

*making the right connections
with the "Write Attitude!"*



2010-2011 Residential Living Handbook
A Directional Guide To Better Living...



University Village

The University Village is home to 516 upper-class and 144 freshman, males and females. The apartments have a common area, which is furnished with a full size bed, sofa, love seat, coffee table, one end table and an entertainment center. Each apartment also has a kitchen for students, which includes a microwave, stove, oven, refrigerator, kitchen table set for four and lots of cabinet space.



Freshman Living/Learning Center

The freshman Living/Learning center has 296 available spaces for freshman students. The rooms are separated into several clusters to create small communities. This residential facility is equipped with a lobby area with vending machines, a keyless entry system, and computer labs, catering kitchen, laundry room, seminar room and recreation room. The rooms are furnished with desk, chairs, chest of drawers, closets and twin (EXTRA LONG) size beds.



University Commons

University Commons provides a great location with a unique apartment and townhome living environment for 705 upper-class students. All units are fully furnished with kitchens and utilities.

Amenities

Private bedroom with a twin (extra long) bed and Private bathrooms available.
 Laundry room and computer lab.
 Fully furnished units with sofa, coffee table and end table, and entertainment center.
 Full kitchens, Microwaves, Stove, Refrigerator, Kitchen Table.

Floor plans:

- 1 bedroom, 1 Bathroom Townhome
- 2 Bedroom, 1 Bathroom townhome
- 3 Bedroom, 2 bathroom Townhome
- 4 Bedroom, 2 Bathroom Townhome

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Forward

We Are More Than Dormitories...We Are A Community

American higher education has an interesting history. Once students and faculty members lived together in, what was known as, dormitories. College students, most of whom were boys the ages of today's high school students, were subject to strict codes of conduct and regimented schedules. The academic, social, and moral aims of the college were indistinguishable.

Fortunately, higher education changed, allowing students more freedoms, rights, and responsibilities. During such change on college and university campuses, the term "dormitory" was replaced with the term "residence hall." Dormitories or dorms were considered as buildings in which students merely slept. Conversely, residence halls are places that offer more than bunks and pillows; they are environments that augment student learning and development. The shift in terminology may seem minor, but at Savannah State University, and particularly for the Division of Student Affairs, we take seriously our emphasis on residence halls as environments that foster quality student living and as places that extend classroom learning. The Office of Residential Services & Programs employs professional residential living staff committed to student learning and development. Thus, for us, residence halls are environments where student growth and development occurs through formal and informal programs, activities, and through the cultivation of community.

Our residential living facilities are places for student leadership opportunities through the Resident Assistant & Community Assistant Programs, and the Residential Living Association. Inasmuch as these activities, organizations, and programs are offered to enhance student life, it is ultimately up to students to take advantage of these opportunities.

The next time someone refers to your living facility as a dorm, tell him or her that at Savannah State University we have 'residence halls', places where students' collegiate experiences are enriched.



"Making the Right Connections: From Home to SSU Housing"



OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

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August 7, 2010

Dear Student Resident,

Welcome to Savannah State University! On behalf of President Earl G. Yarbrough, Sr. and the entire University community, we are pleased that you have chosen to live on-campus at Savannah State University. You are a part of the select community of students who are fortunate to reside on campus in modern, state-of-the-art residential facilities.

Please know the residential facilities are staffed with professionals who care... they care about you and about helping you make your time at Savannah State University the best experience possible. We are dedicated to you not only as a student, but also as a valued person and customer. We will strive to provide a safe, comfortable environment conducive to your educational, social and overall developmental growth. In addition, we encourage you to take advantage of every opportunity to develop sound working relationships with all those with whom you will share space so as to create a sense of community.

Because we are dedicated to our residents, we in turn would like for you to assist us in our efforts to maintain our residential facilities as quality living/learning environments for future students. You are receiving this copy of the *Residential Living Handbook* that outlines the policies and regulations that will govern your residential living. Because you will be held accountable for these policies and regulations, we urge you to familiarize yourself with the contents of this handbook and the *SSU Student Handbook* which is being made available to you during the New Student Orientation or afterwards, at the Office of Student Affairs located in the King-Frazier Student Center.

Again, welcome to Savannah State University and to our residential facilities. We look forward to working with you this academic year!

Irvin Clark, Ed. D.
Vice President for Student Affairs

Gary Oliver
Director of Student Life

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GREETINGS

Greetings on behalf of the Savannah State University Office of Residential Services & Programs! We would like to take this opportunity to thank you for including campus housing as a part of your University experience. Our residential living staff is committed in its belief that the on-campus living-learning environment enhances the collegiate experience.

You are enrolled at Savannah State University at an exciting time. As you settle into college life, many changes will be taking place at the University and in your life. As an on-campus student, you will have the opportunity to experience situations that are both new and challenging. We hope that you will keep pace successfully with these new challenges and that you will take advantage of everything that Savannah State University has to offer.

As a student at the University, your life will center around campus living. While you are here, you will learn from an excellent faculty, enjoy the beauty of the campus, and thrill at the excitement of Savannah State University athletics and other programs. All of these are part of the wonderful traditions of the University.

Before you become a part of these traditions, you must make some important decisions regarding your particular life-style. This Residential Living Handbook will provide you with many areas of information you will need to help make those decisions. Your decision to live on campus will prove to be an exciting one if you will take advantage of the programs and services that are available. Living on campus will provide you with many opportunities to become involved in the University. On campus living can improve your performance in the classroom. Also, your learning outside the classroom will be enhanced by the wide variety of people you will meet every day.

If along the way you have questions about Residential Living or about Savannah State University, please do not hesitate to talk with a staff member of the Office of Residential Services & Programs. Our staff will be happy to offer any assistance that we can. We may not know the answers to all of your questions, but we will find out where to get them.

Good luck to you as you enter or return to Savannah State University in what we hope will be the start of a great and educationally purposeful academic experience.

Savannah State University is a great place to live and learn!



Residential Services & Programs Staff

“Making the Right Connections: From Home to SSU Housing”

MISSION STATEMENT

The Office of Residential Services & Programs supports the mission of Savannah State University. We do this by providing on-campus student housing that is comfortable, affordable, accessible and secure and by offering opportunities for residents to grow and develop in all aspects of their lives. In addition, we endeavor to be a community of individuals who teach the value of human diversity and who promote civility and the value of good citizenship. We are committed to acting with integrity, dignity, and competence in our service to residents and the University community. The Office of Residential Services & Programs exists to offer opportunities for personal and social development within the framework of its programs and processes. We emphasize educational, recreational, service learning, social and leadership opportunities while helping students mature into responsible citizens.

Academic Support

This goal is accomplished by promoting an environment conducive to learning by enhancing student-faculty interaction in residential settings, and by establishing strong partnerships with other campus departments.

Valuing Diversity

We are committed to being a community of staff and residents in which individual rights are defended and individual differences are respected.

Residential Living Program

On-campus residences are intentionally managed to support the residents' transition from high school to the University as well as successful matriculation through Savannah State University. Citizenship skills are taught through involvement in social and educational programs, self-governance, resident-staff partnerships, student employment opportunities, and resident accountability.



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Benefits of Living On-Campus



During the past three years, the University has worked towards improving the quality of residence facilities on-campus, among other programs, facilities, and services. Quality residence halls are central to quality student experiences on a college or university campus. With the development of University Village apartment complex and the Freshmen Living & Learning Center suite-style residential facility and acquisition of the University Commons, our vision to expand housing options for students, the University is redoubling its efforts to better create an exceptional living-learning environment for student success.

From what research tells us and from our own findings, the unique benefits attributed to living on-campus are as follows:

- Residential living appears to have a positive influence on persistence to graduation. In other words, there is a “stronger” relationship between living on-campus and eventually graduating than living off-campus;
- As a result of structured programs, students living on-campus tend to be more involved in various cultural, social, personal, academic, and other co-curricular experiences. This is particularly important in light of our understanding that students who are highly involved in campus programs are more likely to be satisfied with their collegiate experience and to graduate than students who are not involved in such opportunities.
- Students who reside on-campus tend to have significantly greater gains in areas of psychosocial development (e.g., intellectual orientation, autonomy, inner-directedness, and academic and social self-concepts) than their peers who reside off-campus and commute;
- There is some evidence that suggests that students living on-campus experience greater gains in aesthetic appreciation, cultural understandings, intellectual values, and political liberalism than their student counterparts off-campus; and
- In terms of personal development, students who reside on-campus typically are better adjusted, show more initiative, are more trusting, and are less likely to be overly dependent on parents than students who live off-campus.

In sum, it is clear to us that compared to their peers who live off-campus, students residing on-campus experience certain student learning and development that is associated with the interpersonal and academic climate fostered in residence halls and on-campus apartments. Although the University does not have a residency requirement for students, we want all students to be successful and ultimately graduate – living on-campus greatly enhances these desired outcomes.

Residential Living Theme Housing

Program Purpose:

The purpose of the Savannah State University Residential Living Theme Housing Program is to promote a direct link between residential, academic and extracurricular life for students at Savannah State University.

The Residential Living Theme Housing Program is designed to provide students who have common educational endeavors or common extracurricular interests with the opportunity to live together in a campus housing setting.

By focusing on a specific area of residential living, the Residential Living Theme Housing program can profoundly impact the experiences of our students on campus by providing academic, fitness and wellness, cultural, community service, leadership and Freshmen Residential Education Experience (F.R.E.E.) themes.

The Residential Living Theme Housing Program will increase students' opportunities to pool their resources, learn from each other and serve as an effective living/learning tool as has been demonstrated at other institutions.

The Residential Living Theme Housing Program will utilize the Freshmen Residential Education Experience program to enhance the educational growth and development of first year students by providing academic enrichment opportunities in the residence halls that will enhance faculty and student interaction. Faculty members will provide freshmen students with evening writing/math labs, tutoring, classes, supplemental instructions, office hours and academic advisement in the resident halls.

Examples of Themes

- Academic Enhancement/Honors
- Service Projects/Community Service
- Personal Enhancement
- Organizational
- First Year Residential Experience
- Residential Leadership
- Opportunities in the Arts
- Fitness and Wellness



Getting The Most From College

Getting Involved On-Campus: One of the best things that you can do to ensure your success in college is to get involved with some co-curricular campus activity. Joining an organization will help you make new friends quickly, but will aide in developing leadership skills and networking with peers that may help you in your future career. The experiences you gain outside the classroom will be of great benefit when you begin your job search after college is over. Think of it this way: your degree will qualify you to interview for jobs, but what you did while in college is most likely what can win you a position. Finally, you will feel more connected to your college if you join an organization as well, which will help to motivate you during those periods when you feel discouraged and may consider giving up.

There is virtually no limit to ways that you can get yourself involved. Social organizations, Greek lettered organizations, student government bodies, residence hall councils and committees, as well as work opportunities on the campus can all be outlets for involvement. If you are having a hard time finding something that interests you, talk to your residence hall staff, another student who is involved or visit the Office of Student Programs and Organizations to find ways to get plugged in. It only takes the slightest effort to avail yourself of the wealth of opportunities on campus.

Developing Leadership: Joining an organization is really only the first step in your involvement on campus. Organizational involvement will provide many opportunities for you to develop your skills as a leader. You don't have to be president, vice-president, or secretary of your group to exercise leadership, either. Any initiative that you take to get involved in organizing events and activities, finding ways to improve the organization, or bringing new ideas and perspectives to the group is an exercise in leadership.

Look around your residence hall for opportunities as well. You will find no better place on-campus to assert yourself as a leader than there. The residence hall staff can't do it all. Is there something that you think could make the community better? Get in touch with a staff member who can help plug you into resources, but don't just leave it in their hands. Take the initiative to make your ideas happen. You will find huge payoffs in terms of your social, academic, and professional development, and will get far more out of your residential experience if you do.

Time Management: The college lifestyle is hardly one that can be described as dull or uneventful. There will be a never-ending stream of demands on your time. The earlier that you begin to take control and manage your time, the better your college experience will be. Imagine that at the beginning of each day, some kind individual gave you a huge quantity of cash. Every day you can spend that cash any way you want to, but there's a catch. At the end of the day, you have to give whatever is left over back. You can't keep it and carry over to the next day. If this were true, wouldn't you work to make sure you spent the money in the best way possible every day, so that you could get the most "bang for the buck?" Time operates in the same way; every day you will have a finite supply of time to draw from, but at the end of the day your time to get things done is over. It is important that you insure that you are getting the absolute greatest value out of every minute you spend.

Residential Living Staff



Professionally trained and experienced Resident Hall Director is available in each of our Residential Facilities. Our staff provides information, guidance, direction, programs, and services for residents. Their role is to foster an environment which supports learning, involvement, academic success, and personal development.

Residents may call the front desk of their residential facility (see back page for telephone numbers) to obtain information and assistance in resolving problems with roommate or neighbor disputes, facility concerns, or other issues. It is best to let staff respond or mediate whenever you believe they can help. For resolving complaints of a threatening or dangerous nature, call SSU Public Safety. Please read and be familiar with this handbook for a better understanding of your rights and responsibilities as a resident.

The Office of Residential Services & Programs is located in the King-Frazier Student Center, Room 238. We can be contacted at 912.358.3132 or via fax at 912.358-3632.

Residential Housekeeping & Maintenance Staff



At Savannah State we take pride in our facilities. Custodians are responsible for cleaning the public areas of each residence hall Monday through Friday. Limited custodial service is provided on the weekends. However, it is the responsibility of every resident to assist in the upkeep of the hall by picking up areas like the hallway, lobby, and restroom. Residents are expected to keep their room/suite clean and in good condition.

General building and equipment repair needs should be reported to the front desk in your residence hall, to your Scholarship Hall Director or Proctor, or to the apartment living office. When you report a maintenance concern, you are giving the maintenance or custodial staff

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permission to enter your room or apartment to make the repair. An on-site maintenance staff cares for common areas of the complex. Most maintenance requests are performed at no cost to the resident. The following problems should be reported immediately: uncharged fire extinguisher, non-functioning smoke detector, pipe leaks, broken tile or cracked grout, ceiling or wall leaks, and appliance malfunction.

Leadership Opportunities

One of the most rewarding experiences you can have at SSU is to take advantage of the many available leadership opportunities. Below are a few of the possibilities.

Residential Hall Association

Savannah State University Residence Hall Association is an organization that allows residential students to engage in a dynamic role in the residence halls through community service, social and educational programs. The Residence Hall Association is the governing body of the Hall Councils in each of the residence halls. They enable transformation through supporting the topics and concerns of residents with the ultimate goal of creating a living and learning environment within the residence halls. Each residence hall will have a representative on the executive board that will disseminate vital information to the residents as well as the Association. The Association has weekly meetings in each of the residence halls to discuss upcoming events. In addition, the Residence Hall Association will attend the annual state and regional conferences. There are six Hall Councils representing each residence hall that will be responsible for designing educational, social, spiritual as well as environmental programs along side of the student residence hall staff. The Councils hold elections in the beginning of the Fall semester recruiting residents to plan activities for the academic year.

Resident/Community Assistants (Apartment Styled Facilities)

Resident/Community Assistants are an important link in the chain between academic achievement and personal growth in the university community. RA/CAs are carefully selected student staff members who have the primary responsibility of advising and guiding residents while enforcing hall policy. They are successful students who have demonstrated leadership skills. RA/CAs are valuable resources if you need help with academic, social, or personal problems. They receive special training in all aspects of residence hall living and usually know the answers to questions you may have (if not, they know where to find out). Your RA/CAs is there to help you as an individual, and your floor as a group, in any way possible.

Housing Contract Terms & Conditions

TERMS OF THE CONTRACT

A. Introduction:

All the materials contained herein become and shall be an integral and binding part of all residential facility agreements at Savannah State University. It is the student's responsibility to become familiar with all sections of this agreement. These terms and conditions are not intended to provide the general or specific residential facility information of a non-contractual nature, which is contained in the Residential Living Handbook and distributed when students check into the residential facility. University regulations and policies affecting residential facility agreements are subject to change. Such changes shall be officially announced and/or posted on bulletin board(s) in each residential facility, and this announcement shall constitute actual notice to residents. The changes shall become effective and binding at the date of such posting or official announcement.

B. University Housing Policy:

First-Year-Freshmen from outside the Chatham County area are expected, but not required, to reside in the residence facilities of Savannah State University. Freshmen, who elect to live on campus, **must** purchase the 20 meals-per week meal plan. **Non-Freshmen resident students must purchase at least a 14 meals-per-week meal plan.** A student who falls under the University Campus Housing Policy cannot be assigned or occupy a room until the Office of Residential Services and Programs (ORSAP) receives his/her **Residential Facility Contract/Application, Room Reservation Fee and signed Meningitis Form.** These regulations are applicable to all students insofar as space is available in the University's residential facility. **NOTE: Georgia State Regulations say that no assignment to university housing can be made without a completed Meningitis Form. Forms are mandatory in addition to other forms provided by student. Shot records are not valid!**

C. Fees:

1. Residential Facilities Application and Room Reservation Fee:

An application for University Housing can only be submitted **AFTER** the STUDENT *receives an official acceptance* to Savannah State University from the Office of Admissions. **Submission of a Residential Facility Application does not guarantee housing.** **A \$50.00 Non-Refundable Application Fee and a Residential Facility Contract must accompany each Savannah State University Housing Application before an application can be processed and a room assignment can be made.** THE NON-REFUNDABLE APPLICATION FEE will be posted to the student's Banner Account within thirty (30) days after the student fulfills the requirements of the contract.

