

Shaw University Residence Life Guest and Visitation Policy

Purpose

Shaw University Residence Life is committed to providing a safe, secure, and welcoming living environment that supports student success. While students are encouraged to host family and friends, visitation is a privilege and not a right. All guests are expected to respect the rights of residents and comply with University policies while visiting campus housing.

The privilege of visitation may be modified, suspended, or revoked at any time when necessary to protect the safety and well-being of the residential community.

Eligibility

Only currently enrolled Shaw University students who are assigned to university housing may host visitors.

Guests may include:

- Shaw University students
- Family members
- Friends
- Approved non-Shaw visitors

All guests are subject to University policies while on campus.

Visitation Hours

Residence Life establishes visitation hours each academic year. Unless otherwise announced, visitation hours are:

Day	Hours
Monday – Thursday	5:00 p.m. – 10:00 p.m.
Friday	2:00 p.m. – 11:00 p.m.
Saturday	12:00 p.m. – 11:00p.m.
Sunday	12:00 p.m. – 10:00p.m.

Residence Life reserves the right to modify visitation hours during breaks, holidays, finals, Welcome Week, emergency situations, or other University events.

Guest Registration

All guests must:

- Enter through the designated residence hall entrance.
- Present a valid government-issued photo identification.
- Register with Residence Life staff before entering the residence hall.
- Be approved by the host resident.
- Sign in electronically using the Residence Life Visitor Registration Form.
- Sign out upon departure.

Guests who fail to properly register may be denied entry.

Host Responsibilities

The resident host assumes full responsibility for their guest(s) during the entire visit.

The host must:

- Meet guests at the residence hall entrance.
- Escort guests throughout the duration of the visit.
- Ensure guests comply with all University policies.
- Remain with guests at all times.
- Escort guests out of the building when leaving.
- Ensure guests sign out before departure.

Hosts may be held financially and disciplinarily responsible for damage or misconduct committed by their guests.

Guest Expectations

Guests are expected to:

- Respect the rights and privacy of residents.
- Follow directions from Residence Life staff and University Police.
- Remain only in approved visitation areas.
- Comply with all Residence Life and University policies.
- Respect quiet hours.

- Leave immediately when instructed by University officials.

Failure to comply may result in removal from campus and future visitation restrictions.

Guest Limits

Each resident may host no more than **two (2) guests** at one time.

Residence Life may reduce or suspend guest privileges during periods of high occupancy, emergencies, or University events.

Right Not to Participate in Co-Ed Visitation

Any student has the right to NOT participate in co-ed visitation. However, that decision does not override the roommate's privilege to have visitation for approved guests. It is the responsibility of roommates to manage such arrangements. If needed, residence hall staff may help with the mediation.

Overnight Guests

Overnight guests are **not permitted** in Shaw University residence halls unless expressly approved in writing by Residence Life.

Remaining in a residence hall after visitation hours constitutes an unauthorized overnight stay and is considered a policy violation.

Co-Ed Visitation Guidelines

Overnight stays by the opposite sex are prohibited at all times in any residence room.

Restricted Areas

Guests may not:

- Enter rooms without the occupant's permission.
- Enter staff offices.
- Enter mechanical or maintenance areas.
- Access rooftops or restricted spaces.
- Visit residence halls in which they are not registered.

Prohibited Conduct

The following behaviors are prohibited:

- Unauthorized overnight stays
- Providing false identification
- Failure to register visitors
- Entering residence halls without authorization
- Allowing another individual to use your guest registration
- Possession or use of alcohol or illegal drugs
- Smoking or vaping inside residence halls
- Possession of firearms or prohibited weapons
- Sexual activity in public or common areas
- Harassment
- Physical violence
- Disorderly conduct
- Property damage
- Theft
- Excessive noise
- Interfering with Residence Life staff performing their duties

Residence Life Authority

Residence Life staff reserve the right to:

- Verify identification.
- Deny entry to any guest.
- End any visitation.
- Remove unauthorized visitors.
- Require guests to leave University property.
- Suspend visitation privileges.
- Contact University Police when necessary.

Students are expected to comply immediately with directives issued by Residence Life staff.

Emergency Procedures

During emergencies, including fire alarms, severe weather, or other emergency situations:

- Guests must immediately follow staff instructions.
- Guests must evacuate with their host.
- Residence Life may immediately terminate visitation.

Student Accountability

Hosts are responsible for the actions of their guests.

Violations committed by guests may result in disciplinary action against both the guest and the host student.

Possible sanctions include:

- Written Warning
- Educational Sanctions
- Restitution for damages
- Monetary fines
- Loss of visitation privileges
- Residence Hall Probation
- Housing Reassignment
- Removal from University Housing
- Referral to the Student Conduct Process

Acknowledgment of Responsibility

By residing in University housing, students acknowledge that they have read, understand, and agree to abide by the Shaw University Guest and Visitation Policy.

Failure to comply with this policy may result in disciplinary action, including the suspension or termination of housing privileges. I also understand that if conflict involving a roommate occurs, visitation may be revoked immediately.