



Guide to Residential Living

USC Upstate Housing and Residential Life (HRL)

2022-2023 Academic Year

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Mission Statement

Create a memorable experience by promoting inclusive learning environments beyond the classroom while providing a community of care to residential students.

Vision Statement

The Office of Housing and Residential Life (HRL) provides a comfortable, safe, well-maintained and equipped housing facility that fosters an atmosphere conducive to each residents' personal growth and academic success. We enhance a student's educational experience by providing leadership opportunities, social activities and quality educational and cultural programs while encouraging responsible citizenship.

Residential Life is committed to creating communities in which all members can express their unique culture and learn from one another, and where individuals and groups are free from harassment, discrimination, and intolerance.

Goals of HRL

- To offer students a memorable collegiate experience while providing them with an environment conducive to study, growth and positive interactions
- Provide opportunities for student involvement in campus activities, leadership positions and decision-making
- Maintain an environment supportive of a diverse population
- Challenge residents to be responsible community citizens and positive role models
- Maintain quality facilities by providing comprehensive maintenance to apartments and resident hall rooms
- To maintain a student-oriented, unbiased and user-friendly staff
- Promote an academic atmosphere supportive of the educational endeavors of students
- Model holistic health, professionalism and personal responsibility for living on-campus

Rights and Responsibilities of Residents for Community Living

In order to maintain an environment that supports the well-being of every resident, each is responsible for adhering to certain standards of good citizenship. Living on campus can provide a wonderful opportunity to learn a great deal about yourself and others, as well as learning to respect the rights and privileges of others. To enjoy living on campus, you must respect other residents' rights and uphold your own responsibilities as a resident. Important guidelines and policies are in place to facilitate your transition to on-campus housing. We trust that you will find this information useful as you prepare for a positive campus-community living experience.

Primary Rights

- The right to read and study without interference, unreasonable noise, or other distractions
- The right to relax and sleep without unreasonable interference, noise, or distractions, and the responsibility to help others have this right;
- The right to live in an area that is free of intimidation, physical, or emotional harm, and the responsibility to ensure this right for others;
- The right to maintain one's personal beliefs and values, and the responsibility to respect others' beliefs and values;
- The right to have respect shown for one's personal belongings and property, and the responsibility to respect others' personal property as well as community property;
- The right to a living environment that is clean and the responsibility to help keep it clean;
- The right to feel safe in University-owned residences as well as have free access to one's room and other facilities in the hall, and the responsibility to help ensure the safety of others in the halls;
- The right for redress of grievances/complaints addressed fairly and expeditiously, and the responsibility to seek assistance in settling conflicts.

Subordinate Rights

- The right to have respect shown for one's privacy, and the responsibility to respect the privacy of others;
- The right to have guests within a residence, and the responsibility for the behavior of those guests; guests must abide by all USC Upstate and HRL rules and regulations host(s) must follow the Visitation Policy outlined in this handbook.

Basic Principles of Responsibility

USC Upstate is committed to a philosophy whereby students are treated as adults. As such, each student has primary responsibility for the quality of their educational experience and for meeting the University's academic and social expectations. USC Upstate strives to be more than a reflection of the society of which it is a part. Through its programs and its example, the University seeks to challenge the society to adopt ever-higher standards and expectations for its members. The University is not, however, a sanctuary from the larger society, nor from the laws and expectations of that society.

Institutional expectations, regulations, and practices are established to provide an environment conducive to human growth, to reflect the values to which the University subscribes, to recognize the proximity in which students live with one another and to recognize the developing capabilities of students as they encounter and progress through the University experience. The purpose of these expectations, regulations and practices is to promote:

- The academic mission of the University;
- Those opportunities and settings that facilitate the coming together of persons of different persuasions and backgrounds;
- Respect for the rights of others;
- It is the student's responsibility to initiate and maintain communication with parents or guardians. This is especially the case when enrollment is discontinued, or when circumstances exist that may affect a student's ability to maintain good academic and/or social standing or to meet the requirements for graduation.

Residential Life Expectations

Student residences are intended to serve the students as housing, study, and social centers. They operate for the improvement of the University community and in support of the academic mission of USC Upstate through educational living experiences and intentional programming. It is expected that individuals of the community will assume an equally active role in maintaining a safe, secure, and enjoyable environment that will promote courtesy, respect, and responsibility by its members.

Residential Life staff assist and facilitate this ongoing process rather than assume complete or exclusive responsibility for maintaining a positive residential setting.

Expectations for Behavior of Individuals and Groups

Student participation in behaviors and/ or activities which develop to a degree that elicits public alarm, disturbs the peace, threatens, endangers, or injures/damages the well-being, safety, or property of any person(s), or harms public or private property is prohibited. In a like manner, student behavior that disrupts or interferes with the orderly processes of the University is also prohibited. "Orderly processes of the University" are viewed to include, but not limited to the living, learning, and working environment, such as the holding of classes, the carrying forward of University business, arrangements for properly authorized and scheduled events, and the observance of regulations and procedures. Students admitted to the University, on campus or elsewhere, are subject to all University policies, regulations, and expectations whether or not the University is in session.

Housing and Residential Life Staff

Director of Housing and Residential Life is responsible for the overall planning, organization, implementation, and supervision of all campus housing services and personnel, including budget development, orientation housing and summer conferences.

Assistant Director for Housing Operations is responsible for the housing applications, assigning rooms, and coordinating the re-application process for returning students. They chair and oversee the Housing Contract Release and Housing Exemption processes. They are also responsible for monitoring the budget for the office, Visa accounts, debits and credits to students' accounts, payment of housing fees, and other financial reports.

Assistant Director for Residence Education is responsible for department-wide student staff recruitment, selection, training and development. They also advise the Association of Residential Communities and Residence Hall Honor Council. The ADRE is a full-time live-on professional staff member.

Assistant Director for Housing and Residential Life is a full-time live-on professional who focus on building a positive community within the residence halls and Villas by assuming leadership responsibility for staff development, residential programming, operations, and student success. They also supervise the Community Administrative Assistants in the Villas and supervise the Residential Life Graduate Assistant(s) and/or Assistant Hall Director in the two Treehouse buildings (Magnolia & Palmetto). The ADHRL is the point person for supervising summer program staff and coordinating intern housing.

Office Manager is responsible for managing the daily administrative tasks for the office. They also supervise the Student Office Assistants.

Facilities Supervisor is responsible for facilities management, including the coordination and supervision of the **Maintenance Technicians**. We also have student assistants who work in HRL Maintenance.

Residential Life Graduate Assistant(s) are full-time enrolled graduate student(s) in the Higher Education Student Affairs program at the University of South Carolina Columbia or other graduate programs local to the Spartanburg area whether at USC Upstate or Converse University. They live in the building they are assigned to and supervise the Resident Adviser staff. They are responsible for overseeing the day-to-day operations of a residential area and assuming leadership responsibility for staff development, residential programming, operations, and student success.

Assistant Hall Director(s) are full-time enrolled undergraduate students at USC Upstate who are in their third year of employment with the Housing department; having served 2 as an RA. Our department promotes third year RAs to fill vacancies in the RLGA rank. They live in the building they are assigned to and supervise the Resident Adviser staff. They are responsible for overseeing the day-to-day operations of a residential area and assuming leadership responsibility for staff development, residential programming, operations, and student success.

Residential Life Programming Assistant is a full-time enrolled undergraduate student at USC Upstate in their third year of employment with the Housing department; having served 2 as an RA who lives in on-campus housing and assists with large-scale all community programming, tracks all programming, co-advises the Association of Residential Communities, provides evening supervision to the front desk staff, and presents the fire class as part of student conduct.

Student Employment Opportunities

Students may apply for employment opportunities with the Department of Housing and Residential Life by completing the application process in the PeopleSoft portal; links are shared in publications, flyers and social media posts.

Resident Adviser - The RA position is the most-comprehensive leadership/employment position a student can hold at the University. RAs are upper class students (sophomore through senior) hired after a rigorous group process retreat and interview, who work to establish a safe and accepting environment for his or her residential community by offering support, information, and opportunities for education and entertainment throughout the year. The RA is responsible for a floor of students (Treehouses). More information is available on our website. The process kicks off with Information sessions throughout the fall semester; watch for publicity and social media announcements. The selection and hiring occurs in the spring semester for the upcoming year.

Community Administrative Assistant – CAAs are upper class students (sophomore through senior) hired following the RA selection, who are assigned to provide the administrative support to several apartment buildings in the Villas including check-in, monthly health-safety-wellness-fire inspections, and check-out. Most are selected among the current RA staff who wish to move into a new role.

Student Office Assistant - The SOAs work in the main housing office answering the phones and serving as front-facing greeters for guests and students to our office. The department typically hires freshmen and continues their

employment for the duration of their time as a student at Upstate. When we have vacancies, we will post the application as well as share information over our website, social media and email.

Desk Assistant & Overnight Desk Assistant - The DA is hired to work at one of the three front desks (Magnolia, Palmetto, Sparty's Game Room) within the residential facilities helping to monitor the daily activities and operations of the desk services. While we may hire freshmen, the positions are generally filled with sophomore-seniors. When we have vacancies during the academic year, we will post the application as well as share information over our website, social media and email. The process for next academic year begins in mid-February and runs through mid-April.

Leadership Opportunities

Association of Residential Communities

The Association of Residential Communities (ARC) is the student-governing body for students living in campus-owned housing. They are a Registered Student Organization with the Office of Student Involvement. The executive board consists of 5 officers currently (President, Vice President-Leadership, VP-Records, VP-Community Engagement and the National Communications Coordinator). Other positions may be added in the future following annual constitutional revisions.

While all residents are welcome to attend the meetings, each floor and Villa building selects a voting representative to attend the meetings.

Information meetings will be held each day, August 22-26 (see publicity for times and locations or viewing information)

Petitions to run for vacant officer positions are due to the Assistant Director for Residence Education, Friday, August 26 by 2pm

Officer campaigning, August 29-September 2

Online elections, September 6-7

Announcement of officers, September 8

Floor and Building reps must be decided by September 8 also

First Executive Board meeting, Wednesday, September 21*

ARC Leadership Training Day (officers and all reps), Saturday, September 24

First ARC meeting, Wednesday, September 28, 7pm*

*Executive Board and General Assembly meetings will be every other week.

Residence Hall Honor Council (RHHC)

The RHHC consists of up to ten (10) students. Participants are selected by the Advisor of the RHHC from a pool of residents. The pool consists of residents from all areas of housing who were nominated or volunteered to be members of the RHHC. Members were chosen on the basis of an application and interview process. Residents serving on the RHHC must live on campus, be in good behavioral standing at the University, and have at least of 2.5 GPA. The exception to the GPA requirement is if the resident is a first semester first -year student. Members of the RHHC are selected each fall to serve during the current fall and following spring semester. The Advisor of the RHHC acts as a non-voting administrator of the council, and appoints a Resident Chair to serve as chairperson for each council hearing, and selects members from the pool to serve at a particular council hearing.

Members of the RHHC will be trained by the ADRE and the Dean of Students in the University Conduct Process. All matters involving an alleged violation of the Code of Student Conduct or a policy violation in the residence halls shall subject the resident to the jurisdiction of the campus judicial system; students will select between a hearing with an Administrative Hearing Officer or a student judicial board (RHHC) hearing.

Five RHHC members will be pulled together to hear policy violations of their peers. One member of that group will be the Resident Chair.

Student Residence Policies

Contract Period and Housing Agreements

USC Upstate affirms the educational benefits inherent in the residential aspect of the undergraduate experience, and as such requires all freshmen and new students under the age of 20 to reside and board within the University-owned residential system. Questions regarding the policy should be directed to the Housing and Residential Life Office.

All applications and contracts must be accompanied by a non-refundable \$50 application fee and a \$100 Damage Deposit. A student must be admitted to the University before he or she receives a housing assignment.

As a student applies for housing, they will initial various provisional pages and thus sign that they understand and will abide by the policies for living on-campus; these policies are further spelled out here in this Guide to Residential Living. Any student who enters into a housing contract with the University must accept the responsibilities binding them to the terms of the contract for a full academic year. Residents will fully understand the rules/regulations, rights/responsibilities and other housing policies/procedures and have agreed to them by their signatures.

The 2022-2023 Housing Contract is valid for the entire academic year (both fall and spring semesters). **Breaking your housing contract will result in a cancellation fee equal to 40% of the remaining value of your room rate.**

Disabilities and Special Housing Accommodations

Housing and Residential Life can only honor accommodations and housing request communicated via the Disability Services Office. Students interested in housing accommodations must be registered with the Office of Disability Services and complete their processes and procedures to receive the accommodation. It is the responsibility of the student or his/her parent to notify Disability Services of any assistance or special housing arrangements he/she may require due to a disability. Every effort will be made to provide reasonable accommodations for students with documented disabilities.

The deadlines to submit materials on the Disability Services website are as follows:

Current students for 2022-2023 -	February 4, 2022
New Freshmen/Transfer students for 2022-2023 -	June 3, 2022
Current students during 2022-2023 to return 2023-2024 –	February 3, 2023

Exemptions to Freshmen and New Transfer Live-On Housing Policy

Exemptions to the residence policy are granted to students who fall under one or more of the following categories if met by the first day of classes in the fall semester:

1. Commuters, defined as students who reside with their parents or legal guardians not more than 50 miles from the USC Upstate campus. The residence must be with parents or guardians, not other relatives. The exemption application must be accompanied by evidence that the address given is the bona fide principal residence* of the parents or guardians and has been for at least five years. That should include, at a minimum, a copy of an assessment notice showing that the property is assessed as the principal residence of the owner, and evidence of ownership for the required time. If parents or guardians have changed their principal residence within the five-year period, there must also be evidence of sale of the previous residence. If the parents or guardians rent, and do not own, their residence, copies of leases reflecting the necessary continuous period of occupancy must be provided. Further corroborating information may be required at the discretion of the Residential Life staff.
2. Married students.
3. Students with legal dependents.
4. Students age 20 or older.
5. United States military veterans.

