

TABLE OF CONTENTS

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	9-10
PROGRAMS & ACTIVITIES	11
COMMUNITY SERVICES AND INFORMATION.....	12-13
POLICIES	13-32
CLASS ATTENDANCE.....	13
CONTRACT.....	13
KEYS/ID CARD.....	13-14
MSSING STUDENT POLICY	14
CHECK-OUT PROCEDURE.....	14-15
CLEANLINESS	16
ROOM INSPECTION.....	16
COMMON AREA RESPONSIBILITY	17
DECORATIONS.....	17
DISABILITIES SERVICES	17
FIRE SAFETY POLICY.....	18-20
FIRE SAFETY PREVENTIVE ACTIONS.....	20
STATISCAL REPORT	20-22

SMOKING.....	23
ALCOHOL	23
DRUGS.....	23
PROJECTILES.....	23
LITTERING	23
VANDALISM/DAMAGES	23
WEAPONS/FIREARMS/FIREWORKS	23-24
WINDOWS AND SCREENS.....	24
ABANDONED PROPERTY.....	24
ELEVATORS.....	24
LOCKS/DOORS	24
COURTESY HOURS	24
NOISE	25
VISITATION.....	25
GUEST/HOSTING POLICY.....	25-26
CO-ED VISITATION.....	26-28
BABYSITTING.....	28
ROOM CHANGES.....	28
SPECIAL ACCOMMODATIONS.....	28
PREGNANCY POLICY	29
ILLNESS AND INJURY.....	30
SEVERE WEATHER.....	30
MAINTENANCE.....	31
PERSONAL PROPERTY/PERSONAL LIABILITY.....	31
ADHESIVES	31
ADVERTISING	31
PARKING.....	31

VACATION PERIODS	32
ROOM ENTRY.....	32
PETS.....	32
PROPPED DOORS... ..	32
APPLIANCES/ POWER SOURCES.....	33
TIPS FOR PERSONAL SAFETY.....	33
THE INTERNET	33
VANDALISM/DAMAGE CHARGES.....	34-35
CLAFLIN UNIVERSITY CABLE TV	36
ROOMMATE CONTRACT.....	37
ROOMMATE AGREEMENT... ..	38-39
HOUSING CONTRACT.....	40-42
INSTRUCTIONS FOR INSITE MAINTENANCE REQUEST SYSTEM	
SIGNING UP FOR THE FIRST TIME.....	43
WORK ORDER CREATION... ..	44-45
Q & A	45
ACADEMIC CALENDAR	46-50
REFERRAL SERVICES.....	51-52

IMPORTANT PHONE NUMBERS

Residential Life Director – 803-535-5301

Coordinator of Residential Life Services – 803-535-5651

Administrative Assistant to Residential Life – 803-535-5330

Asbury Hall – 803-535-5300

Clafin 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 West – 803-535-5612

SRC South – 803-535-5614

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

Student Health Center– 803-535-5328

Student Account – 803-535-5415

Cashiers – 803-535-5432

Financial Aid – 803-535-5334

Food Services – 803-535-5261

Information Technology – 803-535-5441 (Helpdesk@Clafin.edu)

Maintenance – 803-535-5638

On behalf of Residential Life, I 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 go to: <http://www.claflin.edu/docs/student-services/guide.pdf?sfvrsn=2>). 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, I 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,

A handwritten signature in black ink, appearing to read "Devin L. Randolph". The signature is fluid and cursive, with a long horizontal stroke at the end.

Devin L. Randolph
Assistant Vice President for Student Development and Services
Director of Residential Life

CLAFLIN UNIVERSITY'S VISION

Clafin University will be recognized as one of the premier undergraduate teaching and research universities in the world that prepares effective and visionary leaders with global perspectives.

GUIDING PRINCIPLES

- COMMITMENT TO EXCELLENCE
- COMMITMENT TO VALUING PEOPLE
- COMMITMENT TO BEING CUSTOMER FOCUSED
- COMMITMENT TO EXEMPLARY EDUCATIONAL PROGRAMS
- COMMITMENT TO FISCAL ACCOUNTABILITY

OUR MISSION

Clafin University is a comprehensive institution of higher education affiliated with the United Methodist Church. A historically black university founded in 1869. Clafin is committed to providing students with access to exemplary educational opportunities in its undergraduate, graduate and continuing education programs. Clafin seeks to foster a rich community comprised of students, faculty, staff, and administrators who work to nurture and develop the skills and character needed for engaged citizenship and visionary and effective leadership.

In its undergraduate programs, Clafin provides students with the essential foundation of a liberal arts education. Emphasizing critical and analytic thinking, independent research oral and written communication skills, the University invites students to use disciplined study to explore and confront the substantive challenges facing the global society. Clafin's graduate programs provide opportunities for advanced students to increase their specialization in particular fields of study oriented toward professional enhancement and academic growth. Its continuing education programs provide students with expanded avenues for professional development and personal fulfillment.

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.

Resident Manager

Under the supervision of the Director of Residential Life, the Resident Manager 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. Resident Managers also select, supervise, train and evaluate student staff members. They also participate in department and university committees and initiatives.

Residential Life Coordinator

The Residential Life Coordinator is responsible for assisting the Resident Manager in daily residence hall operations. This includes hall programming, Student Manager/Resident Assistant supervision, and required administrative paperwork.

Graduate Assistant

Graduate Assistants 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 Resident Manager, 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.

Student Manager

This position is designed for a 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.

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 more deep 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 as a student-run organization, which is advised by the Resident Hall Manager. The Residential Hall Council will work mutually with both Student Managers 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

Resident Hall Manager
Resident Assistant
President
Vice President
Secretary and Treasure
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

Black History Month – **February**

Breast Cancer Awareness Week – **October**

MADD (Mothers Against Drunk Drivers)

Date Rape

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 Resident Manager prior to each meeting to prepare agenda
- Preside over meetings of Residential Hall Council and notify member of meetings
- Must work with Resident Manager 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 Resident Manager 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 recordkeeping of minutes of the Council meeting, post the minutes in the residence hall, and distribute copies to the council members, the Resident Manager, and the Director of Residential Life
- 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 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 increases: 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.

