

RESIDENCE LIFE 2011-2012



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WELCOME

Dear Student:

We are excited you have chosen Charleston Southern University as the next step in your educational journey. We know you will be an asset to our campus, and we look forward to your participation in many of our campus programs.

Living on campus will certainly provide you many new experiences. You will have the opportunity to make new friends, face new challenges and develop memories that will last you a lifetime. We feel that all of these are important parts of a quality educational experience.

Please take time to look through this booklet. The information was provided by CSU students, alumni and residence life staff members to assist you as you prepare for life in the residence halls.

If we can answer additional questions or assist you in any way, please give us a call. We know this is an exciting new adventure for you, and we want it to be special.

Sincerely,
Rick Brewer, PhD
Vice President for Student Affairs & Athletics

Living on Campus
Residence Life

In keeping with the mission of CSU, the Office of Residence Life strives to create an environment that is conducive to the intellectual, emotional, spiritual and relational well-being of each residential student. Integration of faith in learning, leading and serving are elements that produce opportunities for Residence Life to partner in building a thriving learning community within our dorms.

The Residence Life office is located on the first floor, short wing of Russell West. Times of operation are 8 a.m. until 5 p.m., Monday through Friday. The telephone numbers are 843-863-7104 or 843- 863-7103.

Change in Full-Time Status: The Dean of Students, considering all appropriate prevailing circumstances, will review and make a determination of the continued eligibility for campus housing of students who cease to retain full-time status during a major semester.

Residence Halls

Russell West (Men and Women)

- Russell West first and second floors are designated for returning women. The first floor, short hall is also designated for Residence Life offices as well as Campus Security offices. The short hall on the second floor houses Counseling & Disability Services and U.S. Air Force ROTC. The third floor houses new male residents. Laundry rooms are located on the first floor, long hall and the third floor, short hall. Russell West has two lounges: a social lounge on the third floor and a study lounge on the second floor.

Russell East (Women)

- Russell East has three floors designated for new students. There are two social lounges located on the second and third floors. Russell East has laundry rooms on the first and third floors.

Women's North and Women's South (Women)

- North and South are designated for freshmen, returning and transfer residents. There are social lounges located on the second and third floors of each residence hall. The second floor lounges are attached to kitchens equipped with sinks and microwaves. Laundry rooms are located on the third floors of each building.

Littlejohn Parlor

- Littlejohn Parlor is the largest social lounge in the residence halls and connects Women's North and Women's South. This lounge contains snack and drink machines, a change machine, and a Security booth.

The Quads (Men)

- Quads 1, 2 and 3 are designated for housing men. Each quad has a laundry room. Quad 1 is designated new male students. Quad 2 is designated for freshmen, returning and transfer residents. Quad 2 also has two social lounges and an outdoor volleyball court. Quad 3 houses returning residents.

Residence Hall Check In/Check Out

Each student must officially check in and out with the appropriate housing official at the beginning and end of each semester. Moving into a residence hall without going through the proper procedure will result in a \$50 fine. Improper check out will result in a \$100 fine. These fines apply to early or late check ins/check outs without prior approval. All students must be properly checked out 24 hours after their last exam. Any items left behind when a student checks out for the summer, when not returning for the next session, or when student has not completed a waiver will be considered abandoned and discarded. The University will not be accountable for these items. If a student is required to stay on campus for commencement, he or she must be checked out by 5 p.m. the day of commencement.

HOUSING POLICY

Living within the campus community is an important aspect of a student's personal development and education. Research continues to demonstrate that students who live on campus benefit in a number of ways. In fact, students who live on campus beyond their freshman year:

- Are more likely to persist and graduate
- Gain more interpersonal contacts with faculty and peers
- Experience greater personal growth and development
- Have higher academic engagement and grade point average
- Have higher social-interpersonal engagement
- Participate more in out-of-class activities
- Have more positive and inclusive attitudes and openness to diversity
- Find more satisfaction with their undergraduate experience

(Source: How College Affects Students: A Third Decade of Research by Ernest Pascarella and Patrick Terenzini. San Francisco: Jossey-Bass Publishers, 2005)

For this reason, all students under 20 years of age who are enrolled as full time students and classified as dependent (except veterans and married couples) must live on campus.

Students must reach the age of 20 *prior to* the start of a major semester to reside off campus.

