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RESIDENCE LIFE

RESIDENCE LIFE is committed to providing for its’ students a safe, comfortable living and learning environment with the opportunity for communal study, shared responsibility, cooperative and congenial living, self management and group cohesiveness. To be effective, residents must treat each other with mutual respect, support, trust and interdependence, recognizing the strengths and limitations of others.

Residence Life is an integral part of the Shaw University educational experience. Although freshmen and sophomores are required to live on campus all students are encouraged to do so. Living on campus is an exciting experience, which offers a unique opportunity to learn and grow as an individual in the Shaw University community.

OPERATIONAL SCHEDULE

The residence hall opening coincides with the date of registration for new and returning students and closes on the day immediately following the last scheduled exam at the end of the semester. Residence Halls close at 5:00 p.m. on Saturday for all students including seniors following graduation exercises. Students are responsible for making travel arrangements to accommodate campus closing dates. Residence halls will not be open to students before or after the established opening and closing times announced.

ABOUT US

Each Residence Hall has a staff that is committed to helping you adjust to community style living. Residence Hall staffs consist of the following members: Residence Manager, Residence Counselors, and Resident Assistants (RA). As a member of the residence hall community, you have the responsibility of working with your neighbors to help maintain a peaceful, safe, and comfortable environment that support the pursuit of academics.

The Residence Halls at Shaw University are designed to support, enhance, complement and expand the college experience by providing a living environment that is conducive to learning. Currently there are two male and two female residence halls.
THE FLEMING-KEE MEN’S RESIDENCE HALL (underclassmen)

The Fleming- Kee Men’s Residence Hall is a nine story male residence hall erected in 1970 that houses 375 students in double and triple occupancies rooms. It is equipped with bathrooms and showers, a lounge area on each floor and two elevators. Student room sizes are double 12’ X 16’ and 15’ X 16’ triple occupancies. Student rooms are also fully furnished with standard beds, mattresses, desks, chairs and closets. Each room equipped with individual telephone lines, internet access and one cable outlet. Vending machines, microwave, computer lab, and a lounge with cable TV services are located on the first floor. This residence hall is predominately assigned to freshmen and sophomores. Cooking and smoking is prohibited.

THE NEWSOME WOMEN’S RESIDENCE HALL (Underclassmen)

Newsome Women’s Residence Hall was erected in 1967, designed to house a maximum of 412 female students. This nine floor high rise air conditioned building has bathrooms and showers on each floor and two elevators for easy access to the top. Laundry facilities, vending machines, microwave, computer lab, and a lounge with cable TV services are located on the first floor. Student room sizes are 12’ X 16’ and triple occupancies 15’ X 16’ and furnished with standard beds, mattresses, desks, chairs and closets. Rooms are also equipped with individual telephone lines, internet access and cable. This residence hall is predominately assigned to freshmen and sophomores. Cooking and smoking is prohibited.

TALBERT O. SHAW LIVING LEARNING CENTER MEN’S HALL (upperclassmen/honors)

Talbert O. Shaw Living Learning Center Men’s Hall was erected in 1995 designed to house a maximum of 150 male students. This three story high residence hall is an air conditioned building and has bathrooms and showers on each floor and two elevators for easy access to the top. Laundry facilities, vending machines, microwave, computer lab, and a lounge with cable TV services are located on the first floor. There is also a lounge area on each floor. Student room sizes are 12’ X 16’ and furnished with standard beds, mattresses, desks, chairs and closets. Rooms are also equipped with individual telephone lines, internet access and cable.
telephone lines, internet access and cable. This residence hall is predominately assigned to Junior and Seniors. Cooking and smoking is prohibited. The Talbert O. Shaw Living Learning Center Men’s Residence Hall is under the management of Ellen Pinckney and staffed with Resident Counselors and Resident Advisors (RA) that provide desk duty coverage 24 hour 7 days a week.

**TALBERT O. SHAW LIVING LEARNING CENTER WOMEN’S HALL (upperclassmen/honors)**

Talbert O. Shaw Living Learning Center Women’s Hall was erected in 1995, designed to house a maximum of 300 female students. This five-story high residence hall is an air conditioned building and has bathrooms and showers on each floor and two elevators for easy access to the top. Laundry facilities, vending machines, microwave, computer lab, and a lounge with cable TV services are located on the first floor. There is also a lounge area on each floor. Student room sizes are 12’ X 16’ and furnished with standard beds, mattresses, desks, chairs and closets. Rooms are also equipped with individual telephone lines, Internet access and cable. This residence hall is predominately assigned to Junior and seniors. Cooking and smoking is prohibited. The Talbert O. Shaw Living Learning Center Women’s Residence Hall is under the management of Michael Umeadi and staffed with Resident Counselors and Resident Advisors (RA) that provide desk duty coverage 24 hour 7 days a week.
To: NEW, TRANSFER and RE-ADMIT STUDENTS

