



# Community Living Guide

2014-2015

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## UNIVERSITY HOUSING

Ronald R. Ingle Hall 129

Office Hours: 8:30 a.m. to 5 p.m., Monday through Friday

Telephone: 843-349-6400

Web site: [www.coastal.edu/housing](http://www.coastal.edu/housing)

E-mail: [housing@coastal.edu](mailto:housing@coastal.edu)

Twitter: @CCUHousing

Facebook: [www.facebook.com/CCUHousing](http://www.facebook.com/CCUHousing)

Pinterest: [pinterest.com/ccuhousing/](http://pinterest.com/ccuhousing/)

Blog: [ccuhousing.wordpress.com/](http://ccuhousing.wordpress.com/)

Dear CCU Resident,

On behalf of University Housing, let me welcome you home to Coastal Carolina University. Whether you are a returning or a first-time Chanticleer, I am very excited you are here and look forward to working with you all year long. The following pages are your key to understanding University Housing and your role as a resident.

The evidence is clear that students who live in a residence hall persist at higher rates than other students, have higher grade point averages, and report higher levels of connection to the University at large. I hope that you will find these things to be true of your experience.

I encourage you to be an active member of your community. Speak kindly to your neighbors, get to know and rely on your Resident Assistant (RA), and be yourself at all times. You'll find that you are a powerful and important part of the world around you and the community of learners you have joined.

I hope you will make an effort to get to know your RA and Resident Director as soon as you can. These staff members are here for you and have participated in intensive training to prepare for your arrival. Please let them know how they can be helpful and keep them informed of how you are transitioning to a new year as a student at Coastal Carolina University.

Welcome home!



Stephen K. Harrison  
Director of University Housing

PS. We are honored to welcome you and will seek to live up to our mission statement which is: *"University Housing creates a foundation of care for resident safety and success."* Let's achieve that together!

# COMMUNITY SAFETY AND SUCCESS

## UNIVERSITY HOUSING STAFF & STUDENT LEADERSHIP

University Housing is proud of its many student and professional staff members who work around the clock to ensure that our residential facilities are communities focused on resident safety and success.

### Community Council

Community Councils are the local voice of the residential community. Community Councils focus on advocacy and programming for the community that they represent. There is a Community Council for each residential community on campus. The organizations are advised by the Resident Director and each Community Council is governed by student leaders, including a president, secretary, treasurer, and more. Each Community Council is affiliated with Residence Hall Association: the umbrella organization for student leaders in the residential communities.

### Community Desks

Your Community Desks are the hub of information and activity in your residence hall or apartment community. Your Resident Director's office is typically near or located at these desks. Community Desks are the best places to connect with a Desk Assistant – who can provide important information about campus or upcoming activities.

Residents should visit their community desk for answers to general questions; if they are locked out of their room or have lost their key, or to pick up various housing forms, including those for overnight guests.

Community	Desk Location	Hours of Operation	Desk Phone
Main Campus	Ingle Hall Lobby	24 Hours	843-349-6410
University Place	Grand Strand 102	24 Hours	843-349-5060

### Department of Public Safety

University Housing works hand-in-hand with Coastal Carolina University's Department of Public Safety. Law Enforcement Officers and Security Officers respond to all emergencies and reported crimes, while serving as a visible and available presence within our communities 24 hours a day, 7 days a week, and 365 days a year. In the evenings, Public Safety further supports the safety of our communities by restricting automobile traffic to enter all communities through a single entryway, where residents' CINO ID Cards are verified.

### Desk Assistants & Desk Managers

Desk Assistants (DAs) and Desk Managers (DMs) are undergraduate or graduate students who serve as customer service representatives at the community desks. DAs and DMs assist with check-ins, lock outs, emergency maintenance and answer questions.

### **Housing Assignments Services**

The full-time staff members that make up the Housing Assignments Services team are responsible for a wide variety of responsibilities and services. One of their primary responsibilities is managing assignments and occupancy, including room changes where they will also work closely with Resident Directors. This team also manages the majority of all incoming and outgoing communications via phone, email, and social media.

### **Maintenance and Custodial Staff**

The full-time and student staff members that make up the facilities and maintenance crew are dedicated to providing safe, clean, and comfortable residential facilities. In addition to maintaining and cleaning the common space in each of our halls, the facilities and maintenance staffs respond to Maintenance Requests – submitted through SchoolDude (<http://www.coastal.edu/housing/maintenancerequest/>) – when damages or items in disrepair are identified in your assigned space. These staff members also respond to emergencies when dispatched by our Resident Assistants or Resident Directors on call after hours.

### **National Residence Hall Honorary (NRHH)**

The National Residence Hall Honorary (NRHH) is one of the most respected and largest student organizations in the country. It consists of the top 1% of student leaders on a college campus, and it is an outstanding way to serve the residential communities and CCU community. This is done through recognition of outstanding people and programs within housing, service both within and outside of the communities, and other activities. Membership in NRHH is open to residents who have lived on campus for at least 2 semesters and members are selected through an application process, with induction ceremonies occurring in both the Fall and Spring semester.

### **Residence Hall Association**

The Residence Hall Association (RHA) is a registered student organization and serves as the official voice of residents living in housing operated by Coastal Carolina University. Every resident is automatically a member! Members who are elected to the executive board will work with professional staff advisors. RHA meets weekly and organizes large-scale programs, educational initiatives, and work to recognize its members and community throughout the academic year. RHA is the perfect organization for residents who have great ideas to share or want to assume a leadership role within their residential community.

### **Resident Assistants**

Resident Assistants (RAs) are undergraduate or graduate students who serve as live-in peer leaders and role models. Each RA is assigned to a wing, floor or building and the residents who live there. RAs participate in many hours of specialized training and work hard to create strong communities that enhance the on-campus living experience. They answer questions about the campus and residential facilities; help residents with community, personal and academic concerns; mediate group conflicts that may arise; coordinate programs and activities; and enforce University policies. There is an RA on call in each community from 5:00 p.m. to 7:00 a.m. and 24-hours on the weekends; the on-call cell phone number is posted throughout each community for emergency use.

### **Resident Directors**

The University's Resident Directors (RDs) are full-time professionals who live and work within the residential student communities. Resident Directors are responsible for all residential community operations and serve residents through careful selection, training and supervision of

the RAs. They also coordinate and approve room changes, oversee health and safety inspections, and serve as conduct officers hearing cases involving allegations of violations of the Code of Student Conduct and the Community Living Guide. Each RD has an office in his or her community and their phone number is posted throughout each community. There is an RD on call 24-hours a day for crisis response.

## **COMMUNITY LIVING**

Living as a member of a cooperative community teaches residents to respect the rights of others and advocate for their own rights. University Housing recognizes the need for an atmosphere conducive to academic success and to protect the health, safety, and security of all residents and their belongings.

### **Living with a Roommate**

Fundamentals to a successful roommate situation:

- Get to know each other. Take time to learn what makes your roommate tick.
- Learn to communicate effectively with one another. Tell each other what is and is not okay. Be honest!
- Establish guidelines. At the beginning of the year decide the ground rules each of you can live by (i.e. sleep and study schedules).
- Respect each other's privacy. Give each other space when needed.
- Resolve conflict as it arises. Inevitably as the year goes on, the room appears to get smaller and frustrations and irritations may grow.
- Deal with problems maturely and in a timely fashion. Talk with your RA about positive ways to deal with roommate conflicts.
- Be willing to compromise. Sharing a room involves give and take on each side.
- Be considerate, reasonable, and flexible.
- Stand up for your rights. Do not let the roommate situation be a one-sided affair. If you are uncomfortable with something, let your roommate know.
- Share responsibilities with your roommate/suitemates and be accountable for your actions.

