



University Housing
University of South Carolina Aiken

University Housing Community Guide 2022-2023

Community Guide Table of Contents

Welcome to University Housing	1
Community Living	2-4
University Housing Agreement	5-7
Housing Policies	8-22
University Housing General Policy Tips	8
Alcohol Policy	8
Animals on Campus and Emotional Support Animal Policy	9-12
Bicycles	12
Cohabitation	12
Community or Floor Meetings	13
Community Responsibility	13
Dangerous/Prohibited Items	13
Drug Policy	13-14
Electrical Power Safety	15
Empty Room Spaces	15
Furnishings	15
Gambling	16
Guest and Visitor Policy	16
Harassment	16
Health and Safety Inspections	16
Holiday Decorations	17-18
Keys and ID Cards	18
Missing Student Policy	18
Noise Levels and Quiet Hours	19
Occupancy Levels	19
Parking and Security Gate Area Access	19
Personal Property	20
Public Passageways	20
Relations	21

Sales/Solicitation	21
Theft	21
Tobacco Free Policy	22
Windows and Window Screen	22
Housing General Information	23-29
Housing Information Assignments	23
Check-In Procedures	23
Illegal Occupancy	23
Consolidation and Double as a Single	23
Room Changes	23-25
Freshman Housing Requirement	25
Contract Cancellations	25-26
Suspended Student	26
Billing and Payments	26
Check-Out Procedures	26-28
Reapplication Process	28
Security Deposit	28
Holiday Breaks	28
Housing Services	29-35
Internet Information	29
The Dish	29
Laundry	29
Lockouts	30
Mail	31
Maintenance Information	31
Pest Control	32
Item Charges	32-34
Television	34

Waste Disposal and Recycling	34
Utilities	34-35
Housing Emergency Information	36-40
General Safety Tips	36
Emergency Alert System	36
Fire Safety Information	37
Smoke Detectors	38
Inclement Weather and Weather Emergencies	38-39
Sexual Assault	39
Active Shooter	40
Judicial Procedures	41-42
Incident Reports	42
Adjudication	42
Change to Housing Agreement	42
Important Campus Information	43-47
Career Services	43
Center for Student Achievement	43
Counseling center	43
Meal Plan	43
Ombudsman	43
Eating on Campus	44
Carolina Card	45
Student Health Center	45
University Police	45
Veteran and Military Success Center	45
Wellness Center	45

Welcome to University Housing and General University Housing Info

Welcome to campus living at USC Aiken! We are excited to have you living with us. Our staff is dedicated to providing an environment where you can learn, connect, grow and have fun! Living on campus promises to be one of the most memorable and rewarding aspects of your university career. It is a unique and valuable experience that will serve as a special part of your education. Campus living provides you with an opportunity to establish new and long-lasting friendships with a wide variety of people. It also provides an environment in which you can thrive as a student and grow as an individual. This guidebook will serve as a guide and will help you to get the most out of campus living. It covers the basics of community living, like how to get along with a roommate and other residents, how to take advantage of the services provided and of course the dos and don'ts for campus living. This guidebook and your University Housing contract serve as legally binding agreement and conditions. By signing the University Housing contract you have agreed to abide by all of the rules, regulations and policies stated in the agreement and in this handbook. Our office wishes you the best as you embark on an exciting journey. Our office wishes you the best as you embark on an exciting journey.

UNIVERSITY HOUSING STAFF

Assistant Directors provide direct services to on-campus residents and supervise our Resident Mentor (RM) staff. They live on campus and are committed to student growth and development. Resident Mentors (RMs) are student staff members who live on your floor or in your section. They are carefully selected and well-trained students who provide academic support, leadership, friendship, and programs, as well as obtain information and answer questions. You will get to know these staff members, as they will maintain your safety through evening duty, offer support, plan programs, and help you find resources on campus.

STAFF ON DUTY

There is always someone around to help in University Housing. Your RM is a great resource, but since he/she may not always be around when you need something, below is a list of numbers you can call:

Pacer Commons Office: Located in Suite 200. Phone number is 803-641-3767 (x3767).

Office hours: Monday-Friday 8:00am-6:00pm; Saturday 10:00am-3:00pm; Sunday 10:00am-3:00pm

Pacer Crossings Office: Located in Room 113. Phone number is 803-644-2170 (x2170).

Office hours: Monday-Friday 8:00am-8:00pm; Saturday 10:00am-4:00pm; Sunday 10:00am-4:00pm

Pacer Downs Office: Located in the Community Center. Phone number is 803-641-3768 (x3768).

Office hours: Monday – Thursday 8:00am - 10:00pm; Saturday 9:00am - 11:00pm; Sunday 9:00am - 11:00pm

If you need help after our offices are closed, please call the Resident Mentor on duty. Resident Mentors are on duty from 6:00pm to 8:00am (Sunday-Thursday). On the weekend, Resident Mentors are on duty starting on Friday at 6:00pm until Sunday at 6:00pm. The phone numbers are listed below:

Pacer Commons 803-349-5916

Pacer Crossings 803-349-5915

Pacer Downs 803-349-5917

Custodial and Maintenance

The building attendants are responsible for normal cleaning duties in public areas and community-based facilities. The maintenance staff is responsible for making repairs in the residential areas.

University Housing Mission Statement

The Department of University Housing's mission is to enhance each residential student's experience by actively engaging them in a community that values learning, involvement, personal growth and development. The department also strives to provide comfortable, affordable and well-maintained housing.

We, in the Office of University Housing, strive to carry out this mission and support the overall mission of the University by maintaining an environment where students can broaden their perspectives, take responsibility for their actions and develop meaningful connections with fellow students and staff members.

We view University Housing as an educational environment that supports the academic mission of the college. University Housing staff members are not controlling agents. Our focus is not on the control model of "in loco parentis" where college administrators assumed the role of parent in their absence and told residents what to do, when to do it and how. Instead, our focus is helping students understand their individual rights and responsibilities as they make their own decisions for the first time. We offer numerous interventions to help facilitate students' transitions and address issues that we know our residents will be experiencing. Residents are encouraged to design, define, shape and influence their environments in a context of mutual or shared interaction and respect for others in their community. Opportunities for discussion amongst peers are frequent so students can address individual needs, issues of respect, and expectations. The key to all of this is dialogue and conversations about one's experiences. As residents become empowered and begin to take stands on issues and publicly declare their values through conversations and dialogue, the opportunity for peer feedback is created. It is through this process that we see residents seek relationships that are built upon mutual consideration and respect.

Within their floor/section environment, residents' experiment with new behaviors and choices. As they experience feedback from their peers, they begin to choose those behaviors, values and relationships that fit their redefined selves. Through conversation and dialogue, they are challenged to rethink their point of view on issues. At the same time, residents are beginning to recognize and validate the needs of others. Instead of assuming that their needs are the same as everyone else's, they begin to see that everyone has different needs and, over time, they begin to understand and accept that.

Lastly, residents do not live in a vacuum. While not every meaningful interaction, conversation or educational question may occur in a residential area, each resident brings the multiplicity of their interactions back to their community with them. It is through the interactions that residents have with each other that they begin to figure out who they are and what is important to them. Our mission statement, goals, and action plans were developed to provide the direction in which to develop an integrated, systematic and consistent approach when providing experiences, opportunities and interventions for our residents.

COMMUNITY LIVING

"As a resident at University of South Carolina Aiken, you have a relationship with several levels of "community." These relationships include those with your roommate and suitemates, your floor/section, your community council, and the Resident Student Association (RSA) which is made up of all Housing staff and students".

What does being a community member mean to you? It means you have the opportunity to learn a great deal about yourself and about other people. You get the chance to help create an environment that will help you academically, socially, and interpersonally. What's the key to this kind of success? Simple: Interaction.

As a member of your community, you have the right to:

- Study without undue interference, unreasonable noise and other distractions.
- Sleep without undue disturbance from noise and distractions.
- Expect that others will respect your personal belongings.
- Live in an environment kept clean by those who live in it.
- Access your room and the facilities provided for residents.
- Host guests with the expectation that you will be responsible for their actions and that you will escort them while they are in the hall.

- Discuss concerns with University Housing staff members who can assist in addressing the concern.
- Expect that these rights will be respected.

You can help ensure that these rights are upheld by knowing and fulfilling your responsibilities as a resident. Your responsibilities include:

- Verbally expressing your views to the person(s) involved, should you believe that your rights were violated.
- Treat other residents and staff members with respect and consideration.
- Understanding all policies and regulations necessary for the residential buildings and college communities to function.
- Abiding by these policies and regulations.
- Responding to all reasonable requests of fellow students.
- Responding to, and cooperating with resident staff members.
- Recognizing that community cannot exist if any individual is excluded. Any action, direct or covert, that discriminates on the basis of race, gender, religion, handicap, national origin, age or sexual orientation cannot be tolerated in a community based on mutual respect and cooperation.

One of the biggest experiences that comes with living on-campus is living with a roommate. While living with your roommate may be a new experience for you, these are several suggestions we have to encourage a great roommate relationship:

Talk! — One of the most important things that you can do is to communicate with your roommate. Do it early and often! If something is bothering you don't wait until you can't take it anymore, start talking about the problems. Remember your roommate cannot read your mind and you can't read theirs.

Listen to them — Try to understand your roommate. The fact may be that he or she is having a rough day and might just need someone to talk to.

Ask — Always ask your roommate for permission to borrow one of their items or eat some of their food. Talk to each other about what is acceptable before you borrow your roommate's property.

Be Creative — Share ideas with each other on how to make living together easier. Talk about who will clean what, how often and how clean you want your apartment and room to be.

Limits — It is important to set limits for your apartment. Some important questions that all roommates and suitemates need to discuss:

- Will the apartment be used for study space or a social hangout?
- Who is the early bird and who stays up late?
- How will you handle visitors of the opposite sex?
- Will you be around on the weekends? Will weekends be treated any differently than weekdays?

Living in a community will become the highlight of your college experience. Over the next four years residents will be challenged with meeting people of all different abilities, religions, cultures, sexual orientations, lifestyles and races. These interactions will occur through programming, conversations, and differences. You will connect with various people both in and out of the classroom. Because of the various interactions across campus, it is easy to become intimidated by the people in your community. Our goal is to provide an outline to use to equip you in becoming a member of a successful community.

To benefit from living in your community there are specific things that you need to do in order to create a positive environment. Some of these suggestions you may have heard before and other ideas may be new to you. Take personal responsibility for developing your community. Try to step out of your comfort zone and become part of the community.

One of the easiest ways to build community is to learn people's names. There is a sense of belonging when someone knows your name. Stop by an apartment/suite and introduce yourself to your neighbor. Most people are

nervous about meeting new people, and this is a great way to engage yourself in your community. Once you have learned their names start having conversations with your new friends. This can happen in the laundry room, the parking lot, or even in the cafeteria. A five-minute conversation can develop into a lasting relationship. You can invite your new friends to join you for lunch in the SAC.

One of the great things about college is the opportunity to meet people who are different from ourselves and those whom live back home. When you meet someone new do not be quick to judge that person. Everyone deserves a chance, you might be surprised who you become friends with! Keep in mind it takes time to get to know someone. Take the time to learn about different cultures, traditions and practices that your fellow classmates may celebrate. Another great tip is to be inclusive with your language both verbal and nonverbal.

Respect is the key component for a successful community. Everyone deserves to be respected regardless of their thoughts and actions. Part of being respectful is realizing that living in a community requires compromises like playing your music quieter than normal so your roommates can study. While this may be a hard adjustment at first, it will be rewarding when others realize that you care about them. When you are part of a community your individual actions can impact and potentially become a reflection the larger community as a whole. If you make mistakes be willing to take ownership of your actions. While there are sometimes consequences for various mistakes the goal is to learn from those actions.

There are several ways that you can get involved in your community. Building or Community Council and Resident Student Association (RSA) are two ways to meet people on campus. Community Council puts on events for your residential area and RSA is committed to enhancing and improving our entire residential community. You can also get involved on campus by attending your Resident Mentor (RM) programs. Your Resident Mentor will plan many programs for your floor, building and area. If there is something that you would like to see happen in your community, talk to your Resident Mentor. Your Resident Mentor will greatly appreciate your input.

Pride in your community will develop as you become involved. Once you are involved on campus, your conversations will revolve around all the exciting things that are happening in your community. There are several steps to developing community pride. First, speak up if you see something that needs to be done. Report problems to the maintenance department by filling out a work request on line. If you suspect vandalism, report these concerns right away to your Resident Mentor or University Police. If you notice a suspicious person in or around the building, contact University Police immediately. If you notice doors that are propped open, un-prop them, this will keep unwanted trouble out of the building.

UNIVERSITY HOUSING AGREEMENT

This contract is an agreement between the University and the individual student. It is for the period of time specified in Section 1 and entitles the student to the use of University Housing accommodations only in the manner set forth in this document, in the Student Code of Conduct, and in the University Housing Community Guide. **This contract may be terminated only under the conditions specified in this document. The contract you are about to sign is a legally binding contract for BOTH the Fall 2022 semester and the Spring 2023 semester.** Residents (parents and/or guardians) are urged to read this contract carefully and in its entirety. When this contract is completed and returned to the Office of University Housing and Residence Life, it becomes a binding contract between the resident (his or her parent or guardian if the resident is under 18 years of age) and the University.