From: Agnes Baxter
Director, Residence Life and Judicial Affairs

RE: General Housing information

WELCOME TO SHAW UNIVERSITY! The Division of Student Affairs and the Office of Residence Life/Student Housing looks forward to a positive experience as you matriculate and make the campus living and learning environment your home! All freshman and sophomore students are required to live on campus and must complete a Housing Reservation Form, a Student Information Form (enclosed) and submit a $100.00 non-refundable housing fee. Forms cannot be processed without the required fee. If a student meets the following criteria he/she may request in writing permission to live off campus:

- Live with a parent or legal guardian within fifty miles of campus
- Are 21 years of age
- Married
- Have dependent children who will live with you
- Are veterans with 180 or more consecutive days of military service

You will also find in this mailing a list of Suggested Items to Bring, Frequently Asked Questions, and information on optional Personal Property Insurance. In addition, please be aware of the following university policy:

- The University is a drug, weapon, alcohol and smoke free campus (smoking is not permitted within 100 feet of any building)
- The University enforces a ZERO Tolerance policy on fighting and weapons possession
- The use of cooking appliances in student rooms is strictly prohibited
- The university recognizes a general campus curfew of 12:30 a.m. on weekdays, Sunday - Thursday and 2:30 a.m. on Friday and Saturday
- Gang or gang-related activity is prohibited
- Freshmen may not bring cars to campus
- **ALL residence halls close** for Spring and Summer breaks

If you have any questions we encourage you to contact us via email or by phone. We look forward to and eagerly await you entry into the Shaw University Family!

Sincerely,

Agnes Baxter abaxter@shawu.edu
Director of Residence Life and Judicial Services
Frequently Asked Questions

These questions cover the basic information about living on campus. Additional questions should be directed to the Office of Residence Life.

Q: What should I bring with me?

A: Space is limited. Always talk to your roommate before making any decision about what to bring. Refer to this list for suggestions. Pay careful attention to items that are not allowed.

Q: What are the dimensions of the room?

A: Generally, all double rooms are approximately 12 feet by 16 feet. Triple rooms are approximately 15 feet by 16 feet and located only in the freshman halls (Dimple Newsome and Fleming-Kee residence halls).

Q: How is the room furnished?

A: Each double and triple room is furnished with:
- Single beds (standard twin size)
- Dressers
- Desks
- Desk chairs
- Closets or wardrobes

Q: Do you have any decorating tips?

A: Simple, inexpensive items can make the room more comfortable and add storage spaces.
- **Small trunks and foot lockers** are not only convenient for storing of season gear, but can also serve as end tables.
- **Maroon/garnet crates** can be stacked in various ways to serve as storage for books and other items.
- **Carpet samples** can be sewn together to make attractive and inexpensive scatter rugs.
- **Throw pillows** can add an inexpensive splash of color.
- **Posters** - travel, museum, movie, can brighten a room.
- **Favorite items** like pictures of family and friends, stuffed animals can make your room feel like home.
Twenty-four Things to Bring to College

1. Dust buster or Dust pan & Broom
2. Laundry basket
3. Laundry detergent
4. Quarters $10 or more
5. Basket for shower stuff
6. Soap dish
7. Flip-flops for shower
8. Lysol
9. Calendar
10. Masking Tape
11. Stamps
12. Waste basket
13. Telephone/Ethernet cord
14. Surge protectors with long cord
15. Computer
16. Iron and Ironing board
17. Flashlight
18. Umbrella
19. Standard twin sheets and pillows
20. Refrigerator (less than 4 cubic feet)
21. Fan
22. Scatter Rugs/rug
23. Television/cable cord/splitter
24. Alarm clock/radio
Eight Things to Leave at Home

1. Alcohol and drugs
2. Microwaves, George Foreman Grills, blenders, toasters (no cooking appliances)
3. Pets (small tank fish are permitted)
4. Any items usable as weapons
5. Candle and incense and any item lit with a match
6. Explosives
7. Tapestries and drapes
8. Cinder blocks

For additional information, please contact the Office of Residence Life at 919-546-8295

**IMPORTANT NUMBERS**

Dean of Students 919-546-8282
First Year Program 919-456-8384
Dimple Newsome Hall 919-546-8219
Fleming-Kee Hall 919-546-8212
TOS Women’s Hall 919-546-8513
TOS Men’s Hall 919-546-8509
Campus Security 919-546-8249
Student Activities 919-546-8298
Housing Office 919-546-8295
Health Center 919-546-8286
Counseling Center 919-546-8525
Financial Aid 919-546-8240
Registrar 919-546-8415
Admissions 919-546-8275

www.shawu.edu
1-800-214-6683

*Celebrating Excellence since 1865*
734 South Person Street * Raleigh, North Carolina 27601 * Phone 919-546-8295 or 546-8618
Residence Life Manual

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RESIDENCE LIFE is committed to providing for its’ students a safe, clean, and comfortable living-learning environment with the opportunity for communal study, shared responsibility, cooperative and congenial living, self management and group cohesiveness. To be effective, residents must treat each other with mutual respect, support, trust and interdependence, recognizing the strengths and limitations of others.

