INFORMATION

- Letter from the Residence Life Staff
- Living and Learning Centers
- Residence Life Manual
- Items to Bring/Leave
- Frequently Asked Questions
To: Student Residents
From: Residence Life

RE: General Housing Information

Welcome to Shaw University! The Office of Student Affairs - Residence Life looks forward to providing a positive living and learning experience.

Since freshman and sophomore students are required to live and dine on campus, all new freshmen must submit a $200 non-refundable Enrollment Deposit. If you are living on campus, please complete the Housing Reservation Form. Forms will not be processed without the required fee. If you wish to live off campus and meet at least one of the conditions below, please complete the Off-Campus Housing Form by the deadline outlined on the Residence Life homepage.

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

Within this packet, you will also find a list of suggested items to bring, frequently asked questions, and information on optional personal property/renters insurance. You are strongly encouraged to purchase insurance to guarantee the safety of your belongings. In addition, please be aware of the following university policies:

- The University is a drug, weapon, alcohol-free and smoke-free campus
- The University enforces a zero-tolerance policy on drugs, fighting, weapons, alcohol and smoking on campus
- Use of cooking appliances (microwaves, grills etc.) in student rooms is prohibited
- Gang or gang-related activity is prohibited
- ALL Living and Learning Centers close for winter and spring breaks

If you have any questions regarding your transition to Residence Life, we encourage you to visit our website at www.shawu.edu/residencelife. We look forward to assisting you and welcoming you into the Shaw Family!

Sincerely,

The Residence Life Staff
LIVING AND LEARNING CENTERS

FLEMING KEE LIVING AND LEARNING CENTER
(Freshman and Sophomore Males)

The Fleming-Kee Men's Living and Learning Center is a nine-story building that houses 375 students in double and triple occupancy rooms. The centrally heated and cooled building is SMOKE-FREE. Each floor is equipped with bathrooms and showers, a lounge area, and two elevators. Student room sizes are 12’ X 16’ (double) and 15’ X16’ (triple occupancies), and are fully furnished with standard twin beds and mattresses, desks, chairs, and closets. The building is equipped with wireless service and local cable service, and each room has Ethernet ports and a cable TV outlet. Vending machines, microwaves, a computer lab, and a lounge with cable TV services are located on the first floor. A laundry room and weight room are located in the basement. Fleming-Kee Hall is staffed with professional and student staff 24 hours, 7 days a week.

DIMPLE NEWSOME LIVING AND LEARNING CENTER
(Freshman and Sophomore Females)

Dimple Newsome Women’s Living and Learning Center houses a maximum of 412 female students. This nine story SMOKE FREE high-rise has central air and heat, laundry facilities and an exercise area. Each floor is equipped with bathrooms and showers, a lounge area, and two elevators. Student room sizes are double 12’ X 16’ and 15’ X16’ triple occupancies and are fully furnished with standard twin beds and mattresses, desks, chairs, and closets. The building is equipped with wireless service and local cable service, and each room has Ethernet ports and a cable TV outlet. Vending machines, microwaves, a computer lab, and a lounge with cable TV services are located on the first floor. Dimple Newsome Hall is staffed with professional and student staff 24 hours, 7 days a week.

TALBERTO. SHAW LIVING AND LEARNING CENTER
(Upperclassmen Males)

TOSLLC for Men houses a maximum of 150 male students. This air-conditioned, three-story residence is SMOKE FREE and has bathrooms, showers, lounges and two elevators on each floor. Laundry facilities, vending machines, a microwave, a computer lab, and a lounge with cable TV services are located on the first floor. Student room sizes are 12’ X 16’ and furnished with standard twin beds, mattresses, desks, chairs, and closets. The building is equipped with wireless service and local cable service, and each room has Ethernet ports and a cable TV outlet. TOSLLC for men is staffed with professional and student staff 24 hours, 7 days a week.

