

Welcome to Life On-Campus

The staff within the office of Residence Life & Housing proudly welcomes you to the residential community at Norfolk State University. The Office of Residence Life & Housing supports the academic mission of Norfolk State University by offering opportunities for individual and collective growth to residents in their pursuit of academic excellence. Our goal is to create a pleasant living and learning environment during your tenure at NSU. We anticipate this year as being our best year yet and we hope that you will take the opportunity to become involved in campus life.

Living in a residence hall is a great opportunity for you to interact with people from different backgrounds, get involved with campus life, enhance your personal growth and development, and create friendships that will last a lifetime.

On-campus living can be a rewarding experience as well as a challenging one at times. As a resident you have certain rights and responsibilities. The rules and guidelines outlined in this handbook govern the residential living policies at Norfolk State University. As a resident student, you share the responsibility for abiding by all University policies and respecting the rights of other residents.

We are here to help you adjust to campus life and to ensure that your time on campus is a pleasant, rewarding and memorable living and learning experience. Please utilize the numerous resources made available and take advantage of the educational, social, recreational, and cultural programming that we have planned for you.

Help us help you to have a rewarding and successful year!

Faith Fitzgerald

Director, Residence Life & Housing



Mission Statement

To create a living and learning environment that both challenges and supports the personal, social, cultural, and academic development of Norfolk State University students housed in campus Residence hall facilities by providing safe, clean and well-maintained facilities to sustain an environment conducive to learning and enhancing personal growth.

Goals and Objectives

We, the staff of the Office of Residence Life & Housing, promise to:

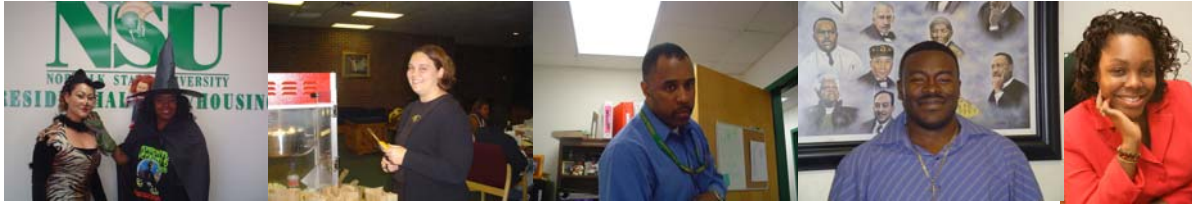
1. Provide a high level of support and service to all students living in the residence halls.
2. Continue to create quality programming and activities with administrators, faculty, staff, and students to facilitate the personal and academic growth of all resident students.
3. Provide opportunities for learning and leadership development.
4. Provide a safe and secure living and learning environment.



Residence Hall Association

All students who live in residence halls are members of the Residence Hall Association (RHA). The RHA represents the interest of residents to the Office of the Vice President for Student Affairs, the Administration, and the Student Government Association.





Meet Our Staff

Each residence hall is staffed with a Residence Hall Coordinator, a Graduate Assistant, and several Community Assistance Officers. In addition to the staff, there is a student Resident Assistant (RA) assigned to each floor. The residence hall staff has the responsibility of administering and enforcing University policies and regulations, while acting as a listener, mediator, and resource person. Each resident is encouraged to get to know the staff and resident assistants.

Resident Assistant (RA)

RAs play a major role in developing and maintaining a positive community on the floor and in the residence hall. Your RA is there to help you. He/she can assist you with resolving maintenance problems, roommate conflicts, or other issues that might arise. Your RA also works hard to plan programs designed to enhance your academic and personal growth throughout the academic year. Get to know your RA!

Graduate Assistant (GA)

Each residence hall is supervised by a graduate student. GA's oversee all of the RAs housed within their respective building and are responsible for overseeing all social, cultural, recreational, and educational program administration. GA's also provide student counseling follow-up, crisis and emergency assistance, conflict resolution, and mediation. Your GA is a great resource for talking through issues and/or problems you may experience while living in a residential environment.

Community Assistance Officers

Each residence hall has several full-time employees that work as support staff to assist you. They are located at the front desk of each residence hall, which is staffed twenty-four hours a day, seven days a week.



Residence Hall Coordinator (RHC)

Each residence hall has a full-time Residence Hall Coordinator who is responsible for managing the day-to-day operations of the entire residence hall. Their duties include addressing maintenance issues, room assignments and many other tasks. Please let them know how they can be helpful to you!

Residence Life & Housing Office Staff

The office staff is made up of several full-time employees who are dedicated to serving the needs of our resident students with administrative tasks such as coordinating housing applications, room assignments, handling maintenance requests and dissemination of important information. The Office of Residence Life & Housing is located in James Bowser Building, Suite 112.

Assistant Director for Residence Life

The Assistant Director for Residence Life coordinates all educational, social, recreational, and cultural programs in the residence halls. This staff member is responsible for enhancing the quality of life for all residents in our living and living community.

Assistant Director for Business Operations

The Assistant Director for Business Operations coordinates and oversees the Residence Life & Housing budget, office operations and business transactions. This staff member is responsible for implementing policies and procedures, to ensure the Office of Residence Life & Housing is financially secure and operates without interruption.

