

UNIVERSITY HOUSING  
COMMUNITY GUIDE  
2009-2010



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## **Welcome**

Welcome to campus living at USCA! We are excited to have you living with us. Our staff is dedicated to providing an environment where you can learn, connect, grow and have fun!

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

This guidebook will serve as a guide and will help you to get the most out of campus living. It covers the basics of community living, like how to get along with a roommate and other residents, how to take advantage of the services provided and of course the do's and don'ts for campus living. This guidebook and your housing contract serve as legally binding lease terms and conditions. By signing the housing contract you have agreed to abide by all of the rules, regulations and policies stated in the agreement and in this handbook.

Our office wishes you the best as you embark on an exciting journey.

## **UNIVERSITY HOUSING AND JUDICIAL AFFAIRS STAFF**

The Assistant Directors living in Pacer Crossings, Pacer Downs, or Pacer Commons are responsible for direct service to on-campus residents and supervise the RA Staff. They are professionals who are committed to student growth and development.

The Resident Assistants (RAs) are student staff member who lives on your floor or in your section. They are carefully selected and well-trained students who promote and provide leadership, support, friendship, and programs, as well as impart or obtain information and answer questions. You will get to know these folks, as they will be planning a variety of program opportunities, maintaining your safety through evening duty, and basically being a great resource, as well as another link for you to the University Housing and Judicial Affairs Office.

### **STAFF ON DUTY**

There is always someone around to help in University Housing. Your RA is a great resource, but since that person may not always be around when you need them, here is whom you can call:

Pacer Commons Office: Located in Suite 3D. Phone numbers are 803-641-3767 (x3767) or 803-641-3566 (x3566). Office hours: Monday – Friday 900 am to midnight, Saturday 10:00 am to 2:00 pm, and Sunday 6:00 pm to midnight.

Pacer Downs Office: Located next to the Market in the Community Center. Phone numbers are 803-641-3768 (x3768) or 803-641-3788 (x3788). Office hours: Monday – Friday 900 am to midnight, Saturday 10:00 am to 2:00 pm, and Sunday 6:00 pm to midnight.

Pacer Crossings Office: Located in room 113. Phone numbers are 803-644-2170 (x2170) or 803-644-2171 (x2171). Office hours: Monday – Friday 900 am to midnight, Saturday 10:00 am to 2:00 pm, and Sunday 6:00 pm to midnight.

### **After hours, you need to call the RA on Duty.**

During the weekday, RAs are on duty Monday – Thursday 6:00 pm to 8:00 am. On the weekend, RAs are on duty starting Friday at 6:00 p.m. until Monday 8:00 am.

Pacer Commons 803-349-5916

Pacer Downs 803-349-5917

Pacer Crossings 803-349-5915

### ***Custodial and Maintenance***

The building attendants are responsible for normal cleaning duties in public areas and community based facilities. The maintenance staff is responsible for making repairs in the residence halls.

## **University of South Carolina Aiken Mission**

Founded in 1961, the University of South Carolina Aiken (USCA) is a comprehensive liberal arts institution committed to active learning through excellence in teaching, faculty and student scholarship, research, creative activities and service. In this stimulating academic community, USCA challenges students to acquire and develop the skills, knowledge, and values necessary for success in a dynamic global environment.

The university offers degrees in the arts and sciences and in the professional disciplines of business, education and nursing. All courses of study are grounded in a liberal arts and sciences core curriculum. USCA also encourages interdisciplinary studies and collaborative endeavors.

Emphasizing small classes and individual attention, USCA provides students with opportunities to maximize individual achievement in both academic and co-curricular settings. The institution challenges students to think critically and creatively, to communicate effectively, to learn independently and to acquire depth of knowledge in chosen fields. The university values honesty, integrity, initiative, hard work, accomplishments, responsible citizenship, respect for diversity, and cross-cultural understanding.

USC Aiken attracts students of varying ages and diverse cultural backgrounds who have demonstrated the potential to succeed in a challenging academic environment. In addition to serving the Savannah River area, USCA actively seeks student enrollment from all parts of South Carolina as well as from other states and countries.

As a senior public institution of the University of South Carolina, USCA combines the advantages of a smaller institution with the resources of a major university system. Located in beautiful, historic Aiken, South Carolina, USCA is an institution of moderate size (2,500-5,000 students) that offers baccalaureate degrees in a number of disciplines, an associate degree in Nursing, completion baccalaureate degrees at University of South Carolina regional campuses, and master's degrees in selected programs.

USCA endeavors to apply knowledge, skills and wisdom in ways that promote the common good. Accordingly, the university seeks to build strong community ties. The institution enriches the quality of life not only on campus but also throughout the surrounding region through a variety of activities including the fine and performing arts, athletics, continuing education, distance learning, and community service. In fulfilling its role as an institution of higher learning, the University of South Carolina Aiken is a community of individuals engaged in broadly based educational experiences necessary for an enlightened society.

### **STATEMENT OF VALUES:**

We at USCA embrace the following values:

#### **1. A High Learning Quality Learning Environment:**

- We seek to impart a broad range of skills, knowledge, and wisdom
- We aim to maximize each student's potential
- We expect and value high quality teaching and individualized attention from faculty and staff
- We expect and value high quality scholarship and creative endeavors by faculty
- We encourage
  - Critical thinking
  - Independent learning
  - An understanding of connections between the liberal arts and discipline specific courses
  - Curiosity and love of continual learning

#### **2. Collegiality**

- We aspire to be nurturing community where people support one another in their efforts to learn and excel
- We encourage cooperation, collaboration and collegiality

### 3. Character

- We expect integrity, honesty and taking responsibility for our actions
- We embrace diversity and encourage respectfulness
- We encourage initiative, effort, and pride in hard work and accomplishments

### 4. Citizenship

- We strive to foster in students and understanding of the rights and responsibilities associated with membership in a community
- We seek to develop responsible citizenship and working for the common good
- We advocate involvement and partnerships with our external constituents to promote meaningful engagement and applied learning

#### **Student Life and Services Division Mission**

The Student Life and Services Division is an integral educational and administrative component of the University of South Carolina Aiken, which supports the overall mission of the University by enhancing the cognitive, ethical, emotional, occupational, physical and social development of students while adhering to the legal and ethical standards of our professions. The Division provides activities, programs and services to address the changing needs of students, staff, faculty and the community.

The Student Life and Services Division at USCA seeks to create an environment which encourages students to broaden their perspective, develop their talents and interests, take responsibility for their actions, and prepare for meaningful careers. The Division's programs are designed to meet the needs of students throughout their contact with USCA. Special attention is given to the developmental needs of students during transitional periods. The holistic development of informed, responsible, productive citizens is the focus of these efforts.

The central purposes of the programs and services offered by the Division are: 1) to provide equitable opportunities and support for the matriculation and retention of students; 2) to increase the probability of student success while supporting the academic mission of the University; 3) to encourage students to become involved in meaningful athletic, intellectual, leadership, recreational, and social pursuits; 4) to foster a sense of pride and "esprit de corps" among the University family, alumni, and community; and 5) to provide a safe and secure campus environment. These aims are pursued within the framework of applicable laws, regulations and policies.

The Division's staff members strive to be accessible, flexible and timely in dealing with constituents while maintaining high professional and ethical standards. Staff members are devoted to the success of students and serve as teachers, role models, mentors and advocates for them. The Division's effectiveness is enhanced through staff members' participation in campus governance and activities, community involvement, and professional organizations.

#### **University Housing and Judicial Affairs Mission Statement**

The Department of University Housing & Judicial Affairs' mission is to enhance each residential student's experience by actively engaging them in a community that values learning, involvement, personal growth and development. The department also strives to provide comfortable, affordable and well-maintained housing.

We, in the Office of University Housing & Judicial Affairs, strive to carry out this mission and support the overall mission of the University by maintaining an environment where students can broaden their perspectives, take responsibility for their actions and develop meaningful connections with fellow students and staff members.

We view University Housing as an educational environment that supports the academic mission of the college. University Housing staff members are not controlling agents. Our focus is not on the control model of "in loco parentis" where college administrators assumed the role of parent in their absence and told residents what to do, when to do it and how. Instead, our focus is helping students understand their individual rights and responsibilities as they make their own decisions for the first time. We offer numerous interventions to help facilitate students' transitions and address issues that we know our residents will be experiencing. Residents are encouraged to design, define, shape and impact their environments in a context of mutual or shared interaction and respect for others in their community. Opportunities for discussion amongst peers are frequent so students can address individual needs, issues of respect, and expectations. The key to all of this is dialogue and conversations about one's experiences. As residents become empowered and begin to take stands on issues and publicly declare their values through conversations and dialogue, the opportunity for peer feedback is created. It is through this process that we see residents seek relationships that are built upon mutual consideration and respect.

Within their floor/section environments, residents experiment with new behaviors and choices. As they experience feedback from their peers, they begin to choose those behaviors, values and relationships that fit their redefined selves. Through conversation and dialogue, they are challenged to rethink their point of view on issues. At the same time, residents are beginning to recognize and validate the needs of others. Instead of assuming that their needs are the same as everyone else's, they begin to see that everyone has different needs and, over time, they begin to understand and accept that.

Finally, residents do not live in a vacuum. While not every meaningful interaction, conversation or educational question may occur in the halls, each resident brings the multiplicity of their interactions back to the halls with them. It is through interactions they have with each other that they begin to figure out who they are and what is important to them. Our mission statement, goals and action plans were developed to provide the direction in which to develop an integrated, systematic and consistent approach when providing experiences, opportunities and interventions for our residents.

### **You and Your Community**

*As a resident at University of South Carolina Aiken, you have a relationship with several levels of "community." These relationships include those with your roommate and suitemates, your floor/section community, your hall/ area community, and the Resident Student Association (RSA) which is made up of all residence hall staff and students.*

*So, what does being a member of a community mean for you? It means that you have the opportunity to learn a great deal about yourself and about other people. In doing so, you get the chance to help create an environment that will help you academically, socially, and interpersonally. So, what's the key to this kind of success? Simple: Interaction.*

### **You, Your Roommate and Suitemates**

One of the biggest excitements and the biggest fear of most students is who will be my roommate? Many times students come with the notion that they will become best friends with their roommate/suitemates. This is a myth. While many roommates do become best friends, several roommate/suitemates are not best friends but learn to respect and live in harmony together.

Listed below are suggestions to consider while living with several other individuals. Communication and respect are the keys to live successfully with your roommate/suitemate. Communication is an important factor to remember when living with others. It is important to discuss the various aspects of living together. Through the course of living together, it is important to have on-going conversations with your roommate/suitemates. Approach these conversations with a positive attitude and an open mind. Several items that should be made a priority to discuss with your roommate are:

*Your room – When you start to decorate your new space, it is important to keep your roommate in mind. Are you allowing for both of you to have ownership of the room? What are the cleanliness standards for both of you? How neat should the room be? Who will do the cleaning and when?*

*Sharing* – While sharing is a great thing there comes a time when sharing becomes one person's burden. Talk about what you are willing to share...The TV? The computer? The microwave? Clothes? Does it depend on who owns the items?

*The telephone* – How late is it appropriate for family and friends to call the apartment? Where will messages be left? Is it ok to answer your roommate/suitemate's cell phone?

*Guests* – How many guests can visit at one time? What will you do if someone stops by while people are studying? Are overnight guest allowed and under what conditions? Are guests allowed in the bedrooms?

*Safety* – What are your expectations regarding locking the bedroom doors? The front door? Sharing room keys and Student IDs with other students? Following and respecting University and Housing policies? Allowing other people in the room when the host is not home? (**NOTE:** University Housing has policies for these issues outlined in this community guide. It is the responsibility for all residents to abide by these policies. Failure to do so may result in disciplinary action.)