2. Room and Board Rates (See Current Fee Schedule at:

(<http://www.savannahstate.edu/adm/sa/housing/housing-meal-fees.htm>)

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The University will provide the following:

1. Each room will have a bed, dresser or wardrobe, desk chair, desk, mattress pad, and shared bathroom.
2. You will receive a room key. If the room key is lost during the year, you must pay for the re-coring of the room lock and new keys. Keys shall not be duplicated other than by University officials. All keys must be surrendered to the Office of Residential Services and Programs upon termination of this contract.
3. TV lounges, study lounge, laundry facilities and other amenities exist for residents' use within Residence Facilities.
4. All residents will receive unlimited local telephone service as part of the housing fee.

General Terms and Conditions:

1. **Purpose:** The residential facilities will be used by the students solely for residential and educational purposes.
2. **Agreement of Payments:**
The student agrees in consideration for the assigned space and meal plan to pay Savannah State University's room and board charges. The room and board charges are payable in full at the time of payment of tuition and fees for each semester. **Payment of room and board charges are not contingent upon whether or not a student receives financial aid or loans.** Where this applies, single room charges must be paid at the time the single room status takes effect. When damage occurs to any part of the public area of the assigned residential facilities (i.e. hallways, lounges, bathrooms, carpet, etc.), **ALL residents** of the residential facility will be notified and held responsible for cost of repair or replacement. Each STUDENT is also held responsible for damages and/or fines associated with his/her room or residential facility.
3. **Date(s) of Occupancy:**
A STUDENT may occupy his/her assigned space from the date designated as the official opening of campus housing to the date designated as the end of the semester in the University Academic Calendar and billing cycle. Students contracting for housing prior to the first day of the term will be held responsible for payment for the entire term regardless of when they check in. Each NEW STUDENT who has not checked into the assigned residence facilities space by 6:00 P.M. of the official check-in date (See Academic Calendar) or has not called the ORSAP to guarantee a late arrival will be declared a no-show and the space will be released for assignment to another. If the student attends SSU without canceling his/her room assignment, he/she will be held responsible for 50% of the room charges. The residential facilities will close for the Christmas break and between Spring and Summer breaks. The residential facilities will close and re-open according to a published schedule (Academic Calendar). Meal plan dates will be provided in the Academic Calendar and may not exactly correspond with the dates residential facilities are open. **All STUDENTS must make alternative arrangements, at their expense, for housing and meals during periods of Residential Facilities Closure.**
4. **Assignment Policy:**

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The University's ORSAP reserves the right to make assignment of space, to authorize or deny room and roommate changes, to consolidate vacancies and to require a student to move from one room or residential facility to another. The University further reserves the right to require a student to vacate the residential facilities on a temporary or permanent basis for failure to meet financial obligation to the University, exhibiting behavior not conducive to the living-learning environment established in the residential facilities, or failure to remain in good standing with the University. Residents who withdraw from the University are required to vacate the residential facilities upon withdrawal. The ORSAP will attempt to recognize mutual roommate preferences insofar as regular residential facility space is available. **A roommate's full name, address and telephone number are required on the application in order to process a roommate preference. For roommate preferences to be honored, both applications must be submitted at the same time.**

“If Special Accommodations are needed under the Americans with Disabilities Act (ADA), a letter of explanation needs to be attached to the application. Requests for special accommodations must be received at least four months prior to the anticipated occupancy. We require that students who request special accommodations contact the Office of Counseling and Disability Services at 912 358 3115, and provide the Coordinator of Disability Services documentation of the disability and needed accommodations as soon as possible. There are wheelchair accessible units in University Village, the Commons and the Freshmen Learning and Living Center for students who use wheelchairs. Students with no mobility impairment who accept a room or apartment designed for wheelchair accessibility do so with the understanding that they may be required to move if a student who uses a wheelchair requires that space.

5. **Contract Termination by the University**

Upon reasonable notice and for good cause, the university reserves the right to terminate this contract at any time. Examples of good cause include, but are not limited to: 1) failure to make payment of required charges by announced deadlines; 2) a change in student status, including academic or disciplinary suspension; 3) failure to attend classes; 4) failure to comply with state or federal law; residential facilities policies and regulations; and/or rules and regulations as described in the most current issues of the *Student Handbook* and *Residential Living Handbook*, this contract and/or its terms; or any other published rule and regulation of the university; 5) failure to admit an officer or agent for reasonable inspection of the room for health, safety or sanitation standards; 6) failure to comply with the direction or order issued by and with the authority of any officer of the university; 7) possession, sale or use of drugs; 8) weapons possession; 9) tampering with life safety equipment or otherwise endangering the safety and/or security of other residents; 10) failure to occupy the assigned space before the established deadlines for each semester. **Students who use and/or possess illegal drugs or weapons in any residential facility will have their room contract terminated without financial refund.**

Should this contract be terminated, the student may be required to vacate the residential facility within 24 hours unless special permission, in writing, has been obtained from the Director of ORSAP or a designee of the department. In the event the student does not vacate within the allowed time period, the room lock will be changed at the student's expense and any property of the student remaining in the residential facility room or building will be treated as abandoned property. All charges for removal and disposal will be assessed to the student.

Termination of any of the above conditions will result in the student being liable for all charges assessed during the term of this agreement and not receiving any refund for current semester room and board fees; forfeiting his/her room reservation/damage deposit. Students will also be financially responsible for any room damages and unreturned keys and/or access cards and failure to properly check out with a residential facility staff member.

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The university reserves the right, at its discretion, to determine that past behavior and/or criminal activity is such that the interests of the university, the student and/or other students would be best served by alterations or cancellation of the contract. If the university becomes aware that a student has a record of criminal conviction(s) or other actions indicating behavior that would pose a risk to person or property and/or could be injurious or disruptive to the residential facility community or the living-learning environment, the university may not accept or may cancel the contract.

6. Contract Termination by the Student:

Under certain circumstances, the student may terminate this contract by giving written notification to the ORSAP (refer to number 8). If the student has occupied the assigned space and the request for termination has been approved, **he/she must follow proper check-out procedures published in the Residential Living Handbook. Occupancy is defined by the issuance of a key and/or access card to the student for a specified room and does not require actual physical presence by the student and/or his/her possessions.** Failure to check-out properly will result in a \$50.00 charge for administrative costs, \$50.00 charge for not turning in the student ID-card and additional costs may be assessed for a lock change. The student must contact the ORSAP directly to initiate the process to terminate his/her contract.

7. Contract Releases/Cancellation

A. Contract Releases

A student may request, in writing, a release from this contract under the following conditions with no penalty if granted.

1. Graduation
2. Student teaching outside of Chatham County
3. Co-op internship outside of Chatham County
4. Military duty

A student may request, in writing, a release from this contract under the following conditions,

1. Withdrawal from the university
2. Transferring to another school
3. Decide not to live on-campus

B. Student Cancellation Policy

Residents, who complete a room and board contract, thereby reserving a space for the academic year covered by this contract, may request, in writing, to cancel this contract by:

- 1 July – the room reservation fee will be refunded.
Cancellation request from:
 - 2-15 July- will result in a 50% forfeiture of the room reservation fee as a cancellation charge.
 - 16 until the first day of class will result in forfeiture of the room reservation fee as a cancellation charge.

All dates will be established by postmark or fax date on the written request.

8. Authorization for Crediting Room and Board Charges To Student's BANNER Account:

A credit to the student's account for Room and Board charges will be given, on a prorated basis, only, if the STUDENT follows the prescribed and published residential facility room checkout procedures. The following conditions must be met:

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1. When the STUDENT is ready to check out of the assigned room, he/she must contact the residential facility staff (Residence Director or RA/CA).
2. The STUDENT and the residential facility staff (CA, RA or Residence Director) will record any changes on the Unit/Room Condition Report Form.
3. The STUDENT will be held responsible for any damages and discrepancies noted on the Unit/Room Condition Report Form.
4. The STUDENT will receive a duplicate copy. The room key must be returned at this time.

9. Forfeiture of Room Reservation Fee:

Each NEW STUDENT who has not checked into the assigned residence facilities space by 6:00 P.M. of the official check-in date (See Academic Calendar) or has not called the ORSAP to guarantee a late arrival will be declared a no-show and the space will be released for assignment to another.

If a CONTINUING STUDENT fails to occupy his/her assigned space before 6:00 P.M. on the first day of classes without notifying the Office of Residential Services and Programs of a late arrival, the assignment and Room Reservation Fee is subject to forfeiture.

Students, who complete this contract, enroll for classes at SSU and fail to honor this contract will forfeit their room reservation fee and be held financially responsible for 50% of the room charges for the semester, as well as the prorated amount of the board charges.

10. Consolidation of Residential Facilities Spaces:

Students in double occupancy rooms who have not contracted for single occupancy and do not have a roommate must pay either a single room rate, obtain a roommate, or change rooms. Students who had assigned roommates and the roommate did not occupy their assigned space or withdrew from campus housing within a month of the end of registration for a term must also adhere to the Room Consolidation requirements. Any room changes must be approved in writing by the ORSAP and be completed within five days after notification to consolidate. If the consolidation has not occurred within a five-day period after official notification by the ORSAP and/or Residence Director, the student will automatically be charged and legally obligated to pay for his or her room on a prorated basis at a single room rate. The student may only contract for a double occupancy room as a single for the remainder of the current semester and is not guaranteed a single room for the next semester.

11. Room Inspections, Searches and Seizures:

Students are guaranteed the rights of any citizen and therefore will not be subject to unreasonable searches and seizures. The courts, however, have recognized the right of the University to conduct reasonable inspections, searches and seizures in order to enforce University regulations. Savannah State University reserves the right to conduct such inspections, searches and seizures within limits of the law (**for detailed guidelines reference the Room Inspections, Searches and Seizures section of the Residential Living Handbook and/or Student Handbook**)

12. University Liability:

Although security precautions are taken, the University assumes **NO** responsibility, liability or legal obligation to pay for injury (including death) or the loss or damage of personal property which occurs in its buildings or on its grounds prior to, during, or subsequent to the period of this contract. This includes damage, loss, fire, water damage, theft, flooding, etc. **Neither Savannah State University shall be liable in any respect for damages to person or property resulting from interruption of any utility service or the failure of any defect in any equipment or appliance serving Savannah State University. Students or their parents**

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are strongly encouraged to carry appropriate insurance to cover such losses. The ORSAP has brochures of several companies available that offer insurance for students if they are not covered under their parents' policies.

13. Room Key:

A room key shall be issued to each resident. The key shall remain University property loaned or licensed to the student only so long as the student may rightfully occupy the residential facility room to which said key provides access. The resident shall not deliver, surrender, or otherwise relinquish possession of the room key to any unauthorized individual or permit the key to be duplicated or modified. Unauthorized possession, duplication, or modification of said key may be grounds for formal prosecution. The student shall deliver possession of said key to an authorized University official immediately upon termination of the student's right to occupy the room to which said key provides access or otherwise immediately upon demand of such official. Violation of any provision in this paragraph may be grounds for declaring the student in breach of the contract or other action by the University. Loss of the room key will result in a core change for which the student will be required to pay the **current fee** upon notification of the key being lost.

14. Resident Meal Plans and SSU ID Card:

All freshmen who elect to live on campus for the first academic year of enrollment must purchase the 20 meals-per week meal plan. Second year freshmen and ALL upperclassmen (regardless of unit type) must purchase at least the 14-meals-a-week meal plan. There is no refund for missed meals or carry-overs to another semester during the meal contract period. It is mandatory that the **SSU ID Card is carried at all times** and is not transferable. This applies to all STUDENTS. For a medical or employment meal reduction, contact the Office of Auxiliary Services for required documentation. Special dietary needs will be considered.

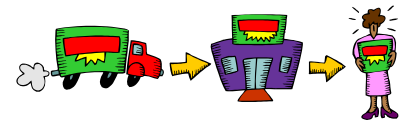
F. Subletting:

This housing agreement shall not be transferred or assigned to any person other than the person as named therein.

It is hereby mutually agreed that all provisions of the Student Handbook, Residential Living Handbook, all provisions and policies of the Office of Residential Services and Programs and Auxiliary Services, all University regulations, all Federal, State, and local laws, are binding upon the contract.

Check-In Procedures

Residents are required to adhere to the following procedures:



1. Receive room key from assigned residential facility if room confirmation was received prior to the beginning of the fall semester. All others must obtain their room key from the Office of Residential Services & Programs;
2. Receive Residential Living Handbook and complete and sign the Room Condition Report (RCR) and return it to a RA or CA;
3. Immediately go to the SSU ID Card Office to obtain your Student Identification Card for access to the cafeteria and keyless entry system.

Keyless Entry System

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The Suite Style and Traditional Residence Halls are equipped with keyless card readers to gain access to these residential facilities. By sliding the magnetic stripe on the back of the SSU ID Card through the reader, you will gain access to your residence hall. Only the residents of your hall are coded for access to your hall. Therefore, it is important to keep your ID card visibly displayed on your person at all times to access your respective residential facility.

The apartment-style residence facilities are equipped with keyless card readers to gain access to computer labs, laundry facilities, and other common areas. It is very important that students do not allow non-campus residents into these areas.

NOTE: If you lose your ID card, please report it immediately to the SSU ID card Office located on the first floor of King-Frazier Complex.

Private Rooms (Double as a Single)

Suite Style and Traditional Residence Halls Only: You may request to occupy a double room as a single (private) if space is available after all residence hall students have checked in and registration has officially ended (drop and add periods included). This type of room assignment is offered on a space available basis only and requests are granted on a first-come, first-serve basis. Students may only contract for a double occupancy room as a single for the remainder of the current semester and are not guaranteed a single room for the next semester. Rates for single rooms are available in the Office of Residential Services & Programs. Contact your RD if you are interested in a single room.

Withdrawals

Students who withdraw, get suspended, or dismissed from the University are required to remove their belongings from the residence hall or apartment unit and check out of their room or apartment within 24 hours of the time the suspension, withdrawal or dismissal goes into effect. Students who receive a summary suspension must remove their belongings from the residence hall or apartment unit and check out of their room immediately. All students withdrawing from the University **MUST** return their identification cards or be fined the applicable fee for a lost card.

Room or Apartment Unit Changes

If, after you arrive on campus and check-in to your assigned room or apartment and you want to move to another room or hall, or apartment unit you must get approval from your facility director. Room changes are granted on a first-come, first-serve basis. Illegal room changes are subject to fines and/or disciplinary action.

Unauthorized Moving

Unauthorized room and hall or apartment unit changes are prohibited. If you wish to change rooms or halls or apartment unit, please review the "Room Changes" section.

Illegal Residence

All students residing in a residence hall or apartment unit have a contract or lease agreement on file and pay the required room and board charges according to the University fee schedule. Any student

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found living illegally in a residence hall or apartment unit or any student that houses another person, student or otherwise, illegally, will be subject to disciplinary action and/or charged a housing fee.

Holiday & Between Semester Periods

Suite Style and Traditional Residence Halls: The residence and dining halls will be closed for the Christmas break and between Spring & Summer semesters. The residence halls will close and re-open according to a published schedule (see Academic Calendar). All students must make alternative arrangements, at their expense, for housing and meals during periods when residence halls and dining halls are closed. It is strongly advised that no valuables be left behind during vacation periods.

University Village & University Commons: University Village and University Commons are open with restrictions during the Christmas break and between Spring & Summer semesters. If you cannot leave during those times, contact the Leasing Office for costs and to make arrangements to have your apartment available to you. Meal and housekeeping services are not available during holiday breaks. Only limited staff and maintenance support will be available to residents during such breaks.

NOTE: All STUDENTS needing alternative arrangements for housing during these periods can do so with University Village or University Commons for an applicable fee. Students requesting such arrangements with University Village or University Commons **MUST** be pre-registered for the coming term and **MUST** have a contract/leasing agreement on file for the forthcoming semester.

SPECIAL NOTE: Residents of University Commons and University Village returning for the Spring semester do not have to checkout of their room or apartment unit or return their room or apartment key(s) at the end of the Fall semester. Residents returning to the Traditional Residence Halls (Bowen-Smith, Peacock and Bostic) and Freshmen Living and Learning Center for the Spring semester do not have to checkout of their rooms but each resident must turn in their room key and Student ID card at the end of the Fall semester. Only those residents not returning to on-campus housing for the next term/semester must comply with the room/apartment clearance procedures.

Check-Out Procedures

If during the school year you are released officially by the University through official withdrawal, break your housing contract or lease agreement, or if you obtain approval for a room or hall change or apartment unit change, you will be required to checkout of your present room or apartment with your RD, RA or CA staff.

Residents must adhere to the following check-out procedures:

1. Notify your RD or designated RA or CA prior to your planned check-out;
2. Sign-up for a time for your RD or designated RA or CA to check you out of your room;
3. Remove all personal items and trash from your room, closet, drawers, and bathroom;

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4. Except for University furniture, your room should be completely vacant and unsanitary (this includes: sweeping the floor and wiping down counters) at the time of check-out;
5. Meet your RD or designated RA or CA in your room at the scheduled time of checkout;
6. Review Room Condition Report (RCR) and complete and sign room clearance form and turn in room key.

