



CLAFLIN UNIVERSITY

2026-2027

Residential Life Handbook

IMPORTANT PHONE NUMBERS	4
WELCOME LETTER	5
CLAFLIN UNIVERSITY'S VISION	6
CLAFLIN UNIVERSITY'S GUIDING PRINCIPLES	6
CLAFLIN UNIVERSITY'S MISSION	6
WHO'S WHO IN RESIDENTIAL LIFE	7-8
RESIDENTIAL HALL COUNCIL	8-9
RESIDENTIAL HALL COUNCIL STRUCTURE	9-11
PROGRAMS & ACTIVITIES	11
COMMUNITY SERVICES AND INFORMATION	11-12
HOUSING GUIDELINE/CONTRACT	13-15
KEYS/ID CARD	15-16
MISSING STUDENT POLICY	16
CHECK-IN PROCEDURE	16-17
CHECK-OUT PROCEDURE	18
CLEANLINESS	18

HEALTH AND SAFETY INSPECTION	18-19
COMMON AREA RESPONSIBILITY	19
DECORATIONS	19-20
DISABILITIES SERVICES	20
FIRE SAFETY	21-23
SMOKING & VAPING.....	23
ALCOHOL	23
DRUGS	24
PROJECTILES	24
LITTERING	24
VANDALISM/DAMAGES	24
WEAPONS/FIREARMS/FIREWORKS	24
WINDOWS AND SCREENS	24
ABANDONED PROPERTY	25
ELEVATORS	25
LOCKS/DOORS	25
COURTESY HOURS	25
NOISE	25-26
VISITATION	26-28
VISITATION AGREEMENT FORM	29
OVERNIGHT GUEST REQUEST FORM	30
EXTENDED VISITATION REQUEST FORM	31
 INAPPROPRIATE BEHAVIOR	 32
BABYSITTING	32
ROOM CHANGES	32
SPECIAL ACCOMMODATIONS	32
PREGNANCY POLICY	32-33
ILLNESS AND INJURY	33
SEVERE WEATHER	33
PERSONAL PROPERTY/PERSONAL LIABILITY	33

ADHESIVES	34
ADVERTISING	34
PARKING	34
VACATION PERIODS	34
ROOM ENTRY	34-35
PETS vs. ESA	35
PROPPED DOORS	35
APPLIANCES/ POWER SOURCES	35-36
TIPS FOR PERSONAL SAFETY	36
THE INTERNET	36-37
VANDALISM/DAMAGE CHARGES	37-39
ROOMMATE BILL OF RIGHTS	40
HOUSING CONTRACT	41-43
REFERRAL SERVICES	44-45
ACADEMIC CALENDAR	46

IMPORTANT PHONE NUMBERS

Housing and Residential Life Assistant Dean, Executive Director – 803-535-5301

Housing and Residential Life Assistant Director – 803-535-5651

Housing and Residential Life Administrative Assistant – 803-535-5330

Asbury Hall – 803-535-5300

Claflin Commons – 803-535-5680

Corson Hall – 803-535-5655

Dunton Hall – 803-535-5325

High Rise – 803-535-5315

Kleist Hall – 803-535-5595

SRC East – 803-535-5615

SRC North – 803-535-5613

SRC South – 803-535-5614

SRC West – 803-535-5612

Security Booth – 803-535-5444 (front gate) 803-535-5100 (back gate)

Student Health Center– 803-535-5328

Student Account – 803-535-5415

Cashiers – 803-535-5602

Financial Aid – 803-535-5334

Food Services – 803-535-5261

Information Technology – 803-535-5441/5767; (helpdesk@claflin.edu)

Maintenance – 803-535-5372 (or contact building RA/GA)

Welcome

On behalf of Residential Life, we would like to be one of the first to welcome you to Claflin University and express our excitement that you have joined us this year in one of our various residential communities. Residential Life strives to facilitate lifelong learning among our students in their quest to become visionaries. It is our goal to create a supportive environment in which awareness, growth, leadership and civic engagement are fostered through intentional endeavors and meaningful interactions.

We hope that you will find that the residence halls at Claflin University are more than just a place to store your things and get a good night's rest, but a place where you feel at home, where you can discover yourself, the world around you, create your own destiny and where you can foster dynamic, deeply rooted relationships.

For your convenience, Residential Life has created a manual that contains useful information about making the most of your residential experience (to access the manual use QR Code attached).

Additionally, we have support staff that is prepared to help you and your family through the transition. In the coming weeks, you will receive information regarding the move-in process. To ensure that your move-in experience runs smoothly, we ask that you pay careful attention to the instructions.

Finally, we would like to leave you with our vision, which is "to establish Claflin University as one of the premier undergraduate teaching and research universities in the world that prepares effective and visionary leaders with global perspectives." With this vision in mind and a score of unique opportunities awaiting you, we greatly anticipate your arrival.

In the meantime, if you have any questions, please call our office at 803-535-5330. Thank you for being part of our Panther family and again, welcome to Claflin University.

Warmly,

Housing and Residential Life Staff

CLAFLIN UNIVERSITY'S VISION

Claflin University will be recognized as a leading 21st Century institution of higher education that develops a diverse and inclusive community of globally engaged visionary leaders.

GUIDING PRINCIPLES

COMMITMENT TO EXCELLENCE

COMMITMENT TO VALUING PEOPLE

COMMITMENT TO BEING STUDENT CENTERED

COMMITMENT TO EXEMPLARY EDUCATIONAL PROGRAMS

COMMITMENT TO FISCAL ACCOUNTABILITY

OUR MISSION

Claflin University is a comprehensive institution of higher education affiliated with the United Methodist Church. A historically black University founded in 1869, Claflin is committed to providing students with access to exemplary educational opportunities in its undergraduate, graduate and continuing education programs. Claflin is dedicated to providing a student-centered, liberal arts education grounded in cutting-edge research, experiential learning, state-of-the art technology, community service, and life-long personal and professional fulfillment.

Claflin is a diverse and inclusive community of students, faculty, staff and administrators who work to cultivate practical wisdom, judgment, knowledge, skills and character needed for globally engaged citizenship and effective leadership.

WHO'S WHO IN RESIDENTIAL LIFE

Each residence hall is staffed with trained resource personnel who will provide you with the information and assistance you need as a resident student. Get to know these staff members; they are a vital part of your on-campus living experience.

Assistant Dean, Executive Director

The Assistant Dean, Executive Director of Housing and Residential Life supervises and collaborates with Housing staff, including Area Coordinators, Resident Life Coordinators, and student staff like Resident Assistants, to achieve shared goals and develop leadership skills. The Director oversees programming initiatives promoting student engagement, diversity, and socialization, while building relationships to foster community and inclusivity. They also mediate conflicts, address concerns, and support students in crisis, all while creating a positive living-learning environment that supports academic success, personal growth, and social development.

Assistant Director

Under the supervision of the Assistant Dean, Executive Director of Housing and Residential Life, the Assistant Director (AD) provides administrative and management support to respective Housing and Residential Life staff. Along with enforcing university policy and residential rules. They facilitate and support faculty-student centered interaction and student development for the residential community. The Assistant Director also selects, supervises, trains and evaluates student staff members. They also participate in department and university committees and initiatives.

Area Coordinator

Under the supervision of the Assistant Director of Housing and Residential Life, the Area Coordinator (AC) provides community and program development, administrative management, and general counseling for their respective communities. Along with their student staff, they enforce university policy and residential rules. They facilitate and support faculty-student centered interaction and student development for the residential community. The Area Coordinator also selects, supervises, trains and evaluates student staff members. They also participate in department and university committees and initiatives.

Residential Life Coordinator

The Residential Life Coordinator (RLC) reports to the Area Coordinator and ensures the residence hall operates effectively as an educational environment. Responsibilities include managing daily operations, maintaining records, preparing reports, interacting with residents, and providing assistance. The RLC also helps with the selection, training, and evaluation of Resident Assistants, oversees room inspections, and ensures smooth desk operations. They enforce university rules, handle conflict resolution, mediate incidents, and foster a positive community. The RLC participates in staff training, departmental meetings, and assists the Area Coordinator with programming, supervision, and administrative tasks.

Graduate Assistant

Graduate Assistants (GAs) live within the residential communities. The Graduate Assistants' primary role is to interact with residents in creating a positive community building and individual learning by developing programs that offer residents a variety of opportunities to enhance their academic and personal experiences. In addition to program requirements, Graduate Assistants have on-call, general counseling, and mediation responsibilities, administrative and facilities duties and responsibility for maintaining community standards. While directly supervised by the building supervisor, Graduate Assistants work collaboratively with other Graduate Assistants, program staff and service staff. However, at times this individual functions autonomously and with significant decision-making authority.

Lead Resident Assistant

This position is designed for Junior or Senior student who has served as a Resident Assistant for at least one year. This student would have demonstrated exceptional responsibility, leadership, interpersonal skills, and an interest in staff development and assessment.

Resident Assistants

Resident Assistants at Claflin University have many different roles. They are peer counselors, community builders, academic resource people, programmers, and administrators. Resident Assistants spend a significant amount of time getting to know their residents as individuals and generating enthusiasm as they bring students together to create floor and hall communities. Resident Assistants are responsible for other students, and a successful staff member must be sensitive to the needs of many different people. Recognizing differences takes sensitivity, understanding, self-confidence, and strength or character. As residence hall community leaders, Resident Assistants encourage residents to respect one another, get involved with floor, hall and area activities, and provide information about campus resources. Finally, Resident Assistants are expected to be strong team players as members of a residence hall staff and Residential Programs. They are expected to display a commitment to the development of an effective hall staff.

Work-Study Students

Work-study students for Housing and Residential Life typically assist with various desk and office operations while gaining valuable work experience. Their duties can vary depending on the building, but common responsibilities include desk staffing, providing customer service, helping staff with administrative support, and clerical tasks. Work-study students help ensure smooth daily operations and are expected to manage their time effectively while balancing work and academics.

RESIDENTIAL HALL COUNCIL

Philosophy for Residential Hall Council

The purpose of developing Residential Hall Council is to encourage our students to become actively involved on campus and in the community. Moreover, the structure of the Council is designed so that students begin to take a more active role within their residence hall, and as a result develop a deeper respect for their environment and the people that co-exist within it. Through residential communities on each floor and building, we believe that it is important to create a supportive

environment in which awareness, growth, leadership and civic engagement are fostered through intentional endeavors and meaningful interactions. That being said, programming will be promoted and geared toward the needs and growth of the students, thereby raising the quality and value of programming and residence hall living. Thus, supporting enhanced student development, while also fostering community development.

The Residential Hall Council is a student-run organization, which is advised by the RLCs/GAs. The Residential Hall Council will work mutually with RLCs/GAs and Resident Assistants, focusing primarily on community development opportunities. These opportunities will range from social events, to service events within the hall and throughout the larger community. The positions within the Council such as President, Vice- President, Secretary, Treasurer, and Chaplain will help to build and strengthen student leaders on campus. We hope this will also increase retention for the University, the residence halls, and provide excellent educational opportunities for our students. Such events include, but are not limited to; community socials, educational programs, and service projects. More specifically, the Councils will be expected to participate in Wellness Month, Homecoming, Alcohol Awareness Week, and Open House. Participation in these events in a variety of settings will increase student's awareness of issues, both campus and community related. It will, in turn, contribute to the overall development of our students and build a tighter, more collaborative union between Claflin and the community at large.

