Welcome or welcome back to your residential home at Norfolk State University. We are so excited you have decided to live on campus. From the start of your academic year in August to its conclusion in May, your campus experience as a Spartan will be an unforgettable journey of twists and turns filled with opportunities 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. There will be mileposts of academic achievements, occasional detours in the way of challenges that make you stronger, and rest-stops via breaks and holidays which allow you to re-energize yourself along the way. As a residential Spartan, you share the responsibility of abiding by all University policies and respecting the rights of other students. It is our goal to set you up for success as a Spartan residential community member and one of the best ways to do that is for us to equip you with the tools to advocate for yourself. Completing your Roommate Agreement will do just that so we encourage you to take it seriously. Without a doubt, the next ten months will be your Amazing Race!

Your Spartan Residential Experience Team is committed to providing a safe, secure, and friendly environment conducive to the realization of your educational, professional, and personal goals. We are here to support and assist you during your collegiate experience. If you have any questions or need our assistance, please do not hesitate to contact us. Feel free to call us at (757) 823-8407/1(866)378-7747, email housing@nsu.edu, or visit our main office located in the Student Services Center, Suite 308. Academic Year 2017-2018: Let the Amazing Race begin!

Sincerely,

Dr. Fitz

Faith Fitzgerald, Ed.D.
Executive Director
Housing & Residence Life

The Guide to Residential Living does not purport to completely address every University policy, procedure and regulation. Students are responsible for familiarizing themselves with documents and handbooks that govern the institution.
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MISSION, VISION, CORE VALUES, AND THE SPARTAN RESIDENTIAL EXPERIENCE

Mission Statement

The Office of Housing and Residence Life is committed to providing comfortable, affordable, inclusive, and well-maintained residential communities. We strive to foster a unique Spartan Residential Experience through transformative experiences intentionally designed to foster the academic success and holistic development of our students as ideal Spartans and future leaders.

Vision Statement

We will be a model Housing & Residence Life program characterized by student-centered and innovative programs that meet the demands of our diverse residential population and engage in collaborative partnerships that foster a collegial atmosphere for experiential learning, scholarship, global leadership, and civic engagement.

Core Values

Dedicated to constructing an engaged residential community while supporting the missions of the University and the Division of Student Affairs, we embrace the following.

Leadership
Respect
Integrity  Inclusivity &
Diversity  Commitment
Commitment  Professionalism
Wellness

L.I.V.E. The Spartan Residential Experience

Housing and Residence Life is committed to creating and maintaining intentional residential experiences that foster community, supports academic success, and provides transformative personal and professional developmental opportunities for life beyond college. We believe that a residential curriculum will strengthen our efforts to develop more intentional, transformative living and learning experiences for the students we serve from the first-year to graduation. We define these unique experiences as “The Spartan Residential Experience.”

The Five Foundations for Student Success:

Identity Development-Students will continue to integrate new knowledge and experiences to help shape their personal values, beliefs, ethics, and talents.

Critical Thinking-Students will analyze and synthesize information to seek effective solutions to problems as they arise and develop a creative curiosity approach to resolving issues.

Inclusive Leadership-Students will identify their leadership style, strengths, and make decisions which positively contribute to their communities and promote positive social change.

Interpersonal Engagement-Students will cultivate meaningful interactions with other people from diverse populations, demonstrating the ability to collaborate well with others.

Wellness-Students will identify and use appropriate campus and life resources to establish a balance between academics, work, and leisure time

Integration of the Division of Student Affairs Curriculum and Ideal Spartan Values in the Residential Curriculum

Housing and Residence Life is committed to supporting the mission of NSU and ensuring its programs and services align with the goals of the Division of Student Affairs. Accordingly, the Student Affairs Curriculum, its Ideal Spartan values and learning outcomes are integrated into each foundation to enhance students’ academic and personal success. The alignment of the residential curriculum with the Student Affairs curriculum enriches the overall student experience and validates a commitment to adhere to best practices within the student development field.

The Five Tenets of the Ideal Spartan include:

The Five Tenets of the Ideal Spartan include:
Pride
As with any warrior, a Spartan needs a cloak for inclement weather (life's challenges). The Spartan warrior knows that before a battle begins, a fighter must have carefully cultivated the self-discipline that will prepare him or her for whatever is to come. Keeping in mind his or her ultimate goal, the warrior is fueled by love of country (the University). Through meaningful and wise choices, the Spartan takes ownership and responsibility for his or her extended family and nation, always representing NSU with valor and praising her people.

Learning Outcomes: As a result of participation in the Division of Student Affairs’ programs, activities, and services, students will exhibit Pride through the ability to:

- Articulate knowledge of University history and traditions
- Identify the values of the Ideal Spartan
- Memorize the Alma Mater
- Demonstrate self-awareness, responsibility, accountability, and respect for family, the University, and community
- Recognize the impact and importance of contributions made by the University on a local and national level

Engagement
The Spartan's word connects him or her with leaders and peers, all of whom are fully engaged in pursuing personal excellence as well as the greater common good. The sword symbolizes Spartan unity on and off the field of battle. A Spartan engages in constant training, ever-ready to take on local, regional, national, and global challenges. He or she serves as a model of unceasing civic engagement.

