

**The Department of
Residence Life and Housing**



**Community Living Guide
2018-2019**

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TABLE OF CONTENTS

Director's Message	4
Welcome	5
Mission Statement	5
Overview of Residence Life	6
Residents' Bill of Rights	7
Hazing	7
Community Guidelines	8
You and Your Room	8
Living with a Roommate	8
Cleanliness and Upkeep	9
Living Arrangements	10
Room Fee Refund Policy	10
General Governing Policies	10
Bicycles	11
Gambling	11
Inclement Weather	11
Pets	12
Quiet Hours	12
RAVE Alert	12
Safety and Searches	12
Storage	13
Weight-Lifting Equipment	13
Alcohol and Illegal Drugs	13
Emergency Situations	13
Fire Safety	13
Cooking	14
Extension Cords and Adaptors	14
Fire Drills/Know the locations of Exit Doors	14
Open Flames	15
Smoking	15
Residence Hall Safety	15
100% ID Check	15
One Call Access Card	15
Medical Emergencies	16
Theft and Break-Ins	16
Co-ed/Lobby Visitation Hours	16
Termination of Visitation Privileges	17
Overnight Guests	18
Sexual Harrassment	18
Sexual Assault	18
Common Areas	18
Computer Labs	18
Laundry Room	19
Main Lobby	19

Services	20
Counseling	20
Elevators	20
Housekeeping	20
Internet Service	20
Keys/Key Cards	20
Mail	20
Maintenance	21
Telephone	21
Vending Machines	21
Damages and Charges	21
Adjudication Process	23
Section A: Violations	25
Section B: Violations	27
Grievance Policy	27
Meeting Financial Obligations	27
Validated	27
Non-Validated	27
Bed Bug Policy	28
Telephone Numbers	30

Message from the Director:

Dear Students:

Welcome to your home high above the Appomattox River at Virginia State University for the 2015-2016 academic year. Residence Life and Housing is extremely happy that you've chosen to live in our residence halls. Living in a residence hall is an exciting and an educational experience in community living. You will find many opportunities to interact socially, educationally, and culturally in our halls. The Department of Residence Life and Housing encourages you to become involved in the opportunities offered to you. Take advantage of the programs and activities planned by the residence hall staff. We hope you will participate in all aspects of the residence hall, the campus, and the community and make it a fundamental part of your education.

Living in a residential community requires that you be aware of and sensitive to the needs of your fellow residents. This may require adjustment in your personal behavior, habits, and attitudes. As a member of the residence hall community, you have a role and responsibility to play in helping to create a living and learning environment where you reside. One of your first responsibilities as a resident is to read and become familiar with the rules and regulations of the residence halls. Thus, this community living guide has been provided so that you are cognizant of the policies and procedures governing the residence halls.

Our staff is eager to work with you in making the residence halls warm, comfortable, and inviting places for you to live and learn. Join with us as we seek to build community in the residence hall and build a better world. We wish you happiness and much success in the upcoming year.

Sincerely,

Derrick L. Peterson, Sr.
Interim Director of Residence Life and Housing

WELCOME

The Department of Residence Life and Housing welcomes you to your Residence Hall at Virginia State University. This is your home high above the Appomattox River and the home of the Mighty Trojans. This guide is designed to familiarize you with the residence hall system: its services, programs, amenities, facilities, staffing, your responsibilities, policies, and procedures. The responsibilities, policies, and procedures outline in this Community Living Guide is also applicable to residents who live in off campus locations maintained by the Department of Residence Life and Housing. The Department of Residence Life and Housing is here to help you. Do not hesitate to ask for assistance.

MISSION

Our mission is to create and maintain an academically supportive living and learning environment, which encourages students to explore their commonalities, differences and foster an educational community that respects and values all members, including students, staff and faculty. We provide an atmosphere that supports our students in their intellectual, moral, personal, social and spiritual growth through the cultivation of responsible citizenship and leadership. Our core values are:

- **Student Centered**
- **Commitment**
- **Integrity**
- **Leadership**
- **Perseverance**
- **Inclusion**
- **Respect**
- **Effectiveness**
- **Collaboration**
- **Humility**

Vision

Our vision is to plan, develop, implement and continuously enhance a Holistic Life Skills-Based Curriculum to empower students to contribute to the communities in which they live.

The Department is committed to the belief that the process of education extends beyond the classroom and that a major part of a student's education is derived from living with others in residence halls. Dormitories are just places where residents sleep. While, residence halls are places where people live together and form communities. The type of community that develops depends on how members of the community work together. The Department seeks to have Residence Halls not dormitories.

STAFFING

A Residence Coordinator (RC) and a supporting staff supervise each Residence Hall. Office hours are

generally, Monday - Friday, from 8:00 a.m. to 5:00 p.m. The RC is responsible for the day to day management of the residence hall. Additionally, the department employs Resident Assistants (RA), Graduate Assistants (GAs), and Office Assistants (OA) who are dedicated to creating a rewarding hall experience and are available for twenty-four (24) hour coverage seven days a week.

The Office of the Director of Department of Residence Life and Housing is located in VSU Quad II – Room 1109. The office is open, Monday - Friday, from 8:00 a.m. to 5:00 p.m. The Director of Residence Life and Housing may be reached by written correspondence at: Virginia State University, P.O. Box 9073, Petersburg, VA 23806, or you may call (804) 524-5717 The Housing Office is located in VSU Quad II – Room 1107-A and is staffed by Residence Life and Housing Staff along with student office workers (OAs).

Overview of Residence Life and Housing

Living in residence halls will compliment your university experience and your education. Campus living is a unique experience, which will place you at the center of campus action and activities. You will be living with people from all parts of the United States and the world. The residence halls at Virginia State University (VSU) are designed to support, compliment, and expand the total University education by providing a variety of services, activities, programs, and facilities.

As a member of a residence hall community, you are encouraged to become involved. You assume the responsibility of working with your roommate and neighbors to develop and maintain a safe, comfortable, and stimulating environment. The residence hall staff is available to help you adjust to your new environment.

Residence halls offer a number of amenities for the comfort and convenience of residents, featuring common areas such as: computer labs, study rooms, lobbies, and recreation rooms. In addition, vending machines, microwaves, and coin-operated laundry facilities are located in each residence hall. Bulletin Boards are provided in hallways and common areas to keep residents informed. Residents may post information on designated bulletin boards if approved by the Residence Coordinator (RE). The University provides housekeeping services for common areas in the halls including rest rooms, hallways and stairwells.

It is your responsibility to keep your room/or suite clean and to maintain neatness in the surrounding areas. Microwaves in common areas should be cleaned by each resident after they are used. Residents are responsible for supplying their own cleaning supplies, room trash bags, personal telephone and long distance service. Our staff is eager to work with you in making the residence halls pleasant and a positive experience for all residents. Please call on any of the staff members for assistance. They are here to help you!

RESIDENT'S BILL OF RIGHTS

All residents will be held accountable for violations of all rules and regulations of Virginia State University as provided in the Student Handbook and this Community Living Guide.

You have the Right to...