Resident Responsibilities
Shaw University recognizes the educational and social benefit derived from group living situations. It is important for you, the student to understand your rights as a student and your responsibility to others. It is your responsibility to follow the guidelines created to ensure that you the student have a living environment that complements the educational mission of the University, assisting you to pursue an education. As a member of the residential community you are expected to:

- Understand and comply with all rules, regulations and policies governing living in the residence halls;
- Act in a manner that demonstrates respect and consideration of fellow students and staff;
- Be aware of all rules, regulations, policies and procedures stated in this handbook, housing contract and Student Handbook.

Housing Contract
The Housing Contract is binding for the entire academic year. Freshmen and sophomores are required to live and eat on campus unless they:

- Live with a parent or legal guardian
- Are 21 years of age
- Are veterans with 180 or more consecutive days of military service
- Married or responsible for dependent individual(s)

The four (4) Residence Halls available to full-time students (12 or more credit hours academic year, 6 credit hours summer session) are:

- Dimple Newsome Hall – Main Campus houses female underclassmen
- Fleming/Kee Residence Hall – Main Campus houses male underclassmen
- Talbert O. Shaw Living/Learning Center Men’s Hall - Northeast campus houses male upperclassmen
- Talbert O. Shaw Living/Learning Center Women’s Hall – Northeast campus houses female upperclassmen

*Housing for honor students is located in the TOS Men and Women Halls.

Residence Hall Staff
The Residence Hall staff consists of staff and students who assist the residents with personal, social and academic development; they also help interpret University and Residence Hall regulations and procedures. The staff consists of:

- A Residence Hall Manager who is responsible for the daily operation of the Residence Hall.
- Resident Counselors, who assist with daily operation and provide programming
- Residence Advisors (RAs), who assist with all functions of the Residence Hall and are selected on the basis of leadership, maturity, experience, scholastics and have a desire to help students realize and attain their full potential.

**Student ID Process**

Students are issued an identification card upon completion of registration. These cards remain the property of the University. Students are required to carry identification cards at all times and be prepared to present them to faculty, staff, security, or administration upon request. Lost or stolen identification cards must be reported to the Office of Student Services. A $10.00 fee will be charged for a first time replacement and $50.00 thereafter for lost identification cards.

**Communication**

The Residence Halls utilizes Shaw University phone/voicemail, mailbox and internet service systems as its primary source for communicating relevant and important information to its residents. Upon checking into a residence hall room, students are assigned a phone number with voicemail. It is the students’ responsibility to set up this account as well as their SHAWBEARS.com e-mail account assigned to them by the University and to check them on a regular basis. Residents will be held accountable for all information communicated from the university to these systems. Please note: failure to attain a mailbox, properly set up voice-mail and University email accounts, and check them on a regular basis, does not absolve the resident from adhering to the information that is communicated by these systems.

**Housing Assignments**

New and Transfer students must submit a housing reservation form as part of the admissions process. Reservation forms are available online at www.shawu.edu (see Housing). Room assignments are made after financial clearance has been determined and are valid for one academic year. Returning students must submit a housing reservation form by June 1st for the following year. It is the responsibility of the student to inform the Residence Office of a change in status prior to moving off campus. If a student changes their status before the first day of classes they will be charged and administrative fee and/or daily charges whichever is greater otherwise there is no refund for housing charges unless they have withdrawn from school. to off campus they will be charged (prorated) for room and board will not be issued after the add drop date for each semester or summer session.

**Change of Residency Status**

A student must complete a cancellation of housing form prior to the first day of classes if they desire to change their status from on-campus to off-campus. Housing charges will be prorated for the amount of time on-campus. The student ID card must reflect the change. No change of residency to move off-campus will be approved after the first day of classes without approval from the Director of Residence Life.

A student must complete a change of status form if they desire to move on campus after the semester has begun. The student ID card must reflect the change. Prorated room and board charges will be added to the student’s account.

**Room Charges**

Room charges are included in the total tuition as room and board and can be found on the University Fee Sheet. Charges are standard for all residence halls but are subject to change. Students requiring a private room if approved will be charged the additional cost of the room fee as stated on the Fee Sheet.

**Room Assignments/Roommate requests**

The University reserves the right to assign rooms as appropriate and in the interest of safety and security for all students. Room assignments guarantee the student assignment to University housing; however it
does not guarantee a specific space, room assignment or roommate(s). Students may indicate a preference for a roommate(s). In order for roommate requests to be considered, it must be a mutual, written request and must be received from both parties. The University reserves the right to assign and reassign residence hall rooms, and may at its sole discretion terminate any residence hall room assignment. Students living in a multiple occupancy room must accommodate a new roommate assigned if the room drops below capacity.

**Room Changes**

In order to make administrative adjustments where necessary, there will be a 20-day room freeze at the beginning and end of each semester. New requests for roommate changes will not be processed during this time. Room changes due to roommate conflicts will not be permitted until after the students have attempted to reach an agreement through mediation with a Resident Advisor or Residence Life designee. Unauthorized room changes may result in administrative fines and/or referral to Judicial Affairs and/or other appropriate administrative action. Students may be administratively removed from their assigned residence hall if they demonstrate an inability to function in the group living environment. Any student making a room or roommate change, without prior approval from the Residence Supervisor, may be placed back in his/her previous assignment and may be subject to judicial action, including a $50.00 processing fee for moving without staff approval. The University makes room assignments without regard to age, color, creed, disability, marital status, national origin, race, and sexual orientation. Room assignments can be made to accommodate the preference of having a smoker or non-smoker which may affect compatibility as noted on the Housing Card. NOTE: Shaw University residence halls are smoke-free buildings; those students who smoke are required to smoke outside in the designated smoking areas away from the residence halls.