1. **Eligibility for Housing & Agreement Period:** Any student, enrolled at USC Aiken, is eligible to live in University Housing under the provisions of this contract provided space is available. The agreement period is from **August 13, 2022 – December 10, 2022 and January 7, 2023 – May 3, 2023**. University Housing does not discriminate on the basis of race, color, religion, age or national origin when making housing assignments. Students are housed in same gender suites/apartments. Any person required to register under Article 7, Sex Offender Registry, is prohibited from living in campus student housing. (SC Code of Laws Ann. 23-3-465 (2005)). In the event it is determined that any person in campus student housing is subject to the above, law enforcement officials and appropriate University officials will be informed, and the housing contract will be deemed null and void and terminated immediately without refund.
2. **Policies & Procedures:** Residents are required to know and comply with all policies and regulations contained in this agreement and within the University Housing Community Guide, the Student Handbook and other University Housing publications. Residents are responsible for all policy and procedural information posted on bulletin boards and/or disseminated through University publications, mass emails and newsletters. I fully understand it is up to me to read the Housing Community Guide, the Student Handbook and other University Housing publications provided by University Housing on its website or if a hard copy is available and/or provided to me. **I also understand that if I violate any policies and procedures in the Housing Community Guide, the Student Handbook and other University Housing publications, I could be subjected but not limited to a disciplinary sanction from University as a result of the violation.** The University reserves the right to prohibit any item or activity deemed by the University to be harmful, inadvisable, or not in the best interest of the University or its students. Addenda to the contract may be distributed as needed.
3. **Meal Plans:** All students living in University Housing are required to have a meal plan. Meal plan requirements will be determined by academic classification. Meal plans are priced per semester and do not transfer forward from one semester to another. Residents seeking meal plan exception must appeal through the appeals process described in the Student Handbook. Any meal plan refunds will be based on consideration of: official withdrawal date from classes, departure date from University Housing, meal plan usage and any applicable processing fees. Prices are subject to change based on the USC Board of Trustees approval in June 2022.
4. **Housing Reservations:**
 - a. **Reservations for New Freshmen, New Transfer Students and Re-Admitted Students:** Housing reservations for the academic year for any new student are made only after the student has (a) been accepted to USC Aiken and (b) submitted to University Housing a housing application, and \$150 security deposit and application fee.
 - b. **Reservations for Continuing Students:** Continuing students seeking housing are required to participate in the housing selection process conducted in the spring and to submit a reapplication form and signed contract.
5. **Occupancy:**
 - a. **University Housing may be occupied no earlier than 9:00 a.m. on Saturday, August 13, 2022.** Early arrivals may be charged a fee.
 - b. **Students who fail to occupy their assigned space by 5:00 p.m. the day before the first day of classes will lose their assigned space unless prior arrangements have been made with the Housing Office.**
 - c. Residents may reside in their room during breaks (Thanksgiving, Winter, and Spring Breaks), but may be charged a per night fee. Students staying for the Winter Break (between semesters) must be enrolled for the spring and must occupy their spring assignment during the break.
 - d. University Housing must be vacated within 24 hours after the student's last spring semester exam or by 10:00 a.m. **Wednesday, May 3, 2023**, whichever comes first, unless the student is graduating.

6. **Payment: This agreement binds a student to pay housing rental fees for one academic year**, as indicated in Section 1, according to the University Housing payment schedule. Payment for each semester will be due at the beginning of the semester. All payments, except the application fee and security deposit, need to be paid at the Business Services Office or through Self Service Carolina.
7. **Double as a Single and Consolidation:** A double as a single (primarily for Senior and Junior students) room is not guaranteed to any on-campus resident during the academic year. However, if space permits, residents can request a double as a single room. It does not entitle a resident to sublet the room to another resident or non-resident. During all semesters, University Housing reserves the right to require the single occupant of a room, except those who have contracted their rooms on a double as a single basis, to move together when to do so will: (1) reduce the cost of utilities; (2) facilitate cleaning; (3) make space available for the housing of special groups; or (4) support the double as a single room procedure. Once a resident contracts for a room as a double as a single, he/she is obligated for the additional fee for the academic year, even though he/she may later decide to accept a roommate or move to another room.
8. **Cancellation of the Agreement Prior to the start of the Academic Year:**
 - a. If written notice of cancellation is received by University Housing **on or before June 15, 2022**, the contract will be cancelled and the \$125 housing deposit will be refunded as long as there is no further indebtedness to the University. The \$25 application fee is non-refundable.
 - b. If written notice of cancellation is received by University Housing **after June 15, 2022**, the contract will be cancelled and the \$125 housing deposit will be forfeited. The \$25 application fee is non-refundable.
 - c. If written notice of cancellation is received by University Housing **after July 31, 2022**, the contract will be cancelled, the \$125 housing deposit will be forfeited and the student will be charged a \$250 “no-show” or cancellation fee, unless the student fails to enroll. The \$25 application fee is non-refundable.
9. **Early termination of the agreement by resident after occupancy:**
 - a. A student who withdraws from classes during either fall or spring semester is required to leave University Housing within 48 hours of the withdrawal and complete a Housing Contract Release Request form. The student housing charges will be prorated by the schedule contained within the University Housing Community Guide and the \$125 security deposit will be forfeited. The \$25 application fee is non-refundable.
 - b. To change to commuter status once a room is occupied a student must fill out a Housing Contract Release Request form. If the request is granted, the student’s housing charges will be prorated by the schedule contained within the University Housing Community Guide, the \$125 security deposit will be forfeited and a \$1,000 cancellation fee will be assessed to the student’s account. The \$25 application fee is non-refundable.
10. **Cancellation of the Agreement at the End of the fall semester:**
 - a. The contract may be terminated at the end of the fall semester only for the following reasons: withdrawal from USC Aiken; graduation; marriage (no more than four weeks prior to the wedding date); and financial hardship caused by a change in financial status (documentary evidence will be required). The student must complete the Housing Contract Release form.
 - b. Any student qualifying for cancellation under section 10a will forfeit the \$125 security deposit. If that student enrolls at USC Aiken in the spring, they will incur a \$1,000 cancellation fee. The \$25 application fee is non-refundable.
11. **Cancellation of the Agreement for Mid-Year (spring) Applicants:**
 - a. If written notice of cancellation is received by University Housing **on or before December 15, 2022**, the contract will be cancelled and the \$125 housing deposit will be refunded as long as there is no further indebtedness to the University. The \$25 application fee is non-refundable.
 - b. If written notice of cancellation is received by University Housing **after December 15, 2022**, the contract will be cancelled and the \$125 housing deposit will be forfeited. The \$25 application fee is non-refundable.
 - c. If written notice of cancellation is received by University Housing **after January 2, 2023**, the contract will be cancelled, the \$125 housing deposit will be forfeited and the student will be charged a \$250 “no-show” or cancellation fee, unless the student fails to enroll. The \$25 application fee is non-refundable.
12. **Right of the University to Cancel:** The University reserves the right to refuse admission or readmission to University Housing or to cancel the agreement during the academic year for the student’s failure to meet University requirements, policies or regulations, or in the event of criminal conviction by civil authorities. In such cases, there will be no refund of prepaid rent. In the event accommodations assigned to the student are destroyed or otherwise made unavailable and the University is not able to provide other accommodations, the

agreement will terminate; all rights and liabilities of the parties involved will cease; and rental payments previously made will be refunded on a prorated basis from the date accommodations became unavailable.

- 13. Assignment of the Agreement:** The University Housing Contract is personal and may not be transferred or assigned to another person. The space may not be sublet.
- 14. Assignment of Rooms/Apartments: University Housing reserves the right to fill every available space.** Where there is a vacant space, the remaining occupant(s) must maintain the area in a manner that would allow another student to move in immediately. The University maintains the right to require assignment changes/moves when deemed advisable or necessary. The University also reserves the right to assign students to accommodations.
- 15. Assignment changes:** Students may submit requests for housing assignment changes during designated periods.
- 16. Responsibility for personal property:** The University does not assume any legal or financial obligation for any resident's personal property that may be lost or damaged in its buildings or on its grounds. The student or their parents are encouraged to carry appropriate insurance to cover such losses.
- 17. Responsibility for the Room/Apartment:**
 - a. Each student is responsible for the condition of the assigned space and will reimburse the University for any damages to the space and damage or loss of fixtures, furnishings or properties represented under this contract. No alterations may be made to the area or furnishings provided by the University. All furniture in the room/apartment at the time of occupancy must remain during the duration of the contract. Furnishings may not be removed, stored or traded. Additional furnishings brought into the room/apartment by the resident(s) must be freestanding and clear of existing furniture, fixtures and walls.
 - b. Each student is required to complete an Apartment/Suite Condition Record and within 24 hours of occupancy.
- 18. Checkout procedures:** When occupancy is terminated, students must follow proper checkout procedures as outlined in the University Housing Community Guide. A Housing staff member will inspect the area and assess for damages, missing property, or cleaning.
- 19. Responsibility for Communal Property:** (Including, but not limited to, hallways, restrooms, stairwells, elevators, lounges, study rooms, kitchens and balconies.) Residents are expected to take every precaution to assure that communal property is not abused. In halls or areas where the University has determined there is vandalism of University property and the responsible individuals(s) cannot be identified, all residents may be held responsible for paying a prorated portion of repair and/or replacement costs.
- 20. Keys:** Keys are issued at check-in by the area office where the resident is assigned. Keys must be returned when occupancy is terminated. If a key is lost or not returned when occupancy is terminated, or if a temporary key is not returned within the stated time, the lock will be re-cored and new keys will be made. The costs for these services will be charged to the resident(s) responsible. All keys are property of the University. Those violating this provision or possessing keys other than the one assigned to them by University Housing are subject to disciplinary action and eviction from University Housing.
- 21. Tobacco free campus:** USC Aiken is a tobacco free campus including all of University Housing.

Housing Policies

University Housing General Policy Tips

Residents will read and be familiar with all terms of the University Housing Contract and Handbook, as well as the USC Aiken Student Handbook, including compliance with all local, state and federal laws. Any student who needs a replacement copy of this handbook, please stop by your area office.

- Residents are responsible for insuring against the loss of, or damage to, personal property and for personal injury (either through their parents' or guardians' homeowner's policy or via renter's insurance).
- Residents are expected to comply with requests from University Housing that are in the best interest of health, safety and aesthetic standards.
- Residents will respect the rights and dignity of all other University Housing community members. This includes the right to live and study in a quiet and accepting environment.
- Residents will report all facilities and maintenance problems in or around their apartment/suite to University Housing in a timely fashion. All requests for maintenance should be made through the online work order system at <https://www.usca.edu/housing/current-residents/submit-a-work-order>
- Each resident must escort their visitors and guests throughout Pacer Commons, Crossings, and Downs. Any visitors and guests who are not escorted may face disciplinary charges. The host must be with their guests at all times. Guests may not be in the apartment without their host.
- Residents are required to carry their University student ID at all times and to furnish it upon request. Visitors and guests are required to carry some form of picture identification at all times.
- Your right to privacy while living in University Housing is respected by USC Aiken. However, University Housing does reserve the right to enter apartments/suites at any time. The reason for such entries may include (but are not limited to), room inspections, maintenance, emergencies, and violations of policies and/or laws.

ALCOHOL POLICY

The University of South Carolina Aiken and University Housing are committed to providing a safe and healthy living community for all of its residents. University Housing is an educational and social community wherein its students and their guests may engage in activities where the consumption of alcoholic beverages will occur. So that these activities may occur and be reasonably governed, and in order to promote responsible conduct with respect to alcohol consumption, this policy is established to conform with state and federal laws and in keeping with the mission of USC Aiken.

This policy governs students' consumption of alcohol (defined as beer, wine, and distilled spirits) on the University of South Carolina Aiken's campus and at university-sponsored off-campus events. Based on a concern for the welfare of all student members of the University community in keeping with state and local laws, this policy is designed to promote the responsible use or non-use of alcohol beverages. Consistent with our institutional mission statement, USC Aiken values responsible citizenship. Students are expected to assume responsibility of their own behavior while consuming alcoholic beverages and to understand that being under the influence of alcohol in no way lessens accountability to the University and the community.

Behavior and conduct by students whose judgment is impaired due to substance abuse and which interfere with the decorum and atmosphere of the University will not be tolerated. As members of the University community, students are expected to comply with and abide by all the laws and policies stated below.

Local Ordinance (City of Aiken)

It is against local ordinance and therefore University policy to consume alcohol in public within the city limits. All University Housing is located within the city limits. Therefore, consuming alcohol on apartment balconies or on the grounds of University Housing is a violation of this local ordinance and University Policy.

Additional Alcohol Policies for University Housing

- A. It is against South Carolina law and USC Aiken Policy to purchase or Possess (including constructive possession which is defined as being in the immediate area of alcohol) if you are under the age of 21.
- B. Residents of legal drinking age may consume alcoholic beverages within the confines of their apartment or another resident's apartment that is of age. Underage residents whose roommate(s) are 21 years of age or over may be present when alcohol is possessed or being consumed in their apartment, but are not permitted to consume alcoholic beverages. Alcohol is not allowed in apartments or suites where all residents are underage.
(Note: It is the responsibility of the host resident to ensure all guests are at least 21 years old.)
- C. The possession or use of an empty or full keg or party ball of alcoholic beverages is strictly prohibited.
- D. The misuse of alcoholic beverages and/or inappropriate or illegal behavior will result in disciplinary and/or legal action.
- E. Abuse of alcohol by students, regardless of age, that results in the need for immediate medical attention is considered violation of USC Aiken University Housing's policy and will result in judicial follow up and/or a mandatory counseling referral.
- F. Chugging, drinking games, initiations, "funneling," or other potentially dangerous drinking activities are prohibited.
- G. The sale of alcohol is prohibited.
- H. Neon signs or other signs for alcohol related products may not be hung in windows or anywhere outside of the apartment. Alcohol decorations and containers (empty or full) may not be displayed in rooms where residents are under 21.
- I. Regardless of the age of the student, the abuse of alcohol that results in significantly impaired behavior is considered a violation of the alcohol policy
- J. If an emergency occurs, contact USC Aiken University Police at 803-648-4011.