- A reasonable amount of privacy in your room.
- Environments in which you can study, sleep, work, and conduct daily personal business without distraction.
- Respect of your personal property by the university and officials, and your roommate.
- Host guests (according to Residence Life rules and regulations) as long as they follow all protocol and do not infringe upon your roommate's rights.
- A clean and healthy living environment.
- An environment free from fear of intimidation, physical, and emotional harm, racial, or sexual harassment.

You have the Responsibility to...

- **Be accountable** for your behavior and actions. This includes respect for the property of others and the property of the university.
- **Respect** and preserve the rights of others and always be aware of the cultural differences that others may bring with them.
- **Do your part to protect your safety, and the safety of those around you.** You may be liable for the loss of roommate's property if you are found negligent in securing the room door.
- **Promptly report and follow-up** on any maintenance problems in your room.
- **Ask for help** from your Residence Coordinator or other members of the residence hall staff if you are in need of assistance.
- **Report** all violations of the rules and regulations. If you see something, say something

Hazing

Virginia State University and the Department of Residence Life and Housing allow no Hazing. Report any suspicious activity associated with joining any organization or club to your Residence Coordinator immediately and to campus advisors. All reports will be investigated.

Hazing is an intentional action toward another student, on or off campus, by a student organization or any of its members to produce humiliation, physical discomfort, bodily injury, or ridicule. Hazing under Virginia law is defined as activities for initiation or induction into an organization that includes

calisthenics or other strenuous physical activity; exposure to inclement weather; consumption of any food, liquid, beverage, drug or other substance; or confinement in any room or compartment. The definition also includes spraying, painting, or pelting with any substance; burying in any substance; burning, branding, or tattooing; or any other activity that may result in physical injury or endangerment to the health or life of the individual being hazed.

What should you do if you are a victim of hazing or witness hazing? **Report it immediately** to your Residence Coordinator, the Director of Residence Life and Housing (804-524-5717) or a University staff member. Do not engage in “bystander behavior” Bystander Behavior is what people demonstrate when they watch hazing occur without intervening or reporting it. Hazing is illegal and **will not be tolerated** by the University. Refer to the Student Handbook for specific penalties and the sanctions involved.

COMMUNITY GUIDELINES

YOU AND YOUR ROOM

Virginia State University will do everything within its power to provide a safe environment for you, and your belongings; however, your room is still your responsibility. You are responsible for everything in it. **Virginia State University is not liable for loss, damage or theft of your personal belongings. The Department of Residence Life and Housing strongly recommends obtaining Renters or Homeowners Insurance to cover personal belongings. Information on Personal Property Insurance or Renters Insurance is available please ask and check with parents or guardians.** Living conditions (unclean, trashy conditions) that could adversely affect residents’ health and safety are prohibited. Personal trash should not be left in public areas. Please keep your door locked and your valuables secured.

LIVING WITH A ROOMMATE

Most roommates get along great, but remember it takes an enormous amount of patience, flexibility, caring, understanding, and hard work. You and your roommate will be required to complete a formal roommate agreement. Your Residence Coordinator or RA can provide you a copy of the Roommate agreement form.

First, get to know each other by finding common interest and hobbies. By answering these six questions together, you will learn some interesting and exciting information about one another.

1. Share with each other why you decided to come to VSU.
2. Describe the last movie you saw or the last book you read.
3. Discuss your favorite time of the year.
4. Talk a little about your favorite TV shows.
5. Share a favorite adventure from your past.
6. Talk about future aspirations.

Listen carefully so you can remember important people, dates and events so you can acknowledge them and use them to build a relationship with your roommate. Deal with issues immediately and seek help in

resolving problem issues. **Here are some of the issues you should deal with:**

- **Study hours**
- **Sleep routines**
- **Borrowing stuff-loaning stuff**
- **The need for privacy-having visitors in the room/friends spending too much time in room**
- **Food and the refrigerator**
- **Cleaning up our own messes-cleaning my part of the room, suite or bathroom**
- **Visitors**
- **Dealing with conflicts**

Based on your talk and the issues that were most important, list the “rules and guidelines” you can both agree to live by in a formal roommate agreement. It is important to have a written document to refer back to. Refer back to your roommate agreement as issues come up. Negotiate when revisions are needed. If you need help from your Residence Coordinator (RE) in resolving roommate issues, ask for it! Failure to live up to the Roommate Agreement may result in an administrative move.

CLEANLINESS & UPKEEP

- Residents are responsible for maintaining established standards of cleanliness and safety throughout the building.
- All residents are responsible for keeping shared spaces clean including suite style bathrooms and microwaves.
- Residents are responsible for taking their personal trash from their room to the dumpster daily (**do not put your personal trash in the bathroom trash can and/or common areas which includes lobbies, hallways, game rooms, study rooms, recreational areas or elevators**).
- The Residence Coordinator and their assistants reserve the right to inspect rooms and other properties belonging to the University (i.e. refrigerators provided by the university) a minimum of once per week for cleanliness.
- All assigned residents are responsible for any shared space within a suite area.
- Thorough inspections are conducted before your arrival and during every hall closing.

- **Upon your arrival**, it is your responsibility to complete the Room Occupancy Card and notify the Residence Hall Staff of any damages that may be present in your room. Failure to do so can result in your being held liable for damages and cleaning required beyond normal wear and tear. Sanctions may be levied to all parties in the assigned room or suite.
- Locks should **not** be placed on closets without permission from the Residence Coordinator. Damage to closet doors will be billed to your account or the cost for removal of the lock will be billed to your account.
- All wall hangings need to be secured with putty. No glue, tacks, masking tape, double sided tape, or nails are allowed. **If walls are damaged, the cost of repairs and painting of the entire room will be charged to your account.**
- Do not deface, spray paint or draw on hallway walls or doors.

LIVING ARRANGEMENTS

Unauthorized persons are not allowed to reside in any room. Violators will be fined and/or referred to the office Student Conduct

There will be no room changes for the first thirty days after arrival. Room changes will only occur during the period designated by The Department of Residence Life and Housing. Signs will be posted designating the period for room changes. This enables the University to verify who has moved in, who has not arrived and what spaces are available for reassignment. If a student moves without authorization, they could lose their room assignment and will be charged for an unauthorized move.

ROOM FEE REFUND POLICY

The residence hall room reservation fee is not refundable. Residents are urged to carefully read the terms and conditions of the Housing and Food Service Agreement. (*Refer to the Cancellation and Refund Section of the Residence Hall and Food Service Agreement on-line for additional information*). **There is a fee for failure to cancel room assignment before the designated date.**

GENERAL GOVERNING POLICIES

1. Profanity is prohibited at Virginia State University. This includes profanity directed at the Department professional or Para-professional staff. Such actions could result in expulsion from the hall and/or referral to Judicial Affairs.
2. Violence in any form will not be tolerated. This includes verbal abuse, the use of social networks to harass and/or hurtful language directed toward the Department's professional and student staff.

Any such acts will constitute disciplinary action by the Department of Residence Life, Office of Judicial Affairs and/or the Virginia State University Police Department.