### **Personal Property**

Transitioning to living within an on-campus residential community will impact the personal property that residents are permitted to use and possess. Some everyday items that are used off campus may present a safety concern, or disruption of, on-campus facilities. If you have any questions about a personal item you would like to bring into a residential community, please first inquire with your Resident Director. The lists below are not intended to be exhaustive:

#### **Permitted Items**

Computers/laptops

Crock pots

Desk lamps

Extension cords (UL approved/grounded)

Game systems/consoles

Hair dryers

Iron (must bring/use ironing board)

Microwaves (UL approved/<1000 Watts)

Refrigerators (UL approved/<4.6 cubic feet)

Stereo (w/ headphones)

Single-serve coffee maker (Ex. Keurig)



Surge protector strip  
TV/DVD player/recorder

**Prohibited Items**

Appliances with open heating elements  
Candles and incense  
Charcoal or gas grills  
Chest freezers  
Electric heaters

Electric woks  
Deep fryers  
Halogen lights/lamps  
Neon lights, black lights, or lava lamps  
Portable dish/clothes washer  
Sun lamps  
Toaster ovens

**Permitted Items in Apartment Kitchens ONLY (University Place and Gardens)**

Coffee makers  
George Foreman grills  
Kitchen knives  
Rice cookers  
Sandwich makers  
Tea boiler  
Toasters

**Rights and Responsibilities**

- The right to study, read, relax and sleep without measurable interference, noise or distractions and the responsibility to help others have these rights.
- The right to feel safe in the residence halls and the responsibility to help ensure the safety for others in the building.
- The right to have respect shown for one's privacy and the responsibility to respect the privacy of others.
- The right to have respect shown for one's personal property and the responsibility to respect other's personal property as well as community property.
- The right to have visitors within the housing unit in accordance with policy and the responsibility for the behavior of those guests.
- The right to live in an area free of intimidation and physical or emotional harm and the responsibility to ensure this right for others.
- The right to a clean living environment and the responsibility to help keep it clean.
- The right to maintain one's personal beliefs and values and the responsibility to respect the beliefs and values of others.

Please keep in mind that any individual's rights end when exercising those rights infringes on others. The housing facilities at Coastal Carolina University are places for fun but are also places for study. In keeping with the mission of Coastal Carolina University, housing facilities must have an atmosphere conducive to academic development. Residents whose behavior violates the rights of other members of the community may be subject to disciplinary action and removal from our communities.

**Roommate Agreements**

Within the first two weeks after checking in to your room you and your roommates/suitemates will participate in a roommate agreement meeting facilitated by your RA. The RA's role is neutral and they will engage you in dialog. The resulting roommate agreement document is not intended to be an exhaustive contract for how you will act around your roommates, but as a guideline for conduct in shared and private space accessible to those with whom you share a home. The roommate agreement will be signed by all parties and kept on file in your RD's office. Amendment or revision of your roommate agreement may take place in a follow-up meeting involving all of your roommates, your RA, and likely your RD. Violations of the roommate agreement may carry the same weight as violations of any other Community Guideline or section of the Code of Student Conduct and may result in action through the student conduct process.

## Roommate Relationships

University Housing stresses positive, assertive, and caring communication when working to resolve a roommate conflict no matter how large or small. Such communication will ensure that you are clearly stating your intentions and needs. It also ensures that the person you are communicating with feels he or she has the room to also assert their needs and intentions. Remember that no situation or conflict is irresolvable and it is vital that all parties remain flexible and as objective as possible throughout the conflict.

One very useful tool in conflict resolution is the use of "I" statements. "I" statements help create a message that is not offensive, while specifically identifying your concerns, how they impact you, and what your roommate might do to resolve the problem. An example of the proper use of an "I" statement is:

- I feel angry when you turn on the overhead light when I am sleeping. Please use the lamp if you need light while I am sleeping.
- I feel annoyed when you leave your stuff on the side of the sink. Please put your personal items away after you have used them.

By adding a statement about what you will do to reflect your own expectations or make it easier for your roommate to live up to your expectation is also important. You might amend the above examples by saying:

- I know that I have a sleep schedule much different than yours and I will try and sleep at more regular hours when I can.
- I haven't always put my things away either and I will make an effort to do this every time if you will.

Such additions show that you are willing to help resolve the conflict and acknowledge that the fault is not entirely with the other person.

Also critical to conflict resolution is the art of listening. Listening, like any other skill or talent, must be honed with practice and commitment. Your RA can work with you to practice this skill. Since we know that much of listening (and more importantly letting the other person know he or she is being heard) is non-verbal, remember the **SOLER** acronym and you may be a more successful listener:

- S** square up to the speaker
- O** open body posture
- L** lean in
- E** eye contact

## R relax

If you use these tips, are flexible with yourself and your roommates, and set realistic expectations you are certain to be more successful than those who try to put their heads down ignore a problem. Remember that your RA is always available if you take the time to ask for help.

## COMMUNITY PROGRAMMING & INITIATIVES

The following sections describe in broad terms the many ways University Housing and its partners across campus focus on the holistic development of our residents. We place a premium on academic success and work to support our resident's personal and intrapersonal development in order to make academic success more likely.

### Academic Initiatives

Academic initiatives are programs, services, facilities and learning communities that support the academic needs and goals of our residents. University Housing is committed to establishing relationships with faculty and staff in order to maximize the availability of academic resources to our residents including regular interaction between faculty and residents outside the classroom.

University Housing also includes academic initiatives within an RA's training and as part of his/her position. It is essential because the RA may be the first staff member that notices any signs of a resident who is not engaged in his/her own academic career. RAs are integral in fostering and cultivating an environment and community that places academics as a core priority.

Examples of Academic Initiatives may include:

- **Academic Support** – In the beginning of the Spring Semester, University Housing identifies those residents who are on academic probation. These residents will receive a personal letter from their RD which provides academic resources and an offer to meet one-on-one to discuss academics and anything else.
- **Hall Resource Teams (HRTs)** – Each residential community will have an HRT of individuals representing university resources that are critical to University Housing's mission to *provide a foundation of care for resident safety and success*. Members of the team, working in collaboration with the RD and RAs, will include: a Public Safety Officer, a Counselor, and an Academic Advisor. This Team will not only provide educational programming to the residents and training to the staff, they will work to be "present" within the community by intentionally being visible and available.
- **House Calls Program** – In the fall semester, faculty and staff visit our freshmen communities in an effort for residents to have intentional interactions outside of the classroom; allowing residents to get to know faculty and staff on a personal level. Furthermore, faculty and staff will benefit by gaining a better knowledge of what the living environment is like for this generation of college student.
- **Study Zones** – During peak study times (mid-terms and finals), RDs and RAs will designate locations within their communities as quiet, study-only, locations.
- **"Sweet Success" Academic Excellence Recognition** – All On-Campus residents who are on the Dean's or President's List are invited to attend a dessert social. University

faculty and staff who are invited to attend will be the Provost, Academic Deans, faculty who have received the Distinguished Lecturer Award, the Vice President for Student Affairs, and the Director of University Housing.

- **Tutoring** – As part of our ongoing efforts to bring academics into the residence halls, we also have tutoring opportunities available. In collaboration with our Learning Assistance Centers we offer tutoring several nights of the week in our residence halls. There is tutoring for POLI 201 that takes place Sunday, Wednesday, and Thursday from 7-10 pm in the UP Grand Strand Activity House, as well as, on Monday and Wednesday from 7-10 pm in the Eaglin Hall 221 Classroom. We also have tutoring for HIST 101, 102, 111, 112, 201, and 202 that takes place from 7-10 pm Monday and Wednesday in the Eaglin Hall 221 Classroom, as well as, in the UP Grand Strand Activity House from 7-10 pm on Thursdays.