Learning Outcomes: As a result of participation in the Division of Student Affairs’ programs, activities, and services, students will demonstrate Engagement through the ability to:

- Be actively involved in student organizations and other facets of campus life
- Apply skills and knowledge learned to network with peers, faculty, staff, and stakeholders
- Identify campus resources available to assist with academic and personal development

Curiosity
The Spartan's helmet protects and guards his or her ever-expanding intellect. Always seeking to understand new ways of life, listening to the wisdom of community leaders, actively asking questions, and always being open to change, the Spartan constantly sharpens his or her critical thinking skills. This curiosity makes every Spartan a lifelong learner, building habits of mind that move beyond the superficial and always taking into account the needs of the whole.

Learning Outcomes: As a result of participation in the Division of Student Affairs’ programs, activities, and services, students will exhibit Curiosity through the ability to:

- Demonstrate critical thinking skills in their quest for self-exploration and problem-solving
• Identify financial resources to assist with matriculation to graduation
• Research internship and co-op opportunities, graduate school and career choices
• Identify their individual leadership style

Integrity
The breast plate is one of the most important pieces of armor as it not only protects the Spartan physically but spiritually. The breastplate represents honesty and the deep sense of trust in other Spartans that protects every mature warrior's heart. The Spartan's unassailable integrity allows him or her to be given leadership tasks to carry out in full, even when no one is checking, and even when difficult choices must be made alone.

Learning Outcomes: As a result of participation in the Division of Student Affairs’ programs, activities, and services, students will exhibit Integrity through the ability to:

• Demonstrate Ideal Spartan values in daily life
• Define the meaning of Integrity and identify examples of ethical behavior
• Apply the Student Code of Conduct to model appropriate behavior

Excellence
The Spartan's shield safeguards him or her while navigating through the world. The shield allows a Spartan to move ever forward, even in the face of great adversities and disappointments. A Spartan's education - indeed a Spartan's whole life - is an unending quest for excellence. When a Spartan is knocked off his or her feet, he or she rises again, not only to press forward but to serve as a signal and motivate others in the fray.

Learning Outcomes: As a result of participation in the Division of Student Affairs’ programs, activities, and services, students will demonstrate Excellence through the ability to:

• Apply critical thinking, problem-solving, and networking skills to resolve issues and address concerns
• Create a model of student leadership, peer mentoring, and collaboration
• Integrate Excellence through maintaining academic success and positive personal development

BUILDING INFORMATION

Babbette Smith North Hall  Babbette Smith South Hall  Charles Smith Hall  Lee Smith Hall
Each residence hall is staffed with a Resident Director, support of a Graduate Assistant, and Front Desk Assistants. In addition to the staff, 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 for students living in the halls. Each resident is encouraged to get to know the staff and their RA.

Students desiring to live in Midrise Residential Honors College must be a Board of Visitors or Presidential Scholar, DNIMAS Scholar, or a 3.0 minimum cumulative GPA. Students desiring to live in Spartan Suites must have a 2.5 minimum cumulative GPA, 60 completed credit hours and/or be 20 years of age.
**Important Note:** On-campus housing is MANDATORY for all first-year students who attend NSU and live outside a 35-mile radius from the University. There are limited exceptions to the mandate. For more information on exceptions to the mandatory housing requirement, please contact Housing & Residence Life at (757) 823-8407 or via email at housing@nsu.edu. You may also visit https://www.nsu.edu/Assets/websites/residence-life/pdf/Exemption-to-Mandatory-Housing-Requirement-Form.pdf.

**PLANNING YOUR ARRIVAL**

Your arrival on-campus will depend on your classification, beginning letter of your last name, and/or participation in a campus organization or program. Individual room assignment letters will provide details on check-in dates and times.* If you are a member of a group that needs to check-in early, your advisor or coach will provide information regarding your check-in date, time, location, and any fees associated with your early arrival.

Students who desire to check in early but are not a part of a recognized early entry group may do so upon approval of Housing & Residence Life. Upon approval, daily fees will be charged equal to the daily rate of your assigned residence hall.

*Norfolk State University has a zero-balance policy which requires students to make satisfactory payment arrangements prior to your arrival to campus. The University also requires each student to be registered for classes to be considered an actively enrolled student. If you are not registered or your name appears on the University Class Cancellation List, you will not be allowed to check in. You will need to plan your travel arrangements accordingly.*

Upon your arrival to campus, please go directly to your assigned residence hall, where you will receive your keys and other important materials. Students are encouraged to arrive on your designated move-in date to allow plenty of time to get settled, meet roommates, tour the campus, and participate in the numerous activities planned before the start of the semester. If you choose to arrive on campus after your designated move-in date, you may check-in from 8:00am - 4:00pm each day until the first day of class. Any student who has not checked in by the first day of classes and who has not notified Housing & Residence Life of a late arrival will be considered a “no-show” and may risk losing his or her space.
**All NSU students should check their University email account daily to ensure they are knowledgeable of University updates and deadlines.**

**Cancellations**

In the event that you no longer desire housing at Norfolk State, please contact Housing & Residence Life at (757) 823-8407 or email housing@nsu.edu.