Sanctions

Individual students or student organizations that violate USC Aiken policies are subject to civil, criminal and University proceedings and sanctions. The University campus is not a sanctuary that relieves students of their responsibilities as citizens to abide by local, state and federal laws, or University regulations, policies, and procedures. Violations of this Campus Alcohol Policy will be referred to appropriate University agencies. Students and student organizations may be subject to sanctions by more than one appropriate agency. Sanctions for the violations of University policies are based on the severity and frequency of violation. Sanctions may include, but are not limited to referral to on or off-campus alcohol assessment and/or counseling, alcohol education, community service, disciplinary probation, suspension of individual students, suspension from use of University facilities for a designated period of time and suspension of student organization status.

Animal Policy (for Campus) and Emotional Support Animal Policy

University Policy

- A. The only pets permitted in university housing are fish. Aquariums for the fish are limited to a 10-gallon capacity tank smaller. Those violating this provision will be required to remove the pet, pay for any damages including any charges for extermination and may face disciplinary action. Additional charges for any required cleaning and or pest extermination related to a pet violation will be charged to the resident. Service and assistance animals may be permitted
- B. Dogs are the only pets that are allowed on campus in public outdoor areas. When attending an athletic or recreational event, dogs are only allowed in designated areas. Due to human health and safety concerns, animals are not permitted in buildings and student housing on the University of South Carolina Aiken campus. Exceptions to this rule are listed below. Any person found to have an unauthorized animal on campus will be asked to remove the animal promptly.
- C. Dogs must be kept on a 6ft. leash and they have to be appropriately tethered or contained, at all times. Individuals who bring pets onto campus must clean up any waste the pet may leave and have to control their dog at all times. All dogs brought onto university grounds must be licensed and fully inoculated in accordance with South Carolina State and Aiken County regulations.

D. The University may remove or require the removal of any animal that poses a direct threat to the health or safety of others, is not housebroken, or otherwise disrupts the campus grounds or facilities.

E. Additionally, individuals are not permitted to lure animals to the campus through feeding stations or other means. Bird feeders and bird /bat houses may be permitted if approved by the Senior University Facilities Director.

F. Feral or Wild Animals that are a potential risk, represent a hazard, cause property damage, create a nuisance, or otherwise pose a potential threat to the health or safety of humans will be regulated, controlled, and/or humanely relocated in accordance with applicable laws and regulations. Those animals that are not a risk and do not represent a hazard, cause property damage, or create a public nuisance, and that do not require human intervention, may inhabit the campus grounds.

G. Owners of any animal on campus (including service animals, emotional support animals, or pets) are solely responsible for the behavior and actions of their animal and assumes all liability for the animal. The University assumes no responsibility for the animal or owner. Also, the owner is responsible for any damage done by the animal as well as all waste caused by the animal.

H. The University reserves the right to involve local animal control authorities if any animal is suspected of being mistreated by its owner on university grounds.

Exceptions

Outside the policy above, the animals listed below are permitted on campus. When required by governing ordinances, such animals must wear appropriate tags and be certified, licensed, and/or inoculated.

A. Service animals, as defined above, that are specially trained to aid persons with disabilities.

B. Emotional support animals (ESA) that are approved by the Office of Disability Services to live in University Housing. Emotional support animals are not permitted in any other University buildings. Refer to University Housing procedures for more specifics regarding ESA policies. Emotional Support Animals must be approved through the Office of Disability Services prior to them animal being brought on-campus and into University Housing. Failure to follow the proper processes and procedures will require the removal of the animal within 24 hours and jeopardizes the ability to have an ESA approved.

C. On-duty police dogs.

D. Laboratory and demonstration animals (including reptiles, mammals, birds, and fish) used directly in support of the University's mission in teaching and/or research. Such animals are permitted only in those facilities and laboratories specifically *designed* to house that type of animal.

E. Other Exceptions

Additional exceptions may be granted on a limited basis if requested in writing and approved by the Provost or the Vice Chancellor of Student Affairs.

5. Enforcement and Compliance with Policy

- A. Enforcement of this policy is the responsibility of each member of the USC Aiken community. Faculty, staff, students and volunteers are encouraged to enforce the policy for their facilities and/or sponsored activities. The following is the progression of enforcement of this policy:
1. Each individual should, in a consistent and civil way, bring any infractions of this policy to the attention of the person or persons observed violating the policy.
 2. If the person violating this policy does not immediately remove the animal from the premises, the individual should ask them to do so.
 3. In the event the person violating the policy does not respond to a request to remove the animal, the individual should contact Campus Police at 803-641-3319. Campus police will then issue a warning and/or a fine, and if needed will remove the offender in accordance with Campus Police procedures

Emotional Support Animal Specifications

University Housing provides reasonable accommodations for a student with a disability who has a verifiable need of having an Emotional Support Animal (ESA) in University Housing. A reasonable accommodation is an exception to the University's rules, policies, practices, or services that a student with a disability may need to have an equal opportunity to use and enjoy University Housing. An ESA is only permitted in University Housing if first approved by the Office of Disability Services to live in University Housing.

This process is for a student to request an **Emotional Support Animal (ESA)**, and NOT a Service Animal.

STEP 1: UNIVERSITY HOUSING APPLICATION

A student with a disability who requires a reasonable accommodation related to housing must have completed the University Housing Application and read the University Housing Agreement. Documentation received for a student who does not have a University Housing Application will not be processed.

STEP 2: DISABILITY SERVICES SUBMISSION

Please note that this is just an overview of the ESA Approval Process. University Housing does not approve ESA Animals. All requests must be processed through the Office of Disability Services. The processes, procedures, and requirements will be provided to any interested student at the Office of Disability Services.

To request a reasonable accommodation for an ESA, the student must have a qualified third-party (e.g., psychiatrist, psychologist, or clinical licensed social worker) who is personally treating the student report the need for the Emotional Support Animal.

The student should register with the Office of Disability Services before the student will first move into University Housing. Documentation may be submitted at any time, but after the room selection deadline, the University may not be able to take into account a student's preference for assignment (such as area or roommate).

To make a reasonable accommodation for the student's need, there may be certain situations where housing preferences (such as area or roommate requests) cannot be honored. The student should register with Disability Services as soon as possible for preferences to be honored.

Disability Services Coordinator (Ms. Sandra Robinson)

- Student and Educational Support Building, Suite 104, 803-643-6815

ESA AND OWNER RESPONSIBILITIES

If a student is approved to have an ESA in University housing, the student must meet with their Assistant Director the first day of move-in to review the ESA Owner's Responsibilities prior to the student bringing an ESA in their assigned room (suite or apartment).

An ESA must be contained within the privately assigned student living accommodation (room, suite, or apartment), except to the extent the student is taking the animal out for natural relief. When an ESA is outside of the student's private living accommodation, the animal must be either controlled by a leash or harness or contained in an animal carrier. ESAs are not permitted in any University facility other than the residential building to which the student is assigned.

Student's Responsibilities as the ESA Owner:

The student must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. The student must know and understand these ordinances, laws, and regulations. The University has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate or a veterinarian's statement regarding the animal's health. The University reserves the right to request documentation showing that the animal has been licensed. Additionally,

students will be required to meet with their Director and roommates at the beginning of the school year, and any time the room dynamics have changed (new roommates/suitemates).

The student is required to clean up after and properly dispose of the animal's feces in a safe and sanitary manner. If the animal is a dog, the dog must be housebroken, and kennel trained. University Housing has the right to require weekly sanitation checks to ensure cages/crates/litter boxes, etc. are being cleaned regularly.

- In the case of an emergency, the University is not responsible for evacuating the animal.
- Treatments for fleas, ticks, and updated vaccinations are required prior to the animal moving into University Housing
- The student is financially responsible for any and all actions of the animal, including but not limited to, bodily injury or property damage, such as furniture or floor coverings replacement. The student may be charged for any damage caused by the ESA that is beyond reasonable wear and tear. The student's living accommodation must be kept clean with no odors from the ESA. The student's living accommodation may be inspected for fleas, ticks, or other pests, if necessary, at the cost of the owner. If fleas, ticks, or other pests are detected through inspection, the living accommodation will be treated using approved fumigation methods by a university-approved pest control service. The student will be billed for the expense of any pest treatment above and beyond standard pest management in University Housing. The University shall have the right to bill the student's account for unmet obligations under this provision.
- The student is responsible for the appropriate management of the animal. Disruptive and/or aggressive behavior by the animal cannot be permitted, and if it occurs, the animal will need to be removed from University Housing. Disruptive behavior is defined as any behavior that is outside of what is agreed as acceptable at the suite/apartment meeting. This behavior must be documented in writing.
- The ESA may not be left alone overnight in University Housing to be cared for by another student. The ESA may not be housed in another student's living accommodation. If the student is to be gone overnight or for a prolonged period, the ESA must accompany the student.
- The ESA must be crated if it is left in the room during the day by itself. The ESA is not permitted to roam freely throughout the apartment and must be kept in the crate inside the student's bedroom whilst the student is out during the day.
- The student agrees to abide by all equally applicable policies that are unrelated to the student's disability such as assuring that the ESA does not unduly interfere with the routine activities of the residence or cause difficulties for other students residing in University housing.
- The ESA is permitted in University Housing only as long as it is necessary due to the student's disability. The student must notify the University, in writing, if the animal is no longer needed or is no longer in residence. To replace an animal, the student must submit a new request to demonstrate that the new animal is necessary due to the student's disability.
- If it is necessary for the animal to be removed from the University Housing premises, the student is obligated to fulfill the University Housing Contract obligations for the remainder of the University Housing term.

BICYCLES

Bike racks are provided outside of Pacer Crossings, Pacer Commons, and Pacer Downs. Bikes may be stored inside the apartment/suite as long as they do not create a hazard for entering or exiting the apartment/suite. Bicycles may not be stored outside the apartment or in the hallways, porches, on balconies, or pavilions.

COHABITATION

Cohabitation is not permitted in the residential buildings. Cohabitation is defined as a person using a residence room as if that person were a resident of the room, but not actually be assigned as a resident of the room.

Cohabitation includes, but is not limited to:

1. Keeping clothing and other personal belongings in the room.
2. Being an overnight guest in the room for more than two nights in a thirty day period.
3. Using the bathroom and shower facilities as if they lived in that room.
4. Using keys or ID cards to enter the residential building or room.

* Violation of this policy will be handled through the student conduct process.

COMMUNITY AND FLOOR MEETINGS

Throughout the year, your Resident Mentor will keep you informed of important information and activities. Your Resident Mentor will post signs to let you know when a building/floor meeting is scheduled. If you are not able to attend the meeting, please talk to your Resident Mentor in advance. These meetings are mandatory, so participation is required.

COMMUNITY RESPONSIBILITY

Each resident is responsible for cooperating with the other residents of their apartment/suite in the care, maintenance and usage of the common living areas. This includes, but is not limited to, the cleaning of the apartment/suite, restricting the noise level, and not using other residents' possessions without prior permission. Each resident is responsible for abiding by the rules and regulations set forth by University Housing as long as those rules do not endanger the health, safety, or general welfare of the resident.

DANGEROUS/PROHIBITED ITEMS

Extension cords are not permitted. Only UL listed surge protectors with breaker switches are permissible.

Fireworks, firearms, air guns, explosives, highly flammable substances, knives (other than kitchen knives), slingshots, water balloons, weapons, and any projectile device are prohibited from use or storage in University Housing. This includes being anywhere on the grounds.

Due to the risk of fire, halogen lamps, hot plates, toaster, toaster oven, fry-daddy, additional refrigerators, and neon lights are not permitted in the apartment/suites.

Diffusers, misters, and air fresheners that dispense mist of any kind are not allowed in the residential buildings. The burning of candles and incense is strictly forbidden. Students found in violation will be subject to possible fines and disciplinary action. Candles may be used as decoration as long as the wicks have not been burned.

Due to safety concerns, hoverboards are not allowed inside of University Housing buildings.

Due to the risk of fire, there is no grilling on the porches or balconies. Grills and portable propane tanks are not allowed to be stored in University Housing. Residents must use grills by pavilions. Grills are available for residents to use and are located under the pavilions in each area.

DRUG POLICY

Statement of Policy

The possession, use, manufacture, sale or distribution of any counterfeit, illegal, or controlled drug without a prescription or the possession of drug paraphernalia, such as pipes, bongs, or an item modified or adapted so that they can be used to consume drugs are not permitted on university premises or at any university-sponsored event.

Specific prohibited actions include:

- The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or controlled substances*
- Being under the influence of illegal drugs
- Being in the presence of illegal drugs or controlled substances
- The possession or sale of drug paraphernalia (such as roach clips, bongs, water pipes, cocaine spoons, etc.)

The distribution or delivery of an imitation ("look alike"), non-controlled substance which is represented as a controlled substance.

*The term "controlled substances" refers to those drugs and substances whose possession, sale or delivery results in criminal sanctions under South Carolina Law.

State and Federal Law

As citizens, students have the responsibility for knowing and complying with the provisions of the state and federal law related to drugs. A student who violates any of these laws is subject to prosecution and punishment through the legal system. Information on federal and state drug laws and penalties is provided in the USC Aiken Student Handbook. Students who are apprehended and charged by law enforcement agencies with drug-related criminal conduct off-campus are required to inform the Director of University Housing and University Police.

University Disciplinary Process

In addition to any federal and state charges, a student is subject to disciplinary action through the University judicial process. This process may precede criminal or civil proceedings. It is not considered “double jeopardy” for both the civil authorities and the University to proceed against and sanction a person for the same specified conduct. The University considers any violation of the drug policy to be a serious offense. The University will respond to all reported violations of this policy in accordance with the disciplinary procedures included in the Student Handbook.

