

WELCOME

Welcome to campus living at Elizabeth City State University! We're glad you have decided to join us. We are sure you will find that when you live on campus, you live the good life, good times, and great friends!

Campus living promises to be one of the most memorable and rewarding aspects of your university career. It is a unique and valuable experience that will serve as a special part of your education. Campus living provides you with an opportunity to establish new and long-lasting friendships, with a wide variety of people. It also provides an environment in which you can gain academic support and grow as an individual.

This handbook will help you to get the most out of campus living. It covers the basics of community living, like how to get along with your roommate and other residents, how to take advantage of all of the services provided in the residence halls, and of course, the do's and don'ts for residence hall living.

This handbook and your housing agreement serve as legally binding lease terms and conditions. ***By signing the housing agreement, you have agreed to abide by all of the rules, regulations, and policies stated in the agreement and in this handbook.***

Throughout the next academic year, the Housing and Residence Life staff will work hard to bring you the very best in activities, academic programming, support and fun. If you use this handbook as a guide, you will reap the benefits of campus living and have a successful and rewarding experience at Elizabeth City State University.

COMMUNITY PHILOSOPHY

In 1990, Ernest Boyer, President of the Carnegie Foundation for the Advancement of Teaching, identified six principles for Campus Life: In Search of Community. The six principles engages us to establish our campus environment as a community of learners. Thus the six principles relate to what we in Housing and Residence Life subscribe to. The six principles are:

1. A college or university is an **educationally purposeful** community; a place where the intellectual life is central, and where faculty and students “work together” to strengthen teaching and learning on campus.
2. A college or university is a **just** community; a place where the dignity of every individual is affirmed, and where equality of opportunity is vigorously pursued.
3. A college or university is an **open** community; a place where freedom of expression is uncompromisingly protected, and where civility is powerfully affirmed.
4. A college or university is a **disciplined** community; a place where individuals accept their obligations to the group, and where well-defined governance procedures guide behavior for the common good.
5. A college or university is a **caring** community; a place where the well-being of every member is sensitively supported, and where service to others is encouraged.
6. A college or university is a **celebrative** community; one in which the heritage of the institution is remembered, and where rituals affirming both tradition and change are widely shared.

Members of the Housing and Residence Life community encourage everyone to observe these principles and contribute to the building of a residential community of learners. We further promote that everyone understands and respects the philosophy and existence of all community learners.

Members of the residence hall community also share certain goals, some of which include academic accomplishment, friendship, and a sense of belonging. While living on campus, it is essential that individuals respect the rights of their fellow residents, including the rights to privacy, property, study, rest and to equal access to facilities common to all.

It follows then that the spirit of a residential community is one of mutual respect and cooperation. Each resident has the right and obligation not only to be responsible, but to remind fellow residents of their responsibilities, should their behavior depart from reasonable standards. It would be impossible to legislate every facet of residence life, therefore a spirit of common courtesy and respect for others should be maintained at all times. Each resident must be willing to contribute to an atmosphere conducive to academic achievement and community living.

HOUSING AND RESIDENCE LIFE STAFF

Moving into a new community and a new way of living can be a challenge, but there are many people around to help make your transition as smooth as possible.

Director of Housing and Residence Life

The Director of Housing and Residence Life is responsible for all phases of student housing. The Director of Housing and Residence Life is directly responsible for the Housing and Residence Life staff, hall operations, and programming activities. The Office of Housing and Residence Life seeks to provide on-campus housing that is safe and comfortable with programming that is designed to complement the social and cultural development of residential students.

Assistant Directors

Assistant Directors are responsible for the operations of the department, which include: assignments, community living standards, student judicial affairs, facility maintenance, staffing, safety/security and programming.

Residence Hall Directors

Residence Hall Directors are professional administrators who manage and supervise the residential building (s) and daily operations of on campus residents. They oversee community living standards, programs, building cleanliness and maintenance, safety and security procedures, developing community and address disciplinary violations.

Residence Hall Security Officers

Residence Hall Security Offices are professional adults who provide evening and weekend relief and assistance in each residential area. They provide a continued adult presence in the residential areas and assist with hall programming, emergency management and security.

Resident Assistants

Resident Assistants (RA's) are undergraduate students who reside with the students on a floor in each residence hall or residential facility. RA's are responsible for planning, programming, developing floor/hall community, assisting student needs, enforcing community living standards, reporting maintenance concerns, maintaining a security presence, student and hall council involvement and assisting the Residence Hall Director in managing the facility.

Facilities Staff

The University Housekeeping staff cleans and maintains the residence halls Monday through Friday and on special requests, weekends. University Facilities staff provide routine maintenance of residence hall facilities Monday through Friday and emergency services after hours or weekends as needed. Routine maintenance is initiated through Work Request forms found in any residence hall office or from the Housing and Residence Life central office.

Residence Hall Features and Services

For your convenience, each residence hall offers a number of facilities, services, activities, and opportunities to make your stay at Elizabeth City State University more pleasant and enjoyable. Keep in mind, however, that with membership in the residence hall community comes responsibility. You are expected to abide by the regulations that govern life in our residence halls as a means of protecting yourself and your property.

Personal Property Insurance

The University does not carry insurance covering personal belongings. The University does not assume responsibility for theft or casualty losses of student's personal property. Students should check with parents' home owners insurance company about the coverage while at school and may want to consider purchasing a separate policy. Information on special student policies is available from the Office of Housing and Residence Life.

Talk of the Halls Newsletter

This newsletter is published quarterly during the academic year. It serves as an important source of information to students regarding issues such as policy changes, staffing updates and other concerns with living on campus.

Bathrooms

Residence hall bathrooms are for the use of residents and their guests of the same sex. Bathrooms are cleaned regularly by housekeepers, but it is the responsibility of each resident to do his or her part in keeping bathrooms clean. No personal items, such as toiletries, carpet, and food are to be left in bathrooms. Students living in suites are responsible for keeping the bathrooms cleaned.

Care And Cleaning Of Rooms

Students are expected to keep their rooms clean will be required to clean their living accommodations should the staff determine that the room or suite presents a health hazard. Residence Hall Directors conduct weekly room inspections.

Scotch tape, staples, adhesive, "glow-in-the-dark" stars, "blue gooey" tack, screws, brackets, tacks, and nails are not to be used on the walls, woodwork, floor, or ceilings. Concrete and cinder blocks and bricks are prohibited from use in the residence halls because of the potential damage to walls, floors, and carpets caused by their use. Only traditional window curtains are permitted for window coverings. Aluminum foil or blackout paper on windows is strictly prohibited.

Furniture

Lounges, reception areas, study rooms, and other common spaces in each residence hall are equipped by the University for the comfort and convenience of residents. Furnishings in common areas cannot be moved from those areas. Students who take these items are subject to arrest for theft in addition to disciplinary action, or fined a fee of \$25.00.

Individual room furniture in the residence hall may be rearranged by residents. All room furniture must remain inside the room. Residents may not store any room furniture on or off campus. Students who take room furniture from individual rooms are subject to disciplinary action and charges for replacement. Lofts are not permitted.

Keys

Appropriate keys are issued to each resident at check-in. Keys received provide access to the respective room and to the entry and/or suite doors as applicable.

A resident's signature on the Key Registration Record acknowledges receipt of the keys and an assumption of responsibility for them. During the time keys are in the resident's possession, they must not be loaned or duplicated. If a key is lost, the resident must pay for a new key. Report lost keys immediately. If you misplace or accidentally lock yourself out of your residence hall room, the Residence Hall staff will provide lock out assistance. Students are permitted two lock outs without charge. Students will be charged a fee of \$5.00 on the third and subsequent incidents.

Laundry Rooms

Each residence hall has one or more laundry rooms equipped with washers and dryers. To ensure the security of clothes in the machines, we suggest that residents stay nearby while doing their laundry. Machines are coin operated.

Lobby

The lobby is the place where most residents and guest enter the building. The lobbies are natural areas for socializing and special events. Lobby space is, however, limited to the use of residents and their guests. Infants and young children are not permitted beyond the residence hall lobby.

Problems/Concerns

Please follow the formal protocol for reporting all problems.