NOTE: There will be a charge for rooms or apartment units left in an unacceptable condition and a charge for failing to return the room key(s). Failure to check-out properly with the appropriate staff will result in fines. These procedures are applicable when a resident's contract or lease agreement terminates at the end of the academic year and/ billing cycle for a specific period.

Abandoned Items

Personal items left in residence hall rooms or apartment units after the resident has officially check-out, and/or contract/lease agreement period ends officially will be considered as abandoned items and will be disposed of accordingly by housekeeping staff. The University will not assume any responsibilities for items left behind nor will the University store such items for the resident (see Storage Policy).



Responsibility for the Assigned Room/Apartment

The student is responsible for the condition of the assigned room or apartment unit and shall reimburse the University, for all damage to the room or apartment, and damage to, or loss of, fixtures, furnishings, or properties furnished under the contract/lease agreement. No alterations are to be made in the furniture provided by the University. Additional furnishings brought into the room must be freestanding and clear of all existing furniture, fixtures or walls contained in the room or apartment unit. Each resident will be required to complete a Room Condition Report (RCR) upon occupancy. When occupancy is terminated, an occupant must obtain room or apartment unit clearance. This will be accomplished by a staff member who will inspect the room and relieve the occupant of responsibility for the room (including key) or assess for damages or missing property. Those students vacating rooms or apartment units without following this procedure will be fined accordingly, plus the cost of any repairs resulting from damages inflicted during occupancy.

Responsibility for Communal Property

Communal property includes hallways, baths, stairwells, lounges, study rooms, meeting rooms, utility rooms and kitchens. Residents are expected to take every precaution to assure that communal property is not abused or defaced. In halls/apartments or sections wherein the University has determined that the majority of the residents are tolerating undue abuse of University property and the responsible individual(s) cannot be identified, all residents will be held responsible for paying a prorated share of the cost of labor and/or supplies for such abuses. When organizations are given the opportunity of having exclusive use of an area, those organizations will be held responsible for reimbursing the University for such abuses should they occur.

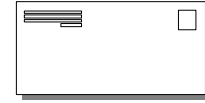
Telephones

Emergency call phones are strategically placed around the campus for student's use in case of emergency for direct access to campus polic.

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University Mail Services



The SSU Mail Center is located on the first floor of King-Frazier Complex, across from the University Bookstore. Stamps and money orders can be purchased there, and letters or packages can be mailed. Resident students are each charged a nominal fee for a mail box. The service window is open from 8:30 a.m. to 4:30 p.m. Monday through Friday, except for University holidays.

Policies and Procedures

All resident students will be assigned a mailbox. Please present your SSU ID card to the University Mail Center for your mailbox assignment. The first two weeks of the semester, mailbox assignments will be made during normal window hours (8:30 a.m. – 4:30 p.m.); after the first two weeks, mailbox assignments will be made between the hours of 11:00 a. m. and 3:00 p.m., Tuesday – Thursday.

Students will be given their mailbox combination at the time they receive their mailbox assignment. Please make sure that you memorize, or write down this number. Duplicate mailbox combination requests will only be given out between the hours of 2:00 and 3:00 p.m., Tuesday through Thursday. Please note that Mail Center employees are not allowed to retrieve mail out of a mailbox.

Mail should be addressed in this form:

JOHN/JANE DOE
BOX 00000
Savannah State University
3219 College Street
Savannah, Georgia 31404

If you are returning the subsequent semester and living in a residence hall, you will not be required to clear your box with the SSU Mail Center staff. You will keep the same mailbox, as long as you have applied for housing by July 1. Otherwise, your mailbox may be reassigned to an incoming student.

If you plan to take a break during a semester or withdraw, be sure to provide the United States Postal Service (USPS) with your completed Change of Address form (3575) which is available at the SSU Mail Center or can be downloaded from www.usps.gov. Be sure to include the street address of the University (3219 College Street, Savannah, GA 31404). First Class Mail (only) will be returned to the sender if it remains dormant in the mailbox for thirty days. Packages will be returned to sender at the end of each semester or held for 30 days, whichever is greater.

In the summer, you may request a temporary change of address from the USPS.

Due to the shortage of mailboxes, the University is unable at this point to provide students who reside off campus with a mailbox.

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Student-to-Student Mailbox Service

Through the mailbox service, SSU students may send mail without postage to other SSU resident students, staff, or faculty (name and box number required).

The following mail services are available:

Priority Mail	Return Receipt
Express Mail	Confirmation Mail
Global Priority Mail	Priority and Express envelopes and boxes
International Mail-Surface and Airmail	Federal Express
Registered Mail	Stamps
Certified Mail	Insured Mail

Incoming Mail

Morning mail is scheduled for delivery in mailboxes by approximately 11:30 AM, depending on the amount of mail received at the University. Afternoon mail is scheduled for delivery in mailboxes by approximately 3:00 PM. Package notifications are sent to you via your Savannah State e-mail account or in your mailbox. You must present your SSU ID Card in order to pick up a package.

Out Going Mail

Mail is picked up from the Mail Center at approximately 2:00 p.m. Monday through Friday.

Savannah State University Bookstore

The Savannah State University Bookstore is operated under a contract with a company specializing in bookstore management. In addition to textbooks and school supplies, the bookstore carries SSU clothing, convenience store items for on-campus and off-campus students, and trade books. Bookstore hours are posted on the bookstore's web site and at the bookstore. Signs will be posted at the beginning of each semester informing students of when the University Business Office has determined that book vouchers can be used (or see the Academic Calendar). Also, signs are posted informing students of when books may be bought back by the bookstore.

Parking Decals and Regulations

In order to maintain an orderly traffic flow and to assure fair and equal access to parking on Savannah State University's campus, all vehicles (including motorcycles) must obtain a parking decal and complete the requisite registration information. The resident parking decal entitles a student to park in a space designated for residence hall parking during restricted hours (currently 7:30 a.m. – 4:00 p.m.) Resident parking permits cost \$40.00 per year and can be purchased at the University Cashier's office,

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after completing the application form found at www.savannahstate.edu/decal. Replacement parking decals are \$10.00, plus the cost of any outstanding tickets.

Parking double, in fire lanes or in designated staff, faculty, or commuter/visitor spaces during restricted hours, or **anytime** in a reserved space, will result in the vehicle being ticketed, booted, and/or towed at vehicle owner's expense. The University is not responsible for damage which may occur during towing. Vehicle reconditioning, repair, maintenance (including changing of oil or changing tires) is not permitted within any parking lots at Savannah State University. Car washing is only allowed in designated areas. Vehicles without decals and vehicles deemed inoperable or in disrepair by management may be removed at owner's cost. Additional parking information, as well as the ticket appeals process, is found at <http://www.savannahstate.edu/fiscal-affairs/parking.shtml>.

Services for Students with Disabilities

It is our goal to provide services and resources that eliminate barriers and help students feel as much a part of the community as possible.

Students who live in the Residence Halls are expected to register any significant medical or psychological conditions with the Community Director and with the SSU Harris McDrew Health Center so that we may properly assist you in case of an emergency. These conditions should be reported on the Housing application and on the Medical History form. Illnesses, injuries, medical emergencies and incidents where students are recovering from surgery should be reported to a member of the Residence Hall Staff immediately.

The Harris McDrew Health Center is located at the end of Jasmine Rd and is open Monday through Thursday from 8:00 AM- 10:00 PM and 8:00 AM to 7:00 PM on Friday. Primary care services are free to students with a current SSU ID. Phone number is 912 358 4122. Fax number is 912 692 4582. You should have your physician send your Medical Records to the staff at the Health Center. Mailing address is:

Harris McDrew Health Center
Savannah State University
Box 20448 3219 College St.
Savannah GA 31404

If you need assistance with a referral to a local medical doctor for specialized care, the Nurses at the Health Center can assist you with referral. We strongly urge you to make arrangements to transfer medical records, meet with the local specialist and get on the local doctor's caseload as soon as possible instead of waiting until you have a medical crisis. It is often difficult for our students from out of town to get back home to their doctor in a medical crisis during the semester. If you are not already on a local doctor's caseload, there can be lengthy waits for a new patient appointment, so please plan ahead.

Applying for Disability Special Accommodations in Housing

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The Coordinator of Disability Services works in cooperation with Residential Services and Programs to assist students with special on-campus housing needs. To apply for accommodations in housing, students should submit their application for Housing as soon as possible, attaching a letter regarding their requested needs to the application. They should also promptly contact the Coordinator of Disability Services at 912 358 3115, set up an intake appointment with the Coordinator to determine if there is a need for accommodations, and what accommodations are appropriate and reasonable and obtain the printed documentation requirements for their specific type of disability. The student will submit medical documentation to the Coordinator from the appropriate professional to support the need for adaptations in housing. In general, documentation for disability housing requests should include:

1. Documentation of the disabling condition or need that is the basis of the request
2. A clear description of the needed housing configuration
3. An explanation of how the request relates to the impact of the disabling condition
4. Possible alternatives if the recommended configuration is not possible.
5. An indication of the level of need for the recommended configuration (and the consequences of not receiving).

Below is a summary of factors considered when evaluating disability housing requests:

Severity of the Condition:

Is impact of the condition life threatening?

Is there a negative health impact that may be permanent if the request is not met?

Is the request an integral component of a treatment plan for the condition in question?

What is the likely impact on academic performance if the request is not met?

What is the likely impact on social development if the request is not met?

What is the impact on the student's level of comfort if the request is not met?

Timing of the Request:

Was the request made with initial housing request?

Was the request made before the deadline for housing requests for the semester in question?

Was the request made as soon as possible after identifying the need? (Based on date of diagnosis, receipt of housing assignment, change in status, etc)

Feasibility and Availability

Is space available that meets the student's needs?

Can space be adapted to provide the requested configuration without creating a safety hazard? (electrical load, emergency egress, etc?)

Are there other effective methods of housing configurations that would achieve similar benefits as the requested configuration?

How does meeting this request impact housing commitments to other students?

If the Coordinator finds an appropriately documented disability need, a letter from the Coordinator requesting appropriate accommodations will be submitted to Residential Services and Programs.

Students with special housing needs will be accommodated only if they submit their housing contract within the time limits established by Residential Services and Programs (four months

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notice is requested) or if the waiting list for housing is able to serve them. Late requests for accommodations after housing assignments have been made may not be able to be fulfilled.

There are wheelchair accessible units in University Village, the Commons and the Freshmen Learning and Living Center for students who use wheelchairs. Students with no mobility impairment who accept a room or apartment designed for wheelchair accessibility do so with the understanding that they may be required to move if a student who uses a wheelchair requires that space.

Transport Resources

Savannah State University provides a free rotating shuttle bus that is wheelchair accessible around campus for all students during the week. Information about routes, stops and hours can be obtained from Auxiliary Services at 912 358 3111. Individual transport is not available.

Chatham Area Transit (CAT) provides city bus transport from the Falligant Avenue gate bus stop. Their website is catchacat.org and their business office number is 912 236 2111. They also provide a reservation based door to door transport service called CAT Teleride for people with disabilities. To register for CAT Teleride, call 912 354 6900.

Disability Parking

The university does not provide disability parking tags or placards. These can be obtained through the drivers' license office or county tag office. Students who need to park in disability parking must pay for and display appropriate SSU parking decals.

Service Animals

Definitions:

A "service animal" is any animal individually trained to do work or perform tasks for the benefit of an individual with a disability. These tasks include but are not limited to: guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sound, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. Service animals are permitted on university property and in university housing under the conditions stated below.

A "therapy/emotional support animal" is prescribed to an individual by a healthcare or professional. A therapy/emotional support animal is not a service animal. Unlike a service animal, a therapy/emotional support animal does not assist a person with a disability with activities of daily living, nor does it accompany a person with a disability at all the times. Students are not permitted to keep therapy animals on university property or in university housing.

A "pet" is an animal kept for ordinary use and companionship. A pet is not considered a service animal or a therapy/emotional support animal, and, therefore, it is not covered by this policy. Students are not permitted to keep pets on university property or in university housing.

Verification of Disability and Need for a Service Animal

A person desiring the assistance of a service animal to use university facilities and services must provide verification to the University Office of Counseling and Disability Services that he or she has a qualifying disability and that the service animal is needed for the use and enjoyment of university facilities and services. The person's health care provider, who is qualified to make the requested assessment, must submit a signed letter on professional letterhead expressing the following:

1. The provider's diagnosis of the person's condition.
2. The provider's opinion that the condition affects a major life activity.
3. The provider's professional opinion that the service animal is used to help with the person's daily living activities and is necessary to use and enjoy university facilities and services.
4. The provider's description of what service(s) the animal will specifically provide.
5. Any additional rationale or statement the university may reasonably need to understand the basis for the professional opinion.

Training

Service animals must be properly trained. An owner of a service animal may be asked to provide verification that the animal has been individually trained as a service animal to provide the service needed. Acceptable verification is a letter provided by agency personnel who trained the animal.

Leash/ Harness

If appropriate the animal must be on a leash or harness, unless the leash or harness would inhibit the animal's ability to be of service.

Care and Supervision

Care and supervision of the animal are the responsibility of the individual who benefits from the animal's use. The person is required to maintain control of the animal at all times, where consistent with the capacity of the service animal user. The person is also responsible for ensuring the cleanup of the animal's waste and, when appropriate, must toilet the animal in areas designated by the University consistent with the reasonable capacity of the owner.

Vaccination

In accordance with local ordinances and regulations the animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Local licensing requirements are followed.

Health

Animals to be housed in university housing must have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the animal or a veterinarian's statement regarding the animal's health.

Removal of Service Animal

The University may exclude/remove a service animal when it 1) poses a direct threat to the

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health or safety of others or 2) results in a fundamental alteration of the University's program.

Damage

Owners of service or therapy/emotional support animals are solely responsible for any damage to persons or university property caused by their animals.

Areas Off Limits to Service Animals

The University may prohibit the use of service animals in certain locations due to health and safety restrictions (e.g. where the animals may be in danger, or where their use may compromise the integrity of research). Restricted areas may include, but are not limited to, the following areas: custodial closets, boiler rooms, facility equipment rooms, research laboratories, classrooms with research/demonstration animals, areas where protective clothing is necessary, wood and metal shops, motor pools, and rooms with heavy machinery and areas outlined in state law as being inaccessible to animals.

Conflicting Disabilities

Residential Services personnel will make a reasonable effort to notify tenants in the residence building where the animal will be located of the existence of a service or therapy/emotional support animal in the building.

Students with medical condition(s) that are affected by animals (respiratory diseases, asthma, severe allergies) are asked to contact the Office of Counseling and Disability Services if they have a health or safety related concern about exposure to a service or therapy/ emotional support animal. The individual will be asked to provide medical documentation that identifies the condition(s), and will allow determination to be made as to whether the condition is disabling and whether there is a need for an accommodation.

The Office of Counseling and Disability Services and Residential Services staff will resolve any conflict in a timely manner. Staff members will consider the conflicting needs and/or accommodations of all persons involved. The staff may use the Harris McDrew Student Health Center as a resource for information on health issues.

Resident Dining

All resident students at Savannah State University are required to be on a meal plan. Freshman students will be automatically billed for a 20-meal-a-week plan, and non-freshman students will be billed for a 14-meal-a-week plan, but may upgrade to a 20-meal-a-week plan for both Spring and Fall Semesters. This upgrade can be done at the Auxiliary Services office, King-Frazier room 127.

At the end of Fall Semester, the chosen meal plan will automatically be assigned to Spring Semester. There is no refund for missed or carry-overs to another semester during the meal contract period. A smaller meal plan is only available by completing the documentation necessary for a meal plan reduction (see information below). Any meal plan reduction must be requested and documented each semester.

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Meal Plan Reductions

All resident students are required to purchase a meal plan for the Fall and Spring semesters. Freshman students are required to have a 20-meal-a-week plan, and non-freshmen students are required to have a 14-meal-a-week plan. Meal plans can be reduced to 14 meals for freshmen or 5 meals a week for non-freshmen. To apply for this reduction, please complete the Meal Plan Reduction Request Form found at Auxiliary Services and follow these procedures:

FOR MEDICAL REASONS

- Provide a Physician Statement Form (obtainable from Auxiliary Services) from your physician (M.D. or D.O.) that verifies your dietary requirements for breakfast, lunch, and dinner. The Food Service Director will review the diet. You will be informed if your request is granted or if additional information is required. In extreme cases, the meal plan can be waived for medical reasons.

FOR EMPLOYMENT REASONS

- Obtain a signed and dated letter from your employer on their letterhead that details your weekly work schedule, along with your class schedule. Auxiliary Services will review your documents and inform you if your request is granted or if additional information is required. If the work reduction is granted, the student agrees to present the first three (3) pay stubs to the Auxiliary Services office within the first 45 days of the semester in which the waiver was granted. **Employment reduction is not available for students who work in any on-campus capacity.**

Failure to submit the first three (3) pay stubs within the first 45 days of the semester will result in the student being put back on their original meal plan without notice.

Submit the above to the Office of Auxiliary Services in Room 127 King-Frazier Complex, along with the reduction request form. These requests are available anytime during the semester, but must be renewed each semester.