Sanctions may include:

1st offense: Letter to parents (if under 21); CSI

2nd offense: Letter to parents (if under 21); off campus drug program; notification that one more drug charge could result in removal from University Housing

3rd offense: Removal from University Housing

Although violations will be handled on a case-by-case basis, any violation that is deemed to be a threat to the safety and health of the campus community will result in summary suspension prior to a formal hearing. Sanctions that may be imposed by the University include, but are not limited to, the following: Suspension, Summary Suspension, Suspension Held in Abeyance with Conditions, Expulsion, Counseling, Educational Programs, and Conditions and Restrictions.

University Housing

A student suspected of violating the drug policy while living in on-University Housing may be subject to immediate removal from housing as a response to violating the terms of the University Housing contract.

Parental Notification Policy

In 1998, changes in the law that governs the privacy of student records, the Family Education Rights and Privacy Act (FERPA), permitted colleges and universities to inform the parents/guardians of students under the age of twenty-one when they determine the student violated University alcohol and drug policies. We at the University of South Carolina Aiken believe such notification can help us in educating our students. While we constantly strive to educate and empower students to make responsible decisions about drug and alcohol usage, we know that the support of parents in this process is critical.

The University of South Carolina Aiken typically exercises its right to notify parents of students under twenty-one in the following situations:

Cases involving drug violations

Repeat or serious alcohol violations

The University also reserves the right to notify parents for first alcohol violations if deemed appropriate.

The University of South Carolina Aiken reserves the right to update this policy. Students are responsible for being aware of changes as they are disseminated to the campus community.

ELECTRICAL POWER SAFETY

Too many appliances in use at the same time may overload the electrical wiring and trip the circuit breaker, resulting in a loss of power to the apartment/suite and creating potential fire and safety hazards. You are urged to pay special attention to the directions for using each of your appliances to avoid overloading the circuits. Residents are not allowed to tamper with electrical wiring in any way.

In order to ensure safety, only safety fused power strips (with on/off switches) should be used. These must be high-gauged (thick) with a multi-outlet power strip and switch at one end. The power cord must be plugged directly into the wall socket. Creating a chain of power strips is a fire hazard and is prohibited. Power strips may not be nailed,

stapled, run under the carpet, wrapped around the furniture, run across the ceiling or attached to any surface by any other creative means. Christmas lights may not be wrapped around the balconies or rails. Space heaters are not permitted.

IMPORTANT NOTE: DO NOT store any items in the A/C closets at Pacer Downs. This is a fire hazard. A broom stored in this closet has caused a fire in the past. The air handle closets in Pacer Crossings suites are off limits for residents to use, and no items should be stored in these closets.

EMPTY ROOM/BED SPACES

If at any time a resident is living in a room, suite, or apartment without a roommate/suitemate, they are responsible for keeping belongings out of the empty space and may not utilize that vacant space in any way. This policy exists because an incoming resident may be assigned or moved into an empty space at any time throughout the semester. This resident has the right to move in without prior notice and therefore no belongings may be stored in or under additional furniture or closets and the bed may not be used for storage or for hosting guests.

FURNISHINGS, ALTERATIONS AND AESTHETIC APPEARANCE

All apartments/suites are furnished. Furnishings are inventoried prior to move-in and assessed again when each resident checks out of the apartment or suite. Residents are not permitted to bring or maintain any of the following on the premises: outdoor clotheslines, waterbeds, washers/dryers or air conditioners. Under no circumstances should residents remove furniture or appliances from the apartment/suites. Residents may not exchange furniture with residents of another apartment/suite.

Personally constructed lofts are prohibited in University Housing. Raised platform floors, bed risers (homemade or purchased), or other physical space alterations are not allowed in any University Housing space.

Residents are permitted to provide additional furnishings if desired. No reduction in rent for the apartment/suite will be made for residents who use their own furnishings in whole or part. All furnishings brought in by students should be fire rated. Contact the office for more information. University Housing furniture will not be removed from the apartment/suite to accommodate personal items.

Alterations, changes, remodeling and/or renovating, including but not limited to the painting of the unit, tampering with the electrical or mechanical fixtures in the apartment/suite or public areas is prohibited. Care should be taken to keep furniture, carpet and appliances in original condition. Vacuums are available for residents' use in the area offices. Vacuums may be checked out for 15 minutes at a time. Residents must leave a photo ID in the area office when they check out a vacuum.

Residents should seek assistance from maintenance when hanging personal items on the walls (such as pictures and other decorations). Students are encouraged to use tacks or push pins. No scotch or duct tape shall be used to hang decorations on the walls. **Also, sticky tack and command strips cannot be used to hang posters or decorations.** Residents may not apply glow-in-the-dark stars or other similar decorations, each of these items are extremely difficult to remove, resulting in damage charges to the residents. Residents are prohibited from hanging any items from the ceiling. Hanging items from the ceiling creates a fire hazard. Fines will be assessed for items found hanging from the ceiling. Residents are not allowed to use University, City, County, or State signs as decorations, this includes all traffic or road signs.

University Housing will conduct periodic inspections of the apartment/suite to encourage residents to keep their apartments/suite in a sanitary condition. Residents will be informed a week in advance of the inspection.

Window blinds are provided in each apartment/suite. Tampering with or removing blinds, windows, or window screens from any part of the building is prohibited. Residents will be charged for replacement. Residents of Pacer Downs are permitted to place personal chairs on the porches/balconies as long as they do not impede entry or exit to the apartments. Personal items may not be left on the balconies, hallways, or common areas of Pacer Commons and Pacer Crossings.

Shaking, cleaning, hanging, or placing any articles from the windows, outside edges, balconies, hallways, ledges or the roof of the buildings is prohibited. If a resident leaves items outside the apartment/suite or in the hallway, the

resident will be assessed a \$50.00 fine after the first warning and an additional \$50.00 fine for each incident thereafter. Trash may not be left on the balconies or porches in Pacer Downs, nor may it be left in the hallways in Pacer Commons or Pacer Downs. Residents will be fined \$50.00 per bag of trash left outside of their suite or apartment. Continued violations will be referred for judicial action.

GAMBLING

Gambling in any form is prohibited on the premises.

GUEST AND VISITOR POLICY

Visitors and guests are bound by the same regulations as residents. The resident is responsible for any policy violations or damages incurred by his/her visitors or guests. Guests are nonresidents who spend the night in Housing. Visitors are nonresidents who are not spending the night. All visitors and guests must be escorted in Pacer Commons, Pacer Crossings, and Pacer Downs, at all times.

Residents must request advance approval for an overnight guest from their roommates. Same sex overnight guests must also be registered at their area office. An Overnight Guest Form is required for all overnight guests and can be picked up at your area office. Please be sure to turn in the form at least 24 hours in advance. Failure to obtain guest approval may result in revocation of guest privileges. Guests should be temporary and infrequent. Guest requests for more than occasional visits will be denied. **Guests are not permitted to stay for more than two nights in a 30-day period without special permission from University Housing and their roommates.**

No visitors or guests of the opposite sex are allowed in apartment/suite after visitation hours.

Visitation hours in all residential areas are:

Sunday — Thursday	10am to midnight
Friday — Saturday	10am to 2am

Quiet hours and visitation hours end at different times during the day. Residents are responsible for maintaining an appropriate academic environment at all times regardless of the visitation policy. Residents who are unable to uphold quiet hours and visitation policies are subject to disciplinary action as well as the immediate removal of their guests.

All students, visitors and guests must carry photo identification on them at all times. Guests who will be on campus overnight may obtain a temporary parking pass from University Police. Residents and guests must both be there when obtaining a temporary parking pass. Guests must have a valid ID. Residents may not obtain temporary passes for guests of the opposite sex. Violations of these policies may result in the loss of privileges. All visitors and guests, including USC Aiken students who are non-residents, must park between the two white lines in Parking Lot D. Visitors may park in Lot D until midnight Sunday-Thursday or 2am on Friday and Saturday without a guest pass. Persons under 16 years of age may not be overnight guests at any time without the written permission of one of the building Assistant Directors or the Director of University Housing. Persons under 16 years of age visiting at any time must be registered at either the Pacer Commons, Pacer Downs or Pacer Crossings office, with the host's ID, and escorted at all times by the host. **Babysitting is not allowed in University Housing.** If a resident is determined to be babysitting, the resident will be asked take the child off-campus and the incident will be referred through the student conduct process. Residents having children visiting a residential area will need prior approval from their roommate and their building Assistant Director.

HARASSMENT, THREATS AND PHYSICAL ABUSE

Racial, sexual or any other forms of harassment of any person and/or group is prohibited and will subject the offender to the appropriate disciplinary action. Causing physical harm and/or the fear of physical harm to any person and/or group is prohibited and will result in disciplinary and/or legal action including being removed from University Housing.

HEALTH AND SAFETY INSPECTIONS

Resident Mentors will notify residents a week in advance with the date and time of the Health and Safety Inspections. Two Resident Mentors will complete the Healthy and Safety inspection. Each apartment/suite will be rated according to the level of cleanliness and safety. The Resident Mentor will leave a completed Health & Safety

Inspection supplemental form **for each bedroom**. If the room/suite fails the Health and Safety Inspection, they will be given 24 hours to correct any violations and will be re-inspected. If the room/suite fails the Health & Safety Inspection a second time, they will be expected to fix the violation. Failure to do so will result in a judicial referral.

Below are the estimated dates for Health and Safety Inspections (All dates are subjected to change):

Fall Semester

Week of September 17th

Week of October 22th

Week of November 19th

Spring Semester

Week of February 18th

Week of March 18th

Week of April 11th

HOLIDAY DECORATIONS

Fire safety regulations provide specific guidelines for the use of decorations in public areas of the residence hall. The following outlines the requirements of these policies:

- General Decorations
 - Permitted only in lounge areas
 - No items may be hung, taped, or displayed in hallways or corridors (other than bulletin boards and 10% of individual room doors).
 - No items may be placed, hung, taped, or displayed in stairwells or exits.
 - All exit doors must remain clear and accessible at all times.
 - Exit doors may not be decorated or disguised.
 - All fire alarm equipment (pull stations, fire extinguishers, smoke/heat detectors, etc.) must remain clear, visible and accessible at all times.
 - All exit signs must remain visible and illuminated at all times.
 - The following items are not permitted:
 - Cotton batting
 - Dry/Cut vegetation (includes moss, straw, hay, vines, leaves, twigs, etc.)
 - Non-combustible, non-flammable or flame-retardant materials should be used if possible.
 - If combustible materials are used, the quantity of decorations placed in the lounge area must not exceed 10% of any individual wall or are. Paper, plastic, cloth or other combustible materials in excess of the 10% allowance may not be used to cover/drape any area.
- Decorative Light Sets
 - Only UL approved electrical lights wiring can be used.
 - All manufacturers' instructions should be followed.
 - Any lights that have noticeable damage such as burned-out light bulbs, frayed or kinked cords, bent or broken plugs should not be used.
 - Lights should be tested prior to use to ensure that they work properly.
 - Decorative light sets should not be anchored/taped or allowed to touch metal items such as window and door frames.
 - Cords may not be run through doorways, under doors or across halls.
 - Should be unplugged whenever the area is unattended.
- Extension Cords
 - If extension cords are necessary, only UL listed heavy duty cords should be used. If cords are to be placed in high traffic areas, rubber cord covers should be used to avoid wear and tear on the wiring and to prevent trip hazards. Extension cords may not be run through doorways, under doors or across hallways.
 - Extension cords should be unplugged whenever the area is unattended.
- Holiday Specifics
 - Christmas

- Natural Christmas trees and other natural, combustible decorations (i.e., wreaths, garland) are not allowed in the residential buildings.
 - Only artificial trees, wreaths, and garland labeled or certified by the manufacturer to be “flame retardant” or “flame resistive” are permitted to be used for decorating.
 - If the tree is aluminum or metallic, no decorative lights should be used on them. Only spot lighting or flood lighting should be used with these types of trees.
 - All decorations must comply with the above guidelines for general decorating
 - All gift wrapping and packing materials should be properly disposed of immediately after being used.
 - All trees and combustible decorations must be removed prior to winter break closing.
- Halloween
 - Jack-O-Lanterns (artificial or natural) may be illuminated only by the use of battery powered or electrical lighting sources.
 - Any residence hall/apartment wishing to decorate for Trick or Treating must have their decorations completed no later than 24 hours prior to the established Trick or Treating date.

KEYS AND ID CARDS

The following keys will be issued: One apartment/suite key and one mailbox to each resident of the unit. The area offices do not have a spare mailbox key. If a student loses their keys, they must inform their area office immediately to initiate a lock change. A lock change fee of \$100.00 will be assessed to the student along with a \$5.00 fee for the mailbox key. If a resident borrows a temporary card and loses it, there will be a \$25.00 fee. If you lose your student ID card, you must go to USC Aiken University Police during business hours and have it replaced. There is a \$25.00 replacement fee.

It is unlawful for any person to knowingly duplicate, make, allow to be duplicated, use or have in his/her possession a key to a building controlled by the State of South Carolina without proper authorization. These laws extend to the student housing owned by USC Aiken. It is against University Housing policy for any resident to loan their keys or ID card to another person. Keys are issued to and signed for by the resident of the apartment/suite. Residents are responsible for keeping the keys in their possession. Students are not permitted to install extra locks on their bedroom doors without prior approval from University Housing. No extra keys shall be made without approval from the Director of University Housing. University Housing retains a passkey to each apartment/suite.

MISSING STUDENT POLICY AND PROTOCOL

The Higher Education Opportunity Act (P.L. 110-315) requires the University to maintain a missing notification policy and protocol for on campus residents. A student shall be deemed missing when the student is absent from the University for more than 24 hours without any known reason. The information is posted on the University Housing website and provided at check-in. You should report missing students by filing a missing person report with USC Aiken University Police by calling 803-648-4011.