Housing Manager

The Housing Manager coordinates and oversees all maintenance/repair and service needs of all residents. This staff member is responsible for implementing policies and procedures, to ensure timely repairs are done and that all students are housed in safe and comfortable surroundings.

Director of Residence Life & Housing

The Director is responsible for developing and implementing policies and procedures to ensure sound management of the Office of Residence Life & Housing, its employees, support staff, and all resident students.



Living on Campus



Residents living on campus are housed within a living and learning environment. Located throughout the campus are offices and areas designed to ensure students have the resources available to ensure academic success and personal growth. Listed below are several key areas that resident students may need to utilize while living on campus.

NSU Postal Services

The University Mail Room is located on the first floor of the Mills E. Godwin Student Center.

Telephone: (757) 823-8332

Hours of Operation:

Monday - Friday, 7:00 a.m. – 4:00 p.m. for daily pick-up.

The NSU Postal Service can weigh letters and packages and will pick up from the mailroom from Monday-Friday 7:00 a.m. - 4:00 p.m. Full mail service is provided at the U.S. Post Office located at the corner of Church Street & Brambleton Avenue.

The University mailroom is closed on weekends.

NSU Post Office Procedures:

Mailboxes are assigned individually to on-campus residents with a valid student identification card. The ID is necessary to retrieve mail and packages. Residents should not allow others to retrieve your mail. Use only the name specified on your NSU ID for incoming mail. All delivered packages must be picked-up immediately upon notice of delivery. The University encourages packages to be delivered by UPS. Students receiving packages by UPS must have their building name and room number indicated on the package.

All mail not picked up will be returned after 10 days.

Residents should have their mail addressed in the following manner:

STUDENT NAME

Norfolk State University 700 Park Avenue, Unit #

Norfolk, Virginia 23504-8080



Campus Parking/Vehicle Policy

Norfolk State University is a decal controlled campus. All resident students desiring to park on campus must purchase a “Resident Student” parking decal. Parking decals may be obtained from the Spartan Ticket Center from Monday-Friday (9:30am-5:30pm). Students must complete a vehicle registration form and pay the appropriate decal fee in order to receive a parking decal.



Students parking on campus must utilize the parking lots designated for resident students. Parking is also available in those lots designated for open parking. Students receiving a parking citation for any violations they may have committed should contact the Office of Parking Services at 823-2211 or visit them in Spartan Station Mall (Suites 124-125).

Shuttle Transportation Services

The Office of Parking and Transportation Services offer free shuttle service for residents, faculty, staff and visitors. Each shuttle is equipped to accommodate disabled persons and operates daily throughout the campus at designated shuttle stops. Shuttle buses currently run every 15 minutes from Monday –Thursday 7:30a.m. - 11:30p.m. and Friday 7:30a.m- 8:00p.m. In addition, there is a Weekend Mall Shuttle Service, which transports students at no charge to MacArthur Mall, Military Circle Mall and the Wal-Mart on Military Highway. The shuttle bus departs from in front of Brown Hall Circle (near the Library) on Saturdays (the bus runs continuously from 12:00noon until 9:00pm) and Sundays (the bus runs continuously from 1:00pm until 6:30pm).



The shuttle does not operate during home football games, school breaks, holidays or summer sessions.

In conjunction with Old Dominion University, free shuttle service for residents attending classes on both campuses is offered 7:20a.m.- 4:20p.m., Monday-Friday. Stops are made at Brown Hall Circle (near the Library) and the ODU Webb Center (front side). The service is available daily, with buses leaving every twenty (20) minutes, after each hour. The last shuttle for NSU/ODU service leaves at 4:20 p.m. from both locations.



Lyman Beecher Brooks Library

LIBRARY HOURS

MONDAY – THURSDAY
8:00 a.m. – 11:00 p.m.

SATURDAY
1:00 p.m. – 5:00 p.m.

FRIDAY
8:00 a.m. – 5:00 p.m.

SUNDAY
2:00 p.m. – 8:00 p.m.

RESERVE ROOM HOURS

MONDAY – THURSDAY
8:00 a.m. – 11:00 p.m.

SATURDAY
1:00 p.m. – 5:00 p.m.

FRIDAY
8:00 a.m. – 5:00 p.m.

SUNDAY
3:00 p.m. – 9:00 p.m.

Holiday and summer hours will be posted at the entrance of the library.
Library hours are subject to change without notice.



NSU Dining Services

Spartan Station Food Court

MONDAY – FRIDAY 12:00 p.m. – 9:30 p.m.

SATURDAY & SUNDAY 12:00 p.m. – 7:00 p.m.

Scott – Dozier Dining Hall

Monday – FRIDAY

BREAKFAST 7:30 a.m. – 9:30 a.m.

LUNCH 11:00 a.m. – 1:30 p.m.

DINNER 4:30 p.m. – 6:30 p.m.

SATURDAY & SUNDAY

BRUNCH 10:00 a.m. – 1:00 p.m.

DINNER 4:30 p.m. – 6:00 p.m.