Objectives of Residential Hall Council

To increase student involvement in decision-making

To provide effective channels for feedback and input between students, staff, and administration

To promote student and community development

To promote quality programming within and among Residence Halls

To develop student skills in leadership, organization, and communication

To budget and disperse available funds

To create a system of rewards for residents (i.e., recognition banquet, monthly rewards for best kept room)

RESIDENTIAL HALL COUNCIL STRUCTURE

Building Supervisor | Resident Assistant | President | Vice President | Secretary and Treasurer | Chaplain | Community Residents

PROGRAMMING REQUIREMENTS

Community Service Program (1 program)

Examples: Campus Clean Up, Blood Drive, Food/Clothing Drives, AIDS Education in the Orangeburg Public Schools

Social Program (2 programs)

Examples: End of the year gathering, Super Bowl Gathering, Movie Marathon

Other Activities

Wellness Month - **August**

Breast Cancer Awareness Week – **October**

Homecoming - November Open House

MADD (Mothers Against Drunk Drivers) Date Rape

Black History Month – **February**

Alcohol Awareness Week – **April**

Examples on bulletin boards about the effects of alcohol on the body

Duties

President

Mandatory attendance at all meetings

Schedule a meeting once a month unless otherwise requested

Mandatory attendance at all functions

Must meet with the building supervisor prior to each meeting to prepare agenda

Preside over meetings of Residential Hall Council and notify member of meetings

Must work with building supervisors to supervise, motivate, and evaluate the individuals responsible for special events/projects sponsored by the Council

Must be a role model student in good standing (not probationary status and maintain 2.50 GPA)

Must meet with the building supervisor for individual meetings

Must attend training sessions in the fall and spring

Establish committees when appropriate

Vice President

Supervise the work of all committees appointed by the President

Help guide the Residential Hall Council (provide leadership, lobby for support, and recruit members)

Preside over council meeting in the absence of the President

Act as a role model within the residence hall and the University community

Secretary

Keep accurate record keeping of minutes of the Council meeting, post the minutes in the residence hall, and distribute copies to the council members, the building supervisor, and the Area Coordinators

Supervise the sending of cards to Council members who are ill, in bereavement, or otherwise deserved special attention

Have a copy of the minutes at meetings for approval and correction

Maintain attendance records for all Council members

Act as a role model within the residence hall and the University community

Treasurer

Maintain accurate financial records of all revenues and expenditures by Residential Hall Council and staff

Supervise all fund-raising activities by the Council

Review monthly printouts of their account and ensure that they are accurate
Report Council financial condition at each meeting
Act as a role model within the residence hall and University community

Floor Representative

Attend all Council meetings
Report to floor on Council activities
Report to floor on Council rulings
Visit your RA after each meeting to inform him/her of the information you obtained
Contact RA before calling a floor meeting/ work with your RA
Initiate activities on your floor

PROGRAMS & ACTIVITIES

The Department of Housing and Residential Life, Student Activities, and Student Life believes that a dynamic, supportive living and learning environment is central to the academic success and overall well-being of our students. As educators and advisors, our charge is to engage students in the process of building a healthy, respectful and inclusive community. In accordance with Claflin University's mission and core values, we aim to build stronger relationships which embrace and increase: 1) student to faculty relationships; 2) student to student relationships; and 3) student to staff relationships. Our programs will use knowledge of student development and leadership identity development to design intentional programs and services for students.

Residential Hall Student's Association

Representatives from each residence hall combine to form the Residential Hall Student's Association. The purpose of this organization is to promote unity among Claflin residence halls, determine the needs of all residents, and to create a viable working relationship between residents, students, and the Department of Housing and Residential Life. Contact your RLC or GA to find out who your representative is and the meeting location.

COMMUNITY SERVICES AND INFORMATION

The



Mail & Packages

Post Office, located on the 2nd floor of the new Student Center, does not deliver mail to the residence halls. To receive mail, you will be contacted by your Claflin University email. Incoming mail should be addressed as follows:

*Your Name Claflin University
400 Magnolia Street
Orangeburg, SC 29115*

Laundry Facilities

Residents have the privilege of free laundry service in each residence hall. Please report any malfunctions of machines to your staff immediately. Keep the laundry room clean, empty lint traps, remove all dryer sheets, do not place personal trash in laundry room's trash can, do not leave machines unattended. Please refer to laundry etiquette policy.

Vending Areas

Food and drink machines are available in each residence hall. Please contact Auxiliary Services at (803) 535-5093 for any money lost in the drink or snack machine.

Room Repair

Items needing repair in your room should be reported online using our Facility Concerns QR Code for each building. Housing and Residential Life staff will in turn report the concern via the Maintenance Request System (FMX). The Physical Plant personnel will perform the maintenance requested. You do not need to be present for work to be done in your room. Please contact your building supervisor and they will follow up with the University's maintenance staff.



Study/ Lounge Area

Study areas are provided in all residence halls to promote a suitable atmosphere for learning and relaxing. All residents MUST wear appropriate attire when in this area.

Computer Lab

Computer Labs are provided in each residence hall equipped with a computer and a printer for all residents. This lab can be used 24 hours a day; however, food and drinks are not permitted in the lab. If playing music on the computer or watching movies, please use headphones. All residents MUST wear appropriate attire when in the labs.

WIFI/ Internet Service

Claflin University offers wireless (WIFI) service for free to Claflin University students, faculty, staff and guests of the University. We understand how important it is for you to have access to the internet at all times. The CU-Students wireless network should be used by currently enrolled students and can be accessed in any building on campus including the Residence Halls. (configuring is required). Any connectivity issues, please call the IT Helpdesk at 803-535-5SOS (5767).

Housing Guidelines

CONTRACT

All residents must sign a housing contract for the period of time that they reside in the residence halls. **The contract period is for the fall and spring semesters (ten- months).** Specific contract cancellation information is stated in the Residence Hall Contract. A copy of the contract is provided on pages 40-42.

Period of Agreement

This agreement is binding for the entire 2025-2026 academic year except when the student (a) completes graduation requirements mid-year or (b) enters into the agreement at the beginning of the second semester. This agreement cannot be cancelled by the Resident except as provided below. During the academic year, periods of permitted occupancy are as follows:

Academic Term Occupancy: Occupancy of the assigned room is limited to the current academic term in session, commencing with the dates published by Residential Life for either returning students (August 14 and 15, 2025) or new students (August 9, 2025) move-in for Fall term 2025. This agreement ends 24 hours after the Resident's last spring term final examination. Graduating seniors may remain until the residence halls close. Requests for extensions of this agreement must be made in writing according to the procedures established by the Department of Housing and Residential Life, which will determine whether permission will be granted, and additional charges assessed. Any personal belongings/abandoned items remaining in the Resident's assigned room following the applicable departure time (or earlier termination of occupancy as provided in this agreement) will be disposed of by Claflin University in its sole discretion without further notice to the Resident.

Room Assignments: Claflin University reserves the sole right to assign or reassign rooms and does not discriminate in such room assignments based on age, ancestry, race, religion, sex, or sexual orientation. A room assignment is for a space either in a single or multiple-person room in a Claflin University residence and does not entitle the resident to a particular accommodation or roommate(s). Claflin University reserves the right to change residence assignments upon reasonable notice if necessary for safety, health, or other reasons and/or to assign students to fill vacancies in multiple-student rooms and suites, as determined by the Department of Housing and Residential Life. While we understand that students may have preferences for a particular residence hall or room type, we are unable to guarantee specific placements. Every effort is made to accommodate requests whenever possible; however, assignments must align with university housing priorities and available space.

Housing Assignment Based on Sex/Gender: Claflin University does not provide co-ed residence hall accommodations or co-head housing. Accordingly, students are assigned to residence halls and rooms based on their biological sex/gender as documented in the university's official records. This practice is intended to promote consistency, privacy, safety, and the orderly administration of the University's residential living environment. Housing assignments are made uniformly and are administered in accordance with established University policies, procedures, and applicable federal and state laws.

Illegal Occupancy: Any student found occupying space that was not assigned by the Department of Housing and Residential Life may be fined an amount not to exceed the total cost of the room/space the resident is illegally occupying and suspended from housing. Students are **NOT** permitted to

connect unoccupied beds, doing so will result in additional occupancy charges. Students are **NOT** permitted to occupy space to which they were **NOT** assigned without the expressed written permission of the Department of Housing and Residential Life. This includes but is not limited to using the space as storage, residing in the space, and/or allowing other individuals to occupy the space. Residents who roommates do not arrive or move out should be prepared to receive a roommate at any time by keeping the unassigned room/space unoccupied at all times. Students found in violation of this policy will be placed on housing probation immediately and will be fined.

Room Changes: Room changes will not be considered as an effective form of conflict resolution and students will be expected to go through mediation when conflicts arise. Room changes are not a matter of right and the Resident will not be permitted to move from their assigned room without the permission of the Department of Housing and Residential Life.

Loss, Damage and/or Injury: The University does not carry insurance covering personal property. Therefore, **students are encouraged to obtain renter's insurance to cover their personal property**. The University **will not** reimburse students for damage due to student negligence.

Compliance

It is the responsibility of the resident to observe recognized standards of conduct that permit all residents to live in and maintain a safe, secure environment. Each student has the right to study and sleep without noise or disruption from the residential community. In addition to meeting all monetary obligations, the Resident agrees to adhere to provisions contained in the Student Handbook and all other published university policies, procedures, and regulations, including health and safety policies applicable to university housing.

The Resident further agrees to promptly and fully comply with verbal and /or written instruction by university officials including members of the Residential Life staff. This agreement and the right of occupancy granted by it do not create or constitutes leasehold or other interest or right in real property and may be terminated as provided in this agreement or in published Claflin University policies, procedures, rules and/or regulations.

Obligations of the University

Subject to the terms of this agreement, Claflin University will provide space in university housing to the Resident, together with furnishings, utilities and routine repair and maintenance service. The resident shall not attempt to perform repairs or maintenance but shall instead notify the Department of Housing and Residential Life or other designated university personnel of the need for repairs. Utilities are furnished in accordance with the design of the Resident's assigned room and the facility in which it is located and shall be subject to load limits and availability. The university may charge the Resident for any extraordinary or unreasonable use of utilities.

Trash Collection: It is the residents' responsibility to deposit garbage and recycle into the appropriate location in order to keep their living area clean and sanitary. Students will be charged for any garbage clean up facilitated by the Facilities Department and will be subject to disciplinary action for excessive or repeated occurrences of failing to dispose of their garbage or recycling.

