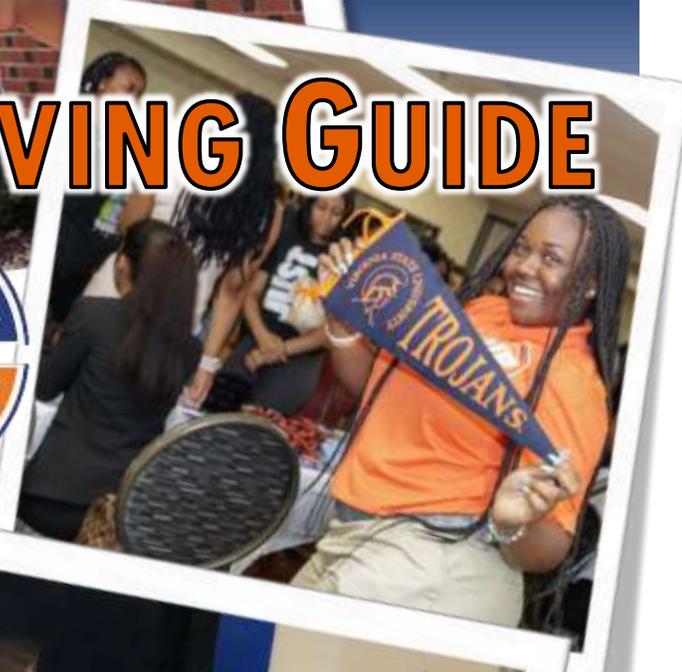


Virginia State University

Department of Residence Life & Housing

COMMUNITY LIVING GUIDE



GREATER HAPPENS HERE

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LETTER FROM THE DIRECTOR

Dear Students:

Welcome to your home high above the Appomattox River at Virginia State University for the 2024-2025 academic year. Residence Life & 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 & 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 *building a greater world*. We wish you happiness and much success in the upcoming year.

Sincerely,

A stylized, handwritten signature in blue and orange ink, representing Dr. Derrick L. Peterson, Sr.

Dr. Derrick L. Peterson, Sr.
Director of Residence Life & Housing



LETTER FROM THE INTERIM ASSOCIATE VICE PRESIDENT
FOR STUDENT SUCCESS AND ENGAGEMENT

Greetings Trojans!

It is my esteemed honor to welcome you to the 2021-22 Academic Year at the *Virginia State University!*



By now you've heard this a thousand times due to the COVID pandemic. Higher education institutions around the world are planning for the arrival of students. VSU and the *Residence Life and Housing staff* have worked tirelessly throughout the summer to prepare for this semester. This year will be like no other and the Class of 2021 has the honor of "graduating from high school virtually, individually, 6 feet apart etc., but you made it and now you're here!

The *Residence Life* experience is a pleasure that countless alumni remember and cherish to this day! Many tout that they found their life-long best friends, girlfriends, boyfriends, spouses, Greek-dom, employment, leadership opportunities etc., and we're believing that you will too. This is also where some folks made poor choices and had life altering decisions. The choice is yours and your decisions will ultimately define your experience at VSU. Will this experience be different from parents, grandparents and friends? **ABSOLUTELY!** But you have the opportunity to make it uniquely yours.

While you're here, please take advantage of every opportunity to experience new and positive people, places and things. Increase your knowledge, broaden your perspective and immerse yourself into the culture! VSU...a transformative experience. Enjoy and **HAIL STATE!**

Regina Barnett Tyler, Interim Associate Vice President & Chief Student Office
Division of Student Success & Engagement

welcome!

MISSION

Virginia State University's Department of Residence Life & Housing (ResLife) is motivated by the mission 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

The vision Trojan bred and forthright: *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 of Residence Life & Housing (ResLife) 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. ResLife seeks to have Residence Halls not dormitories.

DEDICATION TO DIVERSITY & INCLUSION

The Department of Residence Life & Housing (ResLife) at Virginia State University is keenly dedicated to diversity and inclusion. A vital part of the mission of ResLife is to create an environment where our staff and residents' diverse characteristics and backgrounds where all members feel included. The creation of such an environment is essential to the personal growth of students and to their preparation for active, global citizenship. We believe students are most likely to succeed in an environment where everyone is welcome and involved. We give students the opportunity to work and live with people from different backgrounds, and in the process, we encourage them to learn from one another in an atmosphere of mutual respect. We seek to foster this atmosphere through our employment of staff members from diverse backgrounds.

TITLE IX Policy and Guidelines: discrimination, harassment, sexual misconduct and retaliation

Purpose

The purpose of this policy is to establish clearly and unequivocally that Virginia State University prohibits discrimination, sexual assault, harassment, dating violence, domestic violence, stalking and retaliation as well as any other sexual misconduct by individuals subject to its control or supervision.

Authority, Responsibility, and Duties

This policy governs the conduct of all university students and visitors (including, but not limited to, students participating in camp programs, non-degree seeking students, exchange students, when on the campus of Virginia State University, on university property, or in facilities, owned, or controlled by Virginia State University, or being utilized for university-related events. Any exceptions in the application or enforcement of these policies must be approved by the President of Virginia State University or designee. This policy also is applicable to any conduct that occurs off campus that has continuing effects creating a hostile environment on campus. Allegations of on-campus or off-campus violations of this policy should be reported to the Title IX Coordinator in accordance with the guidance below and the Discrimination Grievance Procedures, Policy 1103. The Discrimination Grievance Procedures Policy can be accessed at <http://www.vsu.edu/counseling/sexual-assault/index.php>.

Policy Statements

The University is committed to maintaining an environment that is safe and free from harassment, sexual assault, stalking, dating and domestic violence, and discrimination based on race, sex, color, national origin, religion, age, veteran status, sexual orientation, gender identity, pregnancy, genetic information, against otherwise qualified persons with disabilities, or based on any other status protected by law. The University will not tolerate acts of sexual misconduct against its students, faculty, staff, approved volunteers or visitors.

Reporting and Filing Complaints

Complaints and reports of discrimination, retaliation, sexual misconduct, and sexual harassment should be made to the Title IX Coordinator. VSU's Title IX Coordinator is responsible for overseeing the investigation of all reports of alleged discrimination, sexual harassment, or sexual misconduct in accordance with the Discrimination Grievance Procedures and to oversee and address any problems that arise during any complaint. The Virginia State University's Title IX Coordinator is

Deborah Howard
Virginia Hall 313
804-524-5371
TitleIX@vsu.edu

TITLE IX Policy and Guidelines: discrimination, harassment, sexual misconduct and retaliation *cont.*

Confidential and Anonymous Reporting.

Confidential reporting resources are available on campus in the Counseling Center, Student Health and United Campus Ministries. Licensed mental health providers, medical providers, and the campus minister are the only persons who may guarantee confidentiality on campus. Off campus confidential counseling resources are listed below. VSU officials have varying reporting responsibilities under state and federal law. If a victim of conduct in violation of this policy or another reporting party wishes to make a confidential report, it must be made to physicians and other medical personnel at Student Health Services or Counseling Center staff. These individuals will encourage victims to make a report to VSU police, the Title IX Coordinator, or local law enforcement.

The victim- otherwise called the complainant- and the accused - otherwise called the respondent - should ask about confidentiality before reporting to other offices because other offices are limited in their ability to maintain confidentiality. Students, student organizations and their advisors cannot keep reports confidential, even if working with officials above that are able to maintain confidentiality of reports.

Reporting

The University strongly encourages the reporting of all incidents of sexual misconduct to the Title IX Coordinator or any member of the Title IX team. A report is an account or description of a specific incident. There is no time limit for filing a complaint of sexual misconduct. However, complainants should report as soon as possible to maximize the University's ability to respond. Filing a formal complaint is a written or verbal request for the University to investigate an incident and take appropriate actions. The University will investigate all formal complaints of sexual misconduct and will take appropriate disciplinary or corrective action in each instance. The University will investigate informal and formal complaints of sexual misconduct in a manner that preserves to the greatest extent possible the confidentiality of both parties.

- A. A student, who files a formal complaint of sexual misconduct, will be provided a written explanation of their rights and options found in the Trojan Bill of Rights.
- B. The University encourages individuals who make a report or file a formal complaint of sexual assault, stalking and relationship violence, regardless of where the report is made, to also contact the Sexual Assault Services Coordinator for assistance. The Coordinator will assist the victim in accessing and navigating services, resources, and referrals both on and off campus.
- C. Sexual assault, stalking and relationship violence may be reported to the VSU Department of Police and Public Safety, local law enforcement, Sexual Assault Services, Student

TITLE IX Policy and Guidelines: discrimination, harassment, sexual misconduct and retaliation *cont.*

Reporting *cont.*

Conduct Office, Vice President of Student Success and Engagement, Title IX Coordinator,
or anonymously to a Campus Security Authority (CSA).

Campus Reporting and Investigation

Deborah Howard, Title IX Coordinator
Virginia Hall
P.O. Box 9412
(804)524-5371
Email: dhoward@vsu.edu

Student Conduct
(804)524-5866 or (804)524-2391
Foster Hall, Room 304

Sexual Assault Services
Memorial Hall, Room 401
(804)524-6942 or (804)524-5939

Regina Barnett Tyler, Interim Associate Vice President &
Chief Student Officer, Student Success & Engagement
3 Jackson Place
(804)524-5608
Email: rbarnett@vsu.edu

Office of the Provost
(804)524-5654
Virginia Hall 200

VSU Department of Police & Public Safety
(804)524-5411 or (804)524-524-5360
Email: police@vsu.edu

Federal Education Rights and Privacy Act (FERPA)

I. POLICY STATEMENT CONCERNING THE CONFIDENTIALITY OF STUDENT RECORDS

Students attending, or who have attended, Virginia State University are afforded certain rights concerning their education records under the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (20 U.S.C. 1232g), and regulations of the United States Department of Education (34 C.F.R. Part 99).

It is the policy of Virginia State University not to release education records or personally identifiable information contained therein, other than directory information, without the student's written consent except in those instances where FERPA does allow for disclosure of personally identifiable information about students. The prohibition against release generally does not extend to record requests from school officials with a legitimate educational or administrative interest, other schools to which a student is transferring, state and federal education authorities, accrediting organizations, appropriate officials in cases involving health and safety, organizations conducting studies on behalf of the University, and education record requests pursuant to judicial orders or lawfully issued subpoenas, or as otherwise stated in § 99.36 of FERPA.

The University may disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, athletic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Visitors and all agents and appointees of the Board; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the University who performs an institutional service or function for which the University would otherwise use its own employees and who is under the direct control of the University with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official need not necessarily be an officer or employee of the University. A school official has a legitimate educational interest if the official needs to review or use an education record in order to fulfill his or her responsibilities to, for, on behalf of the University.

In the event of health or safety emergencies on or off campus, the University may disclose personally identifiable student information to appropriate individuals (including but not limited to, law enforcement, fire and rescue, health and safety, and other persons involved with health or safety emergencies) to the extent required to protect students, staff, and the public, and public or private property.

The University may disclose personally identifiable information designated as directory information from a student's records without a student's prior written consent unless the student informs University officials, including the University Registrar, that specified categories of directory information are not to be released. Requests to withhold directory information from campus directories and other University publications must be submitted to the Registrar's Office no later than 5 p.m. on Friday of the second week of classes for the fall semester.

Directory information under this policy includes:

- student's name
- address(es)
- telephone number(s)
- electronic e-mail address(es)
- photographs
- date and place of birth
- major field of study
- whether a student is currently enrolled
- enrollment status (full-time, half-time, etc.)
- class
- academic level
- anticipated date of graduation
- certification that the student has applied for a degree
- dates of attendance
- degree(s) earned, including date and level of distinction
- honors and awards received
- participation in officially recognized activities and sports
- weight and height of members of athletic team

Questions concerning this Policy may be referred to the Registrar's Office at (804) 524-5275.

Federal Education Rights and Privacy Act (FERPA) *cont.*

II. NOTIFICATION OF RIGHTS UNDER FERPA FOR POST SECONDARY NOTIFICATION OF RIGHTS UNDER FERPA FOR POST SECONDARY INSTITUTIONS

FERPA affords students certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students must submit to the Office of the University Registrar written or electronic requests with their electronic signatures that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the University official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write or send an electronic message with their electronic signatures to the University official responsible for the record, clearly identify the part of the record they want changed, and specify what is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One major exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. Another major exception permits disclosure without consent to individuals responding to health or safety emergencies.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Virginia State University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

III. PARENTAL ACCESS TO STUDENT EDUCATION RECORDS

Under FERPA, the word "student" refers to an individual who has reached the age of eighteen or is attending an institution of post-secondary education. The word "parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian. At the post-secondary or collegiate level, FERPA provides that parents have no inherent rights to inspect a student's education records. Normally the right to inspect education records at the University is limited solely to the student. FERPA does, however, authorize the University to release education records and personally identifiable information to parents as defined above, where one of the following conditions have been met: (1) the student has given written consent to the release of records to the parents; or (2) the parents produce sufficient documentary evidence that they (or either of them) declared the student as a dependent on their most recent federal income tax return as authorized by the federal income tax laws. See Section 152, Title 26 of the United States Code, for definition of "dependent" for income tax purposes.

Questions concerning this Policy may be referred to the Registrar's Office at (804) 524-5275.

OVERVIEW OF RESIDENCE LIFE & HOUSING

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. 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.

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. 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. 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!

STAFFING

A Residence Director (RD) and their supporting staff supervise each Residence Hall. Office hours are generally, Monday—Friday, from 8:00 a.m. to 5:00 p.m. The RD is responsible for the day to day management of the residence hall. Additionally, the department employs Graduate Assistants (GAs), ResLife Interns, Resident Assistants (RAs), and Office Assistants (OAs) 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 the Department of Residence Life & 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 Residential Life & Community Operations may be reached by written correspondence at: Virginia State University, P.O. Box 9073, Petersburg, VA 23806, or you may call the departmental administrative assistant at (804) 524-1239. The Housing Office is located in VSU Quad II – Room 1107-A and is staffed by the Residence Life & Housing Administrative Staff along with student office workers (Interns and OAs).

WHERE TO FIND HELP:

Resident Assistants

Resident Assistants (RAs) are undergraduate students who live and work on a floor or wing in the residence halls. RAs are responsible for serving as positive role models, mentors, and guides for residents. They are responsible for facilitating a cooperative and considerate community environment by engaging residents, planning and encouraging participation in hall and area programs, and informing residents of University and departmental policies. In addition, RAs appropriately assist with the personal and academic concerns of students, mediate interpersonal conflicts, and serve as an information resource. RAs are trained to provide information to residents or refer them to those on campus who can further assist them. Take some time to get to know your RA. They can be a great resource for you. If, after living in the halls for at least one semester, you are interested in applying to be an RA, please speak with your RD.

Graduate Assistants

Graduate Assistants (GAs) are graduate students who live and work in a residence hall and are responsible for ensuring the successful management of a residence hall that reflects the department's vision, mission and diversity statements, as well as the University's academic and educational goals. Like RAs, GAs are responsible for facilitating a cooperative and considerate community environment by engaging residents, planning and encouraging participation in hall and area programs, and informing residents of University and departmental policies. Not only do GAs work with RAs with the personal and academic concerns of students, mediate interpersonal conflicts, and but serve as an invaluable resource. GAs are trained to provide information to residents or refer them to those on campus who can further assist them. Take some time to get to know your GA as well. If, when planning to enter a Master's Program at VSU, you are interested in applying to be an GA, please email ResLife@vsu.edu.

ResLife Interns

ResLife Interns are VSU students who are responsible for assisting the Housing Office in the effective operation of the office. This is accomplished through performing office related tasks or other duties as assigned. They assist the ResLife Administrative Team with the day to day functions, compilation and editing of digital correspondence, programming literature, oversight of departmental events from planning and logistics to advertising, social media management and marketing, and assistance with weekly departmental responsibilities. ResLife Interns also possess extreme customer service skills and have a great deal of knowledge about housing policies, procedures and processes.

Office Assistants

Office Assistants (OAs) are student members of the RLH staff who usually do not, but may, reside in their assigned residence hall. The OAs are responsible for assisting the RDs, GAs and RAs in the effective administration of the residence hall. Their tasks are accomplished through working in the residence hall office, front desks and performing related departmental tasks as assigned. OAs are referred through College Work Study and have firsthand knowledge of ResLife processes.

Resident Directors

Residence Directors (RDs) at VSU are the professional staff members onsite in the residence halls to maintain order and are chiefly responsible for daily operations for their assigned hall. These individuals ensure that the building is covered at all times and that all students are safe and secure. The RD is responsible for developing an atmosphere that promotes academic achievement, personal development, and a strong sense of inclusive living learning communities. Additionally, RDs conduct residence hall key assignments, submit census reports, manage residence halls in accordance with VSU policies, enforce RLH policies, and prepare and submit residence hall forms as necessary. The RD can and may oversee the adjudication of cases involving violations of Roommate Agreements, the Community Living Guide, the Student Code of Conduct and the Housing & Food Service Contract. RDs ensure forms are signed

and received by the Housing Office, respond to inquiries/concerns from parents and students and supervise, evaluate, and counsel Summer Conference Assistants, Office Assistants, Resident Assistants, and Graduate Assistants. Furthermore, RDs provide direction during and outside of office hours.