TALBERTO. SHAW WOMEN’S LIVING AND LEARNING CENTER
(Upperclassmen-Females/Honors College)

TOSLLC for Women houses a maximum of 318 female students and members of the Honors College. This air-conditioned, five-story Living and Learning Center is SMOKE FREE and has bathrooms, showers, lounges, and two elevators on each floor. Laundry facilities, vending machines, a microwave, a computer lab, and a lounge with cable TV services and are located on the first floor. Student room sizes are 12’ X 16’ and furnished with standard twin beds, mattresses, desks, chairs, and closets. The building is equipped with wireless service and local cable service, and each room has Ethernet ports and a cable TV outlet. TOSLLC for women is staffed with professional and student staff 24 hours, 7 days a week.
RESIDENCE LIFE MANUAL

Mission
The Office of Residence Life is committed to providing for students with 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 are expected 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 the student to understand their rights as a student and their responsibility to others. It is the student’s responsibility to follow the guidelines created to ensure that everyone has a living environment that complements the educational mission of the University; assisting each student to pursue an education. As a member of the residential community, students are expected to:

• Understand and comply with all rules, regulations, and policies governing living in the Living and Learning Centers
• 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 the handbook, housing contract, and Student Handbook

Housing Contract
The Housing Contract is binding and must be signed at the time of check-in. Freshmen and sophomores are required to live and eat on campus unless they:

• Live with a parent or legal guardian within fifty miles of campus
• Are 21 years old
• Are veterans with 180 or more consecutive days of military service
• Have a dependent who resides with you
• Are married

Requests to live off campus must be submitted electronically via the Off Campus Housing Application on the Residence Life web page.

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

• A Residence Manager who is responsible for the daily operation of the Residence.
• Residence Coordinator, who assists with daily operation and provides programming.
• Resident Advisors (RAs), who assist with all functions of the Residence 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 Identification (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 ID Office immediately. A $25 fee will be charged for a first time replacement and $50 thereafter for lost identification cards.

Revised: 03/14/2018
Communication
The Living and Learning Centers utilize the Shaw University electronic mail (email) system as its primary source for communicating relevant and important information to residents. During orientation, students are assigned a Shaw University email address along with instructions for accessing their account. It is the students’ responsibility to set up this account and to check it on a regular basis. Any questions about the setup of the Shaw University email account can be directed to the campus Help Desk at helpdesk@shawu.edu. Residents will be held accountable for all information communicated from the university to electronic mail.

Housing Assignments
New, Transfer and Readmitted students must submit a Housing Reservation Form and $200 Deposit Fee as part of the admissions process. Reservation forms are available online at www.shawu.edu/residencelife. Returning students must submit a Housing Reservation Form and $150 Housing Deposit Fee by June 15 for the following year. It is the responsibility of the student to inform the Office of Residence Life of a change in status prior to moving off or on campus. If a student changes their status before the last day to add/drop classes they will be charged an administrative fee and/or daily charges whichever is greater. There is no refund for housing charges after the last day to add/drop classes.

Change of Residency Status
Students must complete an Off Campus Housing Form if they choose to move on or off campus after the semester starts. The form can be found in each residence office and must be approved by a Residence Manager. Room and board charges will be prorated to reflect the number of days lived in on campus housing. Meal plans will be added or deleted from the ID card to reflect the residency status.

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 Living and Learning Centers and are subject to change. A limited number of premium rooms are available in each hall for an additional cost on a first come first PAID basis. Contact Student Accounts at 919-546-8227 for additional information.

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. A room assignment guarantees the student access to University housing; however, it does not guarantee a specific building, space, room assignment or roommate(s). Students may indicate a preference for a roommate(s) on the Housing Reservation Form. In order for roommate requests to be considered, a mutual request must be received from both parties. The University reserves the right to assign and reassign rooms and may, at its sole discretion, terminate any room assignment. Students living in a multiple occupancy room that drops below capacity must accommodate a new roommate or room assignment as directed.

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 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 Manager, may be placed back in his/her previous assignment and may be subject to judicial action, including a $100.00 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 that may affect compatibility as noted on the Housing Reservation Form.

Please Note: Shaw University is a smoke free campus and smoking is prohibited on its property.
Consolidations
If vacancies exist in a room to which a student is assigned, residents without roommates may be required to move in together (consolidate). The Residence staff 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 room spaces. The Residence staff 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 staff will honor the voluntary consolidation. Administrative consolidation may require relocating one resident to another room.