3. Charges will be levied to cover the cost of extra custodial services required to remove personal possessions, clean up trash left in rooms or clean rooms after vacating premises for vacations, or at the close of the school year.
4. The following items are prohibited in student rooms: alcohol, drugs, narcotics, offensive posters, decals, stickers and shirts, masks, short-wave radio, construction barriers, street signs, heavy electrical, live-cut Christmas trees, cooking appliances, personal heaters except heaters provided by Residence Life, firearms, ammunition, shot gun casing, bullets, water guns, pellet and BB guns, firecrackers or explosives of any kind, extension cords, and cooking devices of any kind to include microwaves (unless provided by the University), ovens, hot plates, grills, coffee pots and hot pots.
5. Door to door soliciting and peddling are prohibited except with written permission from the Vice President for Student Success and Engagement.
6. Vendors are not allowed to collect from or delivery to a student's room. Collections and deliveries are only allowed in the main lobby area. Staff and residents are responsible for their own deliveries.
7. The collection of clothes, food or books by organizations in the lobby areas requires prior approval from the Residence Coordinator.
8. **Tampering with the fire alarm, fire extinguisher, fire exit doors or smoke detector is against state, federal, and local laws. Violators will be prosecuted.**
9. Residents are not permitted in unauthorized areas including, but not limited to attics, maintenance rooms, boiler rooms, roof, ledges, and storage rooms/areas.
10. Per the University's Student Code of Conduct, male residents are not permitted to wear hats inside of residence halls (building) and pants must be pulled up.

BICYCLES

Bicycles are not allowed in the residence halls without prior approval from the Residence Coordinator. Bicycle racks are available at Gateway, Quad I and Quad II.

GAMBLING

Gambling is prohibited in or around the University. This also means there is to be no gambling in the residence halls.

INCLEMENT WEATHER

In case of bad weather, you should receive information on delays or closings from the VSU's RAVE alert system and/or check the VSU Website. Please register for the RAVE Alerts. You can also check these sources: Radio Stations – WVST 91.3FM, WCDX 92.1FM, WKJM 99.3FM, WPZZ 104.7FM, WCVE 88.9FM, or WRVA 1140 AM. Television Stations - WTVR (CBS), WRIC (ABC), WWBT (NBC)

PETS

Tropical Fish (in an aquarium no larger than 10 gallons) and service animals (for the blind or disabled) are the only animals permitted in the residence halls.

QUIET HOURS

Quiet hours will be observed in the Residence Halls from 10:00 p.m. - 9:00 a.m. Sunday through Thursday and during mid-term exams and final exams. Courtesy hours are in place at all times. Courtesy hours refer to the idea that all residents need to be respectful of others' rights to study and sleep in the halls at all times. Remember to lower your voices when inside the residence hall. During this period, residents will refrain from playing audio/visual equipment loudly. If noise can be heard outside your room, it is too loud. **Your first warning will be verbal. The second warning could result in removal of equipment from your room or disciplinary sanctioning.**

RAVE ALERT is the university's official emergency notification system. It allows you to quickly receive emergency notifications and important announcements via text messages, email, or recorded voice messages.

In order to register for the RAVE Alert System the steps below:

1. Go to <https://www.getrave.com/login/vsu>
2. On the Login/Registration Page click on "not registered yet".
3. Your username will be your university email address (for example: jdoe@students.vsu.edu)
4. Follow the steps from there. You will be asked to enter up to three contact numbers and up to three email addresses.
5. Once you complete these steps, you will get a message stating that you are confirmed highlighted in lime green.

SAFETY AND SEARCHES

To protect the health, safety and welfare of the University and its community, the University reserves the right for authorized representatives to enter residence hall rooms at any time for the purpose of inspection, repair, and/or maintenance and the establishment of order. You acknowledge that the use, distribution or possession of illegal drugs, and the use, distribution or possession of illegal contraband or stolen property, or unlawful possession or distribution of prescription drugs is against Virginia and/or Federal law. Your

further acknowledge and agree that University staff, officials, or campus police may cause you to be arrested and criminally charged for violation of federal or state drug laws, or for theft or possession of stolen property. Possession or use of weapons is prohibited even if the resident has an issued weapons permit. Maintenance and health and safety inspections are undertaken for health, sanitation and safety reason. If, however, illegal substances or other evidence of policy violations are found in plain view during maintenance or housing inspections or in response to an emergency involving student health or safety, residents of the area may be subject to police action (including arrest) and/or a referral to Judicial Affairs for violations of the University Student Code of Conduct. If necessary, VSU or Chesterfield County Police may conduct searches of residences for illegal drugs or contraband or other illegal activity by obtaining search warrants or gaining the resident's consent to search. The University reserves unto itself the absolute right to enter and inspect any room in order to maintain discipline or protect the property or the health and safety of its students. Inspections may occur as frequent as necessary when there is reason to believe that the occupants of the room are in serious physical, psychological, or emotional distress.

STORAGE

The Department of Residence Life and Housing does not provide storage space for personal items.

WEIGHTLIFTING EQUIPMENT

Weightlifting, including dumbbells, equipment is not allowed in a resident's room. Residents are welcome to use the campus wellness center or designated areas in the residence hall. Some halls have fitness equipment.

ALCOHOL & ILLEGAL DRUG POLICY

Absolutely **no alcohol, illegal drugs or drug paraphernalia** are allowed in the residence halls or anywhere on campus. The residence hall's alcohol policy is consistent with University policies and Virginia state and federal law, which prohibits the purchase, use, or possession of any alcoholic beverages by individuals who are not at least 21 years of age. You are responsible and accountable for any guests in your room. Therefore, if your guest(s) violates the alcohol or drug policy, you will be sanctioned which may include referral to Student Contact for an alcohol and/or drug violation. You are not allowed to have prescription drugs that are not prescribed for you.

EMERGENCY SITUATIONS

There is a campus-wide emergency communication system in place. In an emergency situation, immediate messages will be sent to the campus community that will provide clear information on the nature of the emergency and actions to be taken. Alerts may come via e-mail, cell phone, regular phone or by a siren that can be heard campus-wide. You will be asked to register your cell phone or email information. During an emergency situation, follow the directives given by residence life staff members.

FIRE SAFETY

Residents must exercise care and caution in the prevention of fire. Residents and their guests must abide by all of the stated Fire Safety Regulations. Fire safety equipment is installed in each Residence hall and fire drills will be conducted monthly. **Residents are not permitted to tamper with fire safety**

equipment, including fire extinguishers, smoke detectors, sprinkler, and fire exit doors. Setting off false alarms or discharging fire extinguishers are serious violations. Residents involved with such violations will be fined, face disciplinary action, and possibly be removed from the residence hall or may be prosecuted by the University's Police and the Fire Marshall. **Your room is subject to inspection visits by the Fire Marshall.**

FIRE DRILLS/KNOW THE LOCATIONS OF EXIT DOORS

When you hear the fire alarm, immediately, **GET OUT OF THE BUILDING**, evacuate to the designated area given by staff members and **do not use the elevator**. **If you observe a fire, pull the nearest fire alarm, call 5411**, shut all windows, and doors near the fire. If the fire can be contained, use a fire extinguisher to put out the fire.