**Consolidation**

Due to the high demand for on-campus housing, our ability to grant room or roommate changes is extremely limited. Residents may consolidate rooms after the late registration period. Housing & Residence Life will advertise the timeframe and process for room consolidation. Residents may only change rooms during this open change period. Residents will be fined 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 student’s individual account.

**WHAT TO BRING**

Each room is equipped with a bed, dresser, desk & chair, closet, individual controls for...
Moving away from home will be exciting, but it’s also hard work. With the help of students, we have come up with the following list of Suggested Items to Bring:

- Bedding for an extra-long twin bed (sheets, comforter, egg crate, pillows, mattress cover)
- Decorative items (posters, area rugs, dry erase boards, pictures)
- Electronics (alarm clock, TV, computer, printer, game consoles, surge protectors that are UL approved)
- Hygiene Products (shower caddy, laundry basket, soap, lotion, deodorant, cologne, perfume, hair dryer, hair curlers, laundry products, etc.)
- School Supplies (study lamp, calendar, USB drive, calculator, paper, pens, etc.)
- Prescriptions, medical supplies, and health insurance information
- Basic cooking utensils and food
- Basic cleaning supplies
- Clothing for all four seasons and inclement weather, hangers, iron, and ironing board
- Refrigerator (2.5 cubic feet is the recommended size, 4.0 cubic feet is the maximum allowed)
- Miscellaneous (combination lock, flashlight, phone cards)

There are also items that we ask you leave at home. The list of prohibited items includes:

- Cooking appliances (George Foreman Grills, toaster ovens, toasters, hot plates, kettles, and/or microwaves)
- Electrical items to include: extension cords, multi-plug adapters and/or plug in air fresheners
- Weapons (including but not limited to: knives, guns, darts, air guns, paintball guns)
- Candles/Incense/Lava Lamps
- Weight lifting equipment (hand weights and perfect pushups are acceptable)
- Pets
- Bicycles (bicycle racks are provided across campus if you choose to bring your bike with you)
- Portable motorized transportation (including but not limited to: scooters, hoover boards, electric skateboards)
- Flammable liquids (including but not limited to: aerosols, cooking liquids)

How to Pack
Pack things that you’ll need immediately in a small suitcase or duffle bag. You may also pack items in crates or plastic storage bins, which can be used for decoration and storage in your room.

Engrave your valuables. Just a few items you should consider: TV, DVD, player, game consoles, and your laptop.

As a reminder, please safeguard all of your items by locking both locks on your room door. We encourage students to be proactive and protect their personal property with the help of Campus Police Engraving Services.

Label all boxes as you pack them. When you’re ready to unpack, you’ll know what’s where. If you’re shipping items, write the contents on the inside flap of the box. Be sure
to ship items to your NSU address (see page 1818), not to Housing & Residence Life.

BREAKS AND MOVING OFF CAMPUS

Housing during Breaks
All residence halls will officially be 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 spring semester. Students who will be graduating in December must vacate their apartment the Wednesday after December commencement.

Withdrawal Procedures
You must be a registered student at NSU to reside on campus. Students who withdraw from the University must vacate their residence hall prior to our office signing off on your University Withdrawal Form. Residents must also complete a Contract Cancellation Form in order to officially withdraw from on-campus housing. The Housing & Residence Life Refund and Withdrawal Policy states that there are specific penalties for withdrawal based on date of withdrawal and circumstance. To read the full policy, visit www.nsu.edu/residentiallife.

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 residents' room condition form. 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. Upon check out, students must turn in their key, complete the blue card with check out signature in their residence hall. You must also submit a Contract Cancellation Form to Housing & Residence Life. The form may be obtained from the following link: www.nsu.edu/student-affairs/residence-life/documents.

SERVICES AND FACILITIES

Maintenance Reporting
All maintenance problems should be reported through the “Fix It” online maintenance reporting system. This online feature will allow students to request repairs to their rooms 24 hours a day, 7 days a week at the press of a button. For more information, visit www.nsu.edu/residentiallife and click the “Fix-It” banner.

Our office will use this system to report your request to Facilities Management. Once your request is received by our office you will be provided with timely email updates on the
status of your repair. All non-emergency repairs should be completed within 7-10 business days.

For maintenance emergencies, please call the Work Facilities Coordinator at (757) 823-8407 during regular business hours, or (757) 823-2178 after business hours or on weekends and holidays. If your request threatens the safety of yourself, the campus community, or others call Campus Police immediately at (757) 823-9000 or (757) 823-8102.

**Front Desk Service**
A reception desk is located in the common area of each residence hall. Residents must present their NSU ID as requested for entry into the hall. 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 provide assistance as needed.