### **COASTAL Living**

Living on campus at Coastal Carolina University provides you with the greatest possibility of being fully engaged in Chant Nation. Each year, University Housing offers over 700 active programs and over 500 passive initiatives fulfilling the seven COASTAL Living themes: Community, Overall Wellness, Academic Success, Self-Discovery, Transition, Appreciation for Diversity, and Leadership. You will find that your Resident Assistant will make immediate efforts to get to know you – including meeting with you individually in the first two weeks to learn about who you are and what your goals are. You will have opportunities to forge strong relationships with others in your community, develop the skills necessary to succeed both academically and in the world, take on leadership roles that will prepare you for life post-college, and learn about yourself and those around you.

### **CINO TIE**

University Housing is pleased to support the Office of New Student and Family Programs in the annual CINO TIE experience for new students. University Housing sponsors the HTC Center Takeover that provides an exciting end to the Move In Day experience for first year students. In addition, Resident Assistants assist with promoting and ensuring that first year students attend mandatory components of the CINO TIE weekend, including New Student Convocation.

### **First 54**

Now a campus tradition, First 54 is a university-wide collaborative effort to provide programs for students to attend on each of the first 54 days of the academic year. Research shows that students who get involved on campus during this time period are more likely to be successful in college. University Housing offers a number of large scale events during the First 54, including Rock the Block, Tie Dye with RHA, and the SYE Grill and Chill events. In addition, each community plans a major community-wide program during the First 54. For more information, refer to your First 54 calendar or go to the First 54 website at [www.coastal.edu/osal/first54/index.html](http://www.coastal.edu/osal/first54/index.html).

### **Special Interest Housing**

We offer a variety of Special Interest Housing options that are categorized as either Resident Interest Groups (RIGs) or Living Learning Programs (LLPs). University Housing collaborates with campus partners to incorporate into these programs specified tutoring, advising, and faculty involvement. RIGs allow for students to live within a common community that has a specific focus, supported by a campus department that specializes in that focus. Residents of our LLPs live in a common community; however the focus is of an academic nature with a specific

academic partner. Furthermore, residents living in an LLP are all registered for a minimum of one common academic course.

## SERVICES AND ADMINISTRATIVE INFORMATION

### ACCESS CONTROL

#### Entry into Resident Rooms

University Housing reserves the right to enter resident rooms for the purpose of health and safety inspections and to make improvements or repairs. In such cases, University Housing will make every effort to give 24 hour notice, but this notice is not guaranteed. University Housing may, without notice, enter a student's room where there is possible threat to life or property, or where the general welfare of residents or the university community is concerned.

Approved Coastal Carolina University officials may enter university residential spaces for inspection at any reasonable time for several reasons, including but not limited to:

- Confiscations – If an item is found that is a violation of University policies then it may be confiscated by a University official and held until a conduct meeting can be arranged. At which time the item may or may not be given back with the understanding that if it is returned to the resident that it must leave Coastal Carolina University campus immediately.
- Emergency Conditions – A staff member may enter a resident's space during a fire alarm or threatening weather to make sure that all residents have vacated a given space.
- General Welfare – Staff may enter a space in the interest of residents' health and wellbeing. Examples include investigating a missing student and our Learn To Lock-It program.
- Health & Safety Inspections – RAs may conduct monthly room inspections. During this time, the RAs will check for maintenance concerns, cleanliness, and adherence to Housing rules and regulations. Items such as piled, dirty clothing, open or old food, dirty dishes, unkempt bathroom facilities (dirt, mold, mildew, etc.) and bothersome odors emanating from such issues compose serious health hazards to the community and are prohibited.
- Maintenance and Repair Work – Any maintenance requests that are submitted by the resident, University Housing Staff, etc., will require that a staff member enter to make the necessary repairs. University Housing Maintenance or Custodial staff may also enter if a problem in another space impacts your space or vice versa. Any violations encountered will result in notification of the appropriate staff member.
- Occupancy Verification – A staff member may enter residential spaces to confirm occupancy and vacancies
- Plain View Searches – If a Coastal Carolina University official or University Housing staff member notices an illegal item in plain sight or a violation within a resident's space the item may be confiscated. An Incident Report may also be filed depending on the nature of the violation.

When entering a resident's room, a University representative should follow the following procedures:

- Knock loudly, identify themselves, their position, and ask to be admitted to the room. In the absence of a response, the University official must knock again and indicate loudly that he or she is “keying in” or “entering” the room.
- With the exception of the maintenance staff, the representative will have another staff member present when entering a resident’s space (if the residents are not home).

**Keys**

At check-in, a room key or set of keys will be issued. Loss of a key or failure to return a key at the appropriate time will result in a charge for a lock change **per core** needing to be changed. A damaged key will also result in a charge that is dependent on the type of key damaged. No refund or cancellation of charges will be made after the lock is changed.

- **Lock Outs** - All residents receive keys during the check-in process that will allow them to access to their building and bedroom 24 hours a day when the residential facilities are open. Occupancy begins when you accept your key(s) during move-in. In the instance that a resident is locked out of his/her room, the resident is to go to the 24-hour desk for their community (Grand Strand 102 or Ingle Hall), with a photo ID, to be issued a temporary key. The key must be returned within 30 minutes. *There is no lockout fee,* however, repeat behavior may result in conduct action and in the interest of safety and security the lock may be changed. In addition, failure to return the temporary key within 30 minutes may result in a lock change at the student’s expense.
- **Lost or Broken Keys** - Residents must report lost or broken University Housing keys to their 24-hour Community Desk (Grand Strand 102 or Ingle) immediately. There is a per core, or individual lock, charge for lock changes. Residents will be responsible for the costs associated with replacing keys and changing locks. Residents are prohibited from copying keys.

University Place 1 or 2 bedrooms	\$ 120.00*
University Place 3 or 4 bedrooms	\$ 245.00*
Eaglin, Gardens, Ingle Suite	\$ 120.00*
Eaglin, Ingle, Woods 4-bedroom Suite	\$ 245.00*

**AMENITIES AND SERVICES**

**Cable Service**

University Housing has contracted with HTC Cable to provide housing facilities with cable service. Problems with cable services should be reported through your SchoolDude account. Additional features including DVR, On-Demand programming, and premium channels are not available. A channel line-up can be found at [www.coastal.edu/housing](http://www.coastal.edu/housing), but may be changed without notice.

**Communication**

University Housing uses a student's CCU e-mail address as the primary methods for communicating relevant and important information. Residents should check their Coastal Carolina University e-mail on a regular basis; failure to do so does not absolve an individual from the responsibility of being aware of and acting upon the important information shared through CCU email.

### **Equipment Checkout**

Residents are able to checkout equipment by showing their CINO Card and filling out an Equipment Checkout Form for vacuum cleaners, pool cues, pool balls, and other game equipment. Residents must return equipment in the same condition it was at check out and make sure that the vacuum cleaners are empty before returning the equipment.

### **Insurance and Liability**

Coastal Carolina University and University Housing are not responsible for lost, stolen or damaged personal property, including clothing, valuables, money, textbooks, computers, electronic devices, bicycles, musical instruments and sports equipment resulting from theft, malfunction of mechanical equipment, water damage, or other causes. Each resident is encouraged to confirm that his/her family's homeowner's insurance policy covers student housing or acquire renter's insurance available through most major insurance carriers.

### **Laundry**

All residents have easy access to free and unlimited personal laundry facilities. Laundry facilities are located in Ingle Hall, Eaglin Hall, and on each floor of Azalea and Magnolia halls. All University Place Apartments are equipped with a washer and dryer that do not require coins. The University's low-water, high-efficiency washing machines work best with laundry detergent labeled "HE" (high efficiency).

The laundry facilities in Eaglin and Ingle halls are designed to save residents time. *Laundry View* ([www.laundryview.com](http://www.laundryview.com)), a Web-based tracking system, lets residents know which machines are available and, later, when their clothes are ready. Residents also can save time by checking the online time chart to see when their laundry room is busiest and then plan accordingly.

