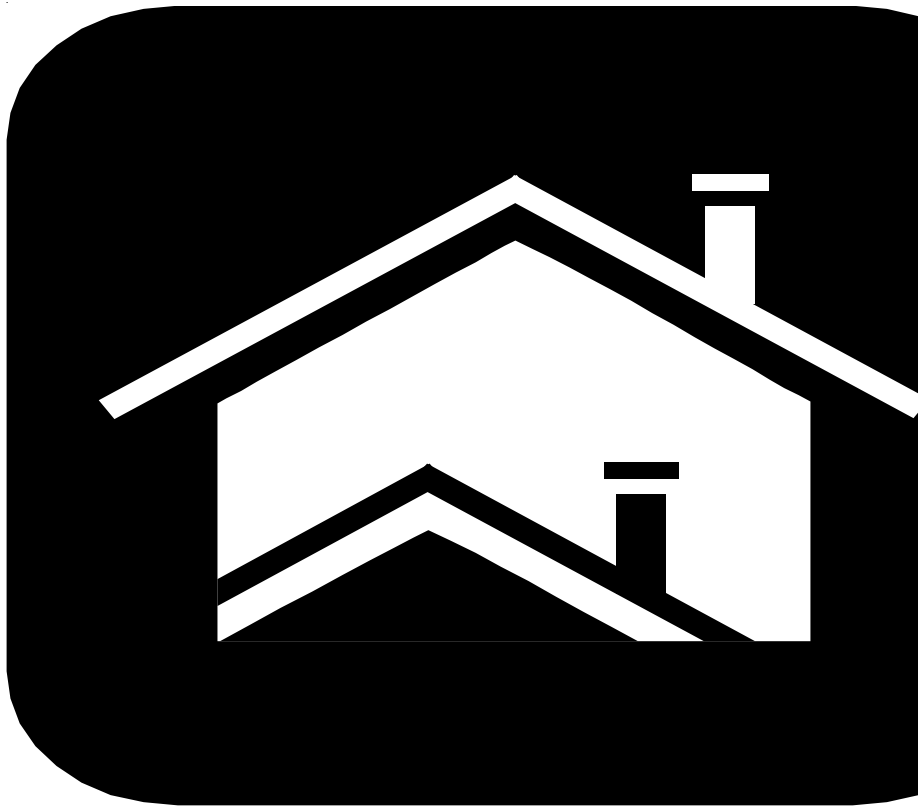


COMMUNITY LIVING¹

A Guide to Residence Halls



Department of Housing and Residence Life

Division of Student Affairs
Lander University

Dear Resident Student:

Welcome! You have made that all-important decision to attend or return to Lander University. I am delighted that you will be joining us and I hope you will enjoy your college experience here.

As a student at the university, your life will center on the campus. While you are here you will learn from an excellent faculty, enjoy the beauty of the campus, and thrill at the excitement of Lander University Athletics. All are part of the wonderful traditions of the university.

Before you become a part of these traditions, you must make some important decisions regarding your particular life-style. Hopefully, this handbook will provide you with all the information you will need to help make those decisions. Your decision to live on campus will prove to be an exciting one if you will take advantage of the programs and services that are available to you. Living in a residence hall or apartment will provide you with many opportunities to become involved in the university. Residence hall living can improve your performance in the classroom. Your learning outside the classroom will also be enhanced by the wide variety of people you will meet every day.

Please read this handbook carefully as it will prove to be a valuable resource. I look forward to having you become a part of the Lander University residential community. Do not hesitate to contact me if I can be of any assistance to you while you are at Lander University.

Good luck in the coming year!

Sincerely,

Cindy J. Dysart, Director
Department of Housing & Residence Life

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***THE CONTENTS OF THIS MANUAL ARE SUBJECT TO CHANGE. RESIDENTS WILL BE NOTIFIED OF CHANGES AS THEY OCCUR THROUGH THEIR CAMPUS POST OFFICE BOX.**

MOST RECENT REVISION: JULY 2008

DEPARTMENT OF HOUSING & RESIDENCE LIFE

STATEMENT OF MISSION

The Department of Housing & Residence Life supports the mission of Lander University. We do this by providing on-campus student housing that is comfortable, affordable, accessible and secure and by offering opportunities for residents to grow and develop in all aspects of their lives. In addition, we endeavor to be a community of individuals who teach the value of human diversity and who promote civility and the value of good citizenship. We are committed to acting with integrity, dignity, and competence in our service to residents and the university community.

Academic Support

This goal is accomplished by promoting an environment conducive to learning, by enhancing student-faculty interaction in the residential setting, and by establishing strong partnerships with other campus departments.

Valuing Diversity

We are committed to being a community of staff and residents in which individual rights are defended and individual differences are respected. We are also committed to being a civilized community which will not tolerate discrimination or oppression.

Residence Life Program

On-campus residences are intentionally managed to support the residents' transition from high school to the university as well as successful matriculation through Lander University. Citizenship skills are taught through involvement in social and educational programs, self-governance, resident-staff partnerships, student employment opportunities, and resident accountability.

STUDENTS' RIGHTS AND RESPONSIBILITIES

As a student at the university, you are guaranteed all of the rights, privileges and freedoms granted to every citizen. However, with these rights come responsibilities. The university is not a place where students can escape the responsibilities imposed by law upon all citizens. As a student at Lander University you are expected to abide by all federal, state and local laws. Alleged violations of these laws will be referred to the appropriate court or police authority. Violations of these laws may also lead to disciplinary actions by Lander University. When you enroll at Lander University you assume special responsibility for the university's conduct regulations. They were not made to deny any of the rights guaranteed you previously; rather they were adopted to insure that the University is able to maintain an atmosphere conducive to learning and growth.

The university's code of conduct is explained in the *Student Handbook*. It is your responsibility to know and abide by these regulations.

UNIVERSITY HOUSING STAFF

The Department of Housing and Residence Life, hereafter referred to as the Housing department, is responsible for administering all residence hall matters, including physical facilities, staffing, programs, room assignments, budgeting, policy development and communication, and hall government advising.