The Department of Residential Life, Student Activities, and Student Life supports many different types of living and learning environments by infusing five tenets used to measure student learning outcomes: Multicultural Competence, Moral and Ethical Awareness, Health and Wellness, Community Engagement, and Academic and Intellectual Inquiry.

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 resident, students, and the Department of Residential Life. Contact your Resident Manager or Resident Assistant to find out who your representative is and the meeting location.

COMMUNITY SERVICES AND INFORMATION

Mail & Packages



The Post Office, located at the lower level of the Campus 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
Orangeburg, SC29115

Telephone

A telephone will be located on the hallway to the contact the front office and Campus Police.

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, use the sign in sheet when doing laundry, and do not remove other resident's items out of washer or dryer.

Vending Areas

Food and drink machines are available in each residence halls.

Room Repair

Items needing repairs in your room should be reported on line in our Maintenance Request System (www.maintenanceconnection.com). All first time users have to set up an account and then create a work order. The instructions for both are on pages 42 and 43 along with some frequently asked questions and answers. The Physical Plant personnel will perform the maintenance requested. You do not need to be present for work to be done in your room. If your request isn't completed within 48 hours, contact one of The Residence Hall Staff in your hall, give them the work order number and they will follow up with the University's physical plant.



Study/ Lounge Area

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

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 a movie please use headphones.

Cable TV

Basic cable TV services are provided in each resident hall room for your enjoyment. If you have any cable concerns, please report them to the hall staff.

POLICIES

CLASS ATTENDANCE

Absence from class for any cause is a loss to the student; thus, all students are expected to attend all classes for which they are registered. Students may be allowed as many unexcused absences as a course meets weekly. Instructors are to report excessive absences to the Vice President for Student Development and Services. The number of permissible excused absences is at the sound discretion of the individual teachers, based upon the circumstances involved. Double absences are charged for each unexcused absence from class on the day prior to and following each holiday. All excuses for absences must have the written approval of the Vice President for Student Development and Services and other designated officials. Moreover, an excuse issued for an absence must be returned to the Office of the Vice President for Student Development and Services by the student after each instructor has signed it. Students who may be required by the University to miss classes while attending to University business or affairs shall be exempt from this regulation only to the extent that their excessive absences result from the performance of such University business or affairs. Absence from class for any reason does not exempt the student from responsibility of any assigned work.

CONTRACT

All students 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 39-41.

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 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 Resident Manager, immediately. Residents leaving room doors unlock 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 of keys, 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 assess a \$5 fee.

Replacement Cost is as follows:

\$25 – Room Key

\$25 – 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 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-OUT PROCEDURE

You should check-out of your residence hall no later than 3 hours after your final exam, unless you receive special permission from the Office of 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 4:00p.m. of commencement day. 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, two (2) weeks 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.

Your room should be cleared of personal belongings, completely clean with all furniture intact and in its original position. If your roommate or suit mates are leaving before you

make sure they do their fair share of the cleaning of the room 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	Close all blinds
Dispose of all trash	Turn off lights
Clean your room	Lock your door
Check for Damages	Turn in room key(s)
Close all windows	Return furniture to original position
Sign the room Condition Report Form with staff	

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 residential life staff at the time you check out. Be sure to sign and initial the Room Condition Report Form in the appropriate space. The charge for keys not being returned is \$50.00 per key. There is also a \$150.00 non-compliance fee for improper check-out.

Damage Assessment

The Residential Life Staff will conduct a preliminary inspection of your room for damages using the Room Condition Report Form signed when you moved into your room. He/she will be checking mainly for cleanliness, for 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 the Resident Manager or other 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 Vice President for Student Development and Services/Director of Residential Life

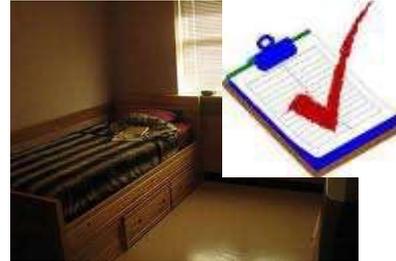
ROOM INSPECTION

You are responsible for keeping your room clean and free of any fire hazards. The Residential Life Staff (Resident Manager or Resident Life Coordinator) will make weekly room inspections of rooms to ensure compliance with health and safety standards. The day of your room inspection will be posted in the residence hall lobby. The following sanctions will take place when a resident fails his/her room-check:

Rating

1-Excellent
2-Good

3-Fair
4-Poor



Explanation of “4” Rating

- The first “4” is a Verbal Warning
- The second “4” is a Written Warning
- The third “4” is a \$50.00 fine
- Any “4s” received after the third “4” will result in more \$50.00 fines and/or Disciplinary Action set forth by Assistant Vice President for Student Development and Services/Director of Residential Life. **Immediate Disciplinary actions will be assessed for any student failing to comply with staff directives to perform cleaning duties at any time.**

Note:

- To avoid getting a fine you must 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 the resident has officially moved into their room. Residents should report any cleanliness problems in common areas to the front desk.
- 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 \$25.00 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 \$50 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, hallway, suite, or outside the windows).**

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 per item** removed from the lounge or residence hall room. 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. Mini-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 come by the office at suite 106, Office 111 in Corson Hall, for information on available Disability Services.

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 for the asking. 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 within the first 3 weeks of the beginning of the semester.

Students who fail to leave the building during a fire drill are reported for violation of policy and a \$150.00 charge will be assessed. This incident will be turned over to the Assistant Vice President for Student Development and Services/Director of Residential Life

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, discusses 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 Security Officer, or a member of the Residential Life staff. Residents refusing/failing to vacate, or returning to the building before told to do so will be subject to disciplinary action, which will include a fine of \$150.00.
- Tampering with fire safety equipment (e.g., fire extinguishers, smoke detectors, sprinkler heads, fire evacuation stickers) are prohibited and will result in a \$100 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 \$100 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 fine will be charged.
- Covering or disconnecting smoke detectors is prohibited. A \$100 fine will be assessed 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 immediately (i.e. battery beeping, discharged fire extinguisher, malfunctioning equipment).