It is important for both properly cleaning the clothes and for the care of the machines that you do not over load the machines. There must be at least a couple of inches between the clothes and the top of the machines. Residents may be held financially responsible for damages to machines that are over loaded. Over loading machines as well as failing to clean lint traps can lead to fire and damage to your clothing. Please be extra sure that you do not have sleeves, straps, strings, etc. stuck hanging out the door before starting the machines as this could cause the doors to pop open during the cycle and flood the laundry room and delay your laundry.

### **Mail Service**

Each resident is assigned a box at the campus post office, which also serves as a certified UPS and FedEx receiving point. The post office is located in Sands Hall. The mailing address for ALL students living in university operated housing is:

Student name  
CCU Box No. \_\_\_\_\_  
107 Founder's Drive  
Conway, SC 29526

Residents can find their post office box number and mailing address on WebAdvisor. Physical addresses for each building can be found online ([www.coastal.edu/housing](http://www.coastal.edu/housing)), posted in your community, or by asking a staff member. Residents are not permitted to have personal mail sent to the 24-hour desks; the desk staff members are not permitted to take responsibility for the items.

### **Recycling**

Each community will have access to a university administered recycling program. Recyclable items include newspapers, magazines, junk mail, computer paper, cereal boxes, aluminum cans, aluminum foil, steel cans, glass jars and bottles, and plastic bottles and jugs (remove and discard lids and tops). More information is available at [www.coastal.edu/sustain](http://www.coastal.edu/sustain) or call 843-349-5041.

### **Student Computing Services**

All students living in campus housing have unlimited, 24-hour access to the Internet through the University's local area network (LAN). Each room features either a hard-wired, high-speed 10BaseT Ethernet connection or wireless Ethernet access. Residents experiencing problems with e-mail or their Internet connection should contact Student Computing Services (SCS), located in Kearns Hall, at 843-349-2908, or via the online help form, at [www.coastal.edu/scs](http://www.coastal.edu/scs). The technical request help form also is available on the University Housing web page, [www.coastal.edu/housing](http://www.coastal.edu/housing). Computer labs, with printing services, are available to residents 24-hours in Ingle and Eaglin Halls. Computer work stations are also available in the University Place Grand Strand Activity House.

Please note: Residents must register all gaming consoles through SCS to gain Internet access for online gaming ([www.coastal.edu/scs](http://www.coastal.edu/scs)).

## **OCCUPANCY MANAGEMENT**

### **Abandoned Property**

Belongings left in one's room, suite, or apartment after the end of the license agreement term or after a resident checks out, whichever is earlier, will be considered abandoned property and will be disposed of accordingly. During the license agreement term a certified letter will be sent to the permanent address on file for residents whose property is abandoned detailing the timeline for necessary action to prevent disposal. Following the end of the license agreement term property will be discarded without notification.

### **Break Closing**

University Housing must close at winter break and during the summer terms in order to properly maintain our facilities and to properly train and prepare our in-hall staff. Limited housing may be available with specific permission and after specific need is verified. Being a resident granted permission to remain during breaks is a privilege not a right. Anyone violating policies during break times will be removed immediately.

- **Extended Stay Residents** – While early and late stay requests add challenges to the room renewal process, we recognize that there are times when there are university



needs for residents to arrive early or stay late, such as residents participating in University sponsored activities occurring outside the regular academic term (i.e. student-athletes whose sport is in competition or mandatory practices and training are held outside of a standard academic term, Orientation Leaders, University Housing Staff, etc). Advisors/Coaches/etc. must make a request and these residents must complete appropriate forms in order to be granted permission to be an Extended Stay Resident (all appropriate fees and forms apply).

- **Winter Break** – The Winter Break is not included in the academic year license agreement term. As such, all University Housing facilities are closed during the winter break. Returning residents may leave their belongings if they follow the closing instructions of the University Housing staff, but they must check out with the staff and exit the buildings during the break.

### **Check-In**

It is vital that you complete all paperwork and attend all meetings related to your check-in to the residential facilities. These meetings include, but are not necessarily limited to, a Community Meeting each semester.

### **Check-Out**

Residents are expected to vacate their residential space within 24 hours of their last exam each semester. Residents should sign up for a checkout appointment with their RA at least 48 hours in advance of the time they wish to leave. At the time of checkout, the RA will conduct a preliminary inspection of the room/apartment using the Room Condition Report completed at check-in to determine if damages exist and if the room is clean. A full-time staff member will conduct a more thorough inspection once the building is closed to ensure that all damages have been identified and properly charged. Additional charges may be assessed at this time, for damages to the room/apartment, failure to return room keys, and/or improper check out.

Your RA will bring the correct paperwork to the appointment, but you are responsible for ensuring that this paperwork is completed and turned in and to pay any charges incurred. Be advised that personal property left in a room or apartment after a resident has moved out shall be considered abandoned and will be removed and disposed of at the resident's expense. In every case possible, items will be donated rather than thrown in the trash. In addition to the detail provided in the University Housing License Agreement, your RA and the Housing Assignments Services team will provide information in the weeks leading up to the end of each semester to assist you in completing this process properly.

### **Involuntary Reassignment or Removal from Housing**

Pending the outcome of a formal conduct proceeding, University Housing reserves the right to reassign residents to other locations or remove them outright from University Housing. The decision to reassign or remove a resident shall be made by the Director of University Housing or his/her designee.

### **Private or Single Occupancy Rooms**

Private rooms are offered depending upon space availability. A resident living in a private room pays an additional fee each semester. All of the room furniture must remain in the room, including the second bed. Once a resident has established a private room, the resident will

continue to be charged the private room fee for successive academic semesters, unless the resident provides written notice to University Housing by the first day of classes for the semester or the University notifies the resident that due to space limitations, that the private space has been removed. Private rooms are never guaranteed.

### **Returning Resident Room Selection Process**

Each spring semester, current residents are offered an opportunity to go through a housing selection process for the following academic year. Information about this process will be distributed during the spring semester. Please contact University Housing administration if you have any questions.

### **Room Changes and Consolidation**

No room changes are allowed for the first two weeks or the last two weeks of the fall semester and for the first two weeks and after Spring Break in the spring semester. This gives everyone a chance to move in and get to know one another or focus on finals. Residents interested in changing rooms must see their RD; only room changes approved in writing by an RD or University Housing are allowed. All room changes are on a first come, first served basis based on the space available.

Residents found occupying any space other than the one assigned to them will be required to move back to their assigned space and may be assessed associated fees. Residents who allow an unassigned resident or guest to occupy their room may also receive a charge to their student account and face action under the Code of Student Conduct. There are no exceptions to this policy.

University Housing reserves the right to require residents to change rooms and halls with proper notice and in cases of administrative necessity or to protect the safety, security, community integrity, and academic success of any resident. University Housing will use this right to facilitate consolidation of several residents to as few apartments, suites, or rooms as possible. Residents without roommates are in the consolidation process and must either choose a roommate, be prepared to accept a new roommate or accept a change of assignment. The empty space must be kept ready for a new roommate to be assigned at **any** time. Common areas including shared bathrooms must also be kept clean and ready for use by newly assigned roommate.

### **Room Condition Report**

At check-in, residents will receive a Room Condition Report (RCR) form to be looked over and returned to their community desk immediately (within 48 hours). This form should be used to document the current condition of the room and its contents (furniture, carpet, windows, shelving, etc.). It is vital that residents carefully examine the room and make any necessary changes to the form, documenting any problems/damages found. The RCR form will be used at checkout to assess the condition of the room at that time. Any damages in the room/apartment that were not documented on the Room Condition Report at check-in will be considered 'new' damage and the student's account will be charged for these items.

### **University Housing License Agreement**

The housing license agreement is an academic year agreement, fall and spring semesters. Summer semester is separate from the academic year. You will have an opportunity to review and agree to it online through the online housing application. A copy of the current University Housing License Agreement is available on our website, [www.coastal.edu/housing/](http://www.coastal.edu/housing/).