Application to apply for one of the exemptions must be made through the housing portal in StarRez with supporting documentation as required in the instructions; items that may be requested include but are not limited to a utility bill of the permanent address, a driver's license copy of the primary resident and certain forms may need to be notarized. Students must complete all of the steps in the approval process and meet one of more of the requirements to be granted approval to reside at home and commute to campus. Housing can still be provided even if a student qualifies for one or more of these exceptions.

*"Principal residence" means the one place where an owner of the property has their true, fixed, and permanent home to which, whenever absent, they intend to return and that shall continue as a principal residence until another principal residence is established. The principal residence shall be one of 5 years or more.

Cancellations and Forfeitures

If a student wishes to cancel housing **prior** to the contract start date in August, the student must put the request in writing and submit the request to Housing & Residential Life. E-mail notification can be sent to hrl@uscupstate.edu. A written notification may be sent to

Housing and Residential Life, USC Upstate
470 Hodge Drive
Spartanburg, SC 29303

The date of receipt will determine the student's financial obligation. Cancellations are only accepted in writing. Cancellations will not be accepted via telephone. Other campus offices (i.e., Admissions, Financial Aid, Athletics/your coach, an Academic Adviser) will not cancel your contract on your behalf.

Once the contract begins, if a student loses the right to live in University housing because of disciplinary action, failure to comply or breach of contract, no refund of housing charges will be made.

Housing contracts are for the full academic year. As such, students are expected to reside in campus housing the full year.

Requests to cancel your housing contract are due by the following deadlines or be subject to the below listed fees:

Returning Students

- Returning students may cancel their housing application/contract by June 1 annually with no penalty; the damage deposit (if paid) is refunded, but the application fee is not.
- After June 1 but before the opening of the residences in August, they are subject to a \$240 cancellation fee and forfeit the \$150 (application fee and damage deposit).
- Students who do not move in by the start of fall or spring classes are declared a No Show and are subject to a \$240 no show fee and forfeit the \$150.

New Freshmen and New Transfers

- New freshmen or new transfer students may cancel their housing application/contract by June 30 annually with no penalty; the damage deposit is refunded, but the application fee is not.
- After July 1 but before the opening of the residences in August, they are subject to a \$240 cancellation fee and forfeit the \$150.
- Students who do not move in by the start of fall or spring classes are declared a No Show and are subject to a \$240 no show fee and forfeit the \$150.

Contract Release

The deadline to submit a request to be released from the academic year contract for the spring semester is Tuesday, November 22, 2022.

A student may be released from their Housing contracts with charges pro-rated if they meet the following conditions:

- Documented medical emergency (with no prior condition) that requires university withdrawal
- December graduation (Documentation required)
- Documented mandatory withdrawal from an academic program
- Transferring to another institution for spring semester, even within the USC system.

Issues with a roommate are not considered an acceptable reason to break the housing contract.

Failure to follow the Contract Release process does not prevent cancellation charges of \$240.00 being applied to your account in January as the student would be processed as a Spring No Show, as stated in the terms and conditions of your housing application. Always check with the Housing and Residential Life office to make sure you are following the correct housing procedures.

Students who wish to break their contract for any reason other than those documented above must make a request through the Contract Release Committee. The Contract Release Committee is comprised of the Assistant Director of Operations (chair), one Residential Life professional staff member, a student and at least one (1) non-Housing and Residential Life staff person; The Director of HRL serves in an ex-official role on the committee, as they are the appeals officer. The committee reviews all requests regarding the cancelling of the housing contract as well as requests to have cancellation fees reduced.

Any upper-class student who is currently living in campus housing that will continue to remain enrolled at Upstate, but wishes to move off campus must apply to be released from their contract through this committee. The committee reserves the right to deny this request as the housing contract is for the academic year. Freshmen students may not move off campus.

Until the committee renders a decision regarding a student's contract, the student should not make any off-campus housing arrangements.

Students who are approved to be released from their contract will be charged 40% of the remaining academic year room balance.

Once a decision is made by the Contract Release Committee, a student has 30 days to appeal the decision. Residents who have been granted a cancellation of their contract must have all of their personal belongings removed and be properly checked out of his/ her fall assignment 24 hours after the last day of fall semester exams. Residents who fail to remove their personal belongings from their room/apartment will be billed a minimum \$25 removal charge (per bag). Personal property will then be treated as abandoned property and therefore disposed of at that time.

Note: Contract Release requests will be determined on a case-by-case basis in regards to the policies and procedures in this contract. It is HRL policy to withhold any monies to be refunded if a student has an outstanding balance on their account.

Abandoned Properties - 30 Day for Appeal

Residents who fail to remove their personal belongings from their room will be charged \$25/bagged items removed as well as \$25/large item removed. Property such as clothing, books, computers, refrigerators, microwaves, etc., left in on-campus housing by students who have left campus will be secured by the Residence Life staff and the owner contacted, if at all possible. If contact cannot be made or if property is not picked up, the abandoned items will be disposed of after 30 days. A charge will be made to the account of the responsible student.

Student Withdrawal - Refunds

Any possible refunds of students' housing charges will follow the refund schedule as outlined by the Bursar's Office for students who withdraw from the university during either the fall or the spring semesters. This schedule is located at <https://www.uscupstate.edu/current-students/student-account-services/withdrawal-and-refund/>

In order to remain in good standing with housing, a student must be enrolled in a minimum of 12 credit hours per semester. Those who fall below these requirements must submit a letter to the Director of HRL to explain their reasons for needing to fall below full-time status and schedule a follow-up meeting. If a student falls below six hours within a semester and does not notify HRL he or she must move out of housing and their charges will be prorated.

Housing receives reports on students who are not enrolled full-time and may reach out as well.

General Information

Applying for Housing

For the 2022-2023 academic year, students will access the StarRez Housing portal in Self-Service Carolina (SSC) to apply for housing. An app is available for students to use on mobile devices or they may complete the application process using a computer/tablet. At the start of the process, they will need to make payment of \$150 for the non-refundable housing application fee (\$50) and the Damage Deposit (\$100) before the system will allow you to proceed with completing the application. Please have a credit or debit card available or you will not be able to proceed.

New Students Process

The housing portal is scheduled to open Monday, February 21, 2022. Information will be available on our website to walk students through the process. Residence Hall room assignments are for a period of one academic year from the beginning of the fall semester until the end of the spring semester. When a room assignment is made, it represents a commitment on the part of the student to occupy that space and pay the cost of the room and meal plan (where applicable) for each semester. Students living in on-campus housing must be current full-time registered students.

The priority deadline for applications is Friday, July 1, 2022. Mutual roommate request deadline is Friday, June 17, 2022.

Returning Students Process for 2023-2024

The room assignment and selection process for returning students will be held in the spring of each year; with the portal scheduled to open Monday, February 20, 2023. Villa apartment room assignments are for a period of one academic year from the beginning of the fall semester until the end of the spring semester. When a room assignment is made, it represents a commitment on the part of the student to occupy that space and pay the cost of the room and meal plan (where applicable) for each semester or summer session. Students living in on-campus housing must be current full-time registered students. For 2023-2024, the housing application fee will increase to \$75.00 however we will no longer require a damage deposit.

It is very important that students inform the staff in the Office of Housing and Residential Life if they have been given a room assignment and are NOT going to return to campus housing for the next year. Returning students who cancel their housing assignment after selecting a room during the housing selection process or fail to occupy their housing space by the first day of classes will be charged a Cancellation Fee of **\$240.00**. A fine of **40% of the remaining contract** will be assessed to any student who breaks the Housing Agreement by not occupying their room by the first day of classes or by moving out of their housing assignment within the academic year. This includes students requesting to move out of their room during the semester break. The fees for University housing are published by the Business Office. Likewise, all housing related fees and rates are subject to the University Refund Policy also published by the Business Office.

The Room Lottery Selection Process for 2023-2024 is a structured event that is conducted over a period of 2 weeks during the spring semester (late March/early April). Students will be informed of dates and times of the Room Lottery Selection Process by flyers and posters, during hall meetings, and through email. Upon receipt of the Returning Student Housing Deposit and Housing Agreement, students will be able to participate in the Room Lottery Selection Process. Receipt of the Returning Student Housing Deposit may take up to 3 business days to process. This will run in early to

mid-April; lottery number priority is based on credits earned to date (as of December 2022 and students will be able to sign up for a specific apartment and assign with their three roommates. They must select with four students or the assignment will not go through.

Special Housing Accommodations with Disability Services – the deadline for current students with active special housing accommodations to submit continuing documents is Friday, February 3, 2023. The deadline for new requests by current students is Friday, March 17, 2023. These students when approved, will be contacted directly from the Assistant Director of Operations to be placed in housing assignments.

Single Rooms – students will not be able to self-select a single apartment/bedroom. The Assistant Director of Housing Operations will assign those following the placement of students with approved Special Housing Accommodations. Our goal is to have those assigned by early April in order to remove those students from the priority list for the Room Lottery process.

Housing Assignments & Roommates

Room assignments are made without regard to race, color, creed, religion, sexual orientation or disability. HRL uses the housing application information to pair students up with similar interests and hobbies.

Every effort will be made to assure compatible living conditions. Any actions that jeopardize the rights of a roommate or other students in the residential community to normal use of the assigned residence are unacceptable, and the student responsible is subject to possible disciplinary action.

Special considerations and accommodations will be given to those who have approved health needs. Student seeking accommodations related to a disability must contact the office of Disability Services. The Housing and Residential Life office makes assignments based off the recommendations of the Office of Disability Services assuming space permits the recommendation. Housing and Residential Life does not accept medical documentation or other verification of a disability. All documentation must be sent to the Office of Disability Services by the posted deadlines:

- Friday, February 3, 2023 – Returning/Continuing students with current special housing accommodations
- Friday, March 17, 2023 - Returning/Continuing students with new special housing accommodation requests
- Friday, June 9, 2023 – Special Housing Accommodations requests due from incoming freshmen and new transfer students

Special Interest Housing

Students may also apply or request to live in special interest housing. Students opting to live in special interest housing are required to sign a Community Agreement Form. Violation of the agreement may result in administrative or disciplinary action, which may include a required move to other University housing. Primary responsibility for enforcement of the guidelines shall rest with those individuals who elect to live within the specific special interest community. Residential Life staff will intervene to support these guidelines in those situations where residents have been unable to resolve conflicts.

Special Interest Housing communities will be established if ample students sign up to live in those spaces.

Alcohol & Tobacco Free Community – this is a floor with a central focus on wellness and refrain from alcohol and other drugs

Audra Lorde Global Connections & Social Justice Community – this community empowers residents to make their campus, community, and world more inclusive and just. Students will become citizens of the world through dialogue, civic engagement, cultural exploration, music, art, language, faculty-led discussions, and an introduction to a variety of campus and community social justice resources and opportunities.

College of Business Living Learning Community - This community is ideal for students interested in exploring the world of business administration, business analytics, accounting, economics, entrepreneurship, finance, management, and marketing.

College of Education Living Learning Community – this floor is for students interested in pursuing a major in Education. Many programs will focus around the academic strength of students wishing to pursue a career in the teaching profession and prepare you for success in the program.

College of Nursing Living Learning Community – this floor is for students interested in pursuing a major in our Mary Black School of Nursing. The RAs on the floor are nursing students. Many programs will focus around the academic strength of students wishing to pursue a career in nursing and prepare you for admission to the program.

Community of Scholars – a floor designed for the recipients of the top scholarships at USC Upstate: Chancellors, Provost, Valedictorian and Spartan. This floor creates a community dedicated to enriching their academic experiences to grow intellectually, personally and socially.

Extended Quiet Hours Floor—Quiet floors are intended to allow residents to establish academics as their floor community priority. A strong emphasis is placed on residents’ right to study and pursue their daily activities free from interference by others’ behavior. Guidelines to support the studious atmosphere will be established by the residents of the floor, with the assistance of their resident assistant, during a floor meeting scheduled for the first week of classes. The community-established guidelines will be put in writing in the form of an agreement to be signed by occupants of the floor.

Lavender Living (Gender Inclusive) Living Learning Community— This community celebrates gender and sexual inclusivity. This community is ideal for students wanting to embrace diversity in a safe and affirming environment that brings together LGBTQIA+ students and allies to freely explore issues of gender identity and expression, sexual orientation, and the intersection of those while advocating for awareness and social justice. Students who are trans, genderqueer, non-binary, and gender non-conforming, pansexual, Two Spirit, intersex and asexual are valued members of the on-campus living experience at the University of South Carolina Upstate.

USC Upstate Residential Life acknowledges that gender is an intersection of various identities, and, therefore, is committed to providing Gender Inclusive Housing based on gender designation when available. Options vary each year based on demand and availability. For more information, contact the Housing & Residential Life Office to speak confidentially with the Director of Housing and Residential Life.

Leadership and Involvement – Leadership and involvement are key components of this community. Residents are encouraged to get engaged in the community leadership structure with the floor and serve as a liaison to support event development, academic achievement and the mentoring relationships between the mixed academic communities.

Meraki Holistic Wellness Community – This community is for first-year students who are seeking to gain a better understanding of holistic wellness and how they can live *well* in all aspects of their life. Students will be encouraged to put their passion, creativity, and soul into finding themselves through well-bring.

STEM Den – This community is for first-year students majoring in Biology, Chemistry, Computer Science, Mathematics, Physics, and Psychology who are seeking co-curricular activities connected to their career goals. Students interested in the pre-engineering track may also find support in this community.

THRIVE: Civic Engagement and Service Learning Community – This floor promotes a vibrant thriving community of socially conscious USC Upstate citizens. The goal of civic engagement & service learning at Upstate is to educate, engage and equip our campus community with skills and experiences that connect rigorous academic curriculum with meaningful and tangible public work to strengthen our students and communities for a sustainable future. This is an interdisciplinary community focused on personal and community success. Students residing on this floor will be involved in the local community with civic engagement and community service. Events will center around building leadership skills.

Transfer Experience – Though they may come from a variety of different backgrounds, the Transfer Experience gives its members an instant peer network of others who also have some post-secondary education and are transitioning to USC Upstate. They will all be figuring out how to become Spartans together!