Residents 18 years and older:

You may identify a confidential contact to be notified not later than 24 hours after the time that you are determined to be missing. You may register your confidential contact on a form during your housing check-in process and can make changes to this form at your area office.

Residents younger than 18 years old:

The policy requires us to notify your custodial parent or guardian not later than 24 hours after the time that you are determined to be missing. You must provide parental emergency contact information on a form during your housing check-in process and can make changes to this form at your area office.

Should a missing person report be filed on your behalf, USC Aiken University Police and Housing will:

Gather information from the individual reporting the missing person and/or witnesses/roommates, to include details about the reason for the report and any information that can be gathered on the missing students, such as; personal descriptors, clothing last worn, locations where student may be, persons or witnesses who may have information,

vehicle descriptions, information of the physical and mental well-being of the student, up-to-date photographs, class schedule, etc.;

Use of any or all of the following resources to assist in locating the student: go the student's on campus room, talk to roommates, secure a photo of the students, call or text the student's cell phone and call any other number on record, send the student an email, check all possible campus locations the student may be, check the campus card access log for the student, review campus video from cameras, and check for the student's vehicle.

Ensure that the University of South Carolina Aiken Police Department has been filed a missing persons report no later than 24 hours after a student is determined missing. Notify your confidential emergency contact (custodial parent or guardian if you are less than 18 years old) within 24 hours after the student is determined missing.

MOPEDS AND MOTORCYCLES

Any two-wheeled motorized vehicles, including mopeds and motorized bicycles cannot be taken into the apartment/suite, operated on the grounds or stored on the patio/porch area of the apartment/suite or pavilions. All two-wheeled motorized vehicles can only be parked in the designate motorcycle parking spots.

NOISE LEVELS AND QUIET HOURS

Studying is an important aspect of life for the housing resident. It is expected that residents and their guests will respect the rights of others by maintaining a reasonable limit to noise at all times. **The right to have quiet always supersedes the right to make noise.**

Courtesy hours: At any time, a resident has the right to request that any other residents or group of residents cease any activity that is interfering with his/her right to study, rest, or quietly enjoy the community. If a resident makes a noise complaint, a Resident Mentor or a member of the University Housing staff will request that the resident making the noise comply with the request to bring the noise down. Failure to do so will result in a referral to the student conduct process.

Residents and their guests must take corrective action when requested to decrease the noise level or cease any activity by a fellow resident, a member of the University Housing staff, a University Police Officer or other appropriate University official. Recurring requests to abate noise will constitute cause for additional disciplinary action.

Quiet hours are established to ensure that residents are given the opportunity to study or sleep in a quiet atmosphere. Quiet hours are as follows:

Sunday—Thursday	10pm to 10am
Friday—Saturday	12am (midnight) to 10am

During final exam periods, quiet hours are extended to 24 hours a day. During quiet hours, noise that can be heard in other rooms or outside of the apartment/suite is considered to be too loud.

Residents of University Housing are responsible for enforcing quiet hours within the community.

OCCUPANCY LEVEL

Fire safety regulations require that gatherings must not exceed 12 people in any apartment in Pacer Downs and Pacer Commons or 16 people in any suite in Pacer Crossings. Residents and their guests must comply with all USC Aiken and University Housing policies.

PARKING AND SECURITY GATE ACCESS AT UNIVERSITY HOUSING

The security access gates to University Housing are restricted to residential students when closed. Card access gates by Pacer Crossings are closed 24/7 and the gates in front of Pacer Downs are closed daily from 9pm to 7am. Tailgating behind another vehicle through any of the card access gates will result in you receiving a driving in an unsafe manner traffic ticket.

Parking at University Housing is restricted to students who have valid decals. Residents are required to park in between

the white lines at University Housing. Yellow line spaces are reserved for faculty and staff.

All vehicles must be registered with University Police. Any resident with a vehicle will be issued a parking decal upon presentation of a valid state registration for that car. The decal may be used on the vehicle of the individual resident only. The vehicle must be registered in the resident's name or registered to an immediate family member. If a student gets a new vehicle, they will be issued a new decal at the cost of \$10.00. At the issue of the new decal, the original decal will be voided, as residents may only have one valid decal at a time. Residential students may not possess a commuter parking decal. Failure to properly display the Resident Decal on the vehicle may result in the vehicle being towed at the owner's expense. Student Parking Decals should be permanently affixed to the back outside window's lower driver's side corner or to the back bumper driver's side corner. Transferring a student housing parking decal to anyone other than the resident to whom the decal was issued is prohibited, and will result in the loss of parking privileges and/or disciplinary action.

A parking decal does not guarantee a specific parking space. Vehicles without a University Housing decal will be removed from the housing parking lots at the expense of the owner.

Vehicles may **never** be parked or driven on the grass or sidewalks and must be parked in lined spaces. All visitors and guests, including USC Aiken students who are non-residents, must park between two white lines in the USC Aiken Parking Lot D.

Guests who will be on campus overnight may obtain a temporary parking pass from University Police. The resident and their guest must both be present when obtaining a temporary parking pass. Guest must have a valid ID. Residents may not obtain temporary passes for guests of the opposite sex. Violations of these policies may result in the loss of privileges. Visitors may park in Lot D until midnight Sunday-Thursday and until 2am on Friday and Saturday without a guest pass.

Residents of University Housing may not park in Parking Lots A, B, C or D on the USC Aiken campus on Monday – Friday until after 2 pm. Residents who park in these lots before 2pm will be subject to fines and/or towing. The only exception will be D Lot should Pacer University Housing lots full.

University Housing, University Facilities, or University Police, may close or limit access to parking lots around University Housing as needed. Closings will be announced in a timely manner. During events, University Housing may require that residents move their vehicles from one lot to another in order to accommodate those events.

Engine maintenance or major overhaul may not be performed on the premise. Disabled vehicles will be towed at the owner's expense. Residents and their guests should not park in these spaces or in the fire lane or fire circle. If a vehicle is towed, please contact USC Aiken Public Safety at 803-648-4011.

PERSONAL PROPERTY

The University assumes no liability for bodily injury, personal damages or losses. Residents are advised to not keep valuable property or large sums of money in their rooms. In addition, residents are strongly encouraged to obtain insurance to cover their personal belongings and valuables. Residents are encouraged to check their homeowner's policy to verify coverage for University Housing. If residents are not covered through their homeowner's policy, they are strongly encouraged to purchase renters insurance to cover any damages that may incur while living in University Housing. Residents are required to keep their doors locked at all times.

PUBLIC PASSAGEWAYS AND AREA ACCESS

Each resident is responsible for keeping the grounds outside of his/her apartment/suite in a clean and sanitary condition. All rubbish, garbage, cigarette butts and refuse must be deposited in the proper receptacles and dumpsters. Items left unattended in common areas may be disposed of by University Housing. If trash/items are left outside an apartment/suite, each resident will be assessed a fine of \$50.00 after the first warning and an additional \$50.00 for each incident thereafter.

Persons responsible for damage to the public areas will be billed for the repair and replacement and may be referred for disciplinary or legal action. In the event that a responsible individual cannot be determined, all persons present at the time, or the floor, building, or area will be billed equally.

Public areas are for the use of the residents and their guests only. This includes the pool, volleyball and basketball courts.

No one may sleep overnight in the public areas.

Public passageways are for the entering and exiting of the premises and are not to be obstructed or used for any other purpose.

Students should not throw objects or liquids from windows, doors or patios of the buildings into the public areas of the building or grounds.

Walking, scaling, and/or climbing on the exterior wall/roof area is prohibited.

For reasons of security, residents are advised to not leave their door unlocked at any time.

Suspicious persons should be reported to a Resident Mentor, University Housing and/or University Police.

Furniture placed in the common area needs to remain in that room at all times. Students found with common area furniture in their apartment/suite will be charged \$25.00 per piece per person. Residents found violating this policy will be referred to the judicial system.

USC Aiken has several green spaces and intramural fields for student use. Therefore, students are not allowed to play sports in the hallways of Pacer Commons and Pacer Crossings or throw balls on the University Housing grounds.

Students should not practice their golf game on the University Housing grounds. This includes putting.

RELATIONS

Any resident who, by virtue of their behavior (including the student being a threat to themselves or others), shows an inability to live in a group setting or abide by USC Aiken and/or Housing Policies, and/or refuses intervention will be asked to leave University Housing or commit to a behavioral contract. The behavioral contract may involve outside resource persons or agencies.

If students are removed from University Housing, the student may be required to provide documentation from a physician and/or mental health professional to be able to continue living in University Housing. **Students are expected to comply with any reasonable requests of a university employee. Noncompliance is considered breach of contract and will result in judicial action.**

SALES/SOLICITATION

Unapproved sales/solicitation by residents and others is prohibited. All posted materials must be pre-approved and posted only on officially designated bulletin boards in the hallways, lobbies and laundry rooms. Doors and walls are not approved posting areas unless the posting is pre-approved by University Housing. All illegal postings will be removed.

The bulletin boards in Pacer Downs, or in the hallways of Pacer Commons and Pacer Crossings are for official housing notices or postings approved by Housing or USC Aiken.

THEFT

Theft of any kind, including seizing, receiving or concealing property without knowledge that it has been stolen, is against USC Aiken policy and South Carolina law. Sale, possession or misappropriation of any property including USC Aiken property, without the owner's permission is also prohibited. Any student found in violation shall be processed through the judicial system as outlined in this handbook and/or will be subject to criminal charges. Any items believed to belong to any organization and/or company (i.e. state department signs) will be confiscated and referred to Judicial Affairs.

TOBACCO FREE POLICY

The use of any tobacco product is prohibited on all university property. This includes all tobacco-derived or containing products, including but not limited to cigarettes, cloves, bidis, vape pens, cigars, and cigarillos, pipes, water pipes, hookah, smokeless tobacco (chew, snus, etc.) and E-cigarettes.

WINDOWS AND WINDOW SCREENS

Window screens may not be removed or altered in any way. No articles may be thrown or hung from windows. The threshold of all windows and balconies may not be crossed at any time for any reason. Students cannot place items in windows or hang items between the windows or blinds. Students who violate this policy will be asked to remove the items immediately and may be subject to disciplinary action. Foil is not permitted in room windows. Windows must remain closed at all times for the HVAC system to be able to run properly. Residents will be subject to a \$50.00 damage fee if found in violation of any of these policies.

Housing General Information

HOUSING ASSIGNMENT INFORMATION

Apartment/suite occupancy will be assigned on the same gender basis only. The assigned space will be made according to the date the housing application and security deposit are received. University Housing reserves the right to change room assignments at any time, to assign roommates or to consolidate vacancies by requiring residents to move from a single occupancy of a double room to a double occupancy of a double room. University Housing does not guarantee the assignment of specific roommates and reserves the right to make roommate assignments. University Housing assigns roommates without regard to race, religion, national origin, disability or sexual orientation. The University Housing Contract is personal and may not be transferred or assigned to another person. The space may not be sublet.

CHECK-IN PROCEDURES

Upon check-in, each resident will check his/her apartment for any damages and note them on the Apartment/Suite Condition Report which is found in the Resident Portal, where the Housing Application was completed. If there are any discrepancies between the actual condition of the apartment/suite and the Apartment/Suite Condition Report, the student must document it upon check-in. This is the student's opportunity to ensure that they will not be held responsible for any damages that may have been present upon move-in. Damage charges are based on the information provided on this document, so it is important that you take the time to fill out the Apartment / Suite Condition Report very carefully. In addition, students will also fill out an online occupancy card with their information on it.

ILLEGAL OCCUPANCY

If a new student or non-resident occupies a room without the consent of University Housing, the student may be required to vacate and is subject to disciplinary action. Unregistered non-student occupants are subject to arrest and the occupants of the room are subject to removal and disciplinary action. Additionally, cleaning fees associated with restoring the room inappropriately occupied may be assessed to the student's account.

CONSOLIDATION AND DOUBLE AS A SINGLE

A double as a single room (primarily for Senior and Junior students) is not guaranteed to any on-campus resident during the academic year. However, if space permits, residents can request a double as a single room. It does not entitle a resident to sublet the room to another resident or non-resident. During all semesters, University Housing reserves the right to require the single occupant of a room, except those who have contracted their rooms on a double as a single basis, to move together when to do so will: (1) reduce the cost of utilities; (2) facilitate cleaning; (3) make space available for the housing of special groups; or (4) support the double as a single room procedure. Once a resident contracts for a room as a double as a single, he/she is obligated for the additional fee for the academic year, even though he/she may later decide to accept a roommate or move to another room. University Housing reserves the right to consolidate residents who do not have a roommate, suitemate, or apartment mate(s). Selected roommate and particular requests are accommodated as much as possible in keeping with the above statement. Residents who fail to follow written directions concerning consolidation are subject to a double as single a room charges.

University Housing reserves the right to fill every available space. Where there is a vacant space, the remaining occupant(s) must maintain the area in a manner that would allow another student to move in immediately. The University maintains the right to require assignment changes/moves when deemed advisable or necessary. The University also reserves the right to assign students to accommodations.