Housing Office/ResLife Administrative Team

Unlike at most colleges and universities, the entities of Residence Life and Housing at VSU are more in sync than they are separate. They both function as the heart and hub of ResLife. While the physical location of the Housing Office serves as the chamber, the administrative team is the pulse. The Housing Office is located on the first floor in VSU Quad II-1107, just off of the lobby, which reinforces ResLife's accessibility and proximity to the residents as an extreme priority. The ResLife Administrative Team are the extended professional staff located in the administrative offices on the first floor of VSU Quad II. Between them both, you'll find everything that you want to know about campus living, housing processes and procedures, programming, timeframes, deadlines and more. They respond to inquiries from students, parents, faculty and staff and work closely with individuals across campus to create a seamless environment between the living and learning components of campus life for all Trojans. Often times seen as a one stop shop, connecting with the Housing Office/ResLife Administrative Team is an incredible first step in navigating your Trojan Transformation during office hours and they are dedicated to empowering each resident through student engagement, personal development and a strong sense of community support.

Residence Hall Association

The Residence Hall Association (RHA) at VSU is the representative governing body for all VSU residence halls through programming, leadership development and advocacy. The RHA acts on proposals that affect residents and make recommendations to the Department of Residence Life & Housing (RLH), The Office of Student Activities, and the Student Government Association (SGA). RHA representatives from each respective hall garners the interest, and concerns of the residents who reside in their residence hall. They are afforded the opportunity to promote and may organize social, recreational, cultural activities, and community service programs. As a representative of the RHA, members are given an opportunity to get involved in hall life to develop their leadership skills. Additionally, the RHA collaborates and works closely with other departments within the Division of Student Success & Engagement which makes them a valuable resource should you have questions about University processes.

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 ResLife 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 Resident Director 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*

YELLOW PAGES: A—Z

100% ID Check

Upon entering all of the residence halls, identification must be presented the staff at the front desk. Please be prepared to show a valid form of identification and sign either the Visitation or Maintenance Log, if applicable.

Abandoned Property

Any property left behind after a resident checks out, moves or vacates will be discarded.

ACE

ACE is the Academic Center for Excellence that takes pride in providing the building blocks and tools necessary for students to achieve academic and professional greatness. It is a full-service center structured to provide you with the sustenance and resources necessary to promote character building, academic excellence and career goal achievements. ACE advisors are available to support and encourage you every step of the way. The uniquely designed space includes state-of-the-art technology, private pods for individual studying and meeting space for group collaborations. From your freshman experience, to life after receiving your degree, ACE will be instrumental in preparing you to not only be a productive member of society, but a competitive contender in any career environment.

Active Shooter

In the case of an active shooter or other campus violence, you should move to a safe area that can be secured immediately. Personal judgement will be needed to determine which option is most prudent for each situation. The most common method for determining course of action is called *Run. Hide. Fight.*

- **Run:** Have an escape route and plan in mind. If it's safe to do so, RUN, leaving your belongings behind, and keep your hands visible.
- **Hide:** If it's not safe to run, HIDE in an area out of the shooter's view, block entry into your hiding place, lock and barricade the doors, and silence your cell phone.
- **Fight:** As a last resort and only when your life is in imminent danger, attempt to incapacitate the shooter. Act with physical aggression and throw items at the active shooter.
- Finally, as always, call DPPS at 804-524-5360 when it is safe to do so.

Run Hide Fight & Avoid Deny Defend Training is offered by DPPS and will provide students/staff with information on how to respond during violent situations. This training is one hour and will be hosted throughout the semester.

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 & 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 Housing and Food Service Agreement and the Student Handbook will result in disciplinary action that may have an effect 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.

<http://www.vsu.edu/student-life/support-and-resources/student-code-of-conduct.php>

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 Conduct for an alcohol and/or drug violation. You are not allowed to have prescription drugs that are not prescribed for you.

Bed Bug Policy

(please refer to page 35)

Bicycles

Bicycles are not allowed in the residence halls without prior approval from the RD. Bicycle racks are available at Gateway and Quads I & II.

Bullying

Behaviors with the purpose to bully, intimidate, harass, and/or physically harm any member of the University community either in person, verbally, or through electronic medium (including but not limited to, social media, websites, text messages, email, and/or instant messaging) is not permitted.

Bulletin Boards

Bulletin Boards are provided in hallways and common areas to keep residents informed. University, Division of Student Success and Engagement, and ResLife notifications are posted and updated regularly. Residents may post information on designated bulletin boards if approved by the RD.

Cable

Apogee has been chosen as the University's cable provider. Students will receive a variety of HD channels including sports, music, general entertainment, and news. As a new addition, students will also get to enjoy HBO and Cinemax at no additional cost. The digital cable system requires a television with a QAM tuner. You must check the specifications from your TV manufacturer to determine if it includes the required tuner. QAM (quadrature amplitude modulation) is the format by which digital cable channels are encoded and transmitted via cable television providers, including Apogee. A QAM tuner is the cable equivalent of an ATSC tuner which receives over-the-air digital channels broadcast by local television stations. Many new cable-ready digital televisions support both of these standards. Because there is no requirement, though, some very inexpensive manufacturers or models may not include the QAM tuner.

Please be advised that less expensive TVs sometimes come with a lower quality QAM tuner that may be unable to tune all of the channels. We have found this to be true of bargain brands. If that is the case a digital conversion box can be purchased. If your television does not have a QAM tuner, you can update your television or purchase a digital conversion box. Just like the TV, you should ensure that the conversion boxes include a QAM tuner and not just an ATSC tuner. Most tuner boxes available at electronic stores for over-the-air digital TV transition do not include a QAM tuner, be sure to verify the specifications from the external tuner manufacturer before completing your purchase. The following tuner box has been tested and approved for compatibility with our system.

YELLOW PAGES: A—Z cont.

Cameras, Web Cameras and Other Recording Devices

The use of recording devices must be in compliance with state and federal laws and must be discussed among roommates in advance of the recording. This includes cameras, voice recorders, video recorders and web cameras. Residents and guests have a right to a reasonable expectation of privacy. Recordings which pose a security or safety risk will be subject to disciplinary action. Residents may not post or install cameras in any common area of any residence hall.

Campus Class Requirement

For eligibility to live in undergraduate housing, a student must be enrolled for a minimum of 12 credit hours.

Card Access

All residents will have access to residence hall in which they live. Guests must contact resident prior to arrival and follow visitation policy. Each building has a card reader located next to the main entrance (as well as selected interior) doors.

Care of Room

All residents are responsible for the belongings in their room/suite. All furniture that was present upon move-in must remain in the room/suite at all times. Common Area furniture should not be removed and placed within a room/suite. If repairs are necessary as a result of any damage or misuse by the residents of the room/suite or their guests, the responsible parties will be charged for the repairs.

If no one assumes responsibility for the damages, then all residents of the room/suite will be charged for the repairs. If damage occurs in a room/suite, it is important to have the residents discuss and determine who will pay for the damages. Damage charges will be placed on students' accounts and are payable through the Cashier's Office located in Gandy Hall.

Checking-In

Prior to their arrival to the University, residents should check their Housing Portal in their Banner Account for their housing assignment and roommate information, if applicable. Housing assignments and roommate information are located on the profile page of your Housing Self-Service account. *(Please note that when assigned, residents will not receive an email. It is the resident's responsibility to routinely check their Housing Portal to familiarize themselves with their Banner account and navigation of their Housing Portal.)* Upon arrival to campus, residents are not to report to their assigned hall. All students are to report to the Housing Station wherever the Validation Hub is based with their TrojanCard. (As a reminder, University updates concerning Validation details, are communicated through the student email system.) At the Housing Station, Housing Coordinators will confirm validation status and issue the completed occupancy card. Upon receipt of the occupancy card, residents will be provided directives to report to their assigned residence hall. Hall staff will not distribute keys without a completed occupancy card.

For checking in after a room change, residents will report to the newly assigned hall for check in, not the Housing Office. Residents should report to the hall staff with occupancy card to retrieve their key and complete room change from their former assignment within the approved timeframe. Failure to complete the necessary steps as instructed by the Housing Office and your hall staff could revoke the approval of your room change.

Checking-Out

Prior to their departure from the residence hall, residents should schedule a check-out time with their assign GA/RA. Rooms are to be cleaned and returned to the original state at the time of check-in. Failure to do so will result in additional fees being incurred to the student's account for improper check-out. Keys must be turned in and an Exit/Cancellation Form must be signed.

For checking out prior to a room change, residents will report to their hall staff to complete the room change. An Exit/Cancellation must be initiated with their hall staff and keys returned after the move to successfully complete the assignment update within the approved timeframe. Failure to complete the necessary steps as instructed by the Housing Office and your hall staff could revoke the approval of your room change.

Cleanliness & Upkeep

Living conditions (unclean, trashy conditions) that could adversely affect residents' health and safety are prohibited. Residents are responsible for maintaining established standards of cleanliness and safety throughout the building:

- 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, Room Condition Form 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.
- All residents are responsible for keeping shared spaces clean including suite style bathrooms and microwaves. Personal trash should not be left in public areas.
- Residents are responsible for taking their personal trash from their room/suite 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 RD and their assistants reserve the right to inspect rooms/suites and other properties belonging to the a minimum of once per week for cleanliness.
- All assigned residents are responsible for any shared space within a suite area.
- Locks should not be placed on closets without permission from the RD. 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.

Cohabitation

Cohabitation exists when a person who is not assigned to a particular residence hall, room or suite uses that assignment as if they were living there. Cohabitation is a violation of the Housing and Food Service Agreement and is not permitted under any circumstance. Residents found in violation will be referred to the Director of Residential Life & Community Operations and may face termination of their contract.



YELLOW PAGES: A—Z *cont.*

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 RD or the Director of Residential Life & Community Operations 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(s) must be reported to the residence hall staff. Any damages caused by tampering will result in full charge for repairs or replacement.

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 RD. (*See Microwaves.*)

Cooperation with Staff

Cooperation with any ResLife staff member's reasonable request is expected of all residents and their guests. This includes surrendering your TrojanCard upon request.

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.

Courtesy Hours

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. (*See Quiet Hours.*)

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. (*complete program descriptions on pages 32*)

Decorations

We recognize that your room is your home. However, we ask residents to bear in mind that each room will eventually become someone's home. Painted surfaces must not be damaged by nails or double stick tape. Non-removable decals should not be applied to any surface. Decorative materials must not present a safety or public hazard. Candles or other open flames are prohibited. Nothing can be attached to the ceilings. Failure to comply with these expectations may result in charges at the end of the semester. Further, room décor must not obstruct sprinkler heads, exits, or emergency lighting. All décor must be removed prior to breaks and holiday vacations.

Deliveries

Residents who order takeout food, flowers, balloons, etc. from off campus must be prepared to provide their cell phone number to the vendor and/or wait in the lobby for their arrival. It is the resident's responsibility to meet the delivery person to pick up and pay for their items as no delivery person will be allowed to enter the living areas of the residence hall.

Drugs and Drug Paraphernalia

The possession or use of illegal drugs or drug paraphernalia may result in suspension from the University (Immediate Suspension Protocol),

removal from the residence halls, and suspension of other rights and privileges. Since the possession or use of illegal drugs is a violation of criminal law, it is possible for a violator to be subject to criminal action. This policy includes the misuse of prescription drugs. Disruptive behavior in the residence halls while under the influence of drugs may result in disciplinary action with the Office of Student Conduct, including suspension or removal from the residence halls.



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.

Emergency Call Boxes

There are 50 call boxes located around campus that are monitored by our 24/7 Emergency Communications Center (ECC). When you activate a call box, a police officer will come to assist you. Cameras will turn to the location of the call box to ensure safety. Call boxes are not just limited to emergency incidents, but can be utilized as means of contacting us for assistance or additional resources.

Emergency Situations

There is a campus-wide emergency communication system in place. In the event of 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. (*See RAVE Alert.*) During an emergency situation, follow the directives given by ResLife staff members.

Entrances/Exits

The side and rear doors of residence halls are not to be used except in emergencies (e.g., fire, fire drills, emergency evacuations, and other times specifically designated by the residence hall staff or emergency response personnel). Failure to comply with Fire & Safety policies will result in fines and/or removal from the residence hall.

YELLOW PAGES: A—Z *cont.*

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 RD for additional information.

FERPA

(please refer to page 9)

Fighting

Fighting will not be tolerated. Students involved in fighting could face charges by local, state, and civil officials as well as possible dismissal (Immediate Suspension Protocol) from the University.

Fire Drills/Exit Doors

Commonwealth Law requires that evacuation drills be held regularly in university residence halls. Your assistance and cooperation are expected when drills are held. Every student must evacuate the building during the drill. Residents refusing to cooperate with the evacuation regulations are subject to disciplinary action and/or removal from university housing.

When the fire alarm sounds, residents must immediately evacuate the building, report to the Designated Assembly Area, attempt to report to their Residence Director (RD) or Resident Assistant (RA), and follow the instructions of emergency response personnel and/or Residence Life and Housing (RLH) staff. Residents who do not evacuate in a timely manner or fail to adhere to instructions given by emergency personnel and/or HRL staff, may be subject to disciplinary action. Residents are responsible for their guests while in the residence halls, and should familiarize guests with fire alarm and evacuation procedures.

Residents are recommended to report their access or functional needs or conditions to the Student Accessibility Office. Residents with access or functional needs who are unable to safely exit a building during an emergency evacuation must follow these procedures:

- Remain in room, close the door and windows, and contact VSUPD Dispatch by dialing 5411
- Inform VSUPD Dispatch you are an individual with an access or functional need, and that a fire alarm is sounding in your building. Provide your name, building name, floor, room number, and state that you need assistance evacuating the building.

• The dispatcher will inform the responding University Police Officers and/or fire department of your location.

• If you are in a room other than your own, a common area, or bathroom when the alarm occurs, remain in place and follow the steps outlined in the previous bullet points.

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 Department of Police & Public Safety and the Fire Marshall. At any time, your room is subject to inspection visits by the Fire Marshall. If a fire alarm sounds, everyone must immediately evacuate the building and residential area. Failure to evacuate will result in a disciplinary action. Wait patiently in the designated areas until further instructions are given. Residents may not reenter the building until the Fire Marshall has provided notice to the hall staff.



Floor/Hall Meetings

Your RD, GA, or RA will hold floor/Hall meetings throughout the semester to inform you about important information. You are

expected to be at all meetings that your hall staff deem mandatory. Failure to attend floor meetings may result in missed opportunities to gather important information and/or fines.

Flyers & Bulletin Boards

There are specific bulletin boards on which information will be posted in each residence hall. The ResLife staff do these postings and the information will be specific to university, division and departmental programming and current events. The flyers are another source of information that residents will be held accountable to.

Food Storage

For health and sanitation purposes, residents are asked to use good judgment in the storage of food. Make sure any open food bags or containers are properly closed. Do not leave any food that is not stored in a proper container out in the open and be sure to clean up any food off the floors. Not following these recommended practices invite bugs. Take open bags, boxes or containers home or dispose of them prior to leaving for weekends or breaks. Adopting these practices should help to deter unwanted bugs and pests.

Freshman Parking

Freshmen are not permitted to have cars on campus but certain students are eligible for an exemption. An exemption application must be completed and returned to Student Conduct. To request an exemption, a student must submit:

- Freshman Parking Request form
- Copy of current semester class schedule
- Copy of current semester University validation
- Valid copy of your driver's license
- Copy of vehicle registration
- Supporting documentation for the exemption
- Medical documentation
- Two Proofs of employment (Statement from supervisor on letterhead, paystub)
- A Proof of residency (lease, utility bill etc.)
- Military documentation

Front Desk

The front desk in each residence hall is staffed between the hours of 8 a.m. and midnight to provide assistance to residents, with the exception of rounds and closings. Desk coverage is provided by OAs, RAs and Gas and the responsibilities include providing information and customer service, checking out equipment, monitoring visitation, looking after the safety and welfare of the residents of the building, checking keys, etc. Items checked out

from the front desk should be returned promptly after use.

Gambling

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 & 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 Residential Life and Community Operations, P.O. Box 9073, Virginia State University, Petersburg, VA. 23806. 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.

Hall Closures

Residence halls close for Thanksgiving Break, Winter Break, Spring Break and Summer Break. Halls always close at 12:00 p.m., noon at the start of the break and reopen at 8:00 a.m. following the last day. All residents are informed to make the necessary travel arrangements to adhere to the hall closure schedule as provided by the University. Alternate accommodation requests must be submitted in writing (ResLife@vsu.edu) received at least 30 days in advance, will be granted at the discretion of the Director of Residential Life & Community Operations and subject to additional charges assessed to your student account by ResLife, outside of the room and board rate.

Hallways and Windows

Residents are not allowed to place personal chairs in the hallways. Personal items may not be left in the hallways or common areas of the residence halls. Shaking, cleaning, hanging or placing any articles from the windows, outside edges, hallways, ledges or roof of the buildings is prohibited. If a resident leaves items outside the room/suite or in the hallway, the resident will be assessed a fine of \$50.00 after the first warning and an additional \$50.00 for each incident thereafter.

Harassment

Activity (verbal, graphic and/or physical) that is threatening in nature or any form is harassment is prohibited.)

Hazing

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

YELLOW PAGES: A—Z cont.

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.

Virginia State University (VSU) and the Department of Residence Life & Housing (ResLife) prohibit Hazing. Report any suspicious activity associated with joining any organization or club to your RD immediately and to campus advisors. All reports will be investigated. If you are a victim of hazing or witness hazing, then you should report it immediately to your RD, the Director of Residential Life & Community Operations (804-524-5717) or a University official. Do not engage in “bystander behavior”. Bystander Behavior, in this case, 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.