Tips In Case Of A Fire:

1. If time permits, wear a coat and shoes.
2. Take a towel with you to put over your face to prevent smoke inhalation.
3. Close the windows and leave the lights on in the room.
4. Shut and lock your door.
5. Walk quickly, but in an orderly manner, through the exit for your area and continue 100 feet from the building.
6. **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.
7. **Do not re-enter the building** until you are told to do so by a university official.
8. If smoke is encountered, stay low, since air is best near the floor.

9. 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.
10. In the event of an emergency, call 911.

FIRE SAFETY PREVENTIVE ACTIONS

Candles/Incense

Candles, Incense are not permitted in campus residence halls due to fire safety reasons as stated in NFPA 101, The National Fire Protection Association, Life Safety Code, 1994 edition.

- Any candles found regardless of whether they have been burned or not, will be confiscated and immediately thrown away. A fine of \$25 will be assessed per candle confiscated.
- The burning of incense or use of potpourri burners is prohibited. Any incense or potpourri burners found will be confiscated and immediately thrown away. A fine of \$25 will be assessed per incident.

Fireworks/Explosives

Students may not possess any fireworks, explosives, ammunition, gunpowder or any other related materials in the residence halls. Possession of fireworks implies intent to use them. The use of fireworks is dangerous and constitutes a serious fire and safety hazard. This policy is also enforced by state law.

Students found in possession of or using any fireworks or explosives will be subject to removal from the residence hall and/or suspension from the University.

Statiscal Report

STATISTICAL REPORT ALL HOUSING UNITS

Year	2014	2015	2016
Fire Damages (\$)	0	0	0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0
Total Fires	0	0	0

STATISTICAL REPORT KLEIST HALL

Year	2014	2015	2016
Fire Damages (\$)	0	0	0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0
Total Fires	0	0	0

STATISTICAL REPORT CORSON

Year	2014	2015	2016
Fire Damages (\$)	0	0	0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0
Total Fires	0	0	0

STATISTICAL REPORT DUNTON

Year	2014	2015	2016
Fire Damages (\$)	0	0	0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0
Total Fires	0	0	0

STATISTICAL REPORT ASBURY

Year	2014	2015	2016
Fire Damages (\$)	0	0	0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0
Total Fires	0	0	0

STATISTICAL REPORT SRC SOUTH

Year	2014	2015	2016
Fire Damages (\$)	0	0	0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0
Total Fires	0	0	0

STATISTICAL REPORT SRC EAST

Year	2014	2015	2016
Fire Damages (\$)	0	0	0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0

Total Fires	0	0	0
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STATISTICAL REPORT NORTH

Year	2014	2015	2016
Fire Damages (\$)	0	0	0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0
Total Fires	0	0	0

STATISTICAL REPORT SRC WEST

Year	2014	2015	2016
Fire Damages (\$)	0	0	0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0
Total Fires	0	0	0

STATISTICAL REPORT HIGHRISE HALL

Year	2014	2015	2016
Fire Damages (\$)	0	0	0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0
Total Fires	0	0	0

STATISTICAL REPORT BUCKLEY STREET

Year	2014	2015	2016
Fire Damages (\$)	0	0	0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0
Total Fires	0	0	0

STATISTICAL REPORT 740 BOULEVARD

Year	2014	2015	2016
Fire Damages (\$)	0	0	0
Fire Injuries	0	0	0
Fire Fatalities	0	0	0
Total Fires	0	0	0

SMOKING

Smoking is prohibited in the residence hall (e.g., room, hallways, stairwells, lounges, bathrooms, entrances). Claflin is a smoke-free campus. A \$50 fine and other disciplinary actions will be assessed if evidence of smoking is found.

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 University grounds or facilities. This includes, but is not limited to, cigarette butts, flyers, cans, and bottles. A \$25 trash fine will be assessed for each incident of littering.

VANDALISM / DAMAGES

- 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 University property.
- 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.

THE STUDENT WILL BE ASKED TO SIGN A VANDALISM/DAMAGE LETTER FOR ANY CHARGES INCURRED AS A RESULT OF DAMAGES

A list of those charges is on pages 33-34.

WEAPONS/FIREARMS/FIREWORKS



Weapons Policy

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 (e.g., baton, blackjacks).

- The possession or use of explosives or fireworks of any type are prohibited.

WINDOWS AND SCREENS

Signs, pictures, banners, empty bottles, and similar objects may not be displayed in windows that block or impede access, exit, to 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.

The removal or vandalism of window screens is prohibited. There will be a \$50 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. If property of value is found, it will be removed from the room and stored for one week. The student will be responsible for removing the items any daily storage fees that will accrue. The University is not responsible 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 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.
- 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 guest 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 **\$50.00** fine.

Quiet Hours and Visitation during exam week

24-hour quiet hours will be enforced in all residence halls starting at 5:00 p.m. on the last day of classes.

VISITATION

- Residence hall visitation for male/female freshmen residents is Monday to Sunday, 12:00 noon to 2:00 a.m. in the **lobby area**.
- **Residence hall visitation for upperclassmen residents is Monday to Sunday, 12:00 noon to 2:00 a.m. in the lobby area.**
- All residence halls close at 2:00 a.m. Access will only be allowed with an authorized ID card.
- **During visiting hours, all guests of the opposite gender and children under 12 years of age must be entertained in the residence hall lobby.**
- No food or beverages are allowed in the lobby at any time.
- **Residents are not to give their ID card to guest for the purpose of entering the residence hall.**

GUEST/HOSTING POLICY

- Residents are not permitted to share, sublease, or allow the use of any assigned space to another person.
- 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.
- Overnight visitation must be approved 48 hours in advance for overnight guests of the same gender. Only one guest per resident is allowed overnight visitation. The resident must complete an "Overnight Visitor Form" and submit it to the Resident Manager. All roommates and suite mates must sign and agree to your guest visiting.

Overnight guest may not stay in the Residence Hall over 48 hours. Violators of this policy will be fined **\$50.00** and assigned disciplinary sanctions as warranted.

CO-ED VISITATION

This policy applies to Claflin University students and guests. Students living in the residence halls (**with the exception of first-year freshmen or students with outstanding disciplinary sanctions or Housing charges until such items are resolved**) may choose to entertain guests of the opposite gender in their individual rooms. This privilege of co-educational visitation will not interfere with the rights of other students' privacy, study, security, or otherwise enjoyment of their residence hall living experience.