ROOM CHANGES

Changes can be made only after receiving approval from your building Assistant Director (AD). Residents wishing to move from one residential complex to another should speak with the building AD where he or she wishes to move. The AD of the receiving area will begin the room change process. All room transfers (check-in and checkout) must be completed within a 24-hour period unless approval is given for an extension. Students who make

unauthorized room/apartment changes will be subject to disciplinary action. **An improper room change fine of \$50.00 will be assessed if the below procedures are not followed.**

Building to Building Room Change Process

1. Resident meets AD of current building to discuss desire to move
2. Should the move be out of the current (departing) building, then an email is sent to the AD of the new (receiving) building about the move request
3. Resident meets with the AD of new building
4. AD of new (receiving) building complete the following:
 - a. Room Change Form with resident
 - b. Assigns resident a new space with Housing Business Manager
 - c. Retains the Gold copy of Room Change Form
 - d. Gives Room Change Form to current (departing) building AD
5. AD of new building contacts current residents (giving them 24 hours' notice of new roommate arrival in apartment/suite/room)
6. AD of new (receiving) building has new room checked to make sure it is clean and ready for new resident; work orders put in and maintenance called
7. Resident picks up new keys at time of move and signs new key card; New AD gives resident building access in CS Gold system
8. Resident moves out of old assignment (resident has 24 hours to complete this process) and can start move 24 hours after given approval by new (receiving) building AD
9. Resident return keys to old (departing) building and signs old key card
10. Departing AD removes building access in CS Gold system
11. AD of departing building signs the Room Change Form
 - a. Keeps the Pink copy
 - b. Gives the Yellow to the resident
 - c. Give White copy to Business Manager
12. AD of departing building completes room check and completes billing form and sends to Business Manager
13. Any damages, missing furniture, or lost keys will be marked on Apartment/Suite Condition Form and Damage Fee Assessment Form. If there are any damages, a damage form will be filled out, the resident will be asked to sign the form and the Apartment/Suite Condition Form, and the resident will be billed for the damages. All charges will be posted on the resident's Self-Service Carolina (SSC) account.
14. Departing building AD puts in work orders for old assignment, including recores, if needed
15. Departing AD scans Room Change Form and uploads it to the resident's StarRez profile

Note: For intra-building room changes, the same process is followed, except the Gold copy of the Room Change Form would not be used.

Under no circumstances shall assignment changes be made without official notification from University Housing. Students who change rooms/apartments without official notification may be subject to judicial action.

FRESHMAN HOUSING REQUIREMENT

USC Aiken is strongly committed to retention, progression, and graduation of students. National research on retention supports the idea that students who are engaged in their campus community are more likely to remain in school and be successful. Living in on-University Housing strongly facilitates the engagement of students with other students and with campus life, and these factors contribute to their retention.

All USC Aiken Freshman entering college in the Fall semester are required to live on campus for two semesters. All USC Aiken Freshman entering college in the spring semester are required to live on campus for one semester. A Freshman is defined as any student who has not attended college after graduation from high school.

All newly admitted Freshman may request an exemption to the policy if one of the following situations apply:

1). The student will be living with their parent or guardian and will be residing within 35 miles of 471 University Parkway, Aiken, SC 29801. (Required documentation: Parent/Guardian must fill out the Parent/Guardian section of the Housing Exemption form)

2). The student is married. (Required documentation: a copy of the marriage license)

3). The student has a dependent or legal guardianship of a sibling. (Required documentation: a copy of the child's birth certificate or court order of legal guardianship)

4). The student is now 21 years old or will be at the beginning of the semester.

A student requesting an exemption for one of the reasons stated above must complete the Housing Exemption form and provide a personal statement indicating how they plan to become engaged in the community while living at home. The Housing Exemption form is due as soon as possible, but no later than August 1st.

CONTRACT CANCELLATIONS

Early termination of the contract by resident after occupancy

a. A student who withdraws from classes during either fall or spring semester is required to leave University Housing within 48 hours of their withdrawal. The student housing charges will be prorated by the schedule contained within this Community Guide and the \$125.00 security deposit will be forfeited.

b. To change to commuter status once a room is occupied, a student must fill out a University Housing Contract Release Request form. If the request is granted, the student's housing charges will be prorated by the schedule below, the \$125.00 security deposit will be forfeited, and a \$1,000 cancellation fee will be assessed to the student's account.

Withdrawal Refund Policies

A. 70% refund of housing charges, if the student's **official withdrawal date** is before the end of the 10% period of enrollment for which the student was charged.

B. 50% refund of housing charges if the student's **official withdrawal date** is between the period specified in (A) or before the end of the 16% period of enrollment for which the student was charged.

C. 20% refund of housing charges if the student's **official withdrawal date** is between the period specified in (B) or before the end of the 25% period of enrollment for which the student was charged.

Right of the University to Cancel

The University reserves the right to refuse admission or readmission to University Housing or to cancel the contract during the academic year for the student's failure to meet University requirements, policies or regulations, or in the event of criminal conviction by civil authorities. In such cases, there will be no refund of prepaid rent. In the event accommodations assigned to the student are destroyed or otherwise made unavailable and the University is not able to provide other accommodations, the contract will terminate; all rights and liabilities of the parties involved will cease; and rental payments previously made will be refunded on a prorated basis from the date accommodations became unavailable.

Contract Cancellation at the End of the Fall Semester

The contract may be terminated at the end of the semester only for the following reasons: withdrawal from USC Aiken, graduation, marriage (no more than four weeks prior to the wedding date), and financial hardship caused by a change in financial status (documentary evidence will be required). Any student qualifying for cancellation will forfeit the \$125.00 security deposit. If that student enrolls at USC Aiken in the spring, they will incur a \$1,000 cancellation fee.

All requests for Contract Cancellation (for all students – both those that meet criteria and those who do not) are due to the University Housing office no later than November 15, 2022.

All checkout procedures outlined in the University Housing Community Guide must be adhered to. Students, who are suspended after fall semester, will be required to remove all belongings from University Housing no later than 10 days prior to the beginning of the spring academic semester. Students who are suspended, and/or

fail to notify University Housing and/or move out by the deadline listed above will forfeiture of the \$125.00 security deposit.

Important information for those students awarded federal Financial Aid funds: Federal financial aid funds are awarded with the expectation that students will complete the entire period of enrollment. Students “earn” a percentage of the funds that are disbursed with each day of class attendance. When a student who has received Federal Aid funds (Title IV funds) leaves school before the end of the semester or period of enrollment, federal regulations require the University of South Carolina Aiken to calculate the percentage and amount of “unearned” financial aid and those funds must be returned. Once a student has completed more than 60% of the enrollment period, students are considered to have earned all funding received. This calculation may have the effect of requiring the student to repay funds that have already been disbursed to the student or credited towards their current account for tuition, fees, housing and/or meals. Students should meet with a counselor in the Financial Aid office prior to withdrawing from USC Aiken.

Any student who has housing paid for through Federal Financial Aid funds is required to make payment of the \$1,000 cancellation charge via cash/check/money order or credit card at the time of cancellation. Financial Aid funds cannot cover this cancellation charge. Those students who are removed from University Housing due to violations of the Academic or Non-Academic Code of Conduct forfeit all monies paid to University Housing.

SUSPENDED STUDENT

Students who are suspended or expelled from USC Aiken or removed from University Housing for violations of the Non-Academic Code of Conduct will forfeit the \$125.00 security deposit and the semester payment. A refund will not be issued to those students suspended or removed from University Housing. Residents, who are suspended from USC Aiken for academic performance, are required to notify University Housing within two class days of notice of their suspension to arrange for a checkout time with our staff.

BILLING AND PAYMENTS

Housing costs for the 2022-2023 academic year vary depending on your assignment. Listed below is the cost, per semester, for each type of living arrangement offered at USC Aiken.

Double	\$2,658	Single	\$3,148	Double as a Single	\$3,747
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All residents are expected to pay their housing fees on or before the deadline for fall and spring tuition. The USC Aiken Business Services Office offers a deferred payment plan for those who wish to extend the payment for housing over a longer period of time. The payment plan will cover tuition, housing, meal plan, technology, and program fees. 25% of your remaining balance after financial aid is applied and a \$75.00 administration fee is usually due before the beginning of the semester. The remaining 75% needs to be paid in three monthly installments. You may apply an initial payment in business office or online at www.my.USCA.edu. Payment plans may be set-up online at my.usca.edu. If you are paying through Self Service Carolina, you may use Discover, MasterCard or American Express. A 2.5% convenience fee is applied for credit card transactions. The business office does not accept Visa cards or Debit Cards. You may also pay with an E-Check using a checking or savings account. There is no fee when paying by E-Check.

END OF THE YEAR CHECK-OUT PROCEDURES

Final End of Year Move Out Processes

1. Resident Mentors hold Floor Meetings to explain the following:
 - a. Express Check Out vs. Standard Move Out
 - b. No Contract Cancellation is required, as it is the end of the academic year
 - c. Deadline for Move Out: Day, Date, and Time
 - d. Fines associated with:
 - i. Late Check Out
 - ii. Improper Check Out
 - iii. Keys, Locks, Damages, and Trash
 - e. How to schedule a time to complete a walk-through for Standard Check Out

2. Resident needs to complete the following items to Move Out
 - a. Move Out Form (Paper Form): Completed with RM or at Desk
 - b. Key Card once Moved Out and Returned Keys: Completed with RM or at Desk
3. Move Out Form Process:
 - a. Resident Completes Move Out Form and immediately returns to RM or Desk
 - b. Resident is given Yellow copy and White copy is given to AD
4. When Resident moves out, he or she signs the key card and finalizes the move out form
 - a. If residents does not return apartment/suite or mailbox keys, the RM indicates that on the Key Card and notifies AD for billing and recore purposes
5. RM conducts walk-through with resident before he or she leaves. RM completes work order(s) and provides summary to AD.
 - a. AD reviews work order(s) and key card and sends Billing Form to Business Manager to post on resident's account
6. AD scans and uploads move out form, key cards, and any photos of damages or trash left in room to student's StarRez profile.

Express Move Out Processes

1. Resident needs to complete the following items to Move Out
 - a. Housing Cancellation Request Form: <https://www.usca.edu/housing/current-residents/housing-cancellation>
 - b. Express Check Out Form at: <https://www.usca.edu/housing/current-residents/housing-express-checkout>
 - c. Key Envelope when Keys are returned at Desk Drop Box
2. Move Out Form Process:
 - a. Resident Completes Housing Cancellation Request Form
 - b. Resident Completes Express Check Out Form
3. AD sends out Express Check Out email (saved as Signature Template) in reference to move out to resident, updating resident on what will happen next.
4. AD staples Key Envelope is to Key Card to track key return or need to bill resident.
5. RM conducts walk-through of apartment/suite. RM completes work order(s) and provides summary to AD.
 - a. AD reviews work order(s) and key card/envelope and sends Billing Form to Business Manager to post on resident's account
6. AD scans and uploads key cards and envelope and any photos of damages or trash left in room to student's StarRez profile.
7. Director of University Housing will send cancellation letter to resident and the Business Manager will adjust fees or post fees accordingly.

Standard Move Out Processes (Not End of Year)

1. Resident needs to complete the following items to Move Out
 - a. Schedules a move out time with RM
 - b. Housing Cancellation Request Form: <https://www.usca.edu/housing/current-residents/housing-cancellation>
 - c. Move Out Form (Paper Form): Completed with RM or at Desk
 - d. Key Card once Moved Out and Returned Keys: Completed with RM or at Desk
2. Move Out Form Process:
 - a. Resident Completes Move Out Form and immediately returns to RM or Desk

- b. Resident is given Pink copy and White and Yellow copies are given to AD
3. RM sends out Move Out email (saved as Signature Template) in reference to move out to resident, outlining the next steps for resident
4. AD Review Move Out form and puts it into Pending move out folder at desk
5. When Resident moves out, he or she signs the key card and finalizes the move out form
 - a. If resident does not return apartment/suite or mailbox keys, the RM indicates that on the Key Card and notifies AD for billing and recore purposes
6. RM conducts walk-through with resident before he or she leaves. RM completes work order(s) and provides summary to AD.
 - a. AD reviews work order(s) and key card and sends Billing Form to Business Manager to post on resident's account
7. Resident signs the Move Out Form under Final Move Out section and is given the Yellow copy. White copy is given to AD for processing.
8. AD scans and uploads move out form, key cards, and any photos of damages or trash left in room to student's StarRez profile.
9. Director of University Housing will send cancellation letter to resident and the Business Manager will adjust fees or post fees accordingly.

At the end of the spring semester, residents must vacate their apartment/suite within 24 hours of their last exam or by 10:00 am Wednesday, May 4th, 2023, whichever comes first. Students who are participating in graduation ceremonies will need to check out by 10:00 am Thursday, May 4th, 2023. Failure to do so may result in judicial and/or legal action being taken by the University.

Each resident will need to make arrangements with their RM to have their apartment/suite inspected for damage during the specified checkout hours. All personal property must be removed prior to the time of inspection. The resident must take all personal property with them upon their departure. Residents who leave personal property valued at over \$100.00 will be sent a certified letter via the U. S. Postal Service, as well as an email with a return read receipt. Items will be packed and stored. Any property left for 30 days after vacating the apartment/suite will be considered abandoned and will become the property of USC Aiken. Items left will be disposed of as the University sees fit. Failure to remove items from the suite/apartment will result in removal charges and storage fees starting at \$20.00 per item.

During the inspection, the resident will be required to return all keys and equipment that may have been issued to the resident by University Housing. Keys that are not returned at the time of checkout will result in a lock change fee of \$100.00 and \$5.00 for a mailbox. Also, failure to complete the checkout processes will result in a minimum of \$50.00 improper check out fee and a \$25.00 fee for every half-hour the resident stays past the check-out time without permission from the Assistant Director or the Director of University Housing. Any charges incurred for the removal of all personal property and possible storage charges will also be charged to the resident. Final apartment/suite inspections will be conducted by a professional staff member of University Housing.

Damages outlined in this handbook will be assessed within 30 days after checkout and notice of damage charges will be sent to the residents' permanent address. Any damages incurred by residents who will not return to University Housing the following academic year will be taken from the \$125.00 security deposit. Any remaining amount will be refunded to the resident. Refunds checks are processed by USC Aiken and then sent to USC-Columbia campus for checks to be issued. This process takes 6-8 weeks. It is your responsibility to make sure you change your address via Self-Service Carolina (SSC) to the address you want your refund check mailed to.