It is easy to become frustrated with your roommate/suitemates. However, there are effective ways of dealing with these frustrations. First, it is important to talk to your roommate/suitemates about the concern. It is hard for your roommate to address the concern if the person is unaware that they have offended you. It is best to confront the roommate rather than talking behind their back. This method does not solve your problem, most of the time will cause you to become more upset over the problem and your roommate/suitemates are still unaware of your frustration. If you need ideas for how to best approach your roommate/suitemate, talk to your RA. The RA will be able to give you some tips on how to approach your roommate/suitemates effectively.

You'll find, very soon, that you have things in common with your roommate and your suitemates. You will find that you have differences as well. In order to help you make the best of both your commonalities and differences, we have designed the Roommate/Suitemate Contract as a way to help you establish helpful interactions.

While the idea of a "contract" may sound overly formal, in reality it is an excellent way for you, and those living closest to you, to establish clear and open lines of communication. The "contract" concept is used to illustrate the importance of making sincere and thoughtful agreements. You'll share ideas and opinions on music, sleep and study hours, guests and even food. With the contract, you can even begin to set up expectations in regards to keeping the bathroom clean.

So what happens if the contract doesn't work out right away? Therein is the beauty of the Roommate or Suitemate Contract. With a little more interaction and discussion, you can change the contract over time so that everyone involved can agree to a common set of arrangements. Your Resident Assistant will be approaching you within the first few days of the semester to set up a time for your first Roommate/Suitemate Contract discussion. The Resident Assistants have good insight and useful ideas for setting up an effective contract.

### **Your Floor/Section Community**

In order for you, and the people living in your floor/section, to create a community built on integrity and respect, you have to give some effort to the process of interaction. That means you need to be able to share your interests, concerns, and ideas with the people living around you while they do the same. Without having an understanding and an appreciation for one another's needs and wants, it's difficult for members of a community to help one another. With nine months of classes, tests, homework and other new experiences ahead of you, it is definitely in your favor to live in a community of people who know what you're about.

To get this process started, the residents in your section will meet on a regular basis. At your floor/section community meetings, you will have the opportunity to discuss issues of concern, ideas for group activities, agreements for how you will live together, and other subjects that impact your section community. For instance, you will soon find that people have different interpretations of acceptable noise levels. One of the challenges for each section community will be to establish what level of noise will be acceptable to everyone in that community. Again, the importance of these interactions is to establish a mutual understanding so that individuals can live together more successfully.

As a member of your community, you have the right to:

- Study without undue interference, unreasonable noise and other distractions.
- Sleep without undue disturbance from noise and distractions.
- Expect that others will respect your personal belongings.
- Live in an environment kept clean by those who live in it.
- Access your room and the facilities provided for residents.
- Host guests with the expectation that you will be responsible for their actions and that you will escort them while they are in the hall.
- Discuss concerns with University Housing and Judicial Affairs staff members who can assist in addressing the concern.
- Expect that these rights will be respected.

You can help to ensure that these rights are upheld by knowing and fulfilling your responsibilities as a resident. Your responsibilities include:

- Verbally expressing your views to the person(s) involved, should you believe that your rights were violated.
- Treat other residents and staff members with respect and consideration.
- Understanding all policies and regulations necessary for the residence hall and college communities to function.
- Abiding by these policies and regulations.
- Responding to all reasonable requests of fellow students.
- Responding to, and cooperating with resident staff members.
- Recognizing that community cannot exist if any individual is excluded. Any action, direct or covert, that discriminates on the basis of race, gender, religion, handicap, national origin, age or sexual orientation cannot be tolerated in a community based on mutual respect and cooperation.

So what happens when there is a problem within a section community? Good question. Obviously, there will be times over the course of the year when individuals violate the agreements, or standards, that the section community has developed. Once again, we offer interaction as the best way to resolve these issues. Approaching the person to talk about the issue can often lead to better understanding and communication.

If that doesn't work, or should the issue be of general interest to the floor/section community, a floor/section community meeting can be called. Any member of the floor/section community can call a community meeting so that several floor members can address the issue at hand. Again, your Resident Assistant and section council can help to guide this process.

### **Your Floor/Section Council**

Getting involved with your section council is another great way to have a positive impact within your floor/section community. Involvement with the section council can also help you to hone your leadership skills.

The section council will be involved in active discussions about the community on the floor. Planning activities, putting together discussion topics for section community meetings, and representing the opinions of the floor/section community to the Area Council, RSA Executive Board, the Food Service Committee, and College Intramurals is also the role of Floor/Section Council.

### **Your Community Council**

While your floor/section community is busy establishing agreements, building a floor/section council, and getting to know and understand one another, the Hall/Area Council will be organizing to establish itself as the voice of the community. Representatives from each floor, as well as executive officers, make up the Community Council (Hall/Area Council). The Community Council plan and implement activities for the entire area community. Community Council meetings are always open so that residents may come and voice their views, ideas and opinions. Getting involved with your Community Council can be as easy as attending a meeting and voicing your interest.

Also, when issues arise that impact everyone within the area, such as safety and security issues, facilities issues, vandalism or other acts against the community, the Hall/Area Council meetings are forums for

student input and discussion. Often the Council will make formal recommendations in regards to these issues to the Assistant Director who oversees the hall/area.

### **The Resident Student Association (RSA) Executive Board**

As a member of the Resident Student Association, your ideas are important and can be vital to the growth and success of the entire residential community. The RSA Executive Board holds the responsibility for working with system-wide student issues and ideas. The Executive Board will meet weekly, and this group is often directly involved in shared decision-making with University Housing and Judicial Affairs staff. Students involved with the Executive Board concentrate on issues such as Food Service quality, review of housing policies, system-wide newsletters and activities, etc. Executive Board meetings are also open to RSA members, like you, and they are eager to hear your ideas and opinions.

### **Your role in RSA**

As you can see, you now belong to many layers of community in the residence halls. By actively involving yourself in discussions on your floor, with your Area Council, and with the Executive Board, you maximize your ability to have an impact within your community. Remember, without your voice, it's difficult for others to know of your interests. With your voice, your energy and your enthusiasm, this community is truly yours.

## **HOUSING ASSIGNMENT INFORMATION ASSIGNMENTS**

Apartment/suite occupancy will be assigned on the same gender basis only. The assigned space will be made according to the date the application and security deposit are received. University Housing reserves the right to change room assignments at any time, to assign roommates or to consolidate vacancies by requiring residents to move from single occupancy of double room to double occupancy. University Housing does not guarantee the assignment of specific roommates and reserves the right to make roommate assignments. University Housing assigns roommates without regard to race, religion, national origin, disability or sexual orientation. The University Housing Contract is personal and may not be transferred or assigned to another person. The space may not be sublet.

### **CHECK-IN**

Upon check-in, each resident will check his/her apartment for any damages and note them on the Apartment/Suite Condition Report. If there are any discrepancies between the actual condition of the apartment/suite and the Apartment/Suite Condition Report, the student must document it upon check-in. This is the student's opportunity to ensure they will not be held responsible for any damages that may have been present upon move-in. Damage charges are based on the information on this document, so it is important that you take the time to fill it out carefully.

### **ILLEGAL OCCUPANCY**

If a new student or non-resident occupies a room without the consent of University Housing, the student may be required to vacate and is subject to disciplinary action. Unregistered non-student occupants are subject to arrest and the occupants of the room are subject to removal and disciplinary action.

### **DOUBLE AS A SINGLE AND CONSOLIDATION**

A double as a single (primarily for Senior and Junior students) room is not guaranteed to any on-campus resident during the academic year. However, if space permits, residents can request a double as a single room. It does not entitle a resident to sublet the room to another resident or non-resident. During all semesters, Housing reserves the right to require the single occupant of a room, except those who have contracted their rooms on a double as a single basis, to move together when to do so will: (1) reduce the cost of utilities; (2) facilitate cleaning; (3) make space available for the housing of special groups; or (4) support the double as a single room procedure. Once a resident contracts for a room as a double as a single, he/she is obligated for the additional fee for the academic year, even though he/she may later decide to accept a roommate or move to another room.

The Department of Housing reserves the right to consolidate residents who no roommate, suitemate, or apartment mate(s). Selected roommate and particular requests are accommodated as much as possible in keeping with the above statement. Residents who fail to follow written directions concerning consolidation are subject to a double as single a room charges.

University Housing reserves the right to fill every available space. Where there is a vacant space, the remaining occupant(s) must maintain the area in a manner that would allow another student to move in immediately. The University maintains the right to require assignment changes/moves when deemed advisable or necessary. The University also reserves the right to assign students to accommodations.

### **ROOM CHANGES**

Changes can be made only after receiving approval from your Assistant Director. Residents wishing to move from one residential complex to another should speak with the Assistant Director where he or she wishes to move. The Assistant Director of the receiving area will begin the room change process. All room transfers (check-in and checkout) must be completed within a 24-hour period unless approval is given for an extension. Students who make unauthorized room/apartment changes will be subject to disciplinary action. An improper room change fine of \$55.00 will be assessed if the below procedures are not followed. Room change procedures are as follows:

1. Complete appropriate paperwork with the Assistant Director of the receiving area.
2. Remove all personal belongings from room.
3. Make sure that room is clean and orderly, and that all furniture is in its place.
4. Make an appointment with your RA to be checked out. If your RA is not available at the requested time, contact your area office.
5. Your RA will take your room and mailbox keys, pick up your Apartment/Suite Condition Form and inspect your room with you present.
6. Any damages, missing furniture, or lost keys will be marked on your Apartment/suite Condition Form and a damage statement will be issued to you.
7. After you and your RA sign your Apartment/Suite Condition Form and Occupancy card, you have completed checkout.

Under no circumstances shall assignment changes be made without official notification from University Housing. Students who change rooms/apartments without official notification may be subject to judicial action.

### **CONTRACT CANCELLATIONS**

#### **Early termination of the contract by resident after occupancy**

- a. A student who withdraws from classes during either fall or spring semester is required to leave University Housing within 48 hours of the withdrawal. The student housing charges will be prorated by the schedule contained within this Community Guide and the \$125 security deposit will be forfeited.
- b. To change to commuter status once a room is occupied, a student must fill out a Housing Contract Release Request form. If the request is granted, the student's housing charges will be prorated by the schedule below, the \$125 security deposit will be forfeited and a \$1000 cancellation fee will be assessed to the student's account.

#### **Withdrawal Refund Policies**

- A. 90% refund of housing charges, if the student's **official withdrawal date** is before the end of the 10% period of enrollment for which the student was charged.
- B. 70% refund of housing charges if the student's **official withdrawal date** is between the period specified in (A) or before the end of the 16% period of enrollment for which the student was charged.
- C. 50% refund of housing charges if the student's **official withdrawal date** is between the period specified in (B) or before the end of the 25% period of enrollment for which the student was charged.
- D. 25% refund of housing charges if the student's **official withdrawal date** is between the period specified in (C) or before the end of the 50% period of enrollment for which the student was charged.

#### **Right of the University to Cancel**

The University reserves the right to refuse admission or readmission to University Housing or to cancel the contract during the academic year for the student's failure to meet University requirements, policies or regulations, or in the event of criminal conviction by civil authorities. In such cases, there will be no refund of prepaid rent. In the event accommodations assigned to the student are destroyed or otherwise

made unavailable and the University is not able to provide other accommodations, the contract will terminate; all rights and liabilities of the parties involved will cease; and rental payments previously made will be refunded on a prorated basis from the date accommodations became unavailable.