Statement of Purpose

This policy establishes guidelines for co-educational visitation at Claflin University.

Applicability

This policy is applicable to Claflin University housing on campus and off-campus. The University reserves the right to amend or suspend the co-educational visitation policy as it deems necessary.

Co-Educational Visitation Procedures

- Co-ed visitation is not permitted for any first-year freshman.
- Students participating in co-ed visitation outside permitted parameters will be subject to the judicial process.
- Residents participating in co-ed visitation will sign in and out all guests on the log at the front desk, including the resident's name, the guest's name, the time, and the resident's contact number and room number. Each guest must present a recent, valid picture identification card (driver's license, school or military ID, etc.). Identification must be left at the front desk during the time of the visit, and retrieved at the end of the visit.
- Co-ed visitation participants must be either Claflin University students or at least 18 years of age.
- Residence halls shall have visitation during the following hours (**these hours are subject to change**):

Sunday – Thursday	6:00 p.m. – 12:00 a.m.
Friday – Saturday	6:00 p.m. – 1:00 a.m.
- Residence hall staff is responsible for ensuring visitation has ended by asking guests to leave if they have not at the close of visitation.
- Guests shall be met at the front desk and escorted throughout the visit. Each student is allowed to have a maximum of **ONE** guest at a time per visit unless an exception is granted by staff.
- Door Hangers indicating **“VISITOR”** will be issued at the check in station; and must be displayed on the outside knob of the door of the room being visited.
- All doors with **“VISITOR”** door hangers must remain unlocked at all times.

- 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 opposite gender visitors.
- Each guest must be signed in properly at the front desk to receive a “**Guest Pass**”, and must be accompanied by the resident that will be visited at all times.
- Residents are responsible for the behaviors of their guests.
- Residence halls are closed to guests during the weeks of mid-term/final exams and holidays.
- Parents are encouraged to visit students and must also adhere to the co-education visitation policy.
- 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 co-ed visitation procedures shall include, but are not limited to:

- Allowing a co-ed guest in a residence hall room at any time prior to or after official co-ed visitation hours.
- Allowing a co-ed guest who presented false identification into a residence hall room.
- Allowing overnight visits of guests.
- Signing in a co-ed guest for another student resident.
- Failing to check-in or check out co-ed guests.
- Allowing co-ed guests to use unauthorized restrooms.
- Assisting guests of the opposite gender to gain improper entry into a residence hall or room.
- Allowing guests of the opposite gender to enter the residence hall room assigned to a first-year freshman.

Student Agreements

All room/suitemates must agree whether co-ed guests will be allowed in an assigned room or living area during co-ed visitation hours.

Residents have the following rights in connection with co-ed visitation:

- Quiet enjoyment of the assigned residence hall room. This takes precedence over the right of another roommate to entertain co-ed guests.
- Refuse consent of co-ed guests in the room during co-ed visitation hours when the visit interferes with his/her privacy, study, or sleep.
- Withhold consent to allow co-ed guests in the common living area during co-ed visitation hours when the visit interferes with his/her privacy, study, or sleep.

Residence Halls with Co-educational Visitation

SRC North, SRC West and SRC East, SRC South, Kleist Hall, High Rise Hall, Dunton Hall, Corson, Claflin Commons and Asbury—**Upper Class Students Only**

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 provides an opportunity for students to have co-educational visitation in the residence halls for a few hours each week under strict supervision and control by the Residence Life staff as stated in the policy.

Residents found abusing or in violation of the policy will be referred to the Director of Residential Life and subject to disciplinary action including fines, revocation of visitation privileges, or removal from campus housing.

Resident found in violation of the policy will lose visitation privileges for the remainder of the semester and will be charged a fee (ranging from \$75 to \$200) 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 the residence halls. The residence halls are not equipped to handle small children. No one under the age of 12 is allowed past the lounge area.

ROOM CHANGES

- Room changes are dependent upon the availability of spaces. The student initiating the change will be required to move.
- Room and roommate changes made without written approval from the Department of Residential Life will result in disciplinary action and may require that you move back to your original room.

SPECIAL ACCOMMODATIONS

Students who require special accommodations 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 Residential Life Office, located in the Campus Center. The Residential Life Department will consult with Disability Services and Health Services regarding documentation of a disability and provision of accommodations. Following residence hall assignments each semester, the Housing Department will provide the Resident Manager 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.

Alternate forms of this material are available upon request. Please contact the Department of Residential Life.

PREGNANCY POLICY

Pregnant students may reside on campus during their pregnancy. Claflin's facilities are limited to single student housing and are unable to accommodate children in residence. If a student wishes to find suitable housing off campus, she should contact the Residential Life Office, located in the Campus Center (telephone number (803) 535-5651). 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 member will contact EMS for assistance if necessary. Call University Police if no Residence hall staff is available. If transportation to the hospital is required, the University Public Safety will either transport the student or call an ambulance. Ambulance transportation will be at the student's expense.

SEVERE WEATHER

Local radio and television stations announce tornado watches when the weather conditions are right for a tornado but none have been sighted, when a tornado has been sighted, and storm alerts when a severe thunderstorm is approaching. **Weather information can also be accessed via the University's website home page. All students are encouraged to sign up for the Panther Alert system. Please contact University Police for information.**

You should follow these procedures if there is a tornado or storm alert:

EMERGENCY LIST IS POSTED ON DOORS

1. Go to the lowest floor you can reach before high winds or the tornado strike.
2. Never use the fire alarm to alert fellow residents of a tornado!
3. Sit in central hallways with your arms folded over your face and head.
4. Stay away from the windows.
5. Leave corridor doors open.
6. Stay calm and do not panic.
7. Do not move until the tornado or storm is well out of the area.
8. 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.
9. Call 911 if emergency help is needed.

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

MAINTENANCE

Students are obligated to report any maintenance problems or safety hazards immediately on line in our Maintenance Request System (www.maintenanceconnection.com). All first time users have to set up an account and then create a work order. The instructions for both are on pages 42 and 43. Maintenance personnel are on duty beginning at 7 a.m. and may not always arrive at hours convenient to the students but they will complete the maintenance requested and you do not need to be present for work to be done. Residents should cooperate with all maintenance personnel so that repairs can be made as quickly as possible. If your request isn't completed within 48 hours, contact one of The Residence Hall Staff in your hall, give them the work order number and they will follow up with maintenance. The university is not responsible for any damage to a resident's personal property for any reason.

