



Guide to Residential Living

USC Upstate Housing and Residential Life (HRL)

2023-2024 Academic Year

Table of Contents

Welcome and General Overview	6
USC Upstate Housing and Residential Life Mission Statement	6
USC Upstate Housing and Residential Life Vision Statement	7
Goals of Housing and Residential Life	7
Rights and Responsibilities of Residents for Community Living	7
Basic Principles of Responsibility	7
Residential Life Expectations	8
Expectations for Behavior of Individuals and Groups	9
USC Upstate Housing and Residential Life Conduct and Adjudication Process	9
Relationship between Guide to Residential Living and USC Upstate Code of Student Conduct	9
FERPA	10
Determining Student Housing Policies	10
Student Housing Conduct Process	11
Student's Rights through the Conduct Process	11
Outline of the Process	11
Incident Report	11
Hearing Notification	11
Informal Administrative Hearing	12
Hearing in Abstention	12
Hearing Summary	12
Resolution of Alleged Infractions	12
ACCOUNTABILITY SANCTIONS	12-13
Notice of Concern	13
Written Warning	13
Fines	13
Loss of Privileges	13
Parental Notification	13
Housing Probation	13
Conduct Probation	13
Room or Hall Reassignment	13
Contract Cancellation	13
Suspension	13
Expulsion	13
EDUCATIONAL SANCTIONS	13
Safe Campus Modules	13
Health/Counseling Assessment, Education or Seminar	13
Educational Bulletin Board	13
Article Review	13
Reflection Paper	13
Research Paper	13
Community Service	13
Campus Partner Connections	13
RESTITUTION SANCTIONS	13
Financial Restitution – Housing	13
Financial Restitution - Student	13
Appeal	13
Failure to Follow Procedures	13
New and Relevant Information	13
Parental Notification Policy	14
Department of Public Safety and University Police Notification and Response	14
Social Justice	15
Single Student Housing Community Standards	15
Irresponsible Student Behaviors	15
General Expectations	15-21
Abuse of University Judicial System	15
Cleanliness	15-16
Compliance with General Laws	16
Computer/Technology Misuse	16

		Cooperation with Staff/Failure to Comply	16
		Decorations	16
		Disorderly Conduct or Disruptive Activity	16
		Forgery, falsification, furnishing false information	16
		Gambling	16
		Game Room Violations	17
		Guests and Visitation	17
		Harassment/Bullying	18
		Holiday Decorations and String Lights	18
		Indoor Sports	18
		Laundry	18
		Loitering	18
		Misuse of Keys	18
		Noise/Quiet Hours/Courtesy Hours	18-19
		Occupancy Limits	19
		Occupant Responsibilities and Room Regulations	19
		Parking and Access Points around Housing	19
		Pest Control	19
		Pets and Animals on Campus	19-20
		Posting Signs and Information in Public Areas	20
		Pranks	20
		Room Transfers	20
		Solicitation and Operation of Business	20
		Tapestries and Flags	21
		Theft	21
		Personal portable sound amplification	21
		Transportation Devices	21
		Trash	21
		Unsupervised Children	21
		Video Recordings and Photographs	21
		Facility Use	21-23
		Antennas and Satellite Systems/Cable TV	21
		Common Damage Billing	21
		Destroying or Tampering with Property/Vandalism	21
		Door Propping/Exterior Doors and Security	22
		Elevators	22
		Public Area Damage	22
		Throwing (Defenestration) and Kicking of Objects	22
		Unauthorized Room Alteration	22
		University Provided Furniture & Private Property in Common Spaces	22
		Water Fights	23
		Windows and Screens/Balconies and Restricted Areas	23
		Health and Wellness	23-24
		Harm to Persons	23
		Medical Cannabis	23
		Public Health and Communicable/Controlled Illnesses	23
		Residential Alcohol and Other Drugs Policy	23-24
		Self-Care and Concerning Behavior	24
		Smoking/Tobacco	24
		Safety and Security	24-27
		Appliances and Other Items (authorized)	24-25
		Appliances and Other Items (unauthorized)	25
		Arson	25
		Candles, Incense and Air Fresheners	25
		Celling Fans	25
		Decorations (as relative to safety)	25
		Extension Cords/Multi-Plug Adapters	25
		Fire Drills and Fire Safety	25-26

		Fire Safety Devices	26
		Lamps	26
		Life Safety Systems	26
		Microwaves	26
		Possession/Use of Firearms or Dangerous Weapons	26
		Possession/Use of Fireworks/Incendiary Devices/Dangerous Explosives/Combustible Materials	26
		Prohibited Items	27
		Threatening Phone Calls	27
		Unauthorized Entry	27
		Violence	27
		Specific Additions for Villas	28
		Apartment and Common Area	28
		Community Relationship and Responsibility	28
		Construction	28
		Cooking	28
		Grounds/Gardening/Shrubbery/Litter	28
		Stovetop/Backsplash and Rangehoods	28
		Subleasing	28
Housing and Residential Life Staff			29
Student Employment Opportunities			29-30
		Resident Adviser	29
		Community Adviser	30
		Peer Academic Coach	30
		Desk Assistant and Overnight Desk Assistants	30
		Student Office Assistants	30
		Summer Conference Assistants	30
		Summer RA	30
		Summer Furniture Moving and Paint Crew	30
		Summer Desk/Camp Check In/Check Out	30
Leadership Opportunities			30-31
		Association of Residential Communities (ARC)	30
		Executive Officers	30
		Treehouse Floor Representatives	30
		Villa Building Representatives	30
		Members at Large	30
		Student Leadership Conferences	31
		NACURH	31
		SAACURH	31
		CARH	31
		RA Drive-In Conference	31
Student Residence Policies			31
		Contract Period and Housing Agreements	31
		Disabilities and Special Housing Accommodations	31
		Exemptions to Freshmen Live-On Housing Policy	31
		Cancellations and Forfeitures	32
		Contract Release	33
		Abandoned Properties – 30 Day Appeal	33
		Student Withdraw - Refunds	34
General Information			34
		Applying for Housing	34
		New Student Process	34
		Returning Student Process for 2024-2025	35
		Housing Assignments and Roommates	35
		Special Interest Housing	36
		Alcohol & Tobacco Free Community	36
		Audra Lorde Global Connections and Social Justice Community	36
		George D. Johnson, Jr. College of Business Living Learning Community	36

		College of Education Living Learning Community	36
		Mary S. Black College of Nursing Living Learning Community	36
		Community of Scholars	36
		Extended Quiet Hours Floor	36
		Lavender Living/Gender Inclusive	36
		Leadership and Involvement	36
		Meraki Holistic Wellness Community	36
		STEM Den LLC (Science, Technology, Engineering and Math) and Health Professions	36
		THRIVE: Civic Engagement and Service Learning Community	37
		Transfer Experience	37
		Upstate F1RST (Gen) Community	37
		Apartment/Room Changes	37
		Summer Housing 2024	38
		Unauthorized Occupancy	39
		Consolidation	39
		Single Rooms	39
		Double as a Single (Treehouses)	40
		Move Out	40
		Check Out Procedures	40
		Improper Check Out	40
		Damages	40
		Community Billing	40
		Academically Ineligible Students	41
		Holiday Breaks and Closing Periods	41
		Fall Break	41
		Spring Break	41
		Thanksgiving Break	41
		Semester Break/Winter Holiday	41
		Academic Year Closing in May	41
		Keys and ID Cards	41-42
		Amenities	42
		Computer Labs	42
		Game Room	42
		Internet/WIFI	42
		Laundry Room	42
		Mailroom	42
		Telephone Service	42
		Parking	43
		Missing Student Policy	43
		Student Safety and Fire Prevention	43-45
		After Hours and Emergency Procedures	43
		Student Responsibilities for Safety and Fire Prevention	43
		Life Safety Tips	44
		Fire Training and Prevention	44
		Fire Drills	44
		Residence Hall Fire Procedures	44
		Villa Fire Procedures	45
		Smoke Detectors	45
		Severe Weather Information	45-46
		Tornado Watch	45
		Tornado Warning	45
		Hurricane Precautions	46
		Facilities Management	46-48
		Room Personalization and Decorating	46
		Furnishings provided by University	46-47
		Villas	46

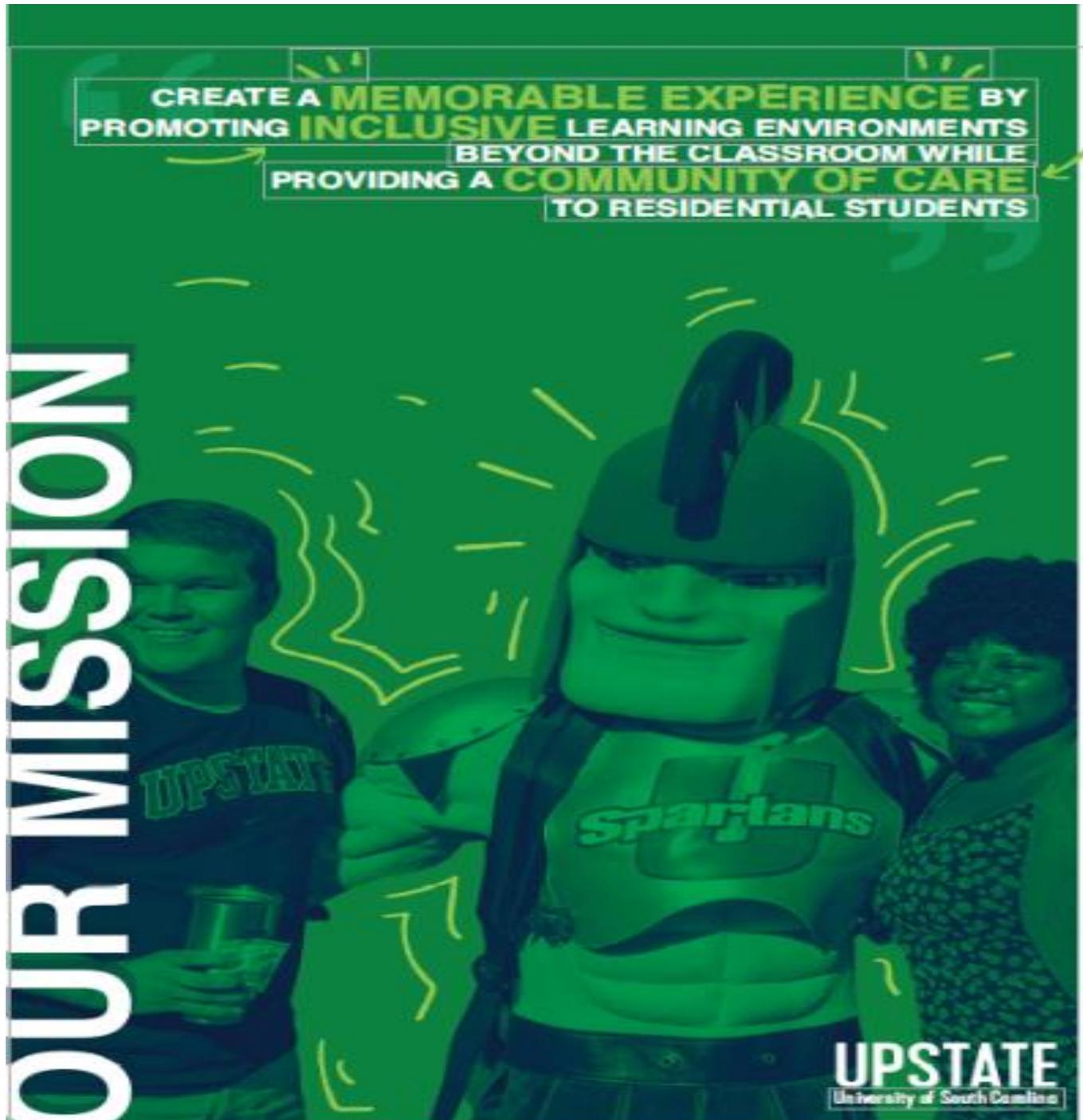
		Residence Halls	47
		In All Campus Housing	47
		Lifting and Lofting of Beds	47
		Lock Outs	47
		Maintenance Requests/Work Orders	47
		Murals in Hallways	47
		Power Bills (Villas)	48
		Health and Safety Inspections	48
		Room Entry Policy	48
		Insurance and Liability – REQUIRED to upload personal property insurance policy	49

Welcome and General Overview

Welcome to Housing and Residential Life at the University of South Carolina Upstate. Our office is comprised of the following areas: Housing Administration and Business Operations, Residential Education, Residential Facilities, Residence Life, Residential Programming, Residential Technology, Student Engagement and Leadership. We pride ourselves on our 14 Living Learning Communities and our living arrangements for both freshmen and upper-class students.

This guide is designed to help you understand what it means to live in USC Upstate student housing facilities. We'll cover everything from your contract and policies, to your rights, and more. You'll also find information about how your Residence Life staff can assist you, and the services offered in all of our communities.

USC Upstate Housing & Residential Life Mission Statement



USC Upstate Housing & Residential Life Vision Statement

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

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

We proudly commit to preparing our students and staff to thrive in a global and just society. We seek to understand and affirm all identities we serve to develop a culture of care where individuals challenge assumptions and engage in open discourse. Through representative staff and equitable policies, we will continue to serve the evolving needs of our diverse communities.

Goals of Housing and Residential Life

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

Rights and Responsibilities of Residents for Community Living

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

Residents in USC Upstate Student Housing communities possess specific individual and group rights while engaged in activities that are part of university life. With these rights, residents have reciprocal responsibilities to ensure these same rights for other residents. Student Housing staff educate residents regarding these rights and responsibilities that are associated with community living and use them as a guide in making decisions concerning resident engagement.

Basic Principles of Responsibility

- USC Upstate is committed to a philosophy whereby students are treated as adults. As such, each student has primary responsibility for the quality of their educational experience and for meeting the University's academic and social expectations. USC Upstate strives to be more than a reflection of the society of which it is a part. Through its programs and its example, the University seeks to challenge the society to adopt ever-higher standards and expectations for its members. The University is not, however, a sanctuary from the larger society, nor from the laws and expectations of that society.
- Institutional expectations, regulations, and practices are established to provide an environment conducive to human growth, to reflect the values to which the University subscribes, to recognize the proximity in which students live with one another and to recognize the developing capabilities of students as they encounter and progress through the University experience. The purpose of these expectations, regulations and practices is to promote:
- The academic mission of the University;
- Those opportunities and settings that facilitate the coming together of persons of different persuasions and backgrounds;
- Respect for the rights of others;
- It is the student's responsibility to initiate and maintain communication with parents or guardians. This is especially the case when enrollment is discontinued, or when circumstances exist that may affect a student's ability to maintain good academic and/or social standing or to meet the requirements for graduation.