In the event, you are unable to leave the area in an actual fire emergency, call 5411; seal all cracks around your door, using sheets, blankets, or clothing. Open your window for ventilation, and hang a sheet (or some other object for identification) out of the window to let officials know you are trapped in your room

Know an alternate exit route, and location of nearest fire alarm and extinguisher. **Residents must evacuate the building within 5 minutes each time a fire alarm is initiated.** Failure to evacuate the building will result in being assigned community service and/or a fine. Residents must respond to all fire alarms. Residents will remain in the designated area until the proper authority authorizes returning to the building.

COOKING

Personal cooking is not permitted in individual rooms, in any residence hall, at any time. Cooking in designated kitchens within Halls will be permitted, but fire safety and kitchen rules must be followed. Kitchen rules will be posted in the Residence Halls that have kitchens available. Use of kitchens by residents are at the discretion of the RC. Microwaves are available to residents in common areas. For your convenience, microwaves have been placed in designated areas of the residence hall or in your suite. Based on codes, microwaves may be allowed in individual rooms in newer residence halls. Please check with your Residence Coordinator. Residents should not leave the microwave unattended when using it to prepare food and it must be cleaned after each use or community fine could be issued. Failure to clean the microwave is a health and safety issue.

EXTENSION CORDS AND ADAPTORS

Fire Safety Regulations prohibit the use of extension cords, multi-plug adaptors and ungrounded three-prong adaptors in the residence halls. UL listed Surge Protectors with built-in circuit breakers are to be used in place of traditional extension cords and adaptors. Surge protectors must not be overloaded, across a room threshold or under rugs. See your Residence Coordinator for additional information.

OPEN FLAMES

Open flames of any kind are **not permitted** in the residence halls; this includes: **incense, candles, and oil burning lamps.**

SMOKING

Smoking is NOT ALLOWED in the residence halls (including student rooms, bathrooms) or on the front steps of the residence hall. When smoking outside, please dispose of used smoking materials properly. Smoke away from entry ways (at least 25 feet away from doors).

RESIDENCE HALL SAFETY

Residence Hall Staff members will be available to open the doors due to Trojan Card system failure. It is essential that you actively participate in making your Residence hall a safe and secure place for you and your fellow residents to live. The following are a few guidelines for safe residence hall living:

TROJAN CARD ACCESS CARD

Residents and other authorized personnel will utilize their VSU Identification Card (herein referred to as the “Trojan Card”) issued by the VSU Trojan Card Office, which is located in the Basement of Virginia Hall – Room B-10 building to gain access to their assigned residence hall. Trojan cards must be shown to enter Residence Halls. **There will be 100% ID checks.** Please be prepared to show a valid Trojan Card when entering a residence hall. The Trojan Card is issued to each resident during his or her initial registration and it is valid for his or her entire stay at VSU. The Trojan Card provides access for the cafeteria, some sporting events, bookstore, washer and dryer machines, vending machines, printing services and the library, as well as to the front door entrance to the residence halls. All cards will be deactivated at the close of each semester to ensure the residents safety and security. Carry your Trojan Card with you at all times. **There is a fee for replacing a lost card.**

- Residents may not lend their Trojan Card to anyone; your card is for your use only. Failure to comply with this requirement will result in immediate and severe disciplinary action as it endangers the lives of all residents. Cards will be confiscated from unauthorized users.
- Do not hold doors open for other people. Only *authorized* residents have an access card. Failure to comply with this requirement will result in immediate and severe disciplinary action as it endangers the lives of all residents.
- Do not prop doors open. Failure to comply with this requirement will result in immediate and severe disciplinary action (including possible fines or dismissal from the residence hall) as it endangers the lives of all residents.
- **Do not prop entrance/exit doors open.** For safety and security reasons exterior, stairwell and fire doors should not be left propped or left intentionally unsecured at any time.
- **Keep your room doors locked at all times and keep your key/key card with you at all times. The first time you will be warned subsequent times will result in sanctions.**

- Immediately report a lost key/key card or Trojan Card.
- Do not allow anyone to **borrow your key/key card or Trojan Card.**
- Report doors that do not close and/or lock, lights that do not work, or any other safety or security problem to Residence Hall Staff.
- Report suspicious circumstances (people or events) to the Residence Hall Staff so that the University Police Department can be notified.

MEDICAL EMERGENCIES

If there is a medical emergency immediately call campus police at 804-524-5411. Campus Police will then notify the proper authorities. Also, notify the Residence Hall Staff.

THEFT AND BREAK-INS

Unauthorized possession of property belonging to the University or other residents is considered theft, and residents involved in such behavior will face disciplinary action. We require that any thefts or break-ins be reported to the Residence Coordinator and The Department of Police and Public Safety. Although the University will use reasonable efforts to protect student's property, the student agrees to accept full responsibility for loss or damage to personal property. The purchase or expansion of household content or renter's insurance is strongly recommended.

CO-ED/LOBBY VISITATION/IN ROOM VISITATION PROCEDURE:

Students may entertain resident/non- resident friends in their individual rooms. Visitation hours for freshmen halls (Branch, Eggleston, Langston, Quad I and Williams are:

Sunday – Thursday	3:00 p.m. - 11:00 p.m.
Friday & Saturday	3:00 p.m. - 12: 30 a.m.

Visitation hours for upperclassmen halls (Gateway, Moore, Quad II, Seward and Whiting are:

Sunday – Thursday	11:00 a.m. - 12:00 a.m. (midnight)
Friday & Saturday	3:00 p.m - 1:00 a.m.

All guests must report to the main office/front desk, and call you. Guests must surrender a valid picture ID (Student ID, drivers license, military ID, etc.). **No one will be allowed to visit without a valid form of identification.** Information will be recorded in the visitation log – indicating the date and time of arrival and departure. Residents should meet their visitors in the lobby and escort them to their room. No visitor is allowed to be in the hall way without a resident who resides in the hall. All rules and regulations of the University and the residence hall must be followed. Residents will be held responsible for the conduct of their visitors.

Residents may do room to room visitation; however, all room to room visitation ends at 12 a.m. on Sunday – Thursday and 1 a.m. on Friday/Saturday. Room to room visitation is limited and should not exceed four persons at any given time (**four guests per room**). Large gathering of residents requires prior approval from the Residence Coordinator and must take place in a suitable location for example the lobby area and/or recreational room. Hosting a party (more than 6 people) in a suite or common area is prohibited.

Guests and residents must sign the Co-ed Lobby/Visitation Log when the guest arrives. Indicate the date and time of arrival and departure. ID will be held at the front desk and returned at the end of the visit. Guests are responsible for getting their ID when they sign out. The Department of Residence Life and Housing is not responsible for ID's left for more than 24 hours. The resident will escort the guest to the room. Guests must return to the front desk fifteen minutes before visitation ends in order to retrieve ID and sign out properly. **Guests are not allowed to roam the hallways unsupervised. Residents will be held responsible for the behavior of their guests and guests who do follow the rules and regulations of the university can be banned from the residence hall.**

Guests may not visit any other resident other than the resident who signed them in. Only one guest per resident is permitted. All rules and regulations of the University and the residence halls must be followed, (i.e., no alcohol, profanity, no hats, etc.). All residents will be responsible for the conduct of their guests. Violation of these rules may result in the termination of residents' co-ed/lobby or/and in room visitation privileges, or dismissal from the residence hall. Co-ed visitation hours are 11 a.m. -12:00 a.m. Sunday through Thursday and 11 a.m. – 1:00 a.m. on Friday and Saturday.