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 hall. Your belongings are not protected from theft, vandalism by any University Insurance. Items of value should be marked for identification and serial numbers recorded. **The University Public Safety Department has engraving tools available for students' use.** The University does not provide theft or damage insurance for residents; therefore each resident is encouraged to purchase some type of 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 University property that may cause damages to the room.** If this damage occurs, the resident will be charged.

ADVERTISING

All posters and signs advertising activities and events must be approved by the Office of the Assistant Vice President of Student Development and must be sponsored by recognized organizations. Posters may not exceed 14" X 22". Signs must be approved by the Resident Manager before placing them on the residence hall bulletin board 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.**

Upperclassmen residents with vehicles must have a campus decal displayed in window at all times.

VACATION PERIODS

The residence halls are closed during the Thanksgiving, Christmas, and Spring Break vacations. **All students must vacate the residence hall by 6:00 p.m. on the day designated by resident life staff for hall closing. Any resident requiring SPECIAL ACCOMMODATIONS MUST BE APPROVED by the Assistant Vice President/Director of Residential Life two (2) weeks prior to leave.**

ROOM ENTRY

A Residential Life Staff member may conduct a general room inspection for fire safety, maintenance checks, head counts, 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 has been violated.**

Entry into a Student's Room for Maintenance Purposes

Maintenance personnel may enter a student's room with or without the presence of a Staff Member in order to perform maintenance or to determine maintenance needs. The University wants to protect the safety of all residents on campus.

PETS

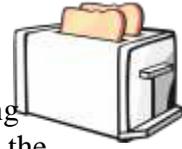
Animals are not permitted in the residence halls, with the exception of service or assistance animals in accordance with applicable local, state, and national laws.

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 \$50 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 1.8 amperage), computer, radios, stereo, television, blenders, 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, hot plate, sandwich makers/grills, crock pot, BBQ grill and other cooking appliances. 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-college employees is prohibited.**
- Radio or television antennae or cable/satellite dishes 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 (x5444), immediately.
- Do not allow unescorted or unidentified individuals to enter or loiter in the residence hall.
- 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 your or your roommate's, lost or stolen keys to your hall manager.

The Internet

Resident students can now have *free* access to the internet and establish an e-mail account without using a telephone or a modem. Wi-Fi is now available in all residence facilities. Access to the internet is *free* to all residents

1. 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. Any student

requiring the use of an Ethernet Cord, one can be obtained from the Resident Manager.

- 2 If you need information or have any questions, stop by JST room 108 or call x5441.

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 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

Vandalism/Damage Charges Continue

Replacement	Cost
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	\$25.00
Room/Smoke Detector	\$50.00
Room Not Cleaned	\$50.00/minimum
Shower Hooks	\$10.00
Shower Curtain	\$25.00
Sink Light/Globe	\$50.00
Sink Mirror	\$25.00
Sink w/Fixture	\$230.00
Smoke Detector	\$50.00
Smoke Detector Battery	\$16.00
Spring Board	\$80.00
Technology Jack	\$25.00
Telephone Jack	\$25.00
Thermostat Knob	\$80.00
Toilet	\$200.00 or replacement cost
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**

Clafin University Cable TV

For your viewing pleasure, your room has cable TV access to 56 channels

BROADCAST CABLE

Channel Service

2	WCSC Charleston CBS
3	WIS Columbia NBC
4	WKTC (My TV)
5	WOLO (ABC)
6	WACH (FOX)
7	Video Marketplace
10	TV Guide Network
11	ETV SC
13	WZRB (CW)

Channel Service

33	CNN
34	HLN
35	CNBC
36	MSNBE
37	FOX NEWS
39	HGTV
40	FOOD NETWORK
41	ANIMAL PLANET
42.	DISCOVERY
43.	TLC
44.	VH1 CLASSIC
45.	HISTORY
46.	A&E
47.	BRAVO
48.	AMC
49.	TURNER CLASSIC MOVIES
50.	LIFETIME
51.	TBN
52.	HALLMARK CHANNEL
53.	INSPIRATIONAL NETWORK
54.	FX
55.	TV LAND
56.	E!
57.	COMEDY CENTRAL
58.	SYFY
59.	MTV
60.	VH1
61.	BET
63	TVGN

CABLE TIER

14	QVC
15	HSN
16	NICKELODEON
17	CARTOON NETWORK
18	DISNEY
20	ABC FAMILY
21	SPORTSOUTH
22	NATIONAL GEOGRAPHIC
23	TNT
24	TBS
25	USA NETWORK
26	ESPN
27	ESPN2
28	NICK JR.
29	VERSUS
31	FOX SPORTS AROLINAS
32	WEATHER CHANNEL

Roommate Contract

All roommates have difficulty living together at some point. It is usually one of the most valuable experiences people recall from their days in college--but it doesn't always feel fun at the time. Some people choose to try for a single room, and that's fine, but there are benefits to having worked things out with a roommate. If you ever plan to get married, have children, or have a life partner/roommate the negotiation skills learned in sharing a small space with a roommate may be invaluable. Below you will find a Roommate Bill of Rights and a Roommate Contract. Please sit down with your roommate BEFORE you have a problem and fill out the contract. Feel free to adapt it to fit your needs and your room!

Roommate Bill of Rights

1. The right to read and study free from undue disturbance.
2. The right to sleep without disturbance from noise, guests, or roommates.
3. The right to expect that a roommate will respect one's personal belongings.
4. The right to a clean environment.
5. The right to free access to one's room.
6. The right to personal privacy.
7. The right to host guests while respecting the rights of roommates and other residents.
8. The right to be free from intimidation, physical, and/or emotional harm.

