices will be removed at approximately two-week intervals. (Please review this policy

Outdoor kiosk bulletin boards are available for campus information and announcements of interest to the University community. Information on the use of these kiosks may be obtained from the Alfonso Elder Student Union. No notice, advertisement, or document of any kind should be attached to any wall, door, or other surface (other than bulletin boards provided for such purposes). Damage to walls or other surfaces resulting from violation of this policy will require that the individual responsible pay the costs of repair and may be subject to criminal penalties under N.C.G.S.14-132.

Cable TV

Cable TV is available to all on-campus students and its cost is included in the room rental. Students are responsible for providing a cable connector wire from the outlet to the TV. If you experience any problems with cable TV service, please come to the Residential Life central office.

Computer Specifications

All residence hall rooms are equipped with two computer jacks that provide high-speed Internet

A Word About....

Floor Meetings

Floor meetings are an important component of residence hall living. Planning for events, sharing of information, and a chance for floor residents to interact are reasons why floor meeting are held.

Except for an occasional mandatory meeting, it is your decision whether to attend floor meetings. However, please note that you are expected to abide by any new rules, regulations, policies, and/or procedures shared at floor meetings. If you miss a floor meeting, please see your RA to learn what was discussed.

access directly from your room. Also, the University acts as your Internet Service Provider (ISP), which means you, do not have to pay a monthly fee to providers such as AOL or MSN. In order to use the computer jack, your computer must meet the following specifications:

- **If you have an IBM-compatible desktop computer**, the requirements to use this system are: Windows 2000 or XP Professional, Pentium 3, 256+ MB RAM, (NIC 10/100 Base-T Ethernet card) and an RJ-45 network cable.
- **IBM Compatible Laptop owners** need the same as desktop units except laptops need a wireless card b/g.
- **Mac users** should have a Mac OS 9 or Mac OS X with iMac G4 800 MHz, 256+ MB RAM, (NIC 10/100 Base-T Ethernet card), and an RJ-45 cat Ethernet cable.

If you have questions regarding this service, please do not hesitate to contact the Residential Life Office.

Cooking Appliances

Because of fire hazards, sanitation regulations, and excess draw, hot plates, burners, microwaves, and other cooking or heating appliances are not permitted in the residence halls. You may have a small refrigerator (not greater than 4.2 cubic feet in size), and we encourage you to consider renting a micro-fridge from Residential Life.

Damage Billing - Room

Damages to student rooms are the responsibility of the occupant(s). All roommates will equally share damage charges unless the written notice is given to the Community Director of the person(s) responsible for the damage or culpability can be determined in another manner. When you first move into your room, please check your Room Condition Report (RCR) very carefully. By signing the RCR, you are accepting financial responsibility for the condition of the room as described in the RCR. If you have any concerns about the contents of the RCR, bring it to the attention of your RA as quickly as possible.

Faulty equipment and damages should be reported to a staff member. If there is damage in a room, do not attempt to repair it yourself because this often increases the cost. University personnel are available for that purpose.

Damage Billing - Common Area

Damage to common areas is the responsibility of each resident. The Department of Residential Life has attempted over a period of time to resolve the difficulty of damages to public areas and the related problem of defraying costs for such damages. Excessive room or common area damage may result in the reassignment of those individual(s) found to be responsible. If the

responsible individual(s) cannot be determined, the entire community may share the cost of this damage, whether that is a wing, floor, or whole building.

Common area damage charges are used to assist in repairing or replacing damaged items. Those repairs or replacements that are not completed before the next academic year begins will be completed relative to the availability of personnel and/or additional funds necessary to accomplish the repairs or replacement of the items. Common area damage assessment amounts are not appealable, as they are not fines. Assessment costs include the time, materials, and administrative expense required for correcting unusual cleaning or damage situations. The minimum billing charge is \$5.00 per person.

It is important that a reasonable level of cleanliness be maintained in residence hall areas. If it is determined that the cleanliness level in a room, suite, or apartment is unacceptable, the resident(s) will receive a written notice to have the space cleaned within 24 hours or will be financially responsible for the actual cost of cleaning the room (\$25 minimum charge). A similar notice and charge apply to excessive trash in any living areas.

Standard Damage Charges

To see a listing of the standard damage charges, please visit:
http://www.nccu.edu/formsdocs/proxy.cfm?file_id=2403

Drug Use

The transport, possession, possession with intent to deliver, delivery, manufacture, purchase, sale, distribution, or use of illegal drugs or controlled substances is prohibited.