Upstate F1RST (Gen) Community – We are proud to host this community for F1RST Generation Spartans who represent 13% of the USC Upstate undergraduate population. Engagement in the community is centered on three

priorities: Academic Success, Community Development, and Mentorship. Live here and share the unique triumphs and challenges of navigating college life as a first-gen student with others! Students residing on this floor will identify as First-Generation College students and/or be members of the TRIO program. Additional support and resources will be available as they navigate the first year and transition to college life.

Summer Housing

Students are not required to reside in on-campus housing during the summer. Therefore, campus housing is offered on a limited basis in the following priority order:

- Students enrolled in summer classes with 23-24 academic year housing contract
- Students participating in a department-sponsored summer program
- Students interning as part of their academic program
- Students working on campus with 23-24 academic year housing contract
- Students who are working locally and not enrolled in summer classes may be granted housing if space permits; they are the lowest priority for housing with 23-24 academic year housing contract

Summer Housing Deadlines	Dates	Deadline to Apply for Housing	Check-In Date	Assignment Notes	Check-Out Date	Charge
Summer A	May 8-May 31, 2023	Friday, April 7, 2023 Application fee of \$50.00	Sunday, May 7, 2023; Treehouse residents will move to the Villas by May 12 (based on cleaning)	Villas residents will likely remain in their spring assignment	June 1, 2023 by 12pm (noon); Late Leaver June 3, 2023 by Noon (additional fee of \$75)	\$350.00
Note: Summer A residents may remain in campus housing between conclusion of Spring semester and the start of Summer A (5 nights)						\$25.00 per night
Summer B	June 5-28, 2023	Friday, April 7, 2023 Application fee of \$50.00	June 4, 2023 (10am-3pm)		June 29, 2023; by 12pm (noon); Late Leaver June 30, 2023 by 10am (\$75)	\$475.00
Summer C	July 5-26, 2023	Friday, April 7, 2023 Application fee of \$50.00	July 3, 2023 (10am-3pm) or July 5 (9am-4pm)	Must have a Fall housing contract and assignment; your summer assignment will be your '23-24 assignment	July 27, 2023; Late Leaver July 28, 2023 by 10am (\$75)	\$475.00
Summer F (USC Upstate Internships)	May 8-July 26, 2023	Friday, April 21, 2023 Application fee of \$50.00	Sunday, May 7, 2023; Treehouse residents will move to the Villas by May 12 (based on cleaning)	Must have a Fall housing contract and assignment; your summer assignment will be your '23-24 assignment	July 27, 2023; Late Leaver July 28, 2023 by 10am (\$75)	\$1000.00 (double); \$1300.00 (single if available)
Internship Housing; non-USC Upstate students Rolling check-in and check-out; dates noted are maximum allowance	May 14-July 29	Priority application Friday, April 7, 2023 Last date to accept application April 21, 2023 Application fee of \$50.00	May 14		July 29 by 12pm	Per night rates determined by duration of internship and housing type
All Summer (A, B, and C) – must have lived on-campus for spring 2023 and have a contract for 2023-2024	Continuous (A-F or B-F)	Friday, April 7, 2023 Application fee of \$50.00	Roll from spring OR May 31		You will be placed in your fall assignment; you will be charged the per night rate to remain until Fall MoveUp	\$1000.00 for double bedroom or \$1300.00 for single bedroom if available

Apartment/Room Changes

Rooms may be occupied only by the students to whom they are assigned. Rooms may not be sublet to another person. Students assigned to an apartment or suite may not use or occupy an empty bedroom within that apartment or suite. Residents shall not switch or move apartments/rooms without the written permission from HRL. Switching or moving to another suite/apartment/room without written permission will result in a \$50 fine and disciplinary action.

All students wishing to request a change of their room assignment must first meet with a Residence Life staff member who may be able to assist with difficult roommate/suitemate situations and facilitate roommate agreements. Students who meet with a Resident Adviser may be referred to the Office of Residence Life & Housing for further assistance.

If a room change is necessary, all students involved must complete a Room Change Request Form provided by the Office of Residence Life & Housing. Requests will be granted if a room change is deemed necessary and space is available.

When changing an original assignment each individual must:

1. Contact and meet with the Assistant Director or graduate staff member responsible for your residential area about reasons for wanting to change.
2. Complete the Room Change Form in the StarRez Housing portal.
3. After the change has been approved, you will sign out the new key to your new assignment and then begin moving your belongings from the old assignment to the new assignment.
4. You will need to contact your old RA/CAA once all items are removed and your area is cleaned to complete and sign your Apartment Condition Report/ Room Condition Report (ACR/RCR).
5. Then you will have to turn in your room key from your old assignment directly to the HRL Office. At that time, you will be issued a new key for your new assignment or your card will be re-programmed in HRL. Keys are not to be exchanged among students. You will need to schedule a time for your new RA/CAA to inventory you into your new apartment or room and sign the ACR/RCR.
6. You have 48 hours to have the entire move completed or the approved change will be forfeited.
7. Moves will not be considered until after the third week of each semester (September 6 and January 30). This allows the vacant spots to be located. HRL will notify residents when the freeze is lifted.

Residents are required to complete a roommate contract with everyone living in their suite. RA Staff will conduct roommate contract workshops and programs the first week of school in the fall. If no contract is on file, your Assistant Director may require you to complete a roommate contract prior to considering a room change. Roommate mediation may also be required before approving any moves.

Unauthorized Occupancy

Vacant space will be utilized by new residents and residents who change apartments/rooms. In most cases, unless an emergency, you will receive notification from HRL regarding any newly assigned person(s) to your apartment/room. It is under the authority of HRL to make room assignments.

Vacant space must remain unoccupied at all times. If by chance your roommate moves out, the bedroom does not become exclusively yours. This includes, but is not limited to keeping clothing and other personal belongings in the room, beds being placed together, and using the extra closet space or dressers.

Individuals who fail to keep the unoccupied space in the room open, clean, and ready for a new resident will be billed \$150. If the problem is not rectified, the responsible resident may face room change and/ or single room rate charges as well as disciplinary action.

Consolidation

The Department of Housing & Residential Life must efficiently and effectively utilize all available spaces in the residence halls. To accommodate the needs of all students, the HRL reserves the right to utilize the following consolidation policy as needed. In order to maximize housing space, HRL reserves the right to move residents from one unit to another at any time deemed necessary by the Director. Although HRL will make every possible effort to contact all affected by a move, the office reserves the right to fill any vacancy as deemed necessary without prior knowledge of the residents.

Pre-Consolidation occurs between August 1 and the start of move-in to fill spaces from students who have cancelled or been granted exemptions. Thus, you may receive an email that your roommates have changed.

Consolidation occurs during the fall semester between August 26 - September 23 and in the spring semester between January 13-February 3.

The Process

At any point during the semester, students may find themselves left in a room without a roommate. These students have the following consolidation options:

1. Consolidate with another student in the same residence hall who is without a roommate or voluntarily move to a space in another residence hall.
2. Request the Department of Housing & Residential Life to reassign them to a double room with a roommate.
3. Opt to pay the pro-rated Double as a Single room fee and remain alone in their room, for that semester. HRL will actively attempt to assign a student to the space at spring semester unless the student chooses to pay the Double as a Single for the remainder of the year.
4. Stay in the room by themselves without paying the private room fee. The Department of Housing & Residential Life may assign another student to the room at any time. While students are there alone, they must occupy only half of the room and leave the other side for the room unused. Once a student is notified that they will be receiving a roommate, they cannot opt to pay for a single room at that time to prevent a new roommate from moving in.

Students who do not choose any of the above options will be charged the private room fee.

Single Rooms

A limited number of single bedrooms will be available in Magnolia House (96) and Palmetto House (96) as well as in the Villas apartments (64). Single rooms are first assigned for those students with approved Special Housing Accommodations (medical/disability) as decided by the Housing Accommodations Committee, coordinated by the Disability Services Office. You may contact HRL for further details regarding this list.

Remaining single rooms are assigned to residents based the following three factors, in order:

- the payment date of their Housing Application Fee and Damage Deposit - \$150.
- the number of semesters in housing
- the date of submission of housing application

If a private room request is granted and the room is later needed for double occupancy, a second person will be assigned.

During the academic year, students may move into available single rooms; in cases where an adjustment in the charges for their room is necessary, the charges will be prorated.

Double as a Single:

For the 2022-2023 academic year, we will offer Doubles as Singles in the Treehouses as part of our response to reduce density in the residence halls with COVID-19. In most cases, these students will reside in the suite with the Resident Adviser. A small number of Double as Singles rooms will exist beyond the RA rooms for roommate pairs opting for this room configuration.

Move Out

Check-Out Procedures

A student's semester ends upon the completion of their last exam. Residence halls and apartments are to be vacated by 5:00 p.m. on the day following the student's final exam or by 10:00 am on Tuesday, May 2 regardless if the student had exams on Monday, May 1. The staff in residence halls and apartments will check out residential students who are vacating their rooms. To be checked out of a room, a student must remove all personal property, properly dispose of all trash and debris, sweep/mop the floor and lock all windows and doors. Any damage to the room and/or missing furnishings or items provided the room by the department (i.e. shower tension rod, liner, C-hooks, etc.) will be noted on the student's Checkout Form and Room Condition Form. These forms and the student's key(s) must be turned in to the staff in the residence halls or apartments.

Students who leave school during a semester must check out of their rooms following the same procedure as outlined above. Failure to go through the process of checking out will result in the student continuing to be charged for the room as though they still occupy the room.

Improper Check Out

Residents are to clean and properly checkout of their residence hall room or apartment through the designated checkout process. Residential students failing to properly check out prior to leaving school will be billed \$125 for Improper Check Out.

Damages

Students are individually responsible for any damage to their assigned residence hall, suite or apartment rooms and for damages to common areas. Any damage to a residence hall, suite or apartment will be charged to the residents residing where the damage has occurred.

Charges will be assessed individually or collectively if any damages are made to university property and may involve the cost of changing the bedroom and/or suite door locks. The students will also be billed for the cost of cleaning the room, repairing damages, moving personal property out of the room and replacing missing university owned furnishings.

Community Billing

A major part of the residential experience of living in a university community involves living together on campus. Residents are expected to be responsible with the ownership of their rooms and lobbies. If damage or vandalism occurs in the halls, the student or students found to be responsible will be charged for the repair and / or damages. At USC Upstate, we choose to use community billing as each incident occurs. We believe this encourages a sense of ownership in residents, accountability within the community, and improves our ability to control costs. Whenever the responsible individual(s) can be identified, the cost will apply to them, and they can also be found to be in violation of residence hall policies or student conduct charges.

If the specific individual(s) do not come forward, we divide the amount of the repair by the number of students in the hall or on the specific floor. Damage or cleanliness issues that occur in common areas (lobby, stairwells, hallways, windows, etc.) are charged to the entire residence hall. Billing rates are determined by repair costs and labor.

Academically Ineligible Students

At the end of the fall semester, students who are academically ineligible to return for the spring semester must vacate their space. Any student reinstated will continue under their current housing contract. If their space has already been reassigned, a new assignment will be made if available.

At the end of the spring semester, academically ineligible students who have already been assigned a space for the upcoming fall semester will be withdrawn from housing.

After meeting requirements or being reinstated into USC Upstate, the student must reapply for housing and be placed at the end of any existing waiting list. Anyone found living on campus who is not currently enrolled at USC Upstate will be in breach of the housing contract and will be given 24 hours to vacate. They will be charged for the days the unit was occupied and fined \$50.

Holiday Breaks and Closing

During University designated holidays throughout the academic year the residence halls and Villa apartments are closed. Residents are to be out of the halls during these times.

Residents are permitted to remain in campus housing during Fall Break and Spring Break provided they have registered by the due date to request break housing with the Housing and Residential Life office; students may leave their personal items in their rooms during all breaks.

Break Period	Dates of Break	Deadline to Request	Charge
Fall Break	Oct. 13-14	Friday, September 30	No Charge
Spring Break	Mar. 4-11	Monday, February 20, 2023	No Charge

Students who need accommodations during Thanksgiving break and Semester break/winter holiday must complete the 8.5-month housing contract within the first two weeks of the fall semester. The 8.5-month contract increases the fall rent rate by \$450.00. If a student does not contract for the 8.5-month contract, the per night rate to remain is \$45.00/night which must be paid in full (cash or check) to the Housing Office the Friday before the break period.

Break Period	Dates of Break	Deadline to Request	Charge
Thanksgiving Break	Nov. 23-27	None; must have the 8.5-month contract option	\$450.00
Semester Break/Winter Holiday	Dec. 10-Jan. 6	None; must have the 8.5-month contract option	Included above

Academic Year Closing in May

At the conclusion of each semester (fall, spring and summer), residents who are not remaining in campus housing must vacate 24 hours after their last final. Graduating seniors must vacate by 10:00 a.m. the day after graduation. The residence halls and apartments officially close during the fall and spring semesters at 10:00 a.m. the day of graduation. Any students remaining in housing must be approved as a “late leaver” and will be charged a late leaver fee of \$75 in addition to a per night rate equivalent to their room charge.

All personal property must be removed at the end of spring semester and summer school.

Students who must leave late because of a school-sponsored activity (ATHLETICS) will not be charged a fee. They may be relocated from the Treehouses to the Villas apartments though due to Dining Services closing.

Keys/ID Cards

Keys are issued to students on a colored key chain based on their assignment designation at the time of check-in. You are responsible for keeping these keys with you at all times. All keys are property of USC Upstate, and are not to be duplicated outside of the university system. This is a violation of USC Upstate policy and a breach of security. Keys are to be turned in when a student checks out; Duplicate keys will not be accepted at checkout.

In addition, your student ID must contain a resident sticker at all times. Card access through student ID cards are used on individual halls and floors (temp cards in the event of a lost ID).

Students who are locked out of their rooms/ apartments should go to the HRL office during business hours. After business hours, students should contact the RA on-duty. Students must verify their identity with a photo ID or by other means before they will be given access to their room by a staff member keying them into the space. Students are allowed three lockouts before being charged \$25/ lockout for every lockout after the three free lockouts.

Lost keys will result in a \$75 lock change each (the lock/core is replaced for security purposes).

A lost temp key card results in a \$25 replacement charge from HRL.

Keys/cards are not to be loaned to other persons and/or duplicated, especially to those individuals who are not residents.