Roommate Agreement

As roommates, we realize that this room will be our home for the coming academic year. In order to keep harmony, we have discussed and have reached decisions on the following issues. Regarding the use of our room:

The times we designate as quiet, study times are _____

The times we designate for noise (i.e. social, TV, CD player, fun) are

Guests are welcome during the following hours: _ _____

Overnight guests are welcome under the following conditions or on the following nights: _____

Regarding sleeping times and rising times (lights, etc.) we decided:

About room key sharing and locking the door we decided: _____

About open windows and temperature: _____

Regarding the use of things in our room:

For lending and borrowing of personal items (i.e. toiletries, clothes, pens) we decided: _____

For using/caring for the larger items in our room (i.e. TV, stereo, fish tanks, microwave, and fridge) we decided:

For purchasing/sharing of food we decided: _____

Our wall space (for decorating, etc.) will be used _____

We decided the following about room cleaning, recycling/garbage disposal, etc.

Regarding personal habits.....

About our own personal hygiene (showers, etc.) _____

About noxious odors (smoking, incense, loads of dirty laundry): _____

About personal habits (meditation, alcohol, drug use, etc.): _____

Other: _____

Communication is the key to getting along as roommates. A positive communication system is one that involves being honest with each other, without being harsh or rude, being open, and allowing for the sharing of frustrations. Re-negotiating items when needed is a right of both roommates! The most rewarding relationship is one that facilitates not only a good relationship as roommates, but also a good relationship as community-mates!

Roommate Signature Date Roommate Signature Date

Roommate Signature Date Roommate Signature Date

(It is helpful to give a copy of this to your R.A. or Resident Manager to keep in case future roommate situations develop. They can use this to mediate concerns between you and your roommate, if you desire.)

**CLAFLINUNIVERSITY
DEPARTMENT OF RESIDENTIAL LIFE
HOUSING CONTRACT**

Residence Hall

Room/Suite #

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.

1. Parties:

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

2. Eligibility:

Any person who is an enrolled student at Claflin University 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.

3. Duration:

- a. **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.**
- b. 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.

4. 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.

5. Resident Agrees:

- a. Resident agrees to abide by the terms of this Contract.
- b. Resident agrees to observe all rules and regulations of Claflin University and the Department of Residential Life as listed in the Residential Life Handbook and University Student Handbook; This includes the Class Attendance Policy.
- c. Resident agrees to conduct himself/herself in a manner that allows for the quiet enjoyment of the residence halls by other residents.
- d. Resident agrees to comply with the official directive of all University Officials while in the operation of their duties.

6. Payments:

- a. **Failure of Resident to satisfy the financial obligations to the University will result in eviction from the residence halls.**
- b. A Confirmation fee for new students must be submitted prior to receiving a room assignment. This Confirmation fee will be applied to the student account.
- c. A non-refundable Housing Application Fee is required to apply for University Housing.

7. 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.

8. Room Assignment:

- a. The University will not discriminate in room assignment on the basis of race, color, creed, national origin, disability or status with regards to public assistance.
- b. Room assignments will be made according to the Department of Residential Life procedures and, when possible in accordance with preferences that the student request. No specific assignment based on Resident's request is guaranteed. Failure to honor preferences will not void this Contract.
- c. 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.
- d. Resident 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 Office of Student Development and Services.

9. Confirmation Fee is Non-refundable

10. Contract Release:

- a. 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:
 - 1) Non- admission, withdrawal, dismissal or graduation from the University.
 - 2) Serious medical or health problem which impedes the Resident's ability to fulfill the terms of the Residence Hall Contract.
 - 3) Marriage during contract term.
 - 4) Internships.
 - 5) Pregnancy
- b. The Director of Residential Life requires written documentation for all of these releases.
- c. Releases for the above reason will include the following costs:
 - 1) A prorated weekly charge for the period of time that a room was assigned and available to Resident.
 - 2) A charge for food service assigned and available to Resident.
 - 3) A \$30 administrative charge.
- d. If 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.
- e. **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.**

11. Contract Assignment

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

12. Food Services

- a. All contracts include board.
- a. Food service will be provided every day of the week except during semester and/or other breaks in the University academic calendar.
- b. A credit is not given for meals missed.

13. Check -in and Check-out:

- a. 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 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.
- b. 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. Resident is financially responsible for any such damages.
- c. Residents must check-out and vacate the room within 24 hours after a loss of student status. In case of contract release, Resident must check-out and vacate the room within 24 hours of Contract release, last final examination or by the established hall closing time for the semester, whichever comes first.

- d. Failure to properly check-out of the room, including an improper room change, will result in the assessment of a \$150 charge in addition to any other damage charges.

14. 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, quietude, and when there are reasonable grounds to suspect that laws or University policies are being violated by the Resident.

15. 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. Insurance applications are available in the residence hall office.

- 16. Resident is 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.

- 17. **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.

18. 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 RESIDENT BEGINS OCCUPANCY. _____(initial)

_____	_____	_____
Student Signature	Department of Res. Life Staff	Parent’s Signature
_____	_____	_____
Date	Date	Date

Instructions for InSite – Maintenance Request System (Signing up for the first time)

- 1) Go to <http://www.maintenanceconnection.com/mcv18/online/>
- 2) After choosing to sign up for the first time, in the new screen, make sure that “I am not a member of Maintenance Connection is selected, then click “OK.”
- 3) Enter the “Connection Key:” **10171001**
- 4) In the spaces provided, complete the Profile Info
 - a. First Name
 - b. Last Name
 - c. E-mail Address
 - d. Language
- 5) Choose a Member ID and Password (You must enter your password twice)
- 6) Choose a Security Question and type in your answer.
- 7) In the “Specify your Repair Center” drop down box, make sure that “Facilities” is selected.
- 8) Read the “Terms of Use” and click in the box for “I have read and accept the terms of use.”
- 9) Click “OK”
- 10) From here, an e-mail will be sent to the system administrator, who will finalize creation of your account. Once the account creation has been finalized, you will receive an e-mail stating that your registration is complete.

Other Helpful Information

- You may also check on the status of work orders from the system, using the “Service Request Status” option on the left hand side of the screen.
- E-mails will be sent to you once work requests are closed in the system.
- From the home page, you can Update your profile, Change your password, etc.