1. University Residence Director or Residence Security Officers on duty.
2. Office of Housing and Residence Life

Please do not contact the office of Student Affairs, Campus Police, Facilities Management or any other office without first following this protocol.

***EMERGENCIES:** For Fire, Police, or Medical, Contact 911 and Campus Police

Telephone Service

Each residence hall room is equipped with one working telephone jack which provides on-campus and local services as part of the room rate. Students are encouraged to have phones in their rooms so family, faculty, advisors, and University staff may contact them. The University does not supply the phone itself. Collect calls, third party calls may not be received in residence hall rooms. Long distance service is not provided. Students should purchase long distance phone cards for use in the residence halls. Telephone misuse and abuse is strictly prohibited and may result in fines, restriction of privileges or the removal from housing, if abuse is excessive.

Parking

Parking on campus is by permit only. All students who park on campus are required to register their vehicles with the Elizabeth City State University Campus Police Department

PROPERTY DAMAGE POLICY

All students who live in University Residence Hall are bound by the terms and conditions set forth under this damage policy. By accepting occupancy in a Residence Hall at Elizabeth City State University, students are agreeing to this policy. Acceptance is defined as receiving a Residence Hall room key and signature on the appropriate Residence Hall contracts and forms. This policy applies to all students who are occupying campus housing during the period when damages occur.

The University will assess damage charges for unauthorized use of and damage or alterations to Residence Halls, including rooms, floors, suites, and common areas. Charges will be rendered for any damages that are not the result of normal wear. When the responsible party or parties allegedly responsible for damages are identified and the evidence is substantiated, charges will be assessed against the responsible party or parties. If the responsible party or parties are not identified, all residents of, either the hall, a floor, a room or a suite will be held accountable for equal portions of the total damages that occur within areas, as well as damages that occur in common area(s). (See Student Responsibility section.)

PROPERTY DAMAGE BILLING PROCEDURES AND RESPONSIBILITIES

BILLING PROCEDURES

For the purpose of billing, the following procedures will be used in rendering a bill for any damages occurring in the residence halls. Group billing procedures are only applied when responsible parties for damages cannot be identified and charged. When billing procedures are applied, any resident(s) assigned to the hall, floor, and/or suite where the damages occurred will be billed, with no exceptions.

It will be the responsibility of the Offices of Business and Finance and Housing and Residence Life, jointly, to cooperate in the assessment of charges and the notification to students.

1. **Damage to a Student's Room**
Charges will be divided equally among the occupants of the room.
2. **Damage to Suite Facilities (Bathrooms and Hallways)**
The occupants of the suite will each be billed for equal portions of the cost of damages.
3. **Damages to a Particular Floor or Sections of a Floor**
Students in the damaged area will be charged equally.
4. **Damage to Residence Hall Common Areas (lobby, Bathrooms and Hallways)**
Residents of the floor/building will be held accountable for an equal portion of the bill. (Common areas: areas used/shared by all residents of a specific residence hall).

Students will be notified in writing by the Office of Housing and Residence Life about pending damages and charges. Memos, flyers, and posters will be distributed throughout the Residence Halls.

All bills for damages will include the full costs of both labor and materials. Damage charges must be paid upon receipt of the bill. The penalty for nonpayment for damages will include denial of registration privileges, non-release of transcripts and/or other services.

GROUP BILLING PROCEDURE

A full and complete investigation of each damage incident will be conducted by the Housing and Residence Life staff prior to any group billing. Students will be interviewed and all evidence associated with the damage incident will be evaluated.

- A. **Notice of Group Billing (Housing and Residence Life Office)**
Responsible party (or parties) for damages have ten days to come forward.
- A. **Second Notice of Group Billing (Housing and Residence Life Office)**
Five days after the first notification.
- A. **Responsible Parties Make Payment (ECSU Cashier)**
Payments are due within five days of receipt of the bill for damages. Students must present a valid receipt to the Residence Life Office.
- A. **If Responsible Party of Parties are not identified**
Group billing will take effect immediately.
- A. **Consequences of Non-Payment**
Denial of registration, transcript, future room request and/or other services.

STUDENT RESPONSIBILITY

The student is individually responsible for the proper care of his/her assigned room, its furnishings, and equipment; and is jointly responsible with other students in the suite, on the floor, or in the residential facility for the proper care of common areas, furnishings, and equipment. The student is also responsible for assisting in the routine maintenance and upkeep of the building. To ensure proper building maintenance, the following regulations must be adhered to by all students assigned to the residence hall:

1. University-owned furniture must not be removed from individual rooms, lobbies, study rooms, or lounges.
2. University property must not be vandalized. Vandalism includes, but is not limited, to writing on doors, walls, and bulletin boards; tearing down dormitory signs; and/or damaging the furniture. Residents are responsible for graffiti or vandalism on the inside and outside of their assigned room doors.
3. Individual rooms must not be altered to accommodate personal items. All rooms must be in the original check-in condition prior to checking out. All rooms must be left clean and all personal items and trash removed at check out time. Failure to leave rooms in the previously stated condition will result in the student being assessed an inspection fee of \$50.00.

ROOM INSPECTIONS FOR DAMAGES

The Housing and Residence Life staff will conduct hall and room inspections on a regular basis during each semester and 30 days prior to close of the spring semester to identify any student damages.

The University reserves the right to suspend the normal notification procedures in the group billing process for damages that occur at the close of the spring semester, or at any time when notification cannot be done.

TERMS

Persons who have been identified as the responsible party(s) for hall damages will have the opportunity to present information in response to any allegations regarding damages incurred. A full investigation will be conducted and any information or evidence related to damage allegations must be corroborated. (All findings and decisions are subject to the judicial process of the University.)

When group billing is applied, there will be no waivers or exceptions granted to any person that is assigned to the residence hall during the period in which the damages occurred. The exception noted is for “any student who is away from the campus attending a university-sponsored event” which must be corroborated with documentation.

The terms and conditions of this damage policy document are binding and will be enforced by the ECSU Residence Hall Agreement Contract.

All payments must be made to the University Cashier and made payable to Elizabeth City State University.

Charges will be applied to a student’s account by the Business and Finance Office pursuant to information provided by the Residence Life Office for any damages, inspections, etc.

A Minimum Group Billing rate/assessment will be established jointly by the offices of Business and Finance and Housing and Residence Life.

When damage charges do not meet the minimum group billing rate, damage cost will be accumulated with other charges. These accumulated damages or inspection charges will be assessed to the residents of the Residence Hall and included in the student’s final bill for the semester and/or academic year.

Abandoned Personal Property in the Residence Halls

Elizabeth City State University has official residence hall checkout procedures, which require students to remove all personal property from assigned rooms when vacating the premises. This policy governs how abandoned personal property left in residence hall rooms after official checkout will be handled.

- At the end of five business days following an official residence hall closing, the Office of Housing and Residence Life will dispose of the abandoned personal property left in the residence hall rooms.
- Students who abandon personal property in residence hall rooms and do not reclaim the item(s) within five business days from the official residence hall closing date, shall be charged a non-refundable fee of \$25.00. Roommates will equally share the fee if the specific owner cannot be identified. This fee will be assessed to cover the costs of removing the item(s), storage and disposition.
- The Office of Housing and Residence Life reserves the right to move abandoned personal property item(s) prior to the end of the five business days in order to comply with immediate housing obligations.
- The assigned occupant retains ownership of the abandoned property until the end of the five business days and the university does not assume responsibility for loss or damages, which may occur during this time period.
- Students who abandon property in the residence hall rooms, may reclaim the property within five business days from the official residence hall closing date by contacting the Director of Housing and Residence Life to make arrangements to retrieve the item(s).