Roommate Conflicts
Students experiencing roommate conflicts must work with the Residence 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 Advisor.
2. Set up a meeting with the Residence Coordinator and develop a roommate contract by which to abide.
3. Meet with their Residence Manager 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 Residence staff, roommates should not remain together, an “as needed” room change will be provided. Both students may be required to move to other available rooms or spaces.

Check-in/Check-out
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 staff a Housing Contract and Housing Inventory Sheet. At the time of check out, students must sign the Housing Contract and turn in their key.

Improper Check-Out
Failure to properly check-out will result in a fee of $50 as well as a $110 fee to replace the core of the door lock should the key not be returned. The Office of Residence Life will bill the student’s account to collect fees. A student who is dismissed or who voluntarily withdraws from the University has 24 hours in which to vacate the Living and Learning Center.

Winter and Summer Breaks
Shaw University requires all students to vacate the Living and Learning Centers during semester breaks and winter break, when the Living and Learning Centers are officially closed. All students must have permission from the Office of Residence Life in order to be in the Living and Learning Center during closed periods and may 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.

Freshmen, sophomores and juniors must vacate the Living and Learning Centers within 24 hours of their last exam. All students must make travel arrangements according to these closing dates. Graduating seniors must vacate the Living and Learning Centers immediately following graduation.

Students may request and sign an Agreement to Leave Property Form in their rooms during the winter break, at their own risk. If the student does not return to school within 72 hours after classes begin, or fail to notify staff this property will be forfeited to the University. The University assumes no responsibility for lost, stolen or damaged property. Students are strongly encouraged to purchase personal property/renters insurance.
Abandoned Property
The University does not provide storage for student property. Students are required to remove all property 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 and arrange to pick those items up. Requested property must be picked up within five days otherwise those items may be discarded.

Work Requests
Requests for repairs should be made in writing to the residence life staff of your specific facility. In most instances, requests are honored within twenty-four hours. If after forty-eight hours, your request has not been addressed, it is the student’s responsibility to notify the staff for follow-up.

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 their room key at all times. There is a $2 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 staff person on duty if feasible. If a room key is lost, the student will be charged the complete cost of a lock change ($110). A spare key ($2) 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, 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(s) are in question.

Off-Campus Living
Although Shaw University does not sponsor off campus housing, upperclassmen (or approved freshmen or sophomores) 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. There is no grace period for living on campus.

Personal Property/Renters Insurance
The University is not responsible for the loss of, damage to or theft of students’ personal property in Living and Learning Center rooms for any reason. Therefore it is recommended that students purchase personal property/renters insurance. Information brochures are available in all Living and Learning Centers. Property coverage may be available through a parent’s homeowner’s policy.

Theft
Students are not allowed to take/use cell phones, video games, DVDs, clothes, credit cards or any other item that may belong to another without permission. Individuals who do so may be suspended from school or be subject to other disciplinary actions. If you are a victim of theft, please report the incident to Residence staff and Campus Police and Security immediately.

Revised: 03/14/2018
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 electronics 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. Please refer to ‘Items to Bring/Leave’ in the Residence Life Manual for detailed information on unauthorized items. Personal property insurance is recommended.

Cable Lines, Computer Lines
All students who reside on campus are provided internet service and cable TV at a reasonable cost that 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 75-ohm coaxial cable wire
- A cable splitter
- A personal computer or laptop
- An Ethernet cable
- Digital TV that is equipped with QAM tuner
- Digital Conversion Boxes (If television does not support a QAM tuner)

For technical support, or assistance with computer set-up, please call the Help Desk at 919-546-8587 or via email at helpdesk@shawu.edu.

Laundry
Coin-operated washers and dryers are located in each residence. Funds may be loaded to the student ID card for convenience. Please contact Student Accounts for additional information or to add funds. The University assumes no liability for lost, stolen, or damaged items. Personal property insurance is strongly recommended. See your hall manager for more information.