### **Cancellation of the Contract at the End of the Fall Semester**

The contract may be terminated at the end of the semester only for the following reasons: withdrawal from USCA, graduation, marriage (no more than four weeks prior to the wedding date), and financial hardship caused by a change in financial status (documentary evidence will be required). Any student qualifying for cancellation (except in the case of graduation) will forfeit the \$125 security deposit. If that student enrolls at USCA in the spring, they will incur a \$1000 cancellation fee.

All requests for Contract Cancellation (for all students – both those that meet criteria and those who do not) are due to the University Housing office no later than Tuesday, November 3, 2009.

### **SUSPENDED STUDENT**

Students who are suspended or expelled from USCA or removed from campus housing for violations of the Non-Academic Code of Conduct will forfeit the \$125 security deposit and the semester payment. Refunds will not be issued for those students suspended or removed from campus housing.

Residents who are suspended from USCA for academic performance are required to notify University Housing within two class days of notice of their suspension to arrange for a checkout time with our staff.

All checkout procedures outlined in the University Housing Community Guide must be adhered to. Students who are suspended after fall semester will be required to remove all belongings from University Housing no later than 10 days prior to the beginning of the spring academic semester. Students who are suspended, and fail to notify University Housing and/or move out by the deadline listed above, will be charged a penalty fee of \$100 in addition to forfeiture of the \$125 security deposit.

Important information for those students awarded federal Financial Aid funds: Federal financial aid funds are awarded with the expectation that students will complete the entire period of enrollment. Students “earn” a percentage of the funds that are disbursed with each day of class attendance. When a student who has received Federal Aid funds (Title IV funds) leaves school before the end of the semester or period of enrollment, federal regulations require the University of South Carolina Aiken to calculate the percentage and amount of “unearned” financial aid and those funds must be returned. Once a student has completed more than 60% of the enrollment period, students are considered to have earned all funding received. This calculation may have the effect of requiring the student to repay funds that have already been disbursed to the student or credited towards their current account for tuition, fee, housing and/or meals. Students should meet with a counselor in the Financial Aid office prior to withdrawing from USCA.

Any student who has housing paid for through Federal Financial Aid funds is required to make payment of the \$500 cancellation charge via cash/check/money order or credit card at the time of cancellation. Financial Aid funds cannot cover this cancellation charge. Those students who are removed from campus housing due to violations of the Academic or Non-Academic Code of Conduct forfeit all monies paid to University Housing.

### **BILLING AND PAYMENTS**

Housing costs for the 2009-2010 academic year vary depending on your assignment. Listed below is the cost, per semester, for each type of living arrangement offered at USCA.

Double	\$2125
Single	\$2500
Double as a Single	\$2900

All residents are expected to pay their housing fees on or before the deadline for fall and spring tuition. The USCA Business Services Office offers a deferred payment plan for those who wish to extend the payment for housing over a longer period of time. The payment plan requires that a \$50 administrative fee and 40% of the balance due be paid by the first day of classes, then half of the remaining balance be paid 30 days after the start of classes, and the final payment be made 60 days after the start of classes.

## **END OF THE YEAR CHECK-OUT PROCEDURES**

At the end of the spring semester, residents must vacate their apartment/suite within 24 hours of their last exam or by 10:00 am Thursday, May 6, 2010, at the latest. Students who are participating in graduation ceremonies will need to check out by 10:00 am Friday, May 7, 2010. Failure to do so may result in judicial and/or legal action being taken by the University.

Each resident will need to make arrangements with their RA to have their apartment/suite inspected for damage during the specified checkout hours. All personal property must be removed prior to the time of inspection. The resident must take all personal property with them upon their departure. Any property left for 30 days after vacating the apartment/suite will be considered abandoned and will become the property of USCA. Items left will be disposed of as the University sees fit. Failure to remove items from the suite/apartment will result in removal charges and storage fees starting at \$20 per item.

During the inspection, the resident will be required to return all keys and equipment that may have been issued to the resident by University Housing. Keys that are not returned at the time of checkout will result in a lock change fee of \$100 and \$5 for a mailbox. Also, failure to complete the checkout processes will result in a minimum of \$55 improper check out fee and any charges incurred for the removal of all personal property and possible storage charges. Final apartment/suite inspections will be conducted by a professional staff member of University Housing.

Damages outlined in this handbook will be assessed within 30 days after checkout and notice of damage charges will be sent to the residents' permanent address. Any damages incurred by residents who will not return to University Housing the following academic year will be taken from the \$125 security deposit. Any remaining amount will be refunded to the resident. Refunds are processed by USCA and then forwarded to USC-Columbia campus for checks to be issued. This process is timely and can take anywhere from 6-8 weeks.

## **RE-APPLICATION PROCESS**

The re-application process affords residents the opportunity to re-apply for a housing space for the following academic year. Re-application information is available prior to Spring Break.

## **SECURITY DEPOSITS**

The security deposit of \$125 per student will be refunded upon the completion of the Housing Contract, less any charges for damages and assuming there is no further indebtedness to the university. Refunds are processed through USC-Columbia and may take 6-8 weeks to process.

## **HOLIDAY BREAKS**

During Thanksgiving, Winter and Spring Breaks, residents may stay on campus if they wish to do so at no cost. Prior to these breaks, information will be placed in The Dish newsletter. The Dish is delivered by email to you weekly.

## **HOUSING SERVICES**

### **THE DISH**

The Dish is a weekly newsletter that is published by University Housing to inform residents of important information and dates. The Dish is by email to you delivered weekly. If you do not receive The Dish, please contact your area office.

### **LAUNDRY**

Laundry facilities at all University Housing locations are for the use of residents only. Proper care and maintenance of the facility is expected of the residents. Residents should follow the posted directions of machine usage. In particular, the amounts of detergent that are recommended and the proper way to use them.

Mac-Gray has created a custom website for USCA that will enable every laundry problem to be reported more accurately, and responded to quickly. To report a problem with laundry equipment, simply go to <http://www.macgray.com/laundry/cs-laundry.cgi?password=Aiken&Action=Pass>. You can also find the link on the housing homepage at <http://www.usca.edu/housing>.

Once you are in the reporting site, proceed as follows:

1. From the drop-down menu(s), choose the location of the laundry room where the problem has occurred (click submit after making your selection).
2. Select the type of equipment and the problem you have encountered.
3. Enter any comments to elaborate on the problem, and to help Mac-Gray identify the specific machine that has malfunctioned.
4. Students and faculty can receive a confirmation that the request was received by Mac-Gray when they enter the email address where they would like the confirmation sent. They will also receive an email after Mac-Gray has addressed the problem.
5. Your service request is completed (click the submit button at the bottom of the page to send it to Mac-Gray).

University Housing is not responsible for items left in the laundry machines. Residents should promptly remove items to avoid having others remove their items from the machines.

### **LOCKOUT**

If a student is locked out of their apartment/suite, they may check out an extra key from their Hall/Area office. During business hours, keys may be obtained from the Hall/Area office. After hours, students must contact the RA on duty. Keys will be checked out to residents of the apartment/suite and students will be asked for identification. It should be noted that the use of the extra key is a privilege and not a right. If a student checks out the extra key to their apartment/suite, it should be returned to the office immediately.

### **MAIL**

For mail delivery purposes, all correspondences must be addressed to you as follows:

#### **Pacer Crossings Residents:**

Your Name  
Pacer Crossings Your Suite Number and bedroom letter  
Aiken, SC 29801

#### **Pacer Downs Residents:**

Your Name  
Pacer Downs Your Apartment Number  
Aiken, SC 29801

#### **Pacer Commons Residents:**

Your Name  
Pacer Commons Your Apartment Number  
Aiken, SC 29801

Mail sent to the USCA address will not be delivered to you, as University Housing mail does not go through the central USCA mailroom. Mail is delivered once a day, Monday—Saturday, except for holidays.

If mail is mistakenly delivered to your box, please return the mail to your area office. **DO NOT** throw away mail that does not belong to you, pin it to the bulletin board or put it in the outgoing mail slot. Students who do so could face fines.

Mail addressed to “Resident” or “Current Box Holder” should not be returned to the outgoing mailbox or brought to the office. Regulations require our postal carrier to deliver these items. If you do not wish to keep them, please throw them in the trash.

Towards the end of the school year, begin contacting your creditors, etc. to inform them of your address change. As the apartments/suites are multi-family dwellings, the US Postal Service will not forward mail out and mail will be returned to sender. Be sure to update your local address with the University on [VIP www.vip.sc.edu](http://www.vip.sc.edu) with your University Housing address. At the end of the year, change it back to your summer address. This ensures all University related documents (including financial aid, etc) will be delivered to you in a timely manner.

## TELEPHONE & COMPUTER

Local telephone service is supplied to each apartment/suite unit. Services provided include call waiting and caller ID. Residents will need to have a telephone calling card to place long distance phone calls from their apartment/suite telephones. **Students may not add additional services or long distance carriers to their phone line.** Students are not allowed to receive collect calls into their apartment/suite.

### USCA Network Connection Instructions

Here are three links to CSD to get your computer connected. The first one is for general info with step by step for getting a system completely ready for USCA. The second is the link to the new wireless instructions and the third covers the installation of the new Impulse software which is used to access security and authentication on the computer before it's allowed to connect.

1. Get Ready: <http://web.usca.edu/help-desk/getready/>
2. PacerStudent Wireless Set-Up: <http://web.usca.edu/help-desk/pacerstudent/>
3. Impulse SafeConnect Installation: <http://web.usca.edu/help-desk/impulse/>

To log in, use the USCA Network account which has been assigned to you (the same as that used to access your USCA email account). *Normally, your username is your first initial, middle initial and last name.* For example, John Q. Doe would be JQDoe. *Your password (unless you have changed it) is the last 4 digits of your SSN followed by the word AIKEN in all caps and an exclamation point.* For example, if your last four are 1234, then your password would be: **1234AIKEN!** Once you are logged in, there will be a link which contains detailed instructions for installing Clean Access. If you have a printer, we suggest printing the instructions out, though this is not required.

For future reference, answers for many network and computer related questions may be found on the Helpdesk website at: <http://www.usca.edu/helpdesk/>

## TELEVISION

Basic cable services will be provided to each apartment/suite. No antennas or satellite dishes may be installed outside the confines of the apartment/suite. Please report cable outages directly to Atlantic Broadband at 641-2144. Residents may contract directly with Atlantic Broadband to add additional channels by calling 641-2144.

## MAINTENANCE INFORMATION

All requests for maintenance work should be made through the online work order system at <http://www.usca.edu/housing/workorder.html>. Submissions to the online work order system may be made 24-hours a day. The online work order system is checked Monday through Friday, except on holidays. Work orders are responded to, based on the priority of the problem. For weeknight and weekend maintenance emergencies, please contact the RA on Duty. Residents are responsible for notifying University Housing of any and all items in need of repair and will cooperate with the office and/or maintenance staff in providing access to the apartment/suite to make such repairs. University Housing reserves the right to enter an apartment/suite to make repairs.