Resident Assistants

Resident Assistants live with the residents of each building or floor. They are student staff members selected on the basis of their skills, interests and activities that enable them to effectively assist and advise students. Each Resident Assistant is trained to assist and/or refer students with academic and personal concerns, and assist students in maintaining an educational environment.

Central Office Staff

The Housing department is located on the 3rd floor of the Grier Student Center. Housing Administration is concerned with business operations of the department including application processing, room assignments, room moves, and cancellations of room reservations. Residential Facilities involves overseeing daily maintenance of residential physical facilities, residence hall services, and conference housing. Residence Life involves staff recruitment, selection, and training of resident assistants who are responsible for developing a positive living experience and learning environment for resident students. The Housing Judicial Liaison adjudicates infractions of university housing policies.

HOUSING JUDICIAL PROCEDURES

All residential students alleged to have violated housing policies or Lander University conduct regulations are afforded the following process:

Step 1: An incident report is completed by a staff member or student involved in the situation or witness to the situation.

Step 2: The report is referred to the Housing Judicial Liaison for action.

Step 3: A meeting will occur among those involved. The Housing Judicial Liaison will either resolve the matter by taking summary action or by scheduling a hearing with the Faculty-Student Disciplinary Committee.

Step 4: If the incident is referred to the Faculty-Student Disciplinary Committee, a hearing is held to determine the guilt or innocence of the parties involved, followed by appropriate judicial action.

Please refer to the *Student Handbook* for further explanation of the hearing and appeals process.

COMMUNITY LIVING STANDARDS & EXPECTATIONS

Lander University is a community of persons from diverse cultural, racial, and ethnic backgrounds. Each person is a unique individual drawn from the broad spectrum of society. Each must strive to understand the individuality and life choices of others. Students and staff members can best learn from one another in an atmosphere of positive encouragement and mutual respect. As students engage in daily activities and interactions, they must possess a genuine desire to learn from others. In addition, they must give others the respect and tolerance which all people desire.

It is the housing department's belief that one's actions demonstrate one's commitment to respecting the differences among individuals. Students are individually and collectively responsible for their behavior and accountable for their actions. They must take the initiative and responsibility for their own learning and awareness of the differences which exist in our community and avoid all actions that diminish others.

Bigotry and hate is given no home within our university housing community. While each student has the right to his/her own personal beliefs, these beliefs in no way give the right to denigrate another on the basis of age, physical disability, national origin, sexual orientation, race, sex, or religious affiliation. The Housing department does not tolerate verbal or written abuse, threats, intimidation, violence, or other forms of harassment against members of our community. Thus, we cannot accept ignorance, humor taken at the expense of others, anger, alcohol, or substance abuse as an excuse, reason, or rationale for such behavior.

ROOMMATE BILL OF RIGHTS

Your enjoyment of life in university housing will depend to a large extent on the thoughtful consideration you demonstrate for your roommate and your neighbors. Basic rights of every roommate include:

1. The right to a clean building in which to live.
2. The right to expect that a roommate will respect one's personal belongings.
3. The right to redress of grievances. Housing staff are available for assistance in settling conflicts.
4. The right to read and study free from undue interference in one's room.
Unreasonable noise and other distractions inhibit the exercise of this right.
5. The right to sleep without undue disturbances from noise, roommate's guests, etc.
6. The right to free access to one's room and facilities without pressure from a roommate.
7. The right to personal privacy.
8. The right to be free from fear or intimidation and physical or emotional harm.
9. The right to have guests during visitation hours with the expectation that the guests respect the rights of the host's/hostess's roommate and other hall residents.
10. The right to expect reasonable cooperation in and access to the use of the room telephone services.

REMEMBER: To be a **mature** adult is to accept responsibility for the welfare of others. Only you can assure that your roommate enjoys these rights.

ANYONE FOUND INFRINGING UPON THESE RIGHTS WILL BE SUBJECT TO DISCIPLINARY ACTION.

ASSIGNMENT POLICIES AND REGULATIONS

Housing Contract

All students desiring residence hall housing are required to sign a housing contract for the **entire academic year**. The contract defines the terms and conditions of occupancy, the rental fees, and procedures for termination.

Eligibility

To be eligible to live in a university residence hall, undergraduate students are required to enroll for a minimum of 12 semester hours. Students enrolled for less than the minimum must obtain advance approval from the Assistant Director for Housing and Residence Life.

Room Assignment Procedures

New students are assigned rooms by the housing department staff according to the date that the department receives a completed housing application/contract and a \$75.00 room reservation/damage deposit. New students are normally classified as first-time-freshman and are assigned in areas designated specifically for them. Transfer students are considered upperclassman and are assigned in upperclassman areas.

In April of each year, current resident students will sign up for rooms in upperclassman areas during room sign up prior to the new contract period (upcoming academic year). Residents who were considered first-time-freshman during the year prior to this new contract period will now sign up themselves in areas designated for upperclassman in the new contract period.

A residents room assignment during the current academic year is not necessarily the assignment he/she will have for the new academic year. This is due to areas designated for upperclassman only as well as first-time-freshman only. However, should an upperclassmans current bedspace be available during room sign up for the upcoming academic year, they are welcome to sign up for that same bed space.

Assignment letters are generally mailed prior to or during the first week of July.

Private Rooms

When space permits, a student may rent a double room on a private basis by payment of an additional fee applicable to the particular residence hall. Students requesting private rooms must sign a Request for Single Room Form which can be obtained in the housing office. These requests are granted on a semester by semester basis and must be requested EACH semester, prior to the beginning of a new semester. **Rental of the room on a private basis does not entitle the resident to remove the extra set of furnishings or to make them available to another student or a guest.** Once a room is reserved as a private, the occupant is obligated for the additional fee even though the occupant may later decide to accept a roommate or move to another room. **PRIVATE ROOMS ARE RARELY AVAILABLE DURING THE FALL SEMESTER.**

Schedule

University residence halls open for residency as announced prior to registration for each semester or summer session. Non-graduating residents may remain in the halls at the end of the semester for not longer than twenty-four hours after their last final exam and, for students with final exams on the last day, until 5:00 pm the day after. Students failing to vacate according to this schedule will be charged a late check-out fee. During official holidays within a semester, designated holiday halls (Centennial Hall and Lide Apartments) remain open, except for Winter Break. **For safety reasons all residence halls close during the Winter Break; there are no exceptions.**

Assignment of Space

The Housing department reserves the right to reassign students to other spaces, rooms or halls when to do so appears to be in the best interest of individuals or groups of students, for consolidation purposes, or when it is determined that a student is not actually residing in an assigned space.