Palmetto/Magnolia House residents are reminded that this includes, but is not limited to, letting someone use their I.D. card to gain access to a building, floor, and suite. Those who loan their keys or cards will face disciplinary action.

All residents are reminded not to bend, make holes in or mutilate their ID cards in any way. If their card ceases to work due to such damage the student will be expected to pay a \$25 replacement card fee at the Public Safety and Parking Department.

Amenities

Computer Lab

Residential students have access to the Sparty's Computer lab in the lower level of Palmetto House 24/7. A printer is available as well; students will swipe their ID card for printing access. Computers must be wiped down after usage. Only residential students are allowed to access and use this space.

Game Room

Sparty's Den is available to all residential students. The desk area is available for equipment check out between 4pm-10pm each day. We have billiards/pool, foosball, and ping pong.

Laundry Room

Each floor in the two treehouses has laundry facilities and the Villas laundry is located in the Landing. Laundry is free at USC Upstate. Our machines require High Efficiency Detergent. Students should follow all posted guidelines in the laundry room. There will be additional requirements due to COVID-19 on the number of persons in the space at one time. We highly encourage you to use the texting feature to retrieve your laundry in a timely fashion so as to avoid someone else taking your laundry out of the machine. Please bring laundry back to your room to fold so as to not hold up another from accessing the space.

Mailroom

Students living on-campus will receive any mail and/or packages through the package locker system located in the lower level of Palmetto House. Students receive an email with two unique codes they will enter to retrieve their mail/packages.

Parking

All residents must register their vehicle with University Police and obtain a parking decal to be placed on their vehicle. Students are prohibited from having two kinds of parking decals at one time (i.e. commuter and residential decals). Vehicles not properly registered will be subject to booting at the expense of owner. Under no circumstances may a resident park or drive on the grass, park at building entrances or block traffic. Improper parking will result in a fine and possible towing of the vehicle. Automobiles, motorcycles, boats, trailers, etc. may not be stored on university property. Motorcycles must be registered with University Police and are subject to the same parking restrictions as any other vehicle.

Residential students may park in any of the "R" spaces in the main lot across from the two Treehouses, outside the Villas apartments, in the "R" spaces in the small lot adjacent to Magnolia House or across the street in the "R" spaces that are part of the North Commuter Lot.

Residential students may NOT park in a "G" zone parking which is the lowest row in the main residential lot; there are 8-10 spaces marked...some are marked with arrows indicating 'between these two posts'.

Temporary Parking Permits may be obtained through University Police. Enforcement of parking policies and permits are the responsibility of Public Safety. Students who are driving a vehicle that is different from the one they registered must have a temporary parking pass in order to avoid tickets.

Guest passes, good for overnight, may be arranged through the Housing & Residential Life office. Guests must park in designated guest parking.

(See the USC Upstate Student Handbook for violations and sanctions)

Missing Student Policy

Students residing in campus housing, (Magnolia House, Palmetto House and the Palmetto Villas) may identify and register a contact person(s) in the Housing portal to notify if the resident student is determined to be missing. If a student is under 18 years of age, is not an emancipated individual and is determined to be missing, USC Upstate must notify the contact as well as a custodial parent or guardian within 24 hours. To register missing student notification information, submit the information in your housing portal or contact the HRL Office at or prior to move-in.

Missing persons should be reported to the USC Upstate Department of Public Safety, Vice Chancellor for Student Affairs/Dean of Students or the Director of HRL.

Visitation Hours and Overnight Guests

I. Policy

Visitation is defined as those times during which residents may have guests in their rooms, suites, or apartments, or in the public areas of residential floors. Specific visitation plans outline the maximum hours during which guests may visit. Within these plans, the shared concerns and wishes of roommates are of paramount importance and determine what visitation privileges are acceptable or unacceptable within a specific room. Visitation is a privilege that is subordinate to a resident's right of privacy within her or his room. Residents may not exercise their visitation privileges if doing so interferes with the rights of the roommate or of other residents.

USC Upstate's residence halls and apartments differentiate in their visitation hour plans. Each of the plans outlined below show when visitation is allowed in the residence halls and apartments under that plan.

- A. No Visitation for the first 2 full weeks of the school year including the early arrival dates (Aug 1-29)**
- B. Visitation (Aug 29-Dec 2)**
 - a) Visitation is from 9 a.m. – 12 midnight each days on Mondays-Thursdays.
 - b) Each suite will be limited to no more than 2 guests total (6 persons in suite)
 - c) There is no Visitation during final exam week
- C. Weekend Overnight Visitation will begin the weekend of September 2 and may be revoked if the campus COVID numbers increase.**
 - a) Overnight visitation on the weekends is from 9 a.m. Fridays - 12 midnight on Sundays.
 - b) Guests who are not registered to stay overnight must leave by 2 a.m. on Friday and Saturday nights.
 - d) Residents will be allowed one overnight guest over a period of two-weeks.
- D. Families requiring the need to be in residences will work with the Housing Office notifying a minimum of 48 hours in advance through the fall semester**
- E. Spring semester Visitation:**
 - 1) No Visitation for the first 2 full weeks (January 7-22)**
 - 2) Beginning January 23:**
 - a. Treehouses (Magnolia House and Palmetto House)**
 - i. Visitation is from 9 a.m. – 12 midnight each days on Mondays-Thursdays
 - ii. Overnight visitation on the weekends is from 9 a.m. Fridays - 12 midnight on Sundays. Guests who are not registered to stay overnight must leave by 2 a.m. on Friday and Saturday nights.
 - iii. Residents will be allowed one overnight guest over a period of two-weeks.
 - iv. Each suite will be limited to no more than 2 guests total (6 persons in suite) for appropriate social distancing.
 - b. Palmetto Villas (apartments)**
 - i. The Villas visitation in the apartments is 24 hours/7 days a week providing that all roommates have expressed permission via the Roommate Agreement booklet.
 - ii. Residents will be allowed one overnight guest over a period of two-weeks.
 - iii. Each apartment will be limited to no more than 2 guests total (6 persons in apartment) for appropriate social distancing.

II. Procedures for Visitors and Overnight Guests

A. Signing-In Guests

A guest is defined as any person who is visiting another person that does not live in their place of assignment or residence (includes off campus students as well as on campus residents visiting another building). All guests must be signed in by the resident s/he is visiting at the front desk of the building s/he is visiting.

1. Staff members are available to assist residents in signing in their guests.
2. Tree Houses: Within the approved visitation hours, all guests must be signed in at the entrance of each residence hall desk.
 - Each guest and host must present a picture ID to the staff member working at the main entrance.
 - All guest must have a photo ID.
 - The staff member at the desk will scan the ID of the host and the guest into Raptor and will retain the guests' ID.
 - The guest ID will be returned when the host and guest sign out at the desk.
 - A resident may register no more than one guests at a time during the fall; they may be adjusted to two guests in the spring.
 - Hosts must escort guests at all times through the building
 - Each suite will be allowed to have a maximum of two guests at one time during the fall; they may be adjusted to four guests in the spring.
3. The Villas: All guests must have expressed permission (by all roommates) to be present in a resident's apartment. No official paperwork is expected to be completed for day guests; overnight guests should complete overnight guest forms in Housing office (see B).

B. Overnight Visitation

Prior to the guest's arrival. The host must notify and get signed approval from his or her roommates to have a guest stay in the suite/ apartment overnight prior to the guest's arrival.

- Failure to gain ALL roommates' signed approval prior to registering a guest will result in the guest being asked to leave and referral of the host for disciplinary action. In addition, a resident's visitation privileges may be suspended.
- Guest may not exceed 48 hours consecutively staying overnight on campus. Also, guest may not stay more than two nights by changing hosts.
- Non-Resident Guests are prohibited from overnight visitation during the first and last two weeks of each semester in the Tree Houses.

C. Restrictions

1. The hosting resident will be responsible for the conduct of his/her guest(s) at all times and must be present with the guest(s) at all times. Guests and hosts alike are responsible for knowing and abiding by all regulations and either or both may be subject to disciplinary action for violations.
2. Each suite/apartment should determine acceptable or unacceptable visitation privileges in their roommate agreement at the beginning of each semester.
3. Cohabitation is strictly prohibited within all three residential areas. This includes, but is not limited to a guest keeping clothing and other personal belongings in the room. Residents found in violation of cohabitation may be subject to removal from on-campus housing.
4. Additional regulations for underage guests:
 - a. Guests under the age of 16 are not permitted in the residential community without written permission of the Pro/Grad for that particular area or without a parent/guardian present. No one under the age of 16 is allowed to stay overnight in the residence hall. Request must be received in writing 72 hours prior to the desired visitation dates.
 - b. Guests who are of the ages of 16-18 must: Have a parent or guardian to accompany them in the residence hall environment. This individual will provide their identification to represent themselves and this individual.
 - c. Babysitting is prohibited in the residence halls.

d. Residents who are parents and have their children visiting the residence hall will need prior approval from their roommate and the Pro/Grad of their community. The guest limit of 1 guests per person with a total of guests per suite/apartment is still in effect:

1. Complete the “Underage Guest Form” which is found at the Housing and Residential Life office as well as each front desk.
2. Additional regulations may be implemented and residents will be advised of additions or changes.
5. Visitation privileges in no way alter other residence hall regulations, including quiet hours.
6. This policy is not intended for the safety and security of any residents, but is designed to address the privacy of roommates.
7. If the guest is above the age of 16 and does NOT have a valid form of ID, they are not allowed in the residential area.

Rules/Regulations

The USC Upstate Student Code of Conduct in the Student Handbook is edited annually and is available on the University’s web site. It is reviewed and approved by the Administration and represents the official policies, regulations and procedures relating to student services, student conduct, and other important information for the student body. The handbook also contains official policies related to Campus Safety. **(When a student is admitted to USC Upstate, the student becomes responsible for knowing and abiding by all rules and regulations of the University as published in the Student Handbook and for those students living on-campus, for knowing and abiding by all rules and regulations of the Guide to Residential Living.)**

This handbook should not be construed as an offer to contract or as a contract between the University and any student.

During the spring semester, full-time staff in Housing & Residential Life will present at a meeting of the Association of Residential Communities policy edits or additions for feedback from the “*student voice in the residential communities*”.

Policy making and amending is by its nature a fluid process, on-going to secure institutional health; and as such, the most recently adopted or amended policies may not appear in previous or current University documents. New policy becomes effective from the point it is established. Should errors in this handbook lead to any inconsistency with the University Student Handbook, the latter shall take precedence.

FERPA Policy

The Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, (FERPA) is a Federal law that protects the confidentiality of student information. More specifically, FERPA protects personally identifiable information in students’ education records from disclosure without written consent unless an exception to the consent requirement applies. At USC Upstate, FERPA protections go into effect on the first day of classes of the student’s first term of enrollment. The FERPA release form must be obtained onsite, in person, from the Housing & Residential Life office. FERPA affords students who have attended a post-secondary institution the following rights related to their education records:

- Inspect and review information in their educational records.
- Request a correction to their record.
- Have some control of the disclosure of personally identified information from these records (restrict the release of directory information or authorize the disclosure of non-directory information).
- File complaints with the U.S. Department of Education Family Policy Compliance Office (600 Independence Av SW, Washington, DC 20202).

More FERPA Information can be found at the following links: [FERPA – U.S. Department of Education](#)

As a USC Upstate residential student, you are expected to familiarize yourself with the HRL Rules/ Regulations that are found within this Guide and published online. These policies are subject to change and students will be notified

via student USC Upstate email accounts and posted to the HRL website. Violations of these rules and regulations are handled in the same manner as violations of the USC Upstate Code of Student Behavior. This does not preclude from criminal and civil charges being filed as well.

Students who, individually or in groups, commit, engage in, or plan (whether or not a plan is carried out) a violation of any University policy are subject to disciplinary action that may result in suspension or expulsion. Any student who acts in any manner that evidences an intention to violate the University's expectations and rules of appropriate conduct, or who encourages or incites others to violate them, is likewise subject to such disciplinary action.

Sanctions listed are the minimum based on the charge. There may be additional sanction guidelines which may be applied by hearing officers depending on the severity of the case as deemed appropriate by the Director of HRL. Rules and regulations include, but are not limited to:

Irresponsible Student Behaviors:

1. Abuse of the University judicial system, including, but not limited to:

- a. Failure to obey summons of a judicial body or University official
- b. Falsification, distortion or misrepresentation of information before a judicial proceeding
- c. Harassment (verbal or physical) and/or intimidation of a member of judicial body prior to or during the course of the judicial proceeding
- d. Failure to comply with sanctions imposed under the Code of Student Conduct
- e. Influencing or attempting to influence another person to commit an abuse of the judicial system of Code of Student Conduct

Listing of Possible Sanctions:

1st Offense: probation and possible removal from University housing

2nd Offense: suspension and removal from University housing

3rd Offense: expulsion

2. Residential Alcohol and Other Drugs Policy (for more details link to the Alcohol and Other Drugs University Policy <https://www.uscupstate.edu/globalassets/policies/alcohol-and-other-drugs-university-policy.pdf>)

Alcoholic beverage consumption is prohibited on USC Upstate property or at off-campus University-sponsored events unless approved by the University according to the processes set forth in this Alcohol and Other Drugs Policy. The unlawful manufacture, possession, use, sale, or distribution of any illicit drugs or controlled substances (e.g. narcotic, mind-altering, counterfeit, illegal, dangerous, "designer", or other substance) is strictly prohibited. This includes prescription medications. Violating any other provision of the USC Upstate Code of Student Conduct while under the influence of any illegal or illegally obtained drug is also a violation of this policy.