Dining Services

Savannah State University contracts with a company specializing in contract food services to operate the dining services venues at SSU, under the direction of the Auxiliary Services Office. The Office of Residential Services & Programs assigns students to their required board plan at the time their housing assignment is made, in accordance with the housing contract.

Main Dining Hall

Meal plan participants and paying customers enjoy the privileges of unlimited seconds at the main dining hall in King-Frazier. All meal plan participants must present a valid student ID card to the cashier prior to entering the cafeteria. All foods must be consumed in the cafeteria. No carry out is allowed from the cafeteria, except with an authorized slip signed by appropriate personnel; i.e.

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University Health Services, Resident Director or Assistant, University Village or University Commons General Manager, Assistant or Community Assistant.

Tiger Café (Snack Bar)

This retail operation in King-Frazier offers a wide variety of short order foods, Pizza Hut pan style pizzas, assorted cold & hot beverages, Freshens Yogurt & smoothie, and fresh green salads and assorted sandwiches. A meal swipe equivalency may be used to purchase individual items or designated combo meals.

Tiger Express Diner

This retail operation across from Kennedy Hall offers a variety of grilled and fried foods, pizza by the slice, assorted cold and hot beverages, fresh green salads and assorted sandwiches. A meal swipe equivalency may be used to purchase individual items or designated combo meals.

Dining Hall Hours

Dining Hall hours are posted on the Savannah State University web site, and at each dining venue. Hours may vary during each semester, and on holidays.

SSU ID Card

All students (residing on-campus or off-campus) are required to obtain an SSU ID Card from the ID Card Office upon initial registration at Savannah State University. It is mandatory that the SSU ID Card is **visibly displayed** at all times while on-campus and is **validated for each semester**. Unless otherwise instructed, validation stickers for each semester can be obtained during any pre-registration and regular registration period in the ID Card Office (**the student is required to present proof of payment before obtaining a validation sticker**). The SSU ID Card is not transferable. Only the first card is issued without a fee. This applies to all students. **Validation stickers will not be placed on any other form of identification cards.** All students withdrawing from the University and/or suspended **MUST** return their identification cards.

Lost cards must be reported immediately to the ID Card Office to prevent unauthorized use of any meals or dollars placed on the card. Lost ID Card - \$35.00. Damaged ID Card – no charge, if damaged card is turned in. Stolen ID Card is free, unless negligence (such as leaving card unattended) is involved.

In addition to student copiers and Pay-for-Print, flex funds on the ID card can be used for purchases at the Document Center and Mail Center. Please read thoroughly the Cardholder Agreement that you will sign when you receive your ID Card, as this has additional terms and conditions related to your card.

Copy Services

Students may use cash or their SSU ID Card to make copies at the student copiers located in the Howard Jordan Building (2nd Floor) and Colston Administration Building. Funds can be placed on the cards at the PHIL machine located next to the window right inside the front door of the King-Frazier Student Center.

Students must sign a Cardholder Agreement (available at the ID Card Office) before using funds on their cards; otherwise, the University will not be liable for any losses sustained due to a lost or stolen card.

Copies can also be made at the library using cash or the library card system, or at the Document Center counter. The Document Center accepts cash, check, credit card, and SSU ID Card flex funds.

Pay-for-Print

The Pharos Pay-for-Print system administers printing services in all computer laboratories. SSU ID cards will authorize access to the Pay-for-Print system.

At the start of each semester, students will receive a \$10 print credit subsidized by the student technology fee. The SSU ID Cards will debit \$0.10 per page for black/white copies and \$0.25 per page for color copies. Proceeds from the Pay-for-Print service are placed back into the technology fund for maintenance, paper, and toner.

To add flex funds to SSU ID cards for the Pay-for-Print system, use the PHIL in the King-Frazier Student Center near the Savannah ballroom (the unit closes to the windows).

If there are any questions relating to Pay-for-Print, please call the Helpdesk at 912-358-HELP or visit the helpdesk website @ www.savannahstate.edu/it/helpdesk.

Residential Living Policy and Procedures

Administrative Action

The Office of Residential Services & Programs in conjunction with the Division of Student Affairs' Office of Student Ethics reserves the right to take administrative action against students who fail to adhere to the rules and regulations of the University as stated in this handbook, housing contract, and other University publications.

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Advertising

Suite Style and Traditional Residence Halls: Each residence hall has bulletin boards in public and other appropriate areas. Posters and flyers are not to be posted on walls, windows, or doors. Violators will be fined or lose privileges to use residence facilities. Groups posting announcements must have permission from the Office of Student Programs and Organizations located in the King-Frazier Student Center room 244 prior to posting on any university facilities.

University Village/University Commons: The bulletin boards in the common area are for use by the staff of University Village/University Commons. If you would like to post items in the Reception Desk area or on the bulletin boards, you must get prior approval from the Office of Student Programs and Organizations located in the King-Frazier Student Center room 244 prior to posting on any university facilities.



Babysitting and Childcare

Small children are not permitted to reside in all Residence Halls. This includes all the Traditional Halls as well as the Commons and University Village. The University assumes no responsibility nor does it make provisions for children. Students are not permitted to use their assigned room/apartment for babysitting or childcare. The presence of infants and babies are **ONLY ALLOWED** during the move-in and move-out only. Violators will be subject to disciplinary action.

Bathrooms (Freshmen Living & Learning Center)

For residents of the Freshmen Living & Learning Center, residents are responsible for the regular cleaning of bathrooms because of suite arrangements. In halls with community baths (Bostic, Bowen-Smith, and Peacock), custodians clean regularly, but students are expected to help keep the bathroom neat and clean by not damaging the facilities or the products put there for their convenience. For their own safety, residents are not allowed in the bathrooms during cleaning times. Only members of the sex for which they are designated may use residence hall bathrooms. Common bathrooms on wings or floors are for the use of residents only. The residents of the room(s) and same sex guests should only use suite and room bathrooms; guest bathrooms are located in the lobby area for other visitors.

BBQ Grills at University Commons (ONLY)

The following guidelines apply when BBQ or Grilling at University Commons (ONLY):

LOCATION: BBQ's/Grilling can only be accommodated at grills provided by the University. No students are allowed to BBQ or Grill with personal grills and students are not allowed to BBQ or Grill indoors (i.e. George Foreman grill, etc.).

Students are only allowed to grill until 10pm - any day of the week. Please check availability and submit a Reservation Request Form at the Leasing Office at least five (5) working days in advance of your desired BBQ or Grill out date.

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REQUIRED SAFETY GUIDELINES:

- Have a dry chemical fire extinguisher within access, but no closer than 10 feet to the cooking area (see Leasing Office to checkout fire extinguisher as part of your reservation).
- Have some means to report a fire, such as a cell phone.
- Lighter fluid is not permitted. Match Light coals are the only charcoal approved for use. Wood, Paper or any other unapproved items are not allowed.
- Coals must be fully extinguished and cool prior to disposal (do not dispose on the ground).
- The grill must be cleaned after each usage (cleaning steps provided below).
- You may only use grills for food purposes ONLY.
- No open containers (soft drinks, juices, etc.) are permitted anywhere around the grill.
- No more than two people are allowed to be within 25 feet of the grill.
- Additional guidelines may apply to barbecues depending on specific location.

GRILL SANITARYING STEPS:

- Step One: After you've finished cooking and the coals have died out, brush the grill grate with a stiff wire brush. This regimen should keep the grate perpetually unsanitary and ready to go.
- Step Two: When the ashes are cold, remove them from the collector pan beneath the grill. Allowing ashes to collect in the bottom of the grill for days or weeks will impede air flow and can collect moisture, causing the grill to rust.
- Step Three: Use a wire brush to brush away any flakes and/or baked-on grease or juices that have collected on the walls of the or bottom of your grill.
- Step Four: If you really want to make your grill shine, remove the ashes and grill grates. Hose the grill out, and then scrub with warm, soapy water and a fine steel wool pad.
- Step Five: You can also unsanitary the grates and the exterior of the grill with warm, soapy water and fine steel wool.

RECOMMENDED GRILL UNSANITARYING MATERIALS:

Rags, steel wool or wire grill brushes	Heavy-duty Scouring Pad	Rubber Gloves
Soap Kitchen Sponges	Spray-on Oven Cleaner	
Old Newspapers	Liquid Dish Detergent	

Bicycles/Motorcycles

Bicycle racks are available at each residential facility. Therefore, bicycles must be stored in authorized areas only and only in such numbers as the areas can accommodate. According to the State Fire code, stairways and hallways are fire exits and should not be blocked with bicycles or other personal items. Any bicycles found in such areas will be removed and a possible fee charged for their return. Motorcycles and similar vehicles are not permitted in the residence halls or University Village. Bicycles are not to be ridden in hallways, stairwells, or on decks. Bicycles should not be attached to railings or any device that obstructs access to sidewalks or entrances. Bicycles left unattended or in unsanctioned areas may be removed by Public Safety



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without warning. Confiscated bicycles may be retrieved at the Public Safety Office. All motorized vehicles require the purchase of a parking decal.

Cable Television

All residence halls receive the basic cable stations as a regular part of their room contract. Televisions, which are not “cable ready” will need a cable box, which can be rented from Comcast Communications at 1-800-COMCAST or (912) 354-7531. Students may contract for premium stations or other additional services by contacting Comcast Communications directly.

Christmas Trees

Due to the flammable nature of live Christmas trees, such trees are not allowed in the residence halls or University Village.

Computer Access in the Residential Facilities

Wireless Internet connectivity is available in the rooms of all Residence Halls and wired connectivity is available in the Freshmen LLC, University Village and University Commons.

Wireless Access at SSU

Wireless access is available in ALL residential facilities at Savannah State University. If your computer does not have wireless capability, a wireless adaptor can be purchased from the University Bookstore that is compatible with the wireless protocol (contact the Office of Computers Services & Information Technology at 358-4357 for specifications).

- **Laptop:** If you use a laptop computer, all you need to connect to the wireless network is a wireless network adapter card that plugs directly into the laptop's port. Alternatively, you may choose a USB wireless Ethernet adaptor if your computer has USB ports. There are a number of laptop computers in the market with wireless cards built into the system.
- **Desktop:** The easiest way to connect a desktop computer to the wireless campus is through an installed in an available PCI slot inside your computer. USB wireless adaptor. An alternative method is a PCI wireless Ethernet adaptor that is

Wired Access at SSU

Wired access or plug-in is available to residents in the Freshmen LLC, University Village and University Commons. In these areas your connection is made through a cable into a wall jack. You will need to purchase an Ethernet patch cable and a 10/100 Ethernet card for your laptop or desktop computer. Many computers are sold with an Ethernet port already built-in.

Computer Labs



Each residential facility is equipped with a computer lab that is monitored by a surveillance system. The labs are for resident usage only. The labs are open according to posted hours. Please note the following while utilizing a computer lab within a residential facility:

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- No food or drinks are allowed in the computer labs.
- The computers are for educational purposes only. Using the computers to view pornographic sites is strictly prohibited and displaying pornographic screen savers is prohibited.
- To protect the computer hard drives, saving files to the hard drive is prohibited; downloading software from the web to the hard drive is prohibited; and installing software via CDROM or 3.5 floppy to the hard drive is prohibited.
- Deleting programs already installed on the system is prohibited.
- Repairing and/or tampering with the computers are prohibited.
- A student needing to complete academic work takes precedence over a student using a computer to play on-line games, check e-mail, etc. if the issue arises.

Controlled Substances

Drugs and/or alcoholic beverages or any other controlled substances are not allowed on the campus of Savannah State University. The consumption of drugs and/or alcoholic beverages is strictly prohibited on campus. **No full or empty alcoholic beverage containers may not be stored on the premises or serve as decorations; nor may any items considered a weapon or drug paraphernalia serve as decorations. Violators will be subject to arrest, fines and/or eviction.** (See Student Rights, Responsibilities and Ethics).

Conducting Business from a Resident's Room or Apartment

Residents are not permitted to carry on any organized business for remunerative purposes from their rooms/apartment unit or inscribe or affix any sign, object, advertisement or notice on any part of the inside or outside of the building premises. Residents are prohibited from using their room/apartment unit or telephones for business purposes.



Cooking/Food Preparation

Suite Style and Traditional Residence Halls: A microwave is available in the designated kitchen areas in each building. Electrical or gas cooking appliances such as microwaves, grills, popcorn poppers, hot plates, toasters, electric frying pans are not permitted in rooms. The University will confiscate any hazardous appliances and violators will be assessed a fine.

University Village/University Commons: Fire safety and sanitation requirements prohibit cooking in any area within University Village and University Commons except kitchenettes or kitchens, which are specifically designed for such use. **Never leave a kitchen unattended while cooking. Microwaves or other cooking devices are not allowed in apartment unit bedrooms. Also, outdoor or indoor grills are not allowed within the facility.**

All foods must be kept in tightly closed metal or plastic containers or refrigerator because of sanitation concerns.

Complaints

Most problems that arise in the residence halls can be solved in-hall. Residents who have concerns should take those problems to their RA/CA first. The RA/CA may decide that a Hall Director needs to be consulted. In situations where residents feel uncomfortable approaching their RA/CA, they

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may take their concerns directly to the Hall Directors. The resident should make an appointment with the appropriate Hall Director through the desk staff at the hall's front desk. Residents who are still dissatisfied after speaking with the Hall Director may then make an appointment with the Director for Residential Services & Programs at extension 3132.

Decorations/Attachments

While there is a chance for students to express individuality in decorating their rooms or apartments, all decorations must be removable without causing damage to surfaces (to include double sided and Scotch tape). Also, it is essential that residents observe good taste and common sense in decorating their rooms or apartments. No articles are to be displayed in the windows since the public views the facility from the outside. Decorations (posters, photographs, etc.) may not be affixed with any bonding agent that will mar or deface walls, doors, or woodwork. Residents will be charged for damage caused by any affixation of decorations, which marks, defaces, or mars the interior and exterior. Furthermore, residents should not install or attach any of the following items in their rooms: door locks, decals, wallpaper, borders, stickers or transfer pictures, outside antenna, additional electrical wiring, additional cable outlets, shades, blinds, awnings or window guards, or air-conditioning or heating units. Seasonal decorations must be of a fire retardant material. No full or empty alcoholic beverage containers may not be stored on the premises or serve as decorations; nor may any items considered a weapon or drug paraphernalia serve as decorations. **Students will be charged for any damage they cause based on an assessment from the Residence Director.**

NOTE: The interior walls of the Freshmen Living/Learning Center, University Village and University Commons are made of drywall. Absolutely NO articles and/or decorations are to be attached to the walls.

Disruptive / Disorderly Conduct

Disruptive / disorderly conduct includes any action that disrupts the peace. When students enter the university community, they take upon themselves certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the lawful purpose of the University. Student conduct therefore is not considered in isolation within the University community, but as an integral part of the educational process.

Disruptive / disorderly conduct includes, but is not limited to assault, misconduct, threats to personal safety, fighting, throwing any object in the University dining facility or from the window of a University residential facility, making excessive noise, and any other type of disruption or conduct that interferes with the rights and opportunities of those who attend the University for the purposes for which the University exists. Additionally, speech or behavior that materially and substantially disrupts the University living environment will not be tolerated. Disciplinary action resulting from disruptive speech or behavior may include, but is not limited to temporary or permanent removal from University housing.

Driving and/or Parking on the Grass

Driving and/or parking on the grass at any of the residential facilities is 'strictly forbidden' at ALL times to include check-in and check-out periods! Violators will be subject to University policies as it relates to Traffic Regulations and/or will be subject to loss of on-campus driving privileges. The one exception to this is a designated parking lot that is on the grass, such as the one marked behind the FLLC.

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Dress Code Policy

It is strongly suggested that appropriate attire/dress is worn at all times while residing in a residential facility and when out around the campus. It is required that all residents dress appropriately (i.e. shower coats, shower shoes, etc) when utilizing the bathrooms, computer labs, laundry rooms, etc. within any residential facility. Shirts and shoes are to be worn at all times.

As a caution, logos on hats and clothing, which promote drugs, violence, sex, etc., can promote unwarranted harassment and are discouraged.

Electrical Appliances/Equipment

The residential facilities have limits on the capabilities of their electrical systems. Overloading these systems present fire and safety hazards. Furthermore, electrical heating elements are dangerous when used in residence hall rooms or apartment units. The following guidelines govern the use of electrical appliances, outlets and extension cords in residence hall rooms or apartment units:

1. Any electrical appliance with an exposed heating element is prohibited.
2. Extension cords may be used under the following conditions:
 - a. Only one extension cord is permitted to connect an appliance with an electrical outlet (cords may not be used in a series).
 - b. Only grounded extension cords may be used with appliances.
 - c. Multiple-outlet extension cords with built-in breakers are required when the number of outlets needed is greater than the number of outlets in the student's room.
3. Privately owned air-conditioners are not permitted.
4. Resident owned refrigerators are allowed in residence hall rooms provided that they do not exceed 3.6 cubic feet in size.
5. Other appliances such as radios, lamps, computers, TVs, electric razors, hair dryers, hair curlers, fans and clocks are permitted provided the total electrical requirements do not exceed the capability of the system.
6. All electrical equipment and cords must be kept in safe operating condition.
7. Irons may be used only with ironing boards.