Godwin Center Grill

MONDAY – FRIDAY 8:00 a.m. – 8:00 p.m.

SATURDAY & SUNDAY 1:00 p.m. – 7:00 p.m.

The Bodega

MONDAY – FRIDAY 12:00 p.m. – 7:30 p.m.

Faculty / Staff Dining Room

MONDAY – FRIDAY 11:00 a.m. – 2:00 p.m.



Important NSU Campus Telephone Numbers

Access	823-8507	Information Technology	823-8678
Academic Affairs	823-8408	Library	823-8873
Advancement	823-8323	Parking & Transportation	823-2211
Admissions	823-8396	Residence Life and Housing	823-8407
Bookstore	823-2037	Registrar	823-8377
Box Office	823-8617	Student Activities	823-8200
Cashier	823-8121	Student Affairs	823-8141
Career Service	823-8462	Student Government	823-8205
Counseling	823-8173	Ticket Center	823-9009
Customer Service	823-2772	WNSB Radio Station	823-9672
Dining Hall	823-9476	Yearbook	823-8847
DNIMAS	823-2511	Spartan Echo	823-8562
Educational Health Center	823-8703		
Identification Cards	823-9479		

Residence Hall Numbers

Babbette Smith North	823-8062	Midrise Hall	823-2256
Babbette Smith South	823-8114	Phyllis Wheatley Hall	6262791
Charles Smith Hall	823-9116	Rosa Alexander Hall	823-8859
Lee Smith Hall	823-2255	Samuel Scott Hall	823-8271



Residential Living



Norfolk State University residence halls operate on a “living and learning” community concept. Resident students are challenged to live peacefully and to interact with others from different cultural, religious and socioeconomic backgrounds. The Office of Residence Life & Housing is committed to achieving with excellence by ensuring that service to our students is our highest priority.

Guidelines and Procedures

Norfolk State University and the Office of Residence Life & Housing reserves the right to develop and implement new policies or regulations not presently included in this handbook.

Residence Hall Assignments

Residential living at NSU is categorized as follows:

Female

Rosa Alexander Hall
Mid-Rise Hall
Phyllis Wheatley Hall

Male

Samuel Scott Hall
Charles Smith Hall

Residential First Year Experience

Babbette Smith Hall – North (Female)
Babbette Smith Hall – South (Male)

Honors Residence Hall

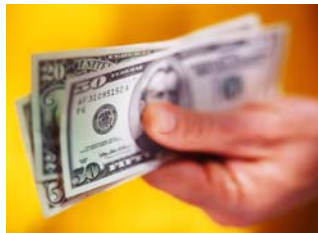
Lee Smith Hall

University Apartments

Spartan Suites (University Apartments)



Payment of Fees



A non-refundable housing deposit of \$300.00 must be received by the deadline date, (May 31st for Fall entry, November 1st for Spring entry) to reserve on-campus housing. Only applications accompanied by deposits will be considered. No bed spaces are guaranteed after the deadline dates.

Cashier checks or money orders should be made payable to **Norfolk State University**. The student's name and social security number or NSU ID # must be included on your money order or cashier's check.

Students are required to occupy their assigned room on or before the first day of classes. Failure to do so could result in the loss of on-campus housing.

Students must satisfy all prior financial obligations and have completed payments or made satisfactory payment arrangements for the current semester in order to complete the housing process. Students must be registered for the current term to receive a key.

To inquire about their individual accounts, students need to contact the Student Financial Services at (757) 823-8381.

Roommate Request(s)

Requests for roommates will be honored, to the extent possible, provided the request is mutual, in writing, deadlines for fees are met and each person requesting to be roommates meet all requirements for living in the requested residence hall.



Occupancy of Rooms

Students are required to occupy their room on or before the first day of classes or they may forfeit their room reservation.

Check-In

Prior to checking into the residence hall, each student should have completed all financial arrangements at the Business Office. All discrepancies in the room must be noted and reported to the residence hall staff prior to occupancy to avoid any unwarranted charges. The staff will issue keys/combination and telephone numbers to the students assigned their respective residence hall.



Housing During Breaks

All residence halls will be officially closed during the Thanksgiving, Winter, Spring and Summer Breaks. Continuing residents and graduates will receive updated information with specific dates and times they must vacate their respective residence hall.



Students residing in Spartan Suites are allowed to remain in their apartments during all University breaks. However, those residents who will not be renewing their lease for the upcoming fall semester should plan to vacate their apartment by the end of July.

Withdrawal Procedures

If you are withdrawing from the NSU residence halls, you must contact the assigned residence hall personnel. Residents are responsible for removing all personal possessions and room cleaning, which must be verified by the Resident Hall Director. The student is responsible for completing all paperwork to complete the withdrawal process.

There will be a \$100 charge for all rooms/suites not cleaned and a \$75 per key charge for all keys not returned. Both offenses are subject to possible sanctioning that could prohibit future residency in the residence halls. In addition, students withdrawing from the residence halls will incur a \$50 charge for improper check-out if they fail to complete any part of the withdrawal process. Students should contact their respective Residence Hall Director if they have questions. Students may also contact the Office of Residence Life & Housing at (757) 823-8407 or email us at housing@nsu.edu.