## **MAINTENANCE AND FACILITY OPERATIONS**

### **Air Conditioning / Heating Systems**

University Housing works hard to ensure that our residents are as comfortable as possible in their buildings and employs several versions of heating and cooling systems for this purpose. In Eaglin and Ingle Halls chiller systems are specifically designed to automatically adjust to conditions inside and outside of the building. Some residents may find the transitions from hot to cold and cold to hot frustrating. The units in The Woods and The Gardens are thermostat controlled and have preset standard settings. University Place apartments have individual heat pumps for cooling and heating that are thermostat controlled, but are not designed for drastic adjustments. It is not uncommon for residents to adjust their thermostats down extremely low with the hope that the apartment will cool down more quickly. This will not work. Setting the thermostat too low typically results in the unit freezing up and not cooling at all until the unit is turned off and thawed. This can also cause unneeded wear or damage to the equipment and may result in repair charges.

### **Circuit Breakers**

As is true in your home, circuit breakers will automatically turn off, or trip, if the amount of electrical power being used exceeds their design specifications. University Housing reserves the right to require residents to remove or discontinue use of items – even those typically approved for use – should the problem persist. This is most often true in Ingle and Eaglin halls. Should a resident have a loss of power, they should contact one of our 24 hour desks and/or submit an online maintenance request.

### **Dishwashers**

In order to maximize the efficiency of the dishwasher provided you are advised to pre-rinse all dishes. Failure to adequately remove food from dishes may result in dried on food and clogged drains.

### **Garbage Disposals**

A garbage disposal is a machine that grinds food waste and allows it to be washed down the sink drain. In order to avoid problems, the following are directions on how to use a garbage disposal and keep you safe:

- Food to be disposed of should be placed in the disposal while the disposal is OFF.
- Turn on the cold water.
- Turn on the garbage disposal.
- Listen until you hear the food clear the disposal.
- Turn OFF the disposal. LET THE WATER RUN 15 to 30 SECONDS more to flush the pipe.
- Turn the water off.

Improper use of garbage disposals can be dangerous. Keep your hands far from moving parts. Please follow these guidelines:

- Always run water while using the disposal.
- Starchy food like rice and pasta can cause disposals to clog and create plumbing problems. Limit the quantities of this type of food that you dispose of in your garbage disposal.
- Bones, cornhusks, and other high-fiber items should not be put into the disposal as they may clog the drain.

- Keep eating utensils and other food items from falling into the disposal.

### **Health and Safety Inspections**

University Housing will conduct inspections that include a thorough evaluation of all private and public areas of the apartment or room. Repairs or replacement of damaged items and their associated charges as well as action through the student conduct system may result from these inspections. These inspections could be as often as monthly and University Housing reserves the right to conduct more frequent inspections as necessary. During these inspections, we will be opening refrigerators, closets, drawers, etc. as part of the inspection of the facilities.

### **Interruption of Services**

There may be times when services (water, electricity, phone, Ethernet connection, cable, etc.) are interrupted to perform needed repairs and/or preventative maintenance. Whenever possible, advance notice of such outages will be communicated via fliers, email, and/or voicemail messages. In certain situations (severe weather, emergencies, accidents, etc.) advance notice may not be possible. In the event of an interruption in service, every effort will be made to correct the problem as quickly as possible.

### **Maintenance Requests**

Residents should report facility emergencies immediately (e.g. electrical problems, leaks, lack of hot water, and clogged or overflowing toilets) by calling their RA – anytime night or day – or the University Housing office, at 843-349-6400, during normal business hours as well as entering it in their SchoolDude account.

Residents should report non-emergencies, such as burned out light bulbs or failing smoke detector batteries, through their SchoolDude account. Residents who fail to report maintenance issues that cause subsequent problems will be held financially responsible for all damages. University Housing will not be held responsible for unreported maintenance issues.

Residents are responsible for creating a SchoolDude account, entering work orders and monitoring the completion. Facilities and maintenance staff will be in direct contact with the resident that enters the request.

Routine maintenance requests will only be accepted via SchoolDude – Coastal Carolina University's electronic maintenance request system via [www.coastal.edu/housing/](http://www.coastal.edu/housing/) – and it is the exclusive method that prompts action. The University will not be at fault if a request is not made through standard procedure. Emergency maintenance issues should be submitted promptly via phone to on-call staff (numbers posted in your community), the University Housing main office (843-349-6400), and the Department of Public Safety (843-349-2177). Submission of a routine or emergency maintenance request may result in a charge to a resident's account for the cost of the repair.

### **Mold and Mildew**

Humidity inside buildings in the State of South Carolina is often high which can result in the growth of mold and mildew; both can cause allergic reactions and other health issues. The following are suggestions for preventing and treating mold and mildew:

- The key to prevention is to keep everything clean, well lit and dry.
- Hang up damp towels and clothes to dry completely.
- Leave the bathroom door and shower curtain open to allow the walls to dry after showering.

- Select cleaning products specifically designed to treat/prevent mold and mildew.
- A weak solution of bleach and water can also be effective in cleaning mold and mildew. NEVER mix bleach and ammonia, as this creates dangerous fumes.
- Most shower curtains can be cleaned in a washing machine with bleach, detergent and warm water.
- Keep windows closed so humid air does not enter your room.

### **Pest Control**

University Housing contracts with an off-campus company for monthly pest control services. Residents can and are encouraged to assist in the effort to control pests by keeping rooms/apartments/houses clean; keeping food in sealed containers; and keeping doors/windows closed. When a continual or severe pest problem arises, residents should put in a maintenance request to report the problem. Extreme and seasonal changes in weather, as construction near our facilities, may trigger the appearance of insects and other pests in our facilities.

### **Trash Removal**

Residents shall dispose of all trash in the dumpsters located throughout the parking areas. Failure to do so may result in a charge.

- *Hazardous materials:* Items such as motor oil, gasoline, or batteries may not be discarded in the dumpsters. To dispose of hazardous material you must take them to your local dump station. Most hazardous and combustible chemicals are not to be stored in University Housing facilities.
- *Syringe Disposal:* Residents should not place exposed hypodermic needles directly into trash containers, but must use an approved sharps container. Residents can contact Student Health Services about the purchase of an approved sharps container.

### **Water Leaks**

Leaks in faucets, toilet tanks, and other plumbing equipment can waste water, ruin costly fixtures, and increase fuel and labor bills. Please report leaks to your 24 hour Community Desk immediately. Failure to report problems can lead to mold and mildew and possible charges to residents.

## **SAFETY, SECURITY, AND EMERGENCY PROCEDURES**

### **SAFETY AND SECURITY MEASURES**

The following systems and information explain the many ways University Housing at Coastal Carolina University partners with you, the residents, to keep us all safe in order to prevent crime and to most appropriately respond to emergencies.

#### **Blue Light Emergency System**

Blue Light Emergency notification stations are strategically placed in several outside locations on campus. When activated, the system provides direct contact with the police dispatcher and immediate officer response.

## Community Safety Precautions

While we believe that our campus is a safe environment, crime can occur. It is important to remember that our communities are only as safe as we make them. The following precautions should be taken to help protect you against crime:

- Lock your room/apartment door when you leave – even if you are just “running down the hall.” It is best to get in the habit of locking the door at all times.
- Ask who is at the door before opening the door or yelling “come in.”
- Do not prop exterior doors.
- Keep your keys and CCU ID Card in your possession at all times. Do not loan your keys or ID Card to anyone for any reason.
- Don’t walk alone, especially at night.
- Report any suspicious activity to Public Safety immediately.
- Let your roommate know where you are going and when you will be returning.

## Doors

All doors should remain closed and locked when not in use. This includes entry doors into buildings, suite/apartment/house doors, room doors, and emergency doors. This is a precaution to ensure that only those with approved access enter our facilities.