- a. Unauthorized possession, distribution or consumption of alcohol
- b. There shall be no alcoholic beverages in the Magnolia/Palmetto House or other residence areas designated as "dry" even if residents or guests are at least 21 years of age.
- c. Alcohol is permitted in the Villa apartments for those who are at least 21 years of age; the alcohol must be limited to one six-pack of beer (or comparable malt beverage, i.e. hard cider or seltzer) or one bottle of wine (not to exceed 750 ml). No distilled/spirituous liquor is allowed.
- d. There shall be no empty alcohol containers in any residence area (Magnolia, Palmetto or the Villas) even if residents or guests are at least 21 years of age. Displays of alcoholic beverage bottles/cans are prohibited.
- e. Alcohol discovered in a common room or common space of an on-campus residential facility will result in all residents assigned to that apartment/suite being documented and charged, unless the responsible party comes forward to accept responsibility.
- f. Possession or use of prescription drugs prescribed to another individual is prohibited.
- g. The re-sale of one's own valid prescription is prohibited.
- h. Possession of illegal drugs with the intent to sell or distribute will be handled in accordance with local, state and federal laws. No educational sanctions are necessary as a first offense of this nature warrants immediate suspension or expulsion.
- i. Alcohol Paraphernalia: Possession of alcoholic beverage containers and/or alcohol paraphernalia (e.g. shot glasses) or the display of advertisements for alcoholic beverages in any form, including posters is prohibited on USC Upstate property.

- j. Drug Paraphernalia: Possession of drug paraphernalia such as drug pipes, bongs or smoking apparatuses or the display of advertisements for illegal drugs in any form, including posters.
- k. Aiding and abetting in the sale or transfer of alcoholic beverages to any person under the age of 21 is prohibited
- l. Drinking contests or drinking games are prohibited on the USC Upstate campus
- m. Use, sharing, or distribution of drug paraphernalia.
- n. Intentionally smelling or inhaling the fumes or vapors of any substance not manufactured or sold for human consumption, for the purpose of causing a condition of intoxication or distorting and/or disturbing auditory, visual, mental, or nervous processes, or that causes any of these effects.
- o. Anyone who appears on campus and is obviously impaired as a result of being under the influence of any substance may be asked to leave and is subject to appropriate sanctions. A University Police Officer will be called to assist the individual(s) with safety and/or transportation.
- p. Property damage as a result of alcohol or other drug use will not be tolerated and the individual(s) responsible for the damage will be subject to any and all sanctions designated by this policy as well as any other applicable policies and in accordance with the USC Upstate Code of Student Conduct.
- q. Use of alcohol or any drugs, which jeopardizes or endangers the welfare of oneself or others, or contributes to other irresponsible or offensive student action or behavior.

Listing of Possible Sanctions:

1st Offense involving Alcohol:

- a) \$50 fine
- b) Written reprimand
- c) Online alcohol educational workshop
- d) Notification of parents or legal guardians

1st Offense involving Drugs

- a) \$50 fine
- b) Possible removal from Housing
- c) Notification of parents or legal guardians
- d) Online educational workshop

Optional additional sanctions for alcohol may include:

- a) Assessment at Carolina Center for Behavioral Health or other appropriate community agency at the student's expense
- b) Counseling/health assessment
- c) Written reflection paper
- d) Up to 15 hours of community service

Optional additional sanctions for drugs may include:

- a) Assessment at Carolina Center for Behavioral Health or other appropriate community agency at the student's expense
- b) Counseling/health assessment
- c) Drug testing
- d) Possible suspension or expulsion

2nd Offense involving Alcohol:

- a) \$100 fine
- b) Conduct probation
- c) Loss of visitation privileges
- d) Online alcohol educational workshop
- e) Notification of parents or legal guardians
- f) Possible removal from student housing

2nd Offense involving Drugs:

- a) \$100 fine
- b) Removal from housing
- c) Notification of parents or legal guardians
- d) Online educational workshop
- e) Assessment
- f) Drug testing
- g) Possible expulsion

Optional additional sanctions for alcohol may include:

- a) Assessment at Carolina Center for Behavioral Health or other appropriate community agency at the student's expense
- b) Counseling/health assessment
- c) Written reflection paper
- d) Up to 15 hours of community service

3rd Offense involving Alcohol:

- a) \$200 fine
- b) Removal from University housing,
- c) Possible suspension
- d) Online alcohol educational workshop,
- e) Assessment at Carolina Center for Behavioral Health or other appropriate community agency at the student's expense
- f) Up to 25 community services hours
- g) Notification of parents or legal guardians

Note: If the violation includes behaviors that threaten the health or safety of others and/or cause damage to personal or University property the fines increase:

1st Offense: \$100

2nd Offense: \$200

3rd Offense: \$300

Note:

Fines for possessing (without intent to distribute) a Schedule III-IV controlled substance (including, but not limited to, marijuana, steroids, prescription drugs for which the person does not have a valid prescription) are:

1st Offense: \$100

2nd Offense: \$250

Fines for possessing (without intent to distribute) a Schedule I-II controlled substance (including, but not limited to, heroin, LSD, opium, cocaine, amphetamine, methamphetamine, ecstasy) are:

1st Offense: \$200

2nd Offense: \$300

3. **Arson** Any action that intentionally causes a fire on or to University property.

Listing of Possible Sanctions:

1st Offense: *Expulsion*

4. **Assault and Battery:** The assault of others be it verbally or physically will not be tolerated. This includes the communicating of threats verbally, in written form including electronically or gesture.

Listing of Possible Sanctions:

1st Offense: *conduct probation and possible removal from University housing*

2nd Offense: *removal from University housing*

5. **Cleanliness:** Residential Rooms are to be kept generally tidy, and trash is to be disposed of in an approved trash container. Residence Halls/Apartments will be periodically inspected by the Residence Life Staff. Students with rooms not meeting inspection will be subject to disciplinary action.

Listing of Possible Sanctions:

1st Offense: *warning, written reprimand*

2nd Offense: *conduct probationary status, community service*

3rd Offense: *\$100 fine; loss of visitation privileges*

6. **Compliance with General Laws:**

Students involved in violations of any federal, state or local laws may be subject to disciplinary action through the Dean of Students Office. Action imposed by the University may precede and/or be in addition to any penalty imposed by an off-campus authority.

Listing of Possible Sanctions:

1st Offense: *warning, written reprimand, conduct probationary status, community service*

2nd Offense: *suspension, possible removal from University housing*

3rd Offense: *expulsion, removal from University housing*

7. **Computer Misuse:**

- a) Any violation of the USC Upstate Computer Use Policies or Internet and Email Policies as set forth in the University Student Handbook, including but not limited to the use of the USC Upstate network for the purposes of making or copying audio or video recordings that constitute a violation of federal and state laws.
- b) Residential students are permitted to use the computers and printer in Sparty's Den in Palmetto House. Providing access to non-residential students is prohibited.
- c) Unauthorized use of another individual's identification and passwords
- d) Use of computing facilities to interfere with the work of another student, faculty member or University official
- e) Use of computing facilities to send an obscene or abusive message

- f) Use of computing facilities to interfere with normal operation of the University computing system

Listing of Possible Sanctions:

1st Offense: conduct probation, 5 hours of community service, restriction of privileges

2nd Offense: up to 10 hours of community service, conduct probation, loss of visitation privileges, possible suspension for not less than one semester

3rd Offense: removal from University housing and expulsion

8. Disorderly Conduct: Any disruptive act/activity which is offensive or annoying to others.

- a. Nuisance activities, excessive noise, vulgar language, shouting, horseplay, practical jokes, pranks, and disrespect for authority.
- b. Fighting - Two (2) or more people using any kind of physical force to attack each other.
- c. Subjecting another to striking, kicking, shoving, or other offensive touching, or threatening to do so
- d. Engaging in any other course of alarming conduct or of repeatedly committed acts with purpose to alarm or seriously annoy such a person; such that the behavior substantially disrupts or interferes with the orderly operation of the institution or the rights of other students to participate in or benefit from the educational program.
- e. Any form of threatening behavior, verbal abuse, and/or inappropriate actions or comments. This misconduct includes but is not limited to: threats, racial slurs and/or hate speech

Listing of Possible Sanctions:

1st Offense: \$100 Fine, 10 hours of Community Service, Reprimand

2nd Offense: \$200 Fine, 15 hours of Community Service, Loss of visitation privileges, Conduct Probation. Student may be required to participate in an Anger Management Course.

9. Disruptive Activity: Individual or group behavior that interferes with the freedom of expression, movement or activity of others, or with the educational mission of the University is prohibited. Forms of expression that disrupt or materially interfere with such activities and operations or invade the rights or persons is also prohibited.

Listing of Possible Sanctions:

1st Offense: written reprimand, probationary status, suspension

2nd Offense: suspension, possible removal from University housing

3rd Offense: expulsion, removal from University housing

10. Door Propping: Propping the door to a residential facility violates the Housing Agreement and is a fire/safety hazard. Sanctions may be assigned individually or collectively to a person, suite, floor or hall at the discretion of the Assistant Director for Housing and Residential Life .

11. Failure to Comply with Official Requests/Non-Compliance:

- a) USC Upstate expects students to comply with and respond appropriately to the reasonable and lawful requests of University officials in the performance of their duties.
- b) Students are expected to appear at disciplinary hearings to respond to allegations or testify as a witness when reasonable notified to do so.
- c) A failure to properly comply with or complete a sanction or obligation resulting from a disciplinary hearing or adjudication may also be considered failure to comply with an official request.

(**Note to residential students:** the definition of University officials in this regulation includes all Housing Staff – RA, CAA, DA, ONDA, SOA, Maintenance, AHD, RLP, Graduate and Professional staff).

Listing of Possible Sanctions:

1st Offense: warning, restriction of privileges

2nd Offense: probation, letter of apology, restriction of privileges for up to one semester

3rd Offense: possible removal from University housing

12. Forgery, falsification, alteration, or knowingly furnishing false information to the University or its officials:

- a. Falsification, forgery, alteration, fabrication, or misuse of identification cards, records, grades, diplomas, University documents, documents submitted to the University
- b. Misrepresentation of documents to any University office or official
- c. Lying: Intentionally falsifying or fabricating erroneous or misleading information.

Listing of Possible Sanctions:

1st Offense: \$50 fine, conduct probationary status, cancel any benefit resulting from illicit activity

Optional additional sanctions: 5 hours of community service

2nd Offense: \$100 fine, loss of visitation privileges, possible removal from University housing

Optional additional sanctions: 10 hours of community service

3rd Offense: suspension, removal from University housing

- 13. Grills (Permitted in Villas Only):** A charcoal grill is the only acceptable grill to use in our residential community. Grilling is not permitted in the units or on patios or balconies. Grilling is only permitted 15 feet from your apartment building or at the covered pavilion located at The Landing. All grills must be registered through the HRL Office, and must be stored at The Landing, under the covered pavilion. All grills must be under lock and chain provided by the owner of the grill. Do not discard charcoal on the grounds. Charcoal should only be disposed of in the red metal trash can located near the covered pavilion at The Landing.

Listing of Possible Sanctions:

1st Offense: written reprimand, fire safety class

2nd Offense: confiscation of grill, loss of grilling privilege, conduct probation, fire safety class

3rd Offense: removal from University housing

14. Grounds and Shrubbery and Litter:

- a) Anyone found to be responsible for damaging the grounds or shrubbery or littering will be charged the replacement of the damaged item(s) and will have to perform community service.
- b) Villa students are prohibited from pouring grease from their kitchen onto the grounds or over the balcony and are subject to disciplinary action.
- c) Littering the grounds with cans, bottles, bags, cigarettes butts, clothes etc. will not be tolerated.
- d) Entire buildings will be subject to a fine if littering and damages become an issue.

Listing of Possible Sanctions:

1st Offense: Restitution, written reprimand, community service

2nd Offense: Restitution, warning, community service,

3rd Offense: Restitution, conduct probation, removal from University housing

15. Harassment/Bullying:

- A. Conduct that creates or attempts to create an intimidating, hostile, or offensive environment to another person
- B. Racial, sexual or any other form of harassment of any person and / or group is prohibited and will subject the offender to appropriate disciplinary action.
- C. Such conduct includes, but is not limited to action(s) or statement(s), including electronic and/or social media that threaten or harm, intimidate a person or any other forms of unwanted contact.

Listing of Possible Sanctions:

1st Offense: probation, community service and possible removal from University housing

2nd Offense: suspension and removal from University housing, possible expulsion

16. Harm to Persons:

- a) Actions which result in physical harm, have the potential for physically harming another person, which create conditions that pose a risk of physical harm to another, or which cause reasonable apprehension of physical harm are prohibited. Conduct which threatens to cause harm to persons, or creates hazardous conditions for persons.
- b) Use of, or threatened use of, physical force or violence. This includes fighting or violent acts of a sexual nature.
- c) Any attempt to, or participation in, actions, which endanger the health or safety of any person(s).
- d) Individual or group activity, which results in disturbance or distress to others and/or adversely affects the living, learning, or working environment. This includes University staff, student-staff, or faculty.

Listing of Possible Sanctions:

1st Offense: probation, suspension and possible removal from University housing

2nd Offense: expulsion and removal from University housing

17. Holiday Decorations and string lights (including LED and other battery-operated):

- a) Live Christmas trees are strictly prohibited.
- b) Indoor/outdoor holiday decorations requiring electricity are to be UL approved and be removed prior to leaving for the winter break.
- c) String/holiday lights are prohibited at all times.

Listing of Possible Sanctions:

1st Offense: Warning

2nd Offense: Written reprimand, Community Service

3rd Offense: Conduct probation, restriction of privileges

18. Hover Boards All Hover Boards are banned from use in all university buildings. This ban is for the indoor operation of “Hover boards” and the charging/re-charging of them and applies to all students, staff, faculty and visitors. Hover boards are also a fire hazard.

Listing of Possible Sanctions:

1st Offense: Warning, \$50 fine

2nd Offense: conduct probation, \$100 fine, 10 hours of Community Service, confiscation, restriction of privileges

3rd Offense: removal from University Housing, possible suspension

19. Life Safety Systems

- a) For student safety, all residents are required to vacate their building upon hearing the fire alarm horn and proceed to the Hodge Drive parking lot. Any student remaining in a campus facility during a fire alarm without permission by the appropriate authorities is strictly prohibited.
- b) It is unlawful for any person to tamper with, misuse, cover or destroy any fire prevention and control equipment including, but not limited to, smoke detectors on the ceilings and walls of each apartment unit, fire alarm stations, sprinkler systems, evacuation notices, fire drill procedures, or fire extinguishers.
- c) It is unlawful for any person to intentionally cause false activations of fire alarms or sprinklers through negligence, vandalism, horseplay, or other acts, or engaging in other activities that may endanger the lives of others or threatens damage to University or personal property.
- d) Intentionally or unintentionally moving, obstructing the lens of, causing damage to, or otherwise tampering with a surveillance camera installed by the University.