Housing Accommodation Requests By Students with a Disability

Lander university will consider requests for reasonable housing accommodations by students who have a qualified disability as defined by the americans with disabilities act (ada). It is the sole responsibility of the student to obtain and provide sufficient documentation supporting the need for an accommodation. Each request is considered independently and the university's decision to make an accommodation will be based on the specific facts and circumstances as provided by the student, student's doctor, and/or other individuals.

The deadline for submitting a housing accommodation request, with sufficient supporting documentation, is **March 1st of each year**. The University cannot guarantee an accommodation will be made for requests and/or documentation received after this deadline. Such requests must be made directly to one of the departments below (these two departments will then consult each other to consider the accommodation requested):

Department of Housing and Residence Life

**CPO Box 6019
320 Stanley Avenue
Greenwood, SC 29649
864.388.8266**

Office of Student Disability Services

**Lander University, Carnell Learning Center, Room 345
Greenwood, SC 29649
864.388.8814**

The University will only accept written requests for a housing accommodation. The University has created a Request for Housing Accommodation form to assist the student with requesting an accommodation. These forms can be found in the Department of Housing and Residence Life and/or Office of Student Disability Services. A student wishing to provide a written request in any other fashion (such as a letter), must provide at least the same type of information requested on that form.

If the specific request cannot be fulfilled, the University will work with the student to find a comparable, convenient, and accessible housing alternative, within the limitations and/or needs presented by the student. Where an accommodation must be made because of a disability, the University will consider exceptions to its general room rate structure unless doing so would result in a fundamental alteration to its housing program and/or financial concern for the University.

Consolidation Policy

When one resident occupies a double room, room consolidation may be used to help the Housing department meet the needs of students wishing to room together or to accommodate private room requests. When room consolidation is necessary, residents will be notified by the Housing department.

Room/Hall Change Request Procedure

Students desiring to change rooms or halls must complete a "request to move" form in the Housing department or on the webpage. No changes are to be made without the approval of a member of the Housing Management Team. At the beginning of each semester, a two week "freeze" on room/hall moves is in effect, and student cannot move during this time. After the "freeze," requests will be honored based on the date of the completed "request to move" form.

Room Keys

A resident will be issued a key to the assigned room. This key is only for the use of the individual to whom it is issued; a resident may not allow any other person to use that key at any time. Misuse of any university key will result in fines and disciplinary action. In the event that this key is misplaced, the resident must contact the Housing office immediately. Lander Police will assist you in unlocking your room as a courtesy, one time only. Thereafter, there will be a \$5 charge for unlocking doors and the Housing office will be notified. Once a key is determined lost, the student bears the financial responsibility for key and lock replacement, even though the lost key may later be found. The estimated cost per lock change is \$25.00, plus \$5.00 charged for each additional key to that room. Keys must be returned immediately when a resident vacates the room. All keys are property of the University and bear the statement "State of South Carolina -- Do Not Duplicate." All residents must sign a key policy/inventory control card prior to a room key being issued to them.

Deposit and Rent Payment

The \$75.00 deposit which accompanies the housing application/contract serves as a combination reservation/room damage deposit. It is refunded to the resident when all monies owed to the university by the resident are paid and when the housing contract is fulfilled. The deposit is refunded in full if and when the resident has checked out properly, returned the room key, met all obligations with the Housing department and does not have a contract with Housing for the following year. If the university is unable to provide accommodations, the deposit is refunded. The deposit cannot be applied toward payment of the semester rental fees.

A returning resident (who already has a reservation/room damage deposit on file) will pay a \$100.00 confirmation fee by April 15. New resident students will submit the \$75.00 deposit with their application/contract and pay the \$100.00 confirmation fee by April 15. Students applying for housing after April 15 will be required to pay both the \$75.00 deposit and the \$100.00 confirmation fee at the time of application.

Roommate Assignment

Every effort is made to honor indicated hall and roommate preferences. Roommate preferences will be honored if: 1) both applicants request each other; and 2) a double room vacancy exists. Room assignments are made without regard to race, creed, religion, or national origin.

Contract Buy Out

Students who desire to terminate their housing contracts during the contractual period, but who plan to continue their enrollment at the university, can do so by paying a cancellation fee and forfeiting their \$75.00 deposit. Specific details pertaining to the Buy Out Option are found in the Contract Terms and/or can be obtained from the Housing department.

COMMUNITY SERVICES AND INFORMATION

Food Service

Food service at Lander University is operated by ARAMARK Corporation under the direction of the university, but food service is not a responsibility of the Department of Housing and Residence Life. Resident students are required to purchase a meal plan for either 10, 15 or unlimited meals per week on an academic year contract basis, payable on semester installments. These meals are served in the Lander University dining hall and contract participants enjoy the privileges of unlimited seconds. Your student ID serves as your meal card and cannot be used by anyone but yourself for the services it provides. Allowing someone else to use your card for the benefit of its services is a violation of university regulations and will result in disciplinary action being taken against you.

The meal plans include declining balance or DB dollars. This money serves as a cash equivalent and can be used in the Lander Food Court or Java City Coffee Shop located on the third floor of the library. The cash equivalent issued with the meal plans are \$175 with the 10 meal plan, \$105 with the 15 meal plan, and unlimited.

Telephones

Telephones are not provided and should be brought from home; however, local service is provided in each room or apartment. The cost of local service is included in semester rental fees. **No collect calls** may be received at any Lander University residence hall or other campus telephones. Residents may not alter the existing telephone system. **Violations of this policy or the acceptance of collect charges will constitute default of the contract and may result in termination of the housing contract.**

Mailboxes

Students residing in university housing automatically are assigned campus mailboxes by the university post office clerk. All correspondents should be notified as soon as this box number is known. U.S. mail will not be delivered to residents' rooms.