**Cable**
Housing & Residence Life provides cable in the residence halls during the academic school year at no additional charge to the student. One cable outlet is provided in each room. Residents must bring a cable and a cable splitter if they wish to watch cable on multiple televisions. Housing & Residence Life also maintains its own movie channel on Cox Cable, Channel 46.

**Wi-Fi Service and Computer Labs**
All residence halls have Wi-Fi connectivity. Students may visit [www.nsu.edu/oit/security-networks/wifi](http://www.nsu.edu/oit/security-networks/wifi) for a step by step tutorial. Each residence hall is also equipped with a computer lab. For more information on Wi-Fi services and computer labs, please contact the Office of Information Technology at (757) 823-8678 for more information.

**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. Laundry equipment is also available in Spartan Station on the east end of campus.

**Vending Machines**
For the convenience of residents and their guest(s), vending machines are located in the lobby of each residence hall. Students experiencing problems with the vending machines should contact the staff member on duty. Tampering with or abuse of the vending machines is prohibited.

*Students may use their Spartan Card at the laundry and vending machines. You must upload Spartan Bucks to use your card for these services. Your meal plan dining dollars will not work on the laundry and vending machines.*

**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. As a resident of University housing, you are responsible for keeping your room clean. The housekeeping staff is NOT responsible for individual rooms. All trash and other litter from individual rooms
should be put into bags and brought downstairs and placed in receptacles found on the outside of the building. The custodial staff members must be extended the same courtesy 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 housing, disciplinary action, and/or fines. In addition, the right to live in a residence hall may be forfeited during subsequent semesters while enrolled at Norfolk State University.

SAFETY AND SECURITY

Your safety and security is very important while living on campus. As a resident student, you are responsible for assisting in the creation of a safe living environment. 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 at the front desk of the residence hall or to campus police.

Renters Insurance
Theft of property is the #1 crime on college campuses nationwide. NSU is not responsible for theft, loss of money, or any personal property for any reason. Students who reside in halls that have a deadbolt are encouraged to use both the lock and the deadbolt to provide added security. 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 Housing & Residence Life. For more information visit, www.nsu.edu/residentiallife.

Exterior Door and Keys
All exterior hall doors are locked 24 hours a day. Once you are assigned a room, you will receive access to your hall through your Spartan Card. At the beginning of each semester, each resident student will be issued a key to his/her assigned room. Residents must keep their doors locked anytime that their room is not occupied.

Warning: Duplication of keys is prohibited. No friends or family members should be issued a key to a student’s room at any time!

Students whose keys are lost or stolen should report this to a hall staff member immediately. Lockout fees and/or lost key fines are associated with the loss of a key.

Fire Safety
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.

Flammable items are prohibited from the residence halls. This includes but is not limited to: aerosols, cooking oil, hot plates, space heaters, etc.

Fire Drills/Evacuation
All residence halls conduct fire drills at least once a semester to ensure students are aware of how to exit the building in case of a fire.
Failure to respond to, or in any way inhibit, a fire drill will result in severe disciplinary action.

When an alarm sounds:
1. Follow exit routes as posted in the residence hall. Under no circumstance should a student enter a smoke-filled area.
2. All RAs will knock on the doors of their assigned area of responsibility as they are exiting the building.
3. Designated rooms in each hall have been especially equipped for physically challenged persons. It is the responsibility of the staff on duty to ensure immediate evacuation of persons in those areas.

**NOTE: State fire laws prohibit the use of elevators during fire evacuations. Designated officials 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” will be given when students can return to the hall.

The locations to assemble during a fire drill/alarm are as follows:

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Assembly Location</th>
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<tbody>
<tr>
<td>Babbette Smith Hall</td>
<td>Parking Lot No.25 (in the event of inclement weather</td>
</tr>
<tr>
<td>(North &amp; South)</td>
<td>females go to Rosa; males go to Scott)</td>
</tr>
<tr>
<td>Charles Smith</td>
<td>Outside Spartan Station/ Courtyard (in the event of</td>
</tr>
<tr>
<td></td>
<td>inclement weather go inside Spartan Station)</td>
</tr>
</tbody>
</table>

**INCLEMENT WEATHER**

Precautionary measures for inclement weather:
1. Prepare a kit based on the items listed in the suggested items to bring section of this handbook.
2. Notify the staff person in charge of any special medical needs.
3. Remove all items from the floor in the event of flooding.
4. Keep in contact with your RA for special instructions as they occur.
5. In case of high winds, stay away from windows and heavily glassed areas.
6. Remain in the building until instructed to report to the evacuation site and keep your flashlight with you in case of power failure.
7. Keep your radio tuned to a local station for storm updates.