Residence hall, University Village and University Commons staff will insure total compliance with these safety policies and are to direct any necessary adjustments in use of appliances and/or outlets.

No student shall alter or repair electrical equipment or fixtures within any residential facility. Defects in any electrical equipment that belongs to the residential facility should be reported to the staff immediately.

Elevators (Freshmen Living & Learning Center only)

Tampering with, misuse of, or vandalizing of elevators is prohibited. This includes, but is not limited to forcing doors open, unnecessary use of alarms/emergency phones, accessing elevator controls or control room, entering elevator shaft or exterior of an elevator.

All residents of the building may be charged for any damage if the responsible party is not found. Elevator service may be temporarily or permanently discontinued if elevators are repetitively abused.

Emergency Exits

Emergency exit doors are located in each residence hall, which lead directly to the outside of the building. These doors are to be used in emergency situations only. An alarm will sound whenever they are opened. Using or propping open of these doors will result in fines (see Residential Living Fine Policy).



Exhibitionism

Indecent exposure, lewd, or sexual acts which take place in general-use residence hall areas (within and outside of the buildings) or in residential rooms (in front of roommates, guests, or other hall residents) are strictly prohibited. Such violations can result in immediate removal from the University housing system, as well as automatic referral to the Office of Student Ethics.

Fighting

Fighting and the threat of physical abuse is not allowed or tolerated in the residential facilities. (See Student Rights, Responsibilities and Ethics).

Fire Doors

It is absolutely essential (and required by law) that corridor and stairwell fire doors be kept closed at all times. Closed doors retard the travel of smoke, heat, toxic gases, and fire from the area of origin.

Fire Equipment Regulations

Because it is imperative that fire and safety equipment function properly when it is needed, the following acts are prohibited:



1. Tampering or playing with fire extinguishers, smoke detectors, exit lights, or emergency lights.
2. Tampering with or pulling a fire alarm under false pretense.
3. Removing smoke detector batteries or otherwise rendering a smoke detector inoperative.
4. Propping open stairwell fire doors.
5. Obstructing halls and stairwells with furniture, debris and/or other items.

Residents who jeopardize the security or safety of any resident will be subject to severe disciplinary action. Tampering with fire equipment or acts of arson can result in civil prosecution, disciplinary measures, and/or possible fines.

Firearms, Weapons & Explosives

All firearms, instruments classified as weapons, explosives, firecrackers, bottle rockets, smoke bombs, ammunition and related paraphernalia are strictly prohibited in and around the residential facilities. This includes, but is not limited to, BB guns, pellet guns, air guns, stun guns, water guns, box cutters and any other type of weapon. (See Student Rights, Responsibilities and Ethics.)



NOTE: Water guns and Halloween masks (or anything that covers the face or alters a person identity) are strictly prohibited on campus.

Furniture

Student rooms, lounges, reception lobbies, and public spaces in each residence hall or apartment units are equipped with furniture for the comfort and convenience of residents; therefore, furniture is not to be removed from a room or apartment to another, or from one building to another or from one unit within the building to another without prior consent from the Office of Residential Services & Programs. Furniture unaccounted for at year-end inventory will be replaced at the expense of the residents.

Residents may rearrange individual room furniture in the residence hall or apartment unit when it is not attached. In residence halls where the furniture is attached to walls or floors, the residents must leave it in place.

All room furniture must remain inside the room or apartment unit. Residents may not store any room furniture on or off campus nor may residents take furniture outside of their residential facility to use for any outside purposes.

Gambling

Gambling is prohibited within any residential facilities or on University grounds.

Guns On-Campus Policy Amendment for Savannah State University (Approved 7 July 2010)

Carrying a weapon OTHER THAN A VALIDLY LICENSED FIREARM onto or within 1000 ft of property owned, controlled, or leased by the University is strictly prohibited. ON CAMPUS, A VALIDLY LICENSED (INCLUDING A CONCEAL CARRY PERMIT) FIREARM MAY ONLY BE LAWFULLY POSSESSED AND KEPT IN A PARKED VEHICLE OR IN SUCH VEHICLE WHEN TRANSITING CAMPUS (see GA SB 308). ALL OTHER FIREARM POSSESSION ON CAMPUS REMAINS PROHIBITED.

Hazing

Hazing as defined by Georgia law and the Student Rights, Responsibilities and Ethics is strictly prohibited.

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Housekeeping



Residents are responsible for **cleaning** their own room or apartment area. All common areas are cleaned on a regular basis by the Housekeeping Staff.

NOTE: In the Freshmen Living/Learning Center, the residents of the cluster are responsible for keeping the bathroom clean.

Harassment of staff

Harassment of the University staff, whether physical or verbal, will not be tolerated. Individuals found to be in violation of this policy will be subject to disciplinary action and may be evicted from the residence halls. In addition, a recommendation of expulsion may be made to the Vice President of Student Affairs. All residents and their guests are expected to abide by the requests of the University staff.

Incident Reports

Incidents requiring the attention or intervention of residence hall staff members are regularly reported to Campus Police and the Office of Student Ethics. Violations of university policies, medical and emergency situations, and instances of property loss or damage are documented on Incident Report forms and forwarded to Campus Police and the Office of Student Ethics for appropriate follow-up and/or referral.



Illegal Entry

Failure to enter a residential facility at the front entrance is prohibited. Violators and accessories to the act could be charged with criminal trespassing. Residents who do not escort their guest(s) or who prop open doors or windows are subject to a cancellation of their housing contract or lease agreement. Non-residents who are not escorted by a resident are subject to the charge of criminal trespassing.

Laundry Facilities

All resident students pay an amount each semester for unlimited laundry (currently \$30). Washing machines and dryers are located in the residence halls, University Commons, and University Village for use by resident students. Please do not allow non-residents access into the laundry facilities. This could be a factor in increasing the cost to students for the laundry service and can also present security problems. Students must assist with maintaining the cleanliness of the laundry rooms and the machines; students abusing laundry machines or facilities are subjected to disciplinary action. Students are responsible for their own clothes in the laundry room. We recommend that you check each washer and dryer before using and stay with your laundry until it is finished. Residents are provided with a laundry facility for the drying of clothes. Other public displays of laundry including hanging items out of windows, and from sprinklers are not permitted. If there is a problem with the machines, please follow the posted instructions, or notify your RA/CA or RD.

In order to maintain a safe and clean laundry facility for all residents, please follow these rules:

- **Do Not** sit or slam doors on the washers or dryers.

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- **Do Not** overload the washers or dryers.
- **Do Not** leave clothes or any personal items unattended.
- Hair combing and/or braiding is **prohibited** in the laundry facility.
- **Do not** re-arrange or remove any furniture from the laundry facility.
- Vandalism **will not** be tolerated. Residents will be charged for any damaged to the laundry equipment.

Loitering

Loitering in and/or around the residential facilities is not permitted. Non-residents and students assigned to a respective residential facility must also adhere to this policy.

Lobby Areas

The residential facilities lobby areas in all residence halls and apartment style housing opens at 8:00 a.m. each morning and closes at 11:00pm Sunday thru Thursday and 12 midnight on Friday and Saturday nights. The lobby areas in the Bostic, Bowen-Smith and Peacock Halls and the Freshmen LLC are closed to guests until visitation hours start (See Visitation Policy).

Locks and Keys

Residents are provided with keys to their units and individual bedrooms. Residents will be charged if keys are lost and locks must be replaced. Residents are also charged for lockouts. Lending keys, making duplicate copies and/or distribution of keys is prohibited and will result in disciplinary actions and fines. Residents may not place any items or devices that may prohibit university officials or staff from entering rooms.

Mass Damage Billing

Vandalism and hall damages are billed to individuals that are found responsible. In cases where responsibility has not been determined, the residents closest to the specific area of damage may be equally billed.

Maintenance

General building and equipment repair needs should be reported to the front desk in your residence hall, or to the apartment living office. Report all maintenance problems and repairs to the RD or CA/RA as soon as possible. When you report a maintenance concern, you are giving the maintenance or custodial staff permission to enter your room or apartment to make the repair. An on-site maintenance staff cares for common areas of the complex. Most maintenance requests are performed at no cost to the resident. The following problems should be reported immediately: uncharged fire extinguisher, non-functioning smoke detector, pipe leaks, broken tile or cracked grout, ceiling or wall leaks, and appliance malfunction. Residents will be billed as a result of Resident's failure to comply with this procedure.

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Mental Health Disturbances Disposition



The Office of Residential Services & Programs is gravely concerned with any situation wherein a student's state of psychological imbalance or poor mental health leads to either acute risk or actual disruption of the living and learning environment of the residential facilities or creates undue and continuing stress or danger for either that student and/or members of the residential living community. Examples of such situations are suicide attempts; grossly distorted behavior caused by drug ingestion, or demonstrated episodes of acute anxiety or other types of mentally aberrant behavior. Should a student's behavior be assessed by appropriate University staff to have caused disruption of the student's living environment, or to pose imminent possibility of such disruption, disposition of that case will be considered on its own merits. Possible disposition may include, but is not limited to any or all combinations of the following requirements: referral for professional mental health evaluation, remediation, therapy, imposition of sanctions or limits designed to protect the individual or the residential community, involuntary medical withdrawal from the University (including University housing) for either a specified or unspecified period of time, or involuntary withdrawal from the University (including University housing) for either a specified or unspecified period of time. Final disposition of the matter will be determined by the Vice President for Student Affairs, in consultation with the appropriate counselors or other mental health professionals.

Noise Producing Devices

All radios, televisions, stereo equipment or any other appliances or items which generate noise or sound, shall be turned down to a level that does not annoy or interfere with the quiet enjoyment of the other Residents. No percussive or electronically amplified musical instruments may be played within any residential facilities. Non-electronically amplified acoustic instruments may be played at a level that does not annoy or interfere with the quiet enjoyment of the other residents. **Students who violate these policies could be subject to fines and/or removal of the device(s) from the student(s) room.**

Open Flame Burning



Odor-producing paraphernalia requiring the use of open flames (such as candles and incense) are fire safety hazards and are prohibited. Heated elements that could be left unattended for long periods of time (such as simmering potpourris, lava lamps or scented light bulb rings) and which require heat are also prohibited. Decorative or unlit candles, candles used for religious worship and incense burners are prohibited.

Painting Student Rooms

Because all rooms throughout the residence hall system are being systematically painted, individual painting of rooms is not allowed. Students will be assessed a fine for painting all or any part of the room.



Pest Control

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Each residential facility will be treated on a regular basis by a professional exterminator. Students experiencing pest problems should contact the appropriate staff immediately. It is important to note that cleaning and keeping your windows closed will go a long way towards keeping your room pest-free.

Pregnancy Policy:

For health and safety reasons, a student who is pregnant should notify the Director of Student Development at (912) 358-3129, of her condition as soon as the pregnancy is confirmed. We do not provide prenatal services at our Health Center to students who are pregnant and we strongly encourage you to visit a health care provider regularly during your pregnancy. Mothers-to-be who see a health care provider regularly during pregnancy have healthier babies, are less likely to deliver prematurely, and are less likely to have other serious problems related to pregnancy.

Information is available to all pregnant students from our Counseling/Health Offices (912) 358-3129/ (912) 358-4122; about various services that are available in our community. Confidential counseling is also available by appointment and walk-ins if you have any challenges or concerns related to being pregnant on campus.

Pets/Animals

Due to health standards and the possible inconvenience to other residents, no pets or other than guide dogs for residents who are blind are to be housed or kept in residential facilities, with the exception of a fish aquarium not exceeding 10 gallons. Fish aquariums may only be used for fish. This means that no other species may reside in your room. Residents found in violation of this policy will be assessed a fine and/or removed from University housing. Pets will be removed and sent to the nearest animal shelter.



Posting and Distribution of Materials

All materials circulated or posted in the residential facilities must be stamped approved by the Office of Student Programs & Organizations. Posting pornographic materials is prohibited in all residents rooms/and or apartments The Residential Living Staff will remove posted materials that have not been approved for posting.

Profanity/Obscenity

The use of rude, vulgar, indecent or obscene verbal or written expressions, while protected by the First Amendment, is considered detrimental to the community residence hall environment and is certainly not condoned. The posting of materials in public areas must be approved by the Office of Student Programs & Organizations. The Office of Student Programs & Organizations reserves the right to refuse any postings, which contain rude, vulgar, indecent, or obscene expressions. Hallways and bathrooms are considered public areas and are subject to the same restrictions as other public postings.

Quiet Hours and Courtesy Hours

The creation of an environment conducive to study in the residential facilities requires that each resident show consideration of others by keeping his or her noise level down. Especially between the hours of 11:00 P.M. through 8:00 A.M., Sunday through Thursday, and Midnight through 8:00 A.M., Friday and Saturday, residents are expected to maintain a noise level, which cannot be heard outside of their room or apartment. At all other times, Courtesy Hours are in effect and the noise level should not disturb fellow residents. In addition, if you are ever asked to turn down your music by a resident or staff member, you should do so immediately. At no time will excessive noise be tolerated within the residential facilities.

<u>Quiet Hours:</u>	Sunday – Thursday	11 p.m. to 8 a.m.
	Friday – Saturday	Midnight to 8 a.m.
	Final Exam Periods	24 Hours

Courtesy Hours: *In effect 24 hours a day, 7 days a week*



Restricted Access/Restricted Areas

Unauthorized entry to restricted areas such as building mechanical rooms and custodial closets is prohibited, as is venturing onto roofs or breezeways. Entering the building through windows or other surreptitious entry is prohibited. Emergency exits are for emergency use only.

Resident Harassment Policy

Individuals are afforded the right to privacy and a peaceful existence. Harassment or assault on another individual will not be tolerated. Assaults or threats of assaults on other persons whether sexual, physical, written, or oral will not be tolerated. Abusive language or harassment toward any University staff member or student will not be tolerated. Violators will be subject to disciplinary action in accordance with the Student Rights, Responsibilities and Ethics.

Room Cleanliness

Roommates are expected to appropriately clean and maintain the units, including but not limited to bathrooms, kitchens, and bedrooms. Lack of cleaning can result in unhealthy living conditions, odor, mildew, mold, pests, etc. Residents are expected to clean regularly and comply with all requests made to maintain a healthy environment. Failure to clean can result in fines and judicial action.



Room Inspections, Searches & Seizures

Students enjoy the rights of any citizen and therefore will not be subject to unreasonable searches and seizures. The courts, however, have recognized the right of the University to conduct reasonable inspections, searches and seizures in order to enforce University regulations. Savannah State University reserves the right to conduct such inspections, searches and seizures within limits of the law.

INSPECTIONS

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- (1) The University reserves the right to inspect rooms for possible damage, health and safety concerns. The University reserves the right to enter rooms or other facilities at reasonable hours.
- (2) The University reserves the right to enter rooms or other facilities at any time it has reason to suspect a violation of University regulations is occurring.

SEARCH

- (1) The University reserves the right to conduct searches of individual rooms and lockers in a residence hall or other facility on the campus if there is reason to believe that a University regulation has been violated.
- (2) Law enforcement officials may search facilities with or without authorization from the University by means of a search warrant.
- (3) Efforts will be made to have the student available when a facility is searched.
- (4) Evidence seized during a search will normally not be used in a court of law unless a search warrant has been issued authorizing the search. However, such evidence can be used in disciplinary procedures concerning a violation of University regulations.

SEIZURE

- (1) Property confiscated during a search will be returned to the owner unless it is an illegal item such as drugs or drug paraphernalia.

ROOM SEARCH PROCEDURE/GUIDELINES

- (1) The need for a search must be established by a University housing staff member (suspicion of drugs, weapons, fireworks, stolen items, etc.).
- (2) When the need for a search is established, the Campus Police are contacted.
- (3) If the Campus Police establish the need for a search, they will talk with the students and request the evidence (drugs, weapons, fireworks, etc.) be turned in to them immediately. If the Campus Police determine that a search is warranted, they will request consent from the student to search the room. If the student denies the request, the Campus Police may request legal authorization to conduct a search.
- (4) If consent to search the room is granted by the student, the Campus Police will conduct the room search. A report will be filed with the Office of Student Ethics.
- (5) If the search produces evidence that constitutes a felony, the student will be arrested. If the search produces evidence that is not considered to be a felony, it will be the judgment of the Campus Police to file charges and send a report to the Office of Student Ethics.
- (6) If consent to search a room is not granted by the student, the Campus Police will request a search warrant. If a warrant is granted by judicial order, the Campus Police will search the room. A report will be filed with the Office of Student Ethics. If the search produces evidence that constitutes a felony, the student will be arrested.
- (7) If a search warrant is not granted to the Campus Police by a judicial order, University housing staff members may request permission to search a room from the Vice President for Student Affairs.
- (8) If permission to search a room is authorized by the Vice President for Student Affairs, a room search will be conducted and a report will be filed with the Office of Student Ethics.

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During a search authorized by the Vice President for Student Affairs, the Campus Police will remain outside the room.

Recreational or Sporting Games



No recreational or sporting games in any form are permitted in the buildings, breezeways, balconies or parking lots of any residential facility.

Running/Roughhousing

In order to prevent damage or injury, running, speed walking, jogging, rollerblading, skateboarding, skating, roughhousing, scuffling, using water guns, water balloons and the throwing, bouncing, or kicking of objects in halls, stairwells, and other common areas is prohibited. This list is by no means exhaustive.