Students may reside with their parents, grandparents, or aunts/uncles provided their permanent address is in the Charleston area for tax purposes. Relatives must be of a "reasonable" parental age. Also, students who have lived in the residence halls for four (4) consecutive major semesters, but who still have not reached 20 years of age will be considered for an exception.

These are the only exceptions that will be considered and other requests that do not meet the above criteria *will not be approved*. Failure to follow this policy will result in the student being billed for the cost of the room and board.

For further questions about this policy, contact the Dean of Students office at (843) 863-8008.

Residence Life Coordinators (RLCs)

RLCs are full-time CSU staff members who supervise the student resident directors and student resident assistants in the performance of their duties and are responsible for all

aspects of the residence life system. The RLCs act on behalf of the Director of Residence Life in his absence and are the primary facilitators of all residence hall programs. The RLCs are present to assist students with any problems that may arise in the residence halls.

Resident Advisors (RAs)

On every floor of every residence hall there is at least one RA. An RA is a student member of the staff of the Residence Life department. The RAs are selected on the basis of their ability and desire to develop the counseling, advising and leadership skills necessary to create an effective learning environment. RAs are responsible for assisting students in making a smooth adjustment to campus life, enforcing rules and policies, providing answers to questions, issuing supplies, handling student problems, facilitating residence hall programs, and many other duties which may arise in the residence halls.

Room Assignments

(NEW, READMIT and TRANSFER STUDENTS)

All residence hall floors are single gender. New students will receive housing applications in late April each year. Room assignments will be made beginning in May and on an ongoing basis thereafter. Every effort is made to match roommates based on the information provided on the roommate questionnaire and individual discussions with CSU's enrollment counselors. At the end of the first two weeks there is an open room switch should problems arise. By this time most people have made some new friends, or problems between roommates have been worked out. Permission to change rooms must be approved by the Director of Residence Life prior to the move.

Room Changes

After the first two weeks of the fall semester and after preregistration for spring semester, students are given the opportunity to change rooms and/or roommates at a time designated by the residence life office. Students may NOT move into any room other than the one assigned to him/her without approval of the RLC or Director of Residence Life. Violation of this policy could result in a fine and/or immediate withdrawal from campus housing. The University reserves the right to move a student to another room upon proper notification.

Further, if a student wants to change his/her room assignment during the academic year he/she must do it through a written request. Requests must be given to the requestor's RLC. The RLC and RA will then make a recommendation to the Director of Residence Life. The Director of Residence Life will only entertain the request after peer mediation exercises have been attempted.

Room Design

Residence hall rooms are arranged in spacious suites. Each room is joined by a bathroom and has cable TV/Internet access, a private telephone line with voice mail and heating and air-conditioning.

Each room has a tiled floor, a window and two closets. The room is furnished with beds, chairs, desks, a dresser and venetian blinds. The windows are 65.5 inches long and 49.5 inches wide. Dimensions of the rooms are 11'5" to 15'5" by 18'7" to 22'.

Room Health and Wellness Inspection

Frequency based upon class standing-i.e., Freshmen, Sophomores, etc.

*Freshmen - twice a month.

*Sophomores-Minimum once a month - poor performance = twice a month

*Juniors-Once a month- poor performance may require additional inspections.

*Seniors-Once a semester- poor performance may require additional inspections.

Occupant with highest class standing determines level of inspection.

Penalties:

*1st = warning and reinspection within 24 hrs.

*2nd = \$50.00 fine & more frequent room inspections.

Students notified 24 hours in advance of scheduled inspections.

Room Registration

IF YOU PLAN TO LIVE ON CAMPUS THIS SEMESTER YOU MUST SIGN UP IN ADVANCE FOR A ROOM. YOU WILL NOT BE AUTOMATICALLY PLACED IN A ROOM.

This is required for every student that wishes to continue to reside on campus, even new, readmit and transfer students...

Students are required to:

1. Be sure that all accounts with the business office are clear.
2. Register for Fall/Spring semester classes and retain proof of registration via class schedule.
3. New students pay a \$200 room deposit; \$100 will be applied to your housing bill each semester. Returning students pay \$100.00 room deposit to the business office and retain the receipt. This deposit will be applied to your Fall housing bill upon occupancy.
4. Bring both your class schedule and deposit receipt to your RLC's office when you register for housing.

CSU's residence life office will post a schedule with date, time and location for room registration (by academic class) accordingly.