If an emergency maintenance problem occurs after normal business hours or on the weekend, residents should notify their RA or the RA on Duty. Emergency maintenance problems consist of the following:

- \*Water leaks
- \*Toilet stoppages. If a toilet backs up, do not flush it. As long as one toilet is in operation in the unit, the clogged toilet may not be unstopped until the following day. Residents will be charged a minimum of \$15 for toilets that are clogged due to the misuse by the residents. Please note if the toilet is overflowing, water can be turned off by turning the knob to the right on the wall near the base of the toilet until it stops.
- \*Air conditioning inoperable (if the outside temperature is below 60 degrees) Heating inoperable (if the outside temperature is above 80 degrees)
- \*No hot water

If repairs are necessary as a result of any damage or misuse by the residents of the apartment/suite or their guests, the responsible parties will be charged for the repairs. If no one assumes responsibility for the damages, then all residents of the apartment/suite will be charged for the repairs. If damage occurs in your apartment/suite, it is important to discuss the damages with your roommate/suitemates to determine who will pay for the damages. Damage charges will be placed on your student accounts. You will pay damage charges at the Business Services Office in the Penland building.

Each resident is required to pay for any damages to the housing apartment/suite, furnishings or premises caused by the resident or the resident's guest through neglect or intent. This includes any damages to the buildings or property, and any damaged or missing furniture, fixtures, or equipment. When two or more residents occupy the same bedroom and/or bathroom, and the responsibility for the damages or loss in the unit cannot be determined by University Housing after investigation, the cost of the damage or loss will be split among all the residents. Any charges incurred in a common area will be charged directly to the entire floor or building if our office is unable to determine who caused the damages.

Listed below you will find a list outlining the costs related to damages and repairs. While we have done our best to provide accurate numbers, cost of supplies or labor may affect charges. This list is not all-inclusive and is subject to change.

Questions about damages not listed below should be directed to University Housing.

<u>ITEM</u>	<u>DAMAGE CHARGES</u>
<u>Walls:</u>	
Repainting or touch-up	\$50.00 per wall
Tape marks or residue left on walls	\$35.00 per wall
Very soiled or marked up	\$35.00 per wall
Chipped and holes	\$40.00 per wall
Paint complete suite/apartment living or bedroom room	\$200.00 per room
Paint regular bedroom room	\$200.00
Paint apartment kitchen	\$100.00
Paint apartment bathroom	\$100.00
Paint entrance way	\$35.00
Replace A/C cover	\$20.00
Replace thermostat cover	\$15.00
<u>Ceilings:</u>	
Painting (touch-up or repainting)	\$70.00
Chipped	\$70.00
Tape marks, hooks, nails	\$2.00 per hole
Tiles replacement	\$15.00 per tile
Replace small light globe	\$20.00
Replace large light globe	\$40.00
<u>Flooring:</u>	
Floor tile	\$10.00 per tile
Small carpet burns and damages	\$25.00
Adhesive marks	\$3.00 each
<u>Doors:</u>	
Room	\$150.00
Room	\$250.00 with hardware
Nail holes, dart marks, minor damage	\$25.00 - 104.00
Closet door	\$100.00 (to replace)
Door hardware	\$100.00 (to replace)
Repaint door and jam	\$25.00
Door numbers/sign	\$20.00
Door plate	\$10.00
Re-core per lock	\$100.00
<u>Sinks:</u>	
Removing items and clogged	\$25.00
Replace	\$150.00

<u>Commode:</u>	
Removing items and clogged	\$25.00
Replace	\$200.00
<u>Beds:</u>	
Bed frame and springs	\$250.00
Loft adapter Kit	\$200.00
mattress	\$95.00
<u>Desk:</u>	
Burn marks	\$3.00 – each
Replace desk	\$300
Replace desk top	\$100.00
Replace drawer	\$25.00
Repaint drawer of desk	\$20.00
<u>Desk chair:</u>	\$120.00
<u>Chest of Drawers:</u>	
Replace chest of drawer	\$315.00
Replace drawers	\$50.00
<u>Other furniture:</u>	
Living room chair	\$340.00
Living room couch	\$439.00
Replace seat cushion	\$100.00
Stain on furniture	\$40.00
Coffee table	\$140.00
End Table	\$110.00
Dinning table	\$286.00
Dinning chair	\$90.00
Refrigerator	\$450.00
Micro Fridge	\$388.00
Replace stove	\$240.00
Replace stove burner	\$25.00
Damage to oven	\$40.00
Closet basket	\$10.00 each
<u>Windows Screen</u>	\$50.00
<u>Blinds:</u>	
Large	\$60.00
Small	\$35.00
Wands	\$7.50
<u>Replacement medicine cabinet:</u>	\$40.00
<u>Replacement medicine cabinet mirror:</u>	\$40.00
<u>Replacement of bathroom mirror:</u>	\$100.00
<u>Replacement of fire extinguisher:</u>	\$50.00
<u>Sprinkler Head:</u>	\$250.00 fine plus any damage
<u>Smoke detectors:</u>	\$50.00
<u>Cleaning Extra dirty/cluttered:</u>	\$25.00 per hour

### **PEST CONTROL**

Since USCA is located in the south, you will more than likely see a bug or two. The University has contracted with a local pest control company to come and treat your apartment and our buildings. Pest control treatments are regularly scheduled for the first Friday of each month.

There are ways that you can help control the amount of creatures that you see in your apartment. Report any sighting of bugs through the maintenance online work order system at <http://www.usca.edu/housing/workorder.html>. Keep all food sealed in plastic containers. Empty your trash daily, clean up spills when they occur, clean out your refrigerator regularly and keep your apartment clean.

### **TRASH**

There are dumpsters located throughout University Housing. Trash cannot be left out on the porches or outside the apartments or suites or each resident will be assessed a fine of \$50.00 after the first warning and an additional \$50.00 for each incident thereafter and the resident(s) will be referred to Judicial Affairs.

## UTILITIES

Water and electricity will be supplied to each unit. Residents are requested to use reasonable amounts of each. If the electric bill for an apartment in Pacer Downs exceeds \$150 per month, the residents of that apartment will be charged for the amount exceeding \$150. All residents of a billed apartment will share equally in the additional cost. Students may review the additional cost billed to the University by contacting University Housing. Any student who does not make payment for electricity charges within the allotted time will have a hold placed on their student account until the amount is paid in full.

Tips on keeping your electric bill within the specific limits:

\*During hot weather, set your AC at 72-78 degrees and leave it there. Do not turn the AC on and off.

\*If you suspect your AC is not working properly, submit a work order at <http://www.usca.edu/housing/workorder.html>. Do not turn your AC all the way down. This will freeze the AC unit and use a large amount of energy, causing your electric bill to rise. If the AC is not working properly, it will not cool the apartment and still raise your bill.

\*If the AC is on, the doors and windows should be closed. Also, keep blinds closed so the AC does not have to work harder to keep the apartment/suite cool.

\*As the weather cools down, open windows and use fans.

\*Turn off all other appliances (television, radio, lights, computer, etc.) when you leave the room/apartment.

## SAFETY AND SECURITY INFORMATION

Safety and security are important issues within the University Housing community. Each resident must be aware of and abide by safety and security regulations to protect themselves and others. In all emergency situations, you can receive assistance from the USCA University Police by calling 803-648-4011 (or 6111 from a campus phone) or via any blue light emergency phones. Residents may also contact any University Housing staff member for help in an emergency.

### GENERAL SAFETY TIPS FOR LIVING IN UNIVERSITY HOUSING

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

- Keep your apartment/suite door locked. This is especially important when you are asleep or when you are leaving your apartment/suite even if it is only for a few minutes.
- Report missing keys immediately. The maintenance staff can change your locks very quickly, which ensures that you and your property will remain safe.
- When the fire alarm sounds, leave as quickly and calmly as you can. It is not only a good idea but it is the law. While there will be a fire drill each semester, never assume a fire alarm is a false alarm. Failure to leave for a fire alarm will result in disciplinary action and fines.
- Report any suspicious persons/activities to University Police at 6111 or 803-648-4011.
- Do not prop open any doors. Please do not confuse safety with courtesy by holding or propping doors open for your friends or other residents.
- Always use your peephole to identify the person before opening the door.
- University Police provides escorts upon request for students going to and from classes and residence halls.

### EMERGENCY ALERT SYSTEM

**USC Aiken ALERT** is The University of South Carolina Aiken's emergency notification system. If there is a condition which threatens the health and safety of persons on campus, university officials will warn the campus community using one or more of the following methods:

1. [www.usca.edu](http://www.usca.edu) Home Page
2. [web.usca.edu/alert](http://web.usca.edu/alert) Alerts Page
3. [Outdoor Sirens /Public Address Instruction or message](#)
4. Text Messages
5. E-mail

6. Phone alert” i.e., reverse 911 or phone tree call

[www.usca.edu](http://www.usca.edu) **Front Page:** During an emergency at USC Aiken, the main university Web Site, [www.usca.edu](http://www.usca.edu), will include prominent links to the Alerts Page. Look for one of the following.

- Red USC Aiken ALERT box under News / Events.
- Complete override of the Front Page with the Alerts Page.

[web.usca.edu/alert](http://web.usca.edu/alert) **Alerts Page:** Everything points here. This is the official source for the most up to date emergency information and announcements. Within minutes, emergency and administration officials will post details regarding the emergency, protective action recommendations, and official announcements regarding cancellations, closures, etc. This page is available 24/7/365 with the latest information about any potential threats, and links to preparedness information.

As part of the University of South Carolina Aiken’s [USC Aiken ALERT](#) emergency notification system, the university has three outdoor warning sirens on campus.

These public address speakers / sirens are designed to be heard **outdoors only**. The same emergency PA message is also transmitted to a receiver in each building generally located in the Building Emergency Coordinator’s (BEC) office. The BEC will ensure that the appropriate building occupants are notified i.e. “shut and lock all doors;” See below for alternative notification methods.

- Three sirens provide campus “alert” and are located at the tennis court area, Pacer Downs USCA Police station area, and Convocation Center area
- Solar-powered battery operation of the 3 speakers will keep them in operation even if there is an AC failure
- Emergency tone alerts will generally be followed by voice messages providing specific instructions
- Siren tones and messages can be activated from multiple locations on campus using wireless technology
- The Sirens are mounted on 50 foot painted metal poles and each has a 3 speaker array with digital and live voice capability for “notification”
- The System will be available 365 days a year 24 hours a day
- A computer controlled system does period self-checks to make sure the outdoor campus speakers are always fully operational
- There are 2 fixed command and control stations, the first in Penland the second in the Pacer Downs Police station
- Live PA announcements can be made via phone, with proper security and codes
- The voice message will also be transmitted to building monitors for Building Emergency Coordinator information
- First Responders, generally USCA Police, can give live instructions over the speakers

In the event of an emergency which urgently threatens the safety of persons outdoors, the University may sound the sirens. The **alert tones are very loud and distinct** and should be easily heard by anyone who is outdoors on campus.

The alert tone may / may not be followed by voice instructions. Regardless if you can comprehend the voice instructions, the default action anytime the siren is sounded is to: **Take shelter in the nearest building and seek further information.**

The University may also use the speakers for other non-emergency or testing purposes. For example, [Westminster Chimes](#).

## **FIRE ALARMS**

If the fire alarm sounds, students must immediately evacuate the apartment. Failure to evacuate will result in a disciplinary action. If you live in Pacer Downs, you should report to the soccer field parking lot when the alarm sounds. If you live in Pacer Commons, you should report to the back of the east parking lot by the soccer fields. If you live in Pacer Crossings, you should report to the back of the big parking lot on the east side of the building. Wait patiently in these areas until further instructions are given.