Listing of Possible Sanctions:

1st Offense: Warning, \$50 fine per smoke detector tampered with or disconnected

2nd Offense: probation, \$100 fine per smoke detector tampered with or disconnected, 10 hours of Community Service, restriction of privileges

3rd Offense: removal from University Housing, possible suspension

20. Loitering Policy: Loitering is not permitted on university property. Loud and noisy crowds will be asked to quiet down and go inside their building or to leave university property. Non-residents will be asked to leave the property immediately.

Listing of Possible Sanctions:

1st Offense: warning

2nd Offense: loss of guest privileges (if applicable); possible trespassing of guest(s)

3rd Offense: probation, removal from University housing

21. Misuse of Keys

- a) No person may use or possess any University key without proper authorization.
- b) Loaning a key to a person not assigned to that residence may be consider a violation of this regulation.
- c) No student is allowed under any condition to have a University key duplicated.

Listing of Possible Sanctions:

1st Offense: *Conduct probation*

2nd Offense: *loss of guest privileges (if applicable); possible trespassing of guest(s)*

3rd Offense: *removal from University housing*

22. Parking and Access points around the Housing property (see Student Handbook for more details)

Residential students shall comply with stated policies from University Police for parking and traffic regulations. In addition, the following are enforced in and around the residence halls and Villas apartments:

- a) Students are to park in an "R" lot (Red-Residential).
- b) Vehicles may not be "parked" against the fire lanes outside the residence halls on Hodge Drive or apartments. Parked is defined as the standing of a vehicle, whether occupied or not.
- c) Students shall not park in the ADH or staff designated spaces throughout the R lots.
- d) Students may be fined, ticketed, booted or towed for violating parking regulations across campus.
- e) Students may not park in the Treehouses courtyard.
- f) Students may not drive on Hodge Drive between Palmetto House and the upper Villas. This road is closed to through traffic with the exception of University vehicles, emergency vehicles, service/contract vehicles and University-operated golf carts.

Listing of Possible sanctions:

1st Offense: *\$50 fine conduct probation*

2nd Offense: *\$100 fine, conduct probation, possible loss of parking privileges*

3rd Offense: *\$200 fine, possible suspension & removal from University housing*

- 23. Pets:** To reduce the unnecessary health, safety, and damage risks, no animals or pets are allowed on the inside or outside premises of University-owned housing. These animals or pets include stray, feral, and/or domesticated animals of which a student may or may not claim sole ownership.
- a. Fish are the only pets permitted in the residence halls. Fish tanks may not exceed 20 gallons. Although fish are permitted, fish must be removed from the University residences during all scheduled breaks.
 - b. Disability Student Services will approve Service and Emotional Support Animals; they will communicate with Housing & Residential Life any students approved for such.
 - c. Other pets found in units will result in an immediate \$100 fine or \$25 per person unless the guilty party comes forward. The residents must get rid of the pet immediately. If the pet is found on campus again, the fine increases to \$200 and a more severe disciplinary action will be taken including the possible removal from housing.
 - d. Stray animals are not to be fed.
 - e. In addition to the sanctions below, students are also subject to any housekeeping fees that may result from violations of this policy.

***Note, the University does provide a provision for live-in professional staff to be approved for pets as outlined in employment agreements with the Department of Housing and Residential Life.**

Listing of Possible sanctions:

1st Offense: *\$100 fine, probation, immediate removal of the pet*

2nd Offense: *\$200 fine, probation, removal from University housing*

- 24. Possession or Use of Firearms or Dangerous Weapons:** The possession of any weapon such as a firearm (including pistols, rifles, shotguns, paint guns, other aerosol guns, pellet guns and BB guns), or knife in residential areas is strictly prohibited. Any student found in violation of this policy will be subject to immediate disciplinary action/criminal prosecution and have his/ her housing contract cancelled. Bows and arrows and other weapons including darts, sling shots, martial art devices (nunchaku/nun chucks and stars), metal knuckles, razors, and similar items are prohibited. The use or display of any object or instrument in a dangerous, provocative or threatening manner is prohibited.

Listing of Possible Sanctions:

1st Offense: *removal from University housing*

25. Possession or Use of Fireworks, Incendiary Devices, Dangerous Explosives and/or Other Combustible Materials: The possession of explosives and fireworks (including bottle rockets, sparklers, smoke bombs), or dangerous chemicals in residential areas is strictly prohibited. Any student found in violation of this policy will be subject to immediate disciplinary action/criminal prosecution and have his/ her housing contract cancelled.

Listing of Possible Sanctions:

1st Offense: *removal from University housing*

26. Posting Policy: Any organization that wishes to have flyers posted in the residence halls should drop them off in the HRL Office between 8:30 a.m. and 5 p.m. after approval by Student Life. The flyers will be distributed for posting by the HRL staff. A max of 35 pieces will be allowed per event. Postings will be limited to 11x17 in size. Any unapproved posting will be removed and could result in loss of posting privilege in the residence halls and apartments. Only HRL can post flyers in the residential area.

Listing of Possible Sanctions:

1st Offense: *warning*

2nd Offense: *loss of posting privilege*

27. Pranks: We encourage the residents to have fun and enjoy the community; however, we discourage pranks that can harm, damage, or cause injury to property or people. Again, damage caused by such pranks will be the sole responsibility of those involved.

Listing of Possible Sanctions:

1st Offense: *restitution, written reprimand, conduct probation*

2nd Offense: *restitution, probation, community service*

3rd Offense: *restitution, probation, removal from University housing*

28. Prohibited Items: The following items are not allowed in the residence halls due to the danger they can pose to resident safety:

- | | |
|-------------------------------|--|
| - Multi-plug adapters/outlets | - Lava lamps |
| - Surge Protectors | - Halogen lamps |
| - Extension cords | - Oil lamps |
| - Drop cords | - Plastic lamp shades |
| - Candles | - String lights including battery-powered and holiday lights |
| - Incense | - Second-hand/used furniture |
| - Open flame devices | |

In addition, students in either the Treehouses (Magnolia and Palmetto Houses) are not permitted to have items that use hot coils including:

- Coffee makers (mini-Keurig brewers are permitted)
- George Foreman Grills
- Hot plates

The use or possession of any heating device such as kerosene and electric heaters in the residence halls is prohibited.

Listing of Possible Sanctions:

1st Offense: *written reprimand, \$50 fine, fire class*

2nd Offense: *conduct probation, \$100 fine, 5 hours of community service, fire class*

3rd Offense: *\$150 fine, 10 hours of community service, possible removal from housing*

29. Room Regulations - All students residing on campus are fully responsible for all activities that take place in the room, suite, or apartment in which they are housed. The residents may be subject to disciplinary action for any violation of College regulations that occurs in their assigned room, suite, or apartment by themselves or their guests.

Listing of Possible Sanctions: *any sanction may be increased to the next offense at the discretion of the hearing officer*

30. Quiet Hours/Noise Policies - Residents are expected to maintain reasonable volume levels. Residents should respect fellow students and staff by limiting noise to a minimum, especially in hallways and lobbies. Students are expected to comply when a request is made by fellow residents or staff members regarding noise. If the volume is at disruptive levels to other residents, that individual will be asked to decrease or cease the volume. Upon the second offense, the resident will receive disciplinary action.

- a. Residents and their guests will observe quiet hours from 9:00 p.m. to 9:00 a.m., Sunday through Thursday, Friday and Saturday 11:00 p.m. to 9:00 a.m. inside and outside the living area.
- b. At all other times, residents will be considerate and respectful of the primary rights to study and sleep without undue interference.
- c. During quiet hours, the noise level is to be one that is conducive to study and sleep.
- d. During exam week, 24 hour quiet hours will be in effect.
- e. Music, televisions, and conversations should never reach a noise level that disturbs other occupants.
- f. Excessively loud music from parked vehicles will also not be tolerated. Disciplinary action will be taken if residents are found playing their car stereo excessively loud.

Listing of Possible Sanctions:

1st Offense: *warning*

2nd Offense: *written reprimand, community service*

3rd Offense: *conduct probation, restriction of privileges*

31. Sexual Offenses (includes relationship violence, stalking, sexual assault, sexual harassment) will be investigated and sanctioned in accordance with the Title IX Policy. This may also include openly displaying Pornography (Including but not limited to posters, objects, videos, DVDs, and other objects and/or materials real or computerized that are sexually explicit)

32. Soliciting: Solicitation for businesses, events, and/or individuals for commercial, promotional, or personal gain, is not permitted in University housing except when sponsored by HRL, another University department, or a registered student organization. If a person is found to be soliciting in the residence halls and apartments, please report the person's name and company to HRL staff immediately.

Listing of Possible Sanctions:

1st Offense: *warning*

2nd Offense: *written reprimand, community service*

3rd Offense: *conduct probation, restriction of privileges*

33. Sports in the Hall: Any type of sport that involves throwing, kicking or hitting objects is not allowed in the buildings, parking lots, and/ or surrounding and restricted areas.

- a. This includes, but is not limited to footballs, soccer balls, golf balls, baseballs, softballs, water balloons, ice, paint balls, eggs, and any object that may cause damage. Restricted areas include near cars, inside and near buildings, and areas that have the potential to cause damage.

Listing of Possible Sanctions:

1st Offense: *\$100 Fine, Restitution, Written Reprimand*

Additional optional sanctions: *10 hours Community Service*

2nd Offense: *\$200 Fine, Restitution, 15 Hours Community Service, Conduct Probation*

34. Tapestries and flags: Tapestries, flags or other fabrics are not to be draped over any lighting fixture.

Listing of Possible Sanctions:

1st Offense: *confiscation of item, warning, fire class*

2nd Offense: *Conduct probation, fire class*

3rd Offense: *removal from University housing*

35. Theft:

- a. The theft or misappropriation, unauthorized taking of, or unauthorized possession of, University property or property belonging to others is prohibited.
- b. Including seizing, receiving, or concealing property with knowledge that it has been stolen is forbidden.
- c. The sale of another's' property, including USC property, without the owner's permission is also prohibited

Listing of Possible Sanctions:

1st Offense: *written reprimand, 10 hours community service, restitution, restriction of privileges*

2nd Offense: *\$100 fine, restitution, 15 hours community service, probation, possible suspension for not less than one semester*

3rd Offense: *\$200 fine, restitution, removal from University housing and probation*

- 36. Throwing (Defenestration) and Kicking of Objects:** Objects cannot be thrown, kicked, and/or dropped from or towards windows, balconies, roofs or vehicles. Restricted areas include near cars, inside and near buildings, and areas that have the potential to cause damage.

Listing of Possible Sanctions:

1st Offense: *written reprimand, conduct probation*

2nd Offense: *community service, conduct probation*

3rd Offense: *removal from University housing*

37. Tobacco Use

USC Upstate is a tobacco-free and smoke-free campus. Students who smoke inside the perimeters may be subject to disciplinary action. Residential Life staff will intervene to support those situations where residents have been unable to resolve conflicts, or where violations of the smoking perimeters and designated areas are suspected.

- a. Tobacco use is prohibited in all USC Upstate owned or leased buildings (including in all offices, classrooms, laboratories, meeting rooms, residence halls, restroom, lobbies, lounges, cafeterias, hallways, stairwells, elevators, etc.), building entrances, balconies, decks, patios, laundry rooms, basements and outside stairways/steps to buildings and outdoor passageways to entrances; near windows or air intake systems
- b. Tobacco use is prohibited in all University vehicles; on sidewalks, in parking lots, in athletic venues, commons area and all land for use by the University, including campus "green spaces."
- c. Further this policy includes the use of cigarettes, pipes, cigars, electronic cigarettes (e-cigarettes), personal vaporizers, smokeless tobacco or any other electronic nicotine delivery system.
- d. Smoking and the use of all tobacco products is prohibited within 25 feet of all University buildings or along any access route to buildings where others may be exposed to secondhand smoke.

Listing of Possible Sanctions:

1st Offense: *fine \$25, possible educational sanctions*

2nd Offense: *fine \$50, possible educational sanctions, smoking cessation program and/or assessment*

3rd and subsequent Offense(s): *\$75 fine, educational sanctions, smoking cessation program and/or assessment*

- 38. Threatening Phone Calls:** Threatening, harassing or prank phone calls are not permitted. On campus phone calls can be traced. This misconduct includes but is not limited to: threats, racial slurs and/or intimidating or annoying telephone calls, texts, email messages and/or instant messages. Note: HRL will not give out student personal phone numbers.

Listing of Possible Sanctions:

1st Offense: *community service, probation*

2nd Offense: *community service, possible removal from University housing*

3rd Offense: *removal from University housing*

- 39. Trash:** All trash bags must be disposed of in the dumpster immediately after it is removed from the suite/apartment. Residents will be charged \$25 per bag for trash bags found outside of the suite/apartment. Also, the bags will still have to be disposed of properly by the residents. Failure to dispose of the trash bags will result in disciplinary action. Residents of Palmetto/Magnolia House should use bags no larger than 10 gallons. Students may not dispose of trash in the University trash canisters near the entrances to the buildings; HRL staff may go through the bags to determine the identity.

Listing of Possible Sanctions:

1st Offense: fine, warning

2nd Offense: fine, written reprimand, community service to pick up trash

3rd Offense: fine, conduct probation, community service to pick up trash

40. Unauthorized entry into University property or property belonging to others.

- a. Unauthorized entry into, presence in, breaking in or use of University facilities, equipment or property which has not been reserved or accessed through the appropriate University officials is prohibited.
- b. Unauthorized entry into restricted or unoccupied buildings or empty residential spaces/bedrooms in the residence halls or Villa apartments
- c. Unauthorized use of computers (through computer hacking) belonging to an individual or the University
- d. School-owned furniture may not be moved from one room/apartment to another without the written permission of the Pro/Grad staff for that community.
- e. Lounge furniture may not be taken to a student's room under any circumstances.
- f. Student beds may only be lifted/lofted per the department contractor at designated times of the year

Listing of Possible Sanctions:

1st Offense: up to \$100 fine, reprimand, restriction of privileges, written reprimand, possible probation

2nd Offense: up to \$200 fine, 15 hours community service, probation, possible suspension

- 41. Use of Bicycles, Roller Blades, Skates, and Skateboards:** Bicycles are not permitted in pedestrian areas, heavy traffic areas or construction areas of university property. Roller blades, skates and/or skateboards are not permitted on university property. Using these items will result in disciplinary action by University Police. Storage of bicycles in public areas of the Palmetto/Magnolia House such as hallways, lobbies, stairwells, etc. is not permitted.