Vehicle Registration and Parking Regulations

In order to maintain an orderly travel flow and to assure fair and equal access to parking on the Lander University campus, all vehicles (including motorcycles) must be registered with the Lander University Police Department. Parking on the Lander campus is "first come-first serve" as long as the vehicle occupies an authorized parking space. Student permits cost \$30.00 per semester or \$50.00 per year. For additional information on vehicle registration and parking regulations, please refer to the Lander University *Student Handbook* or contact the Lander University Police Department office (388-8222).

Summer Housing

One residence hall remains open during the summer to accommodate summer school students. Students desiring to live in university housing must submit a summer housing application/contract. Contact the Housing department for more information.

Student Employment Opportunities

The Housing department is one of the largest campus employers of students. Positions available to students are: Resident Assistant, Office Assistant and summer Housing Assistants as well as desk monitors for Centennial Hall and Chipley Hall. These positions have specific application and selection processes. To find out about these positions, just ask your Resident Assistant or a Housing department staff member.

COMMUNITY ACTIVITIES

Residence halls are places for the exchange of ideas, experiences, feelings and interests. Thus the development and implementation of programs and activities are important aspects of community life.

Traditionally, residence hall activities are as varied as are the individual residents and staff who plan them. Examples of programs are:

RELATIONAL ACTIVITIES: Welcome Back Parties, Ice Breakers, Movie Nights, Room Personalization, Fire Prevention, Breakdown of Cultural Barriers, Cookouts, Room-mate Games, and Pizza Parties

PHYSICAL ACTIVITIES: Intramural Sports (basketball, flag football, volleyball, tennis, soccer), Frisbee Golf, Self-Defense, Rape Awareness, Nutrition, and Blood Drives

INTELLECTUAL ACTIVITIES: Current Events, Academic Advising, Goal Setting, Computer Technology, Study Skills, AIDS Discussions, Racial Sensitivity, and Women's Issues

SPIRITUAL ACTIVITIES: Value Clarifications, Relaxation, Ethics, Death, Religious Issues, Philosophy, and Politics

CAREER / LIFE PLANNING ACTIVITIES: Career Exploration, Interviewing Skills, Volunteer Opportunities, Graduate School Information, Job Search Strategies, and Communication Skills

EMOTIONAL ACTIVITIES: Motivation Seminar, Combatting Depression, Test Anxiety Reduction, Stress Management, Decision Making Seminar, Assertiveness Training, and Alcohol Use and Misuse

Intramural and Recreational Sports

Intramural sports is such a valued program that it merits special comment. The interest in intramural sports vary from hall to hall; however, most include softball, football, volleyball, soccer and basketball. The schedules of sports are posted in residence halls and sign-ups for participation are coordinated by team managers designated by the residents of each hall. Information is made available so residents will have full opportunity to take advantage of the intramural sports programs.

HOUSING POLICIES AND REGULATIONS

Abandoned Items

The Housing department will not be responsible for item(s) left in a residence hall after a student has moved. If the item is marked as to ownership, the Housing office will attempt to notify the resident. Should the item(s) not be claimed, the Housing department shall declare them abandoned and dispose of them.

Alcohol / Drugs

Alcoholic beverages are not allowed in any Lander University residence hall or public campus area. 'Public' is defined as areas that are readily accessible to students, faculty, staff, and guests on campus. Consumption is prohibited in all University residence hall facilities and grounds. This definition includes individual rooms, kitchens, decks, stairs, parking lots, athletic fields/courts, and adjacent parking lots. See general policy on Alcohol and related Drugs in the *Student Handbook*.

Antennas / Aerials

Exterior antennas or aerials are not permitted.

Bicycles / Motorcycles

Non-motored bicycles can be kept in student rooms. Motorcycles and similar vehicles are **not** permitted in the residence halls. Bicycles are not to be ridden or stored in hallways, stairwells, or on decks. Bicycles should not be attached to railings or any device that obstructs access to sidewalks or entrances. Bicycles left unattended anywhere in the halls other than the students' rooms or sanctioned areas may be removed by Lander University Police Department without warning.

Bulletin Boards

Residents are responsible for reading all University information posted on bulletin boards. These boards are maintained by Resident Assistants and contain notices of University announcements and activities.

Candles / Incense / Open Flames /Grills

Candles, incense, grills and any open flame burning are prohibited in Lander University residence halls.

Cooking / Food Preparation

Fire safety and sanitation requirements prohibit cooking in any area within University housing except kitchenettes or kitchens which are specifically designed for such use. Possession of cooking appliances other than thermostatically controlled percolators will result in the occupant being assessed \$25.00. All foods must be kept in tightly closed metal or plastic containers because of sanitation concerns. Microwave ovens must meet approved specifications set by the Housing department. **Never leave a kitchen unattended while cooking.** See section entitled "Electrical Appliances" for further information.

Damages

(See "Responsibility for the Room" and "Responsibility for Communal Property" elsewhere in these policies.)

Disruptive / Disorderly Conduct

Disorderly conduct includes any action that disrupts the peace. When students enter the university community they take upon themselves certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the lawful purpose of the University. Therefore, student conduct is not considered in isolation within the University community, but as an integral part of the educational process.

Disruptive/disorderly conduct includes but is not limited to: assault, misconduct, threats to personal safety, fighting, throwing any object in the University dining facility or from the window of a University housing facility, making excessive noise, disrespect directed towards a university official including **RESIDENT ASSISTANTS** and any other type of disruption or conduct that interferes with the rights and opportunities of those who attend the University for the purposes for which the University exists. Additionally, speech or behavior that materially and substantially disrupts the University living environment will not be tolerated. Disciplinary action resulting from disruptive speech or behavior may include, but is not limited to temporary or permanent removal from University housing. For more information, see the *Student Handbook*.