Health Center

The Student Health Center provides medical care to all VSU students and makes referrals for medical cases beyond its capacity. Upon a visit to the facility, a valid VSU Identification Card must be presented before services are rendered. They focus on promotion of good health through counseling, education, and prevention of illness. All areas of the Health Center are located in Memorial Hall.

Horseplay

ResLife does not condone activities that could result in damage the hall or accidental injury to residents and guests. The noise from these activities may also negatively impact the living community. Therefore, horseplay and sports activities which include, but are not limited to, food fights, water fights

Housekeeping

Although housekeepers are here to provide you with a valuable service by daily attending to the common areas in the residence halls, 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 RD 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.

Housing Accommodations

Residents with medical concerns seeking housing accommodations under the Americans with Disabilities Act are required to register with the Student Accessibility Office (SAO) located in Room 101, Memorial Hall. All students requesting accommodations should complete the housing accommodation form and include documentation of a specified disability from a qualified professional. Documentation guidelines, registration procedures, and deadlines can be found on the SAO webpage at <http://vsu.edu/student-life/support-and-resources/students-with-disabilities/index.php>. Newly admitted students seeking a medical housing accommodation should contact the SAO at (804) 524-5061, to speak to an Accessibility Counselor and submit their documentation and request by June 30.

Housing Cancellation

As stated under the Terms and Conditions in the Housing and Food Service Agreement and Residence Community Guide to Living, the VSU Housing contract is a one-year agreement. Cancellation forms are available on the University’s website and must be received by July 21st for the fall semester and December 15th for the spring semester to avoid penalties. (These deadlines are for new applicants. Returning students need to review their Housing Contract for cancellation procedures.)



YELLOW PAGES: A—Z *cont.*

Housing Exemption

Students who have earned between 0-59 credit hours (Freshmen and Sophomores) are required to reside on-campus as mandated by the University. Please review the Housing Exemption Form on the University's Website in its entirety for qualifying exemptions and note that completed forms must be submitted to the Housing Office for consideration no later than July 21st for the Fall term and December 15th for the Spring term to avoid penalties. (These deadlines are for new applicants.) Exemptions will only be made for students who submit an exemption request by the posted deadline and can provide documentation verifying that they meet the requirements.

Housing Lottery

The Housing Lottery is an on-line process announced in the Spring Semester for the upcoming Fall Semester, exclusive to returning students. All returning students must make a \$150 room reservation deposit to reserve a room and must be registered for classes for participation. Room assignments for returning students will be made during this designated housing period. Information concerning the housing process for the upcoming Fall Semester is posted, emailed, available on the VSU website, advertised on all ResLife social media outlets and dispersed throughout the halls. All deadlines should be observed.



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. (*See RAVE Alert.*) 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)

Inspections

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. Upon signing the Housing and Food Service Agreement, 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. Additionally, as a resident, you 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.

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 the Office of Student Conduct for violations of the University Student Code of Conduct. If necessary, VSU or Chesterfield County Police may conduct searches of residence halls 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.

Insurance

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. Please keep your door locked and your valuables secured. The University is not liable for loss, damage or theft of your personal belongings. The Department of Residence Life & Housing strongly recommends obtaining Renter's or Homeowner's Insurance to cover personal belongings. Information on Personal Property Insurance or Renter's Insurance is available please ask your RD and check with parents and/or guardians.

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 the IT Help Desk if problems are encountered at 1-877-394-8535 or at 804-524-5210 for more information and additional help; have your V-number ready.

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 and (possible lock) replacement will cost \$75.00. 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.

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 the QR Code located on the machine and then report it to a ResLife Staff member. Please do not leave clothes unattended. The Department of Residence Life & Housing is not responsible for unattended clothes. It is the student's responsibility to follow all posted instructions. The Department of Residence Life & Housing and/or the University has no liability for damages caused by malfunctioning machines or misuse of machines in the laundry room.

Light Bulbs

Please contact your GA or RD if you are in need of a light bulb and a maintenance request will be submitted.

Living Arrangements

Unauthorized persons are not allowed to reside in any residence hall space. Violators will be fined and/or referred to the Office of 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 & 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.

YELLOW PAGES: A—Z cont.

Living-Learning Communities

Living Learning Communities (LLCs) are designed to bring students with common academic interests together in a shared residential experience with intensive interaction with faculty/staff members. Courses are taught on varied topics, with faculty/staff-led travel experiences serving as an important component of the educational experience. Faculty/staff-prepared co-curricular activities take advantage of the opportunity to combine a shared residential and academic experience. Students are expected to agree to the terms outlined in the student contract that they receive when they are offered a place in the community. Currently, the University offers five specialized LLCs within ResLife, which will allow students to live together, take classes together, and participate in shared programs and activities. Students can choose from the following programs:

1. Computer Science, Computer Engineering, and Mathematics Living Learning Community
2. Education Living Learning Community
3. TROYALS Medical Scholars Living Learning Community
4. Music Education Living Learning Community
5. Honors Program Living Learning Community

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 RD or hall staff 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.
7. Communicate. Communicate. Communicate. 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 RD in resolving roommate issues, ask for it! Failure to live up to the Roommate Agreement may result in an administrative move.

Lounges

There are lounges in each of the residence halls and they are considered communal common areas for use by all residents. It is your responsibility to see lounges are kept in good condition. To maintain a comfortable shared space for all residents, the following behaviors are prohibited:

- Removal of furniture;
- Sleeping;
- Nudity;
- Unsanctioned student organization meetings;
- Sexual contact, and
- Violation of any applicable University policy, including this guide, or Student Code of Conduct.

Although housekeeping will attend to the common areas in the residence halls daily, they are not your personal maids. It is still the responsibility of all residents to properly dispose of trash, keep the lounge clean and in order and make sure that the furnishings are not damaged or moved. The entire hall can be charged for damages, trash, or missing furniture in lounges. The RD or the Director of Residential Life & Community Operations has the discretion to impose charges on the entire wing, floor or hall as deemed appropriate. Community living does require community responsibility.

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. Students must report to the Post Office and register for a University P.O. Box. 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. If the mail carrier/shipping company attempts to deliver a package too large to fit in your mailbox, the VSU Postmaster will leave a slip indicating where and how to retrieve the package with a picture ID.

The VSU Post Office does not encourage perishable deliveries nor will they be able to store excessively large packages for extended periods of time due to limited space. After three attempts to contact you, via the student information provided in Banner, items may be returned to sender or discarded if perishable. *(Please note that grocery deliveries are not considered “packages” and will not be accepted at the University Post Office.)* Upon departure from the university, please return your mailbox key to the University Post Office. If the mailbox key is not returned, your student account will be charged and may result in a financial hold being placed on your student account.

Main Lobby Etiquette

Lobby activities are left to the discretion of the Residence Director. 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. *(Furthermore, pajamas and sleep clothes are considered inappropriate for campus events and the dining hall. Continued violation of this practice 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 Director will determine when the Lobby is closed. 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.

YELLOW PAGES: A—Z cont.

Maintenance Requests

Maintenance Requests should be brought to the attention of your RD and/or residence hall staff, then submitted through your Housing Portal in your Banner Account. Please report all maintenance problems immediately and provide your RD 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. In the event of an afterhours maintenance emergency, that is any situation that threatens the life or imminent safety of a student or could cause damage to the building, the hall staff will follow the directives of the Professional Staff On-Call and Facilities Maintenance.



Microwaves

Based on codes, microwaves may be allowed in individual rooms in newer residence hall; please check with the assigned RD. In traditional halls, microwaves are available to residents in common areas. Residents should not leave the microwave unattended when using it to prepared 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 and may result in loss of privileges.

Mistreatment of Staff

Intentional and deliberate antagonistic behavior toward staff members, attempts to degrade or attack staff, or assault on a staff member will not be tolerated and appropriate disciplinary action will be taken.

Meal Plan

All students living on campus must participate in the meal plan and will be automatically charged the approved meal plan rates. There will be no refunds for missed meals. Students with special dietary needs must contact the Office of Student Health Services. The meal

plan begins with the first day of arrival of residential students in the Fall and extends through the last day of Spring semester final examinations. The dining hall will be closed between semesters and during scheduled holidays and breaks (Thanksgiving, Winter, and Spring). During inclement weather closings, students should check their VSU email for adjustments to the dining hall hours of operation.

VSU meal plans have been designed to accommodate the various needs of our residents. The meal per week allowance come as part of all our meal plan options and allows you to enjoy the number of meals specified in the plan. You can use your meals for breakfast, lunch, and dinner in our all-you-care-to-eat dining halls and/or in our various five retail locations using meal equivalency options. Each time you use a meal, it is subtracted from your daily/weekly balance. First-year residents have the option to sign up for the 14, 19 or 21 meal plan. Second year residents and upperclassmen have the option to purchase a 21, 19, 14, 10 or 7 meal plan. All meal plans include flex dollars which may be used for additional meals or in the retail units.

- **Deluxe 21 Meal Plan (Plus \$230 Flex)**
21 meals per week AND 10 Guest Passes per semester to be used at any of our available dining hall locations to include Jones and Gateway dining halls. \$230 Flex Dollars for the semester to be used at any of our on-campus dining retail locations; Chick-fil-A, Subway, Starbucks & On-the-Go.
- **19 Meal Plan (Plus \$70 Flex)**
19 meals per week AND 5 Guest Passes per semester to be used at any of our available dining hall locations to include Jones and Gateway dining halls. \$70 Flex Dollars for the semester to be used at any of our on-campus dining retail locations; Chick-fil-A, Subway, Starbucks & On-the-Go.
- **14 Meal Plan (Plus \$170 Flex)**
14 meals per week AND 5 Guest Passes per semester to be used at any of our available dining hall locations to include Jones and Gateway dining halls. \$170 Flex Dollars for the semester to be used at any of our on-campus dining retail locations; Chick-fil-A, Subway, Starbucks & On-the-Go.
- **10 Meal Plan (Plus \$270 Flex)**
10 meals per week AND 5 Guest Passes per semester to be used at any of our available dining hall locations to include Jones and Gateway dining halls. \$270 Flex Dollars for

the semester to be used at any of our on-campus dining retail locations; Chick-fil-A, Subway, Starbucks & On-the-Go.

- **7 Meal Plan (Plus \$310 Flex)**
7 meals per week AND 5 Guest Passes per semester to be used at any of our available dining hall locations to include Jones and Gateway dining halls. \$310 Flex Dollars for the semester to be used at any of our on-campus dining retail locations; Chick-fil-A, Subway, Starbucks & On-the-Go.
- Returning students who fail to select a meal plan option will be automatically assigned the standard 19 meal plan. Meal plan changes will only be honored during the meal plan change period only. Meal plan flex dollars do not carry over from one semester to the next, nor are there any refunds for unused meals or dining flex dollars at the end of the semester.

When you become a meal plan member, your TrojanCard becomes your pass to use your meal plan in Jones and/or Gateway Dining Halls and any of the five on-campus retail food service venues. Meals do not carry over from day to day, week to week, or semester to semester. Additionally, meal plans are reset every Sunday night. Additional information regarding food services should be obtained directly from Thompson Hospitality at (804) 524-5112.

Medical Emergencies

If there is a medical emergency immediately call the Department of Police & Public Safety (DPPS) at 804-524-5411. DPPS will, then, notify the proper authorities. Also, notify the nearest ResLife staff member.

Move-In Weekend

Fall Semester 2021 Move-In Weekend for New Students is August 7th-9th, 2021. New students are to reference both the Move-In Schedule in the Appendix on page 56 and Check-In Procedures prior to reporting to their assigned residence halls. Early arrivals will not be accommodated.

Fall Semester 2021 Move-In for Returning Students starts Wednesday, August 12th, 2021. Returning students are to reference both the Move-In Schedule in the Appendix on page 56 and Check-In Procedures prior to reporting to their assigned residence halls. Early arrivals will not be accommodated.

Occupancy Cards

Every student in ResLife is required to have an Occupancy Card on file. This card provides ResLife with valuable information on the

student as well as the acknowledgement of receiving information and keys from the student. Residents will sign this card upon check-in as well as check-out to ensure keys

have been returned. The card is also used for logging keys that are checked out. If a resident moves from one building to another, the resident will need to sign the card in the

designated spots for returning keys and the resident will transfer the occupancy card to the new residence hall to check-in and receive the new key.

YELLOW PAGES: A—Z cont.

Offensive Odors

An offensive odor is an odor of such pungency that it becomes apparent or bothersome to others. When offensive odors can be localized to a particular room, the residents and/or guests may be in violation of the odor policy. ResLife has the right to rid the room of the odor if the resident does not comply with the request immediately. Residents should report any offensive odors to their RA, GA or RD immediately. Residents may be assessed a fine to remove the odor if the odor was caused by the resident(s) assigned to that room.

Oasis

The Oasis is Virginia State University's mindfulness/meditation center, where students, faculty and staff are welcome to drop by to rest, relax, read, have a cup of tea, journal, color, meditate and practice mindfulness. There are guided group meditations which are open to all; even if it is your first time meditating—all are welcome to join!!

There are weekly Listening Ears, a time when anyone can come, talk about whatever is weighing down their mind, and be assured that they will be heard completely and without judgment. For those interested in mindfulness practice, Mindfulness Circles are also available. The Oasis is open every day—Monday through Sunday and located in the lower level of Foster Hall. Email studentactivities@vsu.edu for more information. Please visit and take a sip of quiet.

Open Flames

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

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 RD, and upon completion of the Virginia State University Residence Life & Housing Department Overnight Guest Visitation Form. The visitation form can be picked up from ResLife 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 RD.

On-campus residents are not permitted to stay overnight in other residents' rooms/suites. Exceptions to this rule are at the discretion of the RD or the Director of Residential Life & Community Operations. Violators should be reported to the staff. Roommates and suitemates 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).

Parking

Only upperclassmen students are permitted to purchase University Student Decals and allowed to park on campus. All vehicles parked on campus must display a valid University parking decal. Purchasing a decal does not guarantee you a parking space. All students, including those who are handicapped, are required to have a VSU decal and a state issued handicapped plate and/or placard with a VSU disabled parking permit (free of charge), if applicable. Any vehicle with a University Student Decal may park in a lot designated as "Student Parking". The parking lots designated as "Student Parking" are lots 2, 3, 6, 10, 13, 15B, 17, 18, 21, 23, 25, 26, 27, 28, 30, 31A, 31M, 33, 36, and 37. If available, there is additional street parking on Jackson Place.

It is permissible for a vehicle with a faculty/staff decal to park in the student parking lots, if the need arises. Students with a parking decal are reminded to park only in clearly designated student lots from 7:00 a.m. to 5:00 p.m. Students may park in any designated parking lot AFTER 5:00 p.m., providing they remove the car by 7:00 a.m., if they park in a faculty/staff parking lot.

Peer Mediation

Peer Mediation is a program that teaches students an alternative set of skills they can apply in conflict situations. In mediation, a third-party student mediator helps other students to come to a win-win resolution without taking sides. Student mediators are taught a process of communication and problem-solving that they apply to help their peers reach settlements of their disagreements without confrontation or violence. They also learn that conflict can be constructive and positive. The Department of Student Activities

oversees the Peer Mediation Program at VSU. For more information or an application, students may email peermediation@vsu.edu or visit Room 401, Foster Hall.

Pest Control

All halls are treated for pest control prior to move in. If a resident believes they have seen any evidence of insects or other pests in their living space or in the public spaces of residence halls, they should report it immediately to their RD, hall staff or submit a maintenance request via their Housing Portal. Your hall staff, facilities and maintenance team will make every effort to keep the residence hall pest free, however residents can do their part by:

- Cleaning your room regularly. Piled up, loose papers and clothes on the floor can provide a habitat for pests;
- Keeping your trash container covered;
- Keeping all food in sealed containers made out of plastic, metal or glass;
- Maintaining their rooms in sanitary condition (i.e. removing trash on a regular basis, limiting clutter, etc.);
- Disposing of or storing all open containers of food containers of food or leftovers immediately following consumption;
- Avoid leaving sweets and other sugary foods out;
- Clean all spills promptly, as drinks can leave behind a sticky/sugary residue; and
- Launder your bed linens regularly in hot water and dry with high heat.

It is the responsibility of the resident to prepare their room for exterminating if the need arises. When pest control remediation requires students to clean and/or launder their personal items, the resident is responsible for taking care of this own their own. VSU does not cover the cost of cleaning, laundering, or replacing personal items.

Pets

Possessions of pets, other than fish as defined below, is prohibited. Any cost associated with possession of an illegal pet will be charged to the responsible resident(s) or to all residents of the room/suite, (damaged furniture, cleaning, pest control, etc.) a minimum \$250 fine and/or removal from the residence halls. Fish may be maintained as pets, as long as they are kept in a fish tank that is no larger than a two-gallon capacity. No more than one fish tank per resident. The fish cannot be larger than five inches. Residents are responsible for any and all damage caused by the fish or fish tanks.

Many strays will find their way to the Residence Life & Housing grounds. Do not feed these animals. We understand how cute they may be, but it is hard to see these animals become dependent on you feeding them. When you

leave, they will not be able to find ways to feed themselves. If you see a stray or abandoned animal at Residence Life & Housing, please contact our office so that we can make the proper arrangements for the animal.

YELLOW PAGES: A—Z cont.