- Building Access – Residents of a particular building are the only people who have access to that area, and those individuals should not give their CINO Card to any other person to gain access.
- Door Propping / Tailgating – Propping any sort of door is strictly prohibited. Any student found propping a door will be documented and may face conduct action.
- Room Access – Residents’ keys belong to CCU and are only issued to individual to individual students and may not be lent or given to any other person. You should always lock your door when leaving your room/suite/apartment.

***If you find that you have lost your keys you should report it immediately to University Housing. If you have lost your CINO Card you should report it to Campus Card Services at 843-349-6435.***

## Fire Safety Equipment

There are many precautionary devices that may not be tampered with nor disabled in any way.

***Anyone found tampering with, disabling, or interfering with the fire safety equipment is subject to disciplinary action and possible removal from housing and/or criminal charges.***

Fire equipment includes: Room, suite, apartment, main entry, and exit-only doors, fire extinguishers, sprinkler heads, exit signs, smoke detectors, windows, emergency lights, pull stations, fire panels, evacuation plans, and stairwells. Residents should not place any items/belongings in hallways/pathways or in front of exits because they can become hazards during an emergency.

- Fire Evacuation—you should assume that any/all fire alarms are real. If you hear an alarm you should gather your keys and ID and exit the building immediately! You must obey the direction of all CCU staff in an emergency. Move far away from the building and remain calm. You will be given permission to re-enter the building when the threat has been cleared. **Do not re-enter the building without permission!**

## Holiday Decorating Guidelines

During the holiday seasons, for most residents decorating their living space is a fun and festive way of enjoying those holidays that mean most to them. These guidelines were developed to ensure a safe and enjoyable residence hall living experience for everyone, yourself included. If you have any questions, please consult your Resident Director. ***Please remember that all University Housing Community Living Guidelines remain in effect.***

- Life safety equipment may not be tampered with, altered, decorated or covered up. Life safety equipment includes: exit signs, fire alarm pull stations, smoke detectors, sprinkler heads, and emergency lights. The fire hose/extinguisher cabinet and electrical panels may not be covered and/or blocked.
- The ceiling lights may not be dimmed. Light bulbs may not be taken out of their sockets. Decorations near or around the ceiling lights must have an eight (8) inch clearance.
- All lighting used to decorate must be UL approved/listed; this includes string/rope lights. Use caution with decorative lighting.
  - Ensure they are not touching or near flammable objects (curtains, papers, tissues, etc.).
  - Ensure that they are not a tripping hazard and do not block pathways.
  - Decorative lights are never permitted to be attached to the ceilings.
  - All decorative lights must be unplugged when you leave your room/apartment and unplugged when going to sleep.
- Live trees are not permitted in any facility. Bales of hay are not permitted.
- The cooking facilities in the kitchens may not be used for decorating or blocked by decorations.
- A clear path of departure must be maintained at all times. Hallways, doorways, and common areas must be free of obstruction. Furthermore, a clear line of sight to the exit must be maintained.
- Hanging decorations improperly may damage the paint and walls. Residents will be held accountable for any damages. Decorations may never be attached to or hung from the ceiling.
- Per the Community Living Guide, nothing is permitted to be attached to, or hung from, balconies (University Place). In addition, decorations are not permitted on windows. Exterior doors may not be decorated, unless a University Housing staff member is facilitating a door decorating program.
- Hallway Decorating Contests / Door Decorating Contests: these types of programs may only be facilitated by University Housing staff; decorations must be pre-approved by the staff member. Decorating may begin two days prior to the day of judging. All decorations must be removed within 48 hours of the conclusion of judging.
- Haunted Houses: these programs may not be conducted in assigned residential spaces and may only be facilitated by University Housing staff with written pre-approval. Related decorations must be removed within 48 hours of the approved event.
- During the academic year, when classes are in session, all holiday decorations must be removed within 48 hours after the holiday. If the holiday occurs during Winter Break, all decorations must be removed prior to the Break.

### **Missing Student Policy**

A student may be considered missing if he or she is reported absent from the University for more than 24 hours without any known reason, the absence is contrary to his or her usual pattern of behavior, or there is a perception of unusual circumstances. All reports of missing students will be directed to the Coastal Carolina University Department of Public Safety which,

with the Office of Student Affairs and University Housing (if applicable), will investigate each report and determine whether the student is missing in accordance with this policy.

- **Emergency Contact Information**

- **Residential students** - Each student living in University-operated housing is required to review and update his/her emergency contact information on record prior to occupying an assignment. Residents expecting to be away for an extended period of time (more than 24 hours) during non-break periods should always let at least one person in the residence hall know of his/her whereabouts.
- **All students** - All enrolled students, regardless of living circumstances, are expected to regularly review and update their emergency contact information and local address information through the Office of the Registrar. Each student is solely responsible for the accuracy of his/her information and for making applicable changes through the Office of the Registrar throughout his or her enrollment at the University. The University will reference this information in the event of an emergency and/or if the student is reported to be missing. When a student under the age of 18 and not emancipated is determined to be missing, the University will notify a custodial parent or guardian, as listed in the emergency contact information provided to the Office of the Registrar.

### **Severe Weather**

When thunderstorms, tornados or other severe weather is in the area, students should seek shelter immediately, preferably away from windows, on ground levels, and in a hallway in the center of a building. Students should use the stairways, not elevators, as severe weather often is accompanied by power outages.

If the National Weather Service issues a hurricane warning for the area, residents will be advised to travel home or inland or to a Red Cross emergency shelter before the onset of severe weather. In case of evacuation, residents should notify their RAs where they are going and provide a telephone number where they can be reached. More information is available at [www.coastal.edu/emergency](http://www.coastal.edu/emergency).

### **COMMUNITY GUIDELINES**

The following listing of policies and procedures are intended to be used in conjunction with the Code of Student Conduct, University Housing License Agreement, and additional information published by University Housing throughout the academic year. Residents who violate University Housing Community Guidelines may receive a warning, monetary sanctions, a cancellation of their license agreement and removal from University, and/or suspension or dismissal from the University. These guidelines are referenced in the Non-Academic Conduct Code within the Code of Student Conduct (CSC, IV, C. 13)

- a. Advertising and Posting

Advertisements and postings must be approved as per university policy prior to being placed in residential areas and will only be distributed or posted by University Housing staff. Approved postings may be delivered to the University Housing office in Ingle Hall 129 for distribution. Other forms of posting including, but not limited to chalk writing, banners, etc., must be specifically approved by University Housing. Solicitation in and around the



residential facilities, especially door-to-door, is also strictly prohibited. Items including banners, signs, and posters may not be hung in windows and from balconies. In respect for the greater community, residents are restricted from decorating or posting any materials on the exterior of their main suite or apartment door.

b. Balconies/Patios, Banisters, Elevated Walkways and Stairwells

Sitting, standing or hanging on, sliding down or climbing over balcony railings or banisters is unsafe and is therefore prohibited. Balconies may not be used to store bicycles, trash, paper or other combustible items. The use of grills or other sources of flame is prohibited in these areas given the risk of fire. University owned furniture must remain within the apartment or suite; it is not permitted on balconies or where it is exposed to weather and the elements.

c. Bicycles, Bicycle Storage and Other Wheeled Devices

The use or storage of bicycles (and all other motorized or non-motorized vehicles) are prohibited in both common and private spaces within the residential facilities and breezeways. Bicycle racks are provided around your residential facilities and around campus for your use. Bicycles locked or chained to stairwells, balconies, trees or any University Housing or private property other than bicycle racks may be subject to removal and impound. Motorized vehicles must be parked in a parking space. Other wheeled devices such as skateboards, scooters, and/or rollerblades are not to be ridden or worn inside the residential facilities/hallways/breezeways.