Residents have the right...

- To have reasonable access to their living accommodations based on a published schedule of occupancy.
- To expect a regionally competitive price on housing accommodations.
- To live in an environment that is clean and the responsibility to help keep it clean.
- To feel safe in University-owned residences as well as have free access to one's room and other facilities in the hall, and the responsibility to help ensure the safety of others in the halls.
- To live in an area that is free of intimidation, harassment, physical or emotional harm, and the responsibility to ensure this right for others.
- To be free from unreasonable noise or other distractions.
- To read and study without interruption or interferences.
- To relax and sleep without unreasonable interference, noise, distractions and the responsibility to help others have this right.
- To attend programs that support the pursuit of academic success, social and other developmental opportunities in their living community.
- To maintain one's personal beliefs and values and the responsibility to respect others' beliefs and values.
- To have respect shown for one's privacy and the responsibility to respect the privacy of others.
- To have respect shown for one's personal belongings and property and the responsibility to respect others' personal property as well as community property.
- To participate in residential government bodies.
- To have direct access to staff who help, provide guidance and support as needed.
- To host guests within a residence and the responsibility for the behavior of those guests; guests must abide by all USC Upstate and HRL rules and regulations. Host(s) must follow the visitation policy outlined in this Guide.
- To express themselves freely within established policies and procedures of USC Upstate Housing and Residential Life, the University of South Carolina Upstate, and state and federal laws, mandates and guidelines.
- To expect enforcement of the housing agreement and Guide to Residential Living.
- To enjoy individual freedoms regardless of race, ethnicity, gender, gender identity, national origin, ability, age, religion, sexual orientation, or political affiliation.
- To express themselves individually or by association with groups.
- To have access to written copies of university housing rules and regulations, or individual building policies that govern individual and group behavior.
- To receive equitable treatment when behavior is in question.
- For redress of grievances and complaints addressed fairly and expeditiously and the responsibility to seek assistance in settling conflict

Residents have the responsibility*...

- To adhere to rules and regulations.
- To comply with reasonable requests made by staff, or university officials, or fellow residents.
- To meet payment schedules for required housing fees.
- To monitor and accept responsibility for behavior of guests.
- To report violations of rules and regulations to appropriate staff.
- To respect the rights of others
- To respect the diverse backgrounds and interests of others
- To treat others in a civil manner and manage conflict in healthy and constructive ways
- To be serious in their academic pursuits.
- To participate actively in self-governance.
- To participate in judicial proceedings to determine appropriate standards of behavior.
- To permit immediate access to their room when Housing reasonably believes there to be an emergency or imminent life, health, or safety issue that requires prompt attention.

* adapted from ACUHO-I Statement of Resident's Rights and Responsibilities, Approved 1987, Revised 2002

Residential Life Expectations

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

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

Expectations for Behavior of Individuals and Groups

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

USC Upstate Housing & Residential Life Conduct and Adjudication Processes

USC Upstate Housing & Residential Life has a variety of policies that aim to develop student learning, keep housing facilities in proper working condition, and most importantly, promote safety for our residents. These policies are informed by a variety of things, including: local, state, and federal laws, national organizations that provide guidance to the field of higher education (ACUHO-I, ACPA, NASPA, and ASCA), and best practices. USC Upstate Housing & Residential Life's mission and values statements along with our residential curriculum inform the way USC Upstate Housing & Residential Life staff document and adjudicate potential policy violations.

Housing and Residential Life strives to create a positive learning environment where residents treat one another with respect and conduct themselves responsibly, consistent with the Community Standards. To promote this environment, Housing and Residential Life will administer an equitable and judicious conduct process grounded in education, ethical decision making and community responsibility. NOTE: In certain circumstances, a student may be removed from housing before a student conduct meeting has been held or following a hearing where removal was imposed and an appeal is pending. An interim removal is imposed to ensure the health, safety, or well-being of members of the residence hall/apartment community or to preserve property.

Relationship between Guide to Residential Living and USC Upstate Code of Student Conduct

Housing and Residential Life partners with the Dean of Students Office in order to adjudicate non-academic misconduct and irresponsible student behaviors. The two offices share cases through the Code of Student Conduct and the Guide to Residential Living. Both offices aim to enact an educational process. Please refer to the Code of Student Conduct for more information involving the student conduct process and student rights - <https://www.uscupstate.edu/globalassets/policies/usc-upstate-students-code-of-conduct.pdf>

Misconduct is addressed through sanctions and referrals for after care and on-campus resources. In determining sanctions and referrals, the hearing officer will consider what educational opportunities exist, what harm has been caused, and what resources could be beneficial for the resident to explore.

Students who live on campus become part of a community of diverse individuals. When each student assumes responsibility as a member of the residential community, everyone benefits. To ensure residents can exercise their rights as individuals without unduly infringing on the rights of others, certain basic policies and procedures have been established to facilitate mutual respect and consideration among community members. Cooperation is essential to developing an environment of mutual respect and support.

It is important to note that additional systems governing behavior of residents (i.e., Code of Student Conduct, local, state, and federal laws), may also levy charges depending upon the severity of the situation.

USC Upstate Housing & Residential Life may adjudicate situations under the terms of the Student Housing contract even when there are judicial decisions pending from other entities.

The USC Upstate Student Code of Conduct in the Student Handbook is edited annually and is available on the University's web site. It is reviewed and approved by the Administration and represents the official policies, regulations and procedures relating to student services, student conduct, and other important information for the residential student body. The handbook also contains official policies related to Campus Safety. **When a student is admitted to USC Upstate, the student becomes responsible for knowing and abiding by all rules and regulations of the University as published in the Student Handbook and for those students living on-campus, for knowing and abiding by all rules and regulations of the Guide to Residential Living.** *The handbook should not be construed as an offer to contract or as a contract between the University and any student.*

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

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

As a USC Upstate residential student, you are expected to familiarize yourself with the HRL Rules/ Regulations that are found within this Guide and published online. These policies are subject to change and students will be notified via student USC Upstate email accounts and posted to the HRL website. Violations of these rules and regulations are handled in the same manner as violations of the USC Upstate Code of Student Behavior. This does not preclude from criminal and civil charges being filed as well.

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

FERPA

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

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

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

Determining Student Housing Policies

When determining and creating policies, USC Upstate Housing & Residential Life considered three main areas:

1. **Residents should abide by local, state, and federal laws and should abide by university policies and regulations.**

Residents are expected to abide by the University of South Carolina Upstate Code of Student Conduct and all city, state, and federal laws. Conduct must also be consistent with policies outlined in the Student Housing Agreement and Guide to Residential Living. These regulations, together with the rules of the University of South Carolina Upstate governing bodies relating to student conduct and generally accepted standards of social behavior, are part of the agreement to live here.

2. **Residents should show respect for all individuals in their community.**

Successful group living can be achieved only through the cooperative effort of each resident. Each resident must be aware of their rights and privileges and equally aware of the rights and privileges of others. Each resident should expect their rights will be respected and, in a similar manner, each resident must avoid infringing on the rights of others.

3. **Residents should be mindful of personal safety.**

Residents should keep in mind that neglecting personal safety can, and often does, have an impact on other residents and staff. Each resident is a part of a larger community. Residents are advised to be mindful of the implications of their personal choices on that community.

Student Housing Conduct Process

The following principles are fundamental to the Housing & Residential Life conduct process:

- Each student's experience is unique, and each student should be treated as an individual.
- The conduct process encourages student learning through self-reflection, educational discussion, sanctioning and exercising student rights and responsibilities.
- The process fosters student learning, accountability and personal and social responsibility, aiming to prepare students for successful citizenship within USC Upstate and the world around them.
- All student conduct procedures are designed to minimize disruption to the housing community.
- The process strives to be educational, repairing harm when possible and returning feelings of dignity, self-worth, security, and confidence for students and their community, through outcomes that are developmental.
- All students have a right to privacy, to information relevant to their conduct case, to receive timely and thorough notice of concerns, to be heard by an objective party, and to have the opportunity for an appeal.

Student's Rights through the Conduct Process

The following are rights residents have throughout the conduct process:

- Residents have the right not to participate in the conduct process
- Residents have the right to an advisor
- Residents have the right to appeal (see the appeal process below).

Outline of the Process

1. **Incident Reports: Incident reports are informational documentation of a staff member's perspective of the incident in question.**

Housing staff members are expected to report any event that occurs in the university housing communities. An incident report is a written account of an event or situation by the person who has the earliest and most direct involvement with the incident. Once submitted by a staff member, incident reports are automatically forwarded to the members of the HRL and Student Affairs/Dean of Students teams. Upon receiving an alleged violation of the Guide to Residential Living, the Director of HRL or designee, typically the ADRL or the Office Manager, will investigate the report. The ADRL reviews the report and determines whether a report warrants documentation or Irresponsible Student Behavior charges and the need to schedule an Informal Administrative Hearing. Charges of the USC Upstate Student Code of Conduct/Community Standards and/or Guide to Residential Living violations originating from an incident report are considered alleged, pending completion of the student conduct process. Any member of the housing community and university community can report behavior that is inconsistent with the USC Upstate Student Code of Conduct and/or Community Standards. If the alleged misconduct occurs in or around a residence hall, or on-campus apartment complex, complaints should be brought to a Housing and Residential Life staff member.

If the latter is determined, the ADRL assigns the hearing to a staff member who will serve as the impartial hearing officer and consider charges against the student. A Student Conduct Administrator will be assigned according to the severity of the situation, previous conduct record, and the residence community where the violation occurred. USC Upstate Housing & Residential Life staff members who are trained as Student Conduct Administrators to serve as impartial hearing officers include: the Residential Life Programming Assistant, Assistant Hall Directors, Residential Life Graduate Assistants, the Associate Director for Residence Education and Student Engagement, and the Assistant Director for Residence Life who oversees the process as a whole. On occasion, the Associate Director for Housing Administration and Business Operations or the Assistant Director of Housing for Communication may hear cases specific to their areas. The Director may hear cases at the beginning of the academic year when case load is high but is typically reserved as an appeals officer. In some situations, a case may be handled by the Dean of Students.

If a formal complaint is lodged against a student, usually through an incident report, the following conduct protocol occurs until the case is concluded with the final decision:

2. **Hearing Notification: A hearing notification is a document the hearing officer sends to a resident allegedly involved in an incident. This is notification that a conduct hearing will be necessary to discuss and resolve an incident.**

If a resident is documented for allegedly violating a policy, the resident is sent a hearing notification to their USC Upstate e-mail address. The notification contains the alleged policy violations, the date, time, and location of the hearing, and hearing officer's name, contact information, and other pertinent information. If the resident cannot attend the hearing at the time scheduled, the resident must contact the hearing officer to reschedule. Hearings are typically scheduled with reference to a resident's academic schedule.

3. **Informal Administrative Hearing: A hearing is when the hearing officer and resident meet to discuss the incident in question.**

Housing and Residential Life conduct hearings are administrative. Each resident thought to be involved in said incident will meet individually with a hearing officer. During the hearing, the resident and the hearing officer will review:

- a. the resident's rights and prerogatives will be explained at that time
- b. conduct process
- c. incident report
- d. and the policies involved

It is at this time the student can resolve the matter through admission of responsibility, continue the Informal Administrative Hearing or request a hearing of the University Honor Council (charged to handle alleged academic honor code or student behavior code violations).

The hearing officer listens to the resident's explanation and asks questions to collect additional information before rendering a decision on each policy in question. The hearing officer will also seek to clarify any misunderstandings about the involved policies, the residents' role in the community, and the impact the incident had on the community. The hearing officer likely will not decide about the case while in the meeting with the resident.

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

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

4. **Hearing in absentia: A hearing in which the resident chooses not to participate in.**

Residents have the right not to attend a hearing, however the hearing officer still needs to adjudicate the conduct and render a decision on the case. If a resident does not participate in the hearing, the hearing officer may hear the case in absentia; using the information they have to make the best decision they can.

If a student fails to respond to a charge letter within the time specified in an email to their student account, he or she forfeits his or her rights and may have a sanction imposed by the director. A hearing may be conducted in the absence of an accused student if the student fails to appear for a scheduled hearing or if a student fails to respond to multiple meeting requests.

5. **Hearing summary: A hearing summary is a notification sent by the hearing officer with their decisions from the hearing.**

After a hearing, the hearing officer will decide the resident's responsibility for the policy violation/s and their status with USC Upstate Housing & Residential Life. If the resident is found responsible for a violation, the hearing officer will assign appropriate sanction/s. All sanctions must be completed by the deadline or further disciplinary action may result. Students with incomplete sanctions will have an administrative hold placed on their university account. This hold will prevent students from conducting specific university business, such as enrolling in classes for upcoming semesters. A hearing summary letter will be sent to the resident's USC Upstate e-mail address.

6. **Resolution of Alleged Infractions** Incidents vary in seriousness. The intent of sanctions is to be educational.

Factors considered when determining sanctions are: the level of harm to self or others, degree of disruption, damage to facilities, repeated or pattern of behavior, the totality of conduct record, and more. When a resident has been advised that they violated a policy, it is expected the resident stop the behavior and that the violation will not be repeated. If a specific policy violation is repeated, or a pattern of policy violations develop or multiple policies are violated, the resident may expect stronger sanctions, including, but not limited to contract cancellation.

If a contract is cancelled by Student Housing due to a resident's misconduct, the resident will be responsible for all fees associated to the original student contract. Failure to complete sanctions by the assigned due date may result in further conduct action, a hold on the student's account, and/or contract termination. A hold on a student's account will prevent the student from engaging in certain university business, such as future enrollment/registering for classes or making records requests. This hold will be lifted only when the student completes and submits his/her assigned sanctions.

One or more of the following sanctions may be applied for violations of the USC Upstate Student Code of Conduct and/or Guide to Residential Living. The assigned sanction(s) will remain in effect for the remainder of the current semester and the following semester unless it is deemed appropriate by the hearing officer/committee to adjust the length of the sanction(s) due to the severity of the violation.

6a. Accountability Sanctions - sanctions that impact a student's status in USC Upstate Housing & Residential Life. When a student has an active accountability sanction/status, their ability to engage in some university activities may be impacted (e.g., being hired as a Student Housing staff member).