**Consolidations**

If vacancies exist in a residence hall room to which a student is assigned, residents without roommates may be required to move in together (consolidate). The Residence Office may assign, re-assign and adjust the occupancy of rooms at any time. The University consolidation policy serves to better meet the demand of students, decrease the number of room changes, open space for housing special groups during the year, and ensure maximum occupancy and efficiency of all residence hall room spaces. The Residence Office will determine who has a space in their room. In the case where two residents have vacancies in their respective rooms and wish to voluntarily consolidate together, the Residence Office will honor the voluntary consolidation. Administrative consolidation may require relocating one resident to another resident’s room.

**Roommate Conflicts**

Students experiencing roommate conflicts must work with the residence life hall staff to arrive at some agreeable solution. Before a room change will be granted, the roommates must attempt a resolution by taking the following steps:

1. Meet with their Resident Assistant.
2. Set up a meeting with the Residence Counselor and develop a roommate contract to abide by.
3. Meet with their Residence Director and show proof of attending a meeting with the Counselor.
4. If a student is not satisfied with the solution, the next step is to have group mediation.

If, in the judgment of Director/staff, roommates should not remain together, an “as needed” room change will be provided. If one of the students involved does not volunteer to move, both students may be required to move to other available rooms or spaces.

**Check-in/Checkout**

Access to an assigned room is given to occupants only during regular academic sessions, which require their presence on campus. Students are responsible for completing, and returning to the Residence Hall staff a key form, housing contract and data sheet upon check-in. The same forms are to be signed and keys returned upon check-out.
Improper Check-Out
Failure to properly check out will result in a fee of $50.00 as well as a $110.00 fee to replace the core of the door lock should the key not be returned. The Residence Office will bill the student's account to collect fees. A student who is dismissed or who voluntarily withdraws from the College has 24 hours in which to vacate the residence hall.

Break Housing
Shaw University requires all students to vacate the residence halls during semester break, spring break, and Christmas break, when the residence halls are officially closed. All students must have permission from the Residence Director of their Hall in order to be in the residence hall during closed periods and will be assessed a charge at a cost above and beyond the room fee as this period is not included in the room and board fee. This charge must be paid at the time of registration for said housing. Exceptions to this policy will be made for in-season athletes, at the request of the Athletic Director, and for other students participating in student-teaching, internships or other official University business.

Room Keys and Lockout Service
Residents will be issued a key for their use only. Keys may not be shared or loaned to other students. Students are required to carry a room key at all times. There is a $2.00 charge to students locked out of their rooms. Students who are locked out of their rooms may sign out a spare key with a VALID Shaw University ID. The spare key must be returned to the residence staff immediately after use. Students without a valid ID may be accompanied to their room by the residence staff person on duty if feasible. If a room key is lost the student will be charged the complete cost of a lock change. A spare key ($2.00) may be issued until a lock change can be facilitated.

Room Privacy
While respecting privacy, the University and its agents unconditionally reserve the right to enter and/or inspect, exterminate, perform repairs, improvements or the like to rooms at any time. These times may include but are not limited to:
- A request by the occupant
- Belief that a violation of University policy has occurred
- Search during emergency evacuation
- Belief that safety and/or well-being of the occupant are in question.

About Off Campus Living
Although Shaw University does not sponsor off-campus housing upperclassmen (or freshman or sophomores who meet specific criteria) who choose to live off campus must declare their status during the registration process. Students may not have dual status and must declare either on or off campus. Failure to declare a status may result in room and board charges being assessed to the student's account.

Personal Property Insurance
The University is not responsible for the loss of, damage to or theft of students’ personal property in residence hall rooms whether by fire, theft, or otherwise for the direct or consequential damages arising from interruption of any utility service provided by the University. Many family homeowners’ insurance policies provide coverage for the students’ property while at school. Residents may wish to purchase personal property insurance if they are not covered under a homeowners’ policy. Applications for Personal Property insurance may be picked up at the front desk of your Residence Hall.

Theft
Students are not allowed to take/use cell phones, video games, DVDs, clothes, credit cards or any other item that may belong to their roommates or hall mates. Individuals who do so may be suspended from school or be subject to other disciplinary actions.

**Electrical Appliances and Extension Cords**

The use of extension cords and unauthorized electrical appliances is prohibited. Only surge protected power strips may be used to connect appliances to electrical outlets. **The University assumes no responsibility for damage to personal property.** Use of extension cords and/or unauthorized appliances may result in confiscation and a fine may be assessed.