Right of Entry: Authorized university staff members, including campus public safety officers, residential life staff members, and facilities employees, may enter and inspect rooms at any time without permission or consent of the occupant(s) for health and safety reasons, to conduct repairs, or to address actual or suspected violations of law or university policies, procedures, rules and

regulations, in each case subject to any applicable procedural requirements set forth by the University. Residents are expected to comply with reasonable requests for entry. **During a room inspection, if Residence Life staff observe items that are prohibited by university policy or appear to be illegal, staff may document the findings by taking photographs or video recordings of the items in plain view. Such documentation should be used solely for university conduct, safety, or law enforcement purposes and handled in accordance with university policies regarding student privacy and records. Any suspected illegal items should be reported immediately to the appropriate university officials and campus law enforcement for further review and action.**

Windows and Screens: For reasons of health, safety, and maintenance, **screens may not be removed from windows.** In addition, decorations or personal items may not be hung outside a window or be placed on windowsills or ledges. Throwing objects out of windows is strictly prohibited.

Permission to Disclose Information: The resident grants permission to the university to contact and disclose any and all information related to the resident's occupancy of their assigned room to, their parent(s) or guardian(s) at any time during the term of this agreement. The purpose of this disclosure is to enable the university to exercise its rights and responsibilities in connection with the operation of its residential facilities.

Withdrawal/Separation from University: If the resident is removed from university housing, withdraws or separates from the university voluntarily or involuntarily, during the term of this agreement, they must, within 48 hours of the effective date of such action:

Contact the Registrar's office to withdraw from classes

Notify the Department of Housing and Residential Life.

Immediately remove all belongings from assigned room.

Return keys and/or other access control devices to the Department of Housing and Residential Life and complete proper check-out procedures.

Vacate the premises.

Claflin University reserves the right to shorten the aforementioned period and/or to modify the above procedures if it determines such action to be necessary or advisable in connection with disciplinary proceedings or the resident's involuntary removal from student housing.

KEYS/ID CARD

A room key(s) and an ID card, which serves as an access card for your residence hall are issued to each resident. Residents should carry their key(s) and ID card at all times. Residents must return keys upon check-out or reassignment and sign the appropriate documents. **Please report any lost or stolen keys or ID card to the building supervisor immediately.** Failure to report a missing key and submit a replacement key request within 24 business hours may result in a disciplinary violation. **Residents leaving room doors unlocked will be held responsible for roommate's stolen property. Residents may not borrow keys from each other or loan keys to anyone.** If this is violated, disciplinary actions will be taken.

All keys issued to residents are the property of Claflin University and may not be duplicated.

Unauthorized possession, duplication, or misuse of University keys is prohibited and will result in the confiscation of the key and possible restriction of the individual from the building.

A resident who requests access to his/her room by a Residence Life staff member for a **lock-out will be assessed a \$25.00** fee during the hours of **8:00am – 11:59pm**, afterwards there will be a **\$50.00** fee.

Replacement cost for lost/stolen is as follows:

\$75.00 – Room Key

\$75.00 – ID Card



PLEASE REMEMBER TO ALWAYS LOCK YOUR DOOR!!!!!!!!!!

MISSING STUDENT POLICY

In compliance with the Missing Student Notification Policy and Procedures 20 USC 1092 C; (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of the Department of Housing and Residential Life to actively investigate any report of a missing student enrolled at the University as either a full or part-time student. Each resident will be notified of the missing students' policy and procedures, in the event that they are reported missing.

Each resident of the residence hall, upon checking into their assigned room is requested via the Personal Information Form, to identify the name and contact number of the individual(s) that is to be contacted in case of an emergency, including in the event of the resident being reported missing for a period of no more than 24 hours. For any resident under the age of 18, and not an emancipated individual, the institution is required to notify a custodial parent or guardian no later than 24 hours after the time that the resident is determined to be missing by Public Safety and University staff.

If a member of the Claflin University community has reason to believe that a student is missing, all efforts will be made immediately (no waiting period) to locate the student to determine his or her state of health and well-being. These efforts include, but are not limited to, checking the resident's room, class schedule, friends, ID card access, contacting Public Safety, locating the resident's vehicle, and calling cell phone number. If upon investigation by Public Safety and Housing and Residential Life Staff, the resident is determined missing for at least 24 hours, the Vice President for Student Development or designate, will contact the resident's designated emergency contact or custodial parent or legal guardian, if under the age of 18 or the student has failed to designate an emergency contact. Public Safety will continue to investigate utilizing established police investigative procedures and in collaboration with staff from Student Affairs and Housing and Residential Life. Public Safety will also coordinate its efforts with outside law enforcement agencies in full compliance with legal obligations and ethical police practice.

CHECK-IN PROCEDURE

Students must have FISCAL CLEARANCE prior to checking-in. To check-in residents must report to their designated area. Prior to receiving a key, residents will:

Provide proof of identification.

Be checked for Fiscal Clearance.

Complete the Check-In Form.

Sign for your room key(s).

After receiving your key, you will be provided with a Room Condition Form. The Room Condition Form is your opportunity to report the condition of your room at move-in so that you are not billed for pre-existing damages when you check-out.

You and your roommate(s) share responsibility for the condition of the entire room. Be sure all damages in your room are reported on the Room Condition Form. Suitemates also have shared responsibility for reporting the condition of the bathrooms and common areas in a suite. Again be sure everything is reported. Please remember that when damage charges are assessed at check-out roommates are billed equally unless one person accepts responsibility in writing. The same is true for all residents of a suite when damage charges are assessed for the bathrooms or common areas. If you do not complete the Room Condition Form, your room will be considered in an acceptable condition and you will be responsible for all damages upon departure.

A resident who does not check into the residence halls by 5:00pm on the first day of class of any semester for which their housing contract is in effect will be considered a “No Show.” The university has the right to release housing assignments for all “No Shows”.

Any assigned resident found occupying a space without properly checking-in, will be assessed a \$150.00 charge in addition to any other damage charges.

CHECK-OUT PROCEDURE

Students should check-out of their residence hall no later than 3 hours after their final exam, unless you receive special permission from the Department of Housing and Residential Life. All residential halls will close at 6:00pm on the designated closing date. Graduates and approved active participants in commencement will be permitted to remain in on-campus housing until 4:00pm on commencement day. All keys must be collected the evening before commencement no later than 5:00pm. These dates will be posted, and students will be reminded of these dates by the residential hall staff.

A Check-Out Schedule will be posted in your residence hall, prior to check-out. Please make your arrangements to leave the campus and then sign the check-out schedule notifying the residential hall staff of your planned check-out time to ensure that someone is available to check you out properly.

Rooms should be cleared of personal belongings, completely clean with all furniture intact and in their original position. If your roommates or suit mates are leaving before you make sure they do their fair share of the cleaning of the rooms and common areas and rearranging of furniture. Very often, the remaining room occupant gets stuck with all the work.

Check-Out List

Remove all personal items

Dispose of all trash

Clean your room

Check for Damages

Close all windows

Complete the Room Condition Report with staff

Close all blinds

Turn off lights

Lock your door

Turn in room key(s)

Return furniture to original position

Trash Removal

Due to the tremendous amount of trash at the end of the semester, it is difficult to remove all your trash expeditiously. It would be extremely helpful if you began taking out unwanted items as soon as possible. Do not leave items that you will be taking home in the hallway. Remember it will be necessary for you and your roommate to fully clean and remove all items from your room.

Room key/ID Card

Please remember to turn in your room key to Housing and Residential Life staff at the time you check out. Be sure to **complete the Room Condition Report at the time of checkout.** The charge for keys not being returned is \$150.00 per key. Additionally, a \$150.00 non-compliance fee for improper check-out may be charged.

Damage Assessment

The Residential Life Staff will conduct a preliminary inspection of your room for damages and room preparation. Upon check-in you will use the Room Condition Report for cleanliness, damages and to be sure that furniture is in the proper place. Any furniture you have removed from the room should be put back or you will be charged the full replacement price. Any charges or damages, which cannot be attributed to an individual in a room, will be equally divided among the **persons** occupying that room or suite.

CLEANLINESS

Residents are expected to keep their assigned room reasonably neat and clean at all times and to correct immediately any abuse pointed out by any Residential Life staff member. The staff reserves the right to ask a resident to clean the room at his/her discretion. Violations of this policy will be referred to the Assistant Dean, Executive Director or a designee.



HEALTH AND SAFETY INSPECTION

You are responsible for keeping your room clean and free of any fire hazards. Housing and Residential Life Staff will conduct monthly room inspections of rooms to ensure compliance with health and safety standards. The day of your room inspection may or may not be posted in the residence hall lobby. As both announced and unannounced (without prior notice) room inspections will be utilized by staff. The following sanctions will take place when a resident fails his/her room check:

Rating

Excellent	3- Need Improvement
Good	4- Unsatisfactory

Explanation of “4” Rating

The first “4” is a document via the Room Inspection slip left in the resident’s space

The second “4” is a written documentation

The third “4” is a \$100.00 fine

Any “4s” received after the third “4” will result in additional fines and/or disciplinary action set forth by the Assistant Dean, Executive Director or a designee. **Immediate disciplinary actions will be assessed for any student failing to comply with staff directives to correct health and safety**

violations at any time.

Note:

To avoid getting a fine you should have your bed made, floor mopped and swept, trash emptied, desk cleaned, under bed cleaned, sink in your room cleaned, bathroom in your room or suite cleared when this inspection is conducted.

Custodial services are not provided after a resident has officially moved into their room. Residents should report any cleanliness problems prior to moving into the front desk or building supervisor. Each suite area will have a bathroom schedule posted. If a resident refuses to clean the bathroom during his/her assigned week, a fine of \$50.00 will be assessed. If the resident still refuses to perform required cleaning duties, appropriate disciplinary actions will be taken.

The University strives to provide a clean, safe and healthy environment for all residents. Residents must place their trash in designated bins/dumpsters, located at the back or side of the residence hall. **A \$100.00 fine will be assessed per trash violation for trash found in any unauthorized areas (including bags of personal trash found in common area trash cans, bathrooms, hallways, suites, stairwells, laundry rooms, or outside the windows).**

BED RISERS

If students are interested in raising their bed, they must purchase bed risers that are labeled and listed for that purpose and **do not exceed 8 total inches in height.**

Custom constructed bed lofts or bed risers and cinder blocks are prohibited within the residential facilities.

Bed-risers with power outlets are not permitted.

COMMON AREA RESPONSIBILITY

Residents in the residence halls are jointly responsible for the care of common areas and residence hall property. Common areas are defined as those areas available for the use of all residents living in a suite, wing/side, floor, or hall. Fines for damages (e.g., trash, littering, and vandalism) to common areas and property will be assessed and divided among residents of the community if the responsible person is not identified.

DECORATIONS

Residents are encouraged to decorate their rooms in a manner that will be pleasing to them. All decorations must be removed at checkout. The following are guidelines that should be considered:

Curtains – Curtains may be hung using tension rods in the window frames. Drilling holes in walls or using nails to hang curtain rods is prohibited. These curtains should not be visible from the exterior of the residence hall. The University strives to maintain a uniform appearance for the exterior of the building. When using curtains of colors other than white the student must use a white liner between the blinds and curtains.