**Visitation privileges are suspended during inclement weather**

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

**What to Bring in the Event of a Natural Disaster**
- Two pairs of Latex, or other sterile gloves
- Sterile dressings to stop bleeding
- Cleaning agent/soap and antibiotic towelettes to disinfect
- Antibiotic ointment to prevent infection
- Adhesive bandages in a variety of sizes
- Eyewash solution to flush the eyes or as a general decontaminant
- Thermometer
- Prescription medications you take every day such as insulin, heart medicine and asthma inhalers.
- Paper plates & cups, plastic utensils
- Non-electric can opener
- Personal hygiene items: toothbrush, toothpaste, comb, soap, contact lens supplies and feminine supplies
- Plastic garbage bags & ties
- Include at least one complete change of clothing & footwear including a long-sleeved shirt & long pants, closed-toed shoes or boots, raincoat and umbrella
- If you wear glasses, keep an extra pair with your disaster supplies

**Your kit should be adjusted based on your own personal needs.**

**Evacuation of Residence Halls**
The procedure for evacuating the halls, if necessary, will be the same as a fire drill. The fire alarm will be the primary signal for evacuating the residence halls. Emergency evacuation procedures are posted in the residence halls. Residents are asked to secure all belongings and lock the room door.

If you are instructed to evacuate the residence halls, all residents are asked to pack essential items such as: a blanket, pillow, extra clothing, ID card, personal toiletries and medication.

**The University will not be held responsible for your belongings.**

**Students who remain on campus during emergency situations or inclement weather will be assisted by HRL staff who are essential personnel.**

**VISITATION**

The information listed below pertains to all residence halls on campus except Spartan Suites. Residents are reminded that they are responsible for the behavior of their guests and
that the University’s rules and regulations also apply to visitors.

Each residence hall lobby is open to residents of the community at all times. The lobbies are open to residents and their visitors only during scheduled hours. Guests must present a valid identification card to visit a resident. All guests must sign in/out of the hall that they are visiting and must be accompanied by their host resident at all times. Babysitting is prohibited in all residence halls. Minors are not allowed to visit residents’ rooms. Housing & Residence Life may permit exceptions to the minor visitation restriction for athletic recruitment visits and during Family and Homecoming Weekends. During these periods, residents may host minors age 12 & up during visitation hours and 16 & up for overnight guests. A minor visitation form and copy of a parent/guardian official ID must accompany the Minor Visitation Request Form prior to hosting a minor in a community.

Housing & Residence Life reserves the right to disapprove or terminate same gender, co-ed, and/or lobby visitation privileges and/or post changes to the visitation policy without prior notice.

**Visitation Hours**

***There will be NO in room visitation for freshmen in Babbette Smith North and South during the fall semester. This is in an effort to ensure students are able to focus on academics during their first semester. Should the incoming class be progressing in a manner deemed academically sound, the visitation restriction may be amended prior to the end of the fall semester.***

**Standard Visitation Hours in Traditional Halls**

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

**Exception: Visitation hours may be restricted in some residence halls based on residential tutoring/studying program requirements.**

**Overnight Visitations Hours**

**Friday 12:00 pm - Sunday 11:59pm**

**Overnight Guest(s)**

All overnight guests must be between the ages of 18 and 25 unless approval is granted by the Executive Director, Vice President for Student Affairs, or one of their designees. Any resident desiring to have an overnight guest must first obtain approval from their roommate(s) via completion of the Roommate’s Agreement for Acceptance of Overnight Guest section on the Overnight Guest Form. This form must be completed and signed by the resident’s respective community Resident Director on or before the Thursday before the planned visit. Upon arrival and departure, overnight guests must check-in/out at the front desk of the hall they are visiting.

Each resident is permitted to have only one overnight guest per weekend. A guest may stay no more than two consecutive nights and no more than a total of **four nights or two weekends** per semester. Guests must abide by residence hall rules and regulations. Guests who abuse visitation privileges will be asked to leave and may be denied future visits.
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.

**Visitation Rules**

1. Freshman may have visitation in the lobby of their residence hall during the fall semester. Any upperclassman that signs in a visitor for a freshman will be subject to disciplinary action.

2. Common courtesy dictates that you check with your roommate(s) if you are planning to have a visitor. 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 and may result in disciplinary action.

3. The University reserves the right to refuse admittance to anyone in the residence halls.

4. The University reserves the right to alter visitation and/or co-educational visitation privileges to ensure proper operation of the halls.

5. Members of the opposite gender must use the lobby bathrooms and are prohibited from using the shower.

6. Inappropriate behavior will not be tolerated (i.e. sexual contact, parties, loud music, profane language, etc.).

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

8. All visitors must carry their guest pass with them at all times. The university is not responsible and/or liable for injuries to, or the personal belongings of any visitor of the residence halls.

**DEPARTMENTAL ORGANIZATIONS/INITIATIVES**

**Residence Hall Association (RHA)**

All students who live in residence halls are members of the Residence Hall Association (RHA). RHA is a representative group of students, with elected officers. RHA strives to support the mission of Housing & Residence Life, take action to improve the quality of campus life, and foster community ownership and pride. RHA hears the concerns of residents and works to address those concerns by utilizing community resources to plan activities, purchase items, promote community respect and accountability, and establish clear and consistent communication among appropriate members of the living community. As a result, RHA empowers residents to stay informed and invested in the development of their community and serves as a leadership opportunity for students.