**Telephone Service, Cable Lines, Computer Lines**

All students who reside on campus are provided telephone, voicemail, internet service and cable TV at a reasonable cost which is included in tuition/fees. The University does not provide the actual instruments for service therefore students should bring the following items for use in their room:

- A personal telephone
- A 75-ohm coaxial cable wire
- A cable splitter
- A personal computer or laptop

For technical support, repairs to phone line, voicemail, or assistance with computer set-up, please call the Help Desk at 919-546-8587

**Laundry**

Coin-operated washers and dryers are located in the Dimple-Newsome Women’s Residence Hall on the main campus and are available to male students daily from 11:00 AM - 9:00 PM. Laundry facilities are also available in the TOSLLC Men's and Women’s Residence Halls on the Northeast sector of the campus. **The University assumes no liability for lost, stolen, or damaged items.**

**Housekeeping**

The housekeeping staff is only responsible for the restroom and common areas in the Residence Halls. Students are required to remove all personal items from the restrooms and dispose of their trash properly. Students are responsible for the cleanliness of their own rooms and expected to maintain a minimal level of neatness at all times.

**Damage/Community Damage**

Residents are held accountable for property destruction that occurs in their room and/or in the public areas of their residence hall. Residents may be charged for repair or replacement costs due to the removal of or destruction of property in their residence hall room/suite. Residents are responsible for their guest(s) and, therefore, could be held responsible for any damages incurred as a result of the actions of a guest. The student or students responsible for damage resulting from abuse of facilities, negligence, or means other than those attributed to normal wear and tear will be expected to assume the cost of repair or replacement. If the responsible individual or individuals are unknown, then the occupants of the residence hall room will be expected to assume the cost of the repair or replacement. Community damage will be divided among the residents and assessed to each individual student account. Any appeals to damage bills must be in writing to the Residence Office within 2 weeks for consideration. Community damage charges are not subject to appeal. **(Accidental) – A student may not be assessed a fine for damage if (1) he/she notifies a staff member immediately and (2) he/she accepts responsibility for the cost of the repair. (Student Room) – Occupants of a room will be held responsible for damage to their room. When two or more students occupy the same room and individual responsibility for damages to the**
room/furnishings cannot be determined, the damage charge will be assessed equally among those assigned to the room.

**Energy Conservation**

To reduce energy consumption, the University has initiated several energy conservation measures. University students and personnel are urged to turn off lights when not in use. In buildings that are centrally cooled and heated temperature is controlled by computer and requires that windows stay closed at all times. Any problems with heat or air should be reported to building management to be reported to physical plant for attention.

**Visitation Policy**

Visitation in the Residence Halls is a privilege, not a right. The University may cancel this privilege at any time if warranted. Students may participate in general and overnight guest visitation as outlined below. CO-ED-(CROSS-GENDER) visitation is permitted only on the TOSLLC Campus. Freshmen and sophomore students may not have guest of the opposite sex in their room. Only students who reside in the TOSLLC Men's and Women's Halls may participate in coed visitation. Students are responsible for the behavior of their guest during their visit. *Visitation will be cancelled during required University activities. Students found in violation of this policy are subject to loss of housing.*

**General Lobby Visitation**

- Monday-Sunday  12 noon-11:00 p.m. (Dimple Newsome/Fleming-Kee)
- Monday-Wednesday  12 noon-11:00 p.m. (TOSLLC Men and Women)

- *Opposite sex visitation, first floor lobby area only. Coed Visitation when approved is restricted to TOS Men and Women's Residence Halls only.*
  - Picture ID is required from all visitors
  - Visitors must sign log book upon entering Residence Halls
  - Children under 12 years old are not allowed to visit in student rooms
  - Babysitting is not allowed
  - Hair dressing and other forms of grooming is not allowed in lobby areas

**Overnight Visitation**

- Request must be made 48 hours prior to the overnight stay
- Request must be approved by the Residence Hall staff and roommate
- Guest must provide picture ID
- Guest must sign in with Residence Hall staff upon arrival
- Passes will be assigned to each guest
- Guest must sign out upon departure
- Guest of opposite sex may not stay overnight

**Coed Visitation Eligibility**

Coed visitation is a privilege granted to the residents of *TOS Men and Women Residence Halls* and does not include overnight stays. *Freshmen and sophomore students are not eligible to participate in coed visitation.*

Students who reside in these facilities are required to have attained a minimum of sixty (60) credit hours. All other assignments have been made based on approved, administrative decisions. Any student *not fiscally cleared or on social probation cannot participate.* Visitation may take place in a student room or in the common lobby area of the living floors.

**RIGHT TO NOT PARTICIPATE IN COED VISITATION**
Any student has the right to NOT participate in co-ed visitation. Any person making such a request, that **room cannot be used for visitation**. However, the person sharing the room may have visitation in the lobby area of their floor or the front lobby of the building.