Dartboards - Dartboards and/or archery equipment are prohibited in residence halls.

Furniture - All University-provided furniture must remain in the room/suite. Do not place room furniture in foyers, hallways or outside the residence hall. Common area furniture is to remain in common areas. Residents found with common area furniture in their room will be subject to disciplinary action and be fined **\$50.00 per item** removed from the lounge or common areas. Residents must return the furniture in their room/suite to its original arrangement upon checkout.

Walls/Ceilings - Painting of rooms in the residence halls is strictly prohibited. Wallpaper and borders are prohibited. Blinds may not be removed from windows. Occupants are fully responsible for damages to their room. Nothing may be drilled, nailed, or screwed into the walls, ceiling, or floor. Residents are prohibited from filling any holes that may exist. Residents will be billed for damage to walls. Hanging items from ceilings is prohibited. Taping or gluing items will cause paint to peel and is prohibited.

Room Door- Exterior or interior of the room door is not to be used for any student's personal display. The residents of the room will be charged for any damages caused to the paint on the doors.

DISABILITIES SERVICES

In compliance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Claflin University recognizes an individual with a disability as anyone who has a physical or mental impairment that substantially limits one or more major life activities.

Contact the Office of Disabilities at 803.535.5285 or visit their office at 897 Goff Avenue, for information on available Disability Services or to request special housing accommodations as a result of ADA compliance requirements.



FIRE SAFETY POLICY

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. It requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Claflin University.

The safety of all Claflin University residents and employees is of the utmost priority to the University. In furtherance of this priority, working with our Public Safety Office and local Fire Department, all fire systems and alarms are tested each semester and monitored 24 hours a day. The backup batteries on the smoke detectors are changed on a predetermined schedule.

Information on all fires that occur on campus is available in the Public Safety Department Office. This information is also provided in the Annual Fire Safety Report.

Residence Hall Fire Systems

All housing units have required fire notification systems. This includes smoke detectors in each area. The newer residence halls all are equipped with fire suppression systems as well.

All locations meet city and state requirements for fire suppression systems, smoke detectors, and fire extinguisher placement.

All locations have pull stations and fire extinguishers.

Fire Safety Improvements and Upgrades

The University annually reviews the fire systems in our residence halls and will make upgrades, repairs, or revisions when problems are identified.

Residence Hall Fire Drills

Fire drills are held once a semester for each residence hall. Fire drills are mandatory supervised evacuations of a building for a fire and are scheduled with the Department of Public Safety and Plant Operations.

The supervised fire drill is scheduled once a semester.

Students who fail to leave the building during a fire drill are automatically assessed a \$300.00 charge. This incident will be turned over to the Assistant Dean, Executive Director or a designee.

Fire Life Safety Education

Residential Life policy on Fire safety procedures and evacuation from residence halls is in the Residence Hall Handbook and the Student Handbook and it is discussed with residents when they move into the residence hall. In case of a fire, please sound the nearest fire alarm and evacuate the building. The following information below, addresses the procedure for evacuating when the alarm sounds is also thoroughly discussed.

Evacuation procedures are as follows:

Know the emergency routes from your room and hall

Check to see if your door is hot or has smoke around it. If so, stay in your room and wait for evacuation by firefighters

Shut your door tightly when you leave

Exit your building and follow the directions of staff members

DO NOT remain in the streets, parking lot or in close proximity to the buildings

Remain in designated locations until cleared for re-entry by either the Residential Life Staff or Public Safety

Fire Safety Equipment

Tampering with safety equipment and/or transmission of a false alarm is a violation of state law, and violators will be prosecuted. The University wants to protect the safety of all residents on campus.

Tampering with safety equipment may impede exit procedures in case of an emergency.

In case of a fire alarm, all residents must leave the building immediately. Residents are not to re-enter the building until instructed to do so by the Fire Department, a Public Safety Officer, or a member of the Residential Life staff. Residents refusing/failing to vacate, or returning to the building before being told to do so will be subject to disciplinary action, which will include a fine of \$300.00.

Tampering with fire safety equipment (e.g., fire extinguishers, smoke detectors, sprinkler heads, fire evacuation stickers) are prohibited and will result in a \$300.00 fine and disciplinary action.

The mishandling of fire extinguishers and fire alarms is prohibited. The inappropriate discharge of a fire extinguisher will result in a \$300.00 fine plus refilling costs, in addition to, disciplinary action.

Sounding a false fire alarm is a felony and will be treated as such. Additionally, a \$500.00 fine will be charged.

Covering or disconnecting smoke detectors is prohibited. A **\$300.00 fine** will be assessed per resident, per room, for each disabled smoke detector, in addition to the cost of repair or reconnection.

Stairwells should not be blocked at any time; this includes, but is not limited to, trash, boxes, and bicycles. **Stairwell doors may not be propped.**

Students should report any problem associated with any safety equipment to the front desk or

building supervisor immediately (i.e. battery beeping, discharged fire extinguisher, malfunctioning equipment).

Tips In Case of Fire:

If time permits, wear a coat and shoes.

Take a towel with you to put over your face to prevent smoke inhalation.

Close the windows and leave the lights on in the room.

Shut and lock your door.

Walk quickly, but in an orderly manner, through the exit for your area and continue 500 feet from the building.

Use the stairs, not elevators. to exit the building. If you are unable to exit the stairwell, remain in this safe zone until emergency personnel are able to assist you.

Do not re-enter the building until you are told to do so by a university official.

If smoke is encountered, stay low, since air is best near the floor.

If the corridor is too smoky to use, stay in your room. Keep the door closed. Use towels to fill in cracks around the door, air conditioning outlet, etc. Open the window and put your face near the opening to breathe. Wave a towel or sheet from the window to attract attention.

In the event of an emergency, call 911.

Items prohibited for Reasons of Fire Safety

The following items are prohibited from use or storage within student housing facilities:

Candles (even for decoration and unlit), incense, potpourri or oil burners, halogen lamps, and neon signs are not allowed. Students wishing to use candles as part of religious observance should contact the Department of Housing and Residential Life for approved designated locations for candle use.

Flammable liquids (including but not limited to turpentine, paint, gasoline, propane, kerosene, charcoal lighter fluid, ether, or butane) or equipment that uses combustible fuel (e.g. motorcycles, mopeds, fueled torches).

Electric scooters or bikes are **not allowed** in the residence halls including to be charged or stored due to fire safety concerns and to avoid obstruction of walkways. They should be charged and stored in designated areas, such as bike racks or outdoor scooter stations, if available.

Fireworks, including sparklers, Gas or charcoal grills, including on decks and porches. Students may instead use any university-installed outdoor grills located throughout the residential areas.

Extension cords without an installed circuit-breaker or protection device.

LED Lights can cause damage to walls or surfaces. For instance, adhesive strips used to attach LED lights might damage paint or sheet rock. Residents may be held responsible for any damages caused by LED Lights.

Natural holiday trees and garland are prohibited in all residential facilities. UL approved lights may be used for decorative purposes. All holiday decorations must be removed prior to semester breaks. Further, nothing may be placed or located at the bottom of a stairwell, in an egress, or within 25 feet of an exit.

Tapestries and other combustible materials (paneling, combustible fabrics, etc.) may not be used to decorate rooms. Fiberglass or other fire-resistant hangings are acceptable if hung from picture molding. No items may be affixed to, installed in, or suspended from the ceiling or exposed pipes in any student rooms. Items in violation of university policy will be confiscated or removed by a university official.

SMOKING AND VAPING

Smoking is prohibited in all Claflin facilities. The University's policy prohibits **ALL** smoking and the use of smoking products (smoking products is defined as tobacco product, cigarettes, cigars, marijuana/cannabis, personal vaporizer or personal e-cigarette/vaping product) anywhere on the University's campuses, including buildings, properties, grounds, and workplaces, in all vehicles on campus or on **ANY** University's lands. Students who are caught, reported on, and/or suspected of smoking inside buildings, rooms or common spaces will be charged cleaning fees and furniture replacement associated with smoke damage in accordance with the damage policy **and will be subject to disciplinary action; expulsion from residential building and/or the University.**

ALCOHOL

Alcoholic beverages are not permitted in university residence halls. Alcohol bottles/containers may not be kept in a resident's room for any reason, including decorative purposes. Unauthorized use of intoxicating beverages on university property or at university- sponsored activities, including, but not limited to, intercollegiate and intramural athletic events, is prohibited.

Residents are responsible for any alcohol found in their room. Under South Carolina State Law, persons under the age of 21 are prohibited from possessing any alcoholic beverages.



DRUGS

It is against Claflin University policy and the law to traffic in, manufacture, or otherwise dispense, use, possess, or sell any illegal drug.

PROJECTILES

Objects (e.g., bottles, cigarettes, food, water balloons) may not be thrown from or toward windows, ledges, roofs, or balconies.

LITTERING

Residents may not disperse litter in any form on the University's grounds or facilities. This includes, but is not limited to, cigarette butts, flyers, cans, and bottles. A **\$75.00 trash fine** will be assessed for each incident of littering.

VANDALISM / DAMAGES

The destruction, defacement, damage, or misuse of college or private property is prohibited and will result in disciplinary action and restitution by the responsible person(s) or through collective responsibility. Including the removal of approved signage.

Upon noticing a maintenance concern in a room/suite, it is the responsibility of the resident(s) to report the concern to a member of Residential Life staff immediately. Failure to report a maintenance concern that results in unnecessary damage will be considered defacement to the University's property.

WEAPONS/MASE/FIREARMS/FIREWORKS

The possession, carrying, or use of firearms, including rifles and shotguns, ammunition, explosives, or other dangerous weapons, instruments, or substances in or upon university premises, except by law enforcement officers is prohibited. This includes but is not limited to guns, pellet guns, paintball guns, BB guns, slingshots, martial arts weapons, edge weapons,



(e.g., knives, swords, spear guns, archery equipment) and impact weapons (baton, blackjacks). The possession or use of explosives, fireworks, mase (pepper spray), and tasers is strictly prohibited.

WINDOWS AND SCREENS

Signs, pictures, banners, empty bottles, and similar objects may not be displayed in windows that block or impede access, exit, or from the room in case of emergency or can be viewed from the outside of the residence hall. This is to ensure the health and safety of residents and rescue personnel and provide a uniform campus appearance.

For reasons of health, safety, and maintenance, screens may not be removed from windows. In addition, decorations or personal items may not be hung outside a window or be placed on windowsills or ledges. Throwing objects out of windows is strictly prohibited.

The removal or vandalism of window screens is prohibited. There will be a \$75.00 fine for removing a window screen. Replacement of damaged or missing screens will be at the expense of the resident.

ABANDONED PROPERTY

Claflin University, or any of its staff, is not responsible for any student property left in any residential hall room or public area of the residence hall. The student will be solely responsible for removing all items from their assigned rooms and common areas. The University is not responsible or liable for property that a student leaves after they have moved out of their room.

ELEVATORS

The elevators in Kleist, High Rise, and Claflin Commons residential halls are inspected yearly. Inspection certificates are kept on file in the respective buildings.