- **Notice of Concern:** A Notice of Concern is a letter hearing officers use to address minor violations of Student Housing policies (i.e., minor maintenance, health, and safety concerns). The letter will be sent to the resident's USC Upstate email address and document how and when the issue was discovered and corrected. Residents will be notified when staff will return to ensure compliance with the request.
- **Written Warning:** A warning is a sanction that communicates continued or escalated behavior against Housing Policies will likely result in escalated sanctions. No action from the resident is needed.
- **Fines:** The student may be fined for a violation of the University's policies.
- **Loss of Privileges:** A student's privileges may be suspended/prohibited from a University activity/program for a designated time. This could include but is not limited to SGA sponsored activities, Club or Organization sponsored activities or programs, intramural sports and/or intercollegiate athletics, and Guest Policy Privileges, which is the most common for student housing conduct.
- **Parental Notification:** Copies of sanction letters are sent to parents/guardians for violations of the alcohol and drug policies. Other parental notification is at the discretion of the hearing officer. *See further details on page 14.*
- **Housing Probation:** is a sanction that may require the resident to participate in an educational sanction and/or refrain from particular behaviors during the duration of the contract period. This status is often limited to a specified time period.
- **Conduct Probation:** is a sanction that communicates to the resident that if they continue to violate Student Housing policy, Student Housing will likely cancel the resident's housing contract. If a contract is cancelled by Student Housing due to a resident's misconduct, the resident will be responsible for all fees associated to the original student contract. A student is presented written notification of an official warning that his/her conduct is a violation of the policy of the University. The status of this student is in jeopardy and under the careful watch of the University. The student may continue to be enrolled, yet this depends upon the student's adherence to the rules, regulations and procedures of the Code of Conduct, Honor Code and/or Residence Hall Regulations. Further violations may result in immediate suspension and/or expulsion from the University
- **Room or Hall Reassignment:** A resident may be reassigned to another room or another hall when the offense is harassment, assault, battery, mistreatment of staff, or the residents' behavior is determined to be disruptive to the community.
- **Contract Cancellation:** Residents who pose a risk of harm to themselves, other residents, property or continue to violate policies after being placed on probation may have their contract terminated. If a contract is cancelled by Student Housing due to a resident's misconduct, the resident will be responsible for all fees associated to the original student contract. If a contract is cancelled for violation of a policy, the student may not reapply for student housing for a period of time (often one calendar year), from the end of the contract period in which the cancellation was effective.
- **Suspension:** A student may be suspended from the University for the remainder of the current semester and one or more of the following semesters. The student may not be on the University campus or enroll in any University classes during the period of the suspension. Students who are suspended must reapply for admission to the University through the office of Admissions. Courses taken during the term of suspension at any other institution or online cannot be applied toward degree credit at USC Upstate.
- **Expulsion:** A student is dismissed from the University **permanently**.

6b. Educational Sanctions - sanctions intended to educate the resident on a topical area. Often, but not always, the educational sanction will directly address the policy violation. Exceptions to this include, but are not limited to, the hearing officer assigning educational sanctions on something that was discussed in the hearing, but not part of the actual case. Some examples of common educational sanctions include, but are not limited to:

- **Safe Campus Modules:** addresses alcohol and drug use and education as well as sexual health/bystander intervention. Fees are charged to the resident for the costs associated with these programs.
- **Health/Counseling Assessment, Education or Seminar:** A student may be required to participate in a program, seminar, and/or assessment at the student's expense.
- **Educational Bulletin Board:** the student may be assigned to develop and post a bulletin board on an educational topic often related to the policy violation for a centrally located bulletin board.
- **Article Review:** a student may be asked to review 3-5 articles on a topic relating to their policy violation
- **Reflection papers:** reflection papers are used to help the resident reflect on the incident, their behaviors, the policy, or other relevant themes.
- **Research papers:** given the severity of the violation(s), a research paper may be an appropriate sanction.
- **Community Service:** A student will be required to participate in a program set forth by the hearing officer of specific service to the surrounding community or the University. Community Service hours must be conducted through pre-approved venues before completing hours.
- **Campus partner connections:** meeting with campus partners to learn more about services and resources

6c. Restitution Sanctions - sanctions that result in an amount billed to the resident due to the residents' actions which caused damage to property.

- **Financial Restitution - Housing:** In situations where damage has occurred to university property or there is clean-up, repair or replacement costs, a resident may be required to pay for the costs incurred.
- **Financial Restitution - Student:** In situations where a resident has violated a Student Housing or university policy and there are clean-up, repair or replacement costs to another student or the guest, a resident may be required to pay for the costs incurred.

7. **Appeal: An appeal is defined as a review of the original case.**

During an appeal, the burden is placed on the appealing student or student organization representative to demonstrate why the finding or sanction should be changed. Residents have the right to appeal a hearing decision and must do so in writing within five (5) business days of the decision being communicated. Each hearing summary letter contains the name and contact information for the appeal officer. Appeals may be based only on the following grounds:

- **Failure to Follow Procedures** - A resident may appeal the decision of a hearing officer if the hearing officer failed to follow required procedures. However, if the failure to follow procedures was harmless, that is, did not prejudice the appellant, the hearing officer's decision may be upheld. The burden shall be on the appellant to identify the prejudicial effects of any alleged procedural error.
- **New and Relevant Information** - A resident may appeal the decision of a hearing officer if the resident becomes aware or in possession of new and relevant information pertaining to the case that was not available at the time of the hearing. The burden shall be on the appellant to identify, produce, and give context to any new information.

The written request for an appeal, stating the specific grounds upon which the appeal is based, must be received by the appeal officer within five (5) business days from the outcome letter being sent. Appeal requests may be denied in cases not having sufficient grounds without a meeting taking place. All appeals must be submitted to the appeal officer noted in the original outcome letter.

Appeals submitted after the five (5) business days may be considered if:

- An administrative error of a staff member occurred
- New information pertaining to the case became available

A resident can engage the appeal process one time for any original outcome letter unless otherwise indicated in the outcome letter.

***Note if a resident has been found responsible for Code policy violations (University policies) in addition to Housing & Residential Life policy violations and would like to appeal both Code and Housing policies, the resident must appeal Housing & Residential Life policy decision to Housing & Residential Life, and Code policy decisions to the University Governance Office. For more information, please refer to the USC Upstate Student Affairs appeal process.**

Parental Notification Policy

Students under the age of 21:

The University of South Carolina Upstate will implement the following parental notification provision of the Family Education Rights and Privacy Act: 34 CFR 99.31(a)(15)(i):

The disclosure is to a parent of a student at an institution of postsecondary education regarding the student's violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if

- A. The institution determines that the student has committed a disciplinary violation with respect to that use or possession; and
- B. The student is under the age of 21 at the time of the disclosure to the parent.

Specifically, when the University of South Carolina Upstate has knowledge of a student's alcohol consumption or drug use under the circumstances described below, the University of South Carolina Upstate will notify the parent/legal guardian of a student enrolled on the Upstate (Spartanburg) campus who is under 21 years of age. Initial notifications may be telephonic, but all notifications will be followed up with a written notification.

- Following the first known violation of university policy or state law regarding drugs.
- Following the first known violation of university policy or state law regarding alcohol, when the suspected use of alcohol has
 - a. placed the student in a life-threatening situation as determined by an attending medical professional or reasonably determined by the Vice Chancellor for Student Affairs or designee.
 - b. caused the student to be in a physical or mental state that has prompted intervention by university personnel, police, or medical personnel out of concern for the student's wellbeing or to address the student's conduct.
 - c. endangered the health or welfare of another person, including any report by police of arrest for driving on campus under the influence of alcohol.
- Following the second known violation of university policy or state law regarding alcohol.
- Following a violation of university policy or state law regarding alcohol or other drugs that results in the cancellation of the student's university housing contract.

All students, regardless of age:

In addition, the University of South Carolina Upstate will notify the parent/legal guardian of any student enrolled on the Upstate (Spartanburg) campus, regardless of age, when the student's suspected alcohol or drug use has placed the health or safety of the student or others in danger and notification is necessary to protect the health or safety of the student or other individuals. This notification will be made by telephone and follow-up will be made in writing.

Department of Public Safety and University Police Notification and Response

USC Upstate Department of Public Safety and University Police (hereto referred as UPD) is the responding Police agency for the University of South Carolina Upstate buildings and property. At times, Housing & Residential Life staff procedures dictate calling UPD to assist in responding to incidents. UPD may also be present in the building when not initiated by HRL staff to address safety and community concerns.

Additionally, UPD/Parking Transportation Services will respond to incidents in parking facilities across campus, including those near housing facilities. UPD also enters USC Upstate Housing & Residential Life space to engage with staff, attempt to build community, and facilitate educational programs.

Residents should anticipate a response from UPD in the following situations: illegal substances, wellness checks involving illegal substances, community damages/vandalism, active violence, community threats and suicide ideation. Residents are also able to call the Department of Public Safety and University Police as they wish to report: theft, crimes, violence, assaults, threats, damage to property, and other reasons, as needed.

Social Justice

Students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing university community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others.

Single Student Housing Community Standards

The following standards have been developed to create a productive and safe living environment in the residence halls and Villa apartments. In accepting their room assignment, a resident agrees to abide by these standards. The Community Standards are applicable in all Housing and Residential Life properties which includes but is not limited to residence hall/apartment buildings, commons, and inside and outside common spaces. On-campus residents includes those who live in residence halls/apartments operated by Housing and Residential Life at the University of South Carolina Upstate.

All residential students and guests are responsible to abide by Housing and Residential Life Community Standards & Guide to Residential Living and the University of South Carolina Upstate Student Code of Conduct. Housing and Residential Life has the sole discretion to decide what items/products are permissible.

COMMUNITY RELATIONSHIP AND RESPONSIBILITY - By agreeing to become a part of the on-campus residence hall/apartments housing community, each resident is held to expectations outlined in the Guide to Residential Living and USC Upstate Student Code of Conduct. Residents who aid, encourage, abet, or conspire to protect another who committed a violation or encourage violations by others may be held accountable for and/or share the responsibility for those actions. Individuals must not be in the presence of and must remove themselves from an ongoing policy violation. Residents are encouraged to report violations of the USC Upstate Student Code of Conduct and/or the Community Standards or crime to Housing and Residential Life staff, University Police, and/or a University Official.

Any violation of these Community Standards or the USC Upstate Student Code of Conduct may be subject to the student conduct process, where applicable, and termination of your housing contract without refund.

Irresponsible Student Behaviors

General Expectations

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

- a. Falsification, distortion, or misrepresentation of information;
- b. Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
- c. Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;
- d. Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
- e. Failure to comply with the sanction(s) imposed by the campus conduct system;
- f. Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

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

- a. Residents will be held responsible for damages in their rooms as determined by Housing and Residential Life staff.
- b. Each resident must complete proper care and cleaning of their room, section, bathroom, and kitchen, including the guidelines for break/holiday periods and check outs.
- c. Proper care and cleaning must be applied where applicable and defined as but is not limited to: putting food away into a refrigerator or cabinet; removing hair from the shower or vanity sink drain; regularly wiping down surfaces, dusting, sweeping, vacuuming, and/or mopping; cleaning the kitchen area by wiping counters and appliances after preparation of meals; and emptying trash.
- d. All residents using the kitchen are responsible for cleaning the stove tops/ovens, sinks, counters, microwaves, removing personal property and properly disposing of all trash from the kitchen after use.
- e. Personal trash must be disposed of in compactor (behind Palmetto House) or dumpsters throughout the Villas and may not be left or disposed of in community areas (e.g. pods, hallways, bathrooms, lounges, stairways). Residents are responsible for properly disposing of boxes; it is encouraged to break down the cardboard and take to the county recycling center on Valley Falls Road.
- f. Flushing items such as disposable wipes, t-shirts, towels, and feminine products are prohibited.

- g. Residents are prohibited from creating messes in hallways, lounges or public bathrooms that would otherwise create additional work for the custodial staff.

03. Compliance with General Laws:

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

04. Computer/Technology Misuse:

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

05. Cooperation with Staff/ Failure to Comply with Official Requests/Non-Compliance/ Violations of or Failure to follow policy or regulations:

- a. USC Upstate expects students to comply with and respond appropriately to the reasonable and lawful requests of University officials in the performance of their duties.
- b. Residents are required to schedule and/or attend appointments with staff members when asked to do so in conjunction with the staff members' duties, including but not limited to roommate conflict resolution and individual student conduct process meetings.
- c. Students are expected to appear at disciplinary hearings to respond to allegations or testify as a witness when reasonably notified to do so.
- d. Residents and their guests must follow the directives of identified Housing and Residential Life staff in conjunction with the staff members duties. This includes but is not limited to presenting proper identification (e.g. USC Upstate One Carolina Card or Driver's License) when requested to do so.
- e. A failure to properly comply with or complete a sanction or obligation resulting from a disciplinary hearing or adjudication may also be considered failure to comply with an official request. **(Note to residential students:** the definition of University officials in this regulation includes all Housing Staff – RA, CA, DA, ONDA, SOA, Maintenance, S3, AHD, RLPA, Graduate and Professional Central staff).

06. Decorations:

Residents are encouraged to personalize their rooms and decorate public areas within established guidelines. Residents should seek the advice of Housing and Residential Life staff members before beginning to personalize their rooms.

- a. The use of contact paper, all types of wallpaper, and stickers are prohibited in all rooms and public areas.
- b. Cans, bottles, neon signs, posters, aluminum foil, solicitation, personal messages, or other materials are prohibited from display in or attached to room windows.
- c. One or two small tabletop size house plants are permitted but must be cared for and not completely obstruct the window. The use of terrariums larger than 15 gallons are prohibited.
- d. Decorating hallways is prohibited; only approved Housing and Residential Life signage or pre-approved Housing and Residential Life sponsored program publicity is allowed
- e. The use of metal-tipped darts are prohibited in the residence halls/apartments.
- f. Hanging items with nails, tacks, screws, duct tape, or adhesive-backed wall covering is prohibited in all rooms, and common areas.
- g. Residents are prohibited from painting residence hall rooms/ apartments and/or common areas.
- h. Road signs or public posting signage including but not limited to restroom signage or wet floor signage is prohibited in resident rooms/apartments.

07. Disorderly Conduct or Disruptive Activity:

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

Disruptive Activity: Substantial disruption of University operations including obstruction of teaching, research, administration, other University activities, and/or other authorized non-University activities which occur on campus; this may be further defined as including but not limited to fighting, nuisance activities, excessive noise, vulgar language, shouting, horseplay, practical jokes, pranks, threatening behaviors, verbal abuse, racial slurs/hate speech, and disrespect for authority.

08. Forgery, falsification, alteration or knowingly furnishing false information to the University or its officials: A student or applicant knowingly furnishes or possesses false, falsified or forged materials, documents, accounts, records, identification or documents or verbally provides false or misleading information.

09. Gambling as prohibited by the laws of the State of South Carolina. Gambling may include raffles, lotteries, sports pools and online betting activities.

10. Game Room Violations: includes breaking the equipment owned by Housing or by RHA/ARC, misuse of said equipment, using the equipment when the Sparty's game room is closed.