At its most fundamental level, RHA is comprised of **Hall Council**. Each residential community has a Hall Council which meets regularly in the lobby area of that residence hall. There are five leadership positions in Hall Council: President, Vice President, Secretary, Events Coordinator, and Floor Representative. Residents interested in serving in a leadership role in their Hall Council should speak with their Resident Director. At its core, Hall Council serves as an event planning body,
advocate for resident concerns, and an excellent leadership development opportunity for residents interested in becoming Resident Assistants.

Advisor: Dr. Marcus T. Harrison, Associate Director for Residence Life and Academic Initiatives
Contact Information: mtharrison@nsu.edu / (757) 823-8407

Male Initiative
The Male Initiative is designed to enhance the first-year transition, improve retention and persistence rates, thereby increasing graduation rates for all males at NSU. Under the auspices of Housing and Residence Life, the Male Initiative seeks to build community, support academic excellence, promote wellness, and enhance leadership potential.

For more information on the Male Initiative, contact Mr. Tariq “T.J.” Smith, Coordinator, Male Initiatives at (757) 823-8407 or via email at tjsmith@nsu.edu.

Women’s Initiative
As a unit of Housing and Residence Life, the Women’s Initiative plays a pivotal role in the transition, retention, and success of Spartan women, both inside and outside of the classroom at Norfolk State University. In addition to having similar focus and goals as that of the Male Initiative, the Women’s Initiative seeks to create positive and supportive communities among women, cultivate a vital sisterhood in the community, and instill in women the tenets that will serve them well as they prepare for life and career beyond their collegiate experience.

For more information on the Male Initiative, contact Ms. Shareen Nicholson by calling (757) 823-8407 or via email at sgnicholson@nsu.edu.

EMPLOYMENT

Graduate Assistantships
Housing & Residence Life offers several graduate assistantships in various areas. We currently have assistantships in the following areas:

- Assistant Resident Director (Residence Halls)
- Assistant Resident Educator/Academic Support Coach (Housing & Residence Life Main Office)

Interested candidates must have completed the requirements for a Bachelor’s degree from an accredited higher education institution and be enrolled at Norfolk State University as a full-time, degree-seeking graduate student (at time of appointment). Supervision of the graduate assistants varies based on area of appointment.

Resident Assistants
The Resident Assistant (RA) position focuses on enhancing the quality of life in the residence halls, including fostering community, providing academic support, and being attentive to safety and security of residents. The position requires an individual who is flexible enough to assume a variety of roles as dictated by the changing needs of students. It is crucial that an individual be able to relate well to others and handle administrative responsibilities. The RA is more than just a
friendly presence; he/she a mentor and is the crucial link in creating an environment in which students develop independence and learn to live cooperatively with others.

For Graduate Assistant or Resident Assistant opportunities, please contact: Dr. Marcus T. Harrison at (757) 823-8407 or via email at mtharrison@nsu.edu.

**CAMPUS RESOURCES**

**Mailroom**
All mail sent through the United States Postal Service is delivered to the University Mail Room located in the Student Services Center, Suite 103. Students must bring their student ID card in order to receive a mail unit. Below is a sample of how to address a letter or package to a student at the university:

Student Name  
Norfolk State University  
700 Park Ave, Unit #  
Norfolk, VA 23504-8080

The mailroom is open Monday-Friday 8:00am - 5:00pm for daily pick up and drop off. The mail room can weigh letters and packages. Full mail service is provided at the U.S. Postal Service located at the corner of Church Street & Brambleton Avenue.

Packages sent through UPS, FedEx, or any other carrier will be delivered to the Central Warehouse located behind the tennis courts.

**Lyman Beecher Brooks Library**
Library Hours:  
Monday - Thursday  8:00 am - 11:00 pm  
Friday  8:00 am - 5:00 pm  
Saturday  9:00 am - 5:00 pm  
Sunday  2:00 pm - 10:00 pm

Special Dates & Holidays  
Dates and times may vary. Please check with circulation desk, or call (757) 823-2418.

Final Examination Extended Hours  
Dates and times may vary. Please check with circulation desk, or call (757) 823-2418.

**Parking**
Norfolk State University is a decal controlled campus. First-time freshman and first-time residents are not permitted to have a vehicle on campus. Should there be special circumstances (medical or job) which require the use of a vehicle, the student must request authorization from Student Rights & Responsibilities.

All students living on campus authorized to have a vehicle must have a valid driver’s license and a purchased decal from the University. Parking decals are obtained from the Office of Parking and Transportation Services located in the University Police Station.

(757) 823-2211

**Shuttle Services**
NSU Parking and Transportation Services offer free shuttle service for residents, faculty, staff
and visitors. The shuttle travels on set routes continuously from the East Campus to West Campus with marked stops throughout the campus. The shuttle runs every 15 minutes Monday - Thursday 8:00 am - 11:30 pm and on Fridays from 8:00 am - 8:00 pm

In conjunction with Old Dominion University, NSU offers free shuttle service for students attending classes on both campuses. Service is available Monday - Friday from 7:20 am - 4:20 pm with buses leaving every 20 minutes. The shuttle stops are at Webb University Center at ODU and Brown Hall Circle at NSU.