GENERAL SAFETY TIPS FOR RESIDENCE HALL LIVING

Although the campus is generally safe place to live and go to school, there are some steps you can take to ensure safety and the safety of the other people sharing your residence hall community. They include:

1. Keep your room and suite door locked. This is especially important when you are asleep and when you're just going down the hall for a couple of minutes.
2. Never prop open an outside entry or a suite door. Propping open doors allows people who aren't supposed to be on the hall access to your room and everyone else's on the hall.
3. Only allow your guest into the building. Sometimes people you don't know will ask you to let them in so they can "visit a friend." For everyone's safety, only allow your escorted guest into the hall.
4. Do not keep your ID with your keys. Those key chains with ID holders are a convenient way to carry your things, but if you lose your keys, you lose your ID, and whoever finds them will be able to find out where you live very easily.
5. Report missing keys immediately. University Housing Services can change your locks very quickly, which ensures that you and your property will remain safe.
6. Avoid phone scams. Some people will try to offer you great deals over the phone, but they are only trying to get information from you. Don't give out any credit card numbers, your address, or any other personal information to anyone calling you on the phone. Remember, if it sounds too good to be true, it probably is.
7. Leave when a fire alarm sounds. Even though fire drills are common in a residence hall, don't assume that the fire alarm is a false alarm. When you hear the fire alarm, leave the building. It's good idea, and it's the law.
8. Don't tamper with fire equipment. Tampering with smoke detectors, fire extinguishers, heat sensors, or fire alarm pull stations puts everyone on the hall in great danger.

Take advantage of Operation ID. Make sure that all of your valuables are marked in a way that you can identify them in case they are stolen. Ask your residence hall staff about Operation ID.

Report any suspicious persons or unescorted guest to the hall staff immediately.

EMERGENCY EVACUATION PLAN

PURPOSE: To provide a plan for the orderly evacuation of your residence hall, and establish the necessary procedures for fire emergencies, bomb threats, etc.

DESIGNATED ROLES AND RESPONSIBILITIES: The Resident Hall Director and Resident Security Officer on duty, are responsible for seeing that this plan is implemented by knowing and communicating the plan to occupants prior to emergency evacuations and act as a liaison with the Campus Police Department.

PREPARATIONS AND PLANNING FOR EMERGENCIES: Preplanning for emergencies is a crucial element of this plan. The following steps have been taken in planning for emergency evacuation of the building:

- All exits are labeled and operable.
- Evacuation route diagrams have been approved by the Office of Safety and Health (OSH) and are posted on all floors and at all elevator lobbies.
- Exits, extinguishers, corridors or stairs are not blocked by storage or rearrangement of furniture or equipment. Good housekeeping is everyone's responsibility.
- All Residence Hall Staffs have been trained in their specific duties and all building occupants have been instructed in what to do in case of an emergency evacuation.
- Fire evacuation drills are held at least annually in the building and are critiqued and documented.

Prior to holding a fire evacuation drill where the alarm is to be triggered, the **Campus Police Department** and the **Elizabeth City Fire Department** are notified.

Fire Evacuation Procedure

- Anyone who receives information or observes an emergency situation should immediately call Campus Police at 335-3266 or use one of the emergency phones located across campus.
- In the building, occupants will be notified of an emergency by fire alarm and word of mouth.
- Occupants will: 1) know at least two exits from which to leave the building 2) be familiar with the evacuation routes posted on their floor 3) know how to Call 911 to report a fire- Give your name and location of fire, including room number and floor. State exactly what is burning, what is smoking or what smells like a fire to you. Then notify the Residence Hall Director or other designated staff person and activate the fire alarm.
- When notified to evacuate, do so in a calm and orderly manner, i.e.- walk, do not run; keep conversation level down; close all doors behind you; use the stairs; help others in need of assistance.

Go to the designated assembly area. At all times you must remain at least 1000 feet away from the building to allow others to safely evacuate the building and for emergency vehicles to gain access to the building.

Severe Weather

During severe weather alerts, stay tuned to local radio and television stations to get the latest emergency information. The Resident Director and other designated staff will notify building occupants if evacuation is required. Use these precautions:

- Check emergency supplies
- Building occupants should close all windows and should not stand in front of windows.
- It may be necessary to go into the hallways and remain until notified to do otherwise. Evacuate the top floors of residence halls and stay away from all glass windows/doors.

Bomb Threats

If you receive a bomb threat, carefully note all information the caller gives you and immediately call Campus Police at 35-3266. Notify the Residence Hall Director or other staff person on duty. Do not activate the fire alarms. The decision to evacuate will be determined by the Campus Police Department.

If evacuation is needed as a result of a bomb threat, the Residence Hall staff or occupants will report any observations of suspicious person(s) or packages seen in their areas or along the evacuation route immediately to Campus Police. Occupants will not attempt to inspect or move any suspicious packages. Occupants are to proceed immediately to the designated evacuation assembly area.

General Information

During evacuation for any reason, Residence Hall staff and/or Campus Police Officers will check that all doors are closed prior to exiting the building after all occupants have been evacuated. After leaving the building, the officers will report the evacuation status to the Residence Hall Director or other designated Housing staff member. The Resident Director or other designated Housing staff member will take roll of the building occupants.

Persons who are physically challenged (mobility, hearing, sight) are the responsibility of the Residence Hall staff to prearrange someone to assist in evacuating. Anyone knowing of a person with a physical limitation who was not able to evacuate will report this information immediately to a Campus Police Officer or a Residence Hall staff member.

FIRE PREVENTION/SAFETY PROCEDURES FOR RESIDENCE HALLS

The following fire safety procedures are adopted for the protection of all University Residence Halls, their students, and Staff and are to be adhered to fully. Any violation of these procedures may result in disciplinary action.

ELECTRICAL APPLIANCES

All electric cords, plug, and appliances are to be checked to ensure they are in good working condition. All appliances should have a recognized seal of approval.

Too many appliances in use at the same time will overload electrical wiring and trip the circuit breaker resulting in a loss of power to the room and creating potential fire and safety hazards. One is urged to pay special attention to the directions for using all appliances to avoid overloading the circuits. Residents are not allowed to tamper with electrical wiring in any way. In order to ensure safety fused “power strips” are permitted.

* Heaters, hotplates and Foreman Grills are prohibited in the residence halls.

FIRE SAFETY BEHAVIOR

Students are responsible for maintaining good fire safety behavior. The following list contains fire safety violations.

- *Filing a false report of fire or other dangerous condition (accept in case of reasonable error or accident)*
- *Failure to properly report a fire*
- *Damage or tamper with fire alarms and/or other safety equipment*
- *Refuse to evacuate the Residence Halls after a fire alarm has sounded or if other notice has been given*
- *Use of appliances or materials that creates a fire hazard (consult your hall staff about safe usage procedures.)*
- *Possess fireworks or explosives*

HAZARDOUS MATERIALS

1. Flammable solvents—except ordinary quantities of items such as lighter fluid, spot remover, and nail polish removal may not be stored in the Residence Halls.

2. Highly combustible materials and noxious chemicals must not be kept in residence halls except in amounts and in containers in which they are commonly available for household use (one pint or less).

3. Gasoline in any amount and other flammable liquids in the same class are prohibited from storage in any Residence Hall.

4. Possession or use of fireworks, firearms, other hazardous, dangerous weapons, or substance in a Residence Hall is prohibited.

OPEN FLAMES

- Open flame devices are prohibited in the Residence Halls.
- The use of candles is prohibited in the Residence Halls.
- The burning of incense is prohibited in the Residence Halls.

Residence Halls are Smoke - Free. Smoking in Rooms is not allowed.

RESIDENCE LIFE EMERGENCY OPERATIONS POLICY

In the event of an emergency that will require the closing of the residence halls, the Vaughan Center will operate as a shelter.

It will be the responsibility of each person to provide their own bed linens, pillow, towels toiletries, and any medications in the shelter. Weapons, illegal drugs, alcohol, and pets are not allowed in the shelter. The shelter meets the standards as prescribed by the American Red Cross, and is prepared to provide basic emergency services. **The shelter is not designed to satisfy any particular needs and personal conveniences.**

The directive to open the Vaughan Center as a disaster shelter will come from the Vice Chancellor for Student Affairs. The Associate Vice Chancellor for Student Affairs will then direct the Director of Residence Life to begin Residence Hall Pre-Close down procedures.

The residence hall close down procedures begin with communications to all residence hall staff on duty. They will be instructed to commence Pre-Close down. Pre-close down consists of the following; 1. Posting Notice from Public Information Officer throughout the residence hall, 2. Establishing a sign out log for students to include Name, Date and Destination, 3. Staff will visually and manually inspect all exterior doors, windows, and locks to ensure that they are locked.