Decorations and Room Modification

The appropriate decoration of residence hall rooms is encouraged. However, in the interest of safety of all residents and to prevent damage, all of these guidelines and restrictions on decorations shall be followed:

1. **Walls:** In order to prevent damage to student rooms, limitations are placed on the types of adhesives and hangers that may be used. No holes can be placed in the walls. Attach decorations to walls using 3M™ Mounting Products with Command™ Adhesive **ONLY**. These products are available in hooks, hangers, clips and strips. Absolutely **NO** nails or double sided tape. (A good grade of masking tape will normally not result in damage to a painted surface if the masking tape is carefully removed.) No painting of student rooms or public areas by students is allowed in the residence halls. No wallpaper, contact paper or stickers other than the University inventory number are to be placed on room doors, furniture, walls or glass surfaces. The student is held responsible for any damages to a room with the exception of normal wear and tear. Check with your Resident Assistant for information on specific guidelines for particular buildings.

2. **Construction:** While efforts to individualize student rooms are encouraged, construction (free standing shelves, lofts, etc.) can create any safety hazards, fire hazards or make periodic maintenance impossible. In view of this fact, all residents must insure that the following conditions are met when decorating rooms. Residents are required to change the design of all structures and decorations, which do not meet standards set by the Housing department and/or any judgments rendered by the Fire Marshal. If these required changes are not made, the Housing department reserves the right to require the removal of all construction from the room. The Resident Assistant will make periodic checks of any such work.

Electrical Appliances

Residence halls have limits on the capabilities of their electrical systems. Overloading these systems presents fire and safety hazards. Furthermore, electrical heating elements are dangerous when used in residence hall rooms. The following guidelines govern the use of electrical appliances, outlets and extension cords in residence hall rooms:

1. Any electrical appliance with an exposed heating element is prohibited.
2. Household extension cords are **NOT PERMITTED**.
3. Surge protector/outlet strips with built in breakers are to be used when the number of outlets needed is greater than the number of outlets in the student's room.
4. Privately owned air-conditioners are not permitted.
5. Resident owned refrigerators are allowed in residence hall rooms provided that they do not exceed 1.2 amps.
6. Other appliances such as radios, lamps (**no halogen lamps**), computers, TVs, electric razors, hair dryers, hair curlers, fans and clocks are permitted provided the total electrical requirements do not exceed the capability of the system.
7. All electrical equipment and cords must be kept in safe operating condition.
8. Irons may be used only with ironing boards.

9. Cooking in residence hall rooms is limited to the following appliances, which may be used only for their intended purposes: sealed unit coffee makers and popcorn poppers, crock pots, toasters, and compact microwave ovens (1.0 cubic feet maximum capacity, 500 watt maximum power).

Residence hall staff must insure total compliance with these safety policies and are to direct any necessary adjustments in use of appliances and/or outlets.

Electrical Equipment

No student shall alter or repair electrical equipment or fixtures which belong to the University. Defects in University electrical equipment should be reported to the Resident Assistant.

Fire Arms / Explosives / Flammable Fluids

The possession or use of firearms, explosives, fireworks, flammable fluids, dangerous chemical mixtures, or propelled missiles is prohibited. Students possessing or using any of these items face suspension or expulsion from the University. Visitors will be subject to arrest and/or placed on trespass notice from the University.

Fire Safety / Alarms / Drills / Smoke Detectors

The triggering of false fire alarms or tampering with smoke detectors, fire extinguishers, hoses, EXIT signs, posted fire safety information, and the alarm system are all prohibited. Those individuals suspected of such offenses are subject to criminal prosecution, eviction from University housing, and/or separation from the University.

The Housing department should be notified immediately if there is a problem with any type of fire safety equipment.

Fire drills are conducted at the beginning of each semester in the residence halls. Lander University Police Department, Physical Plant and Housing personnel will supervise the evacuation of the residence halls and report any noncompliance by residents. Anytime the fire alarm is sounded, students are to leave buildings immediately and congregate outside their buildings until advised to return to buildings by University officials. Failure to leave buildings may result in a fine of \$50.00 and/or disciplinary actions. **ELEVATORS ARE NOT TO BE USED IN CASE OF EITHER A FIRE DRILL OR AN ACTUAL FIRE.** Due to fire regulations, beds are **NOT PERMITTED** in loft areas of Brookside Residence halls.

Residents violating this policy will be subject to disciplinary action.

Guest Policy

The resident student is responsible for his or her guest's conduct in the residence hall, including any financial charges resulting from damages or necessary clean-up caused by the guest. The host(ess) must be present with the guest for the duration of the visit. Guests should call the host(ess) in advance. The host(ess) must meet guests at an exterior door and escort them throughout the duration of their visit, including to an exterior door upon leaving. **Roommates are never required to leave when a guest is present.** A resident is responsible for anyone he or she escorts or allows into the building. Residents should only escort individual(s) whom they know personally.

An overnight guest of resident students in areas designated as standard visitation must be of the same sex as the resident. Overnight guests are not permitted to stay for more than two consecutive nights, nor exceed four overnight visits within a 30 day period. In order for a guest to stay for more than two consecutive nights in University housing, he/she must have written permission from the Housing department who will forward this information to the Lander University Police Department.

Hazardous Weather

Every effort will be made to notify resident students of hazardous weather. However, residents should refer to local media or weather information via the internet should they feel hazardous weather is possible. Should a warning indicate the need for individuals to take shelter, please refer to the "Tornado Warning Safety" instructions located on the back page of this guide. This will give specific instruction for best shelter options in your area during hazardous weather.

Laundry Rooms

Coin operated washing machines and dryers are located in the residence halls or in designated nearby campus locations for use by resident students. Students are to assist with maintaining the cleanliness of the laundry rooms and the machines. Students abusing laundry machines or facilities are subjected to disciplinary action. Refunds may be requested in the Housing department.