- a. Rollerblading and skateboarding are not allowed within University buildings.
- b. Bikes parked in an unauthorized area (i.e. handicap ramps, university signs, posts, attached to railings, left in doorways or stairwells, etc.) or in any other location that in any manner obscures the free ingress / egress of any building, as to interfere with the access to facilities as required by the U.S. Americans with Disabilities Act, will result in the removal of the bike by the Department of Campus Safety/University Police.

Listing of Possible Sanctions:

1st Offense: \$100 Fine, Restitution, 10 hours Community Service, Written Reprimand; removal of bike

2nd Offense: \$200 Fine, Restitution, 15 Hours Community Service, Probation; removal of bike

3rd Offense: \$250 Fine, Probation, restriction of privileges, 25 hours community service; removal of bike

- 42. Use of personal portable sound amplification equipment (i.e. radio, TV, amplified sound from an instrument, etc.) in a manner that disturbs the privacy of other individuals and/or the instructional program of the University.**

Listing of Possible Sanctions:

1st Offense: warning, community service

2nd Offense: probation, community service, restriction of privileges

3rd Offense: probation, restriction of privileges, possible removal from housing

43. Visitation

The following procedures are adhered to with regard to guests and visitation (see specific section on Visitation in this Guide).

- a. Guests are to be signed in/out at the front desk and escorted by host at all times.
- b. Visitation is outlined as agreed upon in the Roommate Agreement Workbook.
- c. No visitation during restricted timeframes
- d. Guest exceeds maximum consecutive hours or maximum consecutive days

- e. Resident and guests are cohabitating
- f. Under-aged guests

Listing of Possible Sanctions:

1st Offense: warning, restriction of privileges

2nd Offense: conduct probation, fine of up to \$50.00, restriction of privileges up to a semester

3rd Offense: conduct probation, fine of up to \$100.00, restriction of privileges up to a year

- 44. Water fights:** Due to lack of clean up and abuse, damage of property, and overall complaints, water fights of any kind are not permitted. HRL will not assume any cost for damages to property relating to water or other pranks. Water guns of any size or description are not permitted.

Listing of Possible Sanctions:

1st Offense: restitution, written reprimand

2nd Offense: restitution, community service, possible removal from University housing

3rd Offense: restitution, probation, removal from University housing

- 45. Windows and Balconies:** Window screens (if equipped) may not be removed or altered in any way. Banners (except those approved by HRL), flags, clothes, etc. are not to be hung out of windows and/or balconies. Furthermore, residents may not use the railings of balconies or the windows as places to sit. To do so can result in serious injury, including death. No articles may be thrown or hung from windows. Students who place items in windows that the University determines to be offensive and/or obscene will be asked to remove the items immediately and may be subject to disciplinary action. Foil is not permitted in room windows. Only authorized maintenance personnel may stand, walk, climb or place items on the outside ledges, drain pipes, roofs, etc. of University buildings.

Listing of Possible Sanctions:

1st Offense: written reprimand, probation

2nd Offense: probation, possible removal from University housing

3rd Offense: removal from University housing

Resolution of Alleged Infractions

A. Informal Administrative Hearing

Upon receiving an alleged violation of the Campus Living Rules of Conduct, the Director of HRL or designee will investigate the report. The Director of HRL or Pro/Grad/AHD of that residential area will conduct an initial interview with the accused. The rights and prerogatives of the accused will be explained at that time. It is at this time the student can resolve the matter through admission of responsibility, or request a hearing in the appropriate council. The University Honor Council is given the charge to handle alleged academic honor code or student behavior code violations. The Residential Hall Honor Council (see below for composition and procedures) is given the charge to handle alleged residential life code violations that are considered to be first-time violations and non-suspend-able cases.

Students with alleged residential life code violations may choose between an Administrative Hearing or a Residence Hall Honor Council hearing. The Honor Council does not have the role to examine severity of sanction appeals from the decisions of the HRL staff member; those concerns will be forwarded to the appropriate appeals process.

Should further action be necessary, the charged student will receive written notification of a hearing before the designated Council within a reasonable period of time.

The charge letter will include a statement of the charges and the time and place of the hearing.

If the accused accepts responsibility in writing prior to appearing before a council hearing, a sanction determined by the director or appropriate pro/grad will be imposed. If a student fails to respond to a charge letter within the time specified in an email to their student account, he or she forfeits his or her rights and may have a sanction imposed by the director. A hearing may be conducted in the absence of an accused student if the student fails to appear for a scheduled hearing or if a student fails to respond to multiple meeting requests.

All disciplinary cases will be handled on a case-by-case basis within the confines of the policies and procedures set by USC Upstate and HRL. Additional policies and procedures may be introduced at any time deemed necessary.

All cases that are alcohol/drugs, physical altercations, sexual violence or may result in suspension/expulsion will be heard by the Dean of Students.

B. Residence Hall Honor Council Procedures

During a Residence Hall Honor Council (RHHC) hearing, the Resident Chair will bring the hearing to order and present the violations brought against the alleged resident. The resident has the right to attend the hearing, at a designated time, to respond to any evidence, and to present witnesses and evidence. If the alleged resident fails to attend then the hearing will be conducted in his or her absence.

RHHC members and the resident shall be free to ask questions during the hearing. Following the presentation and hearing of all information pertaining to a particular violation, the RHHC shall deliberate without the alleged resident being present. The RHHC shall also determine the sanction that will be imposed as outlined in the Code of Student Conduct if the resident is found responsible.

The Dean of Students' office will maintain all records of violations of the Code of Student Conduct confidentially for a period of six calendar years from the date of the hearing. Appropriate University officials may be notified of actions taken by the RHHC on the basis of their need to know. The focus of inquiry in disciplinary proceedings shall be the responsibility of the accused party. The Resident Chair shall exercise active control over the hearing in order to elicit relevant information, avoid needless consumption of time, and to prevent harassment or intimidation of witnesses. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to the alleged resident or University is shown to have resulted.

Residence Hall Honor Council Composition

The RHHC consists of five students, one of whom is the Resident Chair. Participants for each court are selected by the Advisor of the RHHC from a pool of residents. The pool consists of residents from all areas of housing who were nominated or volunteered to be members of the RHHC. Members were chosen on the basis of an application and interview process. Residents serving on the RHHC must live on campus, be in good behavioral standing at the University, and have at least of 2.5 GPA. The exception to the GPA requirement is if the resident is a first semester first -year student. Members of the RHHC are selected each fall to serve during the current fall and following spring semester. The Advisor of the RHHC acts as a non-voting administrator of the council, and appoints a Resident Chair to serve as chairperson for each council hearing, and selects members from the pool to serve at a particular council hearing. All matters involving an alleged violation of the Code of Student Conduct or a policy violation in the residence halls shall subject the resident to the jurisdiction of the campus judicial system.

C. Disciplinary Sanctions

One or more of the following sanctions may be applied for violations of the USC Upstate Code of Honor, Student Code of Conduct and/or Residential Regulations. The assigned sanction(s) will remain in effect for the remainder of the current semester and the following semester unless it is deemed appropriate by the hearing officer/committee to adjust the length of the sanction(s) due to the severity of the violation. Should the student fail to complete their assigned sanctions by the deadlines given, a Student Life hold will be placed on the student's account. This hold will prevent the student from registering for classes. This hold will be lifted only when the student completes and submits his/her assigned sanctions.

1. **Written Reprimand:** An official warning that a future violation will result in more severe sanction(s).
2. **Community Service:** A student will be required to participate in a program set forth by the hearing committee of specific service to the surrounding community or the University. Community Service hours must be conducted through pre-approved venues before completing hours.
3. **Restitution:** A student is required to reimburse/compensate the University or another person for damages or loss of property.
4. **Fines:** The student may be fined for a violation of the University's policies.
5. **Loss of visitation privileges:** A student's privileges may be suspended/prohibited from a University activity/program for a designated time. This could include but is not limited to SGA sponsored activities, Club or Organization sponsored activities or programs, intramural sports and/or intercollegiate athletics, and Guest Policy Privileges.
6. **Educational Activity:** A student may be required to complete an educational activity or project that can include, but is not limited to an article review, research paper, reflection paper, educational bulletin board activity, or participate in an educational hall program. Educational activities or projects will be specified by the Office of Community Standards.
7. **Health/Counseling Assessment, Education or Seminar:** A student may be required to participate in a program, seminar, and/or assessment at the student's expense.
8. **Parental Notification:** Copies of sanction letters are sent to parents/guardians for violations of the alcohol and drug policies. Other parental notification is at the discretion of the hearing officer.
9. **Conduct Probation:** A student is presented written notification of an official warning that his/her conduct is a violation of the policy of the University. The status of this student is in jeopardy and under the careful watch of the University. The student may continue to be enrolled, yet this depends upon the student's adherence to the

rules, regulations and procedures of the Code of Conduct, Honor Code and/or Residence Hall Regulations. Further violations may result in immediate suspension and/or expulsion from the University.

10. **Removal from University Housing:** A student may be excluded from living in University owned housing for a period of time. When a student is removed from university-owned housing for violations and infractions of any residential life regulations, the housing charges are not prorated nor refunded and students pay the full amount of their housing bill.
11. **Suspension:** A student may be suspended from the University for the remainder of the current semester and one or more of the following semesters. The student may not be on the University campus or enroll in any University classes during the period of the suspension. Students who are suspended must reapply for admission to the University through the office of Admissions. Courses taken during the term of suspension at any other institution or online cannot be applied toward degree credit at USC Upstate.
12. **Expulsion:** A student is dismissed from the University **permanently**.

Student Safety and Fire Prevention

After Hours and Emergency Procedures

Monday through Friday between the hours of 5:00 p.m. and 8:30 a.m., and all day on the weekends, the following procedures shall be followed for after-hours problems and emergencies:

- RA's on-duty phone numbers are posted in 1st floor lobby of the Palmetto/Magnolia House and outside the HRL office
- The RA is called upon for noise, maintenance problems, roommate complaints, lockouts and any other housing related issues
- The University Police are called for any criminal activities, such as illegal, underage drinking, theft, assault and battery, vandalism of personal property, domestic violence, trespassing, etc. They can be reached by calling ext. 7777 (non-emergency) or 911.

Student Responsibilities for Safety and Fire Prevention

It is important to become familiar with your surroundings. The North Spartanburg Fire Department and University Police would like you to review the following safety tips to assist you in preparing for a fire.

- Plan ahead
- Have a flashlight with you
- Read the fire evacuation plan carefully. If one is not posted in your room, request one from the HRL
- Count the number of doors between your room and the exits. This will assist you in case of an emergency evacuation
- Locate the fire alarms on your floor. If a student fails to vacate their area in a sufficient time as deemed by the fire department, he or she will be required to attend a fire safety course.

Life Safety Tips

- If the fire is in your room, get out quickly. Close the door, sound the alarm and notify University Police. • Always use a stairwell, never an elevator. The elevator could stop at the floor of the fire
- If the fire is not in your room, leave if it is safe to do so. Be sure to take your room key with you in case fire blocks your escape and you need to re-enter your room
- To check the hallway for fire, touch the door with the back of your hand to test the temperature. If the door is cool, get low to the floor, brace your shoulder against the door and open it slowly. Be ready to close it quickly if there are flames on the other side. Crawl low in the smoke to the nearest exit; the freshest air is near the floor
- If your room door is hot, do not open it. Instead, seal the door with wet towels or sheets. Turn off fans and air conditioners. Call the University Police to give your location
- Signal from your window

Fire Training and Prevention

It is incumbent upon the staff of Housing and Residential Life to provide as safe of an environment as possible for the students in their stay at USC Upstate. Thus, the following tasks will be performed each year and documented by Housing and Residential Life staff and/or University Police.

- Fire safety education is provided for all residential students by Housing and Residential Life
- Fire extinguisher training is presented to all RA's by University Police and North Spartanburg Department
- At least two fire drills are conducted each semester
- Smoke detectors are placed in each bedroom within campus student housing and common living space of each dorm room
- Smoke detectors and fire extinguishers are inspected by housing staff three times a semester
- Fire escape routes and information are posted on the back of each bedroom and exit door
- The Director of HRL and Chief of Police will reassess all procedures, updating as necessary and appropriate

Fire Drills

In order to insure fire equipment is working properly and that residents are aware of evacuation procedures, at least two fire drills will be held each semester. All residents are required to vacate their building upon hearing the fire alarm and proceed to the Hodge Drive parking lot. Those who refuse will be mandated to complete a fire safety class and receive disciplinary action. HRL staff will walk through the building to make sure all residents and guests have vacated. Escape routes are posted in your room/apartment.

Residence Hall Fire Procedures

In the event of a fire, sound the fire alarm immediately. Call 911. Provide important details including possible breaks in gas or electrical lines or other special hazards. Notify University Police at 7777 or 911 from a campus phone.

Evacuate the building according to the following procedures and escape plan:

- Everyone should walk out of the designated exit in a quiet orderly manner. RA's will check their respective halls and be the last individual to leave
- Do not close windows
- No one should enter the building when the alarm sounds.
- Students, staff and visitors will evacuate to the residential parking lot across from Magnolia and Palmetto Houses.

University Police will designate alternate sites if the need arises. Everyone must remain out of any driveway or other hard surfaced area close to the building. University Police will be designated to meet the first responder with a master key.

Access roads will be kept open for emergency vehicles. University Police will have a designated individual or group of individuals to ensure that all access roads are open. Students and staff members will be allowed to return to the building at the direction of the head housing officer at the scene, and only upon the recommendation of the Fire Department and University Police Department. The University Fire Marshal will designate evacuation routes for all buildings. Each building will have an alternate evacuation route. All media inquiries should be forwarded to the University Communications Director at 503-5210.