Termination of Co-ed Visitation privileges

The Residence Coordinator has the authority to terminate co-ed, room or lobby visitation privileges and/or post changes to the policy for a specific residence hall. Co-ed visitation is an **earned privilege not a right**. Please follow all the rules so Co-ed visitation can be maintained for your residence hall.

Co-ed visitation hours can be adjusted or eliminated during midterms and final examination periods by the Residence Coordinator. These hours will be posted.

Circumstances which may cause termination of the co-ed visitation privilege may include, but are not limited to:

1. Residents or Guests behaving in a manner contrary to University standards of behavior,
2. **Any kind of sexual activity is strictly prohibited,**
3. The level of noise in the room exceeds the standard code,
4. Failure to follow directives of University Officials (including Residence Hall Staff); Staying beyond hours of visitation and other regulations governing student conduct at this University,
5. The lack of staff supervision in the residence hall,
6. If a Residence Life and Housing Staff member has to come to a resident's room and asks the guest to leave, the resident's visitation privileges *may* be revoked for the duration of the semester, and
7. The Department of Residence Life and Housing reserves the right to have residents and their guests

immediately removed from residence halls when found to be in Violation of the Co-Ed Visitation Policy or to make adjustments to the policy as needed.

OVERNIGHT GUESTS

Overnight guests of the same gender (refers to non-residents) are allowed to stay overnight with prior consent of the resident's roommate, notification of the Residence Coordinator, and upon completion of the Virginia State University Residence Life Department Overnight Guest Visitation Form. The visitation form can be picked up from Residence Life Staff. The form must be submitted at least 48 hours in advance. Guest must be 18 years old and above. All guests must present a picture ID to the Residence Hall Staff before signing in as an official guest. Guests are allowed to stay no longer than three (3) consecutive days (**One guest per visit**). Even with roommate consent, residents may not host overnight guests for more than 2 nights in a 7-day period without special approval from the Residence Coordinator. **On-campus residents are not permitted to stay overnight in other residents' rooms/or suites. Exceptions to this rule are at the discretion of the Residence Coordinator or the Director of Residence Life.** Violators should be reported to the staff. Roommates and suite mates bear responsibility for reporting unauthorized visits.

Failure to monitor guest's behavior and assuring adherence to rules **WILL** result in disciplinary action. Residents will be held financially responsible for damages caused by their guest(s).

SEXUAL HARASSMENT

Sexual Harassment is defined in the VSU Sexual Harassment policy as unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature, or action taken in retaliation for reporting such behavior. Virginia State University will not tolerate any conduct by any member of the University community that constitutes sexual harassment. The full Sexual Harassment Policy is posted in every residence hall. Please notify your Residence Coordinator and/or the Director of Residence Life if you believe that you have been a victim of sexual harassment. All complaints need to be filed within 30 days from the date of the occurrence of the alleged harassment to the Department of Human Resources. All allegations of sexual harassment are promptly investigated and reported as mandated by VSU's sexual harassment policy.

All INVESTIGATIONS WILL BE CONDUCTED IN A CONFIDENTIAL MANNER.

SEXUAL ASSAULT

Sexual Assault includes rape, forcible sodomy, or sexual penetration with an inanimate object, touching of an unwilling person's intimate parts (defined as genitalia, groin, breast or buttocks, or clothing covering them) or forcing an unwilling person to touch another's intimate parts. To be defined as assault, these must be committed without consent or by force, threat, or intimidation, or through the victim's mental or physical helplessness.

All residents should be aware that:

Forced intercourse or other unwanted sexual contact is rape or sexual assault whether the assailant is a stranger or an acquaintance of the complainant. Intoxication of the victim does not diminish the assailant's responsibility for sexual assault. **Before you do anything, CALL 804-524-5411 or 911 if off campus!** There is on-campus help available from The Office of Substance Abuse and Sexual Assault Prevention, 4th floor Memorial Hall, call 804-524-5939 for more information.

COMMON AREAS

Each residence hall has common areas for use by all residents. These areas include the lobbies, hallways, recreation rooms, game rooms, wellness center where available, elevators, bathrooms, study rooms, and laundry rooms. It is your responsibility to see that these areas are kept in good condition, and that furnishing are not damaged or moved. **The entire hall can be charged for damages, trash, or missing furniture in common areas.** The Residence Coordinator or the Director of Residence Life has the discretion to impose charges on the entire wing, floor or hall as deemed appropriate. Community living does require community responsibility.

COMPUTER LABS

Computer Labs are available in all of the residence halls. Priority is given to residents using the computer for school related assignments. Printing is not available in the computer labs. There will be no eating and drinking in the computer labs. Residents are not allowed to perform any repairs on the computers. There should be absolutely no "TAMPERING" with any computer equipment. Repair/request must be reported to the residence hall staff. Any damages caused by tampering will result in full charge for repairs or replacement.

LAUNDRY ROOM

Coin-operated or magnetic card laundry machines and dryers are located in the basement or other designated areas in each hall. Please report broken machines to Residence Life and Housing Staff or use the toll free number posted. Please do not leave clothes unattended. The Department of Residence Life and Housing is not responsible for unattended clothes. It is the student's responsibility to follow all posted instructions. The Department of Residence Life and Housing and/or the University has no liability for damages caused by malfunctioning machines or misuse of machines in the laundry room.

MAIN LOBBY

- Appropriate attire (clothes) must be worn in the lobby. **Pajamas and sleep clothes are inappropriate for the lobby** (unless a special pillow talk program is planned) and should not be worn outside of the Residence Hall. Pajamas and sleep clothes are considered inappropriate for campus events and the dining hall. Continued violation of this may result in you not be allowed to use the lobby area and you may not be allowed to enter the dining hall.
- Guest should not be entertained in inappropriate clothes. Guests inappropriately dressed will be asked to leave the lobby area. Inappropriate dress in the Residence Hall includes: T-shirts with

slogans deemed offensive or sexually explicit, smelly clothes, pajamas, and pants that reveal undergarments. Males will be asked to remove their hats/caps and to pull up their pants.

- Personal grooming (hair braiding/combing) is prohibited in the lobby.
- The Residence Coordinator will determine when the Lobby is closed.
- Lobby activities are left to the discretion of the Residence Coordinator.
- All lobbies are furnished with chairs, couches, and tables. This furniture is not to be removed from the lobby area. Residents who take any lobby or recreation room furniture for use in their rooms will be billed to replace the furniture and will be subject to disciplinary action.