Additionally, there is a weekend mall shuttle service, which transports students at no charge to MacArthur Mall, Military Circle Mall, and Wal-Mart on Military Highway. The bus departs from Brown Hall Circle. The shuttle runs Saturdays from 12:00 pm - 9:00 pm and Sundays from 1:00 pm - 6:00 pm.

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

**Campus Police**
The Norfolk State University Police Department is responsible for the safety and security of all members of the NSU community. The Police Department is open 24 hours a day, 7 days a week.

*Non-Emergency Number: (757) 823-8102*
*Emergency Number: (757) 823-9000*

**Student Activities**
The Office of Student Activities is responsible for the coordination and implementation of a creative, responsive, and diverse co-curricular programs here at NSU. The Office of Student Activities is located in the Student Center, 3rd Floor.

*(757) 823-8200*

**University Bookstore**
Take advantage of your on-campus source for new and used textbooks, electronics, snack foods, and official NSU merchandise. The University Bookstore is located on the 1st and 2nd floors of the Student Center.

*(757) 823-2037*

**Spartan Card Office**
Your Spartan Card is your official one-card of Norfolk State University. Your Spartan Card provides convenient, cost effective use of a single card for multiple purposes such as an identification card, debit card, meal card, library card, and door access card. The Spartan Card Office is located in the Student Services Center, Suite 109.

*(757) 823-9479*

**Student Success Center**
The Spartan Success Center offers specialized advising and tutoring for students who have not satisfied University academic standards. Students not meeting University academic standards should contact the Spartan Success Center at (757) 823-8507 or visit Room 121 in the James A. Bowser Building.

**Counseling Center**
The Counseling Center provides a wide range of services to NSU students at no charge. Services include individual and group counseling, crisis intervention, and educational outreach programming. Visit the Counseling Center in the Student Services Center, Suite 312.
(757) 823-8173

Dining Services
Thompson Hospitality provides NSU with the very best in food quality and service. By constantly working to keep up with the ever-changing trends in campus dining, we are able to offer a terrific mix of traditional menu options.
(757) 823-9472

WHERE TO EAT ON CAMPUS

Scott Dozier Dining Hall
- Monday - Friday:
  - Breakfast 7:00 am - 9:30 am
  - Lunch 11:00 am - 1:30 pm
  - Dinner 5:00 pm - 8:30 pm
- Saturday & Sunday
  - Brunch 10:30 am - 1:30 pm
  - Dinner 4:30 pm - 6:30 pm

Food Truck (Near Rosa Alexander Hall)
- Sunday - Thursday
  - 12:00 pm - 12:00 am
- Friday & Saturday
  - 1:00 pm - 1:00 am

Nursing Spartan Cafe
- Monday - Friday
  - 8:30 am - 5:00 pm

Outtakes at Wilson Hall
- Monday - Friday
  - 8:00 am - 3:00 pm

Student Center
- Monday - Friday:
  - Breakfast 8:00 am - 10:00 am
  - Lunch and Dinner: 10:30 am - 9:30 pm
- Saturday & Sunday
  - Closed

Meal Plans
NSU offers 6 types of meal plans a residential student can choose one for the 2017-2018 semester. Below are details for the Meal Plans.

<table>
<thead>
<tr>
<th>Meal Plan Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-Meal Plan w/$150</td>
<td>$1,666.00</td>
</tr>
<tr>
<td>14-Meal Plan w/$275</td>
<td>$1,666.00</td>
</tr>
<tr>
<td>10-Meal Plan w/$325</td>
<td>$1,603.00</td>
</tr>
<tr>
<td>7-Meal Plan w/$400</td>
<td>$1,66.00</td>
</tr>
<tr>
<td>160- Block w/$275</td>
<td>$1,603.00</td>
</tr>
<tr>
<td>130-Block w/$325</td>
<td>$1,412.00</td>
</tr>
</tbody>
</table>

Spartan Station/BRB/C-Store
- Monday - Friday
  - 12:00 pm - 8:30 pm
- Saturday & Sunday
  - 12:00 pm - 8:00 pm

Spartan Station/On The Go/Seafood Shack
- Monday - Friday
  - 12:00 pm - 8:30 pm

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

1. Resident Directors, Graduate Assistants, Resident Assistant, and Front Desk Assistants all assist Housing & Residence Life in enforcing 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 and all common areas at all times.

6. Residents are prohibited from operating businesses in the residence halls. This includes but is not limited to barber services, hair salons, nail salons, makeup services, and babysitting.

7. Housing and meals will be prorated based on withdrawal.

8. 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), sidewalk chalking, or water guns.

9. Residents must be dressed appropriately at all times while in the main lobby. Shoes, shirts, pants, or dresses are required to enter the lobby/lounge areas. No robes or bath wraps are permitted at any time.