Pronoun Buttons

In January of 2018, VSU President Makola M. Abdullah, Ph.D. assembled the Advisory Board for LGBTQIA+ Inclusion to investigate ways for the institution to be a more affirming learning environment for all students, faculty and staff within the LGBTQIA+ community. The group is comprised of students, faculty, staff and community leaders. In a continuous effort to create a more diverse and inclusive campus community, VSU rolled out the 'Pronoun Buttons' at the meeting of the President's Advisory Board for LGBTQIA+ Inclusion during the Spring 2019 semester.

Pronouns are very important because they are the smallest way to acknowledge someone's identity. It's impossible to know what someone's pronouns are by looking at them. Asking and correctly using someone's pronouns is one of the most basic ways to show your respect for their gender identity. The buttons serve as conversational tools for engagement and indicators of Safe Zones to Allies and members of the LGBTQIA+ community. Pronoun Buttons are distributed at the end of each LGBTQIA+ 101 and Safe Zone Ally Training for faculty, staff and students.
<http://www.vsu.edu/news/news/2019/03/pronouns.php>

Propping of Doorways

Propping of any residence hall doorways is strictly prohibited.

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. 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

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.

RAVE Guardian is a safety service provided to you by Virginia State University. It allows you to contact the Police directly and within

seconds. To use Guardian, you must first fill out a Guardian profile. You should also review your Guardian profile periodically to ensure it is up to date. In order to register for the RAVE Alert System, follow 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 ex.: 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.
6. Follow directions as provided to register for RAVE Guardian.

Once you have registered for RAVE ALERT and RAVE GUARDIAN you can now receive emergency alerts from the police and you may contact the police directly in an emergency using speed dial or your contact list.



Recycling

Environmental awareness is important to ResLife and recycling is a great way for each resident to get involved and do their part. In doing so, each hall offers "single stream" receptacles; which means that all recyclable materials can be placed in one of the identified containers.

Removal of Furniture

Furniture in the various lobby/lounge areas is for the comfort and enjoyment of all residents. It is prohibited to remove furniture from the lobby/lounge areas. If lobby/lounge furniture is found in a resident's room, a fine will be charged to the resident's account, as well as disciplinary sanction imposed. All furniture provided in common areas must remain in the lobby/lounge.

Right of Entry

The ResLife staff respects residents' rights to privacy and their desire to control their own environment. However, the staff also has the responsibility of providing quality facilities at reasonable costs to present and future residents. Therefore, the staff reserves the right to enter resident rooms or suites to ensure that they are maintained in a safe and sanitary fashion and to make necessary repairs.

Staff may also enter a resident's room on the premise that an action violating university regulations or violating state or local law did or is about to take place. Any indication of policy violations will result in an in depth room search by ResLife staff and/or DPPS. Health and Safety Inspections are conducted during the semester, as well, to ensure reasonable standards of room cleanliness and safety.

Room Changes

Requests for a Room Change must be submitted during the designated Room Change Period which occurs at the conclusion of the late-registration/validation period of each semester. At the appropriate time, the Housing Office will announce the Room Change Period. Students are responsible for knowing when the Room Change Period begins and ends. If a student wishes to change their assignment, submit the Room Change Form via the Housing Portal following the detailed instructions as outlined in email. If the request is feasible, the Housing

Office will grant the student's request. The University does not provide moving assistance for students seeking a room change.

- If a student moves without authorization, they could lose their room assignment and will be charged up to \$3,896 for an unauthorized move.
- The University reserves the right at any time to
 - (a) assign temporary housing if demand exceeds capacity;
 - (b) alter or cancel an assignment;

- (c) require a student to move from one room and/or residence hall to another; or
- (d) consolidate vacant spaces/rooms to achieve maximum occupancy.

Residents who fail to consolidate within seven-days of receiving the notice, you will

automatically be charged and obligated to pay the single room rate.

- If there is a conflict between residents that cannot be resolved amicably, the Director of Residential Life & Community Operations

will move all residents involved to a different housing assignment. Any who refuse to move could receive a disciplinary sanction up to and including fine, probation, and/or removal from housing.

YELLOW PAGES: A—Z *cont.*

Room Checks

Residents are responsible for cleaning their own room. GAs and RAs will schedule weekly/bi-weekly room checks to help maintain ResLife standards and encourage clean and courteous behavior. Students should take room trash to the designated dumpster located outside of the residence hall, properly store food and beverages, and keep the room floor clear of personal belongings. In addition to checking tidiness, minimal trash and upkeep, Room Checks are a weekly/bi-weekly opportunity for hall staff to communicate with residents and ensure that they are following the rules and regulations of the residence hall.

If the staff finds a situation that is potentially unsafe, the resident will be asked to correct it or further action will be taken as necessary. Rooms failing room checks will be rechecked until the situation until the situation is corrected and the resident(s) of the room will be documented and sent through the adjudication process. Any illegal or prohibited items found in plain view during room checks will be confiscated and appropriate student conduct procedures will be followed.

Room Condition Form

ResLife works diligently with the Facilities and Maintenances teams to ensure that the residence halls are in the best possible condition for residents to arrive. However, if resident's notice something in the room that appears to be damaged or out of place upon check-in, we ask that it is reported and logged on the Room Condition Form and submitted to your hall's RD.

It is the resident's responsibility to report any damages on the Room Condition Form in order to avoid being charged upon check-out. Note that this form is only for permanent, pre-existing damages, such as missing paint or a missing floor tile. Issues such as a dead light bulb or a broken window should be reported immediately under Maintenance Requests via your Housing Portal. If you are uncertain whether an issue constitutes pre-existing damage as opposed to "regular wear-and-tear", seek immediate guidance from your RA, GA or RD.

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.

Roommate Agreement

Many residents have found living with roommates to be beneficial as they develop healthy relationships and life skills. In order to facilitate a healthy living environment, it is important for roommates to create a roommate agreement early on in the relationship. Some conditions to incorporate in the resident agreement are: quiet/study time, use of space, personal boundaries, privacy, clean living conditions, respect of property, visitors, and keeping the lines of communication open. GAs and RAs are an excellent source of help in facilitating roommate agreements if needed.

Roommate Conflict

Within new relationships, especially roommate, come conflicts of many kinds. The first step to resolving conflict is to have a conversation with your roommate. If you and your roommate(s) encounter a conflict that you are unable to resolve, please seek assistance from your GA/RA.

Please note that your RA will first mediate this conflict to ensure that all parties' voices are heard, and a resolution is made to move the relationship forward. Mediation is always our first step. ResLife believes that each voice should be afforded the opportunity to be heard and to speak without interruption—and not always in that order. In the event that additional assistance is required,

GAs and professional staff are available to assist in mediation. We are aware that there may be times when the conflict is such that mediation may not resolve the conflict and a room change may be necessary. If the differences are irreconcilable, both residents will be relocated concurrently.

Safe Zone

Essentially, a Safe Zone is identified as a "place where all people feel safe, welcome and included." At VSU, Safe Zones are maintained by a community of people who

- will be understanding, supportive, and trustworthy if LGBTQIA+ people need help, advice, or just someone to talk to;
- will not tolerate homophobic, heterosexist, cis-genderism comments and actions but will address them in an educational, informative and non-threatening manner; and
- foster an environment where all people can be their authentic selves and are intentional about the advancement of social equity to otherwise inequitable situations.

VSU conducts Safe Zone training every semester to educate the campus community about LGBTQIA+ issues. The mission is to create a network of allies to create a campus that embodies inclusive excellence toward its lesbian, gay, bisexual, transgender or questioning students, faculty or staff. Several departments have Safe Zone Allies, Trojans who are visibly supportive of anyone dealing with sexual orientation or gender identity issues, and both Safe Zones and Allies are identified on a map available on the University's website.

Safety & Security

RAs, GAs and the RD on-call are available after business hours to respond to emergencies and resident concerns, such as lockouts and emergency maintenance issues. ResLife on-call staff are able to be reached Monday—Thursday, 5:00 p.m.—8:00 a.m., and 5:00 p.m. Friday until 8:00 a.m. Monday. Each residence hall has a posted on-call telephone number to be used during the above timeframes. For emergencies please call 804-524-5411.

Satisfactory Academic Progress Policy

Virginia State University is required by Federal Regulations to adhere to minimum standards of Satisfactory Academic Progress (SAP) that relate to a student's eligibility for federally funded financial aid programs, state and institutional grants, scholarships, employment and loan programs. Students must meet the minimum satisfactory academic progress standards in order to initially receive and maintain eligibility for Title IV funds. The satisfactory academic progress standards apply to all students in degree-seeking programs of study who wish to be considered for financial assistance. Below is a brief explanation of the verbiage used when the VSU Office of Student Financial Aid evaluates a student's academic status:

- Good—

- Student is in good academic standing
- Warning—
Student is alerted that their financial aid is in jeopardy due to their academic performance
- Cancellation—

- Student is informed by letter that their financial aid has been canceled
- Over—
Student attempted 180 credit hours or more (Undergraduate); 45 hours or more (Graduate)

For more information on the Satisfactory Academic Progress or anything related to Financial Aid, the office is located on the first floor of Gandy Hall or you may visit their tab on the University's website.

YELLOW PAGES: A—Z cont.

Screens

Window screens may NOT be removed except in emergency situations. A charge will be assessed for screen replacement.

Security Cameras

For the safety and security of residents and guests, security cameras are located throughout (both outside and inside) all of the residence halls.

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, located on the 4th floor Memorial Hall. Call 804-524-5939 for more information.



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 RD and/or the Director of Residential Life and Community Operations 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.

Smoking

Smoking is **NOT ALLOWED** in the residence halls (including student rooms, bathrooms) or on the front or rear steps of the residence hall. Residents shall not be found 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. Sanctions include fines up to \$500; completion of designated Judicial Educator module; referral to Student Conduct and/or suspension from housing. A registration hold will be placed on student's account until fine is paid and modules completed.

Social Media

(please refer to page 40)

Social Networking

Making abusive, harassing, or obscene comments online or on social networking websites is a violation of the Student Code of Conduct. The Department of Residence Life & Housing, Technology Services, and the Department of Police and Public Safety (DPPS) cooperate fully in enforcing the policies prohibiting the use of this type of behavior and speech.

If you should receive annoying, harassing, or obscene messages, contact your RD immediately. You may also contact the DPPS if you are not able to immediately locate your ResLife hall staff. Situations involving these types of messages will receive swift and

appropriate action through the Office of Student Conduct.

Solicitation

Distributing and posting material or soliciting business on campus without University permission is strictly prohibited. Residents are not to use residence halls for storage of merchandise or other commercial activity nor conduct a private business enterprise, whether legal or illegal. Any promotional materials will be immediately discarded and the presence of any promoter, vendor or unauthorized person will be promptly reported to Residence Life & Housing, Student Conduct, and/or the Department of Police & Public Safety to ensure campus safety.

Storage

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



Student Code of Conduct

A student's conduct at Virginia State University is expected to reflect that of a person engaged in a serious endeavor - the pursuit of an academic degree. The Student Code of Conduct was designed to promote an environment in accordance with the highest standards of academic excellence, institutional integrity and the free expression of ideas and opinions. The Student Code of Conduct contains rules and regulations governing student conduct and represents a means by which the orderly development of appropriate student conduct is assured. The Student Code of Conduct can be found on the University's website under the Student Life tab.

Student Help Desk

The Student Help Desk is dedicated to assisting VSU students who are experiencing issues with their computer. The Student Help Desk is located in Harris Hall, Room 8A. Student

workers, who are supervised by members of the staff, run the Student Help Desk. Some of the services offered include:

- Installing Microsoft Windows patches
- Scanning for and removing Viruses

- Scanning for and removing Ad-ware and Spy-ware
- Troubleshooting dorm room connectivity issues
- Assistance with VSU accounts and passwords

Please note that the following services are NOT offered:

- Installation of Operating Systems
- Installation of Non-VSU software
- Replacement of any hardware
- Advanced Data Recovery

YELLOW PAGES: A—Z *cont.*

Student Information

Virginia State University (VSU) maintains confidentiality of student records and disclose information in accordance with the Family Educational Rights and Privacy Act (FERPA). This means that VSU officials may disclose student record information without the consent of the student in certain situations. To support university operations, for example, VSU officials share information about students with other educational officials as necessary to perform their job duties. FERPA permits this disclosure to school officials who have a legitimate educational interest in the student information. For example, FERPA permits the disclosure in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

(please refer to page 9)

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.

Thefts & Break-Ins

Unauthorized possession of property belonging to the University or other resident is considered theft, and residents involved in such behavior will face disciplinary action. We require that any theft or break-in be reported to the RD and DPPS. 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.

Trash

There are dumpsters located throughout University grounds and around residence halls. Trash cannot be left out in suites, in the hallways, the stairwells or in front of a resident's door. If this occurs, each resident will be assessed a fine of \$50.00, after the first warning and an additional \$50.00, for each incident thereafter and the resident(s) will be referred to the Director of Residential Life & Community Operations.

Trespassing

Residence hall premises are for the exclusive use of residents, their guests and University personnel. Any persons other than residents,

their escorted guests and/or authorized University personnel are prohibited from entering or remaining on these premises. Trespassing violations will be handled through the Office of Student Conduct and the Department of Police & Public Safety.

TrojanCard

The Virginia State University TrojanCard is the official identification and security card for all University students, faculty and staff. Primarily for ResLife, the TrojanCard is used to provide additional campus security for students by granting access to residential halls only to authorized individuals. Otherwise, for identification purposes, the TrojanCard is used for the following:

- Eating at all VSU Dining Services facilities
- Admission to home athletic events
- Use of VSU recreation and sports facilities
- Admission to on-campus entertainment events

The TrojanCard also reduces the need for students to carry cash and offers parents the opportunity to deposit funds on the student card to pay for necessities when they are apart. The TrojanCard can be used for purchases in three ways:

- Trojan Dollars is a prepaid-stored-value account that's part of your TrojanCard. It is the convenient, cashless way to pay for purchases on and off campus. The campus area's most popular businesses accept Trojan Dollars.
- Book Voucher Dollars—You will need your TrojanCard in order to obtain a Book Voucher during registration. In addition, you will be able to use Book Voucher Dollars or Trojan Dollars to purchase any item in the University Bookstore.
- Flex (Dining) Dollars is a stored value which is part of a purchased VSU meal plan. Flex Dollars can be used to purchase food items in the specialty dining locations on-campus (i.e., Chick-Fil-A, Subway, etc.). Unlike Trojan Dollars, Flex Dollars cannot be used at the off-campus locations.

All cards will be deactivated at the close of each semester to ensure the residents safety and security. Carry your TrojanCard with you at all times. There is a fee for replacing a lost card. Residents may not lend their TrojanCard 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. TrojanCards will be confiscated from unauthorized users.



Trojan Care Form

Virginia State University exists for students and their learning. Consistent with its mission, Virginia State University welcomes opinions and feedback about our policies, programs, and services in order to make changes that contribute to success, development, and goal attainment. Virginia State University designates the Academic Center for Excellence as responsible for receiving, investigating and potentially resolving student complaints. Concerns or complaints about academic procedures or personnel must be filed with the appropriate unit.

The Academic Center for Excellence located on the 2nd Floor of Johnston Memorial Library will help you identify the appropriate office or individual. If unresolved after following the appropriate informal complaint procedures, the student may choose to have the complaint "officially documented." The student completes the Trojan Care Form located at: <http://www.vsu.edu/ace>. The Academic Center for Excellence will investigate the complaint.

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 RD 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.

YELLOW PAGES: A—Z cont.

Vandalism

Damage of university facilities or property is prohibited.

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 RD and/or the Director of Residential Life and Community Operations. You can use your TrojanCard 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.

Violence Free Environment

ResLife has adopted a Violence Free Environment that relates across the entire campus, spanning all of the living and learning communities from one side of campus to the other. All of the residents, visiting students and guests in the residence halls are expected to show respect for one another, recognize personal privacy and safety, and maintain civility at all times.

Visitation

(please refer to page 31)

Walking Escorts

The VSU Department of Police and Public Safety (DPPS) operates a Walking Security Escort Program. The purpose of this program is to provide the user with a safe mode of transportation to various on campus locations. Residents and all members of the University community are encouraged to call the Security Escort Service, operated by the DPPS, whenever the need arises.

To use these services, call (804) 524-5360, and have a valid TrojanCard. The TrojanCard must be presented upon receiving service. These services are provided seven (7) days a week and are for campus use only. Here are eight suggestions for crime prevention when walking:

1. Never walk alone or isolate yourself. Always walk with someone else or call for the Security Escort Service.
2. Use well-lit, well-traveled routes; walk with confidence and be alert at all times.
3. Always have your keys in hand before leaving your car or doorway
4. Always lock your doors when alone and never prop exterior doors.
5. Report all suspicious persons/incidents to DPPS.
6. If followed while walking, change directions and head toward an emergency call box or a well-lit and populated area.
7. If followed while driving, drive to a public place, i.e., a hospital or a police station.
8. If approached in a threatening manner, don't panic. Try to remain calm and think. DO NOT take foolish chances.

are welcome to use the campus wellness center or designated areas in the residence hall. Some halls have fitness equipment; reference the Guide to Residence Halls under the ResLife section of the University's website.