Check-Out Procedures

Prior to student check-in and upon checkout, each residence hall will have staff assigned to check the condition of the room/suite. Damages and other discrepancies will be noted on the back of the resident's card. Normal wear is not penalized. Should the resident in violation not be known, all residents assigned to the room will be charged. All residents assigned to a room/suite are responsible for cleaning his/her side of the room. Rooms and/or suites must be clean and free of all trash. Students housed in suites must ensure that the bathrooms are clean. Charges will be assessed for broken, damaged, misplaced, or out of area furniture.

- **Failure to follow correct check-out procedures will result in a fine and possible sanctioning that prohibits future residency in the residence halls.**



Consolidation Procedures

It is the policy of the Office of Residence Life & Housing to consolidate residents after the late registration period.

Residents may change rooms only during this open room change period. Residence hall staff must be notified prior to room changes. Residents will be fined \$50.00 for improper room changes and may be subject to further penalties and/or disciplinary action. Failure to consolidate by the designated date may result in an automatic single room rate charge being applied to the student's individual account.



Furnishings/Decorations

All rooms are furnished with beds, closets, desks and chairs. Students are permitted to bring a radio, television, (earphones are recommended), clock, computer, desk lamps (a necessity) and small rugs. **ADDITIONAL FURNITURE IS NOT PERMITTED, FURNISHINGS ARE NOT TO BE REMOVED, AND UNIVERSITY (LOUNGE) FURNITURE IS NOT PERMITTED IN STUDENT ROOMS.** Mattresses are to be used on the bed frames provided and not on the floor. Students must provide their own bed linens (sheets, pillow cases, blankets), and mattress covers.

Residents living in suites must provide their own shower curtains, cleaning supplies (deodorizers/cleaners for bathrooms) and cleaning equipment (brooms, mops, mini vacuum cleaners, etc). The University will supply trash bags and bathroom tissue. **Students housed in suites must remove their shower curtains and curtain rods before check-out.**

Room Decorations



All decorations must be nonflammable materials. Wire, rope, or string may be strung across the room; no tacks, pins, nails, paste or glue is to be on the walls or wood works.

Door decorations: message pads, etc. are limited to two pieces not larger than 8 ½" x 14" each. No offensive alcohol/drug related posters or paraphernalia are permitted. Ceiling Decorations: No glow-in-the-dark stars, etc. are permitted on the ceilings or walls.



Windows and Window screens

Climbing in and out of windows and/or using the window as an entrance or exit to a room is prohibited. A \$50.00 fee will be assessed for unauthorized removal of window screens. Students removing screens may be subject to paying the replacement fee if the screen is damaged and/or missing.

Refrigerators

Refrigerators are not to be larger than four (4.0) cubic feet. Violators will be subject to disciplinary action. All personal refrigerators must be kept clean at all times. The University reserves the right to request the removal of any personal refrigerator that is not clean from the residence hall.

Food Preparation

All cooking (including warming) of food in the residence hall rooms is prohibited for health and safety reasons. The Office of Residence Life & Housing provides microwaves in each residence hall for students to use.

Prohibited Items

- a. Pets
- b. Electrical Appliances –Authorized appliances for use in the student rooms include radios, clocks, computers, irons, and desk lamps; provided they have the Underwriter's Laboratories, Inc., approval U/L Label affixed to the appliances well as to the cord. Hotplates, toaster ovens, microwaves and other cooking/heating appliances are prohibited and will be confiscated.
- c. Weight Lifting Equipment.
- d. Extension Cords or Multi-plug adapters.
- e. Candles/Incense or other flame emitting devices.
- f. Weapons (to include but not limited to: Knives, Air-Guns, Stun-guns, and blow darts), Firearms and Fireworks.
- g. Smoking is prohibited in all of the residence halls.
- h. Bicycles are not permitted in the residence halls.
- i. Failure to follow the guidelines will result in disciplinary actions and/or a fine.



Services and Facilities

Reception Desk

A reception desk is located in the common area of each residence hall. Residents must present their NSU ID as requested for entry or identification throughout the halls at any time. Failure to do so will result in disciplinary action. A staff person is on duty at each reception desk, twenty-four hours a day, seven days a week, to give general information and during specified hours will provide paging service for residents and visitors.



Paging service is not available during the following times:

Sunday -Thursday	11:45 PM–9:00 AM
Friday - Saturday	1:00 AM – 9:00 AM

Loitering is not permitted around the reception desk in any of the residence halls.

Cable

The Office of Residence Life & Housing provides cable in the residence halls during the academic school year at no additional charge to the student. The cable in the residence halls will be turned on at the scheduled date of check-in for the fall semester each year. The cable will be turned off on the scheduled date of check-out at the end of each spring semester. Cable is not provided during the summer.



Telephones

One telephone jack is located in each room. Students must provide their own telephone and will need a calling card for long distance service. The following conditions and restrictions apply:



- Only local calls may be dialed direct.
- Long distance calls made by resident students must be “collect” or made with a personal credit card.
- Collect calls (either local or long distance) may not be accepted by any student using a telephone connected through a residence hall telephone line.