RE-APPLICATION PROCESS

The re-application process affords residents the opportunity to re-apply for a housing space for the following academic year. Re-application information is available prior to Spring Break. Please check your e-mail, ask the building staff, and look for flyers posted with the re-application deadlines and information.

SECURITY DEPOSITS

The security deposit of \$125.00 per student will be refunded upon the completion of the University Housing Contract, less any charges for damages and assuming there is no further indebtedness to the university. Refund deposits are processed through USC-Columbia and take 6-8 weeks to process.

HOLIDAY BREAKS

During Fall Break, Thanksgiving Break, Winter break, and Spring break residents may stay on campus, if they wish to do so. Prior to these breaks, information will be placed in The Dish newsletter. In addition, residents will also have to fill out a late stay form to remain in University Housing.

HOUSING SERVICES

COMPUTER CONNECTION AND USE INFORMATION

Here are three links to the Help Desk / CSD to get your computer connected. The first one is for general info with step-by-step instruction for getting a system completely ready for USC Aiken. The second is the link wireless setup instructions and the third covers the installation of the Impulse software, which is used to assess security and authentication on the computer before allowed it to connect.

For future reference, answers for many network and computer related questions may be found on the Helpdesk website at: <http://www.USCA.edu/help-desk/>

USC Aiken provides campus-wide wireless access covering all academic and administrative buildings, the Quad, SAC, Convocation Center, University Housing, and most sport fields and parking lots.

Wired connections are available in Pacer Crossings, Pacer Commons, and Pacer Downs. Each apartment/suite has two wired connections in the bedroom and one wired connection in the common room. Each port should already be functional and ready for use (There are a few exceptions to this in Pacer Downs, please see your Assistant Director if an additional port is needed).

Viewing pornography is strictly forbidden. Viewing of child pornography is illegal and is subject to prosecution by local, state or federal authorities. If legitimate research projects require the viewing or storage of this type of material, approval from the Chancellor must be obtained beforehand.

Users interfering with other users (for example, consuming gratuitously large amounts of limited system resources such as disk space, CPU time, network bandwidth, or printer supplies) will result in restriction being place on that user use. Also, the Help Desk has been asked not to help students connecting gaming devices to the internet.

THE DISH

The Dish is a newsletter that is published by University Housing to inform residents of important information. The Dish is delivered electronically monthly. If you do not receive The Dish, please contact your area office.

LAUNDRY

University Housing has a service with Caldwell & Gregory for the use of our students. With this service, students can see if washers and dryers are available, how much time is left on their machine, the machines that are in use, and how much water University Housing is saving by using our washers. You can also set an alert to be notified when a machine is available or when your machine has completed its cycle.

The laundry facilities in each building are monitored by Caldwell & Gregory. If you have a problem with one of their machines, please submit a work order using the following link: <http://caldwellandgregory.com/>. You can

also download the app and scan the QR Code on machine and send it directly to Caldwell & Gregory, or give them a call at 1-800-927-9274.

All of our laundry machines work with the use of a **CarolinaCard (Your USC Aiken Student ID card)**. Simply place money on your CarolinaCard and swipe the card in the laundry room. Using the washer is \$1.50 per load (lasting 35-40 minutes) and using the dryer (lasting 60 minutes) is \$1.25 per load. That's a total cost of \$2.75 per load. University Housing is not responsible for items left in the laundry machines. Residents should promptly remove items to avoid having others remove their items from the machines.

LOCKOUTS

If a resident is locked out of his or her apartment or suite, the resident may check out the spare key from the community office. If it is during office hours, the resident must present his or her ID Card or verify information with the desk assistant or resident mentor at the desk. The key will be checked out to the resident at that time, and it must be returned no later than 12:00 noon the following day.

At 11:00 am, the desk assistant or resident mentor will call all residents who have not returned their spare keys by that time. If a resident fails to return his or her key to the community office, then a work order will be submitted to change the locks on that room and the resident who did not return the spare key will be charged \$100.00 for the recoring of the room.

It should be noted that the use of the extra key is a privilege and not a right. If a student checks out the extra key to their apartment/suite, after the fourth lockout, you may be charged a key change fee of \$100.00.

MAIL

For mail delivery purposes, all correspondences must be addressed to you as follows:

Pacer Crossings Residents:

Your Name

961 Leadership Drive and your Suite Number and bedroom letter Pacer Crossings

For example: 961 Leadership Drive 143A

Aiken, SC 29801

Pacer Downs Residents:

Your Name

Unit # Leadership Drive and Your Apartment Letter (Located on Front Door)

For example: 807 Leadership Drive Apt. A

Aiken, SC 29801

Pacer Commons Residents:

Your Name

855 Leadership Drive and your Apartment Number

For example: 855 Leadership Drive 200A

Aiken, SC 29801

Mail sent to the USC Aiken address (**471 University Parkway**) will not be delivered to you, as University Housing mail does not go through the central USC Aiken mailroom. Mail is delivered once a day, Monday—Friday, except for holidays. To make sure your mail gets delivered correctly, please update your local address in Self-Service Carolina to your University Housing address.

Mail addressed to “Resident” or “Current Box Holder” should not be returned to the outgoing mailbox or brought to the office. Regulations require our postal carrier to deliver these items. If you do not wish to keep them, please throw them in the trash.

If mail is mistakenly delivered to your box, please return the mail to your area office. **DO NOT throw away mail that does not belong to you or put it in the outgoing mail slot.** Students who do so could face fines.

Towards the end of the school year, begin contacting your creditors, etc. to inform them of your address change. As the apartments/suites are multi-family dwellings, the US Postal Service will not forward mail out and mail will be returned to sender. At the end of the year, change your address back to your summer address. This ensures all University related documents (including financial aid, etc.) will be delivered to you in a timely manner.

Packages will be received for residents at the office of the building or community in which they live. A member of the staff will email residents that they have a package to pick up at the building or community office. It may be picked up during office hours, which are posted at the office. Residents will be reminded about picking up packages via email. If a package remains unclaimed after 30 days, it will be returned to sender or disposed of, depending on what are the terms of delivery of the package

MAINTENANCE INFORMATION

All requests for maintenance work should be made through the online work order system. Submissions to the online work order system may be made 24-hours a day. The online work order system is checked Monday through Friday from 7:30am to 4:00pm, except on holidays. Work orders are responded to, based on the priority of the problem. For weeknight and weekend maintenance emergencies, please contact the Resident Mentor on duty. Residents are responsible for notifying University Housing of any and all items in need of repair. Residents are expected to cooperate with the office and/or maintenance staff in providing access to their apartment/suite to make repairs. University Housing reserves the right to enter an apartment/suite to make repairs. If an emergency maintenance problem occurs after normal business hours or on the weekend, residents should notify their Resident Mentor or the Resident Mentor on duty.

Emergency maintenance problems consist of the following:

- *Water leaks
- *Toilet stoppages. If a toilet backs up, do not flush it. As long as one toilet is in operation in the unit, the clogged toilet may not be unstopped until the following day. Residents will be charged a minimum of \$15.00 damage fee, for toilets that are clogged due to the misuse by the residents. Please note if the toilet is overflowing, water can be turned off by turning the knob to the right on the wall near the base of the toilet until it stops.
- * Please do not put any feminine products or toiletries in the toilet.
- *Air conditioning inoperable (if the outside temperature is above 80 degrees) Heating inoperable (if the outside temperature is below 50 degrees)
- *No hot water

If repairs are necessary as a result of any damage or misuse by the residents of the apartment/suite or their guests, the responsible parties will be charged for the repairs. If no one assumes responsibility for the damages, then all residents of the apartment/suite will be charged for the repairs. If damages occur in your apartment/suite, it is important to discuss the damages with your roommate/suitemates to determine who will pay for the damages. Damage charges will be placed on your student accounts. You pay for damage charges at the Business Services Office in the Penland building or online in Self Service Carolina (SSC).

Each resident is required to pay for any damages to the housing apartment/suite, furnishings or premises caused by the resident or the resident's guest through neglect or intent. This includes any damages to the buildings or property, and any damaged or missing furniture, fixtures, or equipment. When two or more residents occupy the same bedroom and/or bathroom, and the responsibility for the damages or loss in the unit cannot be determined by University Housing after investigation, the cost of the damage or loss will be split among all the residents. Any charges incurred in a common area will be charged directly to the entire floor or building if our office is unable to determine who caused the damages.

Listed below you will find a list outlining the costs related to damages / repairs. We have done our best to provide accurate numbers, however, cost of supplies or labor may affect charges. This list is not all-inclusive and is subject to change. Questions about damages not listed below should be directed to University Housing.

PEST CONTROL

Since USC Aiken is located in the South, you will more than likely see a bug or two. The University has contracted with a local pest control company to come and treat your apartment and our buildings. Pest control treatments are regularly scheduled for the first Friday of each month on a three-month rotation.

Pacer Commons: August, November, February, May

Pacer Crossings: September, December, March, June

Pacer Downs: October, January, April, July

You will be notified prior to the visit for your apartment. Please make sure that your rooms are neat and easily accessible and that the floors are rid of any items that you would not want the pest control agent to spray. If rooms are not clutter free, they will not be treated by pest control.

There are ways that you can help control the amount of creatures that you see in your apartment. Do not use over the counter products to control pests. Report any sighting of bugs through the maintenance online work order system. Keep all food sealed in plastic containers. Empty your trash daily, clean up spills when they occur, clean out your refrigerator regularly and keep your apartment clean.

ITEM

DAMAGE CHARGES

Walls:

Repainting or touch-up	\$75.00 per wall
Tape marks or residue left on walls	\$50.00 per wall
Very soiled or marked up	\$50.00 per wall
Chipped and holes	\$50.00 per wall
Paint complete suite/apartment living room	\$300.00
Paint double bedroom room	\$300.00
Paint single bedroom room	\$200.00
Paint apartment kitchen	\$200.00
Paint apartment bathroom	\$200.00
Paint entrance way	\$100.00
Replace A/C cover	\$25.00
Replace thermostat cover	\$20.00

Ceilings:

Painting (touch-up or repainting)	\$100.00
Chipped	\$70.00
Tape marks, hooks, nails	\$2.00 per hole
Tiles replacement	\$15.00 per tile
Replace small light globe	\$25.00
Replace large light globe	\$50.00

Flooring:

Floor tile	\$10.00 per tile
Small carpet burns and damages	\$25.00
Adhesive marks	\$3.00 each
Replacement of Bedroom or Common Area	\$500 per room

Doors:

Room	\$175.00
Room with hardware	\$300.00
Nail holes, dart marks, minor damage	\$25.00 - \$104.00
Closet door	\$125.00 (to replace)
Door hardware	\$125.00 (to replace)
Repaint door and jam	\$50.00
Door numbers/sign	\$20.00
Door plate	\$10.00
Re-core per lock	\$100.00

Keys

Room key	\$100.00
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Mailbox key	\$5.00
Temporary card	\$25.00
<u>Sinks:</u>	
Removing items and clogged	\$25.00
Replace	\$150.00
<u>Commode:</u>	
Removing items and clogged	\$25.00
Replace	\$200.00
<u>Beds:</u>	
Bed frame and springs	\$250.00
Mattress	\$125.00
<u>Desk:</u>	
Burn marks	\$3.00 – each
Replace desk	\$300.00
Replace desktop	\$100.00
Replace drawer	\$25.00
Repaint drawer of desk	\$20.00
<u>Desk chair:</u>	\$150.00
<u>Chest of Drawers:</u>	
Replace chest of drawer	\$315.00
Replace drawers	\$50.00
<u>Other furniture:</u>	
Living room chair	\$340.00
Living room couch	\$500.00
Replace seat cushion	\$200.00
Stain on furniture	\$40.00
Coffee table	\$175.00
End table	\$125.00
Dining table	\$300.00
Dining chair	\$100.00
Refrigerator	\$450.00
Micro Fridge	\$400.00
Microwave plate	\$27.00
Replace stove	\$300.00
Replace stove burner	\$25.00
Damage to oven	\$40.00
Closet basket	\$10.00 each
Trash can	\$10.00
Recycling bins	\$25.00 each
<u>Windows Screen</u>	\$50.00
<u>Blinds:</u>	
Large	\$60.00
Small	\$35.00
Wands	\$7.50
<u>Replacement medicine cabinet:</u>	\$40.00
<u>Replacement medicine cabinet mirror:</u>	\$40.00
<u>Replacement of bathroom mirror:</u>	\$100.00
<u>Replacement of fire extinguisher:</u>	\$50.00
<u>Sprinkler head:</u>	\$250.00 fine plus any damage
<u>Smoke detectors:</u>	\$50.00
<u>Smoke Removal Fee (Smoking in Room)</u>	\$50.00 per hour
<u>Cleaning fee:</u>	\$50.00 per hour
Emergency flashlight	\$25.00
Cable and Internet Access Box	\$10.00


Other damage repairs may be necessary. As these occur, University Housing will provide the student with the cost of the repairs and post those damage fees to the resident's USC Aiken account.

TELEVISION

University Housing does not provide television services to residents. However, residents have access to the PacerStream WiFi network, which will allow them to stream services on their televisions or other devices. Contact the USC Aiken Help Desk at 803.641.3391 with any questions about the PacerStream service.

WASTE DISPOSAL AND RECYCLING

There are specified dumpsters located throughout University Housing for the disposal of trash and recycling. Trash cannot be left out on the porches or outside the apartments / suites or each resident will be assessed a damage fee of \$50.00 per bag, , and an additional \$50.00 damage fee per bag for each incident thereafter. The resident(s) will be referred to student conduct process. Trash cannot be placed in a dumpster designated for recycling. Residents will be assessed a damage fee of \$50.00 if their trash is found in a recycling dumpster, and an additional \$50.00 fee for each incident thereafter. The resident(s) will be referred to the student conduct process.