Housekeeping
The housekeeping staff is only responsible for the restroom and common areas in the Living and Learning Centers. 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 are 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 Living and Learning Center. Residents may be charged for repair or replacement costs due to the removal of or destruction of property in their room. Residents are responsible for their guest(s) and, therefore, could be held responsible for any damages incurred because 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 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 Hall Manager 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 requires that windows stay closed at all times. In the Living and Learning Center, heat is turned on in November and air conditioning is turned on in April. Any problems with heat or air should be reported to Residence staff.

**Visitation Policy**
Visitation in the Living and Learning Centers 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. 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 fines and possible loss of housing.**

**General Visitation**
1. Monday-Sunday 12 noon-11:00 p.m.
2. **Opposite sex visitation, first floor lobby area only**
3. Picture ID is required from all visitors
4. Visitors must sign log book upon entering Living and Learning Centers
5. Children under 12 years old are not allowed to visit in student rooms
6. Babysitting is not allowed
7. Hair dressing and other forms of grooming are not allowed in lobby areas

**Coed Visitation**
Coed visitation is a privilege and **does not include overnight stays.** Visitation may take place in a student room or in the common lobby area of the living floors. In addition to the general visitation rules, students and guests must adhere to the following coed visitation guidelines:

1. Friday-Sunday 5:00 p.m. -11:00 p.m., Dimple Newsome and Fleming-Kee Living and Learning Centers
2. Thursday-Sunday 5:00 p.m.-11:00 p.m., TOSLLC Men’s and Women’s Facilities
3. All visitors must use the front entrance only and check in with the residence staff on duty.
4. Visitors must sign in and leave their valid 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 valid picture identification).
5. Host student must sign visitor in and accompany them from the reception area to the intended point of visitation.
6. The host may entertain only one guest at a time.
7. The host student must accompany visitor to check out at the end of visitation.
8. Visitors may not enter the private quarters of the Living and Learning Center without clearance from the Residence staff.
9. Visitors are restricted to the room listed on the visitor’s sign-in log.
10. Visitors must be escorted to the **first floor lobby restrooms** by the host student.
11. Sexual activity of any nature is prohibited at all times on any property owned or operated by Shaw University and may result in loss of housing.
12. 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.
13. Coed visitors must be at least 18 years of age.
Right Not to Participate in Coed Visitation
Any student has the right to NOT participate in co-ed visitation. Any person making such a request must do so in writing in the Office of Residence Life and, 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 HOURS ARE AUTOMATICALLY CANCELLED WHEN THERE ARE MANDATORY UNIVERSITY-WIDE EVENTS OR OTHER TIMES WHEN NECESSARY.

Overnight Visitation
1. Guests must be at least 18 years of age
2. Guests may not visit for more than two consecutive nights
3. Guests may only stay on two separate occasions in a semester
4. Request must be made 48 hours prior to the overnight stay via the Overnight Request Form
5. Request must be approved by the Residence staff and roommate
6. Guest must provide picture ID
7. Guest must sign in with Residence staff upon arrival
8. Guest must sign out upon departure
9. Guest of opposite sex may not stay overnight

Campus Leave Policy
Students who leave campus overnight are required to sign the Residence Destination Log Book, which is located at the front desk at each Living and Learning Center. 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. Such requests must be made in writing. All 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 Living and Learning Centers. Cars without decals are subject to being towed.

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. Please visit the mailroom located in the basement of the Willie E. Gary Student Center for assistance with your mailbox. 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 Office of the Registrar of changes to address and legal name. Students living on campus are expected to keep updated information on file in their Residence.

Resident Safety Policies and Regulations
1. All students desiring to live on campus must complete the required online Housing Reservation Form and submit the $200 non-refundable fee for freshmen and $ 150 for readmitted and returning students. New freshmen receive priority consideration for on campus housing. All housing reservation forms must be submitted by June 15 to be considered for the upcoming semester. 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 outlines 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 Living and Learning Centers who are not Shaw students may be cited for trespassing. Off campus students who are found residing in Living and Learning Centers 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 Managers, 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 Manager 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 without the permission of the Residence staff. Room furniture, if moved must be put back in original place before checking out of the Living and Learning Center.