Should the Office of Residence Life & Housing incur any charges due to telephone charges from a resident student's use, the student will be responsible for payment and may be subject to disciplinary action.

Laundry Facilities



Coin operated washing machines and dryers are located on designated floors of each residence hall. Students experiencing problems with the laundry facilities should contact the staff member or RA on duty.

Tampering with or abuse of coin-operated machinery is prohibited.

Vending Machines

For the convenience of residents and their guests, vending machines are located in the lobbies of the residence halls. Students experiencing problems with the vending machines should contact the staff member or RA on duty. Tampering with or abuse of vending machines is prohibited.

Use of Residence Hall Facilities

All lounges, offices and other residence hall facilities are designed for the exclusive use of the residents and the residence hall staff in support of the residence hall programs as outlined in this handbook. The use of residential facilities for any other purpose without prior, written approval of the Director of Residence Life & Housing is prohibited.

Custodial Services

Custodial staff is assigned to each residence hall. The custodians are responsible for the care and cleaning of the lounges, hallways, stairways, hall bathrooms, and other common areas in the residence halls. All trash and other litter from individual rooms should be put into bags and brought downstairs and placed in the receptacles found on the outside of the building. The custodial staff members must be extended the same courtesies and respect as other staff members. Littering is prohibited. Any resident found in violation of littering inside or on the grounds of any residence hall will be subject to immediate removal from on-campus housing, disciplinary action, and/or fine. In addition, the right to reside in residence hall may be forfeited during subsequent semesters while a student at Norfolk State University.



Storage

Small suitcases and bulky items may be stored in or above the closets assigned to each resident. All items are stored at the owner's risk. Students are encouraged to insure their property while at the University.

Safety/Security/Fire/Emergencies

Norfolk State University is an open campus. Students are encouraged to be alert and aware of their surroundings at all times. Any suspicious activity should be reported immediately to the staff member or Resident Assistant at the front desk of the residence hall or to Campus Police.



Campus Police Telephone Number: (757) 823-8102

Police Emergency Telephone Number: (757) 823-9000

Safety & Security

KEYS: At the beginning of each semester, each resident student will be issued a key and/or combination to his/her assigned room. **Do Not Lose Your Key! Do Not Give Your Key and/or Combination To Anyone!** Once they have received a key, each resident is responsible for his/her key to their assigned room. In the event a student is locked out of his/her room, a \$10 lockout charge will be applied to their account for each incident. In the event a key is lost or misplaced, a \$30-\$75 fee will be assessed to cover the replacement fee of the key and/or lock. Students who need assistance should contact their respective Residence Hall Coordinator or staff person on duty or contact the Office of Residence Life & Housing.



WARNING: Duplication of keys is prohibited! No friends or family members will be issued a key/combination to a student's room/suite at any time!

RESIDENTS MUST KEEP THEIR DOORS LOCKED AT ALL TIMES WHEN THEIR ROOM/SUITE IS NOT OCCUPIED.

NSU is not responsible for the theft or loss of money or any personal property for any reason. Resident students are strongly encouraged to obtain Renter's Insurance upon receiving their room assignment. Information regarding this type of insurance may be obtained from the Office of Residence Life & Housing (757) 823-8407 or from any staff member in the residence halls.



Fire Safety

The University insists that all students who live in the residence hall comply with the Fire Safety Regulations.

Fire extinguishers, fire alarms, smoke detectors, and other fire prevention equipment are provided in the Residence halls as a safeguard for students and their property. Tampering with fire safety equipment is prohibited and false fire alarms will result in disciplinary action.

Overloaded electrical circuits are hazardous. The University does not permit the use of electrical appliances, other cooking devices, sun and/or halogen lamps, electrical cords or multi-plug adapters.

Under the direction of the residence hall staff, fire drills will be held on a scheduled basis. Residents will be given detailed instructions on regulations and procedures for fire drills in their living areas. **Failure to respond to, or in any way inhibit, a fire drill will result in severe disciplinary action.** All fire alarms, when sounded, are considered as fire alerts and the building must be evacuated immediately. **Participation in fire drills is mandatory.**

Fire Drill/Evacuation Procedure

When An Alarm Sounds:

1. Follow exit routes as posted in the Residence Hall. Under no circumstances should a student enter a smoke filled area.
2. All Resident Assistants will knock on the doors of their assigned area of responsibility as they are exiting the building.
3. Designated rooms in each Residence Hall have been especially equipped for physically challenged persons. It is the responsibility of the RA and staff person on duty to ensure the immediate evacuation of physically challenged persons in their area.



****NOTE:** State fire laws prohibit the use of elevators during fire evacuations. Designated officials in the evacuation area will transport physically challenged persons.

All students must evacuate the building. The building and adjacent area around the building must be completely cleared. An “ALL CLEAR” signal will be given by a staff member, at this time students may return to the residence hall and their rooms.