Smoke Detectors



All student rooms are equipped with smoke detectors. Periodically throughout each semester, every detector is thoroughly checked. Each month during the fall and spring semesters RA/CAs check each detector and visually scan the room for other fire hazards (i.e. overloaded circuits, etc). If the resident suspects a problem with his/her smoke detector, s/he should contact the front desk or an RA/CA immediately.

Disciplinary action will result if a student renders the detector inoperative. Disciplinary action may also be taken for residents who cause potential fire hazards through unsafe practices (i.e. overloading circuits, using inappropriate extension cords, using unauthorized cooking appliances, etc.). Residents must understand that everyone's safety is jeopardized when this occurs.

Soliciting

For your protection, residents and non-residents are prohibited from soliciting in the residential facilities without permission from the University. The RD should be notified if a solicitor is seen in the building. Permission for any soliciting must be obtained through the Vice President for Student Affairs.

Special Usage of Common Areas

Common areas in the residence halls, University Village are designated for the use of the residents. Residents may reserve areas (if approved) in their residence hall, University Village through their RD. No outside groups are allowed to reserve a residence hall, University Village common area without approval from the Office of Residential Services & Programs or University Village RD.

Smoking

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Smoking is not allowed within any facility at Savannah State University. Smoking is strictly prohibited within a resident's rooms at any time and within forty (40) feet of the entrance of any residential facility. Violators will be subject to fines and/or eviction.

Staff Meetings with Residents



All Residential Facilities: At least monthly, you will have apartment unit, hall and/or floor meetings. During these meetings, Residential Living Staff and/or University administrative staff will provide important information to all residents. If you fail to attend a mandatory meeting, without providing your RD, RA or CA with a valid written excuse and/or advance notification, you will be assessed a fine of \$15.

NOTE: Advanced notification of such meetings will be posted three-working days in advance of the meeting by the RD, RA or CA unless an EMERGENCY MEETING must be called without prior notification.

Stairwells/Balconies



The dropping of objects and trash down stairwells or balconies is not allowed. Persons involved in such actions will be subject to eviction from the residential facility. Sitting, standing on, climbing, or hanging from a balcony, ledge, railing, or roof is prohibited. Clothing, bikes, banners, or signs should not be hung or displayed from balconies, railings, roofs, and/or windows.

Storage

The University does not have adequate and secure space to store your personal items. Local storage facilities that rent by the month are available near campus. You can locate these facilities in the yellow pages.



Trash Removal

Students are responsible for removing his/her trash from their residence hall room or apartment unit and placing it in a dumpster outside of the facility. **Students will be charged a fine for not properly removing their trash.**



Theft

All accusations of theft are treated seriously and are subject to investigation. If any student is found guilty of theft, they are subject to prosecution, restitution, and eviction from the residential facilities. Theft could also lead to suspension from the University. Renter's Insurance will be located in the check in package or found in Residential Services and Programs. Savannah State University is not responsible for stolen items. (See Student Rights, Responsibilities and Ethics.)

University Liability

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Although security precautions are taken, the University assumes no responsibility, liability or legal obligation to pay for injury or the loss or damage of personal property, which occurs in its buildings or on its grounds. This includes damage, loss, fire, water damage, theft, flooding, etc. **Students or their parents are strongly encouraged to carry appropriate insurance to cover potential loss.** See your RD or contact the Office of Residential Services & Programs for renter's insurance information.

Vandalism

Acts of vandalism are not allowed. Violators will be subject to disciplinary actions, restitution, and may be subject to prosecution. Institutional disciplinary action could include suspension from the University.

Vehicle Maintenance and Cleaning

Residents are not allowed to perform car maintenance in University housing parking area or access water from their residence hall rooms or apartments for the purpose of washing vehicles. The only exception of car maintenance in University housing would be if the resident's car has a dead battery or flat tire.

Visitation Policy

Visitation Policy for all residential facilities:

The In-Room Visitation Program for the traditional residence halls (Bostic, Bowen-Smith & Peacock Halls and the Freshman Living & Learning Center) will allow for opposite sex, in-room visitation from Sunday through Thursday starting at 6:00pm to 11:00pm (**all visitors must be signed out before 11:00pm**), and on Fridays and Saturdays starting at 6:00pm to 12:00am (**all visitors must be signed out before 12:00am**). Failure to sign out before the required times will result in fines! Students being sanctioned for disciplinary violations by the judicial committee shall not have guest or be a guest of any resident.

Processes for Visitation:

1. Students are required to present their valid Savannah State University Student Identification/Meal Card at the front desk of the residence hall prior to visiting a resident. Non-SSU students must leave a valid driver's license and/or picture identification. (**We strongly recommend that the guest call the student he or she wishes to visit in advance.**) The guest must log-in the resident he or she is visiting and leave his or her identification card with the front desk attendant. Additionally, the resident who is entertaining the guest must leave his or her identification card at the front desk. The guest must be escorted by the resident at all times. Upon leaving the building, the guest must log-out and retrieve his or her identification card, and the resident may secure his or her identification card at the same time.
2. Each resident may only entertain one guest at a time in his or her room. Guests are permitted to visit only the room and resident that he or she had been authorized to visit. Visiting in other rooms will require the guest to repeat the steps outlined in item two. That is, he or she must

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return to the front desk, log-in the name of the person he or she wishes to visit, and be escorted by the resident who must also leave his or identification card.

3. Each resident must escort his or her guest to the restroom designated for members of the opposite sex (located in lobby areas). Restrooms on the halls are not to be used by visitors of the opposite sex. Students who violate this provision will lose their visitation privileges immediately and could receive additional sanctions through the Office of Student Ethics.

During the mid-term and final examination periods, visitation will be restricted to the lobby areas only.

Violations of Policy

Students who violate the in-room visitation policy will be subjected to disciplinary action. A guest who stays beyond the visitation hours will be fined \$100 for the first offense and the second offense will result in a \$200 fine and loss of visitation privileges for the remainder of the semester. Resident(s) who fail to escort or properly checkout his or her guest will be fined \$100 for the first violation and the second violation will result in a \$200 fine and loss of visitation privileges. In cases where a guest is wandering through the hall, the individual will lose his or her visitation privileges immediately and the resident who signed the individual into the residence hall will be fined \$200 and will lose visitation privileges **immediately!**

In cases where the guest is not a Savannah State University student, a violation of any provision of the policy will result in a “one strike you are out” rule. That is, once any provision of the policy and/or University rule or regulation is violated, the individual is banned from future visitation in “any and all” residence halls including University Village and University Commons. Should the individual be found in a residence hall, University Village or University Commons, he or she could be charged with criminal trespassing. The resident who receives such an individual is subject to the above-mentioned sanctions. Students alleged to have violated the in-room visitation program will be adjudicated through the **Coordinator for Student Ethics as prescribed in the most current Student Handbook.**

Finally, if the Director of the Office of Residential Programs & Services determines that if at any point during the semester the program is making poor progress in achieving its goal or that the presence of individuals from the opposite sex works against the well being and/or safety of resident students, the in-room visitation program will cease immediately.

It is understood that Residents may have visitors or guests from time to time, but the Resident expressly understands that occupancy of the Premises is limited to Resident only and that guests must adhere to the rules and regulations and respect the rights of roommates. Members of the opposite sex may visit only during coed visitation hours.

Any person, of the same sex, occupying or otherwise staying in Resident's room or suite as a guest for more than two (2) consecutive days shall be deemed a guest only if the prior written consent to such occupancy or stay is secured from the RD, except that, under no circumstances, may such person's stay in the room exceed four (4) days. In recognition that the Premises are primarily for Resident's occupancy relative to Resident's enrollment at University for educational purposes, Residents may not request permission for a guest to stay in Resident's room beyond two (2) consecutive days any more than four (4) times during the Lease Term. Resident's failure to observe the above requirements shall constitute a default by the Resident and entitle University Village/University Commons to exercise its rights and remedies



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hereunder.

Vending Machines

Vending machines are located in most residence facilities and elsewhere throughout the campus. If you lose money in a machine, please contact Auxiliary Services at Room 127 King-Frazier Complex (358-3109), stating the location and type of machine, what type of problem occurred, and how much money was lost. **Do not shake the vending machines, since this can be dangerous.** Persons vandalizing vending machines will be subject to a fine and disciplinary action. If one person cannot be identified, all students in the residence facility will be subject to a fine.

Verbal Abuse

Sometimes staff members must speak to residents and their guests to remind them of various policies and procedures and to document policy violations. Unfortunately, some residents respond inappropriately to staff members by being argumentative, shouting, or making rude, vulgar, indecent or obscene comments and/or gestures toward the staff member. Such disrespectful behavior is considered verbal abuse, or “Staff Abuse.” The incident will be automatically referred to the Residential Judicial Board or the Office of Student Ethics regardless of how minor the initial policy violation. Any student who feels that s/he has been treated with disrespect by a staff member should address the matter appropriately by making an appointment with the Director for Residential Services & Programs to discuss the matter the following day.

Visitors of the Same Sex

Overnight visitors are discouraged during weekday nights and prohibited during the last week of each semester when final examinations are being given. The maximum length of any visit is two consecutive nights; with extensions granted only by the RD. Guest must check-in with the RD upon arrival and checkout with the RD at departure.

SPECIAL NOTE: All visitors are governed by the University and the Residential Living Policy & Procedures Handbook while visiting. Residents are responsible for their guests. If a non-resident does not comply with the request to leave, the Department of Public Safety will be called to remove the individual. Non-registered individuals found in the residence halls, University Village or University Commons will be subject to charges of trespassing. Residents who do not adhere to visitation policies will be subject to disciplinary actions (See Student Rights, Responsibilities and Ethics).

Weather Conditions and Reports

During severe weather watches and warnings, residents should be prepared to take proper precautions. Windows should be closed during thunderstorms and battery operated lights should be kept close at hand in case of a power failure. Residents must be prepared to evacuate to the safe areas of their buildings when hurricanes and tornadoes are likely.

On rare occasions, the University will evacuate and close the campus in preparation for hurricanes. All residence halls will close at this point. Students may learn of the open/closed status by consulting the Office of Residential Services & Programs, Student Affairs, local television and radio stations, campus email and internet or phoning the SSU Campus Police at 356-2772.

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Weights

The University does not permit weight equipment (commercial or handmade) within the residential facilities.

Windows and Screens

Students are not allowed to hold conversations or conduct any transactions from their room windows or from any window within a residence hall, University Village or University Commons. Displays in windows, which are deemed inappropriate by the staff, must be removed by the resident. The throwing of objects from any window in the residence halls, University Village or University Commons is not allowed. **Students who violate these policies could be subject to fines and/or disciplinary action.**

Roommates & Apartment Mate(s)



Residential Living

A college education incorporates many aspects, both inside and outside of the classroom. You learn to exercise your freedom, yet accept the consequences of your choices. In a student community, you learn to be independent, yet be responsible to those with whom you live. Along with liberty, residential living consists of guidelines and policies developed by students and staff to ensure a pleasant living/learning environment. Living and learning within the student residential environment means thinking of others, mutually respecting each individual's personal rights, confronting inappropriate behaviors, and accepting different types of people and their viewpoints.

All about Roommates & Apartment Mate(s)

An important realization during your stay on-campus is that you do not just have a roommate or apartment mate(s); you are a roommate or apartment mate. For many residents, sharing a room or apartment unit is a new experience. Your roommate or apartment mate(s) can be someone to share opinions, interests, and good times. However, sharing a room or apartment can sometimes result in a few problems or misunderstandings. Individuals who usually get along well have spent time working at it. Below are four tenets to fostering a positive roommate or apartment mate(s) experience.

1. Visitors

It is important for you and your roommate or apartment mate(s) to agree on how to deal with visitors. You should come to terms about visitors at the beginning of the semester before it

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becomes an issue! Find out when you both want to avoid having guests in the room or apartment. Figure out how to let each other know if someone has overstayed his/her welcome. And most of all make sure you know how each other feels about people in the room or apartment unit when one person is studying.



2. Communicate

If conflicts do arise, talk with your roommate or apartment mate(s) first before it gets out of hand. If communication does not work and the problem cannot be resolved, then talk with your RA or CA. The Residential Living staff is experienced in dealing with these problems and can give you some advice. Remember that you owe your roommate or apartment mate(s) the courtesy of speaking with him/her first.

You should also sit down and discuss habits, preferences, moods, and values. Even if you'll be rooming or sharing an apartment with your best friend, you may be surprised to discover his/her preferences regarding personal items, stereo volume, phone messages, or borrowing stamps and clothes differs from yours.

3. Establish Rules

Develop a basic set of ground rules regarding the use of the room or apartment unit, going to bed, getting up, using each other's belongings, room and/or bathroom cleaning, entertaining guests, and all-night studying, just to name a few. Remember, this is a joint effort and requires some compromising and flexibility from both people.

4. Respect Privacy

Sharing ideas and discussing situations are an integral part of life in the residence hall or University Village, but be aware that excessive interruptions can sometimes result in irritations and frustrations. Give your roommate space when he/she needs it.

The “Roommate and Apartment Mate(s) Bill of Rights”

Each student choosing to live on-campus has the right to...

- Sleep during the night undisturbed by your roommates or their guest(s).
- Read and study free from undue interference in your room.
- Free access to your room or apartment without pressure from your roommates.
- Be free from fear of intimidation, physical and/or emotional harm.
- Live in an unsanitary room or apartment.
- Expect that roommates or apartment mate(s) will respect your personal belongings.
- Host guest when they will not disturb your roommate's or apartment(s)' opportunity to sleep or study.
- Expect reasonable cooperation in the use of residence hall or apartment facilities and a



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- commitment to honor agreed upon procedures.
- Redress of grievances when they arise.

Residence Hall Judicial Procedures

When an apparent violation of Savannah State University Code of Student Ethics or standards of the Residential Living Handbook occurs, an incident report is filed. Violations that would warrant minor sanctions are forwarded to the Hall Director or the Residence Life Judicial Board for review and adjudication. Violations that may warrant more severe sanctions are forwarded to the Office of Student Ethics, for co-adjudication by the Coordinator of Student Ethics and the Director of Residence Services and Programs.

The Residence Hall Judicial Board is comprised of nine members as follows: five residents, three Resident Assistants/Community Assistants, and the chief justice of SGA who adjudicate cases involving residence hall students who have been charged with violating the Code of Student Ethics or standards of the Residential Living Handbook. Five members of the judiciary, one of which must be the chief justice or the senior member must be present in order to conduct a hearing. The Residence Hall Judicial Board is empowered to hear Level III cases of misconduct.

Rights of Students Accused of Violating the Code of Student Conduct or Standards of the Residential Living Handbook



1. Students alleged to have violated the Code of Student Ethics have the Following due process rights.
2. The right to a non-legal advisor of their choice. (An attorney may be present only when it appears that the hearing also relates to a potential, or actual, criminal charge against the accuses. In such an instance, the university may exercise the option to arrange for the attendance of the university's legal counsel at any or all judicial proceedings.)
3. The right to testify on his or her own behalf.
4. The right to question the accuser(s).
5. The right to present evidence.
6. The right to call witnesses and to hear and question adverse witnesses.
7. The right to remain Silent and have no inference of guilt drawn from such silence.
8. The right of cross-examination.
9. The right to appeal an adverse decision through the judicial appeals procedures.
10. The right to attend classes and university functions until a hearing is held and a decision is rendered against the accused by the appropriate adjudicatory body. The accused may remain at the institution pending an appeal, if his or her presence does not present a threat to himself/herself, any member of the university community, or the property of the university. This determination is made by the Vice President for Student Affairs and can be appealed to the university President.



Activities and Programs

One of the many advantages for SSU students living in on campus residential facilities is the great number of activities and programs available to you. The staff of the Office of Residential Services & Programs offers recreational, social, educational, occupational, values/spiritual, cultural and intellectual programs each month.