Prescription drugs may only be taken by patients for the intended use and in the prescribed manner as directed by their physician.

Possession of drug-related paraphernalia is prohibited.

For specific information on North Carolina Central University's policies regarding illegal drugs, please refer to the Policy on Illegal Drugs under the Student Code of Conduct on the website)
http://www.nccu.edu/formsdocs/proxy.cfm?file_id=956

Electrical Equipment

Each individual residence hall room is restricted to a maximum of 1800 watts usage at any time. No single appliance can exceed 1000 watts or have an exposed heating element. One refrigerator is permitted in each room; however, it may not exceed 4.5 cubic feet in capacity with an electrical rating of 120 volts and no more than 2.0 amps when in operation.

Personal electrical equipment is limited to clocks, radios, or stereo sets, small TVs, desk lamps, and electric fans, provided such devices are plugged in within the room and do not exceed the amperage limits of the circuits within the room. Halogen lamps are expressly forbidden in the residence halls. Extension cords are not permitted in the residence halls.

The purchase of surge protectors for all electrical equipment is permitted in the halls. Recommended specifications for a surge protector are as follows:

- Surge energy capability of 330 joules;
- Response time of one nanosecond or less;
- Surge voltage/current capabilities of 6000 volts/10,000 amps;
- EMI/RFI noise filter;
- Rating of 125VAC – 15 amps.

Entry to Student Rooms

Duly authorized agents and representatives of the university have the right to enter housing space for the purpose of inspection and maintenance, emergency situations, and to request the removal of electrical equipment or any contraband items not in conformance with the hall regulations.

Failure to Comply

Failure to comply with verbal, written, or published instruction by University staff, when such officials are working within the appropriate performance of their duties, is prohibited.

Excessive abusive language or other behavior which is threatening and directed toward University staff is prohibited.

Residents and their guest are required to present proper University identification or government issued identification to University staff in a cooperative manner when requested.

It is a violation to knowingly supply University staff with false or misleading information that is needed for an official purpose, including the misrepresentation of identity or misuse of identification cards.

Fire Safety

Starting a fire; activation a fire alarm without due cause; tampering with smoke/heat detectors; fire extinguishers, sprinkler heads; falsely reporting a fire emergency to police or fire department; and the unauthorized use or damage done to any emergency or safety equipment, are all prohibited.

The use of fire equipment for any reasons other than its intended purpose (e.g. sprinklers should not be used to hang clothes) is prohibited.

In the event of a fire alarm or fire drill, all residents must evacuate the building completely and immediately. Residents must remain outside at the building's designated assembly point until instructed by fire department officials or University staff that they may re-enter. Balconies, hallways, and stairwells must have clear passage at all times.

Storage of any item(s) that may pose a fire hazard in a residence hall room is prohibited. Items may include, but are not limited to any open flame source (i.e. celebratory candles or decorative candles), incense, hookah pipes, live cut trees (e.g. Christmas Trees) or flammable liquids. The possession or use of combustible materials (e.g. hay, straw, Spanish Moss, cloth ceiling coverings) is prohibited.

Because of the fire hazard they represent, two prong extension cords, plug adapters, and halogen lamps and bulbs are prohibited. Residents using extension cords must use grounded three wire extension cords and/or surge protectors. Space heaters are prohibited in residence hall rooms.

Splicing into or altering the electrical wiring in a residence hall is prohibited.

Food Service / Meal Plans

To see a list of Meal Plans, please visit:

<http://www.nccu.edu/futurestudents/housingdining/mealplans.cfm>

Please note that if you move off-campus during the semester, you must report to the Eagle Card Office to determine whether any adjustment to your meal plan charge is possible. Failure to do so will result in your being charged for the entire semester meal plan.

Harassment

Harassment, defined as any physical force, violence, threat, intimidation, stalking, or other behavior that interferes with an individual's personal safety, academic efforts, employment, or participation in University-sponsored activities, is strictly prohibited. This includes, but is not limited to harassment in person, harassment by an accomplice, and harassment by the use of technology.

No North Carolina Central University employee may engage in conduct that constitutes sexual harassment of students. A university employee who has or may have direct academic or student-status consequences resulting from the acceptance or rejection of such conduct defines sexual harassment as deliberate, unsolicited, and unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications.