Inclement Weather

Precautionary measures for preparation of inclement weather:

1. Maintain bottled drinking water and non-perishable foods in your room.
2. Obtain a flashlight with batteries.
3. Have battery-operated radio.
4. If you need special medication, be sure to have an ample supply.
5. Notify the staff person in charge of any special medical needs.
6. Remove all items from the floor in the event of flooding.
7. Tape all windows.



Precautionary measures during the storm:

1. Keep in contact with your Resident Assistant (RA) for special instructions as they occur.
2. In case of high winds, stay away from windows and heavily glassed areas.
3. Report damages or repairs needed immediately.
4. Remain in the building until instructed to report to the evacuation site and keep your flashlight with you in case of power failure.
5. Keep your radio tuned to a local station for storm updates.

Steps to be taken after the storm:

1. Check for structural damages and report them immediately.
2. Be careful of flooded areas, contaminated water, fallen power lines and other hazardous conditions attributed to the storm.

Visiting privileges are suspended during inclement weather.

Evacuation of Residence Halls

The procedure for evacuating the halls, should it be necessary, will be the same as for fire drills. The fire alarm will be the primary signal for evacuating the residence halls. Emergency evacuation procedures are posted in all residence halls. Residents are asked to secure all belongings and lock the room/suite door. **The University will not be held responsible for your belongings.**



***If you are instructed to evacuate the residence halls, all residents are asked to pack essential items such as the following: a blanket, pillow, extra clothing, ID card, personal toiletries and medication. (If medications need refrigeration, please inform the staff person on duty).

Medical Emergencies

The University Spartan Health Center is located on the east side of Campus in the Spartan Station Mini-Mall. You must present your current Norfolk State University Spartan Card (NSU ID) to the health center for service. The hours of operation are: Monday-Friday, 8:30 a.m.- 5:00 p.m. Students desiring to use the services of the Health Center should call (757) 623-5558.



For all campus emergencies: Please dial the general emergency number: 911.

Student Health Information

Procedures to follow in the event a student becomes ill in the Residence Hall:

1. Contact your RA or the staff person on duty immediately.
2. Staff will check the student and contact University Police.
3. University Police will contact the nurse in the Student Health Center.
4. The nurse communicates with the student and follows-up on needed medical treatment.
5. If emergency medical transportation is needed, the police department will make the necessary arrangements.

Always carry your NSU Student I.D. card with you to the hospital.



University Right To Entry

Inspection and Search Policies and Procedures:

A. Room Entrance: University officials authorized by the Vice President of Student Affairs and/or the Director of Residence Life & Housing may enter a locked or unlocked room at any time if such officials:



- 1) Have reason to believe that the room in question is occupied.
- 2) Have reason to believe that one or more persons inside the room in question are, at the time, violating a criminal law or University regulation or have fled apprehension.
- 3) Have knocked on the room door and identified his/her self.

B. Room/Suite Inspection: The University reserves the right to enter locked or unlocked rooms at any time, regardless if the occupants are present or not, for the purpose of inspecting the building and other University property, and/or doing those things necessary for maintenance. Evidence of violation of federal, state or local laws and/or University regulations observed at such times will be referred to the Office of Student Affairs and University Police, when appropriate. Room inspection will be performed by the Residence Hall Coordinator, and/or designated staff.

Cleanliness Criteria:

1. Clean blinds.
2. Make beds (beds must be free of clothing, etc.).
3. All trash must be removed from the bedroom/suite.
4. All shoes and clothing must be put away.
5. Floors – (Tile/Carpet) must be swept and/or mopped.



Bathrooms (Suites) – The student must:

- a. Sweep and mop bathroom floors.
- b. Sanitize commodes, inside and out.
- c. Clean mirrors, sinks, and counters.
- d. Clean and sanitize trash bins inside and out.
- e. Thoroughly clean shower tile and floor (shower must be free of build-up at all times)
- f. Shower curtains must be washed and free of build-up at all times.



Residents found in violation of not keeping a clean room will be given a designated timeframe to clean their room of up to twenty-four hours. If the room is not cleaned at the end of the specified period, the resident or residents will be charged a fine and/or referred for disciplinary action.

- C. **Room Search:** All room searches, except those conducted under warrant by law enforcement officers, must be approved by the Office of Student Affairs or in his absence, the Director of Residence Life & Housing. A room may be searched if there is reasonable cause to believe that a person is using a room in the residence hall in violation of federal, state or local laws, or University regulations.

The occupant(s) of the room to be searched will be invited to be present during the search if available. The occupant(s) will be informed of the purpose of the search. All students residing in any residence hall are subject to a search of any property owned by the University. Any materials found may be used in a University Disciplinary hearing, or in a court of law or both.

Resident Visitation Policies & Procedures

General Policy

Norfolk State University believes that an important part of a student's education is achieved within the group living atmosphere maintained in its residence halls. They are designed to meet the housing needs of those students who desire to live on campus. Policies and guidelines for residential living have been instituted to facilitate an atmosphere conducive to academics, safety, welfare and comfort of all residents and visitors in the residence halls. The Residence Life & Housing program is built on trust and cooperation.