SERVICES

COUNSELING SERVICES

The University Counseling Center strives to provide a holistic array of counseling services for students. All currently enrolled VSU students are eligible for the entire range of counseling services. Counseling services are free of charge to VSU students. The University Counseling Center has established a phone line that residents may access 24-hours a day. To request Counseling Services, residents should visit the Counseling Services website for details or the counseling center located in Memorial Hall. Staff is available to schedule an appointment and to coordinate services with a mental health provider. The staff within the counseling center values the privacy of all clients and does not release information without the student's written permission, except in cases of imminent danger to self or others, child, elderly abuse, court order, or otherwise required by law.

ELEVATORS

Elevators provided in Residence Halls are essential to the operation of these halls. Any misuse or defacement of the elevators is strictly prohibited, and disciplinary actions will be taken against anyone for misusing an elevator.

HOUSEKEEPING

Although housekeepers are here to provide you with a valuable service, **they are not your personal maids**. Please respect them and do your part to keep your hall clean. You are responsible for cleaning your room/suite and taking your personal trash from your room/suite to the dumpsters provided outside. **Do not leave personal trash in common areas.** If the violator cannot be discovered, The Residence Coordinator has the discretion to impose charges on the entire wing, floor or hall as deemed appropriate or to take steps to find the violator. Housekeepers do not provide residents with cleaning supplies. You are responsible for your own cleaning supplies.

INTERNET SERVICE

Internet service is provided to residents free of charge. Wireless connections are available in most residence halls. Students are expected to check their University's email accounts regularly. Contact IT Help Desk if problems are encountered at 1-877-394-8535 or at 804-524-5210 for more information and additional help.

KEYS

You are given one room door key and a closet key if applicable. If you lose your key(s), you must contact your Residence Hall Staff immediately. New key/key card and lock replacement will cost \$50.00. This will be assessed to your student account. Please do not give anyone your key. You are expected to keep up with your keys. There is a fee for lock-outs.

MAIL

All mail services are provided by the University's Post Office located on-campus. UPS/FEDEX deliveries are dropped off at the University's Post Office. Your mailing address is the P.O. Box assigned to you by the post office, Virginia State University, VA 23806. Please give family/friends your box number so mail can be correctly addressed to you. Upon departure from the university, please return your mailbox key to the campus post office.

MAINTENANCE

Maintenance requests should be made to the Residence Coordinator and/or residence hall staff. Please report all maintenance problems immediately and provide your Residence Coordinator with details. It is the responsibility of the resident to follow up in 3 days if the maintenance repair has not been completed. Maintenance problems resulting from abuse or negligence will be repaired at your expense.

TELEPHONE

Emergency phones are installed on each floor of the Residence Halls. They are for emergency use only. Tampering with or misusing these phones will result in a fine.

Vending Machines

Vending machines are provided in the lobby and recreation room areas of residence halls. They can be removed based on the discretion of the Residence Coordinator and the Director of Residence Life and Housing. You can use your Trojan Card to make purchase. Change machines are not available. If a machine malfunctions, report it at once to the staff. Refunds are available for malfunctioning machines, check with your Residence Hall Staff as to where to report losses. Vandalizing and damaging vending machines is strictly prohibited, and disciplinary actions will be taken against anyone for misusing a vending machine.

DAMAGES AND CHARGES

Damages are defined as conditions occurring in the residence hall other than normal wear. Damage charges are equal responsibility of residents assigned to that room/suite. A Room Condition form is completed at the beginning of the semester and reviewed when the room is vacated. If your guest damages an item, you will be charged. Damages to common areas are the responsibilities of all residents and charges will be equally assessed to each student's account. Please review the charge chart. Charges are levied to your account and may result in a hold being placed on your account. Review the behavior which may result in your being charged.

HALL CHARGE CHART

DESCRIPTION OF SANCTION CHARGES	AMOUNT
Replacement of lost or unreturned key	\$50.00
Refuse Removal	\$15.00 per bag
Lock-out Service (after 2 nd request) – Charged on 3 rd request	\$15.00
(A) Unauthorized move (B) Unauthorized live-in	(A)\$50.00 (B) \$1590 or \$1664
(A) Room not clean (B) Room not clean at closing	(A)\$25.00 (B) closing \$100.00
Unauthorized Use of fire Door	\$50.00
Not attending mandatory hall meeting	\$25.00
Removal of furniture	\$25.00
False fire Alarm	\$25.00
DESCRIPTION OF DAMAGE CHARGES	AMOUNT
Window screens: (A) Repair (B) Replacement	(A) Repair - \$75.00 (B) Repair – 150.00
Repair or Replacement of ceiling tile	Repair Cost
Smoke detector (A) Remounting (B) Replacement	(A) Remount – 25.00 (B) Replace – 45.00
Repainting Room	\$300.00
Damages due to vandalism or negligence	Repair Cost
Damage to fire Alarm System	Repair Cost
Door Replacement	Repair Cost
Damage to internet port	\$75.00

*Note: Amounts on Charge Form are subject to change based on increase in labor or repair cost. This list is **not** inclusive of all possible charges one may incur while matriculating at the University.*

THE ADJUDICATION PROCESS

In your residence hall community, the action of each individual will have an impact on all of the members. As a community member, you have an obligation to help support policies that assure a safe and nurturing environment. Residents are expected to abide by the rules of the University and to know and obey the laws of the Commonwealth of Virginia, and the United States of America.

Residence Life and Housing staff members are required to document any event that occurs in the residence hall. Staff will utilize designated forms (Incident Report Forms) and/or procedures to document events. If an infraction occurs in the Residence Hall, this information will serve as official documentation for disciplinary proceedings.

Infractions that occur in the Residence Halls, which violate the rules, set forth in the *Residence Hall and Food Service Agreement* and the *Student Handbook* will result in disciplinary action that may have an affect on the residential and/or academic status of the student. Violations can be referred to the Office of Student conduct. The purpose of student conduct is to enforce the rules and regulations outlined in the Virginia State University Student Code of conduct. The Office of Student Conduct is also responsible for ensuring that students are treated fairly and that the appropriate judicial process is followed when rules and regulations are reported to have been broken.

SECTION A: VIOLATIONS

The sanction for violation of rules from “Section A” can **ultimately lead to Administrative Housing Termination**.

1. Setting or fueling a fire of any size.
2. Reporting a false fire or other emergency, including pulling a fire alarm when no safety emergency is evident--misusing or damaging fire safety equipment.
3. Using or manufacturing of fireworks, explosives, or any other substance designed to injure others or damage property.
4. Possessing/using weapons of any kind. Weapons are defined as any object of combat or any object not designed as an instrument of combat but carried for the purpose of inflicting or threatening bodily injury. Weapons include but are not limited to, pistols, rifles, brass knuckles, BB/pellet guns, water guns, paint pellet guns, clubs, switchblades, pocket knives, steak knives, all-purpose Swiss army knives, household flatware like forks and knives, blackjacks, box cutters, num-chucks, foils, hatchets, razors, pepper spray, swords, fireworks, dangerous chemicals, bow and arrows explosives of any kinds or incendiary devices and ammunition.
5. Destroying, damaging, or defacing University or private property.
6. Participating in throwing, dropping, or causing to fall from a residence hall any object, which could cause physical harm to include water balloons. Pranks of any kind are not allowed in the Residence halls.
7. Using profane, lewd, vulgar, or abusive language toward any staff member (GA, RA, OA, Residence Coordinator (RE), Night Manager, Housekeeper and/or other university official) is inappropriate and will result in disciplinary actions.
8. Disrespect directed towards Residence Life Staff will not be tolerated and result in disciplinary actions. This includes actions directed towards student residence life staff (Resident Assistants, Cabinet Member and Office Assistants) while they are performing the requirements of their jobs.