The Pre-Close down is complete once all students have vacated the building. At this point the staff will work through the Close down Check List. At the completion of the Check List, the check list and hall keys will be delivered to the Director of Residence Life. The Director of Residence Life will notify Campus Police that all halls are secured.

The Vaughan Center shelter will operate as a disaster shelter for ECSU students Only. The shelter will be staffed by 4-6 Residence Hall Staff and 1 Resident Security Officer. The duties of the Staff will include check-in, desk coverage, and security patrols. When weather permits, staff will be rotated every 12 hours. The Director of the Student Health Center will provide emergency medical supplies for the designated shelter area. The medical staff will operate an emergency station throughout the emergency period. It will be the responsibility of each person in the shelter to bring their own special medications. The Director of Student Activities will provide games, cards, televisions, and other sources of entertainment for students for the duration of the emergency. When appropriate, the Director of Student Activities will provide staff on site for the purpose of facilitating student recreation. The Vaughan center staff will be prepared to remain on site throughout the emergency as established in the Shelter Operation Guide.

Students will be required to check in at the Vaughan Center by completing the Shelter Residence Card. (See appendix 104). After completion of the residence card, the students will be given the Shelter Occupancy Rules and Policies.

The Residence Halls will reopen following the directive from the Vice Chancellor for Student Affairs. The Associate Vice Chancellor for Student Affairs will issue the directive to the Director of Residence Life. The Residence Life Staff will implement the Residence Hall reopening Protocol.. The Director of Residence Life will notify Campus Police when halls have reopened.

SHELTER OCCUPANCY RULES AND POLICES

ALL PERSONS MUST FOLLOW THE RULES FOR SHELTER OCCUPANCY. EACH PERSON MUST SIGN IN AT THE DESK AND SIGN OUT WHEN LEAVING THE PREMISES OF THE SHELTER.

THIS SHELTER IS OPENED TO ECSU STUDENTS ONLY. IT IS INTENDED TO OFFER EMERGENCY SHELTER DURING A DISASTER OR EMERGENCY. THIS SHELTER MEETS THE STANDARDS OF THE AMERICAN RED CROSS AND IS PREPARED TO MEET ALL BASIC SHELTER NEEDS. IT IS NOT DESIGNED TO SATISFY PARTICULAR NEEDS OF COMFORT AND CONVENIENCE.

- A. EACH PERSON MUST SIGN-IN AT DESK WHEN FIRST ENTERING SHELTER.
- B. WHEN YOU LEAVE THE PREMISES OF THE SHELTER YOU MUST SIGN-OUT.

- C. IF YOU DO NOT PLAN TO RETURN TO THE SHELTER, YOU SHOULD INDICATE YOUR DESTINATION.
- D. ANY PROBLEMS AND CONCERNS MUST BE REPORTED TO THE SHELTER STAFF.
- E. ALL OCCUPANTS MUST FOLLOW THE INSTRUCTIONS OF THE SHELTER STAFF INCLUDING THE SHELTER SECURITY.
- F. POSSESSION OF ALCOHOL, NON-PRESCRIPTION DRUGS, AND WEAPONS IS NOT ALLOWED.
- G. MEN AND WOMEN WILL BE DESIGNED SEPARATE SLEEPING AREAS.
- H. LOUD MUSIC AND OTHER DISRUPTIVE BEHAVIOR ARE NOT ALLOWED.
- I. LIGHTS-OUT HOURS WILL BE OBSERVED.
- J. THE UNIVERSITY AND SHELTER STAFF ARE NOT LIABLE FOR LOSS OR DAMAGE TO PERSONAL PROPERTY.
- K. FAILURE TO COMPLY BY THESE RULES AND POLICES WILL RESULT IN APPROPRIATE DISCIPLINARY ACTIONS BY THE UNIVERSITY. DISCIPLINE BY CIVIL AUTHORITIES INCLUDING ARREST AND EVICTION FROM THE SHELTER ARE ALSO POSSIBLE.

POLICY ON FIREARMS AND WEAPONS

Possession or use of all firearms and all weapons including rocks, sticks, knives, razors, water guns, firecrackers are subject to automatic suspension from the Elizabeth City State University. Possession of weapons (guns) on school campuses or firing a gun on a school campus is a felony offense. G.S. 14-269.2 (b)

All weapons, including all types of firearms:

A. Pistols, rifles, knives, explosive devices such as firecrackers and smoke bombs, and any item that uses any form of gum powder.

B. All air or gas powered firearms are prohibited including BB guns, rifles and pellet guns.

C. Toy guns, water guns, and pistols that bare a close resemblance to “real firearms” which potentially are dangerous may be subject to University discipline if the use of such “toy and water guns” are used in a manner that violates the code of acceptable behavior.

D. Possession is defined as the following:

1. On your person
2. In your room or closet, in open view or concealed in your room
3. In a motor vehicle registered to any student, visitor, or guest.

E. Possession of any firearm as referred to above will result in prompt eviction from the residence halls as stated in item xiii of the Residence Hall Agreement” and item 4 of the “Occupancy Agreement”. Other statements that apply to non-boarding students, employees and guests can be found in the Catalog and Student Handbook.

Any student with knowledge that these items are on campus should contact the Campus Police Crime Line at 335-3555. All calls are anonymous and confidential.

THE RESIDENCE HALL AGREEMENT

Residence Hall occupancy is limited to accepted and enrolled students. Spouses and dependent children are not permitted to reside in residence hall rooms. The Residence Hall Agreement contains the rules and regulations that specifically govern residence hall occupancy. The Agreement is binding during the academic year or the period of occupancy. Students living on campus are subject to the articles in the Agreement and the authority of the Residence Hall Staff. Students living in the residence halls may not allow any unauthorized person to occupy a room.

A \$100.00 Room deposit is required each year. This non-refundable deposit must be paid prior to making a room request. The \$100.00 deposit will be credited to your room charges at registration.

Pets, firearms, all other types of weapons, illegal drugs, alcoholic beverages and cooking appliances are strictly prohibited in the residence halls. All students must agree in writing to abide by the terms of the Residence Hall Agreement and Co-Educational Visitation Policy.

The residence halls are off limits to non-residents except as outlined in the Visitor Guidelines. Any unauthorized persons found in the residence halls are subject to arrest for trespassing.

Any student in violation of the terms of the Residence Hall Agreement is subject to the penalties established by the University judicial system.

Policy on Early Check-in or Late Checkout

Students are not allowed to reside within the residence halls of Elizabeth City State University at any time residence halls are officially closed without permission. This policy shall govern situations in which students are allowed to check-in the residence halls prior to the official opening date or checkout after the official closing date.

- Residence halls open and close in accordance with the university's official opening and closing dates.
- Residence halls may also temporarily close during a semester or summer session due to emergency situations.
- The Office of Housing and Residence Life shall notify students of the official check-in and checkout dates and times including: semester/summer session openings, semester breaks, holidays closings, emergency closings and semester/summer session closings.
- Students may request an early check-in or late checkout if the university's official opening or closing schedule creates an unusual hardship.
- Students must request permission for an early check-in or late checkout in writing. The written request must be submitted to the Director of Housing and Residence Life, including the reason(s). The written request should be submitted at least two weeks in advance.
- Written requests will be reviewed and decided by the Director of Housing and Residence Life. If permission is granted, students will be notified of the conditions of an early check-in or late checkout (i.e. locations for check-in, time to report, location for checkout etc.).
- Students who participate in university programs requiring attendance prior to the university's official opening or after the university's official closing (i.e. athletic teams, cheerleaders, radio station workers, etc.) shall be allowed to check-in the residence halls early or checkout late in accordance with the official schedule of the university approved program involved.
- Arrangements for early check-ins or late checkouts for students participating in such programs shall be coordinated by the head of the university program involved and the Director of Housing and Residence Life.
- All students, other than participants in university programs requiring attendance prior to official opening or after official closing dates, shall be charged a non-refundable fee of \$25.00 per day to help cover cost associated with staffing, securing and maintaining residence halls prior to or after the university's official dates.

Residence Life Policy on Lockout Fee

The Department of Housing and Residence Life has developed the Residence Hall Lockout Fee to address the problems caused by students who continually seek assistance in gaining entrance into the residence halls.