11. Guests and Visitation: Guests are defined as any person or persons not permanently assigned to a student housing room or apartment in which they are visiting. Visitation is defined as those times during which residents may have guests in their rooms, suites, or apartments, or in the public areas of residential floors. Visitation is a privilege that is subordinate to a resident's right of privacy within her or his room. Residents may not exercise their visitation privileges if doing so interferes with the rights of the roommate or of other residents. Guests cannot be provided access to a room or an apartment by Housing and Residential Life staff. Housing and Residential Life staff reserve the right to deny guests based on facilities issues, length of stay, and prior behavioral history.

- a. Visitation is outlined as agreed upon in the Roommate Agreement Workbook in the Housing Portal. Each suite/apartment should determine acceptable or unacceptable visitation privileges in their roommate agreement at the beginning of each semester. Prior roommate approval is required for any guest regardless of the length of visit. Roommates are to discuss visitation expectations with those in the room, apartment, or unit they are assigned.
- b. The hosting resident will be responsible for the conduct and behavior of his/her guest(s) at all times and must be present with the guest(s) at all times. Guests and hosts alike are responsible for knowing and abiding by all regulations and either or both may be subject to disciplinary action for violations. Guests are required to follow all policies and procedures as if they were residents of the room/apartment. Residents of a room/ apartment may be held responsible for the behavior that takes place inside the room/apartment or in the common areas of the residence or residence hall, whether or not the residents are present. It is the resident's responsibility to inform their guests of Housing and Residential Life and university policies.
- c. Residents must escort their guest(s), who is not a resident of that building/floor, at all times.
- d. Cohabitation is strictly prohibited within all three residential areas; only the resident(s) assigned to a room/apartment may live there. This includes, but is not limited to a guest keeping clothing and other personal belongings in the room. Residents found in violation of cohabitation may be subject to removal from on-campus housing.
- e. Any guest staying over 72 hours requires written approval from the Housing and Residential Life three (3) days before the visit. This includes any person who is not an assigned resident to that room/apartment. Residents should inform their respective Resident Adviser or Residence Life staff of any overnight guests. Prior roommate approval is required for all overnight guests.
- f. Each assigned resident is permitted to have no more than two guests visiting in their room or apartment at any time.
- g. Guests must be of legal age (18) or older. Siblings may visit with the custodial parent.
 - a. Guests under the age of 16 are not permitted in the residential community without written permission of the Pro/Grad for that particular area or without a parent/guardian present. No one under the age of 16 is allowed to stay overnight in the residence hall.
 - b. Guests who are of the ages of 16-18 must: Have a parent or guardian to accompany them in the residence hall environment. This individual will provide their identification to represent themselves and this individual.
 - c. Residents who are parents and have their children visiting the residence hall during the day will need prior approval from their roommate and the Pro/Grad of their community. The guest limit of per person with a total of guests per suite/apartment is still in effect.
 - d. Babysitting is prohibited in the residence halls.
- h. There will be no visitation over break periods (Fall Break, Thanksgiving, Winter Break, Spring Break) or during restricted timeframes (Finals Week each semester).
- i. Additional specifications with regard to Visitation
 - a. No Visitation for the first 2 full weeks of each semester including the early arrival dates
 - i. Fall (Aug 1-Sept 2)
 - ii. Spring (Jan 6-Jan 21)
 - b. Visitation may be withheld pending 100% completion of all Roommate Agreements in the Housing Portal by roommate groups, Building-Wide.
 - c. Visitation Hours
 - i. Sept 2-Dec 8 and Jan 21-April 19
Daytime Visitation is from 9 a.m. – 12 midnight each day on Mondays-Thursdays.
 - ii. Each resident will be limited to no more than 2 guests total up to a maximum of 8 persons in the suite including the residents (4 residents and 4 guests total); residents should communicate and plan accordingly with their room/suitemates.
 - iii. There is no Visitation during final exam week
 - iv. Overnight visitation on the weekends is from 9 a.m. Fridays - 12 midnight on Sundays.
 - v. Non-overnight weekend visitors must leave by 2 a.m. on Friday and Saturday nights.
 - d. Palmetto Villas (apartments)
The Villas visitation in the apartments is 24 hours/7 days a week providing that all roommates have expressed permission via the Roommate Agreement booklet.
- j. Procedures for Visitors and Overnight Guests
 - a. Signing-In Guests
 - a. A guest is defined as any person who is visiting another person that does not live in their place of assignment or residence (includes off campus students as well as on campus residents visiting another building). All guests must be signed in by the resident s/he is visiting at the front desk of the building s/he is visiting.
 - i. Staff members are available to assist residents in signing in their guests.
 - ii. Within the approved visitation hours, all guests must be signed in at the entrance of each residence hall desk.

- iii. Each guest and host must present a picture ID to the staff member working at the main entrance. All guest must have a photo ID.
- iv. The staff member at the desk will scan the ID of the host and the guest into Raptor and will retain the guests' ID.
- v. The guest ID will be returned when the host and guest sign out at the desk.
- vi. Hosts must escort guests at all times through the building
- b. Signing-In Overnight Guests
 - i. Prior to the guest's arrival. The host must notify and get approval from his or her roommates to have a guest stay in the suite/ apartment overnight prior to the guest's arrival.
 - ii. Failure to gain ALL roommates' signed approval prior to registering a guest will result in the guest being asked to leave and referral of the host for disciplinary action. In addition, a resident's visitation privileges may be suspended.
 - iii. Guest may not exceed 48 hours consecutively staying overnight on campus. Also, guest may not stay more than two nights by changing hosts.
 - iv. Non-Resident Guests are prohibited from overnight visitation during the first and last two weeks of each semester in the Tree Houses.

12. Harassment/Bullying:

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

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

- a. "Live cut" trees (such as Christmas Trees) are prohibited in the residence halls/apartments.
- b. Indoor/outdoor holiday decorations requiring electricity are to be UL approved and be removed prior to leaving for the winter break.
- c. Any type of string/holiday lights or battery (LED) lights are prohibited at all times.

14. Indoor Sports: Any type of sport that involves throwing any form of projectile, kicking or hitting objects is not allowed in the buildings, parking lots, and/or surrounding and restricted areas due to foreseeable damage or injury. This includes, but is not limited to baseballs, bats, eggs, flying discs, footballs, golf balls, ice, paint balls, potatoes, soccer balls, softballs, water balloons, and any object that may cause damage. Restricted areas include near cars, inside and near buildings, and areas that have the potential to cause damage.

15. Laundry: Residents must dry clothes in a designated laundry room or by open-air drying inside their room/apartment.

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

17. Misuse of Keys:

- a. Keys are only issued to the resident contracted for student housing for a particular bedroom and suite/apartment. No person may use or possess any University key without proper authorization.
- b. Residents are prohibited from borrowing/duplicating keys, fobs, or access cards from each other or loaning keys, fobs, or access cards to anyone for any period of time. Residents are also expected to keep the keys and fobs/access cards issued to them in a safe area and/or under their control so as not to adversely affect the security of their room and community.
- c. Tampering with keys, fobs, and/or access card readers or with lock mechanisms is prohibited and could result in financial charges.
- d. Residents are prohibited from storing keys outside their room or apartment using realtor lockboxes, magnetic key storage, or hiding keys within gardening, plant statues or under mats.
- e. Loaning a key to a person not assigned to that residence may be consider a violation of this regulation.
- f. No student is allowed under any condition to have a University key duplicated.
- g. Additional locks may not be added to doors or other University property or equipment.
- h. Residents are required to immediately report any lost or stolen keys to the Housing Office.

18. Noise/Quiet Hours/Courtesy Hours: It is every resident's responsibility to their community to maintain an atmosphere that is conducive to sleep and academic success in the residence halls and apartments. In correlation, each resident and guest is responsible for keeping noise levels to a minimum at all times inside the residence halls and apartments. Noise levels should be low enough so as not to substantially disturb others. Residents are expected to maintain reasonable volume levels. Residents should respect fellow students and staff by limiting noise to a minimum, especially in hallways and lobbies.

- a. All residents will adhere to the following quiet hours: Sunday through Saturday: 10 p.m. – 9 a.m., Sunday through Thursday and 11:00 pm – 9:00 am, Friday and Saturday inside and outside of the living area. During quiet hours, the noise level is to be one that is conducive to study and sleep.
- b. Courtesy hours are in effect at all times; 24 hours a day, 7 days a week, and 365 days a year. Students are expected to comply when a request is made by fellow residents or staff members regarding noise.

- c. At all other times, residents will be considerate and respectful of the primary rights to study and sleep without undue interference
- d. The Noise Policy will be amended to a 24-hour quiet period on the last day of classes through the entirety of the final exam week period. The specific dates will be posted within the residential areas, depending on the academic term. Residents are responsible for knowing the dates for the 24-hour quiet period.
- e. Music, televisions, and conversations should never reach a noise level that disturbs other occupants.
- f. Noise coming from a resident's bedrooms, living space, apartment, or bathroom must not be audible within the rooms of other residents or within another floor/section or building.
- g. Residents and their guests must also keep noise in the hallways to a minimum.
- h. Noise originating anywhere on one floor/section should not be audible within another floor/ section, within the building or outside. If noise levels are disruptive, a resident should reasonably request that the noise level be decreased to the fellow community member. These requests are expected to be honored. Compliance is necessary to maintain an environment for academic success.
- i. Residents are prohibited to conduct or permit loud parties or activities in their apartment, or to create disturbances unknowingly of an everyday nature, which would cause annoyance or discomfort to other residents in any manner. This includes but is not limited to cleaning the apartment past quiet hours, running loud appliances, moving furniture, etc.
- j. No outside activities or noise after 10pm from the picnic/gazebo area of the Villas, the basketball courts or the hammock parks.
- k. Excessively loud music from parked vehicles will also not be tolerated. Disciplinary action will be taken if residents are found playing their car stereo excessively loud.

19. Occupancy Limits:

Residents are each allowed up to 2 guests in their room/apartment for a total of up to a maximum of 8 persons if the suite/apt which includes the residents present.

20. Occupant Responsibilities & Room Regulations:

- a. Residents are responsible for and will be held accountable for the behavior of their non-student guests including family members.
- b. All students residing on campus are fully responsible for all activities that take place in the room, suite, or apartment in which they are housed. The residents may be subject to disciplinary action for any violation of College regulations that occurs in their assigned room, suite, or apartment by themselves or their guests, including non-residential USC Upstate students.

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

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

22. Pest Control:

- a. Preventative pest control services are periodically performed by Housing and Residential Life for insect control purposes.
- b. Residents must allow Housing and Residential Life to enter rooms for pest control inspection unless a prior medical exception has been filed with Housing and Residential Life.
- c. It is the responsibility of ESA owners to assure the welfare of their animals during pest control services.
- d. Outside pest control services are prohibited, including purchased products such as bug spray, insect bombs, and insect traps.

23. Pets/Animals on Campus (<https://www.uscupstate.edu/campus-life/dean-of-students/>):

- a. Animals, with the exception of animals that provide assistance (e.g. seeing-eye dogs approved by the University Office of Accessibility Services), and emotional/psychiatric support animals as outlined in the Housing & Residence Life Contract, are not permitted on campus except as permitted by law.
 - a. **Provision for Emotional Support and Service Animal Care and Management:** In accordance with state and federal law, Emotional Support, Service Animals and Assistance Animals will be permitted in the residential areas; students must comply with guidelines established by Disability Services and by Housing. Residents must sign and have on file all required documents.
 - b. Disability Student Services will approve Service and Emotional Support Animals; they will communicate with Housing & Residential Life any students approved for such.
 - c. Approved ESAs are to remain under the care of the resident to whom they are assigned at all times. Under no circumstances should an ESA be cared for by another student, faculty/staff member or non-USC Upstate person while residing in on-campus housing.

- d. Abuse or neglect an ESA is prohibited.
- e. The resident is responsible for the cost to repair any damage to property caused by the animal, including but not limited to: pest/ flea treatment, carpet and drapery cleaning (including stains or smells), damaged furniture, etc. Additionally, the ESA owner is 100% responsible for personal injury to others caused by the animal or its' habitats. The university has the authority to temporarily or permanently remove an animal from its grounds or facilities if the animal's behavior is unruly or disruptive, if the animal is in ill health or habitually unclean, or if the animal is a direct threat to the health or safety of other community members and/or USC Upstate personnel.
- b. Fish are the only pets permitted in the residence halls. Fish tanks may not exceed 20 gallons. Although fish are permitted, fish must be removed from the University residences during all scheduled breaks.
 - a. Fish are to remain in the bedroom of the resident to which they are assigned unless being taken off-campus, e.g. veterinarian, off-campus house/home, exercise.
- c. To reduce the unnecessary health, safety, and damage risks, no animals or pets are allowed on the inside or outside premises of University-owned housing. These animals or pets include stray, feral, and/or domesticated animals of which a student may or may not claim sole ownership.
- d. Feeding of, or interacting with (e.g. luring, petting, harboring) any stray, feral or wild animals is strictly prohibited.
- e. Domesticated pets are prohibited from "visiting" with family/relatives/friends who visit or who request to leave pets in your care.
- f. Other pets found in units will result in an immediate \$100 fine or \$25 per person unless the guilty party comes forward. The residents must get rid of the pet immediately. If the pet is found on campus again, the fine increases to \$200 and a more severe disciplinary action will be taken including the possible removal from housing.
- g. In addition, students are also subject to any housekeeping fees that may result from violations of this policy.

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

24. Posting Signs and Information in Public Areas:

- a. Residents are prohibited from displaying placards, posters, banners, or materials of a similar type in their apartments where they can be visible outside the apartments.
- b. Residents are prohibited from posting posters, or materials of a similar type, on walls, doors, or windows outside the apartment or on the buildings.
- c. Access to bulletin boards for administrative notices is restricted to Housing and Residential Life staff.
- d. Public posting is permitted through message boxes and public access bulletin boards and is not restricted.
- e. Housing and Residential Life reserves the right to limit the number of materials posted per event or organization to ensure equitable access to limited bulletin board space.
- f. Posters are not permitted on walls, doors, stairways, or windows.
- g. Chalking or spray painting in, around, outside, or on the University residence halls and sidewalks is prohibited.
- h. Any organization that wishes to have flyers posted in the residence halls should drop them off in the HRL Office between 8:30 a.m. and 5 p.m. after approval by Student Life. The flyers will be distributed for posting by the HRL staff. A max of 35 pieces will be allowed per event. Postings will be limited to 11x17 in size. Any unapproved posting will be removed and could result in loss of posting privilege in the residence halls and apartments. Only HRL can post flyers in the residential area.

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

26. Room Transfers: Residents are prohibited from changing room assignments without receiving official authorization from Housing and Residential Life staff. Complete a room change request form in the Housing portal.