Tampering with or vandalizing elevators is prohibited.

The use of elevators during general evacuation in a fire or severe weather emergency is prohibited.

Emergency phones and alarms located in the elevators are to be used only in emergencies. Improper use will result in a \$50.00 fine.



LOCKS/DOORS

Locks may not be tampered with in any way that interferes with the use of keys or prevents the locking/unlocking of doors.

Residence doors should NOT be propped open. This is a security violation and will incur disciplinary actions and/or immediate expulsion from residential hall and/or the university.

Locks may not be added on any door in the unit, nor may they be changed or replaced. Slide locks and chain locks are prohibited.

LOCK YOUR DOORS AT ALL TIMES

COURTESY HOURS

Courtesy Hours are in effect at all times. Residents and their guests are required to respect and comply with the request of any other resident to lower noise to a reasonable level at any time, including weekends.

Courtesy Hours for All Residential Halls: 24 hours a day, seven days a week.

NOISE

Sound carries easily through residence hall rooms. Voices, stereos, televisions and bouncing balls in your room can often be heard in other rooms on your floor and the floors above and below you. Remember that while you have rights to listen to music of your choice, other residents have a right to sleep, study, or listen to music of their choice without disturbance. You may be asked by other residents or staff to adjust the noise level in your room to reduce the disturbance to others around you.

Please be considerate and flexible. The playing of musical instruments is permitted within the living area, as long as it is not disturbing others. In order to report a noise violation, you should first contact the resident that is violating the policy, if this does not resolve the problem; you should contact your Resident Assistant or the front desk.

Noise violation will result in a **\$100.00** fine. Quiet hours are 10:00pm – 7:00am.



Quiet Hours and Visitation during exam week

24-hour quiet hours will be enforced in all residence halls during Mid-Term and Final Exam weeks.

VISITATION

Visitation privileges will begin each semester once announced by the building supervisor or the Department of Housing and Residential Life. Guests to the residence halls are not a right but a privilege granted with the agreement of the roommate(s). Cohabitation by anyone other than the individual assigned to that room is prohibited.

Residence halls are closed to guests during the weeks of mid-term/final exams and holidays. Residents are not permitted to share, sublease, or allow the use of any assigned space to another person.

Residence Hall Visitation Policy:

Visitation hours: Monday-Sunday, 4:00pm - 12:00am.

All residence halls close at 12:00am, with access restricted to authorized ID card holders only.

Children under 12 must be kept in the lobby during visiting hours.

Residents may not give their ID cards to guests to enter the residence hall.

Failure to comply will result in a \$100.00 fine and disciplinary action.

Each resident is allowed to have a maximum of ONE guest at a time per visit unless an exception is granted by staff.

Guests shall be met at the front desk by the resident, **properly signed in, accompanied by the resident** throughout the visit, and **properly signed out** by the resident.

All visitors **MUST leave** a university or government issued photo id when checking into the residence hall. **NO ID, NO VISIT.**

Residents are responsible for the behavior of their guests.

At any time, disruptive guests may be asked to leave the building. Failure to do so will result in disciplinary actions for the guest as well as the host and possible issuance of a trespass notice.

Guests are expected to abide by the same University and residence hall regulations as the residents. In the event a violation occurs the host of the guest will be held accountable, disciplinary action may be taken, and the guest may be asked to leave the residence halls.

Guests of the opposite gender are not to use bathroom facilities located on the residential floors or suites unless officially designated for that gender. Restroom facilities for guests, located near lobby areas, are to be used by visitors of opposite gender.

Parents, siblings, children/relatives of residents, and other visitors of residents are required to leave at the established hour of departure from the residence hall and will not be permitted to spend the night in the residence halls.

Acts constituting violations of the visitation procedures shall include, but are not limited to:

Allowing a guest in a residence hall room at any time prior to or after official visitation hours.

Allowing a guest who presented false identification into a residence hall room.

Allowing overnight visits of guests.

Signing in as a guest for another student resident.

Failing to check-in or check out guests.

Allowing guests to use unauthorized restrooms.

Assisting guests to gain improper entry into a residence hall or room.

Student Agreements

All roommates/suitemates must agree whether guests will be allowed in an assigned room or living area during visitation hours. A roommate/suitemate signed agreement **MUST** be on file prior to visitation being granted to a room/suite.

Residents have the following rights in connection with visitation:

Quiet enjoyment of the assigned residence hall room. This takes precedence over the right of another roommate to entertain guests.

Refuse the consent of guests in the room and/or common living areas during visitation hours when the visit interferes with his/her privacy, study, or sleep.

Overnight Visitation

Overnight visitation requests for guests of the same gender **MUST** be **approved two weeks in advance of the stay for a max of two nights per semester.**

Only one guest per resident is allowed overnight visitation for a max of two nights per semester.

The resident must complete an “**Overnight Guest Request Form**” and submit it to the building supervisor or the Department of Housing and Residential Life for approval.

All roommates and suite mates must sign and agree to overnight guest visits.

Violators of this policy will be fined \$200.00 and assigned disciplinary sanctions as warranted.

Overnight visitation of **guests of the opposite gender is prohibited** and will result in a \$200.00 fine and/or disciplinary actions.

Extended Visitation Policy

Requests for a special Extended Visitation must be submitted to the building supervisor, two weeks prior to the arrival of the guest. The extension period will not exceed 24 hours but will be decided by the Residence Life staff and residence before approved. Visitation must be approved before the guest is scheduled to arrive. **This request for extended visitation MUST support academic priorities** and will be considered during mid-terms and final examination periods and special class-projects, if applicable.

To ensure the safety and security of all Claflin University residents and their guests, the following guidelines must be adhered to:

All residents must sign guests in and out of the Residence Halls.

Residents are limited to one (1) guests per visit.

All guests must leave a valid picture ID card at the time of signing in. Proper or valid identification for guests consists of the following: State Issued Driver's License or Identification Card, Military ID, Current Student ID, or International Driver's Licenses (used for identification purposes only).

Each resident must meet their visitors in the lobby.

Guests must be escorted at all times by the host resident. Failure will result in your guest leaving the Residence Hall.

Residents will be held fully responsible for the conduct of their guest(s). If a resident does not feel their guest(s) can act responsibly, said individuals are not permitted to be signed in.

Residents and guests must be properly dressed at all times.

At the end of the guest's visit, residents must accompany their guest(s) back to the front desk to receive their ID cards. Residents are responsible for arranging transportation for their guest(s) prior to the end of visitation. There is **NO LOITERING** in the building or the courtyard after visitation has ended and the guest has been signed-out.

No ID's will be given to guests without the presence of the resident who signed-in the guest.

At no time are unaccompanied non-residents admitted into the living areas of the building without the host present.

If a resident is found in violation of any of these visitation guidelines, the resident may/can be **fined \$100.00 and loss visitation privileges. Repeated violation could lead to eviction from the campus housing.**

Non-residents or non-student violators of visitation privileges are subject to arrest on charges of trespassing by Claflin University Campus Police.

Visitation is a Privilege, not a Right! Visitation can be Revoked if it is Deemed Necessary!

Visitation Policy Agreement Form

The Visitation Policy must be read and signed by all roommates before visitation begins. I have read and agree to abide by all the rules listed above. I am also familiar with the information in the Student Code of Conduct and the Residential Life Handbook as it relates to visitation and have agreed to abide by the rules and regulations. I understand that visitation is a privilege afforded to me and is not a guaranteed right of “residential living.”

Signature of Roommate 1	ID#	Date
-------------------------	-----	------

Signature of Roommate 2	ID#	Date
-------------------------	-----	------

Signature of Roommate 3 (if applicable)	ID#	Date
---	-----	------

Residence Hall	Room/Apt #
----------------	------------

By signing below, the Resident Assistant (RA) confirms that he/she has met with each student named above for the completion of this Roommate Agreement.

Signature of RA	Date
-----------------	------

Overnight Guest Request Form

Residents may have overnight guests of the same sex for a maximum of two nights per semester.

This completed request must be submitted 2 weeks in advance prior to the requested arrival date of visitation to the Residence Life Staff of the building. Unauthorized guests may result in a charge of rent assessed to the resident's account equal to the stay of the guest, potential sanctions, and/or loss of visitation privileges.

Today's Date: _____

Resident's Contact Information:

Name: _____ Room Number: _____

Phone #: _____ E-mail: _____

Date of Guest's Arrival: _____

Date of Guest's Departure: _____

Guest's Contact Information:

Name: _____ Age: _____ Date of Birth: _____

Emergency Contact: _____ Relationship to guest: _____

Emergency Contact #: _____

To have a guest stay in your room overnight, you **must** have the agreement of your roommate.

Roommate's Name: _____

Roommate's Signature: _____

*Approval ultimately is at the discretion of Residence Life Staff.

Please double check all your information to make sure everything is correct before submitting. **You will be notified about your request via email in 1 to 2 business days.** Should your guest information change after submission, please contact **Residential Life at 803-535-5330 or housing@claflin.edu.**

Date Received: _____ Request Decision: _____

Approved By: _____ Date: _____

Denied by with date & reason: _____

Extended Visitation Request Form

Resident_____

Residence Hall_____Date_____Time_____

Instructor_____

Project/Assignment_____

Resident Signature_____

Date_____

HRL Staff_____

Title/Role_____

HRL Signature_____

Date_____

Inappropriate Behavior

Inappropriate behavior will not be tolerated. Examples include and are not limited to sexual contact, parties, loud music, profanity, horseplay, alcohol and drug usage.

Cohabitation exists when a person who is **NOT** assigned to a particular residence hall room uses that room as if he/she were living there. Cohabitation is not permitted.

Claflin University allows students to have limited co-educational visitation in the residence halls.

Residents found abusing or in violation of the policy will lose visitation privileges for the remainder of the semester and will be charged a fee of \$75.00 for the reinstatement of visitation privileges in the following semester. The resident will forfeit eligibility for co-ed visitation if found in violation more than once.

BABYSITTING

Babysitting is **NOT** allowed in residence halls. The residence halls are not equipped to handle small children. No one under the age of 12 is allowed past the lobby/front desk.

ROOM CHANGES

Room changes will not be considered as an effective form of conflict resolution and students will be expected to go through mediation when conflicts arise. Room changes are not a matter of right and the Resident will not be permitted to move from their assigned room without the permission of the Department of Housing and Residential Life.

Room changes are dependent upon the availability of space. The student initiating the change will be required to move.

Room and roommate changes made without written approval from the Department of Housing and Residential Life will result in disciplinary action and may require that you move back to your original room.

SPECIAL ACCOMMODATIONS

Students who require special accommodation in residence halls and apartments are asked to submit their individual needs in writing along with professional documentation of their disability or medical condition (including pregnancy) to the Office of Student Counseling/ADA Services located at 897 Goff Avenue, 803-535-5285. The Department of Housing and Residential Life will consult with Disability Services and Health Services regarding documentation of a disability and provision of accommodations. Following residence hall assignments each year, the Housing Department will provide the building supervisor and the University Public Safety Office with a list of residents who have a disability that have been provided special accommodations. This information will assist in identifying students in emergency situations.