Mental Health Disturbances Disposition

The Housing department is gravely concerned with any situation wherein a student's state of psychological imbalance or poor mental health leads to either acute risk or actual disruption of the living and learning environment of the residence halls, or creates undue and continuing stress or danger for either that student and/or members of the University housing community. Examples of such situations are suicide attempts, grossly distorted behavior caused by drug ingestion, or demonstrated episodes of acute anxiety or other types of mentally aberrant behavior. Should a student's behavior be assessed by appropriate University staff to have caused disruption of the student's living environment, or to pose imminent possibility of such disruption, disposition of that case will be considered on its own merits. Possible disposition may include, but is not limited to any or all combinations of the following requirements: referral for professional mental health evaluation, remediation, therapy, imposition of sanctions or limits designed to protect the individual or the residential community, voluntary withdrawal from the University (including University housing) for either a specified or unspecified period of time, or involuntary withdrawal from the University (including University housing) for either a specified or unspecified period of time. Final disposition of the matter will be determined by the Vice President for Student Affairs, in consultation with the appropriate counselors or other mental health professionals.

Misplaced Property

Each student room is provided with certain items of furniture. Students may not move additional items into their rooms from public areas of the halls or from other students' rooms; neither may they remove items that are furnished by the University without prior approval of a Housing Office staff member.

Pets

No animals, with the exception of fish in properly maintained aquariums of 10 gallons or less, will be allowed in residence halls. Blind students who are assisted by a seeing-eye dog, may keep the dog in their room as long as the dog is well-trained and obedient.

Public Posting of Materials

No materials may be posted inside or outside the residence halls without the approval of the Housing department. All materials must be stamped for approval. Materials that promote the use of alcohol or other drugs or that promote discrimination based on race, gender, sexual orientation, religion, ethnicity, or national origin are prohibited. Expressions which can be viewed publicly (outside of the student's room) and that are obscene, socially inappropriate, intimidating, or which are offensive to the prevailing standards of an academic community are prohibited.

Quiet Hours

Quiet hours provide a structure to achieve a balance between quiet and privacy. **During quiet hours, noise that can be heard one door away from the source is too loud.** Quiet hours will be observed during the following times:

8:00 pm Sunday	until	8:00 am Monday	8:00 pm Thursday	until	8:00 am Friday
8:00 pm Monday	until	8:00 am Tuesday	10:00 pm Friday	until	10:00 am Saturday
8:00 pm Tuesday	until	8:00 am Wednesday	10:00 pm Saturday	until	10:00 am Sunday
8:00 pm Wednesday	until	8:00 am Thursday			

Residents of a living unit may vote to increase the number of quiet hours if they so choose. A 2/3 affirmative vote of residents is required to extend these hours. The Housing department must be informed prior to the vote in order to review the voting process.

“Consideration hours” will be in effect at all other times. During consideration hours, noise should not be so loud that it disturbs neighbors. At any time, a resident’s right to a quieter environment should be honored. Residents should communicate with their neighbors to establish times when louder noise is acceptable (these times cannot violate established quiet hours).

During finals week of any semester, quiet hours are in effect for 24 hours a day, starting at 12:00 noon seven (7) days prior to finals week and continuing through the end of the examination period.

*Note: All sound systems and stereos must be kept inside and speakers must be kept out of window areas, balconies, etc. Musical instruments may be used in the residence halls only for properly scheduled events. Music majors are expected to use practice rooms available elsewhere on campus.

Room Furnishings

Each student room is furnished with a single bed, mattress, desk, desk chair, and dresser for each student. Each room has closet space, and window blinds. Each room or apartment has a telephone jack.

Room size and window dimensions vary from hall to hall and room to room. It is recommended that residents wait until arriving on campus before buying curtains, carpeting, or other materials. Centennial Hall and Chipley Hall furniture must remain in the assigned rooms. Furniture in other residence hall areas may be moved out of the rooms once they have obtained approval from the housing office to do so. Should a student desire personal furniture, the student must store the Lander furniture at their expense and the Lander furniture must be placed back into the assigned room prior to the student checking out of the room for the semester.

Room Entry / Inspections

The University reserves the right to enter student rooms for purposes of safety, sanitation issues, facilities improvements, and routine maintenance; or to secure unauthorized property; or when there is reason to believe there is a violation of University policy(ies); or to assess property damage; or to control rooms in the event of an epidemic or emergency which jeopardizes the well-being of the occupant or other students in the hall. When possible and appropriate, residents of a room will be given 24 hours of notification before University officials enter.

Responsibility for Communal Property

Communal property includes hallways, baths, stairwells, decks, elevators, lounges, study rooms, meeting rooms, utility rooms and kitchens. Residents are expected to take every precaution to assure that communal property is not abused or defaced. In halls or sections wherein the University has determined that the majority of the residents are tolerating undue abuse of University property and the responsible individual(s) cannot be identified, all residents will be held responsible for paying a prorated share of the cost of labor and/or supplies for such abuses. When organizations are given the opportunity of having exclusive use of an area, those organizations will be held responsible for reimbursing the University for such abuses should they occur.

Responsibility for Student Property

Although precaution is taken to maintain adequate security, the University cannot assume the responsibility for the loss of or damage to student possessions. Any damage to personal property that can occur in your home can occur in your residence hall/room (i.e. water damage from pipes bursting or water overflowing due to stopped up drains, natural disasters, etc.) **Students or their parents are encouraged to carry appropriate insurance to cover any such losses.** There are pamphlets available in the Housing department with more information.

Responsibility for the Assigned Room/Check In-Out

The student is responsible for the condition of the assigned room and shall reimburse the University for all damage to the room, and damage to, or loss of fixtures, furnishings or properties furnished under the contract. No alterations are to be made in the furniture provided by the University. Additional furnishings brought into the room must be freestanding and clear of all existing furniture, fixtures or walls contained in the room. **Each resident will be required to complete a Student Room Check Sheet with the Resident Assistant within 24 hours after occupancy. When occupancy of the residents assigned room is terminated at anytime during the semester or at closing periods, an occupant must obtain room clearance by properly checking out of the room.** The resident must contact their RA to schedule their check-out, sign their check out sheet and turn in their room key. The RA will inspect the room and relieve the occupant of responsibility for the room or assess for damages or missing property. Those students vacating rooms without following this procedure will be charged \$25.00, plus the cost of any repairs resulting from damages inflicted during occupancy. A charge of \$25.00 will be levied against any student transferring University property within or between University housing.