Visitation

The information listed below pertains to all residence halls on campus except Spartan Suites. For information on residential and visitation policies in Spartan Suites, please refer to the Spartan Suites Handbook. All residence hall lounges are open to visitors only during scheduled hours. The visiting schedule will be posted at the Reception desk in each hall. Visitors should come to the Reception desk, located in the main lobby of each residence hall and present a valid, pictured identification card. Visitors who do not present a pictured identification card will not be allowed to page or visit anyone in the residence halls. All guests/visitors must sign in/out of the residence hall they are visiting and must be accompanied by a resident of the same hall at all times!

Residents are reminded that they are responsible for the behavior of their guests and that the University Residence Life & Housing Rules and Regulations also apply to visitors and guests. Residents and visitors should refrain from loitering inside or outside of the entrance to the residence halls. Residence halls are closed to all visitors during the examination periods.

The Office of Residence Life/Housing reserves the right to refuse a visitor's entry to any Residence hall and/or Spartan Suites, when necessary.

Visitation Hours (same gender)*

Sunday-Thursday	9:00 am – 12:00 am
Friday and Saturday	9:00 am – 2:00 am

***Exception = Lee Smith, Honors Hall**

Sunday	9:00 am – 12:00 am
Monday-Thursday	9:00 am – 7:00 pm and 9:00 pm – 12:00 am
(No visitation from 7:00 pm – 9:00 pm)	
Friday and Saturday	9:00 am – 2:00 am

Parents are encouraged to visit students and must also adhere to the visitation policy. Parents are not permitted to spend the night in the residence halls.



Co-educational Visitation Policy

Any students assigned to a residence hall may host a guest or visitor in his or her room in a manner consistent with the visitation policy for each living unit. All visitors must leave a valid picture identification card and sign-in/out with the housing staff on duty in the hall they are visiting. Co-ed study groups are allowed in the study rooms on weekdays. Study groups are limited to a maximum size of five.

Co-Education Visitation Hours*

Sunday –Thursday	4:00 pm-12:00 am
Friday and Saturday	4:00 pm - 2:00 am

***Exception = Lee Smith, Honors Hall**

Sunday	4:00 pm – 12:00 am
Monday-Thursday	4:00 pm – 7:00 pm and 9:00 pm – 12:00 am (No visitation from 7:00 pm – 9:00 pm)
Friday and Saturday	4:00 pm – 2:00 am

- Common courtesy dictates that you check with your roommate/or suitemates if you are planning to have a visitor. Permission from your roommate/suitemates must be obtained before allowing others to enter the room.
- The University reserves the right to refuse admittance to anyone in the residence halls.
- The University reserves the right to alter visitation and/or co-educational visitation privileges to insure proper operation of the halls.
- Consideration for the privacy and rights of roommates will be given priority. A roommate may not be denied access to his or her room at any time, and may declare the room off limits for any open visitation.
- Violations of the roommate's rights of privacy will be considered a major violation of University housing policy and the offending party may be referred for disciplinary action.



Co-ed Visitation Rules

1. **NSU Student Visitor** – NSU Students visiting a resident in another residence hall must present a valid Spartan I.D. card and register at the Reception desk.
2. **Non-NSU Student Visitors** -must present a valid picture identification card and register at the front desk of the residence hall they are visiting.

All visitors/guests not affiliated with Norfolk State University as a student must carry their pass with them at all times. The University is not responsible and/or liable for injuries to, or the personal property/belongings of any visitor or guest visiting the residence halls.

3. Members of the opposite gender must use lobby bathrooms. Visitors are prohibited from using the showers at any time.
4. Inappropriate behavior will not be tolerated (sexual contact, parties, loud music, profane language, etc.).
5. Common courtesy dictates that you check with your roommate/suite-mates if you are planning to have a visitor/guest.

Failure to abide by the above stated co-ed visitation policies may result in the termination of an individual's or residence floor's co-ed visitation privileges and the matter being referred to the Office of Student Affairs for disciplinary action.



Overnight Guest(s)

Overnight guests must be 18 years of age or older! The resident student desiring to have an overnight guest must first obtain approval from their respective roommate(s) or suitemate(s) via completion of the “Roommate’s Agreement for Acceptance of Overnight/Weekend Guest” Form. This form and the “Overnight/Weekend Guest Information” Form must be completed in the presence of the Residence Hall Coordinator on or before noon on the Thursday before the planned visit. The Director of Residence Life & Housing or his/her designee must approve the overnight/weekend visitation request before the guest is permitted to enter the residence hall. Upon arrival and departure, overnight guests must check-in/out at the Reception desk of the residence hall they are visiting.

Each resident is permitted to have only (1) overnight and/or weekend guest and the guest must be of the same gender. Opposite gender relatives and/or guests are not allowed to stay in the residence halls however, opposite gender relatives and guests are able to stay in Spartan Suites. For information on the visitation and co-ed visitation policies of Spartan Suites, please refer to the Spartan Suites Handbook. A guest may stay no more than three consecutive nights and no more than a total of seven nights per semester. All overnight guests must check out of the visiting residence hall by 8 a.m. Monday morning. Overnight guests must abide by the residence hall rules and regulations. Guests who abuse this or other visitation privileges will be asked to leave and may be denied future visits. Guests must present a valid driver’s license or other pictured identification to the staff person located at the Reception desk in the residence hall and sign in/out.