Sexual harassment of students is further defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature shall constitute sexual harassment when –

- Submission to such conduct is made either explicitly or implicitly a term of condition of admission, academic advancement, retention, or dismissal;
- Submission to or rejection of such conduct by an individual is used as basis for making decisions affecting grades, financial assistance, and participation in university activities, job placements, or other privileges granted by the university;

- Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment does not include personal compliments normally welcomed by persons of that sex, or social interaction or relationships freely entered into by university employees and students or student applicants.

Decorations

Decorations can contribute to making your room more homelike and comfortable. While there is opportunity for students to express individuality in decorating their rooms, the following guidelines are to be followed both in the interest of preventing fires and preserving our facilities.

1. The use of candles and oil-burning lamps is prohibited.
2. The use of highly flammable materials, such as hay, straw, Spanish moss, cloth ceiling coverings, etc., is prohibited.

Illegal Entry/Trespassing

Unauthorized entry into any Residential Life property, including restricted access areas of residence halls, is strictly prohibited. These areas include, but are not limited to, any place that is officially closed, restricted only to designated persons (including other residents' rooms), or where the safety and welfare of residents could be endangered. Examples of restricted areas include mechanical rooms, telecom rooms, roofs, closed buildings, housekeeping closets and storage areas

Keys/Locks

All keys (e.g. room key, mailbox key) are the property of North Carolina Central University.

Unauthorized use, possession, or duplication or residence hall keys are strictly prohibited.

Switching and/or borrowing keys with another resident any reason, including, unauthorized room changes, is prohibited. To conduct a proper re-assignment, residents should contact their Community Director.

Failure to report lost keys is prohibited.

Residents are allowed 3 grace key checkouts without penalty. Further checkouts will be allowed but a fee of \$15.00 will be billed to your account for each key checkout and requires a conversation with the Community Director.

A Word About....

Room Lockout Policy

All students are expected to carry their room keys with them at all times. However, we recognize that occasionally students will accidentally lock themselves out of their rooms.

As a result, Residential Life staff will assist students by letting them into their room. However, please note that this is a courtesy provided to residents. Under no circumstances should this courtesy serve as a substitute for carrying your key with you, or as a way to avoid paying for a lost room key.

PLEASE MAKE SURE TO ALWAYS CARRY YOUR KEY WITH YOU!!

for

Lounge/Study Room Furniture

Lounges and study rooms are designed for the use and enjoyment of all residents. The removal of common area furniture to individual student rooms is prohibited. If lounge/study room furniture is missing and attempts to locate the items are unsuccessful, the Department of Residential Life reserves the right to conduct room searches to locate the furniture. Students who are found in possession of common area furniture will be billed \$25.00 for moving the furniture back to the original location and are subject to disciplinary action.

Lounge Use

The lounges in the residence halls are primarily for the use of residents. Priority for the use of lounges is given to the House Council in support of programs designed for the benefit of all hall residents. No one, especially non-residents, is allowed to spend the night in any residence hall lounge or public area for sleeping purposes. Any person using the lounge for an unauthorized purpose will be escorted out of the lounge. Failure to leave the lounge when requested to do so, will result in University Police being called to the scene to remove the individual. The person may be arrested for criminal trespass.

Obscene Language

Obscene conduct and public profanity will not be tolerated. Statements of intolerance and/or harassment due to race, ethnicity, sex, religion, disability, or sexual orientation may be subject to disciplinary action.

Pest Control

Pest control service is provided on a regular basis. However, if you are experiencing a problem with insects, vermin, or other pests, please speak with your RA, ACD, or CD to arrange for an exterminator to address the problem

Pets

Pets other than fish are prohibited in the residence halls.

Residents are permitted to keep fish in their room providing: (a) the fish tank is fresh-water and its size does not exceed 12 U.S. gallons; (b) all residents of the room agree to have a fish tank in the room; and (c) all appropriate precautions are taken to ensure that the electrical connection to the fish tank is safe.

This policy does not apply to persons with a disability that require the use of a service animal. If you require the use of a service animal, approval form the Office of Disability Services must be submitted to the Department of Residential Life.

Pregnancy

In the interest of health and safety, any resident who determines that she is pregnant must notify her Community Director as soon as possible.

Quiet Hours/Noise

Quiet Study Hours occur daily between 10:00pm and 10:00am. During this time, noise must be kept at levels that will not interfere with the study or sleep of other residents.