27. Solicitation and Operation of Business:

- a. Solicitation for businesses, events, and/or individuals for commercial, promotional, or personal gain (including door-to-door sales and distribution of advertisements) within the residence halls/ apartments is prohibited except when sponsored by HRL, another University department, or a registered student organization. Violators should be reported to Housing and Residential Life staff or residents should call University Police.
- b. Residents are prohibited from pursuing any business on the premises or in the residence halls/apartments.
- c. The apartment unit should be used solely as a residence. Examples of business operations include, but are not limited to, babysitting, swimming lessons, automobile repair, hair or nails and other cosmetic endeavors etc.
- d. Residents of registered or sponsored student organizations may use public and commons areas with approval from Housing and Residential Life staff & from the Office of Student Involvement. Guidelines and approval forms are available at the Housing Office.
- e. Residents are prohibited from inscribing or affixing any sign, advertisement, or other notice to any part of their residence hall room, apartment or on the outside of any Villa Housing building.
- f. Solicitations, political signs, other marketing and alcohol advertisements/signage are prohibited from being placed in windows. Students who place items in windows that the University determines to be offensive and/or obscene will be asked to remove the items immediately and may be subject to disciplinary action.

28. Tapestries and flags:

- a. Tapestries, flags or other fabrics are not to be draped over any lighting fixture.
- b. Curtains, drapes, or tapestries hung across hallways in the residence halls or across the balcony of the apartments, windows, or as partitions are prohibited.
- c. Banners (except those approved by HRL), flags, clothes, etc. are not to be hung out of windows and/or balconies.

29. Theft:

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

30. Use of personal portable sound amplification equipment: (i.e. radio, TV, amplified sound from a musical instrument, etc.) in a manner that disturbs the privacy of other individuals and/or the instructional program of the University is prohibited.

31. Transportation Devices:

- a. Transportation devices (i.e., bicycles, scooters, hover boards, mopeds, motorcycles, any fuel-operated machines, etc.) are prohibited within University buildings, residence halls, or tennis courts, and in high traffic pedestrian areas (i.e., front entry ways of buildings).
- b. Bicycles, scooters, and mopeds are to be stored in the racks outside the building and may not be placed in stairwells or chained to stair rails, fences, or posts. Motorcycles must be parked outside in accordance with Upstate Parking regulations
- c. Additionally, skateboards and other devices (including kick scooters, e-scooters, roller-skates or in-line skates) may not be ridden on railings, curbs, benches, or any such fixtures that may be damaged by these activities, and individuals may be liable for damage to University property caused by these activities.

32. Trash:

- a. All residents must properly dispose of trash, recyclables, boxes, etc. in the appropriate dumpster or recycling container. If the dumpster is full, please take your trash to the next available dumpster.
- b. Residents should use trash bags no larger than 13 gallons.
- c. Students may not dispose of trash in the University trash canisters near the entrances to the buildings.
- d. Items are not to be stacked outside of receptacles, including bags, furniture, and large items.
- e. All trash must be disposed of immediately and should never be left outside of rooms in the hallways or outside of apartments. Residents will be charged \$25 per bag for trash bags found outside of the suite/apartment.
- f. Personal trash may not be left or disposed of in public areas. Residents who leave personal items will be held financially responsible for cleaning, removal, and/or damage.

33. Unsupervised Children: Children and youth under the age of 16 are prohibited in the residence halls and Villa apartments unless approved by Housing and supervised by their custodial parent.

34. Video Recordings and Photographs: In accordance with the Student Conduct Code, it is prohibited to engage in acts of voyeurism, peeping, spying, or recording another in any location where a reasonable expectation of privacy exists. This policy is applicable in spaces including but not limited to all Housing and Residential Life properties.

Facility Use

01. Antennas and Satellite Systems/Cable TV:

Residents are prohibited from erecting, installing, or setting up electronic systems including, but not limited to television antennae, wireless transmitters, or satellite systems of any kind in, on, over, or through any area of the building, including common areas. Common areas include, but are not limited to, hallways, roofs, patios, walkways, and exterior walls and floors.

02. Common Damage Billing:

All residents are responsible for room/floor/section/apartment/building damages (including but not limited to microwaves & refrigerators, common area recreation equipment, televisions, exit signs, etc.) and will equally pay for charges assessed to the room/floor/section/apartment/building as appropriate. Entire buildings will be subject to a fine if littering and damages become an issue.

03. Destroying or Tampering with Property /Damaging and Vandalism:

Every student is expected to treat University property and the property of others with respect. Damage to University premises/property or property of any other person is prohibited. Residents may be held responsible for damages to University property.

- a. The destruction of public or private property are prohibited on Housing and Residential Life properties which include, but are not limited to, residence hall and apartment buildings, commons, and inside and outside common spaces. Vandalism includes, but is not limited to, the destruction or unwarranted alteration of bulletin boards and hall decorations.
- b. Pranks, practical jokes, and/or mischievous acts which include but is not limited to activities that may or may not damage property, cause potential injury to self or others, violate noise policy, or inconvenience other residents, guests, and staff are prohibited on Housing and Residential Life properties which include, but are not limited to, residence hall and apartment buildings, commons, and inside and outside common spaces.

04. Door Propping/Exterior Doors and Security:

Propping the door to a residential facility violates the Housing Agreement and is a fire/safety hazard.

- a. Residents are prohibited from allowing people who are not their guests into the building or onto the floor of the residence hall/into the apartments.
- b. Residents are prohibited from propping open or causing any floor exit door or building exterior door to be propped open.
- c. Non-residents are prohibited from entry into the residence halls/apartments unless escorted by a resident of that location.
- d. Continued issues with door propping may result in sanctions being applied collectively to a person, suite, floor or entire hall.

05. Elevators:

Residents and their guests are prohibited from tampering with, jumping/jostling within, or riding on top of an elevator at any time. Ringing the elevator bell or call button in nonemergency situations is also prohibited. Residents and their guests are prohibited from tampering with the call pad code buttons.

06. Public Area Damage:

Littering the grounds with cans, bottles, bags, cigarettes butts, clothes etc. will not be tolerated. Entire buildings will be subject to a fine if littering and damages become an issue.

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

08. Unauthorized Room Alteration:

Modifying the living space configuration or utilities (temporarily or permanently) is prohibited. This may include but is not limited to: painting the room, hanging wallpaper/contact paper, rewiring lights, and dismantling the thermostat.

09. University Provided Furniture and Private Property in Common Spaces:

- a. All furniture assigned to resident rooms and apartments must remain in the room. No furniture is allowed to be removed from rooms by residents. Residents will be held responsible for damages for leaving furniture in hallways or lounges and for furniture removal and/or replacement.
- b. No furniture is to be removed from floor lounges or other public areas.
- c. No personal furniture may be left or abandoned in resident rooms, floor lounges, apartments, common spaces, or other public areas.
- d. Bed ends may not be inverted. Bedspring brackets may not be removed from any bed end.
- e. Beds may not be elevated from the floor by cinder blocks or any means other than bunk bed units provided by Housing and Residential Life.
- f. All furniture must leave a 36" clearance from the ceiling. Stacking furniture is prohibited for resident safety and preservation of property.
- g. Waterbeds and personally constructed lofts are prohibited in the residence halls/apartments.
- h. Residents are allowed to use air purifier units. Air purifier and filter units must be a portable type system. Air purifier or filtration systems including but not limited to ionizer air purifiers, ozone generating air purifiers, commercial grade or permanently mounted units are prohibited.
- i. Entrances/exits must be free of furniture. Furniture may not block doors, and doors must be able to open 90 degrees without interference. There should be a clear path of egress within all residential spaces.
- j. Hanging or placing any items that may block the exit are also prohibited.
- k. Exercise equipment is permitted in the Villas communities on the first floor only; however, residents may be directed to remove exercise equipment depending on noise, size, and weight of equipment.

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

11. Windows and Screens/Balconies and Restricted Areas including Surfaces, Emergency Exits, Roofs and Sunshades:

- a. Tampering with, opening, or removing window screens (if equipped) is prohibited. Residents will be held responsible for damages if Housing and Residential Life must replace the screens.
- b. Residents are not permitted to place newspaper, aluminum foil or other material to cover windows.
- c. Residents and guests are prohibited from being on the roof, ledge, or balcony areas, and from placing objects on these areas. Objects found on the roof, ledge or balcony will be removed. "Ledge areas" include but are not limited to the exterior sides of any building.
- d. Residents may not use the railings of balconies or the windows as places to sit. To do so can result in serious injury, including death.
- e. Residents and guests are prohibited from climbing through windows. Climbing on any exterior building wall or similar structure is prohibited.
- f. In an effort to maintain control over air quality, environmental safety, and resident safety, windows are prohibited from being opened and must be closed and locked at all times.

Health & Wellness

01. Harm to Persons:

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

02. Medical Cannabis: Medical cannabis may not be possessed or used on University of South Carolina Upstate property. Please contact Housing and Residential Life for any questions regarding residents who have a medical cannabis license.

03. Public Health and Communicable/Controlled Illnesses: Residents are prohibited from engaging in behavior that pose a public health risk to themselves or others. Examples of this include, but are not limited to, excessive trash in a residential space, unsanitary cooking practices, defecation, urination, vomiting in places outside of a restroom, and/or not following public health guidelines implemented by the University or Student Housing. Residents will immediately report to Housing and Residential Life staff any infections or contagious diseases occurring within the facility.

04. Residential Alcohol and Other Drugs Policy:

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

ALCOHOL

The presence, possession, use, manufacture, or distribution of alcohol in or surrounding Student Housing facilities or activities is prohibited. Cereal malt beverages and alcoholic liquor (this includes all alcoholic beverages such as beer, wine, energy drinks with alcohol, etc.) may not be brought into or consumed in educational buildings or in university student housing facilities. This regulation pertains to any person, regardless of age, student status, or position within or outside of the university setting. South Carolina law prohibits providing alcohol to guests under the age of 21. Adults charged with a violation of the hosting law face penalties under the law and University policy.

There is an exception to this prohibition on possession and use of alcohol for persons of legal drinking age, who possess and consume alcohol in an amount consistent with personal consumption, in the confines of individual apartments in the Villas. Consistent with the policy permitting possession only for the purposes of personal consumption, alcohol containers in excess of one liter, including kegs and party balls, are prohibited in all Student Housing facilities.

All who are present during an alcohol policy violation will be subject to further action under the university and housing conduct process, regardless of their participation level. The irresponsible use or misuse of alcohol by any resident, whether or not of legal drinking age, and any inappropriate behaviors that results from consumption of alcohol, including the inability to exercise care for one's own safety or the safety of others due in whole or in part to alcohol consumption, is considered a violation of the housing and university alcohol policy. Being under the influence of alcohol, even when the use of alcohol is permitted by University policy, is not an excuse for misconduct or failing to follow university and housing rules and policies.

In addition, the following are prohibited:

- Hosting a gathering where alcohol is consumed by minors.

- Participating in high-risk alcohol consumption. Examples include, but are not limited to, kegs or significant amounts of alcohol, beer pong, flip cup, and/or other drinking games, inability to function without assistance, incoherence, disorientated, unconsciousness, loss of control of bodily functions, community disruption, and/or endangering self and/or others.
- Possessing devices to rapidly consume alcohol. Examples include, but are not limited to, beer bongs and funnels.
- Containers once containing any alcoholic beverage are prohibited in Housing the residence where the occupants are not at least 21 years of age. This prohibition includes, but is not limited to, beer cans or bottles, liquor bottles, wine bottles, kegs, funnels, beer bongs, and/or flasks. Discovery of an alcoholic beverage container or other alcohol paraphernalia will require immediate discarding of the item, container and contents, if any, in the presence of a staff member.

Drugs

The illegal possession, illegal or inappropriate use, or presence of drugs is prohibited.

Policy violations include, but are not limited to:

- Manufacturing, growing, selling, providing, and/or distributing drugs and/or controlled substances is prohibited.
- Possessing drug paraphernalia is prohibited.
- Misuse of prescription medications of any kind is prohibited.
- Inhaling, injecting, or ingesting any substances that may alter your mental state not directed by a medical professional is prohibited.
- Possession of prescription medications other than those prescribed to and in possession of the resident.
- Hosting a gathering where drugs and/or controlled substances are present and/or consumed is prohibited.

05. Self-Care and Concerning Behavior:

Engaging in behavior that poses a threat of danger or harm to the life, health, well-being, safety, or property of any member of the University community (including oneself) is prohibited. Residents are responsible for their own self-care and are expected to independently manage daily life functions. Examples include, but are not limited to, appropriate personal hygiene and management of medical conditions.

- 06. Smoking/Tobacco:** USC Upstate is a tobacco-free and smoke-free campus. Smoking, including the use of electronic cigarettes, vaping devices, hookahs, or any device or product which simulates or approximates smoking, is prohibited in buildings operated by Upstate Student Housing. Students who smoke inside the perimeters may be subject to disciplinary action. Residential Life staff will intervene to support those situations where residents have been unable to resolve conflicts, or where violations of the smoking perimeters and designated areas are suspected.

Safety & Security

01. Appliances and other items (Authorized):

- Residents are allowed to use portable air purifier/filter units.
- Cooking appliances – the below items are permitted so long as they are single units with sealed heating elements; residents are allowed to use the following items:
 - Air popcorn popper
 - Keurig (mini or personal size)
 - Toasters (not toaster ovens)
- The following cooking appliances may only be used in the kitchen areas of the Villas:

1. Air fryer	7. Electric Griddle
2. Bread maker	8. George Foreman™ grills
3. Ceramic sealed hot plates	9. Hot Dog Cooker
4. Drip coffee maker	10. Rice Cookers
5. Electric crock pot	11. Toaster Oven
6. Electric fondue pot	12. Waffle Maker
- Convenience items such as blenders, mixers, can openers and juicers are also permitted.
- Refrigerators are permitted in resident rooms/apartments provided the following guidelines are met:
 - All refrigerators must be UL, ETL, or CSA approved
 - Door gaskets must be in good condition.
 - All refrigerators must be equipped with a (3) three-prong grounded plug which must be plugged into the wall outlet. NOTE: In cases in which the wall outlet is inaccessible, the refrigerator may be plugged into an extension cord that is ten feet in length or less, 14 gauge or thicker/heavier, and has room for only one item.
 - Unit amperage must not exceed 3.5 amps.
 - Unit size must not exceed 4.2 cubic feet.
 - Students must maintain refrigerators in a safe and sanitary condition.
 - Only one (1) refrigerator per resident is permitted.
 - The personal refrigerator must be kept in the student's bedroom & cannot be stored under the bed.

f. Grills (Permitted in Villas only)

1. A charcoal grill is the only acceptable grill to use in our residential community. Persons are permitted to use charcoal barbecue grills at a safe distance (15 feet or more) from Villa buildings, the pavilion area behind the Landing or in the Treehouse courtyard with HRL permission.
2. The use of grills is prohibited under any covered walkways, landings, or on patios or balconies.
3. All grills must be registered through the HRL Office, and must be stored at The Landing, under the covered pavilion. All grills must be under lock and chain provided by the owner of the grill. No grills are allowed to be stored or operated in a residential apartment and/or villa building.
4. Residents are responsible for attentive supervision and proper use of all grills while cooking.
5. Do not discard charcoal on the grounds. Charcoal should only be disposed of in the red metal trash can located near the covered pavilion at The Landing.