Examples of different types of programs include workshops on career planning, choosing a major, dressing for success, time management, stress management, relationships, values, alcohol and drug awareness, eating disorders, Bible study, and social programs such as ice cream parties. **Residents are encouraged to submit their ideas and assist the staff in planning programs.**

Residential Living Fine Policy

The Office of Residential Services & Programs reserves the right to take administrative action against students who fail to adhere to the rules and regulations of the University as stated in this handbook and **The Student Code of Conduct Handbook**. *Below is a list of fines that may be imposed for violations of policies. The University reserves the right to change and/or make additions to the fine policy at any time with prior notification. All fines will be accessed via the Student Banner Information System.*

FINES:

1. Unsanitary entire bathroom	\$25.00	34. Replace kitchen faucet	Market Value
2. Replace dining room chair	Market Value	35. Smoking in prohibited areas	\$50.00
3. Clean carpet in bedroom	\$35.00	36. Replace lost key	\$50.00
4. Clean carpet in living room	\$35.00	37. Trash fines	\$25.00
5. Unsanitary microwave	\$10.00	38. Use of prohibited items	\$100.00
6. Unsanitary refrigerator	\$20.00	39. Yelling across square/balcony	\$10.00
7. Unsanitary stove/rang	\$20.00	40. Lost parking decal	Market Value
8. Graffiti	\$100.00 + cost of close-up	41. Replace mattress	Market Value
9. Improper Checkout	\$100.00	42. Replace passage knob	Market Value
10. Miscellaneous (visitation violation)	\$100.00	43. Replace peep hole	Market Value
11. Failure to attend mandatory meetings	\$15.00	44. Replace privacy knob	Market Value
12. Re-hang screens	\$5.00 (each)	45. Replace room door	Market Value
13. Repair hole in drywall	\$30.00 (minimum)	46. Replace shower curtain rod	Market Value
14. Unsanitary Room/Living	\$50.00 each occurrence	47. Replace shower head	Market Value
15. Loss of Meal/Identification Card	-\$20.00 each occurrence	48. Replace sliding closet door	Market Value
16. Pets	\$100.00	49. Replace small mini blinds	Market Value
17. Replace bathroom mirror	Market Value	50. Replace smoke detectors	Market Value
18. Replace medicine cabinet	Market Value	51. Replace sofa	Market Value
19. Replace bed frame	Market Value	52. Replace sprinkler head	Market Value
20. Replace broiler pan	Market Value	53. Replace switch plate/outlet	Market Value

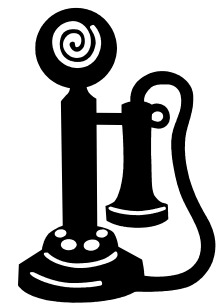
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|---------------------------------|--------------|---|---------------|
| 21. Replace cabinet door | Market Value | 54. Replace thermostat | Market Value |
| 22. Replace closet shelving | Market Value | 55. Replace window lock | Market Value |
| 23. Replace commode | Market Value | 56. Replace window pane | Market Value |
| 24. Replace commode seat | Market Value | 57. Replace window screens | Market Value |
| 25. Replace damaged key | \$50.00 | 58. Destruction of property (DOP) | Cost of items |
| 26. Replace floor tiles | Market Value | 59. Replace large mini blinds | Market Value |
| 27. Replace desk drawer | Market Value | 60. Repair door/jam/bedroom door | Market Value |
| 28. Smoking in prohibited areas | \$50.00 | 61. Replace bathroom fixture | Market Value |
| 29. Replace dining room chair | Market Value | 62. Replace dining room table | Market Value |
| 30. Replace door locks | Market Value | 63. Replace armchair | Market Value |
| 31. Replace entrance door | Market Value | 64. Replace bathroom faucet | Market Value |
| 32. Replace Glass light fixture | Market Value | 65. Loitering (after first written warning) - \$25.00 | |
| 33. Replace microwave | Market Value | | |
66. Tampering with and/or Covering of Room Smoke Detector - - First Offense: \$100.00/probation; Second Offense: Eviction from Residence Hall
67. Lock Out - - First lock Out: No Charge; Each additional offense will result in a fine of \$10.00 increments.
68. Illegal Entry and/or Exit through Emergency Door- \$100.00; Second offense is subject to eviction from all residential facilities
69. Causing a False Fire Alarm-\$200.00; Second offense is subject to eviction from all residential facilities
70. Failure to Adhere to Fire Alarms- \$100.00; Second offense is subject to eviction from all residential facilities.
71. Excessive Noise (after first written warning) - \$25.00
72. Any damage to University property and/or vending machines will be assessed according to its replacement cost.
73. Loss of Room or Apartment Key- \$50.00 replacement fee.
74. Illegal cooking devices - \$100.00; Second offense is subject to eviction from all residential facilities
75. Use of prohibited items - \$100.00; Second offense is subject to eviction from all residential facilities
76. Eating and/or Drinking in a Residential Computer Lab – \$10.00
77. Babysitting - \$100.00
78. Unlocked Door Notification: First Offense – Written Warning; each additional offense will result in a \$25.00 fine.

These charges may vary, depending upon increased replacement/repair/cleaning/labor costs.

Telephone Service



Telephone Services

Traditional Residence Halls: A telephone jack is provided in each unit room. Telephone service is not provided. Students requesting personal telephone service in their individual rooms may do so at their own expense.

University Village/University Commons: A telephone jack is provided in each apartment unit room. Telephone service is not provided. Students requesting personal telephone service in their individual rooms may do so at their own expense.

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On-Campus Dialing

Room to Room or amongst residential facilities within the 351 or 691 prefix: Dial the last four digits of the desired telephone number.

Annoyance Calls/Obscene Calls

If you receive annoyance or obscene calls, please notify your RD or University Village/University Commons staff and Campus Security. If the student decides to take action against the caller and completes a police report, this becomes a police matter and the SSU Public Safety Office will take action.

Unsolicited Calls

SSU does not permit companies to use our buildings for telemarketing purpose.



Policy on After Hours Campus Access (EXTRACT of Student Visitor Admissions to Campus After Visitation Hours)

Policy:

This policy provides guidelines for admission to University buildings, library, offices, classrooms and campus after normal operating hours.

XI. Student and Visitor Admissions to Campus After Visitation Hours

- A. Non-residential students, visitors and unauthorized guests will not be granted access to the campus after official visitation hours end. Authorized guests must present a copy of their overnight guest authorization form to gain access and must be accompanied by the sponsoring student.

Co-ed Visitation Periods and Hours for Bostic, Bowen-Smith and Peacock Halls and the FLLC:

Sunday through Thursday starting at 6:00pm to 11:00pm (all visitors must be signed out before 11:00pm)

Fridays and Saturdays starting at 6:00pm to 12:00am (all visitors must be signed out before 12:00am).

Co-ed Visitation Periods and Hours for University Village and University Commons:

Sunday - Thursday 6:00pm - 11:30pm

Friday and Saturday 4:30pm - 12:30am

- B. Anyone requested by the Office of Public Safety to show an identification card, but who cannot produce one, and believes they have a legitimate reason for being on SSU property, will be asked by the Office of Public Safety to explain these reasons. If the Office of Public Safety determines any such explanations are insufficient, they reserve the right to request the person leave the premises; or upon refusal, physically remove the individual.
- C. Residence hall entrances are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock.
- D. Students will not be admitted to buildings, rooms or laboratories after regular working hours or when the campus is closed unless accompanied by an employee of the University. The employee is responsible for the student's conduct while on campus.

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Student Services



Policy on After Hours Campus Access

Policy:

This policy provides guidelines for admission to University buildings, library, offices, classrooms and campus after normal operating hours.

I. Normal University Business Traffic Hours of Operation

Monday - Friday 7:00am to 6:30pm (access to the campus restricted to LaRoche entrance after 6:30pm)

II. Normal Academic Buildings Hours of Operation

Monday - Friday 7:00am to 6:30pm (ALL academic building close with the exceptions of Payne Hall and Howard-Jordan School of Business that remain open until 10:00pm and Hubert Hall that will remain open until 8:30pm).

All academic buildings are closed on weekends except for special occasions.

III. Library Hours of Operation

Fall and Spring Semester Hours

Asa H. Gordon Library is open the following times during Fall and Spring Semester:

Monday - Thursday	7:30am - 10:00pm
Friday	7:30am - 5:00pm
Saturday	8:00am - 5:00pm
Sunday	2:00pm – 10:00pm

Summer Semester Hours

Asa H. Gordon Library is open the following times during Summer Semester:

Monday - Thursday	8:00am - 8:00pm
Friday	8:00am - 5:00pm
Saturday	Closed
Sunday	2:00pm - 8:00pm

IV. King-Frazier Student Center Hours of Operation

Monday - Friday 7:00am to 10:00pm (Later if scheduled events are taking place)

Saturday 8:00 AM – 8:00 PM (Later if scheduled events are taking place)

Sunday 8:00 AM – 8:00 PM (Later if scheduled events are taking place)

King-Frazier Game Room Hours of Operation

Monday - Thursday 10:00am to 8:00pm

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Friday 10:00am to 5:00pm
 Saturday & Sunday 1:00pm to 4:00pm

King-Frazier Cyber Café Hours of Operation

Monday - Friday 8:00am to 8:00pm
 Saturday & Sunday Closed

V. Tiger Arena Hours of Operation

Monday – Friday 8:00 am to 10:30pm (the closing time will be adjusted to accommodate practice schedules and pre-approved meeting times)

The Arena is to be closed on the weekends with the exception given to scheduled competitions and pre approved meetings.

VI. Dining Facilities Hours of Operation

Dining Hall @ King Frazier

Monday – Friday	Saturday
Breakfast: 7:30 am – 9:30 am	Breakfast: 9:00 am - 10:00 am
Lunch: 11:00 am – 2:00 pm	Lunch: 11:30 pm – 1:30 pm
Dinner: 4:30 pm – 7:30 pm	Dinner: 4:00 pm – 6:00 pm
Sunday	
Brunch: 10:30 am – 1:00 pm	
Dinner: 4:00 pm – 6:00 pm	

Tiger Café @ King Frazier

Monday – Thursday
 Lunch: 11:00 am – 2:00 pm
 Dinner: 4:00 pm – 8:00 pm

Friday
 Lunch: 11:00 am – 2:00 pm
 Dinner: Closed
 Saturday – Sunday – Closed

Kiosk @ Tiger Arena

Monday – Thursday
 Breakfast: 8:00 am – 10:59am
 Lunch: 11:00 am – 3:59 pm
 Dinner: 4:00 pm – 7:00 pm

Friday
 Breakfast: 8:00 am – 10:59 am
 Lunch: 11:00 am – 3:59 pm
 Dinner: Closed
 Saturday – Sunday - Closed

VII. Willcox-Wiley Complex Hours of Operation

Willcox-Wiley POOL for Students, Faculty and Staff

Monday - Friday 6:00PM-9:30PM
 Saturday 10:00AM-1:00PM
 Sunday 6:00PM 9:00PM

Willcox-Wiley GYM for Students, Faculty and Staff

Monday – Friday 9:00AM-12:00AM 1:30PM-9:30PM
 Saturday 10:00AM-5:00PM

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Sunday 2:30PM-9:30PM

Willcox-Wiley WEIGHT ROOM for Students, Faculty and Staff

Monday - Thursday 9:15AM-11:45AM 1:30PM-3:30PM 6:30PM-9:30PM

Friday 9:15AM-3:30PM

Saturday & Sunday Closed

Willcox-Wiley Weight Room for Athletic Teams

The Willcox-Wiley Weight Room is open for athletic teams during those times the facility is closed to students, faculty and staff.

Procedures:

VIII.

Admissions to Buildings

- A. The Office of Public Safety maintains daily logs, which contain the name(s) of anyone admitted to any building after it has been secured at the end of the normal working day or when the campus is closed. For this reason, and because the Office of Public Safety may not know all employees personally, they are required to determine proper identification before granting access. Therefore, it is required that all persons carry proper identification when requesting access to any campus facility after hours.
- B. After regular working hours or when the campus is closed, the Office of Public Safety may deny access to anyone that is unable to produce proper identification or to anyone they believe has no legitimate business on campus.
- C. Undergraduate students will not be admitted to buildings, rooms or laboratories during and after regular working hours or when the campus is closed unless accompanied by an employee of the University. The employee is responsible for the student's conduct while in the building, rooms or laboratory. Pre-authorized graduate students will be granted access to academic spaces for research purposes.

IX. After Hours Use of Classrooms, Labs, and other Academic Areas

- A. Use of classrooms, labs, and other academic areas is limited to normal operating hours unless prior approval has been received from the faculty member who controls the space, chair or dean. Approval must be provided to and acknowledged by the Office of Public Safety before using an area. Faculty, staff, students, and visitors found using academic areas after hours without prior approval of the designated building coordinator for building (contact the Office of Public Safety to find out who the designated building coordinator is), will be asked to leave the building. Notice of approval may consist of an email, or other written notification. Authorization is not complete until acknowledged by Campus Police.

This section does not apply to faculty, staff or graduate students prepping labs or classrooms, or doing other individual work after hours. Faculty, graduate students or staff working after hours must notify Office of Public Safety of their presence in the building if staying after normal hours, and again when they leave the building.

- B. Undergraduate students and visitors must be accompanied by a faculty or staff member at all times when using academic areas after normal operating hours. Student lab monitors must be approved in advance by the faculty member who controls the space, chair or dean and be registered with the Office of Public Safety.

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- C. During regular working hours students will not be permitted access to laboratories or other rooms that contain equipment where safety and security is of concern, unless the proper instructor or staff is present.
 - D. All academic areas must be secured when unoccupied. When working after normal hours, notify Office of Public Safety when you are done and leaving the building.
- X. After Hours Access to Offices
- Faculty and Staff may access their offices after normal operating hours. Contact the Office of Public Safety in advance to gain access to your assigned building and office ONLY. Notify Office of Public Safety and remain at the building until a Public Safety Officer arrives to secure the building before you leave. This will help assure your safety and provide information needed to properly secure the building.
- XI. Student and Visitor Admissions to Campus After Visitation Hours
- E. Non-residential students, visitors and unauthorized guests will not be granted access to the campus after official visitation hours end. Authorized guests must present a copy of their overnight guest authorization form to gain access and must be accompanied by the sponsoring student.
- Co-ed Visitation Periods and Hours for Bostic, Bowen-Smith and Peacock Halls and the FLLC:**
- Sunday through Thursday starting at 6:00pm to 11:00pm (all visitors must be signed out before 11:00pm)
- Fridays and Saturdays starting at 6:00pm to 12:00am (all visitors must be signed out before 12:00am).
- Co-ed Visitation Periods and Hours for University Village and University Commons:**
- Sunday - Thursday 6:00pm - 11:30pm
- Friday and Saturday 4:30pm - 12:30am
- F. Anyone requested by the Office of Public Safety to show an identification card, but who cannot produce one, and believes they have a legitimate reason for being on SSU property, will be asked by the Office of Public Safety to explain these reasons. If the Office of Public Safety determines any such explanations are insufficient, they reserve the right to request the person leave the premises; or upon refusal, physically remove the individual.
 - G. Residence hall entrances are secured 24 hours a day. Over extended breaks, the doors of all halls will be secured around the clock.
 - H. Students will not be admitted to buildings, rooms or laboratories after regular working hours or when the campus is closed unless accompanied by an employee of the University. The employee is responsible for the student's conduct while on campus.

Emergency Information



Fire Safety

Fire Drills:

Savannah State University will conduct several unannounced fire drills each semester. It is mandatory that students evacuate during these drills. Students found in the residence halls, University Village or University Commons during drills or actual emergencies will be subject to disciplinary action.

Fire Extinguisher Safety:

The primary use of a fire extinguisher is to provide fire containment so you can access an exit. It is designed to get you out of a fire, not to fight a fire.

Upon discovering a fire:

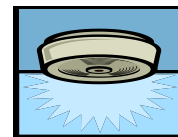
1. Don't panic, remain calm. Call Public Safety at 358-3010 and notify a staff member of the location and type of fire. Do not dial 911 because the call will be routed back to Savannah State University's Public Safety Department.
2. Pull the fire alarm immediately to alert residents.
3. If possible, shut all doors and windows in the immediate vicinity of the fire.
4. Use a fire extinguisher on only the smallest, most confinable fire.
5. Notify other persons on your way out. If there is smoke, get on your hands and knees and crawl to the nearest door.

Upon hearing a fire alarm:

1. Before opening the door, feel to see if the door and handle are cool. If so, leave the room and exit the building.
1. When exiting the room, go to the nearest exit or stairway.
3. After exiting, stand clear of the building. Report to your RA/CA.
4. If exiting the room or apartment unit is not possible, close the door securely, place a wet towel at the base of the door and hang an object out the window to attract attention. Cover your body with something that can be easily seen and take a wet towel and place it over your head. If possible, call the front desk or Public Safety at 358-3010 and let them know where you are. Make yourself visible to rescuers through any window or balcony. DO NOT JUMP!!

For your safety, all buildings have:

1. Smoke detectors in every room.
2. Fire extinguishers on every floor.



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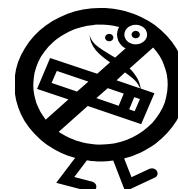
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3. Emergency lighting and exit lights.

***NOTE: Smoking is not allowed within any facility at Savannah State University.**

Safety Tips:

1. NEVER smoke in bed or within a residential facility.
2. Locate fire exits and check for possible obstructions.
3. Locate fire alarms and fire extinguishers.
3. Keep your room or apartment key(s) on a table next to your bed.
5. If you leave your room or apartment, close the door and take the key(s).
6. Public Safety's phone number is 358-3110.



Hurricane Evacuation

A hurricane is a severe tropical storm that is characterized by tidal surge, gale force winds and torrential rains. Flooding and wind damage may extend hundreds of miles inland beyond the coastline. Savannah State University may evacuate in the event of a hurricane. If an evacuation occurs, mandatory or voluntary, students should take the following steps.

1. Your RD/RA, University Village or University Commons staff is your first line of contact. Stay in constant contact with them.
2. Let RD/RA, University Village or University Commons staff know if you will be evacuating with college officials or if you will be evacuating on your own.
3. If you will be evacuating on your own, let your RD/RA, University Village or University Commons staff know the address and telephone number to where you are evacuating.
4. If evacuating with the University, pack enough toiletries, clothing, medication and other necessities for three days. Also, bring a pillow.
5. If possible, contact your parents or guardians to let them know of your plans.
6. When evacuating with the college, you will be provided food and shelter during your time away.
7. Never return to the campus until you get the "All Clear" message. Listen to local TV and radio stations for this information.