Wellness & Fitness

ResLife believes in the all-around wellness of every resident as a priority for success. We understand the importance of physical and mental health, and the impact it has on your academic performance as well as everyday life. As such, we offer six ResLife Wellness & Fitness Centers located in residence halls across campus in addition to the University Wellness & Fitness Center located in Daniel Gymnasium. The ResLife Wellness and Fitness Centers are currently located in Gateway II, Langston Hall, Quad I, Quad II, Seward Hall and Williams Hall.

The equipment in each center may vary but each center offers a cardio machine, strength training equipment and free weights. The variety will offer users several options while working out, and by adjusting the intensity and resistance you can achieve desired changes in your body. The best part is convenience. With the center located in the residence hall, you can access it outside of Daniel Gymnasium hours and set your own schedule to work out when it works best for you!

Wellness Checks

Any time that a ResLife staff member receives a report (e.g. from a roommate, friend, parent, faculty) that a resident could be in danger, has been out of contact and/or unreachable by phone, email, etc., our staff will take steps to respond to the report which includes attempting to contact the resident in question, notifying their hall staff to physically check the room and then the Department of Police and Public Safety for extended measures.

Windows

At no time is anything to be thrown out of a residence hall window. In addition, windows should not be used as an entry into the residence hall.



Weapons

Possession or use of weapons is prohibited even if the resident has an issued weapons permit. Firearms of any kind, bullets or other ammunition, knives with blades longer than four inches, switchblades, arrows, oriental weapons, spear guns, BB guns, airsoft guns, water guns, or any type of weapon projectile launchers, etc. are not allowed inside or around any of the residence hall areas, including parking lots.

Weightlifting Equipment

Weightlifting, including dumbbells, equipment is not allowed in a resident's room. Residents

GENERAL GOVERNING POLICIES

- 1) Profanity is prohibited at Virginia State University. This includes profanity directed at the Department's professional or para-professional staff. Such actions could result in expulsion from the hall and/or referral to the Office of Student Conduct.
- 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.
- 3) Any such acts will constitute disciplinary action by the Department of Residence Life & Housing, Office of Student Conduct and/or the Virginia State University Department of Police and Public Safety (DPPS).
- 4) 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.
- 5) 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 ResLife, 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.
- 6) Door to door soliciting and peddling are prohibited except with written permission from the Vice President for the Division of Student Success and Engagement.
- 7) 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.
- 8) The collection of clothes, food or books by organizations in the lobby areas requires prior approval from the RD.
- 9) Tampering with the fire alarm, fire extinguisher, fire exit doors or smoke detector is against state, federal, and local laws. Violators will be prosecuted.
- 10) Residents are not permitted in unauthorized areas including, but not limited to attics, maintenance rooms, boiler rooms, roof, ledges, and storage rooms/areas.
- 11) 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.

RESIDENCE HALL SAFETY

Residence Hall Staff members will be available to open the doors due to TrojanCard 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:

- TrojanCards must be shown to enter Residence Halls. There will be 100% ID checks. Please be prepared to show a valid TrojanCard when entering a residence hall.
- 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 TrojanCard.
- Do not allow anyone to borrow your key/key card or TrojanCard.
- Report doors that do not close and/or lock, lights that do not work, or any other safety or security problem to the residence hall staff.
- Report suspicious circumstances (people or events) to the residence hall staff so that DPPS can be notified.

COVID-19

Due to the COVID pandemic, residents will be required to follow the health and safety standards as set forth by the Virginia Department of Health and Virginia State University. As such, students may be required to relocate in order to quarantine or isolate from other residents if sick with COVID symptoms or if exposed to someone confirmed, presumed, or probable COVID-19. Frequent temperature checks, health screenings, and use of masks are a few of the health and wellness measures that residents can expect.

GUESTS

THERE WILL BE NO VISITATION. ROOMS are to be occupied only by the residents who are assigned to that room. As such, guests are not allowed in your room nor building. If you want to socialize, we ask that you go outside and maintain the recommended level of social distance or utilize phone and virtual environments to connect with your friends and family.

Guests who access campus to visit you outside of your residence hall must be registered through the Department of Police and Public Safety. Guests on campus are expected to abide by Federal, State and local laws, as well as university policies.

ROOM CARE

Due to COVID, residents are expected to adhere to the increased cleaning expectations as set forth by the university in order to ensure the health and safety of you and your neighbors. Failure to comply may result in fines or disciplinary actions.



VISITATION

THIS IS THE STANDARD VISITATION POLICY.

PRIVILEGES: POLICIES & PROCEDURES

Residents 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 contact the resident prior to reporting to the front desk. Guests must surrender a valid picture ID (Student ID, driver's 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 12:00 a.m. on Sunday—Thursday and 1:00 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). A large gathering of residents requires prior approval from the RD 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 Visitation Log when the guest arrives. Indicate the date and time of arrival and departure. IDs 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 & Housing is not responsible for IDs left for more than 24 hours. The resident must escort the guest to the room. Guests must return to the front desk fifteen minutes before visitation ends in order to retrieve their 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 not 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 11:00 a.m.—12:00 a.m. on Sunday—Thursday and 11:00 a.m.—1:00 a.m. on Friday and Saturday.

PRIVILEGES: SUSPENSION & TERMINATION

The RD has the authority to suspend or terminate room or lobby visitation privileges and/or post changes to the policy for a specific residence hall. Visitation is an earned privilege not a right. Please follow all the rules so visitation can be maintained for your residence hall. Visitation hours can be adjusted or eliminated during midterms and final examination periods by the RD. 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);
5. Staying beyond hours of visitation and other regulations governing student conduct at this University;
6. The lack of staff supervision in the residence hall;
7. If a ResLife 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
8. ResLife reserves the right to have residents and their guests immediately removed from residence halls when found to be in Violation of the Visitation Policy or to make adjustments to the policy as needed.

HALL DAMAGES & CHARGE CHART

As previously indicated, damages to common areas are the responsibilities of all residents and charges will be equally assessed to each student's account. If your guest damages an item, the assigned resident will be charged. Review the general chart below. Charges are levied to your account and may result in a hold being placed on your account. All residents are encouraged to review the behavior which may result in being charges.

DESCRIPTION OF SANCTION CHARGES	AMOUNT
Replacement of lost or unreturned key	\$50.00
Refuse removal	\$15.00 per bag
Lock-out service (after 2nd 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) \$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) \$75.00; (B) \$150.00
Repair or Replacement of ceiling tile	Repair Cost
Smoke detector: (A) Remounting; (B) Replacement	(A) \$25.00; (B) \$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.



VIOLATIONS

As previously indicated, 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 that may have an effect on the residential and/or academic status of the student. Violations can be referred to the Office of Student Conduct.

SECTION A: VIOLATIONS

The sanction for violation of rules from “Section A” can ultimately lead to an 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, nun 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 (RD, GA, RA, OA, ResLife Intern, Housekeeper and/or other university official) is inappropriate and will result in disciplinary actions.
8. Disrespect directed towards ResLife Staff will not be tolerated and result in disciplinary actions. This includes actions directed towards student staff (Resident Assistants, ResLife Interns 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 ResLife or any agent of the University. Including forgery or unauthorized alteration of Department, Division or University documents, lying in any judicial proceeding; lying to a ResLife, DSSE or VSU staff member to substantially interfere with the performance of his or her duties.
17. Interfering with ResLife 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 & Housing; committing a rule violation while on Housing Probation.
20. Defacing or lending your TrojanCard 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 Rules.

VIOLATIONS *cont.*

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 ResLife. 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 & Housing.
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 ResLife 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 TrojanCard, 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:
 - a. First offense—Warning
 - b. Second offense—\$100.00 fine or 20 hours' community service
 - c. Third offense—Referral to Student Conduct 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

ANIMAL POLICY

With the exceptions provided within this pet policy, Virginia State University (VSU) has a no pet policy for all campus facilities and grounds.

The university is committed to compliance with state and federal laws, and the restrictions of this policy are designed to comply with Titles II and III of the Americans with Disabilities Act Amendment Act (ADAAA), Section 504 of the Rehabilitation Act (Section 504), Virginia law governing access for service dogs, Va. Code § 51.5-44, Fair Housing Act, and other applicable law or policy. Any person who violates any portion of this policy may be removed from university property, have their animal removed from university property, subject to criminal penalties for trespass, or subject to university action under applicable policy, such as the Student Code of Conduct or employee conduct policies.

DEFINITIONS

Handler: a person with a disability/impairment who is responsible for a service or emotional support animal.

Animal: a living organism that feeds on organic matter, typically having specialized sense organs and nervous system and able to respond rapidly to stimuli, encompassing all life that falls in the animal kingdom (as opposed to plant and fungi) with the exception of humans.

Service Animal: a dog trained to perform specific tasks in support of the person with a disability/impairment. For the purpose of this policy hearing dogs and guide dogs are considered service animals.

Emotional Support Animal: is an assistance animal approved by the university that does not perform specific tasks but does provide comfort and therapy to the person with a disability/impairment as indicated by documentation from a medical professional.

Pet: animals that do not perform a specific tasks or provide documented comfort/therapy to a person with a disability/impairment.

Housebroken: animal trained to defecate in a specific location or outside.

Designated Areas: approved animals are allowed in a handler's dorm room only, unless the animal is performing a task they have been trained to complete for the handler. Handlers are permitted to exercise/walk their service animal outside the university gates and are responsible for the cleanliness of their animal.

Student Accessibility Office: the office that is tasked with managing student requests for accommodations.

Campus Visitor: any person who is not a current student or staff member of the university.

Staff: any person who works for the institution in a professional capacity. Para professional (student) staff will be treated as a university student.

Accommodation Application: document also referred to as "documentation" and includes medical documentation when appropriate.

SERVICE ANIMALS

Service animals are considered reasonable accommodations. According to the United States Department of Justice' Disability Section, a service animal is a dog that is individually trained to do work or perform tasks for a person with a disability.

Under the ADA, state and local governments, as well as businesses, and nonprofit organizations that serve the public, generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go. It may be appropriate to exclude a service animal from certain locations such as laboratories and shared examination rooms or where the animal's presence may compromise a sterile environment. In certain limited situations, the presence of a service animal may require access restrictions or safety precautions to protect the safety and health of the animal or members of

ANIMAL POLICY *cont.*

the university community. In such cases, the university will determine appropriate safeguards on a case-by-case basis through cooperation of the appropriate department representative(s) and Accessibility Support Personnel. No person may interfere in any way with a service animal, or the duties it performs.

Students must complete the appropriate application through the Student Accessibility Office by emailing sao@vsu.edu.

Visitors to Virginia State University who anticipate bringing a service animal onto the property are not required to request the university's permission but are encouraged to notify the Department of Police and Public Safety to ensure appropriate access and use of a university facility and/or university property, including any requirements for accessing restricted areas.

Students and Staff who anticipate bringing a service animal onto VSU's property should complete the appropriate accommodations form at least 2-weeks prior to bringing the service animal to campus.

SERVICE DOGS IN TRAINING

A handler conducting continuous training of a service dog may be accompanied by the dog in training on the VSU property and within facilities, to which the general public is invited if the handler and dog in training otherwise comply with the requirements of Virginia law for a service dog in training, such as age, training and equipment requirements. See Va. Code § 51.5-44(E). The University does not permit service dogs in training in any areas other than those to which the general public is invited.

Any access for a service dog in training beyond public areas is at the discretion of a VSU official with authority for managing the University facility and is generally authorized only in residence halls. Students or employees conducting continuous training of a service dog may request special authorization to access a residence hall by contacting the Student Accessibility Office. In cases where the university has authorized special access for a service dog in training to a specific area, the handler may be asked to present a copy of the authorization to a university official managing the area.

WHO IS RESPONSIBLE FOR THE SERVICE ANIMAL?

The animal must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

The handler is responsible for the care and supervision of his or her service animal. The dog must be clearly marked as a service animal and remain with the assigned individual at all times. If a service animal behaves in an unacceptable way and the person with a disability does not control the animal, the University does not have to allow the animal onto its premises. If an animal demonstrates threatening or aggressive behavior to members of the University community and guests (e.g., growling, scratching, biting uncontrolled barking, jumping on other people, or running away from the handler are), its handler may be directed to remove the animal from University property. Animal handlers are responsible for cleaning up after their animals while on campus grounds. Additionally, handlers are expected to be aware of and must comply with Commonwealth of Virginia's Laws regarding licensing, vaccination, the storage, transport and care of animals, and any other requirements for animals. The University has the right to deny access to an animal that disrupts its business. The ADA requires the animal to be under the control of the handler. If by chance the animal bites or harms another person, the University will be relieved of all liability and the liability will fall solely on the handler.

Animals found out of compliance with this policy are subject to impounding and may be taken, at the owner's expense, to a Shelter, operating within the guidelines of the Commonwealth of Virginia.

Faculty, staff, or students found in violation of this policy may be subject to disciplinary actions in accordance with the Student Conduct Code, Employee Policies Manual, and Faculty Manual, as appropriate.

With the exception of service animals, to be utilized in accordance with Title II (State and local government services) and Title III (public accommodations and commercial facilities) of the Americans Disabilities Act (ADA), and emotional support animals, to be utilized in accordance to the Fair Housing Act, animals are not allowed on University property, including residential facilities and athletic fields.

ANIMAL POLICY cont.

EMOTIONAL SUPPORT OR COMFORT ANIMALS

While emotional support animals or comfort animals are often used as part of a medical treatment plan as therapy animals, they are not considered service animals under the Americans Disabilities Act (ADA). The Fair Housing Act is applicable to emotional animal and as such, they are restricted only to the dorm room or apartments on campus. These support animals provide companionship, relieve loneliness, and sometimes help with depression, anxiety, and certain phobias, but do not have special training to perform tasks that assist people with disabilities. Only one emotional support animal per student will be considered for approval. Emotional support animals on campus must comply with all commonwealth and local licensure and vaccination requirements. Students can only bring their Service or Emotional Support Animal on campus after receiving approval from the Student Accessibility Office.

Under the FHA, Virginia State University does not have to automatically allow emotional support animals into residence halls. Students must first request an accommodation to the Animal Policy. VSU then has the right to require verification of the need for the emotional support animal if the need for the animal is not readily apparent. The verification, via documentation, would need to establish that the student has a disability, the need for the accommodation, and information showing that the accommodation is related to the student's disability. Students must complete the appropriate application through the Student Accessibility Office by emailing sao@vsu.edu. Applications for emotional support animals must be submitted each year in alignment with the academic year.

Because of the time needed to evaluate a request for reasonable accommodation and make any necessary arrangements in the residence hall, residents requesting housing accommodations, including for an emotional support animal, should submit their request with as much advance notice as is reasonable. Decisions can take up to 30 days. Additionally, a resident must authorize the university to disclose information regarding the request for and presence of the emotional support animal to those individuals who may be impacted by the presence of the animal including, but not limited to, potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the resident's disability/impairment. An approved emotional support animal is permitted to stay within the handler's specifically assigned room, subject to the terms and conditions set by Residence Life & Housing, which will be a binding document created between the student and Residence Life & Housing. Emotional Support Animals are not permitted in common areas of a residence hall and must be in an animal carrier or controlled by a leash or harness at all times outside of the handler's assigned room. An approved Emotional Support Animal is permitted in designated outdoor areas only.

Further, under the FHA, the student using the emotional support animal would be required to have control over the animal. And, while the student may not be charged an extra fee for their emotional support animal, the student would be responsible for damage, property or otherwise caused by the animal to the same extent that other individuals would be held responsible.

WHO IS RESPONSIBLE FOR THE EMOTIONAL SUPPORT ANIMAL?

RESPONSIBILITY OF HANDLERS

Handlers must comply with the following provisions regarding the behavior and care of any animal for which they are responsible, in addition to any other applicable university rules and regulations, which may not specifically relate to animals. Violations to this policy may subject the animal to removal from campus at the owners' expense.

- All animals must be current with appropriate shots and vaccinations.
- Handlers are responsible for any damage caused by their animal to include damage to property and person.
- Handlers must personally supervise and maintain full control of their animal at all times while on university property, including in a university facility or vehicle. The handler must utilize a carrier, harness, leash or tether to control the animal at all times. If the handler of a service animal is unable to, because of a disability, use a harness, leash, carrier or other tether, or if the use of a harness, leash, carrier or other tether would interfere with the service animal's safe, effective performance of work or tasks, the handler must otherwise maintain control of the service animal (e.g., voice

ANIMAL POLICY *cont.*

control, signal, or other effective means. If an animal is found to be running at large, the animal is subject to capture and confinement and immediate removal from the university property at the expense of the handler.

- Students with an emotional support or service dog within their residence can be required to cage their animal while service to their room is being performed.
- A handler must ensure that the animal has been socialized and housebroken and may not otherwise permit disruption by the animal to university operations. For Service Animals this includes in areas such as lecture halls, theaters, libraries or other quiet places. Emotional Support Animals are not permitted in areas outside of the handlers living quarters or approved areas. The university recognizes that an occasional bark or continuous barking by a service animal may signal that the handler is in distress. In such instances, the university recognizes that the service animal may be performing a task and that the barking is causal and time limited. Other exceptions may be granted on a case by case basis, such as a service animal or emotional support animal that may be adjusting to a new living space. An animal's presence must not violate individuals' right to peace and quiet. Any concern about disruptive barking of a service animal in the residence hall must be directed to the hall's staff and any concerns outside of the residence hall may be directed to the Inclusive Learning Center.
- The handler must ensure that the behavior, noise (including barking), odor and waste of the animal does not disrupt or interfere with university activities including but not limited to teaching, research, service or administrative activities and these factors must not create an unreasonable disruption for community members (including staff, faculty, students and/or residents). The handler is responsible for any disruption by the animal and for prompt removal of waste along with necessary cleaning.
- It is the responsibility of the handler to take appropriate precautions for the health and safety of their animal. The handler must comply with any applicable federal or state law, local ordinance or other regulation regarding the vaccination, licensing, tags, spaying or neutering, and care of any animal permitted on university property. A handler is responsible for identifying and complying with applicable requirements, including the obligation to provide adequate food, water, and properly cleaned and maintained shelter. There must be adequate space in the primary enclosure (such as the residence hall room) for the particular type of animal depending upon its age, size, species, and weight. Handlers are responsible for providing exercise, care, treatment and transportation; as well as veterinary care when needed to prevent suffering or disease transmission.