PREGNANCY POLICY

Pregnant students may reside on campus during their pregnancy. While residing in campus housing, the expectant mother **MUST** sign a liability waiver that frees the university from all liability associated with the pregnancy. Claflin's facilities are limited to single student housing and are unable to accommodate children in our residence. If a student wishes to find suitable housing off campus, he/she should contact the Residential Life Office, located in Corson Hall, (803) 535-5330.

Students may contact the Student Health Center to discuss plans for prenatal care, arrangements for labor and delivery, and transportation to the hospital if they wish to do so.

ILLNESS AND INJURY

If you are sick or hurt and need help, contact any residence hall staff member. The staff members will contact EMS for assistance if necessary. Call University Public Safety (803-535-5444) if none of the residence hall staff is immediately available. If transportation to the hospital is required, the University Public Safety will call for an ambulance. **Ambulance transportation will be at the student's expense.**

SEVERE WEATHER

Local radio and television stations announce tornado watches and severe weather conditions are approaching. **Weather information can also be accessed on the University's website home page.** **All students are encouraged to sign up for the Panther Alert system.** Please contact University Public Safety (803-535-5444) for information.

You should follow these procedures if there is a tornado or storm alert: EMERGENCY LIST IS POSTED ON DOORS

Go to the lowest floor you can reach before high winds or a tornado strike.

Never use the fire alarm to alert fellow residents of a tornado!

Sit in the central hallways with your arms folded over your face and head.

Stay away from the windows.

Leave corridor doors open.

Stay calm and do not panic.

Do not move until the tornado or storm is well out of the area.

If you are in open area, move away from the path of the tornado at a right angle. If you do not have time to run, lie flat in the nearest ditch or ravine.

Call 911 if emergency help is needed.

NOTE: Claflin University Emergency Notification Plan will be provided to all students.

PERSONAL PROPERTY/PERSONAL LIABILITY

The University will not be held responsible for loss, theft, or damage to any personal property, including during times when you are away from the residence hall. Your belongings are not protected from theft, vandalism, or by any University Insurance. **Items of value should be marked for identification and serial numbers recorded.** The University does not provide theft or damage insurance for residents; therefore, each resident is encouraged to purchase personal engravers and personal property insurance. **The University strongly recommends that students insure all personal belongings.**

ADHESIVES

Students may not use tape on the walls, doors or floors in the rooms. Carpet tape may not be used to secure carpet to the floor. Students who put contact paper or any adhesives on the walls, woodwork, or desktops may receive damage charges for residue that is left on any surface.

In order to maintain the physical condition of campus housing, residents should not use adhesive items on the University property that may cause damage to the room. If this damage occurs, the resident will be charged. **NO** wall LED lights are permitted.

ADVERTISING

All posters and signs advertising activities and events must be approved by the Department of Housing and Residence Life, the Dean of Students, or a designee and must be sponsored by recognized organizations. Posters may not exceed 14" X 22". Signs must be approved before placing them on the residence hall bulletin boards located near the lobby. No sidewalk chalk is allowed outside the residence halls. No banners are to be hung outside the residence halls unless you have made special arrangements. In order to maintain the physical condition of each residence hall we try to control the advertising throughout the building.

PARKING

There are no parking privileges on campus for freshman resident students, **unless approved by the Vice President for Student Development and Services.** Protocol requires freshman to provide either an official documentation for reasons needing to have vehicle on campus, for example: an employment letter on letterhead or a work schedule indicating your employment off-campus, valid medical notes, or email from athletic coaches for students with university sponsored travels. **SPACES ARE LIMITED.**

Upperclassmen residents with vehicles must have a campus decal displayed in window at all times. For parking registration contact: parking@claflin.edu.

VACATION PERIODS

The residence halls are closed during Thanksgiving, Christmas, and Spring Break vacations. All students must vacate the residence hall by 6:00pm on the day designated for hall closing. Failure to vacate residence by 6:00pm will result in a \$150.00 fine. If any resident is requiring **SPECIAL ACCOMMODATIONS TO REMAIN ON CAMPUS DURING THESE PERIODS, A WRITTEN REQUEST MUST BE APPROVED** by the Assistant Dean, Executive Director of Housing and Residential Life or a designee two (2) weeks prior to leave.

*** IF approved, a charge of \$25.00 per day will be incurred for students that stay in campus housing, during vacation periods (which MUST be paid prior to the vacation period).**

ROOM ENTRY

A Residential Life Staff member may conduct a general room inspection for fire safety, maintenance checks, occupancy, health reasons, or to identify damages prior to the student's departure. Routine checks may be made before university holidays, at the beginning and end of each semester, and prior to check-out of a resident from the room. Entry into a student's room does not normally constitute a search. However, staff members would not usually enter a room without the resident's consent except to remove or inspect for a potential fire, safety, or health hazard, to perform maintenance, to conduct an inventory of university property, to correct situations intruding upon the comfort of other residents (a phone or alarm clock continuously ringing, loud stereos, etc.). If entry is made for one of the above reasons and the resident is not in the room, the staff member will normally leave an explanatory note stating what occurred.

In the event of danger to life and/or property, entry may be made by any authorized university official or appropriate emergency personnel (fire safety, maintenance, medical technician, etc.). The University reserves the right to enter rooms when there is reason to believe that laws and/or University policy have been violated. **Therefore, during a room inspection, if Residence Life staff observe items that are prohibited by university policy or appear to be illegal, staff may document the findings by taking photographs or video recordings of the items in plain view. Such documentation should be used solely for university conduct, safety, or law enforcement purposes and handled in accordance with university policies regarding student privacy and records. Any suspected illegal items should be reported immediately to the appropriate university officials and campus law enforcement for further review and action.**

Entry into a Student's Room for Maintenance Purposes

Maintenance personnel may enter a student's room with or without the presence of a Housing and Residential Life staff member or the resident, in order to perform maintenance or to determine maintenance needs. The University wants to protect the safety of all residents on campus.

PETS vs. ESA

A “Pet” is an animal kept for ordinary use and companionship. **A pet is not considered an *ESA.** Claflin University recognizes the importance of “Service Animals” as defined by the Americans with Disabilities Act (ADA) and the broader category of “Emotional Support Animals” under the Fair Housing Act (FHA) that provide physical and/or emotional support to individuals with disabilities.

However, a personal pet is not covered by these guidelines **Animals are not permitted in the residence halls**, except for **documented** service or assistance animals in accordance with applicable local, state, and federal laws. Student must have documented ADA on file within the Office of Student Counseling/ADA Services. **There will be a \$500.00 fine for unauthorized animals within the residence halls.**

Emotional Support Animal (ESA) Policy:

In accordance with the Fair Housing Act and guidance from the U.S. Department of Housing and Urban Development (HUD), the University upholds the rights of individuals with disabilities to reasonable accommodations, including the appropriate accommodation of assistance animals (including Emotional Support Animals) when applicable and based on availability.

All ESA requests are evaluated on an individualized basis. The University reserves the right to deny or require removal of an ESA if there is objective evidence that the specific animal:

- Poses a direct threat to the health or safety and wellbeing of others*
- Causes or is likely to cause substantial physical property damage to university*
- Results in an undue financial or administrative burden on the University*

At the discretion of the university, such determinations will be based on the behavior and characteristics of the individual animal, not on assumptions or generalizations about size

or breed.

Students approved for an ESA, MUST again have documented ADA with the university's Office of Counseling/ADA Services, and are responsible for ensuring the animal is properly cared for, under control at all times, and does not disrupt the residential or academic community.

PROPPED DOORS

In order to ensure the safety and security of all residents, propping or otherwise interfering with the closure of any exterior door is prohibited.

Exterior doors must be kept closed and locked at all times.

Propping doors will result in a **\$300.00** fine and other disciplinary actions assessed to the responsible resident.

Residents of floors or entire residence halls, with consistently propped doors, will be charged as a community and fined collectively.

APPLIANCES / POWER SOURCES

Electrical appliances permitted in the residence halls include such items as: desk lamps, refrigerator (not to exceed 2.7 cu), computer, radios, stereo, television (not exceeds 32"), blenders, air fryer, single serve coffee maker, clock, iron, hair dryer, shaver, electric blanket, hot air popcorn popper, curlers and curling iron.



The following are some of the **appliances not allowed in the residence halls** because they present health and/or safety hazards: **halogen lamp, oil lamp, portable heater/air conditioner, ceiling fan, toaster, toaster oven, electric skillet, deep fryer, hot plate, sandwich makers/grills, crock pot, BBQ grill and other cooking appliances.** Any

resident found in violation will incur a **\$50.00** fine for each prohibited item. The prohibited item(s) will be confiscated and may be disposed of at the resident's expense.

Only UL approved three-prong grounded extension cords are permitted. The University wants to protect the safety of all residents on campus. Residents are warned against overloading the electrical circuits in their rooms. Each room carries a load of 3 to 7 amps. A stereo, television, and refrigerator each draw approximately 2 amps. Rooms are not wired to permit the use of large electrical appliances. Residents should unplug appliances after use. Be sure to use appliances in open areas free from combustible items (e.g., paper, curtains, and clothes).

Rewiring of a resident's room by non-university employees is prohibited.

Radio or television antennae or cable/satellite dish placed outside students' room is prohibited.

Each room is only allowed to have six appliances.

TIPS FOR PERSONAL SAFETY

Evening travel – Never walk alone on campus after dark. Always walk in groups.

Suspicious persons – Report suspicious persons or activities to hall staff or Claflin University Public Safety (803-535-5444), immediately.

Do not allow unescorted or unidentified individuals to enter or loiter in the residence hall.

Do not allow anyone to trail/follow you in after a door swipe or open the building door for anyone.
Never carry large sums of cash.

Keep your room door locked whenever you leave; even if for a short time.

Never leave valuables in plain view, either in your room or in your parked vehicle.

Always lock away checks and credit cards.

Report you or your roommates lost or stolen keys to your building supervisor.

The University will not be held responsible for loss, theft, or damage to any personal property, including during times when you are away from the residence hall.

The Internet

Resident students have access to *internet services* and an e-mail account. WIFI is available in all residence facilities. Access to the internet is *free* to all residents

The staff in the office of Information Technology will give you all the information you need about setting up your computer for e-mail and internet access.

For email lockouts, your account will automatically unlock within 20mins. If after 20 minutes issue remains, contact helpdesk@claflin.edu or call 803-535-5767.

SpectrumU TV

Information Technology Services is pleased to provide SpectrumU as Claflin University's TV streaming service. In addition to watching TV on select Smart TVs, students can also watch TV on a variety of devices including Windows, Apple, Roku, Xbox and any mobile device. This service provides over 150 channels. For additional information, please see the [SpectrumU Student Guide](#).

To access SpectrumU, please follow these steps:

Please visit <https://watch.spectrum.net/domainsearch/alfred.edu>.

Enter **claflin.edu** in the school domain box (if it is not already filled in) and click *Submit*.

Click *Continue* if prompted.

Enter your full CU email address and password.