1. Students will not be assessed a lockout fee for the first 2 incidents requiring lockout assistance to their room or residence hall. Any incident requiring access to the front door of any residence hall as a result of a loss or misplaced ID card will be referred for disciplinary action as a violation of University policy.
2. On the 3rd incident and all subsequent incidents, students will be assessed \$5.00 per incident. The student will also be required to meet with the Residence Hall Administrator of his/her living area to discuss the repeated incidents, in which disciplinary sanctions may be warranted.
3. The residence life staff will record each lockout request and the names of the students to be assessed a fee will be forwarded to Student Accounts for billing.
4. Students must clear all fees prior to vacating the residence halls at the completion of any semester. A hold will be placed on the student's records if the student's account is not cleared.
5. Records of lockouts will be removed at the conclusion of the academic year.

Residence Life Policy on Room Reassignments for Repairs

1. Elizabeth City State University is committed to providing safe housing for its residential students and recognizes that occasions may arise when occupied rooms will require repairs. This policy shall govern situations, which necessitate students being displaced from assigned rooms in order for the university to make such repairs.

2.

A. If university officials determine that an occupied residence hall room is in need of the type of repair which necessitates relocation, the occupant(s) shall be reassigned to alternate campus housing if space is available.

B. A reassignment for repairs will be a temporary room assignment until the repairs are completed unless the repairs require a substantial amount of time as set forth in Section 4 below.

C. The Office of Housing and Residence Life will make reasonable efforts to reassign students to comparable alternate rooms, but there is no guarantee.

D. The Office of Housing and Residence Life will assist in moving reassigned student(s) to alternate campus housing.

E. The Office of Housing and Residence Life will secure personal property items that are impractical to move to a temporary location, but such items must be inventoried in advance of reassignment.

3.

If university officials determine that an occupied residence hall room is in need of the type of repair, which necessitates relocation of the occupant(s) and alternate campus housing is unavailable, the occupant(s) shall be temporarily relocated to off-campus accommodations until repairs are completed.

4.

The university will make reasonable efforts to complete repairs expeditiously and to return a student to his/her original room assignment. In the event that room repairs cannot be completed expeditiously, the reassignment shall become permanent and the university will make any applicable adjustments to the housing fee.

5.

A student who declines a campus reassignment and independently arranges alternate accommodations while his/her residence hall room is under repair, shall be responsible for all costs for the accommodations.

ELIZABETH CITY STATE UNIVERSITY CO-EDUCATIONAL VISITATION POLICY AND PROCEDURES

“A BRIDGE FOR POSITIVE SOCIAL EXCHANGE”

Elizabeth City State University
Division of Student Affairs
Office of Housing and Residence Life

Students living in the residence halls (with the exception of the freshman class) may choose to entertain guests of the opposite gender in the individual rooms. This privilege of CO-EDUCATIONAL visitation will not interfere with the rights of other students' privacy, study, security, or otherwise enjoyment of their residence hall living experience.

This policy applies to Elizabeth City State University students and visitors.

The university reserves the right to amend or suspend the CO-EDUCATIONAL visitation policy as it deems necessary.

VISITATION HOURS

The hours of CO-EDUCATIONAL visitation are:

Sunday through Thursday
2:00 p.m. to 12:00 a.m.

Friday and Saturday
2:00 p.m. to 1:00 a.m.

Student host/hostess shall be held responsible for the conduct of their guests and for any violations of the Co-ed Visitation procedures involving their guests.

All students participating in co-ed visitation must have their guest officially check in the residence hall or Complex suites prior to a visit and check out of the residence hall or Complex suites at the conclusion of the visit. Guests will not be allowed to check in 30 minutes prior to the end of the co-ed visitation period. Each student participating in co-ed visitation is allowed to host one co-ed guest at a time. The following check-in and check out steps must be followed:

1. All guests must check-in at the front desk of the residence hall by presenting a valid photo identification (drivers license). ECSU students may present a valid student identification card to satisfy this requirement.
2. All guests must receive a guest pass from the front desk attendant. The pass must remain in the guest's possession for the entire length of the visit.
3. The student host/hostess must meet his/her guest at the front desk and escort his/her guest throughout the visit.
4. All guest must check-out at the front desk of the residence hall by turning in the guest pass.
5. Co-ed guests may only utilize restroom facilities designated for the public.

Acts constituting violations of the Co-ed Visitation procedures shall include, but are notlimited to:

1. Allowing a co-ed guest in a residence hall room or in the Complex suites at any time prior to or after official co-ed visitation hours.
2. Allowing a co-ed guest who presented false identification into a residence hall room.
3. Allowing more than one co-ed guest to enter a residence hall room during the official co-ed visitation period .
4. Signing in a co-ed guest for another student resident.
5. Failing to check-out a co-ed guest
6. Allowing a co-ed guest to use unauthorized restrooms.
7. Assisting a person of the opposite gender to gain improper entry into a residence hall, residence hall room or Complex suite.
8. Allowing an individual of the opposite gender to enter the residence hall room assigned to a student who is classified as a freshman.

Any student who violates the Co-ed Visitation procedures shall be subject to the sanctions set forth below. Based on the nature of the violation, the university student judicial process may be invoked and may lead to stiffer sanctions including suspension

1st Violation

A student offender shall be subject to one (1) year probation and six (6) hours of community service.

2nd Violation

A student offender shall lose his or her on-campus housing privilege for one (1) year.

“Non students are subject to arrest for trespassing when they are within the residence hall, in rooms hallways, or other areas of the residence hall.”

Students assigned to co-ed residence halls must observe the university Co-ed Visitation procedures and are prohibited from visiting the rooms or living areas of the students of the opposite gender during non-visitation hours. All roommates and suitemates must agree on whether or not a co-ed guest will be allowed in an assigned room or living area during co-ed visitation hours. Student residents have the following rights in connection with co-ed visitation.

1. Each roommate has the right of quiet enjoyment of the assigned residence hall room.
2. A roommate’s right to quiet enjoyment of an assigned residence hall room takes precedence over the right of another roommate to entertain a co-ed guest.
3. A roommate has the right to withhold consent to allowing a co-ed guest in the room during co-ed visitation hours when such a visit would interfere with his or her study or sleep.
4. A suitemate has the right to withhold consent to allowing a co-ed guest in the common living area during co-ed visitation hours when such a visit would interfere with his or her privacy, study or sleep.
5. Any student resident believing that his or her rights have been violated has the option of filing a complaint with the Residence Hall Director or the Office of Housing and Residence Life.

RESIDENCE HALL RULES

- Cooking appliances are not allowed.
- Children under the age of 15 are not allowed as overnight guest.
- Running, playing ball, etc. in hallways is not allowed.
- Loud noises that can be heard outside the room and disturbs others is not allowed.
- Alcoholic beverages and Drugs are not allowed in residence halls.
- Leaving trash in hallways and stairways is not allowed. Dispose of trash in outside dumpsters.
- Pets and firearms are not allowed including Water guns, Pellet and BB guns.
- Tampering with fire alarms, intercoms, fire extinguishers, and smoke detectors is prohibited by state law.
- Rooms are inspected prior to the close of Fall and Spring semesters. Students are responsible for all damages in their rooms. Damages assessed to students are applied to students’ bill.
- Students are responsible for their guest on campus.

ELIZABETH CITY STATE UNIVERSITY IS NOT RESPONSIBLE FOR LOSS OR DAMAGES TO PERSONAL PROPERTY.

FAILURE TO COMPLY WITH THESE AND OTHER HOUSING AGREEMENT RULES WILL TERMINATE YOUR CAMPUS HOUSING.

A GUIDE TO ROOMMATE RELATIONS

Sharing a room with someone is similar to other relationship. The success of the relationship requires openness, flexibility, and respect. It is very important to communicate openly with your roommate from the first day. Learning to live with another person, to acknowledge and respect your differences, and to allow one another the space to grow is one of the most valuable parts of the residential experience. The following pages outline “A Guide to Roommate Relations” and gives some helpful information to read and consider. These guidelines can help you pave the way to a happy and healthy relationship with your roommate.