NOTE: From time to time, the university may use pesticides, pest control devices, de-icing materials, cleaning supplies, and other materials for the maintenance and operation of university facilities in accordance with reasonable standards for such maintenance and operation. The university is not responsible for any harm to animals caused by such materials.

- While campus visitors with service animals are not required to notify the university of their intent to access university property or facilities with their animal, the university invites a campus visitor to notify the university so that it may confirm campus access.
- A handler is responsible for any and all bodily injury or property damage caused by the animal. The university may charge the handler for any damage caused by the animal beyond reasonable wear and tear to the same extent that it charges other individuals for damage they have caused beyond normal wear and tear. Please report any bodily injury to VSU Police and any other damage to Residence Life and Housing in the case of damage to residential housing or to the Student Accessibility Office or HR for other campus facility.
- A handler may not leave an animal unattended at any time on university property or within university facilities, except for service dogs or emotional support animals left in the handler's university residence room by the handler. In these cases, the handler may leave the animal unattended only for reasonably short periods of time. The handler may not leave an animal alone or in the care of others overnight in the residence halls. An animal left for longer than a reasonable period of time, as determined by Housing and Residence Life and given all circumstances known to the university, may be impounded at the expense of the handler. Exceptions may be granted by Housing and Residence Life in the event that unforeseen circumstances prevent the handler from returning to their residence in a reasonable period of time.
- Handlers may not tie or tether an animal to any university property, including but not limited to buildings, railings, bike racks, fire hydrants, fences, sign posts, benches and trees, and handlers may not allow animals to run loose anywhere on university property.

ANIMAL POLICY *cont.*

- The university may deny or revoke an animal's access to university property based on observation or substantiated reports related to the particular animal or violations to this policy. The university may deny an individual's request to live with a particular emotional support animal if the specific animal in question poses a direct threat to the health or safety of others that cannot be reduced or eliminated by another reasonable accommodation, or if the specific animal in question would cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation, or if the emotional support animal does not fall within the allowable requirements. Exclusion of any animal will be based on an individualized assessment that relies on objective evidence.
- A handler must notify the Student Accessibility Office for students or Human Resources for visitors and staff in writing if an authorized/documented animal is no longer needed.
- To replace an emotional support animal, the handler must follow the procedures in this policy to request a different one.
- Any student or staff who interferes with a service animal or the duties it performs, or with any animal in the performance of the activity for which its presence on university property is authorized, may be subject to disciplinary action under applicable university conduct policies.

Virginia State University permits the following animals in campus buildings or on athletic fields:

- A. Service animals;
- B. Emotional Support/ Assistance Animals in an individual's University residence hall room, provided that the animal has been approved as a disability-related housing accommodation by the Inclusive Learning Center (the individual with the approved housing accommodation must be able to produce the approval letter if questioned about the presence of the animal) and the intended purpose of an individual's occupancy is as a residence (an individual's occupancy for attending a conference or a transient visit would not be considered as an individual's residence);
- C. Service Animals in Training, as defined and meeting all the criteria under the Laws of the Commonwealth of Virginia when they are accompanied by a service animal trainer who is training the animal to be a service animal.
- D. Research and Teaching Animals;
- E. On-Duty police, search and rescue, detection or guard dogs;

APPEALS

Students who disagree with the determination of the Student Accessibility Office regarding restrictions for their service animal or the allowance of an emotional support animal may appeal that decision to the Vice-President of Student Affairs and Enrollment Management. In turn the Vice-President of Student Affairs and Enrollment Management may appointment a committee to review the individual case. Decisions from this process are considered the university's final decision. Appeals can take up to 30 business days to offer a conclusion. During an appeal the university's initial decision remains in effect.

Visitors and staff who disagree with restrictions placed on their service animal can appeal to the Associate Vice President for Human Resources. In turn the Associate Vice President for Human resources may appoint a committee to review the individual case. Decisions from this process are considered the university's final decision. Appeals can take up to 30 business days to offer a conclusion. During an appeal the university's initial decision remains in effect.

CONTACT

Students: Student Accessibility Office
 Memorial Hall – First Floor
 sao@vsu.edu

 Residence Life and Housing
 Quad II – Suite 1107
 reslife@vsu.edu

Staff: Office of Human Resources
 Virginia Hall – First Floor
 hr@vsu.edu

BEDBUG POLICY

The Department of Residence Life & 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 (VSU) 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 hall staff—Resident Assistant (RA) and/or Graduate Assistant (GA), the RA/GA should then contact their Residence Director (RD), and the RD will contact Facilities Management. Again, as soon as a resident suspects that there may be a presence of bed bugs, contacting their assigned hall staff is the first step that should be made.
- 3) ResLife and/or Facilities Management will send a trained exterminator to the respective room within 24 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. This is CRUCIAL so that we can prevent the possible spread of bed bugs if they are found to be in the resident's room and belongings.
- 6) If pest control is unable to respond to the resident's room for inspection within 24 hours, the Residence Director may provide a temporary location, if one is available, in which the resident can sleep until the inspection can take place. Please note that this is based on the availability of space within the residence halls.
- 7) Any resident granted a temporary relocation will be given a list of instructions for the removal and laundering of their personal items. Residents are required to wash and dry whatever clothing needed for the night. Upon doing that, the resident should shower and put on clean clothes. The clean laundry is all that the student can take with them to their temporary room. ResLife wants to ensure that if there are bed bugs found present in the resident's space, they do not travel to another room with the resident.
- 8) Residents may not, at any time, deny the Department of Residence Life & 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) Bed bugs are a serious community health issue, and ALL residents are expected to comply with all instructions given to them regarding the inspection findings from ResLife, Facilities Management and pest control:
 - a. If the findings are that there are no bedbugs present in the resident's room or suite, 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 assigned RD if there are further problems. Should the resident experience skin bites, then they will be asked to visit the Student Health Center and/or Primary Care 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 & Housing staff and Facilities Management.

BEDBUG POLICY *cont.*

FREQUENTLY ASKED QUESTIONS

- 1) What are bedbugs and are they lethal are they?
 - a. Bedbugs are small nocturnal insects that lives by feeding on the blood of humans and other warm-blooded hosts. Bedbugs are generally active between 3:00 a.m.—8:00 a.m., with a peak feeding period about an hour before sunrise. After feeding for about five minutes, the bug returns to its hiding place.
 - b. Bites consist of a raised red bump or flat welt, and are often accompanied by intense itching. The red bump or welts are the result of an allergic reaction to the anesthetic contained in the bedbug's saliva, which is inserted into the blood of the host. Bedbug bites may appear indistinguishable from other insect bites, though they tend to last for longer periods. Bites may not become immediately visible, and can take up to 9 days to appear. Bedbug bites tend to not have a red dot in the center such as is characteristic of flea bites. A trait shared with flea bites, however, is tendency towards arrangements of sequential bites. Bites are often aligned three in a row, giving rise to the colloquialism "breakfast, lunch and dinner."
 - c. There have been no known cases of bed bugs passing disease from host to host. Extensive testing has been done in laboratory settings that also conclude that bed bugs are unlikely to pass disease from one person to another. So while bed bugs can be a nuisance, they are less dangerous than some more common insects such as fleas.

- 2) Where do bed bugs come from and how do we get bed bugs?
 - a. Bedbugs were originally brought to the United States by early colonists from Europe. Bedbugs thrive in places with high occupancy, such as hotels or rooming halls. Bedbugs were believed to be altogether eradicated 50 years ago in the United States and elsewhere with the widespread use of DDT, a pesticide used to treat them. It is no longer used and may account for the resurgence of these bugs in the US, as might the increase in international travel.
 - b. Anyone can pick bed bugs up from a location where they presently exist – someone's apartment, other dorm rooms, movie theatres, etc. Bedbugs are equal opportunity pests – they will infest anyone, anywhere.

- 3) What happens when the pest control specialist comes to my room?
 - a. 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 University does not and will not reimburse residents for financial hardships experienced related to the Bedbug policy. It is the resident's responsibility to attain personal property protection for said circumstances. (*See Insurance*)
 - b. 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.
 - c. 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.

- 4) My roommate has bites, but I don't. Does my stuff have to go through treatment, too?
 - a. Yes, if your room is confirmed to have bedbugs. Bedbugs travel quickly, especially around food sources, and won't stay on one side of the room. In order to eliminate them, all treatment steps must be followed by all residents.

- 5) Do bedbugs come from my roommate not cleaning their side of the room?
 - a. Some people still believe that bed bugs are the result of negligent housekeeping. This is simply untrue. The presence of bedbugs is not related to food or the dirtiness of a room either. Bedbugs have become resistant to many chemicals traditionally used to treat them, and over the last few years a more mobile population, unprepared for them, have unknowingly spread them across the country.
 - b. Having bed bugs is not a shameful thing. Due to the nature of their feeding patterns, it's nearly impossible to pinpoint the origin of an infestation, particularly in large residential structures with high population turnover. While it's unfortunate that there has been a resurgence of the pest, it is through no one's fault. In the race between pest and chemical treatment, it is a challenge to find new methods of eradication.

BEDBUG POLICY *cont.*

FREQUENTLY ASKED QUESTIONS *cont.*

- 6) Are bedbugs just in beds?
 - a. Bedbugs are not just in beds. They can be in chair cushions, sofas, behind electrical outlets, cracks and crevices around baseboards, or even behind picture frames. In other words, they can be live pretty much anywhere.
 - b. Bedbugs are efficient hitchhikers, they can latch onto suitcases, backpacks, and, yes, even clothing. They will travel on most things until they can find a suitable place to hide. If you find bed bugs on your clothing, you do not need to throw them away. Set the washer and dryer for the hottest setting that the fabric can withstand. If you need to use a dry cleaning service, mention to them that the items may have bed bugs and they can keep the articles in plastic bags until just before loading into the machines to prevent further spreading.

- 7) Since I travel quite a bit, what can I do to reduce my risk of bringing these bugs back with me?
 - a. First, when traveling and visiting friends and/or staying off campus, look at the room to seek potential hiding places for bedbugs, such as carpet edges, mattress seams, pillow case linings, headboards, wall trim or other tiny crack-like places bed bugs might hide.
 - b. Next, look specifically at the mattress seams for signs of bedbug activity: droppings, eggs, bloodstains or even bed bugs themselves – hiding in tiny folds and seam lines. Hygiene and sanitation aren't a defining factor, but a good rule of thumb to inspect concerning your environment.
 - c. Never leave your belongings and clothing laying on the bed, or any location of possible infestation. Instead, use hangers or hooks capable of keeping all cloth distant from the floor or bed. It's also not a bad idea to elevate bags and suitcases off the floor on a luggage stand, tabletop or other hard surface.
 - d. Close your suitcase/travel bag, when you're not using it. This way, during the night the bugs may move over top of your luggage with greater difficulty to get inside. Elevate your luggage off the floor to tables or chairs. These may also be hiding places, but less likely.
 - e. When you return from any travel it is a good idea to take your suitcase to the laundromat so you can wash ALL items before taking the suitcase to your home, residence hall, etc. If you do your wash in hot water and dry with high heat before returning to your residence, you will stop the spread of these bugs.

- 8) What SHOULD I do if I believe I have bedbugs?
 - a. Contact your RD immediately.

- 9) What SHOULDN'T I do if I believe I have bedbugs?
 - a. Don't panic! Although bedbugs can be annoying, they can be safely and successfully dealt with if you follow all of the guidelines as set forth by this policy.
 - b. If you believe you have bedbugs, please do not wait until afterhours or when it is convenient to your schedule to notify our hall staff. It is more difficult to get service after hours, they will respond, but service may be delayed.
 - c. 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.
 - d. 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.
 - e. 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 & Housing staff and Facilities Management.

Fire Safety

Please use the following information as you prepare and execute your fire drills...

When the fire alarm sounds, residents must immediately evacuate the building, report to the Designated Assembly Area, attempt to report to their Residence Director (RD) or Resident Assistant (RA), and follow the instructions of emergency response personnel and/or Residence Life and Housing (RLH) staff. Residents who do not evacuate in a timely manner or fail to adhere to instructions given by emergency personnel and/or RLH staff, may be subject to disciplinary action. Residents are responsible for their guests while in the residence halls, and should familiarize guests with fire alarm and evacuation procedures.

Residents are recommended to report their access or functional needs or conditions to the Student Accessibility Office. Residents with access or functional needs who are unable to safely exit a building during an emergency evacuation must follow these procedures:

- Remain in room, close the door and windows, and contact VSUPD Dispatch by dialing 5411.
- Inform VSUPD Dispatch you are an individual with an access or functional need, and that a fire alarm is sounding in your building. Provide your name, building name, floor, room number, and state that you need assistance evacuating the building.
- The dispatcher will inform the responding University Police Officers and/or fire department of your location.
- If you are in a room other than your own, a common area, or bathroom when the alarm occurs, remain in place and follow the steps outlined in the previous bullet points.

Orange Pages: Quick Facts

ITEMS TO BRING LIST

RECOMMENDED ITEMS TO BRING

- ✓ 2 or 3-Way Cable Splitter
- ✓ Alarm Clock
- ✓ Area Rug
- ✓ Bathrobe
- ✓ Bathroom Toiletries
- ✓ Broom and Dustpan
- ✓ Cleaning Supplies (Anti-bacterial/Bleach)
- ✓ Comforter Set
- ✓ Computer or Laptop
- ✓ Desk Lamp
- ✓ DVD Player
- ✓ First Aid Kit
- ✓ Flashlight & Batteries
- ✓ Formal/Semi-Formal Attire
- ✓ Hand Sanitizer
- ✓ Medications
(Prescriptions file with Student Health Services)
- ✓ Microwave—Quads & Gateway
(only one per room)
- ✓ Iron & Ironing Board
- ✓ Laundry Supplies
- ✓ Large Trash Bags
- ✓ Paper for Printing
- ✓ Personal Protective Equipment or Face Coverings
- ✓ Personal Size Portable Safe
- ✓ Portable Radio
- ✓ Refrigerator 2.5 or 3.6 cubic feet
- ✓ Sanitation Wipes
- ✓ Sewing Kit
- ✓ Sheet Set (twin)
- ✓ Shower Shoes
- ✓ Small Fan
- ✓ Spray Disinfectant
- ✓ Surge Protector
- ✓ Television no larger than 24 inches
- ✓ Toiletries
- ✓ Towels
- ✓ Waste Basket
- ✓ Winter Coat, Hat, Scarf, Gloves & Boots

DO NOT BRING

- ✗ Air Conditioner
- ✗ Bed risers (bricks)
- ✗ Candles and Incense
- ✗ Coffee Pot
- ✗ Exercise Equipment
- ✗ Extension Cords
(Heavy duty nor Lightweight)
- ✗ Microwave—Langston, Whiting, Seward, Branch,
Byrd & Williams Hall
- ✗ Hot Plates/Hotpot/ Fry Daddy/ George Forman
Grill
- ✗ Hoverboard
- ✗ Large Stereo Equipment
- ✗ Multi-Plug Adapters
- ✗ Scented Plug-Ins with Socket Extensions
- ✗ Toaster/Toaster Oven
- ✗ Weapons



RLH HALL CLOSURE SCHEDULE



FALL '22 – SPRING '23

RESIDENCE HALL CLOSURES

THANKSGIVING BREAK

(University is CLOSED)

HALLS CLOSE: Wednesday, November 23, 2022 at NOON

WINTER BREAK

(Non-Commencement Participants)

HALLS CLOSE: Wednesday, November 23, 2022 at NOON

(Commencement Participants)

HALLS CLOSE: Sunday, December 11, 2022 at NOON

HAPPY NEW YEAR!

Halls Open (for all students)

Thursday, January 12, 2023 at 8:00 a.m.

SPRING BREAK!

HALLS CLOSE: Saturday, March 11, 2023 at NOON

HALLS OPEN: Sunday, March 19, 2023 at 8:00 a.m.

SUMMER BREAK

(Non-Commencement Participants)

HALLS CLOSE: Wednesday, May 10, 2023 at NOON

(Commencement Participants)

HALLS CLOSE: Sunday, May 21, 2023 at NOON

Disclaimer: All residents are informed to make the necessary travel arrangements to adhere to the above RLH Hall Closure Schedule as provided by the University. Alternate accommodation requests must be submitted in writing (reslife@vsu.edu), received 30 days in advance, will be granted at the discretion of the Director of Residence Life & Housing and subject to additional charges assessed to your student account by ResLife, outside of the room and board rate.

RESLIFE ON SOCIAL MEDIA

Department of Residence Life & Housing

Be the **FIRST**
to receive **RESLIFE ANNOUNCEMENTS**
and **HOUSING UPDATES!**

To RECEIVE TEXT INFO
& REMINDERS TEXT:
@reslife82
to **81010**

Follow us online!