9. Causing physical harm, or immediate expectation of physical harm, to any person including assault/battery, bullying, intentionally or recklessly provoking and/or engaging in physical fights.
10. Harassing or bullying any person in such a way as to interfere with that person's academic pursuits, sleep, and/or other personal pursuits. This includes malicious pranks, text messaging, e-mailing and issuing threats.
11. Possessing, displaying, using, selling, distributing, or providing alcohol, inhalants, marijuana, (hashish, hash oil) using cocaine, stimulants, depressants, hallucinogens, narcotics, HGB, designer drugs or any other controlled substance or illegal drugs.
12. Distributing, selling, or providing alcoholic beverages to a minor.
13. Knowingly possessing stolen property or stealing services.
14. Renting/subleasing of residence hall space.
15. Breaking into any locked/secured residence hall space, including (but not limited to): housekeeping and maintenance storage areas, closets, roof, attic, another resident's room, computer lab, computer equipment or residence hall building.
16. Providing false information to Residence Life or any agent of the University. Including forgery or unauthorized alteration of Department or University documents, lying in any judicial proceeding; lying to a Residence Life or University staff member to substantially interfere with the performance of his or her duties.
17. Interfering with Residence Life or any University officials in the performance of their duties. This includes failure to comply with staff directives or preventing staff from conducting their normal duties in handling administrative disciplinary matters.
18. Participating in the provision, distribution, sale, use or manufacturing of any form of false identification.
19. Violating the conditions of Administrative Housing Probation, including failure to complete a service project or other condition(s) specified in a written agreement with an agent of The Department of Residence Life and Housing; committing a rule violation while on Housing Probation.
20. Defacing or lending your Trojan Card to anyone.
21. Participating in co-ed visitation other than during designated hours or having sexual intercourse in the residence hall.
22. Allowing guests to violate any "Section A" level Rule.

SECTION B – VIOLATIONS

Violations of rules from Section B will normally result in a sanction of **Housing Probation, written warning, and/or service agreement project for first-time violations and/or fines (charged to residents' accounts)**. Serious or repeat violations committed while the resident is on Housing Probation may result in a sanction of **Administrative Housing Termination**. Restitution and/or other administrative actions may be imposed as deemed appropriate by Residence Life and Housing. When significant mitigating or aggravating circumstances exist, they will be considered and may affect the sanction imposed.

1. Displaying alcoholic beverages or bottles in your room/suite (including empty bottles).
2. Intoxicated residents in or around the residence halls are strictly prohibited and are subject to disciplinary action.
3. Destroying, damaging, or defacing University or private property. This includes improperly disposing of trash in or around the Residence halls.
4. Confronting physically, verbally and/or harassing another student.
5. Using or possessing drug or alcohol paraphernalia.
6. Removing or possessing furnishings from the public or semi-public areas of any residence hall, to include sofas, chairs, tables, lamps, recreation room or beauty room furniture or furniture secure.
7. Loaning of Residence hall space, which includes allowing guests to stay in your room, without approval from The Department of Residence Life.
8. Failing to monitor one's guest's behavior and assuring adherence to rules.
9. Failing to comply with published visitation policies and rules.
10. Entering any unlocked, closed, or restricted Residence hall space including: Housekeeper's closet, roof, elevator shaft, other resident's room, personal or University computers, computer labs or any Residence halls closed for break periods.
11. Providing false information to, or non-compliance with, Residence Life staff or University officials in the performance of their duties.

12. Disrupting behaviors that interfere with another person or a group's rights of academic and personal pursuits or their ability to sleep or study, including; stereo at high volume, excessive yelling or other types of noise, violations of established floor/hall quiet hours and large gatherings/parties.
13. Violating Residence Life and Safety and Security policies and procedures published in this guide, the Residence Life and Food Service Agreement, and/or posted in each residence hall community.
14. Misusing or possessing a room or building entry keys/cards. This includes duplicating, lending/borrowing, or repeated loss.
15. Violating a written agreement with one's roommate, developed under the supervision of a Residence Life staff member. A resident's right to privacy and sense of security in his/her room supersedes a roommates' privilege to have guests.
16. Misusing the Trojan Card, this includes possessing and/or presentation of false identification.
17. Tampering with and/or misuse of University-owned washers, dryers, televisions, microwaves, computers, telephones, vending machines, telecommunications system or University owned equipment.
18. Selling/soliciting activity: use of Residence hall space to conduct a private business enterprise, whether legal or illegal.
19. Possessing highly flammable materials including gasoline, gas tank, (whether containing fuel or empty), gas-powered vehicles, kerosene, and fireworks.
20. Cooking (except in designated areas - Kitchens) and use or possession of an open-flame or open element appliance, including toaster ovens, skillets, hot plates, and microwaves ovens unless living in newer residence halls.
21. Smoking is prohibited in all University facilities, including inside the residence halls and near building entryways.
22. Students are not allowed to sit on the front entrance steps. This creates a barrier to entering and exiting the building.\Students climbing through windows will be penalized. Sanctions may include but are not limited to: First offense – warning, Second offense - \$100.00 fine or 20 hours' community service, Third offense - Judicial Affairs or Removal/ Change from the Residence Hall.
23. Modifying furnishings of Residence hall space is not permitted. This includes: installation of any air conditioners or loft, painting, installation of personal lock, chain, or alarm system; use of materials which damage the surfaces of the room or prevent equipment from working properly;

and use of refrigerators or other appliance greater than 0.5 amperes.

24. Using any sports/recreational, equipment except in designated areas. Prohibited equipment use includes: football, basketball, lacrosse, field hockey, baseball, Nerfball, and Frisbees.
25. Harboring a pet or stray animal (cats, kittens, dogs, snakes, gerbils etc.).
26. Causing obstruction or impediments to hall entrance on disabled access ramps. This includes locking bicycles to ramp hardware.
27. Possessing water guns, buckets of water, fighting with water balloons and/or throwing water at unsuspected individuals.

GRIEVANCE POLICY

If for any reason a resident believes that he or she has failed to receive an appropriate response from any member of the Department of Residence Life and Housing or if he or she has failed to receive appropriate service or treatment, a grievance may be filed. By filing a grievance, the situation will be reviewed and responded to by the appropriate Departmental and University personnel. To file a grievance, the resident should submit a written letter, which clearly outlines the nature of the grievance and submit the letter to the Director of Residence Life and Housing, P.O. Box 9073, Virginia State University, Petersburg, VA. 23896. Once the Director receives the letter, the individual filing the grievance will be contacted in writing or via telephone or campus e-mail for appropriate follow-up.