Room Search and Seizure

Authorized representatives of CSU shall have the right to enter any space at any time for the purpose of: inspecting for cleanliness, orderliness, maintenance of space and equipment, assessing damages, investigating possible infractions and enforcement of University rules and regulations. No one, other than authorized representatives of the University, shall enter a student's room without the resident student's permission. Individuals are responsible at all times for articles or substances present, whether brought to their room by themselves or others. Neither students nor their personal belongings, vehicles or residence hall rooms shall be subject to arbitrary searches. If, however, reasonable suspicion exists to believe that a search will reveal that University regulations or public laws are being violated by the presence on campus of a prohibited substance, article, or individual, a search for such substance, article, or individual may be conducted by any member of the University administration or staff, including resident assistants and security personnel. Reasonable suspicion includes, but is not limited to, words, actions, or anonymous tips, which are suspicious in the opinion of an official. Charleston Southern University reserves the right to use drug detection canines to

preserve the safety, health and welfare of the University campus.

Residence Hall Information

Air-Conditioning/Heating

- Every residence hall room is equipped with an air-conditioning/heater unit.

Banking Services

Located nearby campus:

- First Citizens Bank with an ATM
- Bank of America ATM
- South Carolina Federal Credit Union ATM in CSU's Strom Thurmond Center

Bicycles, Skateboards, Roller Blades, etc., Policy

Failure to comply with this policy could impede the safety of self and/or others and therefore result in disciplinary action:

1. Any student who chooses to operate these conveyances does so at his/her own risk.
2. Although not mandatory, the use of protective gear such as helmets, knee and elbow pads and wrist guards is highly encouraged to avoid bodily injury.
3. The use of these conveyances is strictly prohibited inside all buildings on CSU property, including Littlejohn Parlor, the lobby of the Strom Thurmond Center, lobbies of classroom buildings and the breezeway connecting Russell East and West.
4. Parking of bicycles is limited to bicycle racks located near the buildings or inside individual dorm rooms. Bicycles found parked in public access buildings will be removed. It is permissible to park bicycles under the stairs in the Quads. Bicycles parked in such a way that they may endanger pedestrians will be removed.
5. Operators must yield the right-of-way to pedestrians.
6. Operation on the roads should be limited to essential travel, such as crossing or short-term travel from one destination to another. Recreational skateboarding or roller-blading is not permitted on the roads.

Blinds

- Blinds are provided for all residence hall rooms.

BUC ALERT EMERGENCY INFORMATION SYSTEM

The University uses an emergency response system to alert students, parents, faculty and staff when a credible threat has been identified. This is a reminder that all students should register to receive these notifications if you have not already done so. You may register for alerts to be sent to your room phone, your cell phone, your parent's home phone or cell phone, your e-mail account, or text messages. To register or to update your information, go to MyCSU on our website and log in with your CSU Identification # and your PIN.

Cable

All residence hall rooms have cable television access free of charge. Students are responsible for their own cable connection from the wall to their television.

Campus Security

Charleston Southern University provides **24-hour security patrols on campus**. Coverage utilizes a combination of trained professional University and contracted security officers. Although the University makes every reasonable effort to provide a safe and secure environment, it is up to each individual to exercise due care at all times to protect his/her personal safety.

For **on-campus emergencies, 20#** may be called from any CSU landline phone. From your cell phone or an **off-campus phone dial 843-553-5896** for emergencies. A crime-stopper's program has also been implemented to give students the opportunity to share information regarding campus crime without being identified. Anyone may submit a crime-stoppers report anonymously through the Website.

Campus Security Precautions

1. Residents should keep their rooms (suites and outside doors) and vehicles locked at all times.
2. Retain possession of your keys. Do not loan them out.
3. Report lost or stolen items immediately to the campus security office. Fill out a theft report regardless of the amount or value of the items lost.
4. Record the serial number of any item of value.
5. Mark any item with an identification mark and keep a record of it.
6. Cooperate with the residence hall staff, campus security and police.
7. It is advisable that you purchase insurance for your possessions; the University is not liable for lost or stolen items.
8. Textbooks are items of value; students should mark their books

Cars/Parking

Resident students are allowed to bring cars on campus. The University guarantees one parking space per resident student. Student parking decals are available in the campus security office for a minimal fee. Each car must have a decal, which is valid for one calendar year commencing in August. Students must abide by all rules and regulations concerning vehicles on campus and pay attention to where they are allowed to park. Failure to follow prescribed parking may result in the vehicle being towed, wheel locked, ticketed or the loss of on-campus driving privileges.