You and Your Roommate

You are an individual who possesses a wide range of characteristics and interests. You have your own habits, opinions, likes, and dislikes. Your individuality is shaped by family background, career plans, cultural and ethnic identity, religious convictions, and personal abilities.

Like yourself, your roommate is a unique individual. The same elements that make you unique apply to your roommate. We all have our own opinions and attitudes. You and your roommate should talk to each other about your different backgrounds and experiences so that you can begin to understand and appreciate your differences. Some areas you may discuss include:

- < Family. You may come from a large, boisterous family. Your roommate may be use to living in a quieter environment and may be from a small family.
- < Geographic origin. The fact that you are from a rural, urban, suburban, or foreign community has a strong impact on your lifestyle.
- < Religious views. Although religious faith may be an important part of your life, religion may not play an important role in your roommate’s life.
- < Cultural and ethnic differences. You may be from a community with ethnic diversity. Your roommate’s hometown may be more homogeneous.

Getting Along With Your Roommate

Most students look forward to living in a residence hall and having a roommate. It can be a very positive experience and a lot of fun. It is very important to remember that you and your roommate do not have to be best friends. There will be times when you disagree on issues within your living environment, but if you discuss certain issues when you first move in, you can head off problems before they arise. Talk with your roommate about the following issues to prevent misunderstandings:

- # Use of personal items
- # Study time in the room
- # Different sleep schedules
- # Visitation and guests
- # Cleanliness/tidiness of room
- # Use of stereo/TV/telephone/computer
- # Time for socializing
- # Space for clothes/luggage
- # Food in the room

Basic Strategies For Conflict Resolution

- Talking.** Problems between people often involve a lack of communication. Work toward expressing yourself freely. Talking can help prevent differences from being blown out of proportion.
- Listening.** Learn to listen carefully. Most of us have learned to listen selectively so we can influence or win arguments. Strive for understanding, listen for worries and identify feelings without reacting immediately.
- Flexibility.** The way you feel about a given situation today may differ greatly from the way you feel tomorrow. Expect contradictions and be flexible with yourself and others.
- Understanding.** Do not assume or expect your roommate to view things as you do. Understand and work to respect differences in attitudes and people.

- **Cooperation.** This joint experience requires honesty and attempts to make the relationship work. When you collaborate, your chances of mutual satisfaction are increased greatly.
- **Compromise.** Living with another person challenges you to find a way in which all involved can be winners. It does not mean that you have to be less than satisfied.
- **Communicate.** Express yourself clearly (express your needs in a direct, assertive manner) and avoid sarcasm or exaggeration. Learn to deal with conflict so that minor issues or irritations do not escalate into major arguments. Approach concerns as soon as possible, preferably as they occur. Learn to identify and discuss while remaining pleasant. The key is to be assertive without being aggressive.

Occasionally, an agreement cannot be reached between roommates. If you should need assistance in solving a problem involving your roommate, you may call upon your Residence Hall Director or Resident Assistant. They can assist you in finding a solution on your own, or if necessary, they will intervene when a situation cannot be solved between roommates.

Roommate Bill Of Responsibilities

The degree to which you enjoy campus living will depend, to a large extent, on the thoughtful consideration you demonstrate for your roommate and your neighbors. As a resident, you have a responsibility to:

- ! Maintain a clean area in which you live
- ! Respect a roommate's belongings
- ! Resolve grievances (Residence Life Staff members are available for assistance in resolving conflicts).
- ! Allow roommate to read and study free from undue interference in one's room (Unreasonable noise and other distractions inhibit these activities.)
- ! Allow roommate to sleep without undue disturbance from noise, guest, etc.
- ! Allow a roommate free access to the room and facilities without pressure
- ! Provide a roommate with personal privacy
- ! Allow a roommate to be free from fear of intimidation and physical or emotional harm
- ! Ensure that guests respect the rights and privacy of the roommate and other residents
- ! Provide reasonable cooperation in the use of the room telephone

CODE OF CONDUCT

Standards

Students are expected to maintain acceptable standards of conduct, as identified by the University, both on and off campus. Students are reminded to observe the rules and regulations regarding student demonstrations, co-educational visitation in the residence halls, membership intake activities for fraternities and sororities, illegal drugs and alcoholic beverage, weapons, conduct in University buildings and at activities on and off campus.

Student Responsibility

A student is responsible for observing all federal, state and local laws and University regulations. Any violations on campus are subject to a disciplinary hearing. Students are required to carry University identification cards at all times. Any legal violations on or off campus, may be dealt with by public court and/or University disciplinary procedures. Any student on "disciplinary probation" cannot participate in sports, participate in intake activities, run or hold office during the term of their probation. This includes all members of the student government, athletes, resident assistants, fraternity/sorority members, etc.

Policy on Arrests and/or Convictions

University police officers are deputized by the state of North Carolina and have full enforcement and arrest powers of police officers. The University police officers are empowered to arrest students and other persons who violate state, local, and/or campus laws while on the campus of Elizabeth City State University.

STUDENT'S RIGHTS

1. Written notification of the charges, time and place of the hearing will be made at least 72 hours before the hearing;
2. Student may select his/her own defense counsel. Counsel may not include a professional attorney or student's parents;
3. May have character witnesses on his/her behalf;
4. May plead innocent under any circumstances without fear of being charged for lying prior to the case. However, a student may be charged with perjury after the case has concluded if sufficient evidence can be supported.

AUTOMATIC SUSPENSIONS

The rules and regulation of Elizabeth City State University are formulated to promote the education, social, and cultural well being of students attending Elizabeth City State University. Because of the nature of some antisocial behaviors or actions, certain violations of University rules and regulations by a student will subject him/her to automatic suspension from the University pending a judicial hearing before the appropriate University body, The Vice Chancellor for Student Affairs may impose automatic suspension for the following behaviors and/or actions.

1. Commission of sexual offense, forcible or non-forcible sex offense.
2. Assault upon another person with intent to do bodily harm.
3. Possession or use of chemicals, firearms, and/or other weapons including rocks, sticks, knives, razors, etc.
4. Any disorder that may impede, hinder or prevent the orderly process of the attainment of the educational, research, or other goals of the University in the development of the mutual process of teaching and learning.
5. Failure to appear before a disciplinary committee, or failure to carry out the penalty imposed by a disciplinary committee and/or University official when no appeal has been made.
6. Physical and/or sexual abuse of any person or person.
7. Wanton destruction of University property, and in certain cases the destruction of property belonging to University students and staff.
8. Hate crime that shows evidence of prejudice based on race, religion, sexual orientation, or ethnicity.

EXAMPLES OF SANCTIONS

1. **Expulsion**. Permanent dismissal from University (must have Chancellor's approval/and other UNC System Universities/Colleges).
2. **Suspension**. Dismissal from the University for indefinite period of time or under specific conditions (Chancellor's approval)
3. **Suspended Suspension**. Suspension revoked under certain conditions as long as no other violations occur.
4. **Withdrawal**. Student is allowed to withdraw and return after specified time with no entry or official record other than withdrawal.
5. **Probation**. Allowed to continue matriculation as long as no recurrence of violation(s) of condition(s) of probation.

6. **Restitution.** Student must pay for damage to public or private property in which he/she was responsible for that damage.
7. **Admonishment.** Written or oral reprimand.
8. **Removal of Privileges.** Limitation on participating in activities such as holding office, participation in inter-collegiate sports or checking out equipment in the University Center, etc.
9. **Withhold Registration Privilege or Release of Transcript.** A sanction used until a previous sanction has been accomplished.
10. **Behavioral Counseling.** Regular appointments for behavioral counseling and follow-up with appropriate University personnel.

Fines for minor offenses and other sanctions as appropriate.

Rules Governing Student Behavior In Emergency Situations

- (a) During emergencies (power outages at night, severe weather, etc.) all residents are to remain inside their respective residence halls until power is restored or normal operations are resumed.
- (b) Any student caught wandering the University grounds, loitering around buildings or inside buildings or who are in violation of co-education visitation rules, will be suspended from the University and/or arrested and prosecuted.
- (c) Any student who must leave a residence hall or enter a residence hall during an emergency must be cleared by the residence hall staff person on duty or University official.
- (d) We solicit your continuous cooperation and support of this policy so that we can maintain our University environment.