Villas Fire Procedures

If the fire is in your apartment, get out quickly. Close the door, sound the alarm by yelling “FIRE,” knock on other doors as you exit and notify the Police. If the fire is not in your room, leave if it is safe to do so. Be sure to take your room key with you in case fire blocks your escape and you need to re-enter your room.

To check for fire, touch the door with the back of your hand to test the temperature. If the door is cool, get low to the floor, brace your shoulder against the door and open it slowly. Be ready to close it quickly if there are flames on the other side. Crawl low in the smoke to the nearest exit; the freshest air is near the floor. If your room door is hot, do not open it. Instead, seal the door with wet towels or sheets. Turn off fans and air conditioners if possible. Call University Police 503-7777 or 911 to give your location. Signal from your window. Make note of the address for your apartment listed on the back of your front door. Your physical address is not the same as your mailing address.

Smoke Detectors

If the battery dies in your smoke detector, contact your RA immediately. Residents are responsible for notifying HRL if smoke detectors are not operating properly. Any resident alleged to have committed an act of improper use or abuse of fire prevention and control equipment will be subject to disciplinary action up to and including loss of housing privileges and/or criminal prosecution.

Severe Weather Information

The campus police department monitors weather for the campus community and takes responsibility for keeping the campus community informed of possible weather events.

The terms “watch” and “warning” are frequently used with weather conditions or events. A thunderstorm or tornado watch means that conditions are favorable for such an event. A warning, which is more serious than a watch, means that the weather event is imminent and you should take immediate action.

Tornadoes are a common weather phenomenon in the southeastern United States. Tornadoes are formed by severe thunderstorms, most frequently in the spring and summer, and are nature’s most violent and erratic storms. A tornado can travel for miles along the ground, lift, suddenly change directions, and strike again. There is little that can be done to protect buildings from the strength of tornado winds, but there are actions that can be taken to protect oneself. The first of these is to know the significance of warnings.

Tornado Watch

A tornado watch is given when weather conditions are favorable for the formation of tornadoes; for example, during severe thunderstorms. During a tornado watch, keep an eye on the weather and be prepared to take shelter immediately if conditions worsen.

Tornado Warning

A tornado warning is given when a tornado is sighted or indicated by radar. Because tornadoes can form and move quickly there may not be time for warnings. It is important to stay alert during severe storms. Although there is no guaranteed safe place during a tornado, some locations are better than others. In event of a tornado warning, students should take shelter immediately. Students will receive text messages and emails from the University to warn them of a tornado warning as well as for the “all clear” notice.

By following the following suggested safety tips, one can increase the chances of survival:

In the Tree Houses: Vacate your suite. Remain in the hallway, seated with back against the wall protecting head and neck as appropriate with pillows or other items, until your RA tells you that it is okay to return to your room. If possible, go to the lowest floor hallway (basement). Cover your head with a pillow. One basic rule to follow wherever you are is to avoid windows. An exploding window can injure or kill. Should it be

deemed necessary to follow the above protocol, HRL staff will give the ok for the students to return to their suites under public safety's direction.

In the Villas: Please go to the back-bedroom's bathroom and close door. Use pillows, blankets or even your mattress to protect yourself from flying debris. Remain there until it is safe to venture out.

After the Storm: Emergency services personnel are usually on the scene quickly after a tornado. Wait for help to arrive. If you are outside, avoid power lines and do not go into damaged buildings; they may collapse completely.

Hurricane Precautions

South Carolina is one of the many states along the Eastern seaboard of the United States that is threatened annually by hurricanes. Fortunately, the school is well inland and has only been affected by a few hurricanes in recent history. Campus and community residents can expect several days of early warning of hurricanes that could affect Spartanburg and the surrounding area. During that time, emergency plans will be reviewed and detailed instructions issued to the university community. Should a hurricane actually strike the campus, the same procedures outlined for tornadoes are to be followed.

Facilities Management

Entrance ways, stairwells and breezeways must be free from any obstacles that would hinder the normal traffic patterns. Bikes, motorcycles, and indoor furniture such as large chairs are not permitted on the porches or balconies. Care should be taken to keep the furniture, carpet, and appliances in original and working condition.

All suite/apartment furniture must remain in the designated suite/apartment.

Furniture left outside unattended can be removed and resident(s) will have to pay replacement charges. Residents may not move, substitute, or exchange items within the units.

Please respect your suite/ roommates' space. Each resident is responsible for the keeping of his or her suite/apartment in a clean and sanitary condition at all times. Each resident is responsible for seeing that the lobbies, hallways, buildings, grounds, and surrounded areas are kept in a clean and sanitary condition by depositing all trash in proper receptacles and dumpsters provided by the University.

Room Personalization and Decorating

Decorating your suite/apartment can immensely add to the comfort of your apartment and make it more homelike. However, there are precautions that must be followed to prevent damage or potential safety hazards. USC Upstate encourages residents to express their individuality in decorating, but please follow these guidelines to ensure the preservation of units and safety of not only your suite/roommates, but others who live around you:

- Residents shall not paint, wallpaper, or redecorate any of the furniture provided by the University
- Do not disassemble or remove any University furniture from the building, suite or apartment
- Light fixtures/wiring cannot be changed or modified
- Residents may only use approved materials to hang or display items on walls, doors, or ceilings in the units. Ordinary stick pins work well on posters and framed photos alike. 3M Command strips and white or grey sticky tack is allowed. No double back tape or nails/screws.
- String or battery (LED) lights of any kind are not allowed

Internet

Residence Halls and Apartments are wired with fiber optic cable to permit high-speed Ethernet access to the Internet. All students are provided with a free University e-mail address. Students are encouraged to use their Upstate email for all communication on campus. These email addresses are available and the primary contact for faculty and staff use for contacting the students.

Telephone Service

Land line telephone service is not provided in on-campus housing. A land line telephone is available in the lobbies of each residence hall at the front desk and at the desk in Sparty's.

Furnishings for each resident within the units:

In the Villas, these furnishings include a bed, two sets of dressers, a desk, bookshelf, chair, and shelf unit within the closet; kitchen equipped with major appliances such as refrigerator, oven, and stove; window blinds in living and bedrooms; and sofas/chair or loveseat/chair. All apartments are equipped with smoke detectors and fire extinguishers. USC Upstate supplies each apartment with Internet connections/WIFI and an outlet for television; however, we do not have cable in the apartments. Students must subscribe to a streaming service of choice.

In the Magnolia/Palmetto House furnishings include a bed, two sets of dressers, a desk, bookshelf, chair and wardrobe; the living room will have a micro-fridge unit, an upholstered chair and love seat (or sofa). USC Upstate supplies each suite with Internet connections/WIFI and an outlet for television; however, we do not have cable in the rooms. Students must subscribe to a streaming service of choice.

In all Campus Housing: School-owned furniture may not be moved from one room/apartment to another without the written permission of the Pro/Grad for that community. Lounge furniture may not be taken to a student's room under any circumstances. Overstuffed furniture presents a fire hazard and is prohibited. Personal bunk beds and/or lofts are prohibited.

Lifting and Lofting

The University offers students the ability to contract with our department to have their bed lifted or lofted by the deadline in July. Charges are applied to their account prior to their arrival on campus. If a student moves during the year, we will not adjust the bed and there will be no refund of the \$65-75 charge/bed.

If a student wishes to have their bed lowered for the spring semester, they must let housing know by Friday, December 2 and when they depart for the winter break, they must remove all items from the bed and around the bed in order for staff to change the bed. We will not touch any personal items and we will be unable to lower the bed if any belongings are in the way.

If a student who missed the deadline wishes to have their bed lifted/lofted (provided we did not reach the initial 50 requests) for spring, they must make that reservation with housing by December 2 and when they depart for the winter break, they must remove all items from the bed and around the bed in order for staff to change the bed. We will not touch any personal items and we will be unable to lift/loft the bed if any belongings are in the way.

Rooms with lofted beds will also have a ladder for use as standing on furniture is not allowed and an additional safety guardrail must be used.

Maintenance Requests

Residents should submit a Residential Maintenance Request through the housing portal button on using the form online at the HRL webpage at <http://webapp.uscupstate.edu/mainreq/request.aspx> to notify the HRL staff of any maintenance concerns. Residents cannot make repairs to any part of the units. The HRL staff reserves the right to enter any unit to make necessary repairs. Work orders must be completed by the resident in order to have proper documentation for maintenance staff.

For emergency maintenance requests call the office at ext. 5422 during business hours. After hours, contact the RA on-duty in your designated area.

Emergency maintenance requests include:

- Water leaks
- Toilet stoppages and/or toilet overflows
- Air conditioners if the temp is 80 degrees or above
- Heaters if the outside temperature is below 60 degrees
- No hot water

Any damage or misuse by residents or guests to the building/suite/apartments or to the common areas (lobbies, hallways, laundry room, game room, and volleyball and basketball court, etc.) necessitating repairs will be charged to the resident and will be required to be paid within the HRL Office within one week of the damage assessment. If no one assumes the responsibility for the damage, a prorated charge will be assessed. All students within the area of damage or destruction will share in the cost of repair. The charge will be posted on the resident's student account. Once damage fees are assessed, residents have 30 days to appeal the charge. This includes changes that come at the conclusion of the academic year or when a resident vacates their space (in the event of an early departure or room change).

The HRL retains a key to each suite/apartment/room. Suites/ apartments may be entered for scheduled or requested maintenance checks, inspections, filter changes and extermination. HRL reserves the right to make inspections at any time.

The units are sprayed on a regular basis to control pests. Residents can help this effort by keeping their rooms and suites/apartments clean and keeping all food stored properly. Submit a Residential Maintenance Request form online at the HRL webpage if you have a problem with pests.

Power Bills

HRL will pay the power bill for the Villas up to \$90 a month. Any amount over the allotted \$90 dollars will be the responsibility of the residents.

Health and Safety Inspections

The HRL will conduct health and safety inspections of suite/ apartment units four times a semester and as deemed necessary to ensure health and safety guidelines are being maintained.

If during routine maintenance checks, a unit is found significantly below health and safety standards, the residents will be given 24 hours to correct and clean up the apartment. The RA will specifically cite problems that need to be corrected to avoid fines.

Charges will be made for damages to, unauthorized use of or alterations to any assigned space, furniture, equipment, and/or for special cleaning necessitated by student negligence. Suitemates/Roommates are jointly responsible for the care of common areas, furniture and/ or equipment. Space must be able to pass fire code at all times.

You are reminded of the primary right to live in a clean environment. Residents who have hygiene issues will receive a written warning regarding the issue. Continued problems may result in pest control charges, charges related to damage of unit, and/or loss of housing.

The University reserves the right for authorized persons to inspect all areas of the residence halls and apartments. The professional or graduate housing staff including AHDs and the Resident Advisers/Community Administrative Assistants are among those authorized to enter residence hall and apartment rooms and conduct inspections. Regular Health and Safety checks and inspection are scheduled for once a month. Date ranges for these Health and Safety checks are listed. Rooms must be clean and orderly with clothes stored, trash emptied, floors clean, and furnishings free of dust. Failure to comply with room check regulations may result in disciplinary action. Health and Safety Checks will occur during the periods below:

Fall 2022		Spring 2023	
	Sept 19-23		Jan 16-20
	Oct 17-21		Feb 13-17
	Nov 14-18		Mar 20-24
		Pre-Closing Inspection	April 9-20

Room Entry Policy

All efforts are made to reduce the frequency that staff of Housing and Residential Life must enter into a student’s living space. For routine maintenance (such as pest control, air filter changes, monthly health safety inspections, etc.). the office of Housing & Residential Life will provide at least 48-hours’ notice. Notices will be e-mailed to your Upstate email account and posted on your RA’s door. The Vice Chancellor of Student Affairs, Dean of Students, Director of Housing & Residential Life, ADHRL, ADRE, ADO, RLGA, AHD, RLPA, professional or graduate staff serving in the On-Call rotation, Resident Advisers, Community Administrative Assistants, Facilities Management/Maintenance, and Campus Safety personnel are among those authorized to enter residence hall and apartment rooms and conduct searches for suspected policy violation or to conduct wellness checks and/or check of presence.

There are some circumstances that can occur where notice will not be given to you:

- Emergency repairs to protect the facility and/or health and safety of residents
- Behavioral concerns of a student may constitute a violation of college policies and/or pose a risk to the health and safety of a student
- Work order was submitted to Housing and Residential Life requesting that specific work be completed in a suite or apartment

The following guidelines are used by all staff in Housing and Residential Life in regards to room entry:

- Authorizing college personnel will not enter a student room without first knocking and identifying one’s self
- If assigned occupants are not present, a pass key may be used to gain entry. If assigned occupants refuse entry, the staff member may ask for additional staff support and/or depending on circumstances may contact campus police for additional help
- Whether the occupants are home or not, staff will announce they have entered the space
- Whenever possible, the purpose of the entry will be stated to the occupants of the room
- Staff are not authorized to enter a student’s room upon the request of another student
- Rooms are routinely entered during the vacation periods for safety and security reasons (i.e. check thermostat, perform routine or preventative maintenance, etc.)

Insurance and Liability

USC Upstate does not assume any liability or responsibility for the loss, damage or theft of any personal property or damages resulting from negligence of any residents, accidents, acts of nature and/or appliance/equipment failure; this includes water leaks in the suite/apartment.

The easiest way to avoid loss of your belongings is to keep your suite/apartment locked whenever you are not there and valuables securely put away. Residents wishing to protect themselves from the possibility of such losses should cover their belongings with insurance.

We require all residents to have a personal property insurance or rider to a Homeowner's policy uploaded in SSC on the Housing portal. Contact your local or hometown insurance agent to obtain renters insurance. In some cases, dependents may find coverage under their parents existing homeowner's policy. All residents are encouraged to check their homeowner's policy to make sure their belongings are properly insured while living on campus. There are companies that work solely with college and university students to insure them at very low premiums and deductibles; check out NSSI, Dorm Defense or Grad Guard. Failure to provide a declaration of renter's insurance will result in student conduct charges and weekly fines assessed to the student.