Change Machines

Dollar bill changers are located next to the vending machines in Littlejohn Parlor and outside the Bookstore in the Strom Thurmond Center. See the business office for refunds. All vending machines accept dollar bills for products. Occasionally, machines break down. Vendors normally make repairs within 48 hours of reporting. You are encouraged to call residence life to report any malfunctions (7104).

Change of Address

Any change of permanent address and/or telephone number should be reported immediately to the residence life office and registrar's office, located on the second floor of the Strom Thurmond Center.

Chapel Attendance

The purpose of Chapel is to promote spiritual enrichment among the CSU community. The objectives of Chapel are to:

- provide Christ-centered programs through music, drama, and message;
- provide an atmosphere conducive to the growth of Christian fellowship;
- lead the CSU community through significant times of personal and corporate worship;
- provide opportunities for evangelism challenging the campus community to experience God's love and forgiveness through a personal relationship with Jesus Christ;
- complement the discipleship programs sponsored by CSU Campus Ministries;
- introduce examples and techniques of personal faith development; and
- encourage an overall enthusiasm for campus life at CSU.

All full-time day students (with 12 credit hours or more) are required to fulfill the Chapel attendance requirement (this includes students who have recently converted to full-time day status after having attended Charleston Southern University as part-time or evening students). The system for meeting the Chapel requirement is as follows:

All Students must earn an average of six (6) Chapel Enrichment Units (nonacademic credit), to a maximum total of 48, for every semester that they are enrolled as a full-time student in order to be eligible to graduate from Charleston Southern University. These units are independent of the 125 academic credits needed for graduation. A student may satisfy this requirement by one or a combination of the following options:

1. Attend regularly scheduled Chapels offered eight Wednesdays per semester at 11:00 a.m. (one unit per program) during the fall and spring semesters.
2. Satisfactorily complete **up to three** of the approved academic courses listed below (three units per course). A student may earn three credit hours and get three Chapel units for each of the three courses selected.

Religion

[323 - Philosophy of Religion](#)

Sociology/Religion	<u>324 - Sociology of Religion</u> / <u>324 - Sociology of Religion</u>
Religion	<u>329 - World Religions</u>
Psychology/Religion	<u>340 - Psychology of Religious Experience</u> / <u>340 - Psychology of Religious Experience</u>
Religion	<u>417 - History of Religion in America</u>
Religion	<u>423 - Christian Ethics</u>

For instance, a student who is graduating after attending Charleston Southern University for four years as a full-time day student would need forty-eight (48) Chapel Enrichment Units to graduate.

Church Services

All students are encouraged to attend the church of their choice. There are many churches of all denominations within a few minutes driving time. Many have special programs for college students. Representatives from area churches will be on campus during the first week of school to meet students and make arrangements for those who need transportation. If you have any questions about transportation to church, you may contact the campus ministries office at 863-7218.

The University also provides a Sunday church service on campus periodically throughout the year. Elevate, a program sponsored by Campus Ministries, is available each Thursday at 8 p.m. In addition, the campus ministry program sponsors several bible study groups.

Cooking

Thermostatically controlled coffeepots, popcorn poppers, and low ampere microwave ovens are permitted in the residence halls. Due to fire safety and sanitation regulations, no other types of cooking equipment are allowed, including cookers, hot plates, etc.

Copiers

Copiers for student use are located on the first floor of the L. Mendel Rivers Library. Copies are 10 cents each.

Custodial Staff

The custodial staff who work in the residence halls are contracted through the University's physical plant department. Please contact the physical plant at 7575 or call the residence life office at either 7104 or 7103.

Damage Policy

Students are responsible for the condition of their rooms and the public areas of the residence halls. If damage occurs for which no one assumes responsibility, charges will be divided among residents of the room or suite. Damage to the hall will be charged to everyone on the

hall. Charges for damage to public areas of a residence hall will be divided among residents of the entire hall. Damage as a result of a guest's behavior will be charged to the host. Anyone witnessing damage should report it to the nearest RA, RD, RLC, campus safety officer or call the residence life office at 7104 or 7103.