DRUGS, SMOKE AND ALCOHOL ZERO TOLERANCE POLICY IN THE ECSU RESIDENCE HALLS

The Office of Housing and Residence Life is committed to assisting the University in its efforts of maintaining a drug, smoke and alcohol free campus. The use of these substances on campus hampers the learning process and compromises the academic integrity of all students. Research has shown that some acts of violence and crime occur as a direct result of the use of illegal substances. Maintaining a safe living/learning environment is crucial to those who wish to remain in the residence halls and thus achieve success by graduating from Elizabeth City State University. All ECSU students found in violation of the ECSU Drug/Alcohol policy, as described in the ECSU Student Handbook and in the Housing and Residence Life Student Manual, will immediately be evicted and terminate their privilege to reside or visit anyone living in the residence halls. In addition, all sanctions as listed in the Student Handbook will apply, in particular the consequences of passive involvement included in the behavior expectations as noted in the student "Code of Conduct".

Elizabeth City State University Policy on Illegal Drugs

The ECSU Board of Trustees approved policy on Illegal Drugs is available to all students and staff members through the Office of the Vice Chancellor for Student Affairs. Copies may also be found in University offices.

Introduction

As a community of scholars with intellectual pursuits and the discovery of truth at its core, Elizabeth City State University has the responsibility to nurture and protect its environment. The Board of Trustees of the University has committed itself to the proposition that students, faculty and staff should be able to engage in the scholarly pursuits of teaching, learning, discourse and research free from illegal drug and alcohol use and/or abuse.

Elizabeth City State University can be a significant factor in the maintenance of drug and alcohol free campus community. Along with families and religious institutions, the University is ideally situated to foster strong moral values and standards deemed appropriate and just by the larger society.

Knowing the dangers of drugs and alcohol use, the Board of Trustees of Elizabeth City State University has adopted a policy designed to safeguard the welfare of the university community and protect the integrity of the university. The rules and regulations of the university are designed to promote academic integrity and the appropriate learning atmosphere for students, faculty and staff. In order to accomplish these goals it is necessary that ECSU remains free of controlled substances (illegal drugs and alcohol) in accordance with local, state and federal laws on illegal drugs and alcohol.

Elizabeth City State University will strive to have a drug and alcohol free campus which is consistent with the objectives of the Board of Governors of the UNC System and the Federal Drug-Free Workplace Act.

The University's policy on illegal drugs and alcohol has the following purposes:

1. To transmit and promote the understanding of laws and policies as they relate to the use and/or abuse of controlled substances and alcohol;
2. To ensure that the Elizabeth City State University community is made aware of the harmful effects of controlled substances and alcohol;
3. To promote awareness among students, faculty and staff that the University will maintain a drug and alcohol free campus; and
4. To protect at all costs the learning environment of our academic community from the harmful effects of controlled substances.

Education Programs and Activities

Drug and alcohol prevention on the campus has to have at its base strong drug and alcohol education programs and activities. Elizabeth City State University's drug and alcohol education programs and activities will involve the following goals:

1. To promote respect for laws and rules that prohibit illegal drugs and alcohol use;
2. To value and maintain good personal health;
3. To resist pressure to use and/or abuse drugs and alcohol;
4. Develop creative outreach programs for the University that utilize community resources;
5. Initiate contacts for academic linkages with departments to address substance abuse in appropriate health and physical education courses;
6. Generate a greater public awareness of substance abuse through special events such as film fairs, sporting events, campus extravaganzas and panel discussions.
7. Publish and distribute fact sheets and other printed literature on substance abuse.
8. Provide drug and alcohol awareness training for students, staff and faculty.
9. Conduct faculty and staff wellness activities.

Counseling and Referrals

It will be the responsibility of every student, staff and faculty member to help in the maintenance of a drug and alcohol free campus by avoiding the use and/abuse of controlled substances and alcohol. In areas where drug abuse treatment needs are voluntarily brought to the attention of proper University officials, the ECSU Counseling Center will make referrals to the appropriate local or state agency. Individuals who come forth voluntarily will be afforded the right of confidentiality in all contact, consistent with local, state and federal laws, and the general welfare of ECSU, its students, faculty and staff. Other identified community resources will be utilized for referrals and follow - up contacts.

Enforcement and Penalties

Elizabeth City State University will take all necessary actions, in accordance with local, state and federal law and applicable University rules and regulations, to eliminate illegal drugs and alcohol from our campus community.

Students, faculty members, administrators and other employees are responsible, as citizens, for knowing about and complying with the provisions of North Carolina law relative to "controlled substances Statute, and alcohol possession and consumption in North Carolina General Statute 18 A-8.

Any member of the University community who violates these laws is subject both to prosecution and punishment by the civil authorities and to disciplinary proceedings by the University. It is not "double jeopardy" for both the civil authorities and the University to proceed against and punish a person for the same specified conduct. The University will initiate its own disciplinary proceeding against a student when the alleged conduct is deemed to affect the interest of the University.

Penalties will be imposed by the University in accordance with procedural safeguards applicable to disciplinary actions against students as required by the ECSU Student Handbook. The detailed policy, conditions and sanctions can be found in the ECSU Student Handbook and on the University web site. The prohibitions are also listed in the Housing Contract and Agreement that each residential student is required to sign. Copies may also be found in University offices.

Penalties for Trafficking in Illegal Drugs:

(A) For the offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or delivery of any controlled substance identified in Chapter 90, Article 5, Schedule I-V, of the N.C. General Statutes 90-89 and 90-93 including, but not limited to heroin, cocaine and lysergic acid, the minimum penalty shall be expulsion from the University.

(B) For the offense involving the illegal manufacture, sale or delivery, or possession with the intent to manufacture, sell or delivery of any controlled substance identified in Chapter 90, Article 5, Schedule VI of the N.C. General Statutes 90-94 including, but not limited to marijuana, the minimum penalty for a first offense shall be suspension from enrollment in the university for at least one semester of its equivalent.

(C) Any student who violates this policy by the illegal manufacture, sale or delivery, or possession with intent to manufacture sell or delivery of any controlled substance as identified in Chapter 90, Article 5, Schedule VI of the N.C. General Statutes 90-94 including, but not limited to marijuana, the minimum penalty for a second offense shall be expulsion from the University.

Illegal Possession of Drugs:

(A) For the first offense involving the illegal simple possession of any controlled substance identified in Chapter 90, Article 5, Schedule VI, N.C. General Statutes 90-89 to 90-93 including, but not limited to heroin, cocaine, lysergic acid, the minimum penalty shall be, suspension from enrollment for at least one year. Parents or legal guardians of the student, if under the age of twenty-one shall be notified.

(B) For the offense involving the illegal possession of controlled substances identified in Chapter 90, Article 5, Schedule VI, N.C. General Statutes 90-94 including, but limited to marijuana, the student shall be placed on probation for at least one semester, assessed a fifty dollar (\$50.00) administrative fee; referred to individual or group counseling sessions with the university Counseling Center and required to fulfill six hours of community service. A first time offender may also be subject to suspension for violations that include damage to property, personal assault or failure to cooperate with university officials. Parents or legal guardians, if the student is under twenty-one years old will be notified. In the case of an individual who wishes to return or re-enroll after being suspended under this policy, the student shall return under probation and must agree to participate in a drug education and counseling program, consent to regular drug testing and accept such other conditions or restrictions, including a program of community service as the Chancellor or the Chancellor's designee deems appropriate. Refusal or failure to abide by the terms of return or re-enrollment shall result in suspension.

(C) Any student who violates this policy with a second offense for the possession of a controlled substance as identified in Chapter 90, Article 5 of the N.C. General Statutes shall be expelled from the university. Parents or legal guardians of student under twenty-one shall be notified.

Suspension Pending Final Disposition:

A student charged by the University with a violation of the policies concerning illegal drugs, may be suspended from enrollment before the initiation or completion of regular disciplinary proceedings if the Chancellor or the Chancellor's designee determines that a student's continued presence within the university community poses a clear

and immediate danger to the health or welfare of the university community. If a suspension is imposed under such conditions, a hearing shall be held as promptly as possible thereafter.