## **INSTRUCTIONS FOR RESIDENTS EVACUATING UNIVERSITY HOUSING**

1. Keep low to the floor if smoke is in your room.
2. Before opening your door, feel the door handle. If it is hot, do not open the door. If the handle is not hot, brace yourself against the door and open it slightly (fire can create enough pressure to push open a door if it is not held firmly). If heat or heavy smoke is present in the corridor, close the door and stay in the room.
3. If you cannot leave the room, open the windows.
4. Seal the cracks around the door with towels or bed clothing to keep out the smoke.
5. Call University Police to make them aware of your location. To attract attention if you are trapped, hang an object out of the window, such as a sheet, jacket, shirt or anything that will attract attention. Shout for help. If you are trapped in a Pacer Commons stairwell use the emergency buttons located by the stairwell doors to notify the Police and Fire Department of your location.
6. If you can leave the room, close all doors behind you as you exit. This will retard the spread of smoke and lessen damage.

Go to the nearest exit or stairway. **DO NOT USE THE ELEVATORS.** If this means of egress is blocked by smoke, heat or fire, go to an alternate exit. If all means of egress from a floor are blocked, go back to your room, close the door, open the window and follow the procedures described above.

Pacer Commons and Crossings are equipped with a sprinkler system. The sprinkler will only activate if there is an actual fire in progress. Water rushes out at approximately 70 gallons per second. **DO NOT** hang any items from the sprinkler head. Students found in violation will be referred to Judicial Affairs. Any student setting off a sprinkler head will be responsible for any damage occurred.

## **FIRE EXTINGUISHERS**

Each apartment in Pacer Commons and Pacer Downs has a fire extinguisher. Training will be offered at the beginning of the year for any students who need to learn how to use one. Irresponsible use of a fire extinguisher can create a dangerous situation for other residents and could result in damage to personal property. If you have to use your fire extinguisher, please notify the University Housing Office immediately so it can be recharged.

## **SMOKE DETECTORS**

Smoke detectors save lives. Each apartment/suite has several smoke detectors throughout the apartment. It is unlawful to tamper with or disengage a smoke detector. Tampering with this equipment not only puts your life at risk, but also other students who live in your building/complex. There is a \$50 fine for tampering with or disengaging a smoke detector. Students found violating this policy will be referred for judicial action. The fire alarm system is fully monitored and any tampering will result in an alarm sounding. University Housing may, at any time, come into your apartment/suite to test the smoke detectors.

## **FIRE DRILLS**

A fire drill will be conducted every semester to help you become familiar with evacuation procedures. You **MUST** leave the building during the drill. Failure to do so will result in disciplinary action.

## **INCLEMENT WEATHER & WEATHER EMERGENCIES**

### **THUNDERSTORMS**

1. Thunderstorms often bring with them dangerous lightening. Look for darkening skies, flashes of light, or increasing wind. If you can hear thunder, you are close enough to the storm to be struck by lightening.
2. Go to a safe shelter immediately.

3. In the case of a severe storm, avoid using the telephone or any electrical appliances. Telephone lines and metal pipes can conduct electricity. Turn off the air conditioners, as power surges from lightning can overload the compressor. Swimming is absolutely forbidden during storms.

## **TORNADOES**

1. A tornado is a violently rotating column of air extending from a thunderstorm to the ground. The most violent tornadoes are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be in excess of one mile wide and 50 miles long.
2. If a tornado watch is issued for the area, it means that the conditions are favorable for tornadoes.
3. If a tornado warning has been issued, it means a tornado has been spotted, or is strongly indicated on radar and it is time to get to a safe place immediately.
4. If you are in Pacer Downs, if at all possible, get to a first floor apartment.
5. If you are in Pacer Commons, go to the first or second floor hallway or common areas without any windows.
6. If you are in Pacer Crossings, go to the first floor hallway or common areas without any windows

However, if severe weather is upon us, do not go outside. If a tornado is in the area, students need to take immediate action. Close your blinds and keep them closed. Move away from windows and glass. Get into the bathtub and pull a couch cushion or mattress over you. Have a flashlight and radio with batteries on hand.

## **HURRICANES**

1. It is important that students be aware of the changing weather situations by monitoring the local media. This information will be helpful in the event of a severe storm in our immediate area.
2. Be prepared to evacuate from University Housing if asked to do so by staff. If you are asked to evacuate University Housing by University Police or a University Staff member you must comply.
3. The University will designate a storm shelter on campus. Students will be asked to bring bedding and personal hygiene items, plus any special medication or food. Students are also encouraged to bring cards or books to keep their hands and minds occupied.
4. If students opt to leave campus (i.e. leave town) for shelter, they must notify their RA or University Housing with their destination and phone number.

**REMEMBER: Alcoholic beverages will hinder your ability to drive and make good decisions, and should not be consumed in emergency situations.**

## **IN THE EVENT OF AN ACTIVE SHOOTER ON CAMPUS: CAMPUS-WIDE SAFETY ALERT**

The Chancellor's Office may initiate the *emergency signal alternate steady tone* with pre-recorded message "A shooting incident has occurred on campus. Be aware of your surroundings. Find shelter and lock down immediately. Follow instructions from police and university personnel. Check USCA emergency website for information." Concurrently a text message with the same instructions may be sent. The emergency website will be continuously updated by the Chancellor's Office.

### **If the shooter is outside your building:**

- 1) Turn off all the lights, close blinds, close and lock all windows and doors. If you cannot lock the door, try to barricade the door with desks and chairs (lock down condition directed through emergency notification and web page/phone tree to building emergency coordinators BECs).
- 2) If you can do so safely, get all occupants on the floor and out of the line of fire.
- 3) If you can do so safely, move to the core area of the building and remain there until the police tell you it is safe to leave.
- 4) Keep quiet and out of sight, seek the safest spot in the room. Hide behind concrete wall or a heavy object.
- 5) Do not respond to anyone who knocks on the door, and keep it locked, **unless you are certain it is a police officer or campus administrator known to you.**
- 6) **Notify the officer or administrator about how many are in the room and if anyone is wounded.**

### **If the shooter is inside your building:**

- 1) If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window. Leave books, backpacks, purses, etc. in the room.
- 2) As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers. If an officer points a firearm at you, make no movement that may cause the officer to mistake your actions for a threat. Try to stay calm.
- 3) If you get out of the building and do not see a police officer, attempt to call the police by dialing 911 or 6111 from any campus phone or use a campus Emergency Blue Light Phone if available and safe. Tell the dispatcher your name and location and follow their instructions.
- 4) If you are unable to escape the building, move out of the hallway and into an office or classroom and try to lock the door. If the door will not lock, try barricading the door with desks and chairs. Lie on the floor and/or under a desk and remain silent. **Wait for the police to come and find you.**

**If the shooter enters your office or classroom:**

- 1) There is no set procedure in this situation. If possible call 911 and talk with a police dispatcher. If you cannot speak, leave the phone line open so the police can hear what is going on.
- 2) Use common sense. If you are hiding and flight is impossible, attempts to negotiate with the suspect may be successful. Playing dead may also be a consideration.
- 3) Attempting to overcome the suspect with force is a last resort that should only be considered in the most extreme circumstances. **Only you can decide if this is something you should do.** Remember there may be more than one shooter.
- 4) If the shooter exits your area and you are able to escape, leave the area immediately. Do not touch anything in the area and remember to be alert for responding police officers who may mistake you as the shooter.
- 5) While escaping, as soon as you see a police officer, put your hands over your head and immediately comply with the officers instructions.
- 6) **While others are securing your place of refuge:** call 911 or 6111 and provide police with critical information as follows:
  - i. Your building and your location, in that building
  - ii. The number of assailants involved and description (race, gender, height, weight, clothing)
  - iii. Types of weapons being used (handgun, shotgun, rifle etc.)
  - iv. Number of people in your location, number injured and severity of injuries
  - v. Comfort the injured and if able, provide first aid.

## **UNIVERSITY HOUSING POLICIES**

Residents will read and be familiar with all terms of the University Housing Contract and handbook, as well as the USCA Student Handbook, including compliance with all local, state and federal laws. Any student who needs a copy of any these handbooks, please stop by the University Housing.

- Residents are responsible for insuring against the loss of, or damage to, personal property and for personal injury.
- Residents are expected to comply with requests from University Housing that are in the best interest of health, safety and aesthetic standards.
- Residents will respect the rights and dignity of all other University Housing community members. This includes the right to live and study in a quiet and accepting environment.
- Residents will report all facilities and maintenance problems in or around their apartment/suite to University Housing in a timely fashion. All requests for maintenance work should be made through the online work order system at <http://www.usca.edu/housing/workorder.html>.

- Each resident must escort their visitors and guests throughout Pacer Commons and Crossings. Any visitors and guests who are not escorted may face disciplinary charges. The host must be with their guests at all times. Guests may not be in the apartment without their host.
- Residents are required to carry their University ID at all times and to furnish it upon request. Visitors and guests are required to carry some form of picture identification at all times.
- Your right to privacy while living in University Housing is respected by USCA. However, University Housing does reserve the right to enter apartment/suites at any time. The reason for such entries may include (but are not limited to), room inspection, maintenance, emergencies, and violations of policies and/or laws.

## **ALCOHOL AND DRUG POLICIES**

### **ALCOHOL POLICY**

The University of South Carolina Aiken and University Housing are committed to providing a safe and healthy living community for all of its residents. University Housing is an educational and social community wherein its students and their guests may engage in activities where the consumption of alcoholic beverages will occur. So that these activities may occur and be reasonably governed, and in order to promote responsible conduct with respect to alcohol consumption, this policy is established to conform with state and federal laws and in keeping with the mission of USCA.

This policy governs students' consumption of alcohol (defined as beer, wine, and distilled spirits) on the University of South Carolina Aiken's campus and at University-sponsored off-campus events. Based on a concern for the welfare of all student members of the University community in keeping with state and local laws, this policy is designed to promote the responsible use or non-use of alcohol beverages. Consistent with our institutional mission statement, USCA values responsible citizenship. Students are expected to assume responsibility of their own behavior while consuming alcoholic beverages and to understand that being under the influence of alcohol in no way lessens accountability to the University and the community. Behavior and conduct by students whose judgment is impaired due to substance abuse and which interfere with the decorum and atmosphere of the University will not be tolerated. As members of the University community, students are expected to comply with and abide by all the laws and policies stated below.

### **Local Ordinance (City of Aiken)**

It is against local ordinance and therefore University policy to consume alcohol in public within the city limits. All campus housing is located within the city limits. Therefore, consuming alcohol on apartment balconies or on the grounds of Pacer Downs or Pacer Commons is a violation of this local ordinance and University Policy.

### **Additional Alcohol Policies for University Housing**

Underage residents and their guests (regardless of age) may not possess or consume alcohol, this includes minors being present in an area where alcohol is present (constructive possession). Individuals of legal drinking age may consume alcoholic beverages only within the confines of an apartment/suite. All individuals present must be of legal drinking age. Underage residents whose roommate(s) are 21 years of age or older may be present when alcohol is possessed or being consumed in their apartment/suite, but are not permitted to consume alcoholic beverages. (NOTE: It is the responsibility of the host resident to ensure all guests are at least 21 years of age.)

- The possession or use of an empty or full keg, party ball, or other common container of alcohol beverages is strictly prohibited.
- The misuse of alcohol beverages and/or inappropriate or illegal behavior will result in disciplinary action and/or legal action.
- Regardless of the age of the student, the abuse of alcohol that results in significantly impaired behavior is considered a violation of the alcohol policy.
- Chugging, drinking games, initiations, "funneling" or other potentially dangerous drinking activities is prohibited.
- The sale of alcohol is prohibited.
- Neon signs or other signs for alcohol related products may not be hung in windows or anywhere outside the apartment/suite.

If an emergency occurs, please contact University Police at 803-648--4011.