Application Dates • Payment Dates • Hall Openings & Closures • Room Change Period • RHA Town Hall

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Instagram vsureslife1882
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Guide to Residence Halls

Living on campus is a vital part of college life, and one of the best ways to take advantage of everything that VSU has to offer. We strive to provide campus housing for all full-time, unmarried students who request it. All first-time freshmen and sophomore students (0-59 credit hours) are required to live on campus. Our 11 residence halls are more than places to study and sleep. They're hubs of social activity and centers for collaborative learning.

Comfort and Convenience

All residence hall rooms are fully furnished and provide access to cable TV and the Internet. Every hall has common areas for meetings, group study, and recreation, as well as computer and laundry facilities. On-campus housing consists of gender specific and coed residence halls. In the past five years, VSU has opened residence halls with nearly 1,500 beds, including the LEED gold-certified Quad and Gateway facilities. These state-of-the-art facilities include workout rooms, communal kitchens, laundry facilities, spacious lounges, and multi-media classrooms.

RLH governs 11 residence halls, as follows:

**Note: As a reminder, at VSU, we have "residence halls", not "dorms". Both names refer to buildings that houses students on campus, but there is a difference. Dorm comes from the Latin word "dormus" which means "to sleep." A "dorm," short for dormitory, is simply a place for students to sleep and store their belongings. Our residence halls offer more than just sleeping! We want our students to be getting more than just sleep out of their campus living experience.*

Branch Hall is a freshmen female residence hall and



was erected during the 1949-1950 academic year. This four story, five-winged residence hall is named for the late Mary E. Branch, the first graduate of the

institution to become president of a college. In 1930 she became the first Black woman to be appointed the president of Tillotson Teachers' College in Austin,



Texas. Each wing in Branch Hall is equipped with one community bathroom. Branch Hall also has a computer lab and a laundry facility for student use.



RD Office—804-524-5532
Front Desk—804-524-2195
RA On-Call—804-712-8281*
Twitter—@VSU_BranchHall

*On-Call Phones are for use after hours and on weekends.

Byrd Hall, a freshmen female residence hall, was named in honor of The Honorable Harry Floyd Byrd, Former Governor of Virginia. This five story, nine wing residence hall



was erected during the 1929-1930 school year from funds derived from the Noell Act and from appropriations made by the General Education Board. Byrd Hall is

equipped with three large air-conditioned lobbies, individual air conditioning units in each room, recreational areas, a quiet study room, a laundry facility and a computer lab. Each wing of Byrd Hall shares a community bathroom.



RD Office—804-524-5292
Front Desk—804-524-6808
RA On-Call—804-712-8298*
Twitter—@VSU_ByrdHall_

GUIDE TO RESIDENCE HALLS *cont.*

Eggleston Hall, an all-female residence hall for freshmen students, is named in honor of Dr. Joseph D. Eggleston. Eggleston was a former member of the Board of Visitors



at Virginia State College. This three-story brick residence hall was completed in



the 1927-1928 academic school year and houses all single rooms. This residence hall features an air-conditioned lobby area where students can



relax, a laundry facility and a computer lab.

RD Office—804-524-6700
Front Desk—804-524-1188
RA On-Call—804-894-3654
Twitter—[@VSU_Eggleston](#)

Gateway II Hall, a co-educational upper-classmen residence hall, was erected in 2012. This four-story residence hall is the largest residence hall on the campus of Virginia



State University and is able to house 586 students in a mix of double and single rooms. This residence hall features an air-conditioned lobby on each floor along with a computer lab on the first floor, multi-purpose room, game room, wellness center, first aid room, and four laundry rooms.

RD Office—804-524-5533 Front Desk—804-524-2645
RA On-Call—804-894-3777 Twitter—[@VSU_Gateway2](#)

Langston Hall, a freshmen male hall, was built in the 1928-1929 school year and named for Mr. John Mercer



Langston, the first president of the Virginia Normal and Collegiate Institute. Langston Hall has been completely renovated and features a lobby where students can relax on the first floor, as well as, lounges on each floor. The residence hall has a laundry facility, mail services and a computer lab. This residence hall contains single rooms, single suites, double rooms and double suites.

RD Office—804-524-1066 Front Desk—804-524-6720
RA On-Call—804-894-36559 Twitter—[@VSU_Langston](#)

Moore Hall, a co-educational suite style residence hall for upper-class students, was completed in August of 2008. It is named in honor of Eddie N. Moore, Jr. the University's 12th president and his wife Elisia. Students are able to choose from the following



floor plans: Suite A (4-party single), Suite B (4-party double), Suite C (2-party single), and Suite D (single suite). Each suite in Moore Hall is equipped with a common area along with personal room



controls for heat and air conditioning. The hall boasts of handicap and hearing impaired units, SMART classrooms, two kitchens, two computer labs, six laundry facilities and a game room.

RD Office—804-524-6790
Front Desk—804-524-6791
RA On-Call—804-704-3640
Twitter—[@VSU_MooreHall1](#)

GUIDE TO RESIDENCE HALLS *cont.*

Seward Hall, a three-story brick residence hall for upperclassmen students, was erected in 1926-1927. This co-educational hall was named for Hatcher S. Seward, a member of the Board of Visitors



from Petersburg, VA. Seward Hall recently received a makeover as an all single room hall and is equipped with air conditioners in each room for the resident's convenience and features a laundry facility, mail service and a computer lab. Each floor of Seward Hall is equipped with two community bathrooms, one on each end of the hall.



RD Office—804-524-5747
Front Desk—804-524-5135
RA On-Call—804-704-1219
Twitter—[@VSU_Seward_Hall](#)

VSU Quad I is a co-educational first and second year residence hall completed in the 2010-2011 academic year and consists of two L-shaped residence halls connected by a singular lobby. Of the two buildings,



Quad I-A houses Honors students. First year Honors students are located on the first and second floors. Second year Honors



students are located on the third and fourth floors. Quad I-B houses first year students. VSU Quad I includes one and two-bedroom units with both handicap and hearing impaired units. All double rooms are equipped with a private bathroom and all single rooms are suite style (two singles share one bathroom). Amenities include study lounges on each floor, two computer labs, laundry facilities, smart classrooms, multipurpose rooms and a kitchen in each building. Shared spaces between the two buildings include a central main entrance, a commons area, a wellness center, and a game room. VSU Quad I also houses the administrative offices for the Honors Program.

RD Office—804-524-5283
Front Desk—804-524-1064
RA On-Call—804-704-3640
Twitter—[@VSU_TheQuad1](#)

VSU Quad II is a co-educational residence hall opened in the Fall 2012 academic year and consists of two L-shaped residence halls connected by a singular lobby. The two buildings,



Quad II-C & D houses sophomore/second year students. VSU



Quad I includes one and two-bedroom units with both handicap and hearing impaired units. All double rooms are equipped with a private bathroom and all single rooms are suite style (two singles share one bathroom). Amenities include study lounges on each floor, two computer labs and laundry facilities in the building.

GUIDE TO RESIDENCE HALLS *cont.*

VSU Quad II *cont.*

Shared spaces between the two buildings include a central main entrance, a common area, a multi-purpose room, a wellness center and a game room. VSU Quad I also houses the Housing Office and administrative offices for Residence Life & Housing.

RD Office—804-524-6700

Front Desk—804-524-1188

RA On-Call—804-894-3654

Twitter—[@VSU_Eggleston](#)

Whiting Hall, a co-educational, suite style residence



hall for upper-class students, was named in honor of Miss Tossie

Frances Whiting a former Dean of Women and an English teacher at Virginia State University. This



three story residence hall was erected in 1957. Whiting Hall was the fifth women's residence hall to be built on Virginia State's campus and is equipped with an air conditioned lobby where students can relax, a laundry facilities and a computer lab. Whiting Hall recently received a makeover and the rooms are connected by a singular bathroom, creating suite style rooms.

RD Office—804-524-5623

Front Desk—804-524-5014

RA On-Call—804-895-0293

Twitter—[@VSU_WhitingHall](#)

Williams Hall, a freshmen male residence hall, was



named in honor of Professor Daniel Barclay Williams who taught at the college for

many years. This three story, six wing building was begun in 1934 and completed in 1935. Williams Hall is equipped with an air-



conditioned lobby where students can relax, a recreational area, a laundry room and a computer lab. It is also equipped with one community bathroom per wing.

RD Office—804-524-2180 Front Desk—804-524-2181

RA On-Call—804-894-3734 Twitter—[@VSU_Williams](#)

University Apartments at Ettrick. While not directly managed by the Department of Residence Life & Housing, the University offers off-campus apartments as a housing option for our upper-class students in good academic standing. The University Apartments at Ettrick (UAE) offers double and single room options in fully furnished apartments. To qualify for housing at UAE, students must:

- Be enrolled at Virginia State University.
- Have earned a minimum 2.0 Grade Point Average.
- Have at least 24 credit hours at the time of signing lease (or 15 accepted credit hours and a 2.5 GPA for first time transfer students).
- Be in good financial standing and judicial standing with the University.
- Submit application at the Club House Office or online (<https://universityapartmentsatettrick.com/>) with fees:
 - \$40.00 Application Fee (New Residents only)
 - \$150 Non-Refundable Fee (Holds Apartment)
 - \$150.00 Refundable Fee (Security Deposit)

For detailed UAE leasing information or general questions comments and/or concerns, you may contact them directly by phone, (804)524-5153.

CABLE

APOGEE

The Department of Residence Life & Housing is pleased to announce that Apogee has been chosen as the University's new cable provider. Students will receive a variety of HD channels including sports, music, general entertainment, and news.

As a new addition, students will also get to enjoy HBO and Cinemax at no additional cost. With this new addition, the signal will be changing from an analog to a digital signal. Below are some frequently asked questions to ensure compatibility with your current television.

Digital TV Service Guide

The digital cable system requires a television with a QAM tuner. You must check the specifications from your TV manufacturer to determine if it includes the required tuner. The types of tuners currently in use in the United States are listed here for your reference.

1. *QAM Tuner (REQUIRED)*

QAM (quadrature amplitude modulation) is the format by which digital cable channels are encoded and transmitted via cable television providers, including Apogee. A QAM tuner is the cable equivalent of an ATSC tuner which receives over-the-air digital channels broadcast by local television stations. Many new cable-ready digital televisions support both of these standards. Because there is no requirement, though, some very inexpensive manufacturers or models may not include the QAM tuner.

Please be advised that less expensive TVs sometimes come with a lower quality QAM tuner that may be unable to tune all of the channels. We have found this to be true of bargain brands. If that is the case a digital conversion box can be purchased.

2. *NTSC TUNER (NOT COMPATIBLE)*
3. *ATSC TUNER (NOT COMPATIBLE)*

Digital Conversion Boxes

If your television does not have a QAM tuner, you can update your television or purchase a digital conversion box. Just like the TV, you should ensure that the conversion boxes include a QAM tuner and not just an ATSC tuner. Most tuner boxes available at electronic stores for over-the-air digital TV transition do not include a QAM tuner, be sure to verify the specifications from the external tuner manufacturer before completing your purchase. The following tuner box has been tested and approved for compatibility with our system.

QAM Digital Tuner Guide

We have compiled the following information about television compatibility, and provide this list an informal reference for newer devices. This information is compiled from staff and student reports, and is not intended to be complete. We cannot guarantee the accuracy of this information. You should verify the specifications when you make a purchase.

- Dynex - Only limited models have a QAM tuner
- Insignia - Only limited models have a QAM tuner
- LG - Most models since 2007 have a QAM tuner
- Samsung - All models since 2009 have a QAM tuner (fifth digit of model number must be B or higher)
- Sony - Most models since 2007 have a QAM tuner
- Sylvania - Do not appear to have QAM tuners
- Toshiba - Most models since 2007 have a QAM tuner
- Vizio - Recent models have a QAM tuner
- Westinghouse - Some models require QAM tuner activation

CABLE cont.

Virginia State University CHANNEL GUIDE

5StarMax-77.1	ESPNU-40.2	National Geographic-63.2
A&E-46.1	FM-47.1	NBC Sports Network-43.1
ABC Family-56.2	Food Network-53.1	NBC WWBT-12.1
ABC WRIC-8.1	Fox News Channel-37.1	NFL Network-41.2
AMC-73.2	FOX WRLH-35.1	NHL Network-42.2
Animal Planet-61.1	Fuse-68.2	Nick Jr-58.1
Antenna TV-6.2	FX-46.2	Nickelodeon-57.2
AXS TV-71.1	Golf Channel-44.1	Nicktoons-59.1
BBC America-38.2	Grit-65.3	OWN-55.2
BET-48.2	Hallmark Channel-56.1	Oxygen-55.1
Bounce TV-65.2	Hallmark Movies and Mystery-72.1	PBS WCVE-23.1
Bravo-54.2	HBO (East)-74.1	Pivot-67.2
Cartoon Network-57.1	HBO (West)-74.2	POP-71.2
CBS 6 Weather-6.3	HBO 2 (East)-75.1	ReelzChannel-73.1
CBS Sports Network-43.2	HBO 2 (West)-75.2	Spike TV-49.1
CBS WTVR-6.1	HBO Comedy-76.1	Syfy Channel-52.2
Christian Television Network-66.1	HBO Signature-6.2	TBN-66.2
CMT-69.1	HGTV-54.1	TBS-45.1
CNBC-38.1	History Channel-62.2	Teen Nick-58.2
CNN-36.1	HLN-36.2	TLC-62.1
Comedy Central-51.1	IFC-72.2	TNT-44.2
Comet TV-35.3	ION-48.1	Travel Channel-61.2
Cooking Channel-53.2	ION-8.2	tru-TV-49.2
Create-23.2	Lifetime-51.2	TV Land-50.1
CW WUPV-65.1	Me TV-12.2	USA Network-45.2
Discovery Channel-63.1	MHz Worldview-23.3	Velocity-68.1
Disney Channel-59.2	MLB Network-42.1	VH1-69.2
Disney Jr-60.2	More Max-77.2	VSU Channel 1-3.2
Disney XD-60.1	MSNBC-37.2	VSU Channel 2-3.3
E! Entertainment-50.2	MTV-70.1	VSU Channel 3-3.4
Escape-12.3	MIV2-70.2	VSU Channel 4-3.5
ESPN-39.2	MIVU-3.1	V-me-47.2
ESPN2-40.1	My Network TV / This TV-35.2	We TV-52.1
ESPNNews-41.1	NASA-39.1	Weather Channel-67.1

FREQUENTLY ASKED QUESTIONS

Q: What equipment will I need to connect my TV?

- Standard coaxial cable
- Cable-ready TV
- QAM tuner (required at select locations)

Q: What is a QAM tuner?

QAM (quadrature amplitude modulation) is the format by which digital cable channels are encoded and transmitted via cable television providers. The QAM tuner is a form of receiver; it receives and processes digital television transmissions through a cable. It reads a certain kind of signal sent by your digital cable provider, and translates it so your television can read and process it properly to generate your television shows.

Q: How will I know if I need a QAM tuner?

The QAM tuner comes in two forms, either an internal device that is part of your inner TV, or an external device that can be plugged in to your TV. First check to see if the TV has an internal tuner by searching the specifications section of your TV manual. If you no longer have your TV manual, locate the make and model of the TV and lookup the specs online. If your TV does not have an internal QAM tuner, an external QAM tuner will need to be purchased in order to receive channels.



Blue Pages: Ready Reference

ESSENTIAL AREAS FOR STUDENT ASSISTANCE & REFERRALS

Essential Areas for Student Assistance & Referrals			
<i>(Last Updated Spring 2020)</i>			
Department	Office Locations	POB	Extension
ACE	Johnston Memorial Library, 2nd Floor	9409	X-3251
Admissions	20708 Fourth Avenue	9164	X-5902
Cashier's Office	Gandy Hall, B-34	9125	X-5150
Dean of Students	Foster Hall, Room 307-A	9012	X-5271
Department of Police & Public Safety	21012 Service Road	9405	X-5223
Division of Student Success & Engagement	Memorial Hall, 3rd Floor	9409	X-5350
Financial Aid	Gandy Hall, Room 112	9031	X-5990
Health Services	Memorial Hall, Basement	9082	X-5711
Housing Office	Quad II-1107	9073	X-6840
Human Resources	Virginia Hall, Room 101	9412	X-5090
Multi-Purpose Center	20809 2nd Avenue	9409	X-3300
Orientation	Johnston Memorial Library, 2nd Floor	9409	X-5356
Payroll	Virginia Hall, Room B01	9399	X-5983
Post Office	Across from VA Hall, Adjacent to Jones	9409	X-5855
President's Office	Virginia Hall, Room 317	9001	X-5070
Provost's Office	Virginia Hall, Room 206	9404	X-5995
Registrar's Office	Gandy Hall, Room 119	9217	X-5513
Student Accessibility Office	Memorial Hall, 1st floor	9030	X-5601
Student Accounts	Gandy Hall, B-30	9025	X-5506
Student Conduct	Foster Hall, 3rd Floor	9012	X-5866
Student Health Services	Memorial Hall Basement	9082	X-5711
Technology Services	Harris Hall, Room 8A	9090	X-5210
Thompson Hospitality	Gateway Dining & Event Center	9020	X-1984
United Campus Ministries FLOW	Foster Hall, 311-312	9200	X-5214
University Apartment at Ettrick	On-UAE Property	9200	804-524-5153
Univeristy Counseling Center	Memorial Hall, Room 409	9172	X-5939
VSU Crisis Line	Memorial Hall, 3rd Floor	9409	X-5001
VSU Trojan Card	Virginia Hall, Room B10	9413	X-5282
Welcome Center	Multi-Purpose Center	9409	X-1176

YOUR VSU RESLIFE TEAM

Derrick L. Peterson, Sr., **Director**

dpeterson@vsu.edu

804-524-5717

Administrative Team

Constance L.M. Hoover cmclaughlin@vsu.edu 804-524-1239	Teri Y. Taylor tytaylor@vsu.edu 804-524-5860	Franklin W. Weiss fweiss@vsu.edu 804-524-xxxx
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Housing Coordinators

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Angelique Byers abyers@vsu.edu 804-524-xxxx	Sheridan Donigan sdonigan@vsu.edu 804-524-6713
Tyreek Ford tford@vsu.edu 804-524-6770	Ira Nealy inealy@vsu.edu 804-524-xxxx

Residence Directors

Jasmine Bremby jbremby@vsu.edu 804-524-5283	Karl Burch kburch@vsu.edu 804-524-xxxx	David Dick ddick@vsu.edu 804-524-5747
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Jasmine Mills jmills@vsu.edu 804-524-xxxx	Dawn Terrell dterrell@vsu.edu 804-524-xxxx	Navelle Watkins nwatkins@vsu.edu 804-524-1179
	NiLee A. Williams nwilliams@vsu.edu 804-524-5532	

FREQUENTLY ASKED QUESTIONS

HOUSING FAQs

1) Do I have to live on-campus?