- g. Personal Care Electrical Devices: Hair/blow dryers, curling irons, straightening irons, and other personal care electric devices must be plugged directly into the outlets.

02. Appliances and other items (Unauthorized/Prohibited):

- a. Air Conditioners/Space Heaters Residents are prohibited from having a portable AC unit in their room/apartment. Open coil space heaters are also prohibited.
- b. Air purifier or filtration systems including but not limited to ionizer air purifiers, ozone generating air purifiers, commercial grade or permanently mounted units are prohibited.
- c. Lamps
 - a. All "floor style" halogen lamps are prohibited in residence halls/apartments
 - b. Lava lamps are not permitted in the residence halls/apartments
- d. Personal dishwashers are prohibited.
- e. Personal freezers are prohibited.
- f. Portable washing machines and clothes dryers of any type are prohibited.

03. Arson: Any action that intentionally causes a fire on or to University property.

04. Candles, Incense and Air Fresheners:

- a. Possession or use of all candles (including wickless and candle warmers) and incense for any purpose is prohibited in the residence halls/apartments.
- b. Due to their ability to overheat and potentially catch fire, oil diffusers, spray diffusers, wax warmers, or any sort of open flame device are prohibited in the residence halls and apartments.
- c. Battery operated candles, potpourri, air fresheners, room sprays, and scented plug-ins where the additional built-in outlet is not being used, are permitted within residence halls and apartments.

05. Ceiling Fans: Residents are prohibited from installing air conditioners or ceiling fans in their rooms/apartments.

06. Decorations (as relative to safety):

- a. Strands of lights (Holiday Lights) may be used in residence hall rooms/apartments but are prohibited from being plugged into each other to create a string of lights.
- b. Flags, banners, or other cloth/flammable decorations are prohibited from being hung on and/or from the ceiling.
- c. All decorations must not be higher on the wall than the door frame.

07. Extension Cords/Multi-Plug Adapters:

For the protection of the residential community, residents are permitted to use extension cords with the following restrictions:

- a. Only UL (Underwriters Laboratories) certified three-prong grounded extension cords that are 14 gauge or heavier or ETL certified multi-plug adapters (otherwise known as a surge protector/ power strip) with circuit breakers are permitted to be possessed and/or used inside the residence halls/apartments.
- b. The extension cord must be equipped to plug in one item only. An extension cord that meets all other requirements and is designed for more than one item to be plugged into it is prohibited because this type of extension cord is considered a multi-plug device without a circuit breaker. NOTE: The lower the gauge number, the heavier/thicker the cord is. Cords cannot exceed 10 feet in length. Only one appliance/item may be plugged into an extension cord; only one extension cord may be used per double outlet.
- c. Mini-generators with circuit breakers that back-up devices or conserve power are prohibited.
- d. Up to three appliances/items may be plugged into one multi-plug adapter (otherwise known as a surge protector/ power strip) per double outlet. The maximum wattage for a double outlet is 1,500 watts.
- e. Extension cords and multi-plug adapters (otherwise known as a surge protector/power strip) may not be connected. A built-in outlet/plug on products such as appliances is prohibited from use.

NOTE : Rules concerning extension cords and multi-plug adapters (otherwise known as a surge protector/power strip) are written in compliance with State Fire Codes and the engineering specifications of our various buildings.

08. Fire Drills and Fire Safety:

- a. Fire Drills will be conducted by the Fire Marshall, UPD and housing staff twice each semester. Immediate evacuation when an alarm sounds, and/or emergency flashing lights have been activated and/or when instructed to do so by Housing and Residential Life staff or emergency personnel is mandatory.

- b. Re-entry into a building before receiving confirmation from Housing and Residential Life staff, UPD, the fire department, or other emergency personnel is prohibited. Re-entry is prohibited while the alarm is sounding.
- c. For safety reasons, using an elevator to evacuate a building is also prohibited.
- d. Residents and their guests must not leave appliances and their food items unattended while cooking with appliances at any time. Residents and their guests are responsible for the proper use of approved cooking appliances, use of apartment stoves/ovens, and/or attentiveness to food items while using the appliances.
- e. Residents will be held responsible for any damages that may occur.

09. Fire Safety Devices:

Residents are prohibited from removing, covering, hanging items from or otherwise tampering with fire safety devices which include but are not limited to smoke detectors, carbon monoxide detectors, fire alarms, horn strobes, fire extinguishers, sprinkler heads, and pipes that serve as a safety precaution to prevent fires, carbon monoxide, and other concerns.

10. Lamps:

- a. Halogen lamps specifically designed and marketed as desk lamps that have a bulb that is fully unexposed behind a solid glass casing that is unable to be tampered with and is at 50 watts or less are acceptable.
- b. Only UL (Underwriter's Laboratories) or ETL approved lamps can be used in the residence halls/apartments.

11. Life Safety Systems:

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

12. Microwaves: USC Upstate HRL provides one microwave in each residence hall room and each Villa apartment (mounted). Students are prohibited from having any additional microwaves in their room or apartment beyond what is provided by USC Upstate Housing and Residential Life.

13. Possession or Use of Firearms or Dangerous Weapons:

- a. The possession of any weapon such as a firearm (including pistols, rifles, shotguns, paint guns, other aerosol guns, pellet guns and BB guns), or knife in residential areas is strictly prohibited.
- b. Any student found in violation of this policy will be subject to immediate disciplinary action/criminal prosecution and have his/ her housing contract cancelled.
- c. Bows and arrows and other weapons including darts, sling shots, martial art devices (nunchaku/nun chucks and stars), metal knuckles, razors, and similar items are prohibited.
- d. The use or display of any object or instrument in a dangerous, provocative or threatening manner is prohibited.
- e. Weapons used as decoration and storage of weapons are prohibited in the residence halls/apartments. No exceptions to this policy are made for participation in special classes/ organizations.
- f. The use or possession of toy guns or weapons which resemble real weapons (including but not limited to airsoft, BB, and paintball guns) is prohibited. Toy guns marked with bright colors (including but not limited to Nerf-type guns, and water guns) are permitted for storage in housing facilities and may not be modified and must retain original coloring. Toy guns may not be used indoors but may be used outside.

14. Possession or Use of Fireworks, Incendiary Devices, Dangerous Explosives and/or Other Combustible Materials:

- a. The possession of explosives and fireworks (including bottle rockets, sparklers, smoke bombs), or dangerous chemicals in residential areas is strictly prohibited. Any student found in violation of this policy will be subject to immediate disciplinary action/criminal prosecution and have his/ her housing contract cancelled.
- b. Flammable liquids, solvents, and other dangerous chemicals (including but not limited to gasoline, kerosene, lighter fluid, propane, pressurized gas, laboratory chemicals, etc.) are prohibited from storage in residence hall/apartments. Residents are permitted to store charcoal in the Villas as long as it is not "presoaked" charcoal.

15. Prohibited Items:

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

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

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

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

The use or possession of any heating device such as kerosene and electric heaters in the residence halls is prohibited. heaters Personal heaters, including but not limited to open coil space heaters, radiant heaters, or kerosene heaters are prohibited.

16. Threatening Phone Calls:

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

17. Unauthorized Entry:

All persons are prohibited from entering or attempting to enter a resident's personal living space without the expressed consent of the residents who live in that space. This provision does not prohibit Housing and Residential Life staff members and emergency personnel from entering rooms in conjunction with the performance of their duties as covered in the terms and conditions of the residence hall agreement.

Due to the safety and security risk associated with excessive lockouts, it is prohibited to have more than four lockouts per semester.

Residents and guests are prohibited from entering, attempting to enter, allowing others to enter, and/or storing items in vacant rooms (a room that the resident is not assigned to) for any period of time.

Residents and guests are prohibited from entering spaces that are expressly closed or require reservations to enter that area (unless you have a reservation). Additionally, residents and guests are prohibited from entering restricted access areas including but not limited to behind front desks, and electrical or custodial closets other than those specifically provided for resident use.

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

18. Violence:

- a. Assault and Battery: The assault of others, be it verbally or physically, will not be tolerated. This includes the communicating of threats verbally, in written form including electronically or gestured.
- b. Sexual Offenses (includes relationship violence, stalking, sexual assault, sexual harassment) will be investigated and sanctioned in accordance with the Title IX Policy. This may also include openly displaying pornography (including but not limited to posters, objects, videos, DVDs, and other objects and/or materials real or computerized that are sexually explicit).

Specific Additions for VILLAS – APARTMENTS

01. Apartment and Common Areas:

- a. Each resident must complete proper care and cleanliness of their apartment and areas outside the entrances to their apartment. NOTE: Proper care and cleaning must be applied where applicable and defined as but is not limited to: putting food away into a refrigerator or cabinet; removing hair from the shower or vanity sink drain; regularly wiping down surfaces, dusting, sweeping, vacuuming, and/or mopping; cleaning the kitchen area by wiping counters and appliances after preparation of meals; and emptying trash/properly disposing of in the dumpsters.
- b. Residents are required to maintain areas in and around their apartment in a neat and orderly condition including, but not limited to walkways, covered “breezeways,” and porch areas.
- c. The flushing of items such as disposable wipes, t-shirts, towels, and/or feminine products is prohibited.
- d. The only permitted items to be stored in the breezeways, balconies, under stairs, and outside of the apartment are shoes (neatly arranged on a rack), plants that are potted in appropriate containers and grills. Personal property approved for storage outside must be tagged with the resident’s current identifiable building and apartment numbers. Furniture cannot be left outside overnight.

02. Community Relationship and Responsibility:

Residents must comply with the Community Standards of USC Upstate Housing and Residential Life. By agreeing to become a part of the Villa community, each resident is held to expectations outlined in the Housing and Residential Life Guide to Residential Living and the University of South Carolina Upstate Student Code of Conduct. Residents who aid, encourage, abet, or conspire to protect another who committed a violation or encourage violations by others may be held accountable for and/or share the responsibility for those actions. Individuals must not be in the presence of and must remove themselves from an ongoing policy violation. Residents are encouraged to report violations of the USC Upstate Student Code of Conduct and/or the Community Standards or crime to Housing and Residential Life staff, University Police, and/or a University Official.

03. Construction:

- a. Residents are prohibited from modifying or building crafts in or around their apartment.
- b. Painting is not permitted anywhere in the Villas.

04. Cooking:

- a. Residents and guests are prohibited from leaving food items unattended while cooking with appliances at any time. Residents and guests are responsible for the proper use of cooking appliances and attention to food items while using the appliances and will be held responsible for any damages that may occur.

05. Grounds and Gardening/Shrubbery and Litter:

- a. In-ground gardening is prohibited in the Villas.
- b. Plants in potting containers designed specifically for plants are permitted on the breezeways. Residents are prohibited to use other containers including but not limited to modified jugs or storage containers to garden.
- c. Containers must be stored inside the apartment when not in use are prohibited from blocking egress when used outside.
- d. Anyone found to be responsible for damaging the grounds or shrubbery or littering will be charged the replacement of the damaged item(s) and will have to perform community service
- e. Villa students are prohibited from pouring grease from their kitchen onto the grounds/grass/rocks or over the balcony and are subject to disciplinary action
- f. Littering the grounds with cans, bottles, bags, cigarettes butts, clothes etc. will not be tolerated. Entire buildings will be subject to a fine if littering and damages become an issue.

06. Stovetop/Backsplash and Rangehoods: must be free of flammable items such as cardboard, cloth, plastic wrap, aluminum foil, and newspapers. Burner trays, range hoods, countertops, and walls adjacent to the range are prohibited from being covered with any material.

07. Subleasing:

- a. Residents are prohibited from transferring possession, leasing, or subletting the premises nor giving accommodations to roomers, boarders, lodgers, or family members except as specified on the contract. Allowing house sitting, another person to stay in your apartment when you are not there, and/or other uses or services including but not limited to Airbnb© are also prohibited.
- b. All individuals living in the apartment must be approved on the housing contract. Any guest staying longer than 72 hours must be registered.

Housing and Residential Life Staff

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

Associate Director for Housing Administration and Business Operations (ADHABO) is responsible for the housing applications, assigning rooms, and coordinating the re-application process for returning students. They chair and oversee the Housing Contract Release and Housing Exemption processes. They are also responsible for monitoring the budget for the office, Visa accounts, debits and credits to students' accounts, payment of housing fees, and other financial reports. They serve in an on-call capacity.

Associate Director for Residence Education and Student Engagement (ADRESE) is responsible for department-wide student staff recruitment, selection, training and development. They also advise the Association of Residential Communities. They serve as the point person for residential education, programming and the further enhancement of our Living Learning Communities. The ADRESE is a full-time live-on professional staff member and serve in an on-call capacity.

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

Assistant Director of Housing for Communication (ADHC) is a full-time live-on professional who focus on department communication and marketing, providing updates to the website and coordinating the Loop TV experience as well as department social media. They coordinate monthly communication (email/newsletters) to students and their parents/families and contribute to the Parents' Association communications. They serve in an on-call capacity.

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

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

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

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

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

Senior Student Staff (S3) are full-time enrolled undergraduate students at USC Upstate who are in their second or third year of employment with the Housing department; having served as an RA/CA. They live in the building they are assigned to and supervise the Resident Adviser staff on two floors. They are responsible residential programming, health/safety operations, 1:1 meeting with staff and student success on the floors. The team of 6 S3s facilitate an academic-based program once per month. They serve in an on-call capacity.

Student Employment Opportunities

Students may apply for employment opportunities with the Department of Housing and Residential Life by completing the application process in the Housing portal; links are shared in bulletin boards, flyers, publications, and social media posts. More information is available on our website. The process kicks off with Information sessions throughout the fall semester; watch for publicity and social media announcements. The selection and hiring occurs in the spring semester for the upcoming year.