**COED VISITATION 5:00PM – 10PM DAILY**  
(No overnight stays permitted by the opposite sex)

**COED VISITATION GUIDELINES**

1. **All** visitors must use the front entrance only and check in with the residence staff on duty.
2. Visitors must sign in and leave their student ID card at the reception desk with the staff member on duty. (Non-students will leave a driver’s license or another acceptable form of picture identification).
3. Host student must sign visitor in and accompany them from the reception area to the intended point of visitation.
4. The host may entertain only one guest at a time.
5. Host and visitor must be at least 18 years of age. (Staff may verify)
6. The host student must accompany visitor to check out at the end of visitation.
7. Visitors may not enter the private quarters of the residence hall without clearance from the Residence Hall staff.
8. Visitors are restricted to the room listed on the visitor’s sign-in log.
9. Visitors must be escorted to the **first floor lobby restrooms** by the host student.
10. Sexual activity of any nature is prohibited at all times on any property owned or operated by Shaw University.
11. Public display of affection policy will be enforced.
12. Announcements will be made beginning at 9:30p.m. through 10:00 stating closing time.
13. Students are responsible for the actions of their visitors. University Code of Conduct rules apply at all times. Flagrant violations of visitation guidelines could result in the cancellation of visitation privileges, cancellation of the resident’s housing contract, and/or other disciplinary sanction.

**COED VISITATION HOURS ARE AUTOMATICALLY CANCELLED ON EVENINGS WHEN THERE ARE UNIVERSITY-WIDE ACTIVITIES THAT STUDENTS ARE REQUIRED TO ATTEND OR OTHER TIMES WHEN DEEMED NECESSARY.**

**Curfew**

Curfew is observed in the Main Campus Residence Halls. The doors to the buildings are secured and campus grounds are vacated. During curfew there is no loitering on the “Quad” or first floor lobby areas of the Residence Halls. Students who repeatedly violate curfew can incur fines up to $100.00. Excessive violations (up to eight) may result in loss of housing. Curfew applies as follows:

Curfew applies as follows:

**Fleming-Kee/Dimple Newsome**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday – Thursday</td>
<td>12:30 a.m.</td>
</tr>
<tr>
<td>Friday – Saturday</td>
<td>2:30 a.m.</td>
</tr>
</tbody>
</table>

**TOSLLC Men/Women**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday – Saturday</td>
<td>2:30 a.m.</td>
</tr>
</tbody>
</table>
Work Permits
A work permit may be required for any student who works beyond curfew. The student must present written documentation from his/her employer to the Office of Student Services stating the scheduled work hours beyond curfew for approval before the permit is issued.

Campus Leave Policy
Students who leave campus overnight are required to sign the Residence Destination Log Book, which is located in the Residence Office. This policy is for the mutual protection of the student and the University.

Automobiles and Campus Parking
Freshmen are not permitted to have cars on campus without permission. All other students must purchase a decal and register their cars with Campus Police and Security. Only residents with valid “on-campus” parking decals will be permitted to park in the parking areas adjacent to the Residence Halls.

Resident Hall Vacation Closings
Consistent with the academic calendar all Residence Halls will close for Christmas and Spring Break. This period is not covered by room and board. Freshmen, sophomores and juniors must vacate the Residence Halls within 24 hours of their last exam. All students must make travel arrangements according to these closing dates. Residence halls close at 5:00pm the Saturday following the end of semester final examination period in December, May, and the summer session(s). Graduating seniors must vacate the Residence Halls by 5:00 on the Sunday following graduation.

During Christmas and Spring Break the Residence Halls close, however, students may request and sign an agreement to leave their property in their rooms, at their own risk. (This policy is subject to change) If the student does not return to school within seventy-two hours after classes begin, this property will be forfeited to the University. The University assumes no responsibility for lost, stolen or damaged property. Students are encouraged to purchase Personal Property and Fire Insurance. Brochures are located at the front desk of each Residence Hall.

Post Office
The University Post Office, located on the lower level of the Willie E. Gary Student Center, provides limited postal service and postal boxes for students. Students are responsible for obtaining a University mailbox to receive mail. Students may pick up mail, purchase stamps, mail letters and packages, and receive other window services from 11:00AM to 4:30PM, Monday through Friday. There is no mail service available on Saturday, Sunday or during holidays. The University is not responsible for undeliverable mail or correspondence resulting from the student’s failure to report a change in name or address. Inappropriate use of the US Postal Service may result in legal action from the Federal Government (see code of conduct violations).

Name and Address Changes
Students are responsible for notifying the University Registrar’s Office of changes to address and legal name changes. On-campus students are expected to keep updated Student Data Forms on file in the Residence Offices.
Residences Safety Policies and Regulations

1. All students desiring to live on campus must complete the required Housing Reservation Form and submit the required $100.00 non-refundable reservation fee. New freshmen receive priority consideration for on campus housing. Returning students must submit housing cards prior to July 1 for the upcoming semester to be considered for on campus housing. The University reserves the right to deny on campus housing if deemed necessary.

2. All resident students must sign a "Housing Contract" before occupying a room owned or operated by the University. This contract is binding and spells out the terms and conditions of occupancy. By signing the contract, students agree to the terms and conditions and any implied regulations. Persons found residing in the Residence Halls who are not Shaw students may be arrested for trespassing. Off-campus students who are found residing in Residence Halls will be assessed the cost of the period of occupancy and may be subject to University sanctions.

3. Where possible, roommate requests are honored by the Residence Supervisors, in keeping with the established procedures and the overall residence plan. Such requests must be made in writing and can be honored only at the beginning of the academic year. The Residence Director must approve any adjustment or change in room assignment.