***No food shall be placed down the dorm room sinks. Students will be charged for the cost of repairs and could be fined between \$75 and \$100 if it is determined that the plugged drainpipe was caused by food being put down the drains.**

Dart Boards

Dartboard sets are not allowed in the residence halls. Violations will result in the confiscation of the board and darts, and a \$25 dollar fine per person will be assessed.

Dress Code

In keeping with the ideals of CSU, each student is expected to dress neatly and appropriately at all times. Clothing displaying alcohol graphics, descriptions, or logos inconsistent with CSU's Christian mission is also not permissible. Because cleaning crews and maintenance individuals are frequently in the halls, each student must be appropriately dressed when using the hallways, stairwells, when a visitor is present during Open House or when room doors are left open.

Earthquake Procedures

In the event of an earthquake and a student is inside, he/she should stay inside; if the student is outside, he/she should stay outside. If indoors, take cover under a heavy desk, table, in a supported doorway, or alongside an inside wall. Stay away from glass. If outdoors, move away from buildings and any utility wires.

Emergency Phones

Give your exact location and the nature of the emergency.

Locations

1. Physical Plant Side of Art Lab
2. Back Side of Quad 1
3. Front Side of Quad 3
4. Back Side of Library
5. Reflection Pond Side of Science Building
6. Parking Lot Side of Science Building
7. Parking Lot Side of Wingo/Norris
8. Parking Lot Side of Ashby/Jones
9. Parking Lot Side of Wingo Nursing Building
10. Parking Lot Side of Hunter Reception
11. Communications Building by Pool
12. Reflection Pond Side of Strom Thurmond
13. Softball Field End of Russell West
14. Russell Side of Women's North
15. Parking Lot Side of Women's North
16. Softball Field Side of Women's South
17. Baseball Field Press Box
18. Parking Lot Side of Field House

Escort Policy

Security escorts are available for any location on campus. If a student requires an escort, he/she should dial 20# from any campus landline phone and give his/her location and destination. Students are encouraged to use this service and not walk alone after dark. Escorts are uniformed officers who are easily visible.

Fire Prevention/Safety

Every residence hall room is equipped with a smoke detector. Procedures for fire alarms/drills are listed on the back of each door. Students are expected to be familiar with and follow these procedures in case an alarm should sound. The following regulations are in accordance with recommendations from the State Fire Marshall:

- CSU policy prohibits smoking on-campus.
- No cooking, except by approved methods, is allowed in the residence halls
- Ironing is permitted only on an ironing board
- All exits must be cleared of obstructions at all times
- Only flame proof curtains and drapes are permitted in the residence hall rooms
- Hanging items from a light fixture is not allowed
- No burning of incense or candles is permitted

Firearms and Explosives

Students shall not possess any type of firearm, flammable liquid or explosive on campus anywhere, anytime. This includes hunting rifles, target weapons, handguns, BB guns, airsoft guns, hunting knives, bottle rockets, roman candles, etc. Possession or use of firearms and explosives, including fireworks and bottle bombs, will result in disciplinary action and may include expulsion from the University.

Exceptions: The above restrictions do not apply to **Sworn Police Officers** and to persons authorized to carry concealed weapons pursuant to Section 16-23-430, Article 4, Chapter 31, Title 23, Code of Laws of South Carolina, 1976, when the weapon remains inside an attended or locked motor vehicle and is secured in a closed glove compartment, closed console, closed trunk or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle. Anyone bringing weapons to campus may be asked to produce their legally issued "Concealed Weapons" permit. Removal of the weapon from the security of the vehicle while on campus regardless of the reason is a felony violation of the law and a violation of Charleston Southern University's Student Code of Conduct.

Furniture - Moving Of

University-owned furniture may not be moved without prior written permission from the Director of Residence Life. This includes room, lobby and lounge furniture. Students moving furniture without permission will be subject to a \$100 fine. The university provides basic dormitory furniture (including but not limited to a bed, desk and dresser). Students are prohibited from bringing additional or replacement furniture for their room. Three-person rooms are furnished with one bunk bed set and one twin bed. The bunk bed set must remain bunked to meet fire code standards.

Guests

Guests must be of the same gender as the occupant. A Guest Registration Card from the residence life office must be completed at least 24 hours prior to the guest's arrival on campus. Overnight guests may spend a weekend night (Friday and Saturday) provided satisfactory sleeping arrangements have been worked out with your roommate, suitemates, or hallmates. No guests are allowed during exam week. Guests will not be allowed to stay in any room unless one of the occupants of that room is present. Exceptions to this policy may be granted by the Director of Residence Life. No babysitting is allowed in Residence Halls.