Vandalism/Damage Charges

****Damage/Cleaning/Replacement Costs**

The prices listed below are only estimates for cleaning, repairing, or replacing property or facilities. Actual costs for cleaning, repairing, or replacing property or facilities will be charged when the work order is completed unless an estimate is necessary.

Replacement	Cost
A/C Unit	\$1,000.00 or replacement cost

Bed	\$300.00
Bed Assembly	\$50.00
Broken door mirror	\$30.00
Broken or missing chair	\$125.00
Broken or missing sofa	\$450.00
Broken Window	\$250.00 or replacement cost
Bulletin Board	\$40.00
Carpet/Flooring	\$800.00 or replacement cost
Carpet (iron burn)	\$40.00
Carpet Cleaning	\$100.00
Ceiling Light/Globe	\$65.00
Ceiling Tile (per sq. ft.)	\$25.00
Commode Seat	\$35.00
Desk – broken or missing	\$310.00 or replacement cost
Desk/Dresser Drawer	\$50.00
Door Hinge	\$50.00
Door Vent	\$50.00
Dresser	\$350.00
Electrical Outlet	\$35.00
Electrical Plate/Cover	\$17.00
Exit Fixture	\$90.00
Fire Extinguisher	\$100.00
Fire Extinguisher Recharge	\$100.00
Floor Tile	\$30.00 per tile
Footboard	\$125.00
Headboard	\$125.00
Light Fixtures	\$53.00
Lock Cylinder	\$125.00
Marks on wall – scuff marks, ink, etc. (very small area)	\$6.00 each
Mattress	\$150.00
Mattress Cover	\$50.00
Paint Ceiling	\$100.00
Paint Door	\$80.00
Paint hall	\$130.00
Paint pulled off walls (very small area)	\$15.00 each
Private Carpet Not Removed	\$150.00
Plastering (per sq. ft.)	\$25.00
Removal of personal items	\$150.00
Remove Decals on Room/Closet Door	\$50.00
Repaint Walls (per wall)	\$60.00
Repair holes in walls, small holes	\$30.00 each

Repair holes in walls up to 1" diameter	\$45.00 each
Repair holes in walls larger than 1" diameter	\$60.00 each Plus \$1.00 per square foot
Replace room door	\$400.00
Replace Mattress	\$110.00
Replace light and fixture	\$50.00 each
Replace light globe	\$20.00 each
Replace damaged screen	\$50.00
Replacement of cushion on sofa	\$50.00 each
Replace thermostat to air conditioning system	\$150.00
Room Closet Door	\$150.00
Room Door Lock/Knob	\$125.00
Room Key	\$75.00
Room Not Cleaned	\$50.00/minimum
Shower Hooks	\$10.00
Shower Curtain	\$25.00
Shower Rod	\$20.00
Sink Light/Globe	\$50.00
Sink Mirror	\$25.00
Sink w/Fixture	\$230.00
Smoke Detector	\$50.00 replacement, plus \$150 fine
Smoke Detector Battery	\$16.00
Springboard	\$80.00
Technology Jack	\$25.00
Thermostat Knob	\$80.00
Toilet	\$200.00 or replacement
Toilet Paper Dispenser	\$42.00
Towel Rack	\$30.00
Tub	\$230.00
Tub Faucet	\$90.00
Vanity	\$150.00
Venetian blinds	\$50.00
Wall Damage (per wall)	\$60.00
Wardrobe	\$140.00

****Any other damage charges will be applied accordingly**

Violation Charges/Fines

The prices listed below are for charges/fines assessed for violating Housing and Residential Life policies and procedures.

Violation	Charge/Fine
------------------	--------------------

Cleaning Fee	\$50.00
Covered/Disabled Smoke Detector	\$300.00
Failure to leave during a Fire Alarm	\$300.00
Illegal Occupancy	TOTAL ROOM/BOARDING FEE
Improper Check-in or Checkout	\$150.00
Key not returned	\$150.00
Prohibited Items	\$50.00 per item
Propped Doors	\$300.00
Reinstatement of Visitation Privileges	\$75.00
Tampering with Fire Safety Equipment	\$300.00
Trash	\$100.00
Unauthorized Animal	\$500.00
Visitation	\$100.00

Roommate/Suitemate Bill of Rights

Successful roommate relationships are the result of good communication, flexibility, openness, understanding and compromise. Take time at the beginning to get to know each other. Even if your roommate is someone you may already know, there is a difference between being friends and living together. Your willingness to be a good roommate will greatly increase your odds of a positive roommate relationship.

Having a successful roommate relationship is one of the most valuable college experiences--though it may not always feel so at the time. Note only a selected few may qualify for single occupancy, yet there are advantages to having roommate(s). You can learn valuable life skills, negotiation techniques, develop essential communication and conflict resolution skills, that will serve well when individuals have a romantic partner, children, or even in a professional setting.

We will provide the "Roommate and Suitemate Agreements". It is recommended that you and your roommate(s/suitemate(s) fill out the agreement BEFORE issues arise. Feel free to make adjustments that fit your individual needs and living situations!

Bill of Rights

The right to read and study free from undue disturbance.

The right to sleep without disturbance from noise, guests, or roommates.

The right to expect that a roommate will respect one's personal belongings.

The right to a clean environment.

The right to free access to one's room.

The right to personal privacy.

The right to host guests while respecting the rights of roommates and other residents.

Residence Life Enrollment Status Policy

Policy Statement:

Students residing in university-owned or operated residence halls are required to maintain full-time enrollment status, defined as enrollment in a minimum of 12 credit hours, for the duration of the academic term.

Any student who falls below full-time status will be required to vacate university housing. Students in this situation must notify the **Office of Residence Life** and complete the required checkout process within the timeframe communicated by the university. Failure to comply may result in administrative removal and applicable housing charges or disciplinary action.

Exceptions:

Exceptions to this policy may be granted on a case-by-case basis with prior approval from the Office of Residence Life, in collaboration with appropriate campus offices, under the following circumstances:

1. ***Medical Exception***

Students with documented medical conditions that require a reduced course load must provide official documentation from a licensed healthcare provider and receive approval from the Office of Student Health Services and/or the Vice President of Student Development and Services.

2. ***Academic Exception***

Students in their final semester, participating in approved academic programs, or approved for a reduced course load by Academic Affairs may be considered for an exception with appropriate documentation.

3. ***Financial Exception***

Students who experience verified financial hardship resulting in a reduction of course load may submit an appeal for continued residency. Approval is not guaranteed and will be based on documentation and institutional capacity.

4. ***Other University-Approved Circumstances***

Additional exceptions may be granted at the discretion of the university for circumstances deemed extraordinary or in the best interest of the student and institution.

Approval Process:

All exception requests must be submitted in writing and approved prior to or immediately upon the change in enrollment status. Students granted an exception may be subject to additional conditions or revised housing agreements.

CLAFLIN UNIVERSITY
DEPARTMENT OF HOUSING AND RESIDENTIAL LIFE
HOUSING CONTRACT

All residence hall contracts are in effect for one academic year or that portion of the academic year remaining at the time occupancy begins. Once signed, a contract can be terminated only under the specific guidelines listed in the contract cancellation and contract release sections of the contract.

Parties:

This Contract is made by and between Claflin University's Department of Housing and Residential Life and the student, referred to as Resident.

Eligibility:

Any person who is an enrolled student at Claflin University with 12 or more credit hours may enter into this Contract. Resident agrees to vacate the assigned room within 24 hours upon loss of status as an enrolled student during this Contract period or 24 hours after their final examination.

Additional Provision:

Residents who have dropped classes after moving into university housing will be required to be removed from the residence within 24 hours of notification. Failure to vacate within the specified time frame may result in removal by university officials and potential disciplinary action.

Duration:

This Contract is binding for the entire academic year (Fall Semester and Spring Semester) or that portion remaining at the time the Resident begins occupancy.

Charges under this contract for room and board are for the period from August through May and residents leaving the residence hall, or staying off campus without contract release approval, will be charged for the full period.

Premises and Services:

The University agrees that it will provide a residence hall staff in accordance with University policy, to provide a living experience that complements the academic interest of Claflin University.

Resident Agrees:

Resident agrees to abide by the terms of this Contract.

Resident agrees to observe all rules and regulations of Claflin University and the Department of Housing and Residential Life as listed in the Residential Life Handbook and University Student Handbook; This includes the Class Attendance Policy.

Resident agrees to conduct himself/herself in a manner that allows for the quiet enjoyment of the residence halls by other residents.

Resident agrees to comply with the official directive of all University Officials while in the operation of their duties.

Payments:

Failure of Resident to satisfy the financial obligations to the University will result in eviction from the residence halls.

An enrollment fee for new students must be submitted prior to receiving a room assignment. This fee will be applied to the student account.

A non-refundable Housing Application Fee is required to apply for University Housing.

Room Consolidation: The University reserves the right to consolidate vacancies by requiring any Resident to move from single occupancy of a double room to double occupancy accommodations, in the same residence hall.

Room Assignment: This agreement is for a space either in a single or multiple-person room in a Claflin University residence and does not entitle the resident to a particular accommodation or roommate(s). A room assignment is for a space either in a single or multiple-person room in a Claflin University residence and does not entitle the Resident to a particular accommodation or roommate(s). Claflin University reserves the right to change residence assignments upon reasonable notice if necessary for safety, health, or other reasons and/or to assign students to fill vacancies in multiple-student rooms and suites, as determined by the Department of Housing and Residential Life.

Claflin University reserves the sole right to assign or reassign rooms and does not discriminate in such room assignments based on age, ancestry, race, religion, sex, or sexual orientation, or status with regards to public assistance. (See also page 13 of the **Residential Life Handbook - Housing Assignment Based on Sex/Gender**) Room assignments will be made according to the Department of Housing and Residential Life procedures and, when possible, in accordance with preferences that the student requests. **No specific assignment based on Resident's request is guaranteed. Failure to honor preferences will not void this Contract.**

The University reserves the right to change room assignments for reasons of health, safety, or repair services: for disciplinary reasons caused by the Resident; or for irresolvable incompatibility of roommates. Residents may be temporarily removed from his/her room if the resident is deemed a threat to him/herself or to the residence hall community. A resident so removed has recourse by contacting the Director of Residential Life or designee.

Confirmation Fee is Non-refundable

Contract Release:

Residents can request release from the Contract during the academic semester starting from the first day the halls are open each semester. Such releases will be considered for the following reasons:

- Non- admission, withdrawal, dismissal or graduation from the University.
- Serious medical or health problem which impedes the Resident's ability to fulfill the terms of the Residence Hall Contract.
- Marriage during contract term.
- Internships.
- Pregnancy

The Director of Residential Life requires written documentation for all of these releases. Releases for the above reason will include the following costs:

- A prorated weekly charge for the period of time that a room was assigned and available to Resident.
- A charge for food service assigned and available to Resident.
- A \$30.00 administrative charge

If the resident is reinstated or re-enrolled after release for non-admission, withdrawal, or dismissal during the term of this contract, the Resident agrees to fulfill the balance of the Contract.