Meeting Financial Obligations:

Validation:

Validation is the university's process of financially clearing students. All tuition and fees are due to the university prior to the start of classes. A student must be financially cleared (**VALIDATED**) in order to be considered an enrolled student and to reside in the residence halls.

Validated – Means that a student has made financial arrangements with the office of Students Accounts regarding tuition and fees or the student has *successfully cleared* any balances due to the university. Validated students will have a paperwork indicating their validated status. Do not dispose of your validation papers.

Non-Validated – The student has not made arrangements to satisfy outstanding balances due to the university. As a result, money is owed to the university.

If a student is unable to get validated during the validation period he/she will be dropped from classes, dining privileges will be revoked and they must vacate the residence halls. Only **VALIDATED** students are allowed to remain in the residence halls. The Residence Coordinator will notify the student of their

non-validated status and provide them with the date and time that they must vacate the hall and the procedures for exiting the residence hall. Students that leave the university due to a non-validated status will be charged a **pro-rated amount for the time period they resided in the residence hall and were in possession of a meal plan.**

Please Note:

When the On-line Housing is announced in the Spring Semester for the upcoming Fall Semester, all returning students must make a \$150 room reservation deposit to reserve a room and must be registered for classes. Room assignments for returning students will be made during this designated housing period. Information concerning the Housing for the upcoming Fall Semester is posted and available on the VSU website. All deadlines should be observed.

BED BUG POLICY

The Department of Residence Life and Housing is committed to an effective and efficient response to residents who suspect they may have bedbugs. For the safety and comfort of all residents living in the residence halls at Virginia State University adhere to the following protocol:

1. Bedbugs are a serious community issue. Within 24 hours of bedbugs being confirmed in the living space, residents are expected to comply with all instructions given to them.
2. Residents that suspect they may have bedbugs should immediately contact their Resident Assistant (RA), the RA should then contact their Residence Coordinator, and the Residence Coordinator will contact Facilities Management.
3. Residence Life and Housing and or Facilities Management will send a trained exterminator to the respective room within 4 business hours to inspect the room. (If the resident reports a potential case of bedbugs after business hours Friday through Sunday, the inspection will not take place until Monday morning.) If both parties agree that there are no signs of bed bugs in the room but student has skin bites, staff will recommend to the student that they go to Student Health Center. If staff finds evidence that bed bugs are in the room, then #4 should be initiated.
4. Facilities Management will contact pest control and request they perform a thorough inspection of the room or suite in question. Response times may vary, but should be within a couple of hours.
5. Residents who report suspected bedbugs will NOT be granted an immediate temporary room change, nor will they be issued a new mattress UNTIL the inspection is completed and the findings are submitted. At that time, it will be determined the steps to be taken.
6. If the pest control is unable to respond to the resident's room for inspection within 24 hours, the Residence Coordinator may provide a temporary location in which the resident

can sleep until the inspection can take place. This is based on the availability of space within the residence halls.

7. Any resident given a temporary relocation will be given a list of instructions for the removal and laundering of their personal items.
8. Residents may not, at any time, deny the Department of Residence Life and Housing and Facilities Management staff access to their living space, including bedroom, suite common space, bathroom, etc.
9. The pest control specialist will determine if treating additional areas would benefit from being treated for bed bugs. An example would be the spaces adjacent, above and below the affected area/s.
10. Inspection Findings
 - a. If the findings are that there are no bedbugs present in the resident's room, suite, or apartment, the pest control specialist will, as a precaution, place a bedbug-monitoring trap, and follow-up in a week. The resident will be asked to continue observing his/her living space, and to notify their RA and Residence Coordinator director of that building immediately if there are further problems. Should the resident experience skin bites they will be asked to visit the Student Health Center and or primary Physician.
 - b. If the pest control specialist finds that bedbugs are present in the area, room, or suite, affected resident(s) should follow all guidelines given by the Residence Life and Housing staff and Facilities Management.



What happens when the pest control specialist comes to my room?

- If your room or suite is confirmed to have bedbugs, pest control will treat all spaces. You will be required to clean and bag all clothing, bedding, books, and personal items prior to the treatment.

- The treatment will likely require three (3) treatments, as determined by pest control. A typical schedule includes: initial application soon after discovery, follow-up after 14 days, then again after an additional 14 days.
- A pesticide will be applied to locations within your room that may harbor the bugs. You will need to stay out of the treated areas for 4-6 hours.

What SHOULD I do if I believe I have bedbugs?

- Contact your Residence Coordinator immediately if during normal business hours 8:00 a.

What SHOULDN'T I do if I believe I have bedbugs?

- Don't panic! Although bedbugs can be annoying, they can be safely and successfully dealt with if you follow all Residence Life and Housing guidelines.
- If you believe you have bedbugs, **please do not** wait until after 5pm on Friday to notify someone. It is more difficult to get service after hours, they will respond, but service may be delayed.
- **Do not apply pesticides on your own.** The licensed pest control specialist needs to complete the thorough inspection and then will develop an integrated pest management plan.
- Do not move your mattress or any furniture out into the hallway. Infested furniture can be cleaned and treated. Placing bug-ridden furniture (particularly mattresses) into common areas or on the street may simply help spread bedbugs to the rooms and suites of other residents.
- Do not make plans to sleep at home, in a friend's room or at off-campus residences. If you actually have bedbugs, you will only spread them to others. If you do plan to leave your room to stay somewhere else, please follow all guidelines given by the Residence Life and Housing staff and Facilities Management.

TELEPHONE NUMBERS:

In case of Emergency call Campus Police	804-524-5411
Campus Police - Non-Emergency	804-524-5360

DEPARTMENT OF RESIDENCE LIFE AND HOUSING:

Residence Halls	Residence Coordinator's Office	Front Desk*
Branch Hall	804-524-5532	804-524-5201
Byrd Hall	804-524-5292	804-524-6808
Eggleston Hall	804-524-6700	804-524-1188
Gateway	804-524-5533	804-524-2645

Langston	804-524-6700	804-524-6720
Seward Hall	804-524-5747	804-524-5135
Moore Hall	804-524-6790	804-524-6791
VSU Quad I	804-524-5283	804-524-1064
VSU Quad II	804-524-2194	804-524-1428
Whiting Hall`	804-524-5623	804-524-5014
Housing Office	804-524-5007	804-524-6852

*Use front desk telephones numbers after 5 p.m.

CAMPUS DIRECTORY OF KEY OFFICES:

Virginia State University Switchboard -Information	804-524-5000
Admissions	804-524-5901
Bookstore	804-524-5691
Career Planning and Placement	804-524-5211
Cashier's Office	804-524-5150
Financial Aid	804-524-5990
Library and Media Services	804-524-5040
Office of Information Technology (IT)	804-524-5210
Registrar Office	804-524-5275
Residence Life and Housing	804-524-5011
Student Accounts	804-524-5506
Student Activities	804-524-5701
Student Government Association	804-524-5320
Student Health Services	804-524-5711
Students with Disabilities Program	804-524-5061
Substance Abuse and Sexual Assault Prevention	804-524-5939
United Campus Ministries	804-524-5214