Resident Adviser(s) (RA) - The RA position is the most-comprehensive leadership/employment position a student can hold at the University. RAs are upper class students (sophomore through senior) hired after a rigorous group process retreat and interview, who work to establish a safe and accepting environment in a community of care for his or her residential community by offering support, information, and opportunities for education and entertainment (programming) throughout the year. The RA is responsible for a floor of students (Treehouses). Their work includes MoveUP/check-in, twice monthly community meetings/head counts, monthly health-safety-wellness-fire inspections, fire drills as well as Detector/Extinguisher inspections, and check-out. They work 2 hours per week at the desk and hold 2 office hours per week. They serve in an on-duty rotation.

Community Adviser(s) (CA) – CAs are upper class students (sophomore through senior) hired following the RA selection, who are assigned to provide the community of care to several apartment buildings in the Villas including MoveUP, Villas check-in, community meetings/head counts, monthly health-safety-wellness-fire inspections, Villas fire drills as well as Detector/Extinguisher inspections, and check-out. As a team, they facilitate one program each month. They work 4 hours each week at the front desks and 2 hours at the Landing for office hours as well. They serve in an on-duty rotation. Most are selected among the current RA staff or DA staff who wish to move into a new role. They remain one week following the RA release to aid in the transition of our Villa turn with the Summer Conference Assistants.

Peer Academic Coach (PAC) – The PACs are high academic achieving students selected to serve as tutors and academic coaches on the floors with academic theme housing communities (College of Business, College of Education, College of Nursing and STEM/Health Professions). They coordinate individual tutoring and group study sessions as well as academic programming for the entire community. They also may work at the front desk.

Student Office Assistant (SOA) - The SOAs work in the main housing office answering the phones and serving as front-facing greeters for guests and students to our office. The department typically hires freshmen and continues their employment for the duration of their time as a student at Upstate. When we have vacancies, we will post the application as well as share information over our website, social media and email.

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

Summer Conference Assistant (SCA) – The SCA (15 employees) are hired to serve in a dual role as summer camps/conferences assistants and as summer staff either as RAs or Furniture Movers/Paint Crew. They are responsible for working with Facilities Custodial staff on the deep clean of all residential spaces and the cleaning turn between each camp/conference and Orientation session. As a group, they present a minimum of one program each month for summer residents. They will also assist with all camp & conference check in/check out, distribution of keys and work the front desk in buildings when occupied by camps.

Leadership Opportunities

Association of Residential Communities

The Association of Residential Communities (ARC) is the student-governing body for students living in campus-owned housing; they are considered *the voice of the residence hall student*. They are a Registered Student Organization with the Office of Student Involvement. The executive board consists of 5 officers currently:

- President
- Vice President-Leadership
- VP-Records (Secretary/Treasurer)
- VP-Community Engagement
- and the National Communications Coordinator

Other positions may be added in the future following annual constitutional revisions.

While all residents are welcome to attend the meetings, each floor and Villa building selects a voting representative to attend the meetings. There are up to 15 Member-at-Large seats as well.

Event or Function	Start Date	End Date	Announcement
Information Meetings about ARC/RHA	August 21	September 1	See publicity for times and locations
RAs will introduce the positions of Floor Rep (2) at Community Meeting	August 20	August 23	
Petitions for vacant officer positions and Member-at-Large positions due		September 1 by 2pm	Submit to the ADRESE
Officer and MAL Campaigning	September 3	September 8	
Floor Rep Voting at a Community Meeting	September 5	September 8	Floor Rep Announcement submitted to ADRESE from RA
Villa Building Reps decided	August 27	September 8	1 per Villa building
Online elections	September 9	September 12	Announcement made via social media from ADRESE September 12 by 6pm
First Executive Board Meeting (only E-Board)			Tuesday, September 12; meet every other week
First General Assembly meeting (includes Exec Board, Floor/Building Reps and MALs)			Tuesday, September 19; meet every other week.

Fall ARC Leadership Training Day (officers and all reps)		Saturday, September 23
Spring ARC Leadership Training Day (Officers and all reps)		Saturday, January 20
Election for NCC-IT (National Communications Coordinator In-Training)		Wednesday, February 14 at ARC Meeting
Election for remaining '24-25 exec board		Wednesday, March 20

Our student organization is a member of several national associations and each year we are able to send a delegation of students to the leadership conferences provided there is interest and the organization has effectively raised funds for the travel and registration. The National Association of College and University Residence Halls, Inc. (NACURH) holds their annual leadership conference in May (typically around Memorial Day). Regionally, we are affiliated with the South Atlantic Affiliate of College and University Residence Halls (SAACURH) and with North Carolina in the Carolina Association of Residence Halls.

We also travel with our RA/CA team to the RA Drive-In Conference hosted between North Carolina and South Carolina institutions.

Student Residence Policies

Contract Period and Housing Agreements

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

All applications and contracts must be accompanied by a non-refundable \$75 application fee. A student must be admitted to the University before he or she receives a housing assignment.

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

The 2023-2024 Housing Contract is valid for the entire academic year (both fall and spring semesters). **Breaking your housing contract will result in a cancellation fee of \$500.00**

Disabilities and Special Housing Accommodations

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

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

Current students for 2023-2024 -	February 3, 2023
New Freshmen/Transfer students for 2023-2024 -	June 9, 2023
Current students during 2023-2024 to return 2024-2025 –	February 2, 2024

Exemptions to Freshmen Live-On Housing Policy

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

1. Commuters, defined as students who reside with their parents or legal guardians not more than **35 miles** from the USC Upstate campus. The residence must be with parents or guardians, not other relatives. The exemption application must be accompanied by evidence that the address given is the bona fide principal residence* of the parents or guardians and has been for at least five years. That should include, at a minimum, a copy of an assessment notice showing that the property is assessed as the principal residence of the owner, and evidence of ownership for the required time. If parents or guardians have changed their principal residence within the five-year period, there must also be evidence of sale of the previous residence. If the parents

or guardians rent, and do not own, their residence, copies of leases reflecting the necessary continuous period of occupancy must be provided. Further corroborating information may be required at the discretion of the Residential Life staff.

2. Married students.
3. Students with legal dependents.
4. Students age 20 or older by the start of the academic year.
5. United States military veterans.

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

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

Cancellations and Forfeitures

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

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

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

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

Housing contracts are for the full academic year. As such, students are expected to reside in campus housing the full year (August – April/May) with the exception of university breaks when the university is closed.

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

Returning Students

- Returning students may cancel their housing application/contract by June 1 annually with no penalty; the application fee of \$75.00 is non-refundable in all cases. (this provision applies from date of application between February and May to June 1).
- Returning students who are not registered for fall '24 classes by May 31, 2024 will have their housing application & any booking cancelled by the department. Those in singles will not be able to get them back. It is imperative that returning students register for 2024-2025 during the spring semester.
- After June 1 but before the opening of the residences in August, they are subject to a \$240 cancellation fee; the application fee of \$75.00 is non-refundable in all cases.
- Students who do not move in by the start of fall or spring classes are declared a No Show and are subject to a \$240 no show fee; the application fee of \$75.00 is non-refundable in all cases.

New Freshmen and New Transfers

- New freshmen or new transfer students may cancel their housing application/contract by June 30 annually with no penalty; the application fee of \$75.00 is non-refundable in all cases.
- Once assignments are released in July, but before the opening of the residences in August, if a student cancels, they are subject to a \$240 cancellation fee; the application fee of \$75.00 is non-refundable in all cases.

- Students who do not move in by the start of fall or spring classes are declared a No Show and are subject to a \$240 no show fee; the application fee of \$75.00 is non-refundable in all cases.

New applications received after the release of assignments

Any student who applies for housing after the upcoming fall assignments are released may cancel said application within 10 business days without penalty. Following the 10th day, they are subject to the \$240 cancellation fee.

Contract Release

The deadline to submit a request to be released from the academic year contract for the spring semester is Tuesday, November 21, 2023. Students who are approved to be released from their contract will be charged a flat rate of \$500.00 to break the contract.

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

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

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

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

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

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

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

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

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

Abandoned Properties - 30 Day for Appeal

With reasonable notice, Housing and Residential Life staff may dispose of abandoned property in lobbies, floor lounges, study rooms and public bathrooms.

HRL shall not be held responsible for student's belongings left after a scheduled move out date or left more than 24 hours after an unscheduled move out. Such belongings will be deemed abandoned, and UF HRL reserves the right to take possession of and discard such belongings. Residents who fail to remove their personal belongings from their room will be charged \$25/bagged items removed as well as \$25-50/large item removed.

Property such as clothing, books, computers, refrigerators, microwaves, etc., left in on-campus housing by students who have left campus will be secured by the Residence Life staff and the owner contacted, if at all possible. If contact cannot be made or if property is not picked up, the abandoned items will be disposed of after 30 days. A charge will be made to the account of the responsible student.

Additionally, if a student has left campus without checking out, HRL will change all applicable locks and charge the student for all necessary expenses to change core and rekey locks.

Student Withdrawal - Refunds

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

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

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

General Information

Applying for Housing

For the 2023-2024 academic year, students will access the StarRez Housing portal in Self-Service Carolina (SSC) to apply for housing. An app is available for students to use on mobile devices or they may complete the application process using a computer/tablet. At the start of the process, they will need to make payment of \$75 for the non-refundable housing application fee before the system will allow you to proceed with completing the application. Please have a credit or debit card available or you will not be able to proceed.

USC Upstate Housing and Residential Life does not discriminate in housing assignments and allows residents to choose housing based on their gender identity and expression. Requests from residents who require living options based on religious, cultural or personal needs are reviewed and addressed on a case-by-case basis by Housing and Residential Life Administration and Business Operations staff in consultation with the Director as needed.

New Students Process

For 2023-2024

The housing portal is scheduled to open Wednesday, February 1, 2023. Information will be available on our website to walk students through the process. Residence Hall room assignments are for a period of one academic year from the beginning of the fall semester until the end of the spring semester. When a room assignment is made, it represents a commitment on the part of the student to occupy that space and pay the cost of the room and meal plan (where applicable) for each semester. Students living in on-campus housing must be current full-time registered students.

The priority deadline for applications is Friday, June 2, 2023. Mutual roommate request deadline is Friday, June 30, 2023.

For 2024-2025

The housing portal is scheduled to open Thursday, February 1, 2024. Information will be available on our website to walk students through the process. Residence Hall room assignments are for a period of one academic year from the beginning of the fall semester until the end of the spring semester. When a room assignment is made, it represents a commitment on the part of the student to occupy that space and pay the cost of the room and meal plan (where applicable) for each semester. Students living in on-campus housing must be current full-time registered students.

The priority deadline for applications from returning students is Thursday, March 28, 2024. Returning students will participate in a room selection lottery to pick their apartments.

The priority deadline for applications from freshmen and new transfer students is Friday, June 7, 2024.
Mutual roommate request deadline is Friday, June 28, 2024.

Returning Students Process for 2024-2025

The room assignment and selection process for returning students will be held in the spring of each year; with the portal scheduled to open Thursday, February 1, 2024. Villa apartment room assignments are for a period of one academic year from the beginning of the fall semester until the end of the spring semester. When a room assignment is made, it represents a commitment on the part of the student to occupy that space and pay the cost of the room and meal plan (where applicable) for each semester or summer session. Students living in on-campus housing must be current full-time registered students.

It is very important that students inform the staff in the Office of Housing and Residential Life if they have been given a room assignment and are NOT going to return to campus housing for the next year. Returning students who cancel their housing assignment after selecting a room during the housing selection process or fail to occupy their housing space by the first day of classes may be charged a Cancellation Fee or No-Show Fee in accordance with our application dates noted above. The fees for University housing are published by the Business Office. Likewise, all housing related fees and rates are subject to the University Refund Policy also published by the Business Office.

The Room Lottery Selection Process for 2024-2025 is a structured event that is conducted over a period of 2 weeks during the spring semester (early April). Students will be informed of dates and times of the Room Lottery Selection Process by flyers and posters, during hall meetings, and through email. Upon receipt of the Returning Student Housing Application fee and Housing Agreement, students will be able to participate in the Room Lottery Selection Process. Receipt of the Returning Student Housing Deposit may take up to 3 business days to process. This will run in early to mid-April; lottery number priority is based on credits earned to date (as of December 2023) and students will be able to sign up for a specific apartment and assign with their three roommates. They must select with four students or the assignment will not go through. All students in the roommate grouping must be registered for the upcoming fall semester.

Special Housing Accommodations with Disability Services – the deadline for current students with active special housing accommodations to submit continuing documents is Friday, February 2, 2024. The deadline for new requests by current students is Friday, March 15, 2024; this is the Friday immediately following Spring Break. These students when approved, will be contacted directly from the Associate Director of Housing Administration and Business Operations to be placed in housing assignments.

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

Housing Assignments & Roommates

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

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

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

- Friday, February 2, 2024 – Returning/Continuing students with current special housing accommodations
- Friday, March 15, 2024 - Returning/Continuing students with new special housing accommodation requests
- Friday, June 7, 2024 – Special Housing Accommodations requests due from incoming freshmen and new transfer students

Special Interest Housing

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

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

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

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

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

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

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

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

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

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

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

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

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

STEM Den & Health Professions – This community is for first-year students majoring in Biology, Chemistry, Computer Science, Mathematics, Physics, and Psychology who are seeking co-curricular activities connected to their career goals. Students interested in the pre-engineering track may also find support in this community. Students studying in other areas of Health will find the community most supportive as well.

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

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

Upstate F1RST (Gen) Community – We are proud to host this community for F1RST Generation Spartans who represent 13% of the USC Upstate undergraduate population. Engagement in the community is centered on three priorities: Academic Success, Community Development, and Mentorship. Live here and share the unique triumphs and challenges of navigating college life as a first-gen student with others! Students residing on this floor will identify as First-Generation College students and/or be members of the TRIO program. Additional support and resources will be available as they navigate the first year and transition to college life.

Apartment/Room Changes

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

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

If a room change is necessary, all students involved must complete a Room Change Request in the Housing portal. Requests will be granted if a room change is deemed necessary and space is available.