The University may be released from the contract if the Resident does not satisfy all requirements, by giving a written notice of the violation of the Agreement and request that the resident vacate the residence hall by a specified date and time.

Contract Assignment

Resident is required to live in the room to which she/he has been assigned.

Food Services

All contracts include board.

Food service will be provided every day of the week except during semester and/or other breaks in the University academic calendar.

Credit is not given for missed meals.

Check -in and Check-out:

Resident agrees to occupy his/her room no later than the first day of classes for each semester of this Contract unless the Department of Housing and Residential Life has received prior written notification. The registration status of Resident failing to claim his/her assigned room by the third day of classes will be checked.

Resident will, upon occupying a room, complete and sign a room condition form, which will be a record of the room condition. Any damages identified at the time of checkout, which are not contained on the initial room condition form, shall be attributed to Resident. Residents are financially responsible for any such damages.

Residents must check-out and vacate the room within 24 hours after a loss of student statuses. In case of contract release, Resident must check-out and vacate the room within 24 hours of Contract release, 24 hours after last final examination or by the established hall closing time for the semester, whichever comes first.

Failure to properly check-out of the room, including an improper room change, will result in the assessment of a \$150.00 charge in addition to any other damage charges.

Right of Entry

The University, its officers, employees and agents shall have the right to enter upon said premises at reasonable times for the purpose of routine inspection and repair, observation of health, safety, and quietude, when there are reasonable grounds to suspect that laws or University policies are being violated by the Resident. **During a room inspection, if Residence Life staff observe items that are prohibited by university policy or appear to be illegal, staff may document the findings by taking photographs or video recordings of the items in plain view. Such documentation should be used solely for university conduct, safety, or law enforcement purposes and handled in accordance with university policies regarding student privacy and records. Any suspected illegal items should be reported immediately to the appropriate university officials and campus law enforcement for further review and action.**

University Non-Liability:

The University is not responsible for damage or theft of Resident's personal property, including money. Residents are encouraged to carry appropriate personal property insurance.

Residents are required to maintain possession of room key(s) and ID card. In the event Resident loses his/her key or ID card, he/she must purchase a new key or ID card, immediately. Roommates must also report the lost key or ID card as soon as he/she becomes aware of the loss. Students are required to carry their keys with them at all times and to always lock their doors.

Missing Student: The University, in compliance with federal regulations, will notify the parents and/or the local public safety office if a resident is deemed missing for 24 hours.

Complete Agreement:

This Contract, the Residential Life Handbook and the Student Handbook represent the entire agreement between the parties and no oral promises between the University and Resident are binding thereon. In Witness whereof, the parties have caused this Contract to be duly executed intending to be bound thereby.

THIS CONTRACT IS BINDING FOR THE ENTIRE ACADEMIC YEAR, FALL AND SPRING, OR THAT PORTION REMAINING AT THE TIME THE RESIDENT BEGINS OCCUPANCY.

_____ (initial)

Student Name

Claflin ID#

Student Signature

Date

(if under 18) Parent/Guardian Name
student

Relationship to

(if under 18) Parent Signature

Date

REFERRAL SERVICES

The primary objective of the Division of Student Development and Services is to meet the individual and collective needs of the student population at Claflin University. The following offices are available to help you with a variety of information. If you are in need of assistance, please contact the following services:

Vice President, Student Development and Services

Dr. Leroy Durant, CU Student Center, Room 268; 803-535-5341

Assistant Dean, Executive Director of Housing, Residential Life, and Student Conduct

Ms. Tomesha Iglehart-Helaire, Corson Hall, Room, Suite D; 803-535-5301

Assistant Director of Residential Life Services

TBD, Corson Hall, Suite D; 803-535-5651

Administrative Assistant, Residential Life

Ms. Lynn Frasier, Corson Hall, Suite D; 803-535-5330

Claflin University Campus Police

Director Melvin Williams, Campus Center, Room 113; 803-535-5451

Director, Honors College

Dr. Monica Greene Robertson, The Honors Center, 803-535-5747

Director, First and Second Year Experience

Mrs. Chicquetta S. President Reed, Bowen Hall, Room 123; 803-535-5282

Senior Staff Nurse,

Ms. Helaine Hayes, Leyman Hall ; 803-535-5328

Director, Counseling Services

Dr. Josetta Cobb, 897 Goff Avenue; 803-535-5285 or 803-535-5833

Dean of Student,

Dr. Arthur Doctor, CU Student Center, Room 222; 803-535-5591

Director, Career Services

Mrs. Carolyn Snell, CU Student Center, Room 249; 803-535-5338

Director, Financial Aid

Mrs. Terria Williams, Corson Hall, Room 143; 803-535-5720

Director, Academic Student Support

Dr. Denver Malcom-Key, Library; 803-535-5478

Fiscal Affairs (Business Office)

Ms. Lottie Robertson, Administrative Assistant, Accounting; 803-535-5492

Provost and Vice President of Academic Affairs

Dr. Michelle Mayo, 803-535-5417

Interim Dean, School of Business

Dr. Tara Saracina, 803-535-5207

Dean of the School of Education

Dr. Kimberly Dickerson, 803-535-5225

Dean, School of Humanities & Social Sciences

Dr. Isaiah McGee, 803-535-5234

Dean, School of Natural Sciences

Dr. Verlie Tisdale; 803-535-5433

2026 – 2027 Academic Calendar Fall 2026

August 2026

- 1 Move in for new students
- 1-6 New Student Orientation
- 4 Faculty and Staff Convening
- 7 Last day for returning students to change Academic Programs
- 7&8 Move in for returning students
- 10 Class Begin for Full Term and Sub Term 1
- 12 Last Day to Add/Drop Sub Term 1
- 14 Last Day to Add/Drop Full Term
- 14 Last Day for new students to change Academic Programs
- 21 Late Fall 2026 graduation documents due by 5 p.m.
- 28 All graduation documents due in the Registrar's Office for Spring 2027

September 2026

- 7 Labor Day – University Closed
- 8&9 Sub Term 1 Mid Terms – Grades due by 9/11/2026 at 5 p.m.
- 11 4 Week Grades due by 5 p.m.
- 17 Last day to withdraw from a course or the University without Academic Penalty (W Grade) – Sub Term I
- 25 Last Day for Students to Submit Work for I grades for Spring/Summer 2026
- 28-2 Midterm Exams

October 2026

- 1&2 Sub Term 1 Finals
- 2 Sub Term 1 Last Day of Classes
- 2 Last Day for Faculty Submit Change of I grades for Spring/Summer 2026
- 5&6 Fall Break – No Classes, University Open
- Page 2 of 5
- 6 Sub Term 1 grades due by 5 p.m.
- 7 Classes resume after Fall Break

7 Sub Term 2 Classes Begin
9 Sub Term 2 Last Day to Add/Drop
9 Senior Thesis Due for December graduates
16 Late Spring 2027 graduation documents due
19 Advisement and Registration for Spring 2027 begins
30 Last day to Last day to withdraw from a course or the University without Academic Penalty (W Grade) – Full Term

November 2026

5&6 Sub Term II Midterm Exams
9 Sub Term II Grades Due by 5 p.m.
23 Last day to Last day to withdraw from a course or the University without Academic Penalty (W Grade) – Sub Term II
25-29 Thanksgiving Break – University Closed
30 – 4 Finals

December 2026

2 Faculty deadline to post final grades for graduating seniors by 5 p.m.
9 Faculty deadline to post final grades for all remaining students by 5 p.m.
11 Commencement
18 University closes at 5 p.m.

Spring 2027

January 2027

4 University Reopens
5 Faculty and Staff Convening
6 Move in for new students
8&9 Move in for returning students
11 Classes begin for Full Term and Sub Term I
13 Last Day to Add/Drop Sub Term I
15 Last Day to Add/Drop Full Term
18 Dr. Martin Luther King, Jr. Holiday – University Closed
22 Late graduation documents for Spring 2027 due

February 2027

8&9 Sub Term I Midterm Exams

11 Sub Term I Mid Term Grades Due by 5 p.m.
18 Last day to withdraw from a course or the University without Academic Penalty (W Grade) – Sub Term I
26 Last Day for Students to Submit Work for I grades for Spring/Summer 2026

March 2027

1-5 Full Term Midterms
4&5 Sub Term I Final Exams
5 Sub Term I Last Day of Class
5 Last Day for Faculty to Submit grades for I grades for Spring/Summer 2026
8-12 Spring Break, No Classes, University Open
15 Classes Resume
15 Sub Term II Class Begin
16 Full Term Mid Term Grades due by 5 p.m.
17 Sub Term II Last Day to Add/Drop
22 Advisement and Registration for Summer and Fall 2027 begin
26 Good Friday – University Closed

April 2027

8 Last day to withdraw from a course or the University without Academic Penalty (W Grade) – Full Term
12&13 Sub Term II Midterms
15 Sub Term II Grades due by 5 p.m.
15 All graduation documents due in the Registrar's Office for Summer/Fall 2027
22 Last day to Last day to withdraw from a course or the University without Academic Penalty (W Grade) – Sub Term II
30 Last Day of Class for Full Term
30 Senior grades due by 5 p.m.

May 2027

3-7 Full Term Final Exams
6&7 Sub Term II Final Exams
8 Commencement
11 All remaining students Final Grades due by 5 p.m.

Summer 2027

Full Summer Term

May 10, 2027 – August 6, 2027

Master of Nursing Program

Eight-Week Term

May 17, 2027 – July 9, 2027

All Other Graduate Programs & Bachelor of Nursing Program

Summer 1

May 2027

17 Classes Start – Summer 1

18 Last Day to Add/Drop – Summer 1

31 Memorial Day – University Closed

June 2027

2 Mid Term Exams – Summer 1

9 Last Day to Drop Summer 1 without Academic Penalty (W grade)

17 Last Day of Class – Summer 1

18 Juneteenth Observed – University Closed

Summer 2

June 2027

21 Classes Start – Summer 2

22 Last Day to Add/Drop – Summer 2

July 2027

5 Independence Day Observed – University Closed

7 Mid Term Exams – Summer 2

15 Last Day to Drop Summer 2 without Academic Penalty (W grade)

23 Last Day of Class/Final Exams

HOW TO SUBMIT EXCUSES



1

Obtain verifiable documentation as outlined in the Student Handbook. Students **may not** submit hand-written or typed notes from self or a family member as a valid excuse.



2

Complete the electronic online excuse form (QR Code below) by selecting the class(es) you've missed.



3

Attach the appropriate documentation within the excuse portal and submit for approval.



4

An email from "Web Master" will be received with a decision ("Approved" or "Denied") and will also be sent directly to the faculty members for class(es) missed. If you have not received an email, please reach out to the Office of Student Development and Services.



5

Each student has seven (7) days to submit the excuse after receiving it. Please check with your professor the number of absences allowable for each class.



The Office of Student Development and Service **do not issue excuses.**

Please do not ask for permission to miss class(es). Grounds for issuing excuses can be found on page 42 of the Student Handbook on the university's website.

Please save the
LINK/QR CODE
BELOW.



Scan the QR code to
access the **Excuse Form**
Portal.