Students with less than 60 earned credit hours are required to live on-campus, unless their permanent home of residency is within a 25-mile radius of VSU, the student is 21 years of age or older, married or previously married, or has completed a tour of military service. Student must obtain a Housing Exemption Request form from the Housing Office or our website, fill it out completely, and return to the Director with the required documentation for approval. Please view the Housing Exemption Request form for further details.

2) What are the housing requirements?

The requirements for University Affiliated Housing during the academic school year are as follows:

- **New Students** must be admitted to the university.
- **New Students** must pay \$150.00 non-refundable Room Reservation Fee and pay \$150.00 room damage deposit.
- **New Students** must complete housing application online after the \$100.00 advance tuition payment has posted to students account.
- **Returning Students** must have completed the online application for housing.
- **Returning Students** must register for Fall Classes
- **Returning Students** must pay \$150.00 Non Refundable Room Reservation Fee

Payment of fees and submission of a housing application DOES NOT guarantee housing. Space is limited and assignments are processed on a first come first serve basis.

3) What residence halls do I qualify for?

Residence Hall	Requirements	Gender
Branch Hall	1 st Time Students (Freshmen)	Single—Female
Byrd Hall	1 st Time Students (Freshmen)	Single—Female
Eggleston Hall	1 st Time Students (Freshmen)	Single—Female
Gateway II	Upper Classmen (Sophomores, Juniors, Seniors, Transfer & Graduate Students)	Co-Educational
Langston Hall	1 st Time Students (Freshmen)	Single—Male
Moore Hall	Upper Classmen (Sophomores, Juniors, Seniors, Transfer & Graduate Students)	Co-Educational
Quad I	1 st Time Students (Freshmen)/ 2 nd Year Students (Sophomores)/ Presidential/Provost Scholars	Co-Educational
Quad II	Freshmen & 2 nd Year Students (Sophomores)	Co-Educational
Seward Hall	Upper Classmen (Sophomores, Juniors & Seniors)	Co-Educational
Whiting Hall	Upper Classmen (Sophomores, Juniors, Seniors & Graduate Students)	Co-Educational
Williams Hall	1 st Time Students (Freshmen)	Single—Male

PAYMENTS/DEPOSITS FAQs

1) What fees do I need to pay?

- a. **New Students** must pay a total of \$300.00 for housing, \$150.00 non-refundable room reservation fee and \$150.00 refundable damage deposit.
- b. **Returning Students** must pay the \$150.00 non-refundable room reservation fee.

2) What is the deadline to pay the required fees?

- a. **New Students** (1st Time Freshmen, 1st Time Transfer and Graduate Students): Preferred deadline for payments to post to your banner account no later than May 1st.
- b. **Returning Students**: Payments must post to your banner account no later than April 1st.

3) How do I pay the required fees?

All payments should be submitted to the Cashier's Office (Mon.—Fri., 8:30 a.m.—4:30 p.m.):

- a. In Person: Room B-34, Gandy Hall
- b. By Mail: Virginia State University,
Cashier's Office
P.O. Box 9125
Virginia State University, VA 23806
- c. By Phone: (804) 524-5150 (Credit Card payments)
- d. By Web: <https://vsu.afford.com/>
 - i. Payments Made via the web will post to your banner account within 7-10 business days.

4) How much does it cost to live on campus?

Please refer to the Virginia State University Tuition and Fee Guide

5) If I change my mind about living on campus, so I get my deposit back?

- a. **New Students** (1st Time Freshmen, 1st Time Transfer and Graduate Students):
The Housing Damage Deposit of \$150.00 is refundable. However, students who withdraw from the university or do not meet the terms of their contract will not be eligible to receive a refund.
- b. **Returning Students**: The Room Damage Deposit of \$150 is refundable. However, students who withdraw from the university or do not meet the terms of their contract will not be eligible to receive a refund.

For students who receive a housing assignment and would like to cancel must do so prior to May 15 (Fall) and November 15 (Spring) or be charged a \$500 cancellation fee. Please see your Housing and Food Service Terms and Conditions for more details.

6) What is my Pin Number?

If you are a first time user of Banner your pin number is defaulted to your birthday, 2-digit month, 2-digit day, and 2-digit year. (xx xx xx) You will be required to change your pin upon log in, and the new pin must be 6 digits

HOUSING PROCESS FAQs

1) How do I access my banner account/Housing Self-Service Account?

- a. Go to www.vsu.edu.
- b. Go to Trojan Link (at the top of the page).
- c. Go to Banner.
- d. Click Self-Service for Student.
- e. Log in with your V# and pin.
- f. Click on Housing Self-Service.
- g. Click on Application at the top (choose the correct application).

NOTE: Your Pin Number is defaulted to student's birthdate: two-digit month, day and year

2) Can I select my roommate?

- a. **New Students** are allowed to make roommate requests via their online housing application. Both incoming students must request each other on their individual applications and both student must complete all requirements regarding housing prior to being assigned.
- b. **Returning Students** must participate in the Housing Lottery.

3) When do Halls open?

- a. **New Students** (All Freshmen):
Fall Semester 2021 Move-In Weekend for New Students is August 7th-9th, 2021. The identified Residence Halls will open promptly at 8:00 a.m. on Friday, August 7, 2021.
- b. **Returning Students**: Fall Semester 2021 Move-In for Returning Students starts Wednesday, August 12th, 2021. Residence Halls will open promptly at 8:00 a.m.

All residents are to reference both the Move-In Schedule in the Appendix on page 56 and Check-In Procedures prior to reporting to their assigned residence halls. **Early arrivals will not be accommodated.**

4) How do I complete the online application? (All Students)



HOUSING PROCESS FAQs *cont.*

5) **Is there an overview for NEW Students?**

The updated overview for **New Students**, like the image of the one below, can be accessed digitally under the ResLife section of the VSU website. Hard copies are made available in the Housing Office located in Quad II.

VSU First Time Students Online Housing Procedures Fall 2020
"Live, Learn, Engage."

Do I have to live on campus? All undergraduate students who have earned a cumulative of 0-30 credit hours are required to live in university housing.

Housing Requirements What do I owe and when is it due?

- Enrolled in VSU fall semester
- Accepted to VSU (check for admission requirements)
- Paid required fees for housing, going to the deadline
- Completed online application for housing via Housing Self-Service

First Time Students:
Damage Deposit: \$150.00
Priority Deadline:
Mar 1, 2020 by 4PM

How do I apply? (March 2 - May 1) **Where do I make payments?**

New Student Application
Priority Deadline: 04/01/20

- Go to www.vsu.edu
- Go to Topbar Link on top of the page
- Go to Housing
- Click Self-Service for students
- Log in with your VU and pin
- NOTE: Your "PIN" is your 2018-2019 email
- Click Student Housing & Financial Aid Tab
- Click Housing Self-Service Link
- Click Application Number Description
- Select "New Student Housing Application Fall 2020"

NOTE: Student ID is the student's F number

When is Move-In?

Students who are assigned a room must arrive on the deadline or their room may be forfeited.

New Students ONLY: August 7-8, 2020
Returning Students ONLY: August 12-14, 2020

Each arrival will NOT be accommodated.

NOTE: Have an address change. Students are 1 day after official registration to move. Check online and by phone. Move-in before the 13th/14th.

2020 UPDATE: Prior to moving in, all students must report to the Housing Table at the University to receive Check-In Documentation. Do not report to camp. Ask you will be redirected to the documentation.

In order to guarantee a room, returning students must complete online application by August.

6) **Is there an overview for RETURNING Students?**

The updated overview for **Returning Students**, like the image of the one below, can be accessed digitally under the ResLife section of the VSU website. Hard copies are made available in the Housing Office located in Quad II.

VSU Returning Students Online Housing Procedures Fall 2020
"Live, Learn, Engage."

Do I have to live on campus? All undergraduate students who have earned a cumulative of 0-30 credit hours are required to live in university housing.

Housing Requirements How do I select a roommate? (May 16-18)

- Enrolled in VSU fall semester
- Accepted to VSU (check for admission requirements)
- Paid required fees for housing, going to the deadline
- Completed online application for housing via Housing Self-Service

Roommate Selection is for Returning Students ONLY

- Log into Housing Self-Service via Banner
- Click Room Selection
- Click Roommate Selection and room information

How do I apply? (March 2 - May 1) **How do I select a room? (May 17-20)**

Returning Student Housing Application
May 2 - May 1

Room Selection is for Returning Students ONLY

- Go to www.vsu.edu
- Go to Topbar Link on top of the page
- Go to Housing
- Click Self-Service for students
- Log in with your VU and pin
- Click Student Housing & Financial Aid Tab
- Click Housing Self-Service
- Click Application at the top
- Select "Returning Student Housing Application" April 1 deadline to participate in room process

When is Move-In?

Students who are assigned a room must arrive on the deadline or their room may be forfeited.

Returning Students ONLY: August 12 - 14, 2020
New Students ONLY: August 7 - 8, 2020

Each arrival will NOT be accommodated.

NOTE: Have an address change. Students are 1 day after official registration to move. Check online and by phone. Move-in before the 13th/14th.

2020 UPDATE: Prior to moving in, all students must report to the Housing Table at the University to receive Check-In Documentation. Do not report to camp. Ask you will be redirected to the documentation.

In order to guarantee a room, returning students must complete ALL 3 requirements for on-campus housing.

RESIDENCE HALL FAQs cont.

1) Where can I find the contact information for my residence hall?

Residence Hall information can be found on page 41 under Guide to Residence Halls. You may also find the information under the same heading on the University's website.

2) Who do I contact for residence hall concerns (e.g., room change, roommate issues, visitation, etc.)?

Residents should always contact the hall staff of the hall of concern.

3) What is an RD?

A Residence Director is a professional staff member who supervises, manages and directs the residence hall and staff.

4) What is a GA?

A Graduate Assistant is a live-in para-professional staff member who assist in supervising, managing and directing the residence hall and staff while providing guidance to students from a peer perspective.

5) What is an RA?

Resident Assistants are student leaders living in the Residence Halls who provide guidance to students from a peer perspective.

6) What do I do if I need something in my room fixed?

Contact your hall staff and they will assist you in submitting a work order request via your Housing Self-Service if you are not already familiar with doing so. Once the request is processed, someone from Facilities Management will attend to the matter.

7) What furnishings are provided in the room?

Generally speaking, each resident is provided with a regular twin-bed w/drawers, and a desk and chair. Rooms that don't have built-in closets are provided with wardrobes (portable closets).

8) Are pets allowed in the Residence Halls?

Fish in tanks, no larger than ten gallons are the only permissible pets.

9) Can I bring my own room decorations?

Feel free to decorate your rooms with posters and pictures, but remember to use removable adhesive to hold them up. Nails, tacks and staples are not approved for hanging, and students will be charged up to \$300.00, to repair and paint walls. Our windows are furnished with vertical blinds, so you cannot bring your own curtains.

10) Where do I do my laundry?

Each Residence Hall is equipped with Coin and TrojanCard operated laundry facilities. The cost for washing is \$1.25 per load and the cost for drying is \$1.25 per load. Students may add money to their cards by visiting the Cashier's Office located in Gandy Hall.

SUMMER SCHOOL HOUSING FAQs

1) Is there a deposit for summer school?

No, there is no deposit for summer school. Students only need to complete the online summer housing application.

2) How do I complete a Summer School Housing Application?

- a. Go to www.vsu.edu.
- b. Go to Trojan Link (at the top of the page).
- c. Go to Banner.
- d. Click Self-Service for Student.
- e. Log in with your V# and pin.
- f. Click on Student, Housing & Financial Aid.
- g. Click on MyHousing.
- h. Choose “Log In” under Apply Online.
- i. Use the drop down menu and choose Summer School Housing Application.

UNIVERSITY APARTMENTS AT ETRICK FAQs

1) Do I qualify to live at UAE?

- Student must be enrolled at Virginia State University.
- Have earned a minimum 2.0 Grade Point Average.
- Have 24 credit hours at the time of signing lease (or 15 accepted credit hours and a 2.5 GPA for first time transfer students).
- Be in good financial and judicial standing with the University.

2) What fees do I need to pay to begin my housing process with UAE?

- \$40.00 Application Fee (New Residents only).
- \$150.00 Non-Refundable Fee (Holds Apartment).
- \$150.00 Refundable Fee (Security Deposit).

3) How do I make my payments to UAE?

All payments to UAE should be submitted to the UAE Club House Office:

- a. In Person: 4010 J. Mitchell Jones Drive
Club House Office
Petersburg, VA 23803
- b. By Phone: (804) 524-5153 (Credit Card payments)
1-888-744-0026 (Residents only)
- c. Hours: Mon.—Fri., 9:00 a.m.—5:00 p.m.
Saturday, 10:00 a.m.—5:00 p.m.
Sunday, Closed
- d. Web: <https://www.UniversityApartmentsAtEttrick.com>

Appendix: Move-In Schedule

Timeslots

All students will be assigned a timeslot during which they are able to move into their residence hall. Once the timeslot ends, non-student guest should vacate the premises to allow others to move in safely. Timeslots will be determined by students' floor assignment. Additional instructions regarding the flow of move-in will be provided at that time.

Personal Protective Equipment

All students and guests will be required to wear a mask for the duration of the move-in process. We ask that you bring your own mask; however, we will have a limited number available for individuals who may forget.

Non-Student Guests

Students will be permitted to have no more than two additional people to assist them with moving in. Unfortunately, "spectators" such as young siblings and elderly family members are not permitted.

Elevators

Where present, elevators will be limited to one family group at a time. Elevators may only be used by individuals physically moving items and/or individuals with mobility concerns.

New Student Schedule

Friday, August 7 th		Saturday, August 8 th		Sunday, August 9 th		Monday, August 10 th	
Langston Hall		Branch Hall		Seward Hall		Williams Hall	
<i>8am—12noon</i>	Floor 1, Floor 3	<i>8am—12noon</i>	Floor 1, Floor 3	<i>8am—12noon</i>	Floor 1, Floor 3	<i>8am—12noon</i>	Floor 1, Floor 3
<i>1pm—5pm</i>	Floor 2, Floor 4	<i>1pm—5pm</i>	Floor 0, Floor 2	<i>1pm—5pm</i>	Floor 0, Floor 2	<i>1pm—5pm</i>	Floor 0, Floor 2
Quad I – A Side		Byrd Hall		Eggleston Hall		Quad II – D Side	
<i>8am—12noon</i>	Floor 1, Floor 3	<i>8am—12noon</i>	Floor 1, Floor 3	<i>8am—12noon</i>	Floor 1, Floor 3	<i>8am—12noon</i>	Floor 1, Floor 3
<i>1pm—5pm</i>	Floor 2, Floor 4	<i>1pm—5pm</i>	Floor 2, Floor 4	<i>1pm—5pm</i>	Floor 2, Floor 4	<i>1pm—5pm</i>	Floor 2, Floor 4
		Quad I – B Side		Quad II – C Side			
		<i>8am—12noon</i>	Floor 1, Floor 3	<i>8am—12noon</i>	Floor 1, Floor 3		
		<i>1pm—5pm</i>	Floor 2, Floor 4	<i>1pm—5pm</i>	Floor 2, Floor 4		

Returning Student Schedule

Wednesday, August 12 th		Thursday, August 13 th		Friday, August 14 th	
Moore Hall		Gateway II		Moore Hall	
<i>8am—12noon</i>	Floor 1, Floor 3	<i>8am—12noon</i>	Floor 1, Floor 3	<i>8am—12noon</i>	Floor 1, Floor 3
<i>1pm—5pm</i>	Floor 0, Floor 2	Floor 2, Floor 4	Floor 2, Floor 4	<i>1pm—5pm</i>	Floor 0, Floor 2
				Gateway II	
				<i>8am—12noon</i>	Floor 1, Floor 3
				<i>1pm—5pm</i>	Floor 2, Floor 4

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