10. Excessive yelling is prohibited throughout the residence halls at all times.

11. 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.

12. Smoking is prohibited in all residence halls at all times.

13. 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—10:00 am (24 hours a day). All residents must refrain from causing any disruptions that could infringe on another resident’s right to study or sleep during these times.

14. During the midterm and final exam periods, “Quiet Hours” will be enforced twenty-four hours a day beginning at 8:00 pm on the day before final exams begin.

15. Loitering in close proximity to residence halls is prohibited.

16. Throwing or dropping objects from the windows or communication 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.

17. Upon the request of University staff, residents must identify themselves and present his/her ID card. Failure to comply will result in disciplinary action.
18. All floor and hall 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).

19. Seminars/Educational and Recreational Programs are provided for students to help increase their overall knowledge and to enhance their academic experience while a resident. Attendance is strongly encouraged.

20. 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.

21. Blocking/covering heating or air conditioning units in rooms/suites is prohibited.

22. At no time are non-working students/guests permitted behind the information desk of any residence hall.

23. Residents must show their Spartan ID 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 ID 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, the will be assessed to the suite/floor/hall believed to be responsible for the damage.

UNIVERSITY RIGHT TO ENTRY

A. Room/Suites Inspection: Routine room inspections will be performed by designated Housing & Residence Life & Housing, typically once a month. Advance, written notice may be sent to residents as a courtesy. However, 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 room, building or University property, and/or completing necessary maintenance. Evidence of violation of federal, state, or local laws and/or University regulations observed at such time may be referred to the departmental Community Standards program, University Police or the Dean of Students Office.

Cleanliness Criteria:

Rooms:
1. Beds must be neat (free of excess clothing, trash, etc.).
2. Trash must be properly placed in a trashcan or trash bag.
3. Floor (tile/carpet) must be swept and/or mopped.

Bathrooms (Suites Only)
1. Floors swept and mopped.
2. Commodes sanitized and clean..
3. Mirrors, sinks, and counters cleaned.
4. Trash cans cleaned.
5. Shower tile and floor cleaned (shower must be free of build-up).
6. Shower curtains must be cleaned and free of build-up.

B. **Health and Safety Inspection**: All room searches, except those conducted under warrant by law enforcement officers, must be approved by the Executive Director of Housing & Residence Life or his/her designee. A room may be searched if there is reasonable cause to believe that a person occupying a room in a residence hall is in violation of federal, state or local laws, University regulations, or an act which endangers or jeopardizes the health and welfare of the residential community.

The occupant(s) of the room in question will be notified of the search if there is reasonable cause to conduct a health and safety inspection, when feasible. The resident(s) may be invited to be present during the search if they are available. Room searches will be conducted by two authorized staff members at a minimum. purpose of the search.

**Administrative Sanctions**

A. Any of the following sanctions may be imposed, individually or collectively, upon residents who violate the residence hall regulations as outlined in the *Guide to Residential Living* and/or the NSU Student Handbook.

   a. **Warning**: A notice, verbally or in writing, that continuation or repetition of conduct found wrongful within a specified period of time, stated in the warning, may be cause for more severe disciplinary sanctions.

   b. **Reprimand**: A written or verbal disapproval of a student’s violation of residence hall regulations.

   c. **Mediation**: Students involved in a minor incident that does not require disciplinary action through Student Rights & Responsibilities offered the opportunity to participate in mediation sessions if all parties agree.

   d. **Disciplinary Probation**: The accused student may be placed on probation for any period ranging from a semester to one year. Any additional infractions incurred while a student is on probation may result in eviction, suspension, and/or expulsion from the residence halls and/or the University.

   e. **Cancellation of Contract**: If, in the reasonable belief the of the Vice President for Student Affairs and/or the Executive Director of Residence Life & Housing, the presence of a student charged with violating a regulation is not conducive to residence hall living, the contract will not be renewed for a stated period of time.

   f. **Immediate Eviction**: If, in reasonable belief of the President, Vice President for Student Affairs, Dean of Students, Director of Counseling, University Police or the Executive Director for Housing & Residence Life, 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.

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**University Alma Mater**

*(Words and Music by Dr. Carl W. Haywood, ’71)*

By Virginia’s golden shore
There’s a place that we adore
Where Norfolk’s sun shines bright
Down on our campus site.
The walls of Brown Hall
Will always give a call
To all striving to succeed
Forging onward, bound to lead.

**CHORUS**

Oh, Norfolk State we love you,
Oh, Norfolk State we’ll always be true,
And when we leave we’ll shed a tear,
For to us you’ve been so dear.
And leaving shed a joyful tear,
For our Alma Mater dear.

Though the years we spend are few
You will teach us what to do
In splendor we’ll relive
The glorious time you give
We’ll wave the green and gold
To praise thee a thousand-fold.
A guiding light to us you’ve been,
Unwav’ring to the end
To view a larger version of the campus map, visit the Parking Services website at [www.nsu.edu/finance/parking/campus-map](http://www.nsu.edu/finance/parking/campus-map).