Instructions for InSite – Maintenance Request System (Work Order Creation)

- 1) Go to <http://www.maintenanceconnection.com/mcv18/online/>
- 2) If you have registered, and remember your username and password, please enter them.
 - a. If you have not registered for access to the new system (Implemented in June, 2011), please click on the “Click Here” next to “Need to sign up for the first time?” Then see step 13 below.
 - b. If you have registered, but cannot remember your password, Please click on the “Click Here” next to the “Did you forget your password?”
 - c. Please note that if you make three attempts to sign on with an incorrect password, the system will lock the username, and it generally takes two to three business days to get the username re-set.
- 3) If you have registered, and remember your username and password, please enter them.
- 4) In the pop up window, click on Service Requester.
- 5) The system should automatically open to the “Submit Service Request” screen. If not, please click on the Submit Service Request at the top left of the screen.
- 6) Once in the “Submit Service Request” screen, from the first drop down box (Asset) choose the appropriate building.
- 7) The system will then provide a new drop down box. From this drop down box, you can choose the floor.
- 8) A third drop down box will appear. From here, you can choose the exact location: i.e. room number.
- 9) Now, you will go to the “Problem” drop down box. This will allow you to choose a trade or problem code (i.e.: Carpentry, Toilet, Cold, Hot, Leak-Plumbing, etc.)
- 10) Next, in the “Short Description” box, please type out a description of the repair or maintenance needed.
 - a. NOTE: Please only report one repair per work order. In the past, we have received carpentry, plumbing, and electrical requests on the same work order. This makes the work order extremely hard to assign and track completion, as the individual tasks may be assigned to different technicians.
- 11) Click “Submit.” You will only need to click the Submit button once. Depending on server and connection speeds, it may take a moment to refresh the screen. Clicking the Submit button more than once will generate multiple work orders.
- 12) Congratulations! You have just submitted a Maintenance Request.

InSite System Information (Q&A)

Q) What happens to my request once it is submitted?

A) The request is sent to the System Administrators and Managers, These are the Sodexo Assistant GM, Administrative Assistant, and Maintenance Manager. They review the request, and assign it to the appropriate technician.

Q) How does the Technician know they have a work order?

A) The work orders are sent to their phones. Also, Work Orders are reviewed in the Morning Huddle with the technicians. For Housekeeping associates, paper work orders are generated and distributed to the Housekeeping Supervisors.

Q) How do the work orders get “Closed?”

A) Once the technician has completed the work order, they mark the work order “Complete” on their phones. The System Administrator and Managers are then able to go into the system to close out the work order. This gives us the ability to review notes, add notes, etc. If a paper work order has been created, the paper work order is turned in to the System Administrator, and they are able to close the work order out in the system.

CLAFLIN UNIVERSITY
400 Magnolia Street
Orangeburg, South Carolina



The World Needs Visionaries

ACADEMIC CALENDAR
2016 – 2017

FALL SEMESTER 2016

- August 13 - Saturday - Residence Halls open for new students, 8:00 a.m.
August 14 - Sunday - Orientation for new students. Freshman Parting Ceremony.
August 15-16 - Monday-Tuesday - Freshman testing and registration.
August 17 - Wednesday - Faculty return. Faculty/Staff Institute 9:00 a.m.
August 18 - Thursday - Residence Halls open for returning students, 8:00 a.m.
August 18-19 - Thursday-Friday - On-campus registration for returning students.
Thursday 8:00 a.m.- 8:00 p.m. Friday 9:00 a.m. – 5:00 p.m.
August 21 - Sunday - Freshman Confirmation Ceremony, W. V. Middleton Fine Arts Center – 4:00 p.m.
August 22 - Monday - Classes begin. Late Registration begins.
August 29 - Monday – Last day to register and/or add classes. Classes Purged for students not cleared.
September 5 - Monday - Labor Day Holiday, Classes suspended/ University closed.
September 6 - Tuesday - University open/Classes resume.
September 8 - Thursday - Matriculation Day, 11:00 a.m. – Classes suspended from 10:30 a.m. until 2:00 p.m.
September 15 - Thursday - Constitution Day Assembly.
September 19-23 - Monday – Friday - Week of “Early Warning” for students.

October 10-14 - Monday–Friday - Mid-Semester Examinations (Scheduled by the instructors).

October 14 - Friday - Senior Thesis Due for December Graduates.

October 17-18 - Monday-Tuesday - Fall Break, Classes suspended/University open.

October 17 - Monday - Last day for instructors to submit grade changes for Spring 2016 and Summer 2016.

October 20-21 - Thursday–Friday - Senior Exit Examinations.

October 21 - Friday - Last day for withdrawing from classes without penalty (WF or WP).

October 21 - Friday - Last day to file for Graduation for December 2016 and May 2017.

October 24 - Monday - Advisement and Registration for Spring 2017 and Summer begins.

November 8 - Tuesday - Election Day. Classes Suspended. University Closed.

November 9 - Wednesday - University open/Classes Resume.

November 13-20 - Sunday-Sunday - Homecoming Week.

November 18 - Friday - Presidential Scholarship Gala.

November 19 - Saturday - Homecoming

November 20 - Sunday - Founders' Day Convocation.

November 22 - Tuesday - Residence Halls close at 6:00 p.m. for Thanksgiving Holidays.

November 23-25 - Wednesday–Friday - Thanksgiving Holidays, Classes suspended. University closed.

November 27 - Sunday - Residence Halls Reopen 1:00 p.m.

November 28 - Monday - University open/Classes resume.

December 2 - Friday - Last day of class.

December 5 - Monday - Reading Day

December 6-10 - Tuesday-Saturday - Final Examinations for Undergraduates, Graduate students and Continuing and Professional Studies students.

December 10 - Saturday - Residence Halls close for Christmas break at 6:00 p.m. (All Students).

December 21 - Wednesday - University closed for Christmas break at 5:00 p.m.

SPRING SEMESTER 2017

January 4 - Wednesday - University Offices and Library open.

January 4 - Wednesday - Faculty/Staff Institute, 8:30 – 9:30 a.m.

January 4 - Wednesday - 12:00 p.m. Residence Halls open for new students.

January 5 - Thursday - 9:00 a.m. – 12:00 p.m. Testing for new students.

School/Department Faculty Meetings. 2:00 – 5:00 p.m. Registration for new students.

January 5 - Thursday - Residence Halls open for returning students (8:00 a.m.).