### **Additional Alcohol Policies for University Housing**

- A. Underage residents and their guests (regardless of age) may not possess or consume alcohol, this includes minors being present in an area where alcohol is present (constructive possession).
- B. Individuals of legal drinking age may consume alcoholic beverages only within the confines of an apartment. All individuals present must be of legal drinking age. Underage residents whose roommate(s) are 21 years of age or over may be present when alcohol is possessed or being consumed in their apartment, but are not permitted to consume alcoholic beverages.  
(**Note: It is the responsibility of the host resident to ensure all guests are at least 21 years old.**)
- C. The possession or use of an empty or full keg or party ball of alcoholic beverages is strictly prohibited.
- D. The misuse of alcoholic beverages and/or inappropriate or illegal behavior will result in disciplinary and/or legal action.
- E. Abuse of alcohol by students, regardless of age, that results in the need for immediate medical attention is considered violation of USCA University Housing's policy and will result in judicial follow up and/or a mandatory counseling referral.
- F. Chugging, drinking games, initiations, "funneling," or other potentially dangerous drinking activities is prohibited.
- G. The sale of alcohol is prohibited.
- H. Neon signs or other signs for alcohol related products may not be hung in windows or anywhere outside of the apartment.
- I. If an emergency occurs, please contact University Police at x6111 or 648-4011.

### **Sanctions**

Individual students or student organizations who violate USCA policies are subject to civil, criminal and University proceeding and sanctions. The University campus is not a sanctuary that relieves students of their responsibilities as citizens to abide by local, state and federal laws, or University regulations, policies, and procedures. Violations of this Campus Alcohol Policy will be referred to appropriate University agencies. Students and student organizations may be subject to sanctions by more than one appropriate agency. Sanctions for the violations of University policies are based on the severity and frequency of violation. Sanctions may include, but are not limited to referral to on or off-campus alcohol assessment and/or counseling, alcohol education, community service, disciplinary probation, suspension of individual students, suspension from use of University facilities for a designated period of time and suspension of student organization status.

## **DRUG POLICY**

### **Statement of Policy**

The possession, use, manufacture, sale or distribution of any counterfeit, illegal, or controlled drug without a prescription or the possession of drug paraphernalia, such as pipes, bongs, or an item modified or adapted so that they can be used to consume drugs are not permitted on University premises or at any University-sponsored event.

Specific prohibited actions include:

- The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or controlled substances\*

- Being in the presence of illegal drugs or controlled substances

- The possession or sale of drug paraphernalia (such as roach clips, bongs, water pipes, cocaine spoons, etc)

The distribution or delivery of an imitation ("look alike"), non-controlled substance which is represented as a controlled substance.

\*The term "controlled substances" refers to those drugs and substances whose possession, sale or delivery results in criminal sanctions under South Carolina Law.

### **Sanctions**

#### **Legal**

As citizens, students have the responsibility for knowing and complying with the provisions of the state and federal law related to drugs. A student who violates any of these laws is subject to prosecution and punishment through the legal system. Information on federal and state drug laws and penalties is provided in the USCA Student Handbook. Students who are apprehended and charged by law enforcement agencies with drug-related criminal conduct off-campus are required to inform the Director of University Housing and Judicial Affairs.

### **University Disciplinary Process**

In addition to any federal and state charges, a student is subject to disciplinary action through the University judicial process. This process may precede criminal or civil proceedings. It is not considered “double jeopardy” for both the civil authorities and the University to proceed against and sanction a person for the same specified conduct.

The University considers any violation of the drug policy to be a serious offense. The University will respond to all reported violations of this policy in accordance with disciplinary procedures included in the Student Handbook.

Although violations will be handled on a case-by-case basis, any violation that is deemed to be a threat to the safety and health of the campus community will result in summary suspension prior to a formal hearing. Sanctions that may be imposed by the University include, but are not limited to, the following:

- Suspension
- Summary Suspension
- Suspension Held in Abeyance with Conditions
- Expulsion
- Counseling
- Educational Programs
- Conditions and Restrictions

### **University Housing**

A student who is suspected of violating the drug policy while living in on-campus housing may be subject to immediate removal from housing as a response to violating the terms of the housing contract.

### **Parental Notification Policy**

In 1998, changes in the law that governs the privacy of student records, the Family Education Rights and Privacy Act (FERPA), permitted colleges and universities to inform the parents/guardians of students under the age of 21 when they determine the student violated University alcohol and drug policies. We at the University of South Carolina Aiken believe such notification can help us in educating our students. While we constantly strive to educate and empower students to make responsible decisions about drug and alcohol usage, we know that the support of parents in this process is critical.

The University of South Carolina Aiken typically exercises its right to notify parents of students under 21 in the following situations:

- Cases involving drug violations
- Repeat or serious alcohol violations

The University also reserves the right to notify parents for first alcohol violations if deemed appropriate.

### **Future Revisions**

The University of South Carolina Aiken reserves the right to update this policy. Students are responsible for being aware of changes as they are disseminated to the campus community.

### **BICYCLES**

Bike racks are provided outside of Pacer Crossings, Pacer Commons and Pacer Downs. Bicycles may not be stored outside on the apartment/suite/porch area. They may be stored inside the apartment/suite as long as they do not create a hazard for entering or exiting the apartment/suite. Bicycles may not be stored in the hallways, porches, on the balconies, or pavilions.

A bicycle found in an unauthorized area will have a lock placed on it or University Housing will remove it. There is a \$100 charge to have the lock removed and/or to get the bicycle out of impound. Bicycles left unclaimed for 30 days will be disposed of by the University.

### **COMMUNITY RESPONSIBILITY**

Each resident is responsible for cooperating with the other residents of their apartment/suite in the care, maintenance and usage of the common living areas. This includes, but is not limited to, the cleaning of the apartment/suite, restricting the noise level, and not using other residents' possessions without prior permission.

Each resident is responsible for abiding by the rules and regulations set forth by University Housing as long as those rules do not endanger the health, safety or general welfare of the resident.

### **DANGEROUS/PROHIBITED ITEMS**

Extension cords are not permitted. Only UL listed surge protectors with breaker switches are permissible.

Fireworks, firearms, air guns, explosives, highly flammable substances, knives (other than kitchen knives), slingshots and other weapons are prohibited from use or storage in University Housing. This includes being anywhere on the grounds.

Due to the risk of fire, halogen lamps, hot plates, toaster, toaster oven, fry-daddy, refrigerator, and neon lights are not permitted in the apartment/suites.

The burning of candles and incense is strictly forbidden. Students found in violation will be subject to possible fines and disciplinary action. Candles may be used as decoration as long as the wicks have not been burned.

Due to the risk of fire, there is no grilling on the porches or balconies. Residents must use grills by pavilions. Grills are available for residents use and are located under the pavilions in each area.

### **ELECTRICAL POWER SAFETY**

Too many appliances in use at the same time may overload the electrical wiring and trip the circuit breaker, resulting in a loss of power to the apartment/suite and creating potential fire and safety hazards. You are urged to pay special attention to the directions for using each of your appliances to avoid overloading the circuits. Residents are not allowed to tamper with electrical wiring in any way.

In order to ensure safety, only safety fused power strips (with on/off switches) should be used. These must be high-gauged (thick) with a multi-outlet power strip and switch at one end. The power cord must be plugged directly into the wall socket. Power strips may not be nailed, stapled, run under the carpet, wrapped around the furniture, run across the ceiling or attached to any surface by any other creative means. Christmas lights may not be wrapped around the balconies or rails.

**IMPORTANT NOTE: DO NOT store any items in the water heater closet at Pacer Downs. This is a fire hazard. A broom stored in this closet has caused a fire in the past.**

### **FURNISHINGS, ALTERATIONS AND AESTHETIC APPEARANCE**

All apartments/suites are furnished. Furnishings are inventoried prior to move-in and assessed again when each resident checks out of the apartment or suite. Residents are not permitted to bring or maintain any of the following on the premises: outdoor clotheslines, waterbeds, washers/dryers or air conditioners. Under no circumstances should residents remove furniture or appliances from the apartment/suites. Residents may not exchange furniture with residents of another apartment/suite.

Residents are permitted to provide additional furnishings if desired. No reduction in rent for the apartment/suite will be made for residents who use their own furnishings in whole or part. All furnishings brought in by students should be fire rated. Contact the office for more information. University Housing furniture will not be removed from the apartment/suite to accommodate personal items.

Alterations, changes, remodeling and/or renovating, including but not limited to the painting of the unit, tampering with the electrical or mechanical fixtures in the apartment/suite or public areas is prohibited.

Care should be taken to keep furniture, carpet and appliances in original condition. Vacuums are available for residents' use in the area offices. Vacuums may be checked out for 30 minutes at a time. Residents must leave a photo ID in the office when they check out a vacuum.

Residents should seek assistance from maintenance when hanging personal items on the walls (such as pictures and other decorations). Students are encouraged to use tacks or push pins. No scotch or duct tape shall be used to hang decorations on the walls. Also, "sticky tack" cannot be used to hang decorations. Residents may not apply glow-in-the-dark stars or other similar decorations, each of these items are extremely difficult to remove, resulting in damage charges to the residents. Residents are prohibited from hanging any items from the ceiling. Hanging items from the ceiling creates a fire hazard. Fines will be assessed for items found hanging from the ceiling.

University Housing will conduct periodic inspections of the apartment/suite to encourage residents to keep their apartments/suite in a sanitary condition. Residents will be informed 48 hours in advance of these inspections.

Window blinds are provided in each apartment/suite. Tampering with or removing blinds, windows, or window screens from any part of the building is prohibited. Residents will be charged for replacement.

Residents of Pacer Downs are permitted to place personal chairs on the porches/balconies as long as they do not impede entry or exit to the apartments. Personal items may not be left on the balconies, hallways or common areas of Pacer Commons.

Shaking, cleaning, hanging or placing any articles from the windows, outside edges, balconies, hallways ledges or roof of the buildings is prohibited. If a resident leaves items outside the apartment/suite or in the hallway, the resident will be assessed a fine of \$50.00 after the first warning and an additional \$50.00 for each incident thereafter. Continued violations will be referred for judicial action.

#### **GAMBLING**

Gambling in any form is prohibited on the premises.

#### **HALL MEETINGS**

Throughout the year, your RA will want to keep you informed of important information and activities. Your RA will post signs to let you know when a building/floor meeting is scheduled. If you are not able to attend the meeting, talk to your RA in advance. These meetings are mandatory so participation is required.

#### **HARASSMENT, THREATS AND PHYSICAL ABUSE**

Racial, sexual or any other forms of harassment of any person and/or group is prohibited and will subject the offender to the appropriate disciplinary action. Causing physical harm and/or the fear of physical harm to any person and/or group is prohibited and will result in disciplinary and/or legal action including being removed from University Housing.

#### **KEYS**

The following keys will be issued: One apartment/suite key and one mailbox to each resident of the unit. Our office does not have a spare mailbox key. If a student loses their keys, they must inform their assistant director immediately to initiate a lock change. A lock change fee of \$100 will be assessed to students along with the \$5 mailbox key.

It is unlawful for any person to knowingly duplicate, make, allow to be duplicated, use or have in his/her possession a key to a building controlled by the State of South Carolina without proper authorization. These laws extend to the student housing owned by USCA. It is against University Housing policy for any resident to loan their keys to another person. Keys are issued to and signed for by the resident of the apartment/suite. Residents are responsible for keeping the keys in their possession. Students are not permitted to install extra locks on their bedroom doors without prior approval from University Housing. No extra keys shall be made without approval from the Director of University Housing and Judicial Affairs. University Housing retains a passkey to each apartment/suite.