Roofs and Ledges

All persons are prohibited from climbing onto all roofs and ledges except where sun decks are provided.

Search and Seizure

The University reserves the right for appropriate officials to search individual rooms or apartments in cases where there is reasonable ground for suspicion, supported by circumstances sufficiently strong, to cause a student or employee to believe that the occupant has secreted within the room, property the possession of which violates University policies or student regulations. If such property is discovered, the University may seize and hold it until proper disposition of the case has been made. A University written authorization will be used to authorize a search and will describe the place to be searched and the property to be seized. Searches also will be authorized if there is reasonable suspicion to believe that the room is occupied by an individual whose presence violates University policy. The written authorization will be carried on the person of the searching official and will be signed by the Vice President for Student Affairs or his designated representative. Searches will be conducted after presentation of such warrant to the occupant and will be carried out in the occupant's presence. Searches by officials without authorization, or searches made without the presence of the occupant, will be made only in cases of extreme emergency when there is eminent danger or injury to individual or University property. Searches for contraband, the possession of which is a violation of local, state and federal laws, will be conducted by appropriate University, local, state or federal officials.

Smoking

SMOKING IS NOT PERMITTED IN THE RESIDENCE HALLS.

Soliciting and Sales

Soliciting, canvassing or the use of University housing as a location for selling of any type is prohibited. All solicitors should be reported to a housing staff member or Lander University Police Department (388-8222).

Telephones

(See Telephones, "Community Services and Information," on page 10)

Unauthorized Entry or Use of University Facilities

No student shall make unauthorized entry into any University building, office, attic, roof or other University facility. After appropriate notice by University officials, an individual's use of University facilities may be withdrawn or otherwise restricted.

Vending Machines

Drink and snack machines are located in each residence hall complex for the convenience of the residents. Proper care and utilization of these machines is expected. Refunds may be requested in the Business Office.

Visitation Policies

1. Standard Visitation:

Definition:

Sunday thru Thursday 9am until 12 midnight

Friday and Saturday 9am until 2 am

Residence Halls:

1. Centennial Hall floors 2,3,4 (first-time-freshman areas only)
2. Chipley Hall
3. Williamston (first-time-freshman reside in buildings 1,3,4,5,7 and 8)
(upper classmen reside in buildings 2 and 6)
4. Brookside

2. Extended Visitation (upperclassmen only):

Definition:

Sunday thru Thursday 9am until 2am

Friday and Saturday Self Governing

Residence Halls:

1. Brookside 6 and 7
2. Centennial Hall 1st and 2nd floors of Sproles and 1st floor of Barksdale wings

3. Self Governing (upperclassmen only):

Definition:

Sunday thru Saturday 24 hours

Residence Halls:

1. Lide
2. Thomason

Both self governing and extended visitation require a roommate contract detailing the visitation restrictions as identified by occupants. These contracts are completed at the beginning of each year or as changes in occupants occur during the academic year. These contracts become housing policy for that particular or apartment. Violation of these policies will be sanctioned through the judicial process.

During self governing visitation, guests will be allowed to stay with residents for two consecutive nights only within a ten day period. Note - roommates and suitemates must be notified in advance of visitation arrangements and be in agreement with such for guests to be allowed to remain in the room overnight.

No first time freshman will be allowed to reside in a self governing or extended visitation residence hall. However, upperclassman may reside in a freshman area if requested by a first time freshman. Otherwise, upperclassman residing in standard visitation hall will be assigned to a particular area.

Visitation policies apply to all lobbies, decks, stairwells and fire escapes attached to or connected to all Lander University residence halls. Visitation hours may be decreased or eliminated in each residence hall by a majority vote or all residents in a referendum call by a petition of 10 percent of the residents. Specific regulations for implementation of the visitation program will be posted on bulletin boards at the beginning of each session. All persons will be held responsible for complying with visitation regulations applicable to the visited area. Those who violate visitation regulations or state or municipal law are subject to prosecution in civil court or to the university judicial action, which may result in residence hall eviction, fines and/or suspension. The University reserves the right to alter or terminate the visitation program if the program is determined by the University not to be in the best interest of the University.

Waste Disposition

All waste paper and other trash must be deposited in the waste baskets in rooms or in the dumpsters located adjacent to the residence hall area. Littering or improper disposition of trash is not permitted, and violators may be fined up to \$50.00 by the University. In addition, violators may be issued a city citation for littering which requires a court appearance and carries fines of over \$300.

Water-Filled Furniture

Waterbeds and other pieces of water-filled furniture are not permitted because of the problems of water damage and weight.

Weapons

Weapons such as firearms, knives, bows and arrows, sling-shots, BB or pellet guns, as well as any ammunition, are prohibited in the residence halls. Students desiring to bring weapons must store them in a gun locker in the Lander University Police Department office, which is open 24 hours a day. Weapons must be unloaded when brought to the Public Safety office. Ammunition will also be stored in a gun locker separate from weapons. Identification must be shown to store and collect stored weapons. **No weapons are to be stored in student vehicles on the Lander University campus.**

Weights

The University does not permit weight equipment (commercial or handmade) in residence halls. Free weights and nautilus equipment are provided in the PEES Complex for use by students.

Windows and Screens

The tilting open of windows (Brookside), throwing of objects from windows, and/or hanging of objects from windows/screens is prohibited and any violation may result in a fine of \$25.00.

TORNADO WARNING SAFETY

Below are suggestions of where students who live in university residence halls should go during tornado warnings:

Brookside Suites: Residents should go to the bottom floor hallway stairwell away from the glass windows, close all doors, and use the laundry room.

Chipleigh Hall: Residents should go to the 1st floor hallways, close all doors, and should assume the crouched covered position.

Centennial Hall: All residents should take cover in the bath area or living room, taking time to close doors to the bedrooms.

Lide Apartments: Residents should go to rooms on the 1st floor and go to a bathroom or closet.