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 Living and Learning Center. 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, are strictly prohibited in the residence.
   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 charge and have the item(s) confiscated.
   g. Extension cords are prohibited. Only surge-protected power strips are permitted. Use of extension cords may result in a $100 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 fine.
   j. PETS ARE NOT ALLOWED IN THE LIVING AND LEARNING CENTERS other than small fish in a bowl, service animals or comfort animals (must be verified and approved in advance).

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 trashcans 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 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 Living and Learning Centers. 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 Living and Learning Centers (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 Living and Learning Centers. 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. **SMOKING, incense, candles, items requiring open flame for operation and flammable liquids are PROHIBITED in Living and Learning Centers.**

Fire Prevention
In addition to the University policies, 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. 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.
2. 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.
3. Christmas trees must not be placed indoors any longer than 14 days prior to the end of the Fall Semester. All trees must be removed from the Living and Learning Centers 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. 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.

Security in Living and Learning Centers
All doors in the Living and Learning Centers 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 Living and Learning Centers 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 Residence staff immediately.
7. 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.

Emergency Call Boxes
Emergency call boxes are located throughout the campus. By pressing the “talk” button the location is identified and persons are connected directly to campus police and security.

Roof Access
Access to the roofs to the Living and Learning Centers and all other buildings under University possession is prohibited.
Personal Property Security
Students should refrain from bringing items of considerable value to the Living and Learning Centers and are encouraged to purchase personal property/renters insurance. The best security system is one in which every member of the community is alert and aware. Remember to:

- Lock your 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 and your Residence Hall staff
- Never leave your possessions, including your books, unattended
- Engrave all valuables with a personal identification number in a conspicuous place.

The University assumes no responsibility for your personal property and will not reimburse students or parents for losses. Consult your parents’ homeowner’s insurance policy or your personal property/renters insurance policy to file a claim.

Professional Zones
The University and Student Affairs expounds the 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. Professional Zone signage will be prominently posted in campus buildings. We ask that you adhere to these guidelines, as they 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, 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 and all other rules and regulations may result in disciplinary action.

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, bedroom slippers 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 doo-rags and hats while dining, in the classroom and when conducting business. The exception for relaxed dress is for Living and Learning Center fire drills and other emergency evacuation /warnings. The mandatory dress for all formal University events includes, but is not limited to, formal dining events, pageants, and those, when announced, indicate that dress guidelines 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 guidelines may be denied admission to the event.

**What to Bring...**

1. Broom, dustpan, mop and bucket
2. Laundry basket
3. Laundry detergent
4. Quarters for laundry machines
5. Basket for shower items
6. Toiletries
7. Flip-flops for shower
8. Cleaning supplies
9. Calendar
10. School supplies
11. Bed risers, pillows and blankets
12. Wastebasket
13. Ethernet/cable cord and splitter
14. Surge protectors with long cord
15. Computer
16. Iron and ironing board
17. Flashlight
18. Umbrella
19. Standard twin linens
20. Refrigerator (less than 4 cubic feet)
21. Fan
22. Alarm clock/radio
23. Towels and washcloths

**What to Leave...**

1. Microwaves, George Foreman Grills, blenders, toasters (no cooking appliances)
2. Pets (small fish in a bowl are permitted)
3. Any items usable as weapons
4. Candles and incense and items lit with a match or lighter
5. Explosives
6. Tapestries and drapes
7. Halogen Lamps
8. And Remember, alcohol and drugs are strictly prohibited

**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 the list above 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).

**Q: How is the room furnished?**

A: Each double and triple room is furnished with:

- Two or three Single twin size beds and mattresses
- Dressers
- Desks
- Desk chairs
- Closets or wardrobes
- Bookshelves

Revised: 03/14/2018
Q: Do you have any decorating tips?
A: Simple, inexpensive items can make the room more comfortable and add storage spaces.

- **Small trunks, footlockers and colorful crates** can be stacked in various ways to serve as storage for books and other items, under-bed containers serve as great storage units. **Carpet samples** can be sewn together to make attractive and inexpensive scatter rugs. **Throw pillows** can add an inexpensive splash of color.

- **Posters** such as images of travels, entertainers, movies and sports figures can brighten a room.

- **Favorite items** like pictures of family and friends and stuffed animals can make your room feel like home.