Hanging Pictures and Posters

Pictures and posters on the walls of residence hall rooms may not: contain advertisement for alcoholic beverages, be pornographic in nature or offensive to others, or present subject matter that contradicts CSU's Christian mission. Due to hall construction, nails are not permitted. The resident assistant can provide guidance on the most effective means of hanging pictures and posters.

Hurricanes

When a hurricane warning has been issued for the area, the campus will be closed and all curricular and extracurricular activities canceled. In the event of a hurricane, remain indoors and away from windows.

Insects

The University sprays on a regular basis, but there are several things students can do to prevent insect problems:

- Call the Physical Plant at x7576 for a pest control appointment
- Keep snacks in tightly covered containers
- Do not leave food in the hall kitchen
- Do not allow damp or dirty clothes to accumulate
- Do not allow trash to remain in rooms longer than one week

Items You May Want To Bring

- Flashlight
- Twin size sheets and bedspread
- Pillow
- Towels and washcloths
- Bath mat
- Alarm clock
- Fire resistant curtains and rod
- Drying rack for clothes
- Broom/dust pan

- Wastebasket
- Iron and portable ironing board
- Stereo, DVD player, TV
- Personal computer
- Airtight containers for snacks
- Low amp. microwave
- Refrigerator (no larger than 3.5 cubic feet)
- First Aid Kit
- Sewing Kit
- Surge Protected Power Strips only - No extension cords

Items Not Permissible in CSU's Residence Halls

- Pets
- Hot plates or any open burner device (including cookers, toasters, toaster ovens and grills)
- Guns (including BB guns and airsoft guns), metal point darts, knives or any object that could be used as a weapon
- Electric blankets
- Electric heaters
- Flammables
- Candles or Incense
- Paintball guns

Keys

Each resident will be issued a key when checking into his/her room. Keys should not be loaned to anyone else. There will be a \$75 charge for lost keys.

Laundry Rooms

Each residence hall is equipped with coin-operated laundry facilities. Problems with machines should be reported to the residence life office at either 7104 or 7103. Students should remain with their laundry in the laundry room. Should money get lost in the laundry machines, contact the business office to obtain a refund.

Lost and Found

Lost and Found is located in the residence life office on the first floor of Russell West.

Lounges

There are lounges located in Russell East and West, Women's North and South and Quad 2. Anyone visiting a lounge must show a picture I.D. to the desk attendant, and the visitor's name will be logged in. Lounges are open daily for coed visitation from 8 a.m. until 3 a.m. Students are responsible for ensuring that their guests comply with University policy and will be held accountable for the behavior of their guests. Public display of affection and lying on

the furniture are not allowed. Sitting on the backs and arms of chairs and sofas and on the tops of tables is prohibited. Profanity and rough or loud play will not be tolerated. Anyone who violates the residence hall lounge policy will be subject to sanctions determined by House Council.

Mail

An on-campus post office is located on the first floor of the Strom Thurmond Center. All resident students are required to have a campus post office box. There is no charge for mail sent to any on-campus address. Most services of a regular post office are available on-campus at current U.S. postal prices. A \$15 charge will be incurred for lost keys.

Your mailing address is:

Your Name
Charleston Southern University
CSU Box ____
PO Box 118087
Charleston, SC 29423-8087

Married Student Housing

Married student apartments are limited and are available on a first-come basis. One of the tenants must maintain full-time status during the fall and spring semesters for the contract period. Married students with a child will only be granted housing privileges until the child reaches nine months of age.

Maymester Housing

Students are only allowed to occupy the residence halls during Maymester if they meet one of the following criteria:

1. They are required by their athletic team to be here to participate in practice and/or competition;
2. They are registered for a Maymester class.

Nonvisitation Policy

Residents' rooms and hallways are off limits to persons of the opposite sex at all times other than designated Open House nights. Only designated lounges are to be used for visiting in the residence halls. The only exceptions are check in and check out days when it is permissible before 5 p.m. Permission from the RLC is required. Violators of this regulation shall be subject to immediate disciplinary action.