Tornado Safety*



TORNADO WATCH

A tornado watch is issued when conditions are favorable for a tornado to occur.

- ✘ Remain alert for approaching storms.
- ✘ This is time to remind family members where the safest places within your home are located, and listen to the radio or television for further developments.

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- ✘ Be prepared to seek shelter.

TORNADO WARNING

A tornado warning is issued when a tornado has been sighted in the area.

- ✘ Immediately seek safe shelter.

PRIOR TO THE THREAT

Before you are faced with the threat of a tornado, plan now and be prepared.

- ✘ Conduct tornado drills each tornado season.
- ✘ Designate an area in the home as a shelter.
- ✘ Conduct tornado drills with your family.
- ✘ Know the difference between a "watch" and a "warning."
- ✘ Have Emergency Supplies on hand.
- ✘ Flashlight and extra batteries
- ✘ Portable, battery-operated radio and extra batteries
- ✘ First aid kit and manual
- ✘ Emergency food and water
- ✘ Non-electric can opener
- ✘ Essential medicines
- ✘ Cash and credit cards
- ✘ Sturdy shoes



IF YOU SEE A TORNADO

A tornado is one of nature's most awe inspiring events. Be familiar with this information if in the event you spot a tornado.

- ✘ Take cover immediately.
- ✘ Stay away from windows, doors, outside walls and open spaces.
- ✘ Protect your head from falling objects or flying debris.
- ✘ In public buildings, go to the pre-designated shelter areas.
- ✘ In a vehicle, trailer, or mobile home, get out immediately and go to a more substantial structure.
- ✘ Never get underneath a mobile home/trailer.
- ✘ Seek shelter on foot if possible.
- ✘ If there is no shelter nearby lie flat in the nearest ditch with your hands shielding your head.

DURING A TORNADO

If you are in an area when a tornado strikes the following information is provided to help in protecting your family.

If in a Building

- ✘ Go to the basement, storm cellar, or the lowest level of the building.
- ✘ If no basement, go to an inner hallway or a smaller inner room without windows.
- ✘ Get away from the windows.

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- ✘ Get under a piece of sturdy furniture.
- ✘ Use arms to protect head and neck.
- ✘ If in a mobile home, get out and find shelter elsewhere.

If Outside

- ✘ If possible, get inside a building.
- ✘ If shelter is not available, lie in a ditch or crouch near a strong building.
- ✘ Be aware of the potential for flooding.
- ✘ Use arms to protect head and neck.

If in a Car

- ✘ Never try to out drive a tornado. Get out of the car and take shelter in a nearby building.
- ✘ If shelter is not available, lie in a ditch or crouch near a strong building.
- ✘ Be aware of the potential for flooding.
- ✘ Use arms to protect head and neck.



THE AFTERMATH

After a tornado strikes an area, there will be much debris. Caution must be exercised to ensure your safety.

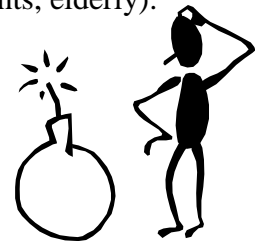
- ✘ Help injured or trapped persons.
- ✘ Give first aid when appropriate.
- ✘ Don't try to move the seriously injured. Call for help.
- ✘ Turn on radio or television to get the latest emergency information.
- ✘ Stay out of damaged buildings.
- ✘ Return home only when authorities say it is safe.
- ✘ Use the telephone only for emergency calls.
- ✘ Unsanitary up spilled medicines, bleaches, or gasoline or other flammable liquids immediately.
- ✘ Leave the buildings if you smell gas or chemical fumes.
- ✘ Take pictures of the damage--both to the house and its contents--for insurance purposes.
- ✘ Remember to help neighbors who may require special assistance (i.e. infants, elderly).

* <http://cema.chathamcounty.org/tornado.htm>



Bomb Threats

1. DO NOT hang up the phone.
2. Pull the fire alarm to evacuate the building.
3. Find appropriate staff and tell them what has happened. They will contact campus security.
4. Stay clear of the building.



Public Safety Department

The Savannah State University Department of Public Safety consists of trained and certified officers. Officers are on duty 24 hours every day. Some of the services offered by this department are: after-hours emergency notification; applicant criminal record checks; crime prevention programs; emergency medical services; event security; facility access; fingerprinting; fire

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emergencies; fire safety inspections; and the Motorist Assistance Program. The Public Safety Department can be contacted at 358-3010 if there is an emergency.

Personal Safety

Safety within the residential facilities involves the responsible actions of each resident. The residential facilities are equipped with door locks and uniformed public safety officers who patrol to ensure everyone's safety. You are responsible for:

1. keeping your room door locked;
2. never propping open an entry door;
3. inviting only guests that you know personally into the building;
4. escorting your guests at all times;
5. never lending or duplicating your room key;
6. reporting missing key(s) immediately; and
7. reporting suspicious persons or unescorted individuals immediately to your RA, RD, RD, CA or Public Safety.



Personal Property Protection Tips

While residing in a University residence hall, University Village or University Commons, take these simple precautionary measures to protect your personal property:

1. Register all of your valuables with Public Safety. This list will allow you to provide a description, serial number, and an estimated value of the items that are valuable and important to you.
2. Place an identifying mark (an engraver is available through our Public Safety Office) on your property.
3. Purchase a Student Personal Property Insurance Plan. This policy covers your personal property within your room. **STRONGLY RECOMMENDED!**
4. Report strangers and suspicious behavior to your Resident Assistant, Resident Director, University Village/University Commons staff or Public Safety immediately.
5. Be sure to keep your room or apartment door locked at all times, even during trips to the restroom, computer room or laundry room.
6. Get to know your neighbors and the people that visit with them.
7. Never invite strangers into your room or apartment.
8. Never keep large sums of cash in your room or apartment, though the best keep your money in the bank.
9. Keep your jewelry out of sight!
10. Develop a neighborhood watch-like program on your floor, apartment unit or unit building.



Emergency Drills

Residents must comply with all fire and safety regulations and guidelines, and must participate in all emergency drills. Residents must pay special attention to information given regarding

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emergency exiting from buildings and are expected to know their locations and the procedure for their use.

Panic/Security Doors

Traditional Residence Hall ONLY: The residence halls are equipped with panic/security doors, which are designed to be used only in the event of an emergency. The main exit should be used for regular exits and entrances to the building. Those who violate this regulation by placing a wedge in the door admitting others to the building will be subject to disciplinary action by the University.

Your Rights, Freedoms and Responsibilities

At this point you have been introduced to the overall goals of the Office of Residential Services & Programs and Student Affairs, the staffing arrangements within the Savannah State University's residential facilities and the services available to you. Now it is time that you become aware of the rights and freedoms granted to you as a member of the University and its on-campus residential community.

Although some of the following information has been discussed earlier, for the sake of emphasis and clarification of your rights, freedoms and responsibilities, it will be reiterated.

As an institution of higher education, SSU is committed to sharing knowledge, searching for truth, and developing you as one of its students, so that at some future date society will prosper as a result of your contribution. To best ensure the fulfillment of these aspirations, you have been granted the freedom to ask questions and express yourself in ways that will lead to the pursuit of the University's goals.

Just as the University has the freedom to teach, you have the freedom to learn. Your freedom to learn, whether it is in the residence hall or in the classroom, is dependent upon the conditions that prevail. As a student, you can protect your freedom to learn through the choice of responsible actions. You have the right to be heard when it comes to safeguarding your freedom to learn. For example, as a residence hall community member, you are encouraged to assume responsibility in helping to foster and maintain a positive floor environment.

Although students bring to campus a wide variety of interests, they can develop many new and different interests that are on campus. You, as a student, have the ability and the opportunity to organize and join associations that will promote your interests. Your association with other students who have interests common to yours can provide valuable educational opportunities.

Savannah State University, the Division of Student Affairs and the Office of Residential Services & Programs are well aware of, and will continue to be sensitive to, your rights and freedoms. In an attempt to ensure that your rights are protected, the University has clearly outlined a set of basic principles or guidelines for student conduct and behavior. These guidelines were derived from laws or statutes of our society. Quite simply, **YOU ARE EXPECTED TO ABIDE BY THESE GENERAL REGULATIONS.** The Savannah State University general regulations that have been discussed within this handbook are intended to reflect the general student code of conduct within the residential living facilities as well as within the University community.

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Faculty, administration and staff share with you the responsibility of developing and enforcing fair and reasonable code of conduct and behavior. All members of the University community have the right to use the established channels to protect the educational purpose of the institution. As a student, if you are accused of violating the general regulations, you are guaranteed procedural due process. This means that you will be informed of all charges brought against you and you will be given a fair opportunity to refute the charges. Students will also be provided the means for appealing administrative decisions that they choose to contest.

Your freedoms of inquiry, expression, association, participation in hall government, and your right to procedural due process, as mentioned above, are not the only rights and freedoms granted to you as a Savannah State University. Take the time to search them out and always remember with freedom comes responsibility.



Helpful Student Information

Auxiliary Enterprises

Auxiliary Services at Savannah State University provides the following services to students, faculty and staff: ID Card Office, Bookstore, Mail Center, and Dining Services, vending (snack, beverage, and laundry), transportation and parking, and copy services. Most of the above services are required by the State of Georgia to be self-supporting. They are located in room 127 of the King-Frazier Complex.

Office of Student Development

The Office of Student Development offers counseling to enrolled students at the university. These services include, but are not limited to, personal, career, and social counseling. In some cases, the office makes referrals to other local services. Additionally, the office provides services to students seeking full and part-time employment, experiential learning opportunities and graduate school information. Other programs administered through the office include Disabled Student Services, career fairs and seminars. OSD has a resource center, which offers a computerized Career Resource Library, information about Alcohol and Drug Resources, and literature related to women's programs. The Office of Student Leadership & Development is located in room 233 of the King-Frazier Complex.

Office of Student Ethics

The Office of Student Ethics seeks to enhance social relationships and behavior among students. The Center seeks also to fairly adjudicate cases of student misconduct in violation of the Student Conduct Code. Student cases of misconduct are remedied through various processes ranging from mediation and conduct probation to suspension and expulsion from the University. The Office of Student Ethics is located in room 225 of the King-Frazier Complex.

Office of Student Programs & Organizations

The Office of Student Programs & Organizations seeks to assist student organizations as well as individual students in the creation, implementation, and evaluation of those social, educational,

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Making the Right Connections: From Home to SSU Housing”

cultural and recreational programs that contribute to the academic growth and personal development of all students at the university. The office is responsible for planning the New Student and Parent Orientation program each semester. The Office of Student Programs & Organizations (OSPO) is located in room 244 of the King-Frazier Complex.

▪ **University Center**

Management of the King-Frazier Student Center (*University Center*) also falls under the umbrella of the Office of Student Programs & Organizations. The University Center is the hub of student life at the university. The center provides locations and services for social, cultural and recreational activities for students, faculty, staff, alumni and guests. This air-conditioned facility is handicap accessible to offer a variety of programs through the use of the Norman B. Elmore Theater, Savannah Ballroom (Multipurpose Room), Television Lounges and Conferences Rooms. Student organizations and academic departments may reserve these locations on a first come first serve basis. They should fill out and submit a **REQUEST FOR SERVICES AND SPACE RESERVATIONS FORM** with the Director (located in Room 244) ten working days in advance. Organizations not affiliated with the university may also reserve space by submitting a Non-Campus Organization Request Form and pay the approved fees. The university reserves the right to approve and deny any request for space.



Financial Aid Office

The Financial Aid Office assists students with securing funds for furthering their education at the University. Financial Aid recipients can receive aid through grants, scholarships, federal work-study and loans. The Financial Aid Office is located in room 134 of the Colston Administration Building.



Student Health Center

The Student Health Center is opened Monday through Thursday from 8:00am until 10:00pm and Friday from 8:00am until 7:00pm. However, the Savannah community has many health care options available to the student. Health care information and referrals to community health care providers is available twenty-four hours, seven days a week at no cost to the student. Direct health care is also available. The student must pay the cost for direct care provided by the community health care providers. For additional information please visit or contact the Harris-McDew Student Health Center.



Intramural Sports & Wellness Programs

The Intramural Sports and Wellness Program (ISWP) is designed to foster both competitive and leisure sports and fitness activities for both men and women. Activities usually include, but are not limited to basketball, volleyball, softball, and flag football. The goals of the ISWP Office are to:

- (1) provide students, faculty, and staff the opportunity to participate in a variety of structured sports and recreational activities
- (2) provide all participants with a safe and enjoyable environment in which to participate in activities.

Participants are required to fill out a Student Waiver Form with the ISWP Office. Activities may be facilitated by the accessibility of campus facilities and equipment.

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Making the Right Connections: From Home to SSU Housing”

What You Can Bring and Cannot Bring To SSU Traditional/Apartment Styled Residence Halls

Suggested personal Items to bring to the Traditional/Apartment Styled Residence Halls:

1. Pillows
2. Linens (regular twin size bed)
4. Desk Lamp
5. Iron & Small Ironing Board
6. Toiletries
7. Laundry & Bath Basket
8. Broom /Dust Pan
10. Fish are allowed
11. Telephone (Telephone Service Provided)
12. Refrigerator (Written Laboratory
Approved, not to exceed 3.5 cubic feet and
draw more than 1.5 running amps)
15. Cleaning supplies for room
16. First-Aid Kit
17. Mattress Pad (egg crate, etc.)
18. Personal Computer/Laptop
19. Power strip (UL approved)
21. Television
22. Stereo
23. Storage crates/plastic tubs

Suggested personal Items not to bring to the Traditional Residence Halls:

1. Alcohol
2. Microwaves & Toaster Ovens
3. Hot plates/"George Foreman " Grills
4. Charcoal, electric, and gas grills
5. Candles/Burning of Incense
6. Illicit drugs
7. Electric heaters/Portable A/C units
8. Fireworks or explosives
9. Extension cords
10. Halogen lights
11. Animals (except guide dogs for residents
who are visually impaired)
12. Water beds or other water-filled furniture
13. Street Signs
14. Deep Fryers
15. Weapons (BB/Pellet guns, toys/water guns,
knives, & etc.)
16. Combustible Materials (Lighter fluid,
gasoline, etc.)
17. Weightlifting equipment
18. Chrome Pole (Stripper pole)

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Helpful Numbers

Academic Affairs	358-4190	Financial Aid	358-4162
Admissions	358-4338	Graduate Studies	358-4182
Athletics	358-3449	Health Services	358-4112
Auxiliary Services	358-3110	Institutional Advancement	358-3059
Bookstore	356-8457	Intramural Activities	351-3450
Bowen-Smith Hall	358-4197	Library	358-4324
Peacock Hall	358-4209	Mail Center	358-2284
Freshmen LLC	358-3025	President's Office	358-4000
Fiscal Affairs	358-4162	Public Safety	358-3004/3911
Office of Residential Services		Radio Station	358-4236
& Programs	358-3132	(WHCJ 90.3 FM)	
Office of Student		Registrar	358-4160
Development	358-3114	Student Accounts	358-4042
Office of Student Programs		& Cashiering	
& Organizations	358-3117	Student Affairs	358-3118
Dining Hall	358-3131	Testing Office	358-4487
ID Card Office	358-3110	University Village	358-4069

Office of Counseling and Disability Services 358-3129

Savannah State University

Office of Residential Services & Programs

P.O. Box 20551 Savannah, GA 31404

912-358-3132 Fax 912-358-3632

www.savannahstate.edu · housing@savannahstate.edu

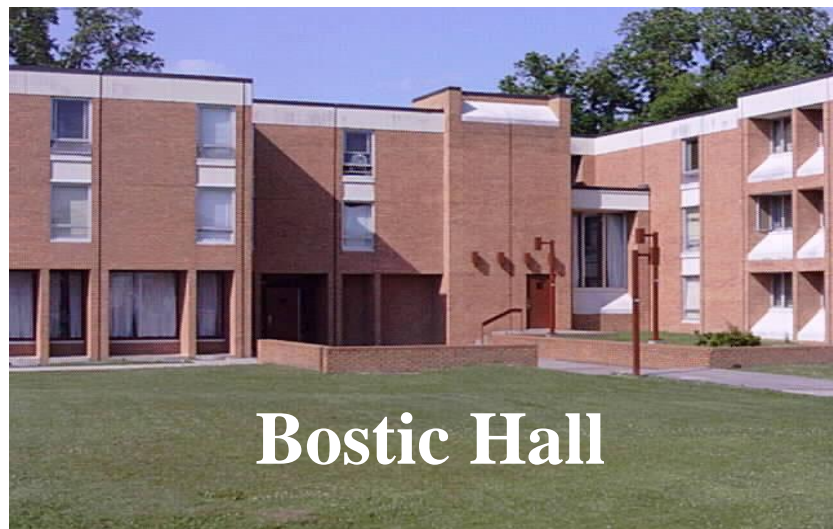
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Peacock Hall

- Two person double styled room
- Community showers and restrooms on each floor
- Computer labs
- Laundry rooms
- TV/Snack Area
- Monitored lobby area
- 24 hour secured entrance



Bostic Hall



Bowen-Smith Hall