4. **Keys are the property of the university and are not to be duplicated.** Lost keys are to be reported to the Residence Staff. The loss of keys or failure to return keys requires a complete lock change, the cost of which will be charged to the student involved. Students who leave the institution and fail to return room keys will not only be assessed the cost of the lock change, but may be denied "on campus" housing in the future.

5. Furniture must not be removed from any area of the Residence Hall without the permission of the Residence Staff. Room furniture, if moved must be put back in original place before checking out of the residence hall.

6. The occupants of each room are responsible for the appearance of the room. Students are required to keep their rooms clean and orderly, and are responsible for the conduct of their guests while they visit. The following codes must be adhered to in the maintenance of rooms:
   
   a. Nails, tacks, and screws must not be driven into the walls, doors, windows, or furniture.
   b. Smoking or evidence of smoking is not allowed in any Residence Hall. Students will be fined and may be sanctioned up to loss of housing
   c. Candles, incense, oil lamps or any other item requiring open flame, (lit with a match) is strictly prohibited in the residence hall.
   d. Clothing and other items such as flags, blankets, pictures and the like are not to be hung on curtain rods, taped or displayed on windows or ledges in any way to attract undue attention.
   e. Food must be kept in containers. Unprotected food items attract rodents and insects.
   f. Cooking appliances are strictly prohibited. This includes grills, toasters, ovens, hot plates, crock pots, electric frying pans, deep fryers, microwave ovens, blenders, and the like. Students found in possession of these or other appliances will be subjected to a $100.00 charge and have the item(s) confiscated.
   g. Extension cords are prohibited. Only surge-protected power strip are permitted. Use of extension cords may result in a $100.00 fine and confiscation.
   h. Only auto-shut-off irons are permitted. Use of non-auto-shutoff irons may result in fine and/or confiscation.
   i. All rooms are centrally cooled and heated. Students should keep their windows closed. Failure to do so subjects each room occupant to a $25.00 fine
   j. **PETS ARE NOT ALLOWED IN THE RESIDENCE HALLS.**

7. Room inspection will be conducted on a regular basis as determined by the residence staff. Official room inspection does not require that the occupants be present. The University reserves the right to inspect any room or any other portion of its premises at any time.

8. Trash from a student's room must be dumped in the designated trash cans located in common area lobbies. No trash should be dumped in bathroom trashcans. Cardboard boxes should be broken
down and disposed of outside in the dumpster. TVs, radios and other type items must be disposed of in outside dumpsters. Items left in rooms for disposal after vacating a room will result in a $50.00 charge which will be assessed to the responsible student and must be paid before receiving future housing.

9. "Quiet Hours" are 11:00 p.m.-10:00 a.m. in the Residence Halls. The "quiet hours policy guarantees individuals freedom from noise particularly during the late night and sleeping hours. Arts practice is prohibited at all times in the residence halls (i.e. practicing instruments, vocalizing, dancing, group exercising, stepping, cheerleading, etc.). Students who disregard this rule will be given a warning in the first instance. Persistent disregard will result in more severe sanctions, including possible loss of housing.

10. To maintain a safe, comfortable and quiet environment, playing sports, cheerleading or practicing musical instruments in the hallways and lobbies is not allowed.

Fire Safety Policies and Drills

Every student is expected to participate in fire drills and mandatory emergency evacuation drills. Evacuation of University buildings is mandatory when a fire alarm sounds. This regulation is an order from the state Fire Marshal. Lack of cooperation constitutes grounds for denial of campus housing. Evacuation procedures and routes are posted on each floor by all exits in the Residence Halls. Failure to evacuate a building or to comply with instructions during a fire/fire drill evacuation, sending false fire alarms or tampering with fire safety equipment or systems is a violation of state statutes and punishable by law and will result in disciplinary action. **Incense, candles, and items requiring open flame for operation are PROHIBITED in Residence Halls.**

Prevention

Shaw University students are required to abide by regulations prescribed by the state Fire Marshal, Shaw University Campus Police, and Physical Plant Office. Disciplinary measures will be administered against any student who violates these regulations.

1. Tampering with firefighting equipment when no emergency exists endangers occupants and damages property. Any person suspected of sending a false alarm will be referred to the Associate Vice President for Student Affairs for appropriate judicial action.
2. University housing foyers, stair landings, and hallways will be kept clear of unauthorized items such as furniture, curtains, bicycles, and storage containers. No item may be placed in such a way that emergency evacuation of the building is impeded.
3. Hallway and stairwell doors provide a critical barrier to the spread of smoke and heat. These doors should not be propped or blocked open at any time.
4. Christmas trees must not be placed indoor any longer than 14 days prior to the end of the Fall Semester. All trees must be removed from the Residence Halls before occupants vacate at the end of the Fall Semester. All trees shall be made of or treated with flame retardant material and maintained flame resistant regardless to height.
5. No flammable liquids are permitted inside University buildings, in personal vehicles on the campus, or in University vehicles.
6. Candles incense, or open-flame devices are not permitted inside University buildings.

Setting Fires

Because of the threat of safety and damage to property, setting fires for any reason is considered felony arson. A person found to have set a fire will receive the appropriate disciplinary sanction and will be subject to prosecution in accordance with local, state, and federal laws.