Open House Policy

Charleston Southern University makes available an Open House program from 6 p.m. until 11 p.m. on Monday, Wednesday, Friday and Saturday evenings. Complete rules are posted at each residence hall check-in station and lounge. Failure to comply with the Open House program will result in the loss of Open House privileges. Open House days and times are subject to change.

Pets

Pets, with the exception of fish, are not allowed in the residence halls. This includes birds, cats, dogs, hamsters, reptiles, etc.

Pregnancy

Due to health and safety concerns, students who are pregnant are permitted to live in campus housing only through the end of the second trimester. This does not apply to residents of married student housing. Exceptions to the housing refund policy will be dealt with on an individual basis.

Private Rooms

If space is available, students not on disciplinary probation may apply for private rooms on a first-come basis. First priority will be given to students with documented medical conditions. The private room fee is \$500.00 per semester and must be paid in full to the business office cashier prior to room registration. The receipt must be given to the student's residence life coordinator during the room registration period each semester. The residence life department reserves the right not to guarantee the availability of private rooms.

Quiet Hours

Reasonable quiet should be maintained at all times in the residence halls and public lounges. Reasonable quiet means that noise in one's room or area should be maintained at a level which cannot be heard by persons in another room or area. Quiet hours are in effect from midnight - 8 a.m. nightly.

Refrigerators

Students may bring their own refrigerator (no larger than 3.5 cubic feet).

Roofs/Ledges

Students are not allowed on the roofs/ledges of any campus building. Violators will be subject to disciplinary action.

Sexual Assault

Rape is a general term used to describe any sexual act against your will or without your consent. About half of all rapes and sexual assaults are committed by someone known to the victim. Many of these are termed "date rapes" (when a woman is coerced into unwanted sexual activity by her date). Just as in the case of preventing or stopping rape by a stranger, common sense and assertiveness are important. Rape is rape; and whether or not you know the rapist doesn't make it any less a rape. If someone you know makes unwanted advances, don't be afraid to resist strongly. If you say "NO," do whatever is necessary to get the point across. If you are going out on a blind date, or with someone you met casually, you might ask yourself a few questions such as: Do I know anything about this person? Where are we

going? Do I have enough money to get back home and/or to campus by myself? Will other people be around? Does anyone else know where I am going? A little advance thought may prevent you from finding yourself in a vulnerable situation later.

If you are raped or sexually assaulted while a student at CSU, you should seek medical attention (even if there are no injuries). Call campus security if the incident occurred on campus at 20#; if off campus 911, Charleston Memorial Hospital at 577-0660 or contact (PAR) People against Rape, the local rape crisis center (24-hour counseling and support for survivors of rape) at 722-7273. You can seek support anytime following the incident (or incidences) from the following campus resources:

Counseling Center, Russell West, 2nd floor	843-863-8010
Campus Security, Russell West 1st Floor	843-863-7103
Dean of Students, Strom Thurmond Center	843-863-8008
A trusted friend, faculty or staff member	

A copy of CSU's campus sexual assault policy and procedures can be obtained from the Dean of Student's office or campus security office.

Solicitation

No person or organization, excluding Charleston Southern University students and/or properly chartered student organizations, shall be allowed to solicit on campus without prior approval from the Vice President for Business Affairs.

Speakers

Any individual, committee, organization or other group desiring to bring a speaker to campus must obtain prior approval from the Dean of Students.

Student Employment

Student Employment Office is located in Hunter Reception Center. This office provides placement services for students in a variety of campus employment opportunities. This office will also assist students with any questions concerning student employment payroll. Call 863-7016 for further information.

Tobacco-Free Policy

CSU is a South Carolina DHEC Model Smoke-free Campus. According to the U.S. Surgeon General's Report of 2006, the Environmental Protection Agency Report of 1992, the South Carolina Clean Indoor Act of 1990, and the Federal Pro-Children Act of 1994, tobacco use and exposure to secondhand smoke are hazardous to the health of human beings. The EPA reports that secondhand smoke is responsible for an estimated 53,000 deaths per year in nonsmokers. In light of these findings, and in keeping with the University's mission and vision, Charleston Southern University became entirely Tobacco-free effective **August 1, 2009**.