d. Break Housing

Residential facilities are closed for Winter Break, and will remain open during Thanksgiving and Spring Breaks. During Winter Breaks, only those residents participating in a University sanctioned program or event will be permitted to remain in the halls. Those residents that meet this requirement must fill out a Break Stay Request – available at [www.coastal.edu/housing](http://www.coastal.edu/housing) – and have it approved by their RD by the published deadline. Approved residents will be charged a fee. Break Stay is a privilege, as such those found in violation of any rules and regulations will be removed immediately. Guests are not permitted during the breaks. University dining facilities are closed during breaks.

e. Cleanliness

Residents are expected to maintain their assigned space in a clean and sanitary manner. Failure to maintain a properly clean space is prohibited. Residents are responsible for reporting problems of mold & mildew due to facilities issues. Residents identified as being responsible for offensive odors, will be asked to eliminate the cause of the odor. An offensive odor is ANY odor or aroma of such intensity that it becomes apparent and is offensive to others. Any odor can become offensive when it is too strong. Some examples are: perfume, cologne, air freshening spray, or large amount of dirty laundry. University Housing staff will address offensive odors when complaints are received.

f. Ceilings

Hanging or attaching items from the ceilings is strictly prohibited.

g. Community Resources/Amenities

Each community is provided resources that may be freely used, reserved, or checked out from a community desk such as gaming and sport equipment, grills, laundry facilities, etc. Misuse, abuse or damage to these resources may result in restricted privileges for the community or individual residents and/or replacement fees/restitution.

h. Common Space Usage

Furniture and equipment located in common spaces throughout the residential facilities are intended for community use. Inappropriate use, rearranging, removing, or damaging this furniture and equipment is prohibited. Any of the above may result in action through the student conduct system and/or charges to individual or several student accounts.

i. Damage to University or Student Property

Damage to University Housing facilities or property and that of fellow residents is prohibited and may result in restitution through the student conduct system. Residents are responsible for their room, suite, and/or apartment and all its furnishings, fixtures and equipment within. Any damages or untidiness must be reported promptly and properly. Such damages may also result in a charge to your student account. Any unreported damages discovered by staff during the year, during a proper check-out, or following an improper check-out may result in charges to your student account. Adding or changing locks, deadbolts, chain locks or other access control hardware to any door is prohibited.

If you feel that you have received a fee by mistake, please submit a letter of appeal to the Resident Director of your community.

j. Decorations

In order to protect and preserve University Housing facilities, residents may not make changes to the walls, ceilings, doors, floors, or furnishings that result in damage, necessitate repair, or permanently alter the original appearance. Nails, screws, adhesives and other items that may leave holes or residue or remove paint from any surface are prohibited. As a general guideline, if your walls are drywall you may use push pins or thumb tacks and if your walls are painted blocks or bricks you may use pull tab release or adhesive hooks as long as they do not damage the wall if removed properly. With the exception University endorsed decorations done by UH staff, all decorations on doors and windows is also prohibited.

k. Doors and Building Access

Residents should feel safe and secure in their communities. They should be able to gain appropriate access to their buildings, rooms, apartments or suites whenever necessary – except during residence hall closures for university. To that end, exterior doors may not be propped at any time. It is not advisable that interior doors be propped unless all the residents of a room agree that it is allowed and at least one resident is at home and able to see the open door at all times. Interior door propping will be governed by the roommate agreement.

Additionally, lobbies, breezeways, hallways, stairwells and elevators must remain clear and secure at all times. Please report any area that is not accessible or secure to your RA or another University Housing staff member. Use of emergency exit or exit only doors unless in an emergency (e.g. building alarm) situation is prohibited.

l. Failure to Report a Violation

Residents are urged to report violations of the Code of Student Conduct and University Housing Community Guidelines especially in situations where a violation of these policies may endanger the violating student, other students, or university or personal property.

m. Fire Safety

Tampering with, removing, or misusing fire safety equipment such as a smoke detector, sprinkler head, fire extinguisher emergency exit sign or other relevant signage is strictly

prohibited (violators may be subject to immediate removal/eviction from the University Housing system and may result in criminal charges). Nothing may be attached to or hung from any fire safety device. Failure to evacuate promptly – using only stairwells - when the fire alarm sounds or remain outside until given expressed permission by a University Housing staff member to reenter is also a violation of the fire safety community standard. During evacuations, residents should remember to close and lock their doors.

n. Furniture

Each assigned space is fully furnished and residents may not bring additional/extra or personal furniture in to their room, suite or apartment without written authorization from the Director of University Housing or designee. Prohibiting personal furniture such as couches, futons, chairs, etc. decrease the likelihood of infestations, bacteria, and other issue from upholstered furniture. It also reduces the likelihood of ingress and egress issues. Common area furniture may not be moved or relocated in to rooms or apartments for any reason.

o. Gambling and Commercial Enterprises

Residents are granted limited and specific use of their assigned space through University Housing License Agreement and gambling (i.e.: dice, cards, athletic) or operating a commercial enterprise (i.e.: any activity for which a resident is paid fees for services) in university-operated housing is prohibited.

p. Guests, Overnight Guests, and Cohabitation

A guest is defined as any person in a room, suite, or apartment to which he/she is not assigned. Residents who are guests in another resident's space will be held accountable as both a guest and a resident of University Housing and the host will likewise be responsible for their conduct as a host and resident. Guests must be escorted by a resident at all times in order to be present in the residential facilities. Non-resident guests will never be issued keys by University Housing and residents should never allow a guest of any type to borrow their keys. Residents are responsible for the actions of their guests at all times and bear full responsibility for educating guests about university policies and procedures.

Residents must use the Overnight Guest Request form available from their community desk or the University Housing office to gain permission to host **same gender guests**. Residents may not have guests more than three consecutive nights and five nights in a month. Overnight guest requests will only be approved by the RD after receiving the signatures of all roommates and/or suitemates and the RA three days prior to the guest's arrival. Parking passes for approved guests are provided by Public Safety. Overnight guests are prohibited during the first and last two weeks of each semester and during breaks (Thanksgiving, Winter, and Spring Breaks).

Cohabitation is strictly prohibited and will be deemed to have occurred when a person not assigned to a specific space uses that room as if he or she lived there. Accessing an assigned space while the assigned residents are not home, keeping clothing or personal items in another's assigned space or regularly sleeping in or using the restroom facilities in a space to which one is not assigned are examples of cohabitation. Residents who allow an unapproved resident or guest to occupy their room may also receive a charge to their student account and face action under the Code of Student Conduct.

University Housing reserves the right to remove a registered or unregistered guest from its facilities at any time and to restrict future guests for any resident.

- q. Hall Sports and Physical Play  
Residents may not participate in any sport, horseplay, or physically rough play inside the residential facilities due to the potential for damage, injury, and/or the setting off the fire safety sprinkler system. This includes, but is not limited to bouncing, throwing, or kicking of balls and/or other objects, rollerblading or roller-skating, throwing a Frisbee®, tag, wrestling, or water fights/games.
- r. Improper Check-Out  
Failure to properly check-out of one's assigned space will result in a \$100 charge. Improper check-out will include not making, failing to be present for, being more than 15 minutes late for, and failing to be prepared for a check-out appointment. Any resident found to have left their assigned space for the semester, academic year, or after having withdrawn from the university without checking out will be charged for improper check-out in addition to release or cancellation fees.
- s. Ingress and Egress  
Residents are required to maintain a clear path for ingress and egress. Furniture, clothing, power, network, and other cords may not block clear walking paths to doors and windows.
- t. Keys and Identification Cards  
Residents must keep their keys and CINO Card on their person at all times. Keys are issued along with assignments and will only be issued to the assigned resident. Residents may not allow guests, parents and family members, or other residents to borrow their assigned keys or CINO Card. Keys must be turned in during the check-out process and in accordance with University Housing staff instructions. Residents who fail to return their key will be charged a re-core fee to their student account regardless of whether it was lost, stolen, destroyed, etc. Excessive lockouts are considered irresponsibility with keys and are therefore prohibited.
- u. Prohibited Items  
University Housing reserves the right to determine an item is disruptive to the community or presents a safety risk and may instruct the resident to remove the item from the residential facilities. The following list is not intended to be an exhaustive, but rather a representative list of items prohibited in the residential communities:
- i. *Alcohol Containers*  
University Housing will continue to be a community that does not encourage alcohol misuse, while remaining invested in educating residents about decisions to possess items that may encourage alcohol consumption. You may not use alcoholic beverage containers (cans, bottles, kegs, etc.) as decorations or for any other purpose in your room regardless of your age. This includes beer bongs, shot glasses, martini glasses, yard or half-yard glasses, beer pong tables, or other devices used to drink alcohol, with or without alcohol in them.
  - ii. *Appliances*  
Refrigerators are provided in The Woods, University Place, and The Gardens. However, residents are permitted to bring one (1) refrigerator so long as it does not exceed 4.6 cubic feet and is approved by Underwriters Laboratories (UL). One UL approved microwave (less than 1,000 watts) is also permitted. Residents are advised to limit the number of appliances in their spaces, especially in Ingle and Eaglin Halls, due to limited space and limited electrical