Quiet Hours is extended to 24 hours during final exams.

Excessive noise is defined as any unreasonable noise level that can be heard inside and/or outside of the residence hall room or space from which it originates and is not allowed at any time.

Courtesy quiet hours are in effect 24hours a day, 7 days a week.

Placement of sound equipment in windows is prohibited.

Recreational Activities

Any activity that includes throwing an object or running in the halls is not allowed.

Riding a bike, skateboarding, floor hockey, or rollerblading and engaging in sports, including, but not limited to, water fights, Frisbee throwing, horseplay, ball bouncing, golf clubs, basketball playing, etc. are prohibited inside all residence halls.

Room Cleanliness

For health reasons, all student rooms must be kept clean and orderly at all times. Failure to do so will result in disciplinary action taken against the student(s). Repeated violations of this policy may result in removal from the residence halls.

Room/Common Area Alterations

Students are responsible for returning their furniture to the designated positions at the end of the year as set forth by the community office.

Adhesive tape, staples, adhesive holders, brackets, tacks, and nails are not to be used on the walls, woodwork, floors, or ceilings.

Furniture is not to be removed for use in spaces other than its original location.

Removal of residence hall room furniture from the room is prohibited.

Waterbeds are not permitted in the residence halls.

Residents are not allowed to paint any interior or exterior area of any residence hall space.

Additional locks may not be added to doors or other University property or equipment.

Damages that result from making room or common area alterations will be billed to the appropriate residents.

Damaged or missing furniture in public areas may be subject to group damage charges to all residents of the floor or buildings.

Safety

Breaking the plane of a window, breezeway or balcony is not allowed by a person or an object.

The throwing, dropping, propelling, pouring or handing of anything from windows, balconies, ledges, rooftops, and landings is strictly prohibited.

Climbing and repelling on any housing property is prohibited.

Following a building resident into a residence hall that is not of your own (“tailgating”) is prohibited.

Propping open exterior doors creates a potential unauthorized entry, promoting an unsafe living environment, and is prohibited.

Pranking that causes harm or the potential for harm is prohibited.

Precautionary steps should be take while cooking including turning on vents (where applicable), opening windows, and closely monitoring cooking food.

Special Housing Accommodations

Primary Care Physician/Clinician Information

For the NCCU Medical Director to make any recommendations regarding special accommodations for students with documented disabilities or medical issues, Student Health Services requires a letter from a primary care physician or a clinician stating the following:

1. The student’s medical diagnosis and suggested accommodation(s).
2. The student’s specific functional requirements that relates to the requested medical accommodation.
3. A treatment plan that includes the frequency of treatments, the frequency of medical evaluations, and the duration the accommodation will be necessary.
4. A statement of the role that the special accommodation will play in the treatment plan.

The treating doctor/specialist should send this information to:

Medical Director
NCCU Student Health Service
1801 Fayetteville Street, P.O. Box 19491
Durham, NC 27707.

Solicitation

Only recognized student groups are permitted to canvass, sell solicit, or promote the sale of goods or services in the residence halls. Recognized student groups must have received prior written approval from the Director of Residential Life.

Campaigning for campus student leadership positions must meet regulations set forth by the Elections Board of Student Government.

Recognized student groups, other than the RHA/House Council for the residence hall, must meet the following conditions:

- Written permission must be obtained from the Director of Residential Life;
- Sales may occur only within the designated areas of the hall;
- The Director of Residential Life must approve goods or services offered for sale in writing;
- All refuse or waste as a result of the sales activity must be removed by the organization;
- The organization will be responsible for any damage to University property or facilities as a result of the sale activity. The organization will be financially responsible to the cost of repairs;
- Meetings must be open to all residents and cannot discriminate on the basis of sex, race, creed, religion, and/or sexual preference.

Theft and Possession of Stolen Goods

Theft of any kind or the possession of stolen property is prohibited.

Theft or unauthorized possession of university owned furniture or property is prohibited.

Visitation Policy

The Visitation/Guest Policy is a shared responsibility between residents of a community and residential staff. Students are encouraged to notify their RA or Community Director of potential violations of this policy in a timely manner.

The Department of Residential Life has two defined levels of visitation:

Standard Visitation

Guests of the same sex are permitted anytime with roommate consent.

Limited Visitation

Guests of the opposite sex are permitted only during co-ed visitation hours, with roommate consent and being registered at the respective Community Front Desk. The hours of coed visitation are:

Sunday-Saturday: 12:00 noon - 12Midnight

The host is responsible for their guest and the actions of their guest.