Tobacco use is prohibited on all university grounds, both outdoors and indoors and within business-owned or leased vehicles. This includes all offices, hallways, waiting rooms, restrooms, meeting rooms and all other grounds and properties of Charleston Southern University. This policy is in effect **24 hours a day, seven days per week**. Charleston Southern University prohibits the use of all tobacco products or paraphernalia, including but not limited to, cigarettes, cigars, pipes, bidis, kreteks, smokeless tobacco and snuff by all students, faculty, staff and visitors. The sale of tobacco products is prohibited on Charleston Southern University campus, as is the delivery of any tobacco product by any means of a delivery service of any kind.

Voice Mail

Each residence hall room is equipped with a modular telephone jack. Students are responsible for providing their own telephone. Basic local service and voicemail is available at no charge.

Withdrawal from Campus Housing

If a residential student moves into campus housing then chooses to move out prior to drop/add a prorated daily charge will be assessed. If a residential student withdraws from the University the student has 24 hours to check out of their dorm room.

If a student decides to withdraw from campus housing during the semester, he/she must follow these procedures:

1. Make an appointment with the RLC to complete the residence hall withdrawal form. A charge will be assessed for any and all damages found in the room. The room must be emptied of all personal belongings prior to check out.
2. Any student failing to return the key upon checking out will be charged \$100. The student ID card must be turned in to the RLC or housing office.
3. No refund is made if the occupant vacates before the end of the semester. A prorated refund will be made for meals not taken after official withdrawal from the residence hall. The refund will become effective the first Friday after withdrawal.

Useful Services

Blackboard

CSU provides access to Blackboard. Students can log in to their Blackboard account by using the following user name: Student ID number without leading zeros and password: pin number. The Blackboard and MyCSU passwords are linked. Students cannot change their password on Blackboard. Password changes must be made within MyCSU. Once the password has been changed in MyCSU, please allow 30 minutes for the change to take effect on Blackboard. If you are having trouble accessing your Blackboard account, please contact Administrative Services at 843-863-8093. Professors who augment their instruction with Blackboard will provide students with an overview of how to use Blackboard.

Bookstore

New textbooks may be returned for a refund within 15 days of the beginning of a semester. Exchanges can be made within 21 days of the start of classes, provided that: Books are unused, in new sellable condition, with no markings; present a corresponding dated cash register receipt; any text in shrink wrap must be returned in shrink wrap. Used textbooks may be returned for a refund or exchanged within 21 days of the start of classes provided the customer has the dated receipt. Return dates will be posted for summer terms and accelerated classes. Bookstore hours are as posted.

Park/Pool Complex

The University park and pool complex is available for the use of any CSU student. Students are required to show a current I.D. Each student is allowed one guest, and the guest must have a picture I.D. The facilities are maintained by the Rec. Services in the Brewer Center. For information, hours of operation and usage policies call 863-7880. For special event reservation information contact the campus events coordinator at 863-7980. Pool hours vary depending upon the season and who may be on campus. Check with the rec. services office for current hours.

Recreational Services

Charleston Southern University is dedicated to physical wellness as well as academic excellence. For exercise/fitness there is the Brewer Wellness Center, which houses a full service health club with treadmills, stair-steppers, ergonomic-cycles, elliptical cross-trainers, a full circuit strength system and free-weights. The Brewer Center is also home to the Intramural Activities Gymnasium, which supports various programs; aerobics, intramural sports and recreational use for the students, faculty and staff.

Brewer Center Eligibility - All students, faculty and staff of Charleston Southern University are eligible to use the Brewer Center with a CSU I.D. Students/faculty & staff are allowed one guest. (GUEST MUST HAVE A PICTURE I.D. & MUST BE SIGNED IN BY THE BREWER CENTER STAFF).

Intramural Sports/Activities - All students/faculty & staff with a current CSU I.D. card can participate in Intramural Sports/Activities. Sign-ups for intramural sports or activities are done at the front desk of the Brewer Center. Calendars for the dates and times of all Intramural Sports/Activities may be picked up either at the Brewer Center or in the recreation office. Recreational Services offers many fun and social intramural sports designed for on-campus and commuting students. Intramural activities emphasize group spirit and the enjoyment of sports in a less competitive atmosphere. This is a great opportunity for students to have fun, meet new people, try new sports and get physically fit.

It's very easy to get involved. Intramural sports are available throughout the year. Help us support these events by sharing your ideas and encouraging others to have fun.

To be eligible to play, participants must be current CSU students, faculty or staff. Only registered students or staff/faculty are eligible to participate.

For more information about intramural programs and events, call the Brewer Center at 843-863-7888 or stop by the recreation office.