Thomason Cottages: Residents should go to the bathroom and close all doors leading to the bathroom.

Williamston Suites: Residents should go to the 1st floor and go to a bathroom.

FIRE SAFETY INFORMATION

Fire Alarms/Drills

FIRE DRILLS WILL BE CONDUCTED EACH SEMESTER IN THE LANDER UNIVERSITY RESIDENCE HALLS/APARTMENTS. LANDER UNIVERSITY POLICE DEPT., STUDENT AFFAIRS STAFF, AND RESIDENT ASSISTANTS WILL SUPERVISE THE EVACUATION OF ALL HOUSING FACILITIES. STAFF MAY ENTER ROOMS FOR COMPLIANCE AND REPORT ANY NONCOMPLIANCE BY RESIDENTS. WHEN THE FIRE ALARM IS SOUNDED, STUDENTS ARE TO LEAVE THE BUILDING IMMEDIATELY AND CONGREGATE IN THE DESIGNATED LOCATION (BELOW) UNTIL ADVISED TO RETURN TO THE BUILDING BY UNIVERSITY OFFICIALS. FAILURE TO LEAVE THE BUILDING MAY RESULT IN A FINE OF \$50 AND/OR DISCIPLINARY ACTIONS. ELEVATORS ARE NOT TO BE USED IN CASE OF A FIRE DRILL OR AN ACTUAL FIRE.

PLEASE CONSULT THE FOLLOWING TO DETERMINE THE LOCATION TO WHICH YOU WILL EVACUATE FOR ALL RESIDENCE HALLS IN CASE A FIRE ALARM IS SOUNDED.

BROOKSIDE RESIDENCE HALLS – ALL RESIDENTS WILL EVACUATE AND GATHER IN THE DUMPSTER AREA FOR BROOKSIDE OR BEYOND THIS AREA WITHIN THE THOMASON COMPLEX. RESIDENTS WILL NOT GATHER IN THE ROAD AROUND BROOKSIDE AND THOMASON.

CENTENNIAL HALL – ALL RESIDENTS WILL EVACUATE THROUGH THE NEAREST EXIT. RESIDENTS SHOULD GATHER AT THE BACK SIDE OF CENTENNIAL HALL ADJACENT TO THE CAMPUS NEAR THE PEDESTRIAN BRIDGE OR ON THE FAR SIDE OF THE PARKING LOT ADJACENT TO THE PHYSICAL PLANT BUILDING ON W. HENRIETTA ST. STUDENTS THAT EXIT THE FRONT LOBBY DOORS SHOULD NOT REMAIN IN THAT AREA. PLEASE CONTINUE AROUND THE BUILDING TO THE FAR END OF THE PARKING LOT ADJACENT TO THE PHYSICAL PLANT. THERE SHOULD BE NO STUDENTS IN THE PARKING LOT THAT SURROUNDS CENTENNIAL HALL.

**CHIPLEY HALL – ALL RESIDENTS WILL EVACUATE AND GATHER IN THE AREA TOWARDS THE FRONT OF THE SCIENCE/ MATH BUILDING. RESIDENTS WILL NOT GATHER IN THE CIRCLE IN FRONT OF CHIPLEY.
NOTE: RESIDENTS IN THE LAUNDRY AREA WHEN ALARM SOUNDS WILL EXIT THROUGH THE EMERGENCY DOORS AND OUT THE BACK OF CHIPLEY HALL. DO NOT USE THE ELEVATOR AFTER THE ALARM HAS SOUNDED.**

LIDE APARTMENTS – ALL RESIDENTS WILL EVACUATE AND GATHER IN THE PARKING LOT ADJACENT TO WILLSON STREET (PARKING LOT ACROSS FROM THE ARENA) AND BUILDINGS 3 & 4. RESIDENTS WILL NOT GATHER IN LIDE PARKING AREAS AND WILLSON STREET.

RESIDENTS IN THIRD FLOOR APARTMENTS HAVE ACCESS TO EMERGENCY LADDERS DIRECTLY OUTSIDE OF EVERY BEDROOM WINDOW. PLEASE MAKE SURE THAT YOU ARE FAMILIAR WITH THE OPERATION OF THESE LADDERS. LADDERS CAN BE OPENED FROM THE THIRD FLOOR ONLY.

THOMASON – ALL RESIDENTS WILL EVACUATE AND GATHER IN THE GRASSY AREA ON THE HILL OF THE SOCCER FIELD, BETWEEN THE FENCE AND THE PARKING AREA. RESIDENTS WILL NOT GATHER IN THE ROAD ADJACENT TO THOMASON.

WILLIAMSTON – ALL RESIDENTS WILL EVACUATE AND GATHER IN THE GRASS “PICNIC” AREA ACROSS FROM BUILDINGS 1 – 3. RESIDENTS WILL NOT GATHER IN THE PARKING LOT.

ANY QUESTIONS CONCERNING THIS INFORMATION SHOULD BE ADDRESSED TO CHANDLER R. DARLING, ASSISTANT DIRECTOR FOR HOUSING AND RESIDENCE LIFE. PHONE: 388-8266

IMPORTANT TELEPHONE NUMBERS

Fire/Police/Ambulance	9-911 or 8911
Public Safety (campus police)	388-8222
Student Health Services	388-8885
Department of Housing & Residence Life	388-8266

Your Resident Assistant: _____

Automated Student Locator 388-8400

ADDITIONAL TELEPHONE NUMBERS

Academic Advising	388-8426
Academic Support	388-8308
Bookstore	388-8384
Business Office	388-8303
Cafeteria (Food Service) / Dial-a-Meal	388-8372/8444
Career Services	388-8243
Counseling Services	388-8288
Dean of Students	388-8288
Financial Aid	388-8340
Forum (student newspaper)	388-8216
Intramurals and Recreational Sports / Hotline	388-8313/8783
Library	388-8365
Multicultural Student Affairs	388-8749
Peer Tutoring	388-8814
Registrar's Office	388-8398
Student Activities	388-8244
Student Affairs	388-8239
Student Government Association	388-8295