When changing an original assignment each individual must:

1. Contact and meet with the Assistant Hall Director or graduate staff member responsible for your residential area about reasons for wanting to change.
2. Complete the Room Change Form in the StarRez Housing portal.
3. After the change has been approved, you will sign out the new key to your new assignment and then begin moving your belongings from the old assignment to the new assignment.
4. You will need to contact your old RA/CA once all items are removed and your area is cleaned to complete and sign your Apartment Condition Report/ Room Condition Report (ACR/RCR).
5. Then you will have to turn in your room key from your old assignment directly to the HRL Office. At that time, you will be issued a new key for your new assignment or your card will be re-programmed in HRL. Keys are not to be exchanged among students. You will need to schedule a time for your new RA/CA to inventory you into your new apartment or room and sign the ACR/RCR.
6. You have 48 hours to have the entire move completed or the approved change will be forfeited.
7. Moves will not be considered until after the third week of each semester. This allows the No Shows to be declared and vacant spots to be located. HRL will notify residents when the freeze is lifted.
 - Fall beginning September 11, 2023
 - Spring beginning January 29, 2024

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

Summer Housing 2024

Students are not required to reside in on-campus housing during the summer. **Availability of apartment units varies each summer based on the scheduled facility renovations. It is VERY LIKELY that there will not be any summer housing for 2024. Therefore, campus housing is offered on a limited basis in the following priority order:**

- Students enrolled in summer classes with 24-25 academic year housing contract
- Students participating in a department-sponsored summer program with 24-25 academic year housing contract
- Students interning as part of their academic program with 24-25 academic year housing contract
- Students working on campus for summer with 24-25 academic year housing contract
- Students who are working locally and not enrolled in summer classes may be granted housing if space permits; they are the lowest priority for housing with 24-25 academic year housing contract

Summer Housing Deadlines	Dates	Deadline to Apply for Summer Housing	Check-In Date	Assignment Notes	Final Exams	Check-Out Date	Charge
Summer A	May 6-May 28, 2024	Must have fall application submitted by March 30, 2024 Friday, April 14, 2024 Application fee of \$75.00	Sunday, May 5, 2024; Treehouse residents will move to the Villas by May 12 (based on cleaning)	Villas residents will likely remain in their spring assignment	May 29, 2024	May 30, 2024 by 12pm (noon); Late Leaver May 31, 2024 by Noon (additional fee of \$75)	\$350.00
Note: Summer A residents may remain in campus housing between conclusion of Spring semester and the start of Summer A (5 nights)							\$25.00 per night or \$125.00
Summer B	June 3-July 1, 2024	Must have fall application submitted by March 30, 2024 Friday, April 14, 2024 Application fee of \$75.00	May 31, 2024 (8am-11am)		July 2, 2024	July 3, 2024; by 12pm (noon); No Late Leaver due to the holiday	\$475.00
Summer C	July 3-31, 2024	Must have fall application submitted by March 30, 2024 Friday, April 14, 2024 Application fee of \$75.00	July 3, 2024 (10am-3pm) or July 5 (9am-4pm)	Must have a Fall housing contract and assignment; your summer assignment will be your '24-25 assignment	Aug 1, 2024	Aug 2, 2024; No Late Leaver – students who remain would be staying for fall	\$475.00
Summer F (USC Upstate Internships)	May 6-July 31, 2024	Must have fall application submitted by March 30, 2024 Friday, April 21, 2024 Application fee of \$75.00	Sunday, May 5, 2024; Treehouse residents will move to the Villas by May 12 (based on cleaning)	Must have a Fall housing contract and assignment; your summer assignment will be your '24-25 assignment		Aug 2, 2024; No Late Leaver – students who remain would be staying for fall	\$1000.00 (double); \$1300.00 (single if available)
Internship Housing; non-USC Upstate students Rolling check-in and check-out; dates noted are maximum allowance	May 17-Aug 3	Priority application Friday, April 14, 2024 Last date to accept application April 21, 2024 Application fee of \$75.00	May 17-19			Aug 3 by 12pm	Per night rates determined by duration of internship and housing type; works out to roughly \$25.00/nt
All Summer (A, B, and C) – must have lived on-campus for spring 2024 and have a contract for 2024-2025	Continuous (A-F or B-F)	Must have fall application submitted by March 30, 2024 Friday, April 14, 2024 Application fee of \$75.00	Roll from spring OR May 31			You will be placed in your fall assignment; you will be charged the per night rate to remain until Fall MoveUp	\$1000.00 for double bedroom or \$1300.00 for single bedroom if available

Unauthorized Occupancy

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

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

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

Consolidation

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

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

Consolidation occurs during the fall semester between August 28 - September 22 and in the spring semester between January 15-February 2.

The Process

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

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

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

Single Rooms

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

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

- Student Classification (academics)
- the payment date of their Housing Application Fee - \$75.
- the number of semesters in housing
- the date of submission of housing application

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

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

Double as a Single:

For the 2023-2024 academic year, we will offer LIMITED Doubles as Singles in the Treehouses. In most cases, these students will reside in the suite with the Resident Adviser. A small number of Double as Singles rooms will exist beyond the RA rooms for roommate pairs opting for this room configuration.

Move Out

Check-Out Procedures

A student's semester ends upon the completion of their last exam.

For the fall semester, residence halls and apartments are to be vacated by 5:00 p.m. on the day following the student's final exam or by 4:00 pm on Friday, December 15, or whichever comes first.

For the spring semester, residence halls and apartments are to be vacated by 5:00 p.m. on the day following the student's final exam or by 11:00 am on Tuesday, April 30, or whichever comes first.

The staff in residence halls and apartments will check out residential students who are vacating their rooms. To be checked out of a room, a student must remove all personal property, properly dispose of all trash and debris, sweep/mop the floor and lock all windows and doors. Any damage to the room and/or missing furnishings or items provided the room by the department (i.e. shower tension rod, liner, C-hooks, etc.) will be noted on the student's Checkout Form and Room Condition Form. These forms and the student's key(s) must be turned in to the staff in the residence halls or apartments.

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

Improper Check Out

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

Damages

Students are individually responsible for any damage to their assigned residence hall, suite or apartment rooms and for damages to common areas. Any damage to a residence hall, suite or apartment will be charged to the residents residing where the damage has occurred. *See more information under Facility Use Policy 02.*

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

Community Billing

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

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

Academically Ineligible Students

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

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

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

Holiday Breaks and Closing

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

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

Break Period	Dates of Break	Deadline to Request	Charge
Fall Break	Oct. 19-20	Friday, October 6	No Charge
Spring Break	Mar. 2-10	Monday, February 19	No Charge

Students who need accommodations during Thanksgiving break and Semester break/winter holiday must complete the 8.5-month housing contract on their housing application or within the first two weeks of the fall semester. The 8.5-month contract increases the fall rent rate by \$475.00. If a student does not contract for the 8.5-month contract, the per night rate to remain is \$45.00/night which must be paid in full (cash or check) to the Housing Office the Friday before the break period.

Break Period	Dates of Break	Deadline to Request	Charge
Thanksgiving Break	Nov. 22-26	None; must have the 8.5-month contract option	\$475.00
Semester Break/Winter Holiday	Dec. 16-Jan. 5	None; must have the 8.5-month contract option	Included above

Academic Year Closing in April/May

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

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

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

Keys/ID Cards

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

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

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

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

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

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

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

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

Amenities

Computer Lab

Residential students have access to the Sparty's Computer lab in the lower level of Palmetto House 24/7. We also have 1-2 computers in each study room on the floors of each residence hall. A printer is available as well; students will swipe their ID card for printing access. Computers must be wiped down after usage. Only residential students are allowed to access and use this space.

Game Room

Sparty's Den is available to all residential students. The desk area is available for equipment check out during desk operating hours which varies during the weeks and on weekends, but is posted at the door. We have air hockey, billiards/pool, foosball, and ping pong.

Internet/WIFI

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

Laundry Room

Each floor in the two treehouses has laundry facilities and the Villas laundry is located in the Landing, between Villas 8 & 9. Laundry is free at USC Upstate. Our machines require High Efficiency Detergent. Students should follow all posted guidelines in the laundry room. We highly encourage you to use the texting feature to retrieve your laundry in a timely fashion so as to avoid someone else taking your laundry out of the machine. Please bring laundry back to your room to fold so as to not hold up another from accessing the space. Please remember to leave the doors to the laundry machines open. Do not leave personal items in machines for an extended period of time. Housing and Residential Life is not responsible for missing and/or stolen items.

Mailroom

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

Telephone Service

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

Parking

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

Residential students may park in any of the “R” spaces in the main lot across from the two Treehouses, outside the Villas apartments, or across the street in the “R” spaces that are part of the North Commuter Lot.

Residential students may NOT park in a “G” zone parking which is the lowest row in the main residential lot; there are 8-10 spaces marked...some are marked with arrows indicating ‘between these two posts’. Additionally, the lot immediately adjacent to Magnolia House is a “G” parking zone with the exception of 5 spaces near Rampey for students visiting Counseling Services or Health Services.

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

Guest passes, good for overnight, may be arranged through the University Police/Department of Public Safety. Guests must park in designated guest parking.

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

Missing Student Policy

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

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

Student Safety and Fire Prevention

After Hours and Emergency Procedures

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

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

Student Responsibilities for Safety and Fire Prevention

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

- Plan ahead
- Have a flashlight with you
- Read the fire evacuation plan carefully. If one is not posted in your room, request one from the HRL

- Count the number of doors between your room and the exits. This will assist you in case of an emergency evacuation
- Locate the fire alarms on your floor. If a student fails to vacate their area in a sufficient time as deemed by the fire department, he or she will be required to attend a fire safety course.

Life Safety Tips

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

Fire Training and Prevention

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

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

Fire Drills

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

Residence Hall Fire Procedures

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

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

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

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

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

Villas Fire Procedures

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

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

Smoke Detectors

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

Severe Weather Information

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

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

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

Tornado Watch

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

Tornado Warning

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

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

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

you are is to avoid windows. An exploding window can injure or kill. Should it be deemed necessary to follow the above protocol, HRL staff will give the ok for the students to return to their suites under public safety's direction.

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

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

Hurricane Precautions

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

Facilities Management

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

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

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

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

Room Personalization and Decorating

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

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

Furnishings for each resident within the units:

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

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

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

Lifting and Lofting

We are no longer in the business of lifting and lofting beds.

Lock Outs

Residents who find themselves locked out of their room should report to the Housing Office during business hours Monday-Friday. After-hours and on weekends, residents should contact the RA or CA on-duty. Identification and residency will be confirmed and the staff will key a student into their room. Residents are permitted two lock-outs without penalty per semester. More than two lock-outs will result in a \$25 fine for each lock-out. Students who have lost their keys must report that to Housing for lock core change and new keys.

Maintenance Requests

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

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

Emergency maintenance requests include:

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

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

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

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

Murals in the Hallways

The Department of Housing and Residential Life will unveil a new program for community development of Murals in the Hallways during the 2023-2024 academic year.

Power Bills

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

Health and Safety Inspections

The HRL will conduct health and safety inspections of suite/ apartment units three times a semester and as deemed necessary to ensure health and safety guidelines are being maintained. During this process, Housing and Residential Life staff members will check the condition of the room, check for Community Standards violations including but not limited to fire safety violations and assess the wellness of the resident(s). Staff members perform these inspections per specified procedures and are acting under the authority granted to them in conjunction with the terms and conditions of the Residence Hall Agreement that you and/or your parent(s)/guardian(s) signed.

Residents are always encouraged to check with staff members ahead of time regarding any questions about what is permitted/prohibited via the Community Standards. During room safety checks, residents will be asked to show the entirety of their room/apartment/individual bedroom to ensure it meets the Community Standards.

Any overwhelming odor or aroma of such intensity that it becomes apparent to others will be addressed by Housing and Residential Life staff when complaints are received. Examples include but are not limited to cooking smells, perfume, air freshening spray, or large amounts of dirty laundry or trash.

If any violations occur a Housing and Residence Hall staff member will inform the resident to unplug/remove items from the room as soon as possible and report the violation as necessary. If violations of Community Standards are discovered during room safety checks (or at other times), residents may be subject to the student conduct process. If during routine maintenance checks, a unit is found significantly below health and safety standards, the residents will be given 48 hours to correct and clean up the room/suite/apartment. The RA/CA will enter the space with the S3 and will specifically cite problems that need to be corrected to avoid fines. Re-inspections will take place with the S3 and the Assistant Hall Director.

Residents are encouraged to talk with roommates regarding fire safety practices and related behavioral issues. Charges will be made for damages to, unauthorized use of or alterations to any assigned space, furniture, equipment, and/or for special cleaning necessitated by student negligence. Suitemates/Roommates are jointly responsible for the care of common areas, furniture and/or equipment and can be held accountable for violations and charges. Space must be able to pass fire code at all times.

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

The University reserves the right for authorized persons to inspect all areas of the residence halls and apartments. The professional or graduate housing staff including AHDs, the S3s, and the Resident Advisers/Community Advisers are among those authorized to enter residence hall and apartment rooms and conduct inspections. Regular Health and Safety checks and inspection are scheduled for once a month. Date ranges for these Health and Safety checks are listed. Rooms must be clean and orderly with clothes stored, trash emptied, floors clean, and furnishings free of dust. Failure to comply with room check regulations may result in disciplinary action.

Health and Safety Checks will occur during the periods below:

Fall 2023		Spring 2024	
	Sept 18-22		Jan 15-19
	Oct 23-27		Feb 19-23
	Nov 27-Dec 1	Pre-Closing Inspection	March 18-April 5

Room Entry Policy

All efforts are made to reduce the frequency that staff of Housing and Residential Life must enter into a student's living space. For routine maintenance (such as pest control, air filter changes, monthly health safety inspections, etc.) the office of Housing & Residential Life will provide at least 48-hours' notice. Notices will be e-mailed to your Upstate email account and posted on your RA/CA's door.

Occupants cannot prohibit authorized University Housing and Residential Life staff to enter, without notice, any part of the dwelling unit for the purpose of making safety evaluations regarding persons or property, apartment improvements, or repairs to any part of such dwelling unit; or when authorized personnel have a reasonable belief that a violation of a University regulation/policy, local ordinance, state or a federal statute is in progress; and/ or for other emergency purposes. We may also enter to conduct wellness checks and/or checks of presence.

NOTE: “authorized Housing and Residential Life staff” include but are not limited to the following:

Student Staff

Resident Advisers
Community Advisers
Senior Student Staff
Residential Life Programming Assistant
Assistant Hall Directors
Residential Life Graduate Assistants

Professional Staff

Maintenance or Housekeeping (Facilities Management)
University Police
Assistant Director of Housing for Residence Life
Assistant Director of Housing for Communication
Associate Director for Residence Education/Student Engagement
Associate Director for Housing Administration and Business Operations
Director for Housing and Residential Life
Dean of Students
the Vice Chancellor of Student Affairs

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

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

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

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

Insurance and Liability

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

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

We require all residents to have a personal property insurance or rider to a Homeowner’s policy uploaded in SSC on the Housing portal. Contact your local or hometown insurance agent to obtain renters insurance. In some cases, dependents may find coverage under their parents existing homeowner’s policy. All residents are encouraged to check their homeowner’s policy to make sure their belongings are properly insured while living on campus. There are companies that work solely with college and university students to insure them at very low premiums and deductibles; check out Grad Guard (linked in our portal), NSSI (linked on our website), or Dorm Defense. Failure to provide a declaration of renter’s insurance will result in student conduct charges and weekly fines of \$100.00 assessed to the student.