Guests must call their resident host from outside of the building in order to gain entry.

The resident host must escort their guest in the residence halls/apartments at all times.

The roommate's rights to privacy, sleep, study take precedence over the rights of a host to have a guest. The host must have approval from their roommate(s) to have a guest.

A guest of the same sex is permitted to stay overnight with the stay being limited to no more than 72 consecutive hours within a 10-day period and/or the immediate vacate when requested to do so by the roommate or a Residential Life staff member.

Overnight guests must register at the office of the residence hall where they will be staying. The residence halls are not an appropriate place for the long-term housing of children. Therefore, the host must accompany their children at all times, and no overnight visits are permitted.

Any disturbances resulting from a child's presence in the residence hall may result in restricted visitation policies. Children must leave the residence halls when requested by a roommate, Residential Life staff, or other hall residents.

Guest visitation is not a right accorded to all students, but a privilege that may be suspended at any time for violations of policies stated in the Student handbook, housing contract, and in this guide.

Visitation privileges may be suspended administratively by the Department of Residential Life.

Window Decorations

If residents decorate their room windows, they should give consideration to the uniqueness of the University and the diverse population it serves. The Residential Life staff will contact residents regarding inappropriate or potentially offensive objects and decorations in the windows when such decorations are observed.

A Word About....

Guests

You and your roommate should establish clear guidelines regarding guests. Determine ahead of time what is acceptable and what is not.

Please keep the following in mind:

- A roommate's rights take precedence over that of a guest and/or a host's privilege to entertain a guest.
- Under no circumstances should a roommate be coerced into relinquishing his/her rights to privacy, sleep, or study in order for a host to entertain a guest.
- Cohabitation in the residence halls is prohibited.
- Any resident believing that his/her rights are violated should speak the Resident Assistant, Resident Director, and/or Assistant Director.

Window Damages

Tampering with or removing any window screens, latches, stops, or apparatus in either resident rooms or public areas is prohibited.

Work Orders – School Dude

In cases where maintenance repairs are needed in the residence halls, students should submit a work order via School Dude. To gain access to School Dude, follow the steps below:

- Go to www.nccu.edu/reslife
- Click on *School Dude* tab
- You will be prompted to enter you email address, name, etc.
- A welcome screen will appear and you will need to follow the easy prompts to complete and submit the work order.
- The password to submit a work order is *nccueagles*.

Weapons/Explosives

Possession, storage, manufacture, use, sale or distribution of firearms, fireworks, explosive material, ammunition, BB and pellet guns, paint guns, knives, martial arts weapons, and all other dangerous weapons are prohibited. Any item that intentionally resembles an actual weapon is not allowed. For reasons of safety, explosives are not permitted in the residence halls.

STUDENT CONDUCT JUDICIAL PROCESS

At North Carolina Central University, student conduct is viewed as part of the learning process. Each student has the responsibility as a member of our community to understand and abide by the rules, regulations, policies, and procedures of the University and Residential Life. The Student Code of Conduct reflects this commitment to learning and is based on the belief that students can learn from their mistakes. As a member of the NCCU community, you have the obligation to abide by the community standards that have been set. Please know that you will be held accountable for your actions, and those of your guests. Responsibility goes hand-in-hand with being a part of the NCCU community. Think before you act!

The goals of the Student Conduct process are:

- Assist students in understanding how they have violated the student code and why such behavior is unacceptable.
- Help those who have been found in violation to obtain knowledge and information so that they can make better choices in the future, and develop strategies to change their behavior so it is acceptable.

- Assist students in taking responsibility for their own actions, and thinking before they act.

A student documented for violation of the Community Living Standards or any other Residential Life policies and procedures will first meet with a Student Conduct Hearing Officer to discuss the facts and circumstances which led to the documentation. The student has the choice of admitting responsibility and accepting the sanction issued or may choose to have the case heard by the Student Judicial Board. Students admitting responsibility or found in violation may face one or more of the following sanctions:

- **Warning:** Written notification to a student that his/her behavior is unacceptable in a university setting and that other violations of the Community Living Standards or any other Residential Life policies will result in further disciplinary action and sanctions.
- **Loss of Special Privileges:** The student loses certain special privileges (e.g. Co-ed Visitation) for a specified time period.
- **Community Service:** The student is required to perform a work sanction in the residence halls or at other on campus locations for an indicated time period. If possible, the service should be related in some way to the violation of the Student Code of Conduct or Residential Life policies.
- **Restitution:** The student is required to pay reimbursement for actual damage to, destruction of, or misappropriation of university property or the property of another person, which results from conduct in violation of the Student Code of Conduct or Residential Life policies.
- **Residence Hall Probation:** A student on Residence Hall Probation is placed on notice that any other violations of the Student Code of Conduct or Residential Life policies will result in Residence Hall Separation.
- **Residence Hall Removal:** This involves removal from the residence hall community for conduct that clearly demonstrates an inability to function appropriately in the residence halls. Such removal may be permanent or for a specified number of semesters. Such removal prohibits accessibility to all or designated residence halls. Visitations will not be permitted without first securing prior approval from the hearing officer or panel. In no case will

A Word About....

Following the Request of University Officials

As a member of the University community, it is imperative that you follow the requests or directions of University officials, such as Residential Life staff (including RAs, and CDs), University Police, administrators, and faculty. Failure to do so will lead to disciplinary action through the appropriate judicial body. Also, please note that you are required to respond to requests by judicial officials to address violations of policies, procedures, rules, and regulations. Additional sanctions may result from failure to respond.

removal from Residential Life be less than the remainder of the semester in which it takes place.

The range of sanctions that each Residential Life professional staff level can impose is as follows:

- **Community Directors:** Warning through Residence Hall Removal
- **Assistant Director – Residence Education:** Warning through Residence Hall Removal;

A Word About....

Residential Life Policy Violations

It is important that you be aware that all violations of the Residential Life policies, procedures, terms, and/or standards will be addressed by Residential Life staff members or the Student Conduct Hearing Board.

- **Associate/Director of Residential Life:** Warning through Residence Hall Removal;
- **Student Judicial Board:** Warning through Residence Hall Removal.

Student Conduct Board

The Student Judicial Board shall be composed of members selected from the application process held

early in the Fall semester. All members are students and are a of the NCCU community. *A quorum of four (4) members is required to hear a case.* The Board shall hear cases involving residence hall issues, as well as violations of policies related to student conduct. All such cases shall be referred to the board through Residential Life and the Office of Student Rights and Responsibilities. Sanctions recommended to be imposed against a student shall be limited to those sanctions **not involving suspension or expulsion from the University.**

A Word About....

Drug and Alcohol Disclosure Regulations

In accordance with section 799D of the federal 1998 Higher Education Amendments Act, the use or possession of alcohol or drugs by a student under the age of 21 will be disclosed to parents/guardians.

Disclosure of this information will be accomplished through the Office of Student Rights and Responsibility. In addition, students using or possessing alcohol or drugs are subject to the loss of financial aid, including scholarships.

Notification

Any student required to appear before the Student Judicial Board shall receive notification (writing and electronic) requesting his/her presence at a judicial hearing. The student must

receive this notification at least three (3) class days **before** the hearing date.

Hearing Procedures

1. All Board Members will be provided the opportunity to read the Incident Report and statement of charges before the hearing convenes.
2. The chairperson will make certain that all persons involved are present before calling the Board to order.
3. The chairperson calls the Board to order and introduces Board Members and Advisor. Then the chairperson shall ask the defendant(s), complainant(s) and witnesses to introduce themselves and state their relationship to the case.
4. The chairperson will outline the procedures the Judicial Board will follow, announce that the hearing is closed to the public, and stress the importance of the confidentiality of the proceedings.
5. The chairperson will have the secretary state the nature of the complaint.
6. The chairperson will answer any questions concerning the procedures to be followed during the hearing.
7. The chairperson will ask if the defendant(s) understands his/her rights.
8. The chairperson will ask for a plea from the defendant(s). If the defendant(s)/complainant fails to attend the hearing of which he/she has been formally notified the CD will hear the case in his/her absence using any available information.
9. If the plea is found in violation:
 - A. The defendant(s) and witness(es) will be given the opportunity to make statements.
 - B. The complainant(s) and witness(es) will be given the opportunity to make statements.
 - C. Board members will be given the opportunity to ask questions, and recall any witness(es) as needed.

Note: Witness(es) must remain outside of the hearing room and will be allowed in one at a time for statements only. A time limit may be specified on all statements.