Residents are not allowed to issue their key/combination to guests. Violators will be disciplined.

The Office of Residence Life & Housing and the management of Spartan Suites reserve the right to refuse a visitor’s entry to any residence hall, when necessary.

Baby Sitting

Babysitting is prohibited in all residence halls. Residents must register infants and children at the Reception desk while visiting in the lobbies and lounges of the residence halls and must sign them out upon leaving.

The University is not responsible and/or liable for the safety/welfare or care of visiting minors in the residence halls.



Residence Hall Rules and Regulations

In addition to the guidelines set forth in this handbook, the following will be strictly enforced:

1. Residence Hall Coordinators, Graduate Assistants, Resident Assistants and Community Assistance Officers all assist the Office of Residence Life & Housing in enforcing all Residence Life & Housing guidelines and rules. All students must exercise respect for these staff members and follow their directions at all times.
2. Physical harm or the threat of physical harm to any person, including sexual assault, sexual harassment, assault/battery and physical fights, will result in disciplinary action.
3. Soliciting and sales in the residence halls is prohibited.
4. Sleeping in the lounge or lobby is prohibited at all times.
5. Personal grooming (hair, nails, facial) is prohibited in all main lobbies, lounges, and all common areas at all times.
6. Students who cancel a room assignment after their room has been reserved and assigned will be assessed an administrative charge for cancellation.
7. The following are not permitted in the lobby: eating, playing cards, bicycle riding, skating, horse-playing, loud music, lap-sitting, bouncing balls, placing of feet on the table, sitting on counter tops or chair arm(s), horse playing, sidewalk chalking, or water guns.
8. Residents must be dressed appropriately at all times while in the main lobby. (Shoes, shirts, pants, dresses are required to enter the lobby/lounge areas) No robes or bath wraps are permitted at anytime.
9. Excessive yelling is prohibited throughout the residence halls at all times.
10. The consumption, possession, or distribution of alcohol or drugs, as well as any associated paraphernalia is prohibited. The appearance or display of any alcoholic container is also prohibited.
11. Smoking is prohibited in all residence halls at all times.
12. Quiet hours – An atmosphere conducive to normal living and studying must be maintained 24 hours a day in all areas. Quiet Hours are in effect in all residence halls from 10:00 pm – 8:00 am (Sunday through Friday morning). All residents must refrain from causing any disruptions that could infringe on a residents' rights to study or sleep during these times. Study hours are Monday – Friday 7:00 pm – 9:00 pm. During the week of final exams, "Quiet Hours" will be enforced twenty-four hours a day beginning at 8:00 pm on the day before final exams begin.
13. Loitering in close proximity to residence halls is prohibited.
14. Throwing or dropping objects from windows or communicating from windows is prohibited. Any student(s) found in violation of this rule may be recommended for immediate removal from the residence hall and may be refused on-campus housing for the duration of the time they are a student at Norfolk State University.



15. Upon the request of University staff, residents must identify themselves and present his/her I.D. card. Failure to comply will result in disciplinary action.
16. All floor meetings are mandatory (meaning all students residing in the residence hall must attend). All students will be held responsible for obtaining information on topics discussed/items disseminated during the meeting(s).
17. Seminars/Educational and Recreational Programs are provided for students to help increase their overall knowledge and to enhance their academic experience while a resident.
18. At no time should a student leave clothes unattended in the laundry rooms. The University is not responsible or liable for any items left unattended or otherwise in the laundry room(s). Students desiring to use a laundry machine filled with unattended clothing should contact the staff person on duty or their respective RA. Students are prohibited from placing clothing or items on University owned furniture for drying.
19. Blocking/Covering of the heating or air conditioning units in rooms/suites for any reason is prohibited.
20. Pager telephones are for paging only. Conversations are limited to (3) minutes. Violators will be asked by the staff person on duty to end their conversation and may result in the suspension of paging privileges.
21. At no time are non-working students/guests permitted behind the information desk of any residence hall.
22. Resident students must sign in/out of the residence hall after 12:00 midnight.
23. Residents must show their Spartan I.D. card upon entering the residence halls at all times. Refusal to do so may result in disciplinary action. Students are required to keep their Spartan I.D. card in their possession at all times while on campus.
24. Damages to common areas due to vandalism are assessed to the individual(s) responsible. If damages cannot be assigned to a responsible party, they will be assessed to the suite/floor/hall believed to be responsible for the damage.



F. **Immediate Eviction:** If in the reasonable belief of the President, Vice President for Student Affairs, or the Assistant Vice President for Student Affairs, the presence of a student in a residence hall presents a serious threat to peace, order, or safety in the residence hall, he/she may, after an informal hearing, terminate the student's contract and cause his/her immediate eviction from the residence hall.

The resident will receive, in writing, from the administrator imposing the sanction, a letter stating the violation, the date of the violations, and the sanction imposed.

REMINDER: All students are expected to know and live by the policies and guidelines outlined in the NSU Student Handbook and the *My Spartan Housing Handbook*.

Welcome to Residence Life & Housing!