January 5-6 - Thursday-Friday - Registration continues for all students (Thursday 8:00 a.m. – 5:00 p.m.; Friday, Revised March 28, 2016 8:00 a.m. – 5:00 p.m.).

January 9 - Monday - Classes begin. Late Registration begins.

January 16 - Monday - Dr. Martin Luther King, Jr. Holiday. University closed.

January 17 - Tuesday - University open/Classes resume. Last day to register and/or add classes. Classes Purged for students not cleared.

January 19 - Thursday - Spring Convocation, Classes suspended from 10:30 a.m. until 2:00 p.m.

January 30-February 3 - Monday–Friday - Week of “Early Warning” for students.

February 5-11 - Sunday–Saturday - Religious Emphasis Week.

February 18 - Saturday - TRIO Day.

February 27-March 3 - Monday–Friday - Mid-Semester Examinations (Scheduled by the instructors).

March 3 - Friday - Residence Halls close for Spring Break at 6:00 P.M. University Open.

March 6 - Monday - Last day for instructors to submit grade changes for Fall 2016.

March 6-10 - Monday-Friday - Spring Break. Classes Suspended. University Open.

March 12 - Sunday - Residence Halls Reopen 12:00 p.m.

March 13 - Monday - Classes Resume all students. Senior Thesis Due for May Graduates. Last day to add courses for the 2nd CE/DC

March 16-17 - Thursday-Friday - Senior Exit Examinations.

March 22 - Wednesday - Last day for withdrawing from classes without Penalty (WF or WP).

March 22 - Wednesday - Advisement and registration for Summer 2017 and Fall 2017 continues.

March 27 - Monday - Alpha Kappa Mu Honor Society Induction.

March 27–March 30 - Monday–Thursday - University Honors Week.

March 28 - Tuesday - Honors and Awards Convocation. Classes suspended from 10:30 a.m. until 2:00 p.m.

April 3-6 - Monday-Thursday - Honors College Week.

April 3-9 - Monday-Sunday - CALA-Bash (Claflin's Arts and Letters Annual Bash).

April 14 - Friday - Good Friday. Classes suspended. University Closed.

April 16 - Sunday - Easter Sunday.

April 17 - Monday - University open/Classes resume.

April 28 - Friday - Last Day of Classes.

May 1 - Monday - Reading Day.

May 2-6 - Tuesday-Saturday - Final Examinations for Undergraduates, Graduate students and Continuing and Professional Studies students.

May 6 - Saturday - Residence Halls close for students not participating in Commencement, 6:00 p.m.

May 8-12 - Monday-Friday - Senior Week Activities.

May 12 - Friday - Baccalaureate Services.

May 13 - Saturday - Commencement Convocation.

May 13 - Saturday - Residence Halls close, 4:00 p.m.

SUMMER 2017

Undergraduate Programs

Classes during the summer session meet daily from Monday through Thursday

May 22- June 27, 2017

Class Times

7:30-9:30 a.m.

9:45-11:45 a.m.

12:45-2:45 p.m.

3:00-5:00 p.m.

March 22-May 19 - Wednesday–Friday - Advisement and Registration.

May 21 - Sunday - Residence Halls open at 1:00 p.m.

May 22 - Monday - Classes begin at 7:30 a.m. Late Registration begins.

May 23 - Tuesday - Last day to add classes.

May 29 - Monday - Memorial Day. University Closed/Classes Suspended.

May 30 - Tuesday - University open/Classes resume.

June 6 - Tuesday - Last day to drop classes.

June 26-27 - Monday-Tuesday - Final Examinations.

June 27 - Tuesday - Residence Halls close at 6:00 p.m.

Second Summer Session

June 12–July 21

This session will accommodate Special Programs i.e. Summer Programs, Panther Academy, etc.

SUMMER 2017

Graduate Programs

Class Times

6:00-9:30 p.m. for 3 semester hour classes

5:30-10:00 p.m. for 4 semester hour classes

March 22–May 5 - Wednesday–Friday - Advisement and Registration.

May 8 - Monday - Classes begin. Last day for summer session registration.

May 9 - Tuesday - Last day to add classes.

May 29 - Monday - Memorial Day, University. Closed/Classes Suspended.

May 30 - Tuesday - University Open/Classes resume.

June 16 - Friday - Last day to drop classes.

July 4 - Tuesday - Independence day Holiday, University closed.

July 5 - Wednesday - University open/Classes resume.

July 24-July 29 - Monday-Saturday - Final Examinations

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, Laymen Hall, Room 109 x5341

Assistant Vice President for Student Development and Services/

Director of Residential Life

Mr. Devin Randolph, Campus Center, Room 114 x5301

Coordinator Residential Life Services (Central Office)

Ms. Luvette Haigler, Campus Center, Room 115 x5651

Administrative Assistant, Residential Life

Mrs. Yulonda Wilson Campus Center, Room 113 x5330

Claflin University Campus Police

Chief Steven Pearson,

Lower Level High Rise Residence Hall x5434

Director, Freshmen College

Cynthia D. Duncan Joseph, Director,

Bowen Hall, Room 130 x5284

Senior Staff Nurse, Health Department

Ms. RaMonica Willis x5328

Director, Counseling Services

Mrs. Sadie Jarvis, Corson Hall, Room 111 x5285

Academic Student Support Coordinator,

Mrs. Konist Davis Johnson

Coordinator of Student Activities x5591

Director, Career Services

Mrs. Carolyn Snell, Corson Hall, Room 134 x5338

Director, Financial Aid

<i>Mrs. Terria Williams, Corson Hall, Room 143</i>	x5720
<i>Director, Academic Student Support Dr. Denver Malcom-Key, Corson Hall</i>	x5478
<i>Business Office Administrative Assistant Accounting, Ms. Louise Keitt</i>	
<i>Provost, Academic Affairs Chief Academic Officer, Dr. Karl S. Wright</i>	x5417
<i>Dean, School of Business Dr. Charles W. Richardson</i>	x5207
<i>Interim Dean, Associate Professor, School of Education Dr. Ronald Speight</i>	x5225
<i>Dean, School of Humanities & Social Sciences Dr. Donald Gene Pace</i>	x5679
<i>Dean, School of Natural Sciences Dr. Verlie A. Tisdale</i>	x5433