If the plea is found not in violation:

- A. The defendant(s) and witness (es) will be given an opportunity to make statements.
 - B. The complainant (s) and witness (es) will be given an opportunity to make statements.
 - C. Board members will be given an opportunity to ask questions, and recall defendant, complainant, and any witness (es) as needed after the formal hearing.
10. The defendant(s), complainant, and any witness (es) will be asked to leave the room.
 11. The board will deliberate, addressing charges separately, and decide in violation or not in violation by simple majority vote.
 12. If the defendant (s) is found in violation, the advisor will inform the Board of any existing disciplinary sanctions imposed on the defendant(s) in his/her file. Such information will be considered as the Board assigns appropriate sanctions. One sanction may be decided for all charges or a separate sanction for each.

Following the Hearing

1. The Student Judicial Board will send a written and electronic notification of the board's decision to the defendant (s) within three (3) class days of the hearing, including the time frame within which the defendant(s) must complete any sanction.

Appeal Procedures

The defendant has the right to appeal any decision rendered by the Student Judicial Board.

Grounds for Appeal

1. On a claim of error in the hearing procedure. Appeals on such grounds must be presented, specifically described, in writing, within three (3) days (excluding weekends and holidays) of the announcement of the decision.
2. On a claim of new evidence or information material to the case which was not available at the time of the hearing. Appeals on such grounds must be presented, specifically described, in writing, within three (3) days (excluding weekends and holidays) of the announcement of the decision.

Decision of Appeals

When a written appeal is requested one of the following actions will occur:

1. Original decision upheld.
2. Original decision upheld, but the sanction reduced.
3. Original decision and sanction reversed.

Reason will be given regarding the action of the appeals request.

For more information regarding the University Student Code of Conduct and all judicial processes, please refer to the NCCU Student Handbook.

IMPORTANT PHONE NUMBERS

This is an only a partial listing of phone numbers at NCCU. Please refer to the Campus Telephone Directory for a complete list.

Departments	Phone Number (530)
Residential Life (Central Office)	6227
Residential Life (Residence Hall Offices)	
Baynes	6459
Eagleson	6464
McLean	6439
Richmond	7811
New Res Hall II/Building II	7812
Rush	7280
Annie Day Shepard	7843
Ruffin	6526
Chidley North	4335
Academic Advising	6129
Academic Support	7040
Billing and Receivables	5071
Bursar's Office	6234
Business Operations	5010
Campus Ministry	6380
Career Services	6337
Community Service	7531
Dean of Students Office	6311
Food Service	5186
Registrar	6262
Scholarship and Student Aid	6180
Student Government	6497
Student Health Services	6317
Student Union	6486
Ticket Office	7421
Undergraduate Admissions	6298
University College	6324
University Police	6106
Vice Chancellor for Student Affairs	6342

DATES TO REMEMBER

Below are some important dates during the academic year to keep in mind. By no means is this listing intended as a substitute for the university's academic calendar; therefore, please make sure you get a copy of the official academic calendar as soon as possible.

August 10	Saturday	Residence Hall check-in from 9:00 a.m. to 5:00 p.m. for all new students.
August 17-18	Saturday-Sunday	Residence Hall check-in starts at 9:00 a.m. for returning students.
September 14	Wednesday	Room Change Process begins
September 30	Friday	Room Change Process ends
November 1	Friday	Fall 2014-2015 \$150 Non-refundable housing administrative fee begins.
November 27- December 1	Wednesday-Sunday	Residence Halls remain open for the Thanksgiving Holiday observance.
December 11	Wednesday	Residence halls, except Eagle Landing, Ruffin, Martha St and George St, close for all non- graduating students at 10 a.m.
December 14	Saturday	Residence halls, except Eagle Landing, Ruffin, Martha St and George St, close for all graduating students at 3 p.m.
January 6	Monday	Residence hall check-in from 9 a.m. - 5 p.m. for all new students.
January 8-9	Wednesday-Thursday	Residence hall check-in from 9 a.m. - 5 p.m. for continuing students.
January 22	Wednesday	Fall 2014-2015 on-line housing process begins for those students who paid the housing administrative fee.
March 8	Saturday	Residence halls, except Eagle Landing, Martha St. and Ruffin, close at noon for Spring Break.
March 16	Sunday	Residence halls re-open at 12 noon.
May 7	Wednesday	Residence Halls close for non-graduating students at 10 a.m.
May 10	Saturday	Residence halls close for graduating and non-graduating students at 5 p.m.