False Alarms

False Alarms are a violation of fire and safety codes. Any student caught tampering with fire safety equipment will receive disciplinary sanction, be fined in accordance with the Fire Department a $500.00 charge and be recommended for loss of housing.
Security in Residence Halls

All doors in the Residence Halls are equipped with alarm systems for the safety and security of the occupants. Students are required to use the front door at all times. Any student who places the lives or safety of others in jeopardy by admitting unauthorized persons through the exit, or by manipulating doors so that such persons may gain entrance will be dismissed from the University.

1. Visitors at Residence Halls must enter and exit by the main entrance to the hall.
2. Residents who leave by the locked security doors are responsible for making certain that the doors is in a locked position.
3. Propping doors open for any reason will result in disciplinary action.
4. Residents are urged to lock room windows and doors during periods of absence and at night.
5. Windows in air-conditioned buildings should remain closed at all times.
6. All repairs should be reported to the University Department of Campus Police and the Office of Residence Life.
7. For personal safety, windows on ground floors that may be accessible should be kept locked at all times.

Any student who observes a potentially dangerous situation or has been the victim of a crime should report this circumstance immediately to Campus Police and Security. The role and assistance of students in their own safety both inside and outside University buildings is an integral part of maintaining a safe campus.

Roof Access

Access to the roofs to the residence halls and all other buildings under the University’s auspices is prohibited at all times.

Personal Property Security

Students should refrain from bringing items of considerable value to the Residence Halls. They are encouraged to purchase Personal Property and Fire Insurance (applications are available at the front desk of your Hall). The best security system is one in which every member of the community is alert. Remember to:

- Lock your Residence Hall door and window and take your key with you
- Do not go anywhere alone at night
- Report all suspicious persons or activities to Campus Police and Security, your Resident Advisor, Resident Counselor, or your Residence Director.
- Never leave your possessions, including your books, unattended.
- Engrave all valuables with a personal identification number in a conspicuous place.

The University cannot assume responsibility for your personal property and will not reimburse students or parents for losses. Consult your parents’ Homeowners policy or your student Property policy if applied for to file a claim.

Abandoned Property

The University assumes no responsibility for property left in Residence Hall rooms by students departing the campus at the end of or during the course of a semester or summer session. Students are required to
remove all property and turn in his/her keys at the time of checkout. Property left in rooms after that time
will be considered abandoned and items will be discarded. It is the responsibility of the student to inform
the Residence Staff of forgotten items that may be left in rooms to arrange to pick those items up, within
seventy-two hours of school closing or departure from campus, otherwise those items will be discarded.

**University Dress Code**

Shaw University promotes an environment that requires appropriate dress at all times the standard of
which include the following: shirts/tops must be worn at all times while in public or common areas of the
University. Attire must not display obscene, profane, lewd, illegal, or offensive images or words. Dress
must be in good taste and appropriate for the occasion or setting. Sleepwear or head wraps shall not be
worn while in public or in common areas of the University or at University sponsored activities or events.
MEN MUST REMOVE HATS WHILE dining, in the classroom and when conducting business. The
exception for relaxed dress is for residence hall fire drills and other emergency evacuation/warnings.

The mandatory dress for all formal University events including, but not limited to formal dining events,
pageants, and those when announced indicate that dress guideline are enforced include the following:

**MEN:** Suit or pants and dark jacket, dress shirt, dress shoes, socks and tie

**WOMEN:** Knee length dress or dressy skirt, blouse, dress shoes and hosiery

Students who fail to comply with the dress guideline may be denied admission to the event

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**PROFESSIONAL ZONE**

The University is poised to continue “celebrating excellence” with the announcement of our new leader, Dr.
Dorothy Cowser Yancy. Student Affairs shares her concept of developing and preparing our students for the future.
To that end, emphasis will be placed on adhering to our current dress code and incorporating Professional Zones
about the campus. The dress code applies to all Shaw University students including on and off campus students and
all Cape sites. During the registration process you will be required to acknowledge receipt of professional zone
document which will be kept in your permanent file. Please find below the Professional Zone signage that will be
posted in campus buildings and becomes effective August 1, 2009. We ask that you review it carefully as it will be
cooperatively enforced across the campus.

Professional Zones have been identified throughout the campus in the following locations: Estey Hall, Tyler Hall,
Nickolas F. Roberts Science Hall, George C. Debnam Hall, Talbert O. Shaw Education Building, Leonard Hall,
International Studies Building, James E. Cheek Library, the Cottage, Duplex, Old Education Building, Thomas J.
Boyd Chapel, the Institute for Health, Social, and Community Research and the Willie E. Gary Student Center. All
students are required to adhere to the DRESS CODE in these zones. The following **are not permitted** in
Professional Zones:

- Hats/Head Rags/Rollers/Bonnets/Skull Caps/Doo-Rags
- The Official Shaw Scarf must not be worn as headgear at any time
- Sagging Pants
- Pajamas/lounge pants
- House Shoes/Slippers
- Excessive Display of Body Parts
- Showing of Undergarments
- Derogatory Clothing (profanity, drug paraphernalia, nudity, etc.)

Failure to comply with these requirements may result in disciplinary action.