## **MOPEDS AND MOTORCYCLES**

Any two-wheeled motorized vehicles, including mopeds and motorized bicycles cannot be taken into the apartment/suite, operated on the grounds or stored on the patio/porch area of the apartment/suite or pavilions. All two-wheeled motorized vehicles can only be parked in the designate motorcycle parking spots.

## **NOISE LEVELS AND QUIET HOURS**

Studying is an important aspect of life for the housing resident. It is expected that residents and their guests will respect the rights of others by maintaining a reasonable limit to noise at all times. **The right to have quiet always supersedes the right to make noise.**

**Courtesy hours:** At any time, a resident has the right to request that any other residents or group of residents cease any activity that is interfering with his/her right to study, rest, or quietly enjoy the community.

Residents and their guests must take corrective action when requested to decrease the noise level or cease any activity by a fellow resident, a member of the University Housing staff, a University Police Officer or other appropriate University official. Recurring requests to abate noise will constitute cause for disciplinary action.

Quiet hours are established to ensure that residents are given the opportunity to study or sleep in a quiet atmosphere. Quiet hours are as follows:

Sunday—Thursday	10 pm to 8 am
Friday—Saturday	12 am (midnight) to 10 am

During final exam periods, quiet hours are extended to 24 hours a day. During quiet hours, noise that can be heard in other rooms or outside of the apartment/suite is considered to be too loud.

Residents of University Housing are responsible for enforcing quiet hours within the community.

## **PARKING**

Parking at University Housing is restricted to students who have valid decals. Residents are required to park in between the white lines at University Housing. Yellow line spaces are reserved for faculty and staff.

All vehicles must be registered with University Police. Any resident with a vehicle will be issued a parking decal upon presentation of a valid state registration for that car. The decal may be used on the vehicle of the individual resident only. The vehicle must be registered in the resident's name or registered to an immediate family member. If a student gets a new vehicle, they will be issued a new decal at the cost of \$10. At the issue of the new decal, the original decal will be voided, as residents may only have one valid decal at a time. Residential students may not possess a commuter parking decal. Failure to properly display the Resident Decal on the vehicle may result in the vehicle being towed at the owner's expense. Student Parking Decals should be permanently affixed to the back outside window's lower driver's side corner or to the back bumper driver's side corner. Transferring a student housing parking decal to anyone other than the resident to whom the decal was issued is prohibited and will result in the loss of parking privileges and/or disciplinary action.

A parking decal does not guarantee a specific parking space. Vehicles without a University Housing decal will be removed from the housing parking lots at the expense of the owner.

Vehicles may **never** be parked or driven on the grass or sidewalks and must be parked in lined spaces.

All visitors and guests, including USCA students who are non-residents, must park between two white lines in the USCA Parking Lot D.

Guests who will be on campus overnight may obtain a temporary parking pass from University Police. The resident and their guest must both be present when obtaining a temporary parking pass. Guest must have a valid ID. Residents may not obtain temporary passes for guests of the opposite sex. Violations of these policies may result in the loss of privileges. Visitors may park in Lot D until midnight Sunday-Thursday or 2 am on Friday-Saturday without a guest pass.

Residents of University Housing may not park in Parking Lots A, B, C or D on the USCA campus on Monday – Friday until after 2 pm. Residents who park in these lots before 2 pm will be subject to fines and/or towing. The only exception will be D Lot should Pacer University Housing lots full.

Engine maintenance or major overhaul may not be performed on the premise. Disabled vehicles will be towed at the owner's expense.

Residents and their guests should not park in these spaces or in the fire lane or fire circle. If a vehicle is towed, please contact USCA Public Safety at 648-4011.

### **OCCUPANCY LEVEL**

Life safety regulations require that gatherings must not exceed the total of 12 people in any apartment in Pacer Downs and Pacer Commons or 16 people in any suite in Pacer Crossings. Residents and their guests must comply with all USCA and University Housing policies.

### **PERSONAL PROPERTY**

The University assumes no liability for bodily injury, personal damages or losses.

Residents are advised to not keep valuable property or large sums of money in their rooms. In addition, residents are strongly encouraged to obtain insurance to cover their personal belongings and valuables.

Students are encouraged to check their homeowner's policy to verify coverage for campus housing. If students are not covered through their homeowner's policy they are strongly encouraged to purchase renters insurance to cover any damages that may incur while living in University Housing.

Residents are required to keep their doors locked at all times.

### **PETS**

Possessions of pets, other than fish as defined below, is prohibited. Any cost associated with possession of an illegal pet will be charged to the responsible resident(s) or to all residents of the room/apartment, (damaged furniture, cleaning, pest control, etc.). Fish may be maintained as pets, as long as they are kept in a fish tank that is no larger than 10 gallon capacity. No more than one fish tank per resident. Residents are responsible for any and all damage caused by the fish or fish tanks.

Many strays will find their way to the University Housing grounds. Do not feed these animals. We understand how cute they may be but it is hard to see these animals become dependant on you feeding them and when you leave, they will not be able to find ways to feed themselves. If you see a stray or abandoned animal at University Housing please contact our office so we can make the proper arrangements for the animal.

### **PUBLIC PASSAGEWAYS AND AREA ACCESS**

Each resident is responsible for keeping the grounds outside of his/her apartment/suite in a clean and sanitary condition. All rubbish, garbage, cigarette butts and refuse must be deposited in the proper receptacles and dumpsters. Items left unattended in common areas may be disposed of by University Housing.

If trash is left outside an apartment/suite, each resident will be assessed a fine of \$50.00 after the first warning and an additional \$50.00 for each incident thereafter.

Persons responsible for damage to the public areas will be billed for the repair and replacement and may be referred for disciplinary or legal action. In the event that a responsible individual cannot be determined, all persons present at the time or the floor, building, or area will be billed equally.

Public areas are for the use of the residents and their guests only. This includes the pool, volleyball and basketball courts.

No one may sleep overnight in the public areas.

Public passageways are for the entering and exiting of the premises and are not to be obstructed or used for any other purpose.

Students should not throw objects or liquids from windows, doors or patios of the buildings into the public areas of the building or grounds.

Walking, scaling, and/or climbing on the exterior wall/roof area is prohibited.

For reasons of security, residents are advised to not leave their door unlocked at any time.

Suspicious persons should be reported to an RA, University Housing and/or University Police.

Furniture placed in the common area needs to remain in that room at all times. Students found with common area furniture in their apartment/suite will be charged \$25 per piece per person. Residents found violating this policy will be referred to the judicial system.

USCA has several green spaces and intramural fields for student use. Therefore, students are not allowed to play sports in the hallways of Pacer Commons or throw balls on the University Housing grounds.

Students should not practice their golf game on the University Housing grounds. This includes putting.

### **RELATIONS**

Any resident who, by virtue of their behavior (including the student being a threat to themselves or others), shows an inability to live in a group setting or abide by USCA and/or Housing Policies, and/or refuses intervention will be asked to leave University Housing or commit to a behavioral contract. The behavioral contract may involve outside resource persons or agencies. If students are removed from University Housing, the student may be required to provide documentation from a physician and/or mental health professional to be able to continue living in campus housing.

Students are expected to comply with any reasonable requests of a University employee. Noncompliance is considered breach of contract and will result in judicial action.

### **SALES/SOLICITATION**

Unapproved sales/solicitation by residents and others is prohibited. All posted materials must be pre-approved and posted only on officially designated bulletin boards in the hallways, lobbies and laundry rooms. Doors and walls are not approved posting areas unless the posting is pre-approved by University Housing. All illegal postings will be removed.

The bulletin boards and cork strips outside the apartment doors of Pacer Downs or in the hallways of Pacer Commons and Pacer Crossings are for official housing notices or postings approved by University Housing.

### **SMOKING**

Smoking is not permitted in any housing apartment/suite, common areas, or within 25 feet of any housing buildings. This no-smoking policy also includes smokeless tobacco products. Cigarette butts should be deposited in a proper receptacle, not on the grounds. Failure to dispose of cigarettes properly will result in a clean-up charge. Residents will also be responsible for immediate clean up of the area.

Residents who do not abide by the no-smoking policy will be subject to judicial action and cleaning charges, as the residue/smell of smoke is extremely difficult to remove.

### **THEFT**

Theft of any kind, including seizing, receiving or concealing property without knowledge that it has been stolen, is against USCA policy and South Carolina law. Sale, possession or misappropriation of any property including USCA property, without the owner's permission is also prohibited. Any student found in violation shall be processed through the judicial system as outlined in this handbook and/or will be subject to criminal charges. Any items believed to belong to any organization and/or company (i.e. state department signs) will be confiscated and referred to Judicial Affairs.

## **VISITORS AND OVERNIGHT GUESTS**

Visitors and guests are bound by the same regulations as residents. The resident is responsible for any policy violations or damages incurred by his/her visitors or guests. Guests are nonresidents who spend the night in University Housing. Visitors are nonresidents who are not spending the night.

Residents must request advance approval for an overnight guest from their roommates. Same sex overnight guests must also be registered at their Assistant Director's office. Failure to obtain guest approval may result in revocation of guest privileges. Guests should be temporary and infrequent. Guest requests for more than occasional visits will be denied. Guests of residents will not be permitted to stay for more than two nights without special permission from University Housing and their roommates.

No visitors or guests of the opposite sex are allowed in apartment/suite after visitation hours. Visitation hours are

Sunday — Thursday	8 am to midnight
Friday — Saturday	8 am to 2 am

Quiet hours and visitation hours end at different times during the day. Residents are responsible for maintaining an appropriate academic environment at all times regardless of the visitation policy. Residents who are unable to uphold quiet hours and visitation policies are subject to disciplinary action as well as the immediate removal of their guests.

All students, visitors and guests must carry photo identification on them at all times. Guests who will be on campus overnight may obtain a temporary parking pass from University Police. Resident and guest must both be there when obtaining a temporary parking pass. Guest must have a valid ID. Residents may not obtain temporary passes for guests of the opposite sex. Violations of these policies may result in the loss of privileges. All visitors and guests, including USCA students who are non-residents, must park between two white lines in Parking Lot D. Visitors may park in Lot D until midnight Sunday-Thursday or 2 am on Friday-Saturday without a guest pass.

Persons under 16 years of age may not be overnight guests at anytime without the written permission of one of the Assistant Directors of University Housing. Persons under 16 years of age visiting at any time must be registered at either the Pacer Commons, Pacer Downs or Pacer Crossings office with the host's ID, and escorted at all times by the host. No babysitting is allowed in campus housing. Residents having children visiting the residence hall will need prior approval from their roommate and their Assistant Director of University Housing.

## **JUDICIAL PROCEDURES**

The primary goal of University Housing is to create an environment that is conducive to the educational mission of the University. In doing so, University Housing residents are encouraged to develop a sense of rights and responsibilities.

USCA and University Housing policies, rules and regulations are outlined in the USCA Student Handbook [www.usca.edu/studenthandbook](http://www.usca.edu/studenthandbook) and the University Housing Handbook [www.usca.edu/housing/images/04-05%20Handbook.pdf](http://www.usca.edu/housing/images/04-05%20Handbook.pdf) and in the housing contract. They are not designed to define misconduct in exhaustive terms, or to specify every conceivable form of misconduct. Students are responsible for acquainting themselves with the information contained in this guidebook and the USCA Student Handbook and are expected to abide by campus behavior standards. Students are also responsible for the behavior of their guests.

Complaints of misconduct will be adjudicated through the USCA Judicial System. The Director of University Housing and Judicial Affairs is responsible for the day-to-day operations of this system. Students should refer to the 2008-2009 USCA Student Handbook for further details regarding the Judicial Process. Copies of the Student Handbook are available in the Student Life Office or can be accessed on line at [www.usca.edu/studenthandbook](http://www.usca.edu/studenthandbook). If you have questions, please feel free to contact University Housing and Judicial Affairs at 803-641-3790.