power capacity. University Housing reserves the right to require residents to remove or discontinue use of appliances should they become a safety or disturbance issue. Residents who may require special accommodation for a documented disability or medical condition should contact both University Housing and Accessibility and Disability Services.

*iii. Candles and Incense*

Since candles, incense, and the like constitute an extreme fire hazard they are not permitted in the residential facilities (including, but is not limited to candles with or without wicks, candle warmers, incense, gifts or mementos, decorative items, warmed wax, and similar devices).

*iv. Cinder Blocks*

Cinder blocks, bricks, blocks of wood and any other materials which may damage flooring or become a tipping hazard in the residential facilities are not permitted. Residents may complete a maintenance request for their bed to be lifted by University Housing staff or purchase plastic risers no higher than 12 inches high (these typically look like square mini traffic cones).

*v. Electric Heaters and Personal Air Conditioners*

Given the fire safety hazard and additional load on residence hall electrical systems, electric heaters, and personal air conditioners (e.g. window fans) are not permitted. Each residence hall has a fully operational heating and cooling system. If you find that the system is not operating as you expect please submit and online maintenance request and consult your RA if the problem continues.

*vi. Fuels / Combustible Materials*

Any combustible fuel or material (e.g. lighter fluid, oil, gasoline, charcoal, propane or kerosene) is strictly prohibited. These items must be removed from the residential facilities immediately. All associated costs for proper disposal will be assessed to the responsible resident.

*vii. Non-UL Approved Lights / Extension Cords / Multi-Plug Adapters*

Only one surge protector strip is allowed per double outlet. Rewiring of resident rooms by non-university employees is not permitted. Neither University Housing nor Coastal Carolina University is responsible for any damage to electrical equipment (computers, TVs, phones, appliances, etc.) caused by power surges or lightning. All appliances, lights, and cords used in University Housing facilities must be UL approved.

*viii. Open Heating Elements*

Any appliance or device typically used at home or in an office environment that has an open heating element and does not have an automatic shut off feature is prohibited. If your assigned space includes a kitchen, you may bring small countertop appliances that do not disrupt the academic environment, have an automatic shutoff feature engaged at all times, and meet the approval of your Resident Director.

*ix. Pets*

No pets are permitted in the residential facilities with the exception of fish contained in a tank equal to or less than ten (10) gallons (per apartment, suite, or

room). A fish is defined as legless, cold-blooded, aquatic vertebrate animal with fins, gills, and scales. Pets belonging to guests and family members are prohibited from visiting the residential facilities. The resident will be responsible for all costs associated with the possession and removal of the animal (i.e. damaged furniture, cleaning fees, pest control, etc.). Residents are restricted from feeding or leaving food outside the buildings for animals.

x. *Smoking*

Coastal Carolina University prohibits smoking in all campus buildings including all Residential Facilities.

- Smoking is prohibited in all Residential Facilities spaces and/or common areas. A minimum charge of \$50 will be assessed if evidence of smoking is found in a room/apartment or any interior common area/space.
- In December 2013, Coastal Carolina University's Board of Trustees approved the [Tobacco-Free Policy](#), which prohibits the use of all forms of tobacco and smoke-related products. This policy went into effect on August 1, 2014.

xi. *Wireless Routers and Internet Switches*

High quality internet service is provided throughout the residential facilities. Residents are therefore prohibited from setting up a wireless router or internet switch in their room or apartment. These devices will disrupt the continuity and security of the provided network.

v. Quiet Hours / Courtesy Hours

In order to maintain an environment conducive to study and sleep, residents are responsible for turning down sound systems or discontinuing noisy activity immediately if requested by others to do so. Please remember that other residents may live above, below, and beside you in every direction and you have a responsibility to prevent noise and activity that can be heard by other residents whenever possible. Noise heard two doors away in Ingle and Eaglin Halls or from outside one's apartment/suite door in every other community will generally be understood to be a violation of quiet hours. Quiet hours are as follows:

- Sunday – Thursday: 10:00 p.m. to 10:00 a.m.
- Friday and Saturday: 11:00 p.m. to 11:00 a.m.
- 24/7 quiet hours are in effect from the evening prior to Study Day through exam week at the end of each semester and will be clearly posted and strictly enforced.

It is important that each resident make an attempt to confront any resident that may be creating a disturbance before contacting your RA or RD so long as you are confident your safety is not in question.

Additionally, any noise or distraction that disturbs residents is not conducive to academic success and personal health and, therefore, *courtesy hours* are in effect 24 hours a day and seven days a week throughout the year. Excessive noise will never be tolerated no matter the time of day or night and will be subject to documentation without warning. Please reference this community standard when requesting that your fellow residents cease any loud or distracting behavior.

w. Roommate Agreements

Failure to uphold, respect, or abide by a roommate agreement is unacceptable. Roommate agreements are not intended to be exhaustive contracts between roommates, but they do serve as clear statements of expectations between those living together and the staff who support them.

x. Screens and Windows

Using a window as an entrance or exit is prohibited (unless in case of emergency). Also, removal of any screen or window is prohibited. Items including banners, signs, and posters may not be hung in windows. In respect for the greater community, residents are restricted from decorating or posting any materials on windows, this includes window paint and decals. This is also to ensure the health and safety of residents and emergency personnel.

Residents may not take any action that may cause damage to the window or screen. If in need of repair, the residents should report maintenance. In order to protect those individuals who may be walking outside the facility, no objects of any type may be thrown, dropped, pushed out of, placed outside of, or allowed to fall from any residential space.

y. Trash / Littering

All trash must be deposited in the dumpsters provided. Residents will be charged a minimum of \$25.00 for each bag, box or uncontained item found in public areas such as hallways, breezeways, lobbies or anywhere other than the designated dumpster. Littering is also prohibited (this includes, cigarette butts, paper, cans, bottles, bags and boxes of trash).

z. Weapons, Projectiles, Ammunition, and Explosives

Coastal Carolina is a weapon-free campus. This applies to the residence halls and apartments. University Housing strictly prohibits the use, possession, and storage of weapons of any kind in the residential facilities. Weapons include but are not limited to firearms, simulated firearms, BB guns, pellet guns, water guns, dangerous chemicals, any explosive device (including fireworks), ammunition, nun chucks, brass knuckles, butterfly knives, sling-shots, swords, knives with a blade larger than 3 inches, paintball guns/equipment, bows and arrows, darts, and other materials that can be used to intimidate, threaten or endanger others are prohibited on campus. Possession of a weapon may subject you to eviction from the residence halls/apartments as well as the University. Furthermore, throwing any object or trash from/toward windows, ledges, roofs, or balconies is prohibited.