CAMPUS HOUSING AGREEMENT

Period: (Fall) _____ (Spring) _____ ; (Summer Session) _____

This campus housing agreement is made between Elizabeth City State University(“University”) and the student named below (“Student”). The parties agree that Student shall be assigned to campus housing on the following terms and conditions for the period stated above.

1. **Eligibility for Campus Housing**
Student must be enrolled on a full-time basis to be eligible for a campus housing room assignment. Residence hall occupancy is limited to accepted and enrolled students. Spouses and dependent children are not permitted to reside in the residence hall rooms.
2. **Room Assignment**
 - (a) Student’s room assignment will be made by the University. Students with medical needs (respiratory, cardiac, pregnancy etc.) should submit documentation from a physician if special housing considerations are needed.
 - (b) No one other than assigned student(s) will be allowed to occupy a room.
 - (c) Room assignments may be made by the University based upon student requests or for administrative necessity.
3. **Period**
Students will be allowed to reside in the assigned room for the period indicated above as long as Student adheres to all terms and conditions of this agreement.
4. **Fees**
 - (a) Student’s must pay a non-refundable campus housing application fee in the amount established by the University. The fee will be applied toward Student’s room and board.
 - (b) If a room assignment is made after the official beginning of the semester, the room and board fees will be prorated.
5. **Right of Entry**
The University reserves the right to enter Student’s room for:
 - (a) Emergencies
 - (b) Repairs
 - (c) Upkeep
 - (d) Health and safety inspections, or
 - (e) Other administrative necessities
6. **Prohibitions**
 - (a) Student is prohibited from using and/or possessing illegal items, including but not limited to: firearms, weapons, ammunition, explosives, illegal drugs and/or illegal drug paraphernalia.
 - (b) Student is prohibited from possessing any of the following items on campus housing facilities: fuel, hot plates, candles, incense, electric cooking appliances or pets.
 - (c) Student is prohibited from covering smoke detectors or tampering with fire alarms, fire detection devices, fire extinguishers, sprinkler systems or the unauthorized use of fire and emergency exit doors.
 - (d) Student is prohibited from engaging in commercial activities in the campus facilities, including, but not limited to the sale or purchase of goods and services such as babysitting.
 - (e) Student is prohibited from smoking tobacco or any other substance in campus housing facilities.

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- (f) Student is prohibited from consuming alcoholic beverages in campus housing facilities.
- (g) Student is prohibited from defacing the walls of the campus housing facilities.
- (h) Student is prohibited from throwing water through windows, doors or the building.
- (i) Student is prohibited from making loud noises, playing radios, stereos, televisions at

levels, or engaging in behavior that disrupts the quiet enjoyment of other residents.

(k) Student is prohibited from entering the living area of a student of the opposite sex without authorization.

(l) Student is prohibited from falsifying campus housing sign-out rosters or registers.

7. **Zero Tolerance**

Smoking, alcohol or drug violation shall result in immediate eviction from campus housing and the elimination of privileges to visit campus housing facilities.

8. **Standard of Conduct**

(a) Student shall comply with the Code of Conduct as set forth in the current ECSU Student Handbook.

(b) Disciplinary action, in accordance with the student judicial process, shall result for violations of the Code of Conduct, university rules and regulations.

(c) Disciplinary action, in accordance with the student judicial process, may result for violations of the terms and conditions of this campus housing agreement.

9. **Loss/Damage to Personal Property**

(a) The university shall not under any circumstances assume responsibility for the loss, damage or theft of personal property belonging to Student.

(b) Student may obtain personal property insurance to safeguard against loss or damage to his/her personal property. Personal property insurance applications are available from the Office of Housing and Residence Life.

10. **Charges for Damages to University Property**

(a) Occupant(s) of a room or suite will be charged for all damage(s) to university-owned furnishings or equipment within the assigned room or suite.

(b) Loss or damage to common areas of a campus housing facility, which are unable to be assessed to a specific occupant, shall be assessed equally to all students whose assigned rooms are located on the floor, suite or building of the damaged common area.

(c) The University will bill damage charges to students accounts as set forth above.

11. **Keys**

(a) Room keys are the University's property.

(b) Room keys must be returned to the University when Student moves out of the assigned room.

(c) A fee in the amount of fifty dollars (\$50) will be charged to Student for failure to return a room key or for a lost key.

12. **Cancellation of Room Assignment**

A room assignment may be cancelled prior to the end of the assigned period by submitting written notification to the Office of Housing and Residence Life and returning the issued room key.

13. **Refunds**

(a) A refund of board fees (except the non-refundable application fee) shall be issued if Student submits a written notice of cancellation to the Office of Housing and Residence Life on or before the last day of the official registration period for the semester.

(b) Refunds of room and board fees shall not be issued based upon written notices of cancellation submitted to the Office of Housing and Residence Life after the last day of the

Official registration period unless Student officially withdraws from the University.
(c) A prorated refund of room and board fees shall be issued if Student officially withdraws from the University prior to the end of the stated period.

14. Co-ed Visitation

- (a) Freshmen are not permitted to participate in co-educational visitation.
- (b) Students, other than freshmen, may participate in co-educational visitation, but must comply with the university co-educational visitation policy.
- (c) A violation of the co-educational visitation policy will result in disciplinary action in accordance with the university's student judicial process.

(d) Co-Ed Visitation Option:

_____ Student elects to participate in co-educational visitation.
_____ Student declines to participate in co-educational visitation.

Student, or Student's parent or guardian hereby certifies that he/she has read and understands and agrees that Student will abide by the terms and conditions of this agreement and has received a copy of the agreement on the date set forth below.

Signature of Parent or Guardian required for student under the age of 18.

Student Signature

Parent/Guardian Signature

Student's Printed Name

for : _____
Student's Printed Name

Student's SS#

Student's SS#

Date

Date

**ELIZABETH CITY STATE UNIVERSITY
HOUSING REQUEST FORM**

**SEMESTER ENTERING
CHECK ONE**

FALL _____
SPRING _____ YEAR _____
SUMMER _____ YEAR _____

Students Name: _____ S.S.#: _____

CLASSIFICATION: _____

HOME ADDRESS: _____

CITY AND STATE: _____ ZIP: _____

AREA CODE: _____ HOME PHONE: _____

DATE: _____

**ROOM# AND RESIDENCE HALL REQUESTED
(first choice):** _

(Second choice): _____

**ROOMMATE REQUESTED
(first choice):** _____

(Second choice): _____

STUDENT BIRTHDATE: _____ SEX: _____

NAME LEGAL GUARDIAN: _____

ADDRESS: _____

CITY/STATE: _____

AREA CODE: _____ PHONE NUMBER: _____

STUDENT SIGNATURE: _____

DATE: _____

INFORMATION

- I. A \$100.00 Housing Deposit must be paid before you are Assigned a room. Send a Cashiers Check or money Order to: Business Office, Elizabeth City State University, Elizabeth City, North Carolina 27909**
- II. Send this completed, signed and dated card to: Housing Office, Campus Box 939, Elizabeth City State University, Elizabeth City, North Carolina 27909**
- III. Any breach of the terms of the Residence Hall Agreement or a violation of University policy, or local, state or federal law, can result in a revocation of this agreement and eviction from the residence hall.**

“ I have read, understand, and agree to abide by the RESIDENCE HALL AGREEMENT.”

Student’s Signature: _____ **Date** _____

If under 18-Legal Guardian’s Signature: _____

**ELIZABETH CITY STATE UNIVERSITY
HOUSING PREFERENCE SURVEY**

NAME: _____ **SS#:** _____

HALL/ROOM REFERRED (Please indicate choices)

- 1.
- 2.
- 3.

ROOMMATE PREFERRED (Please indicate persons)

- 1.
- 2.
- 3.

SIGNATURE:

CLASSIFICATION:

DATE:

CO-ED VISITATION PREFERENCE SURVEY

**PLEASE INDICATE WHETHER YOU WOULD LIKE TO PARTICIPATE IN
THE CO-ED VISITATION PROGRAM (VISITATION IN STUDENT'S ROOM)**

YES

NO

SIGNATURE: _____

**Both the Housing Preference Forms and Co-ed Visitation Preference Forms must
be completed prior to processing.**