## **INCIDENT REPORTS**

Incident reports are primarily used to document violations in policy and concerns for student welfare. Any student, faculty or staff member (including University Police) may file an incident report with the University Housing and Judicial Affairs office.

All incident reports are forwarded to the Director of University Housing and Judicial Affairs. The Director will determine which polices have been allegedly violated and send notices for an investigative meeting to each student listed on the incident report.

### **ADJUDICATION**

In the case of alleged violations of the Non-Academic Code of Conduct or University Housing Community Guide, the Director of University Housing and Judicial Affairs (or designee) will request an investigative meeting with all students involved, including witnesses, roommates, etc. The request for an investigative meeting is considered an official request by a University Official. Failure to schedule or attend such a meeting is considered a violation of the Non-Academic Code of Conduct and will result in further judicial action, as outlined in the USCA Student Handbook. All cases will be adjudicated within the USCA judicial system procedures as outlined in the 2009-2010 USCA Student Handbook.

### **CHANGES TO THE LEASE AND HANDBOOK**

The University Housing Contract and Community Guide are both living and evolving documents. University Housing reserves the right to change and alter both the contract and guidebook. Residents will be notified of any changes via mail or postings. The University Housing staff is dedicated to examining these documents in light of how they work on a day-to-day basis with residents like you. If you have any input into how these documents can be improved, please let us know, and we will consider your suggestions.

## **CAMPUS AND COMMUNITY SERVICES**

### **UNIVERSITY POLICE**

The mission of USCA University Police Department is “to serve the college community, protect life and property, and to enforce the law.” It is in this effort, University Police works with the campus community in a cooperative community policing effort to prevent crime from occurring and to respond and provide assistance to victims once a crime has occurred.

All USCA University Police officers are certified for the state of South Carolina with full arrest powers and serve with statewide authority. All University Police officers are certified medical first responders. All University Housing residents and their guests are expected to comply with the requests of USCA University Police officers.

University Police can be reached by calling x-6011 or 648-4011 or by using the emergency phones located around campus. University Police should be called first in an emergency situation and they will in turn call other emergency personnel as needed.

**In case of a fire, please call 9-911 first to report the situation, and then call USCA University Police.**

### **EATING ON CAMPUS**

When you get hungry there are several places on campus that you can find food outside of your apartment. All resident students are required to have a meal plan. There are a variety of meal plan options to choose from. The dining services staff on campus work hard to provide a number of options to suit your dietary and nutritional needs!

The University has contracted with Aramark, Inc., one of the premier food service operators in the country, to provide food services on campus. Aramark offers many dining options at USCA, including:

The **Scoreboard Cafeteria** located in the Student Activities Center a full service cafeteria featuring a wide variety of choices including handmade pizzas and subs, hot entrees, display cooking, a salad bar and home made desserts.

The **Station** located in the Humanities and Social Sciences Building gourmet coffee, pastries, subs, snacks and much more.

**Pacer Market**, located at Pacer Downs, offers a variety of grocery items, snacks and household items.

**Abbi's Coffee Mill & Roastery** offers a variety of gourmet coffees, espresso drinks, smoothies and pastries. Located in the Gregg-Graniteville Library, Abbi's accepts Pacer Cards and Declining Balance dollars from any meal plan.

The Pacer Card is a discounted declining balance card that is designed to save you money and provide convenience. Cards cost \$40 but you will receive \$44 in purchasing power. You may add value to a Pacer Card any time during a semester.

All University Housing residents are required to participate in one of the meal plans outlined in the policy set forth by the USCA Associate Chancellor for Business and Finance. Students will have the opportunity to change meal plans for each semester. Requests for changes for spring semester are due by November 3, 2009. Residents will be automatically enrolled in the same plan they had for the prior semester unless the resident applies for a meal plan change.

### **STUDENT HEALTH CENTER**

USCA has a Student Health Center (SHC) for the benefit of students who become ill or sustain an injury while on campus. The SHC is located in Room 106 of the Student Activities Center. Services received in the SHC are free of charge to undergraduate students, prepaid as part of tuition. The SHC does provide a few special services for which there are nominal charges; these include immunizations, nursing physicals and select prepackaged medications.

The SHC is opened daily Monday – Friday, from 10 a.m. – 4 p.m. The SHC is closed on weekends and when USCA is otherwise closed, during holidays and school breaks. Summer hours will be announced prior to the end of the spring semester.

Nurse Practitioners (NP) provide entry level care for common health problems. NP's are specially educated registered nurses who focus on assessment, diagnosis and treatment of common illnesses and injuries. USCA NP's treat those diagnoses frequently seen on college campuses. Students are encouraged to visit the Student Health Center if they have an illness or injury that they feel uncomfortable treating independently. The NP will guide students through the healing process by assessing and diagnosing the problem, then providing the necessary treatment and follow-up care. There will be times when a student's illness or injury might be more serious than the SHC staff can handle. During these times the student needs to be referred to a community physician or hospital. For this reason students are encouraged to carry individual health insurance.

### **Student Choices When the SHC is Not Yet Opened**

Ill or injured students are encouraged to wait until the SHC opens next to be treated. Students have several choices when the SHC is not open. They should make their choices based on what makes them feel most comfortable. When feeling ill or after sustaining an injury it is best to have someone remain within close proximity should you need assistance. If possible ill or injured students are encouraged to wait until the SHC open to be treated (after all there is no cost for the visit). If a student is unable to wait, he/she can seek care at a local acute care facility. In the event of an emergency Public Safety should always be notified in order to direct care properly.

#### *Talk with Parents or Caregivers Before Leaving for College*

Make a plan with your family prior to leaving for college. This plan should include what should be done in case of an illness or injury on campus. How would an illness or injury be ideally handled by your parents or caregivers if they were with you? Afterwards, how would they like to be notified of the illness or injury? Would they like to receive a phone call from you or from a staff member at the medical facility or USCA? (Have you exchanged a list of current telephone numbers where they can be reached if they are not at home?)

#### *Call Parent or Caregiver*

One of the first things students are encouraged to do is contact their parents or caregivers, especially if this is an illness or injury occasionally or frequently experienced by the student at home. Find out what has worked best in the past and follow the same sequence, step by step. See if it works the same here at college. Then, ask your parent what they would like for you to do if the illness or injury continues to worsen.

#### *Call Ask-A-Nurse*

Students who become ill or sustain an injury during hours when the SHC is closed are encouraged to phone:

**University Hospital's ASK-A-NURSE Health Service Center**

**(800) 476-7378 (toll-free number from Aiken, SC) (706) 737-8423 (direct line)**

Ask-A-Nurse is open 24 hours a day. A registered nurse will speak to the student about their symptoms, tell them what to watch for, help them decide if they need to be seen by a medical specialist or if they can wait until the SHC opens. The nurse can also provide them with other helpful educational information, confidential information they might be uncomfortable asking elsewhere and more. For additional information visit their website: <http://www.universityhealth.org/body.cfm?id=37045> .

#### *Ask for a Resident Assistant or Housing Personnel*

Students living in on-campus housing have additional resources available through their Resident Assistants and Housing Personnel. These students should seek assistance from their Resident Assistants when ill or injured, especially if they feel they don't want to be left alone. They can assist in comforting the student, talking on the phone with family or Ask-A-Nurse, and guiding the student through symptom care, arrange for medication pick-up and other necessary arrangements.

#### *Visit a Community Medical Facility*

Students who feel they cannot wait until the Student Health Center opens can visit a community medical facility. Remember, any costs/related costs will become the responsibility of the student and the student's family.

**For Emergency Situations notify USCA University Police:**

**Calling University Police from off campus: Dial (803) 648-4011**

**Calling University Police from on campus: Dial 6111**

### **COUNSELING CENTER**

The Counseling Center is located in the Business and Education building, Room 126. Counseling is confidential and services are free. Counselors are available Monday through Friday, 8:30 am to 5 pm. Evening services can be arranged by appointment. For after-hours or weekend emergencies, contact your RA, or University Police by dialing 6111 from on-campus telephones or 648-4011 from off-campus telephones, the Aiken County Helpline at 648-9900, Aiken Regional Medical Center Emergency Department at 641-5000, or Aurora Pavilion Behavioral Health Services at 641-5900.

A variety of different issues can be addressed at the Counseling Center, including, but not limited to:

- Time Management
- Decision Making
- Communication Skills
- Assertiveness training
- Building self-confidence
- Coping with depression and anxiety
- Relationship difficulties
- Drug and alcohol problems
- Conflict and anger management

The Counseling Center offers workshops on a variety of topics throughout the year. An advocate from the Cumbee Center to Assist Abused Persons is also available through the Counseling Center.

### **SPECIAL NOTICE TO ALL RESIDENTS**

USC Aiken adheres to the principles of equal educational and employment opportunity without regard to race, color, religion, sex, creed, national origin, age, disability or veteran status. This policy extends to all programs and activities supported by the University. Any person who feels they qualify for special accommodations due to a physical, learning or psychological disability should contact the Office of Disability Services at 641-3609 for a free, confidential interview. If you need this information in an alternate format, please contact the Department of University Housing and Judicial at 641-3790 or [housing@usca.edu](mailto:housing@usca.edu).

## **IMPORTANT HOUSING CAMPUS PHONE NUMBERS**

Pacer Commons Office: Located in Suite 3D.

Phone numbers are 803-641-3767 (x3767) or 803-641-3566 (x3566).

Front Desk Hours: Monday – Friday 900 am to midnight, Saturday 10:00 am to 2:00 pm, and Sunday 6:00 pm to midnight.

Pacer Downs Office: Located next to the Market in the Community Center.

Phone numbers are 803-641-3768 (x3768) or 803-641-3788 (x3788).

Office Hours: Monday – Friday 900 am to midnight, Saturday 10:00 am to 2:00 pm, and Sunday 6:00 pm to midnight.

Pacer Crossings Office: Located in Room 113.

Phone numbers are 803-644-2170 (x2170) or 803-644-2171 (x2171).

Office hours: Monday – Friday 900 am to midnight, Saturday 10:00 am to 2:00 pm, and Sunday 6:00 pm to midnight.

### **After hours, you need to call the RA on Duty.**

During the weekday, RAs are on duty Monday – Thursday 6:00 pm to 8:00 am. On the weekend, RAs are on duty starting Friday at 6:00 p.m. until Monday 8:00 am.

Pacer Commons           803-349-5916

Pacer Downs             803-349-5917

Pacer Crossings         803-349-5915

### **Other Important Phone Numbers**

Academic Support Services	H&SS 208B	641-3321
Advisement Services	Penland 107	641-3297
Assistive Technology Center	B&E 134	641-3609
Athletics	Convocation Center	641-3486
Business Services	Penland 114	641-3543
Career Services	Penland 107	641-3440
Counseling Center	B&E 126	641-3609
Disability Services	B&E 126	641-3609
Etherredge Center	Etherredge	641-3305
Financial Aid	Penland 102	641-3476
Heath Center	SAC	641-2840
Library	Library	641-3465
Math Lab	Penland 219	641-3470
Menu Hotline		643-6800
Multicultural Affairs	SAC	641-3442
Peer Educators	SAC	641-3586
<b>University Police</b>	<b>Pacer Downs</b>	<b>648-4011</b>
Records	Penland 109	641-3550
Student Activities	SAC	641-3412
Student Life and Services	SAC	641-3588
Wellness Center	B&E	641-3641
Writing Room	H&SS	641-3262

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