Recycling dumpsters can be distinguished by their marking; all dumpsters designated for recycling will display a label such as this  and will distinguish what items you are able to recycle in the corresponding container.

University Housing has two types of recycling containers; co-mingle containers and a cardboard-specific container. The co-mingle containers are equipped to recycle the following;

- Glass Bottles and Jars
- Magazines and Catalogs
- Aluminum Cans
- Newspapers
- Office Paper/Junk Mail
- Books
- Plastic Bottles
- Paperboard
- Paper Bags
- Steel, Tin Cans, and Empty Aerosol Cans
- Cardboard

A cardboard specific container is located between Pacer Crossings and Pacer Commons. Please note that you must break down your boxes prior to disposing of them in this container

Items that cannot be placed in specific waste containers are as follows;

What you cannot put in General Trash Dumpsters;

- Any Electronic Devices
- Tires
- Furniture
- Tires

What you cannot put in Co-mingle Recycling Dumpsters;

- Plastic Tubs
- General Trash
- Plastic Bags
- Tires

Specialty Waste and Considerations; Oil cannot be disposed of in the sinks, showers, or toilets. Please keep all of your cooking oils in a designated container to be disposed of in the main oil disposal behind the SAC. Additionally, all clothing items can be disposed of in the large green recycling container outside of Pacer Downs, across from the Science Building.

UTILITIES

Water and electricity will be supplied to each unit. Residents are requested to use reasonable amounts of each. If the electric bill for an apartment in Pacer Downs exceeds \$150.00 per month, the residents of that apartment will be charged for the amount exceeding \$150.00. All residents of a billed apartment will share equally in the additional cost. Students may review the additional cost billed to the University by contacting University Housing. Any

student who does not make payment for electricity charges within the allotted time will have a hold placed on their student account until the amount is paid in full.

Tips on keeping your electric bill within the specific limits:

*During hot weather, set your AC at 72 degrees or higher and leave it there. During cold weather, set your Heat at 70 degrees or lower and leave it there. Do not turn the AC or heat on and off and keep the thermostat **set on auto and not fan**. **All windows should be closed at all times.**

*If you suspect your AC is not working properly, please submit a work order at <https://www.usca.edu/housing/current-residents/submit-a-work-order>. Do not turn your AC all the way down. This will freeze the AC unit and use a large amount of energy, causing your electric bill to rise. If the AC is not working properly, it will not cool the apartment and still raise your bill.

*If the AC is on, the doors and windows should be closed. Also, keep blinds closed so the AC does not have to work harder to keep the apartment/suite cool.

*Turn off all other appliances (television, radio, lights, computer, etc.) when you leave the room/apartment.

Housing Emergency Information

SAFETY AND SECURITY INFORMATION

Safety and security are important issues within the University Housing community. Each resident must be aware of and abide by safety and security regulations to protect themselves and others. In all emergency situations, you can receive assistance from the USC Aiken University Police by calling 803-648-4011 (or extension 6111 from a campus phone) or via any blue light emergency phone. Residents may also contact a University Housing staff member 24 hour a day, 7 days a week, for help in an emergency.

GENERAL SAFETY TIPS FOR LIVING IN UNIVERSITY HOUSING

Although our campus is generally a safe place to live and go to school, there are steps you can take to ensure your safety and the safety of other people in our community. They include:

- Keep your apartment/suite door locked. This is especially important when you are asleep or when you are leaving your apartment/suite even if it is only for a few minutes.
- Report missing keys immediately. The maintenance staff can change your locks very quickly, which ensures that you and your property will remain safe.
- When the fire alarm sounds, leave as quickly and calmly as you can. It is not only a good idea, but it is the law. While there will be two fire drills each semester, never assume a fire alarm is a false alarm. Failure to leave for a fire alarm will result in disciplinary action and fines.
- Report any suspicious persons/activities to University Police at 803-648-4011.
- Do not prop open any doors. Please do not confuse safety with courtesy by holding or propping doors open for your friends or other residents.
- Always use your peephole to identify the person before opening the door.
- USC Aiken University Police provides escorts upon request for students going to and from classes and to residential buildings.

REMEMBER: Alcoholic beverages hinder your ability to drive and make good decisions. Always get a designated driver.

EMERGENCY ALERT SYSTEM

USC Aiken ALERT is The University of South Carolina Aiken's emergency notification system. If there is a condition which threatens the health and safety of persons on campus, university officials will warn the campus community using one or more of the following methods:

1. www.usca.edu Home Page
2. Campus Safety Page
3. Outdoor Sirens /Public Address Instruction or message
4. Text Messages
5. E-mail
6. Phone alert" i.e., reverse 911 or phone tree call

www.USCAiken.edu Front Page: During an emergency at USC Aiken, the main university Web Site, www.USCAiken.edu, will include prominent links to the Alerts Page. Look for one of the following.

- Red USC Aiken ALERT box under News / Events.
- Complete override of the Front Page with the Alerts Page.
- <https://www.usca.edu/campus-safety/emergency-notifications/alert-notification-system> page: This is the official source for the most up to date emergency information and announcements. Within minutes, emergency and administration officials will post details regarding the emergency, protective action recommendations, and official announcements regarding cancellations, closures, etc. This page is available 24 hours a day, 365 days a year, with the latest information about any potential threats, and links to preparedness information.

As part of the University of South Carolina Aiken's USC Aiken's emergency notification system, the university has three outdoor warning sirens on campus.

These public address speakers/sirens are designed to be heard **outdoors only**. The same emergency PA message is also transmitted to a receiver in each building generally located in the Building Emergency Coordinator's (BEC) office. The BEC will ensure that the appropriate building occupants are notified i.e. "shut and lock all doors;" See below for alternative notification methods.

- Three sirens provide campus "alert" and are located at the tennis court area, Pacer Downs USC Aiken Police station area, and Convocation Center area
- Solar-powered battery operation of the 3 speakers will keep them in operation even if there is a power failure
- Emergency tone alerts will generally be followed by voice messages providing specific instructions
- Siren tones and messages can be activated from multiple locations on campus using wireless technology
- The sirens are mounted on 50 foot painted metal poles and each has a 3 speaker array with digital and live voice capability for "notification"
- The system is available 365 days a year, 24 hours a day
- A computer-controlled system does periodical self-checks to make sure the outdoor campus speakers are always fully operational
- There are 2 fixed command and control stations, the first in Pickens-Salley House the second in the Pacer Downs Police station
- Live PA announcements can be made via phone, with proper security and codes
- The voice message will also be transmitted to building monitors for Building Emergency Director information
- First Responders, generally USC Aiken Police, can give live instructions over the speakers

In the event of an emergency, which urgently threatens the safety of persons outdoors, the University may sound the sirens. The **alert tones are very loud and distinct** and should be easily heard by anyone who is outdoors on campus. The alert tone may / may not be followed by voice instructions. Regardless, if you can comprehend the voice instructions, the default action anytime the siren is sounded is to: **Take shelter in the nearest building and seek further information.** The University may also use the speakers for other non-emergency or testing purposes.

FIRE SAFETY INFORMATION

FIRE ALARMS

If the fire alarm sounds, students must immediately evacuate the apartment. Failure to evacuate will result in disciplinary action. If you live in Pacer Downs, you should report to the soccer field parking lot when the alarm sounds. If you live in Pacer Commons, you should report to the back of the east parking lot by the soccer fields. If you live in Pacer Crossings, you should report to the back of the big parking lot on the east side of the building. All residents must check in with the Resident Mentor staff in their designated meeting area. Wait patiently in these areas until further instructions are given.

INSTRUCTIONS FOR RESIDENTS EVACUATING UNIVERSITY HOUSING

1. Keep low to the floor if smoke is in your room.
2. Before opening your door, feel the door handle. If it is hot, do not open the door. If the handle is not hot, brace yourself against the door and open it slightly (fire can create enough pressure to push open a door if it is not held firmly). If heat or heavy smoke is present in the corridor, close the door and stay in the room.
3. If you cannot leave the room, open the windows.
4. Seal the cracks around the door with towels or bed clothing to keep out the smoke.
5. Call USC Aiken University Police to make them aware of your location. To attract attention if you are trapped, hang an object out of the window, such as a sheet, jacket, shirt or anything that will attract attention. Shout for help. If you are trapped in a Pacer Commons stairwell, use the emergency buttons located by the stairwell doors to notify the Police and Fire Department of your location.
6. If you can leave the room, close all doors behind you as you exit. This will retard the spread of smoke and lessen damage.

Go to the nearest exit or stairway. **DO NOT USE THE ELEVATORS IN PACER COMMONS OR PACER CROSSINGS.** When you find an outlet blocked by smoke, heat or fire, go to an alternate exit. If all means of a way out from a floor are blocked, go back to your room, close the door, open the window and follow the procedures described above.

Pacer Commons and Crossings are equipped with a sprinkler system. The sprinkler will only activate if there is an actual fire in progress. Water rushes out at approximately 70 gallons per second. **DO NOT** hang any items from the sprinkler head. Students found in violation will be referred to the Office of Judicial Affairs. Any student setting off a sprinkler head will be responsible for any damage occurred.

FIRE EXTINGUISHERS

Each apartment in Pacer Commons and Pacer Downs has a fire extinguisher and fire extinguisher canisters under the stove vent hood. If you use a stove, and a fire occurs, the canisters will go off and suppress the fire. Do not move items off the stove, let the canister do its job. Fire extinguishers are located in the hallways and kitchens in Pacer Crossings. Training will be offered at the beginning of the year for any students who need to learn how to use one. Irresponsible use of a fire extinguisher can create a dangerous situation for other residents and could result in damage to personal property. If you have to use your fire extinguisher, please notify the University Housing Office immediately so it can be recharged.

SMOKE DETECTORS

Smoke detectors save lives. Each apartment/suite has several smoke detectors throughout the apartment. University Housing may, at any time, come into your apartment/suite to test the smoke detectors.

It is unlawful to tamper with or disengage a smoke detector. Tampering with this equipment not only puts your life at risk, but also puts all residents who live in your building/complex at risk. There is a \$50.00 fine for tampering with, covering, or disengaging a smoke detector. Students found violating this policy may be removed from University housing and will be referred for judicial action. The fire alarm system is fully monitored and any tampering will result in an alarm sounding. Sanctions for tampering with a smoke detector/fire alarm system are as follows:

- 1st offense: Warning that further tampering may result in removal from housing and a \$50.00 fine
- 2nd offense: Removal from University Housing and a \$50.00 fine

FIRE DRILLS

Two fire drills are conducted every semester to help you become familiar with evacuation procedures. You **MUST** leave the building during the fire drill. Failure to do so will result in disciplinary action.

INCLEMENT WEATHER & WEATHER EMERGENCIES THUNDERSTORMS

1. Thunderstorms often bring with them dangerous lightning. Look for darkening skies, flashes of light, or increasing wind. If you can hear thunder, you are close enough to the storm to be struck by lightning.
2. Go to a safe shelter immediately.
3. In the case of a severe storm, avoid using the telephone or any electrical appliances. Telephone lines and metal pipes can conduct electricity. Turn off the air conditioners, as power surges from lightning can overload the compressor. Swimming is absolutely forbidden during storms.

TORNADOES

1. A tornado is a violently rotating column of air extending from a thunderstorm to the ground. The most violent tornadoes are capable of tremendous destruction with wind speeds of 250 mph or more. Damage paths can be in excess of one mile wide and 50 miles long.
2. If a tornado watch is issued for the area, it means that the conditions are favorable for tornadoes.
3. If a tornado warning has been issued, it means a tornado has been spotted, or is strongly indicated on radar and it is time to get to a safe place immediately.
4. Where to report to in case of a Tornado
 - a. **Pacer Crossings** residents are required to go to the first-floor hallway study lounges without any windows

- b. **Pacer Commons** go to the first or second floor hallway or common areas without any windows.
 - c. **Pacer Downs**, if at all possible, get to a first-floor apartment.
- 5. However, if severe weather is upon us, do not go outside. If a tornado is in the area, students need to take immediate action. Close your blinds and keep them closed. Move away from windows and glass.
- 6. Get into the bathtub and pull a couch cushion or mattress over you. Have a flashlight and radio with batteries on hand.

HURRICANES

1. It is important that students be aware of the changing weather situations by monitoring the local media. This information will be helpful in the event of a severe storm in our immediate area.
2. Be prepared to evacuate from University Housing if asked to do so by staff. If you are asked to evacuate University Housing by USC Aiken University Police or a University Staff member you must comply.
3. The University will designate a storm shelter on campus. Students will be asked to bring bedding and personal hygiene items, plus any special medication or food. Students are also encouraged to bring cards or books to keep their hands and minds occupied.
4. If students opt to leave campus (i.e. leave town) for shelter, they must notify their RM or University Housing with their destination and phone number.

If severe weather is upon us, do not go outside. Have a flashlight and radio with batteries on hand.

SEXUAL ASSAULT

What is Sexual Assault?

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may be unable to give consent due to an intellectual disability or other disability, such as being under the influence of drugs or alcohol.

What is Sexual Violence?

Sexual violence can occur between friends, classmates, spouses, romantic interests, short acquaintances or strangers. Examples of sexual violence include rape, sexual assault, sexual battery and sexual coercion.

What should I do if I am the victim of Sexual Assault?

Get medical attention immediately. The primary concern for victims of sexual violence is to address medical issues related to physical injury, sexually transmitted infections and/or pregnancy. The secondary concern is the collection of evidence to aid in a possible police investigation. Valuable physical evidence can only be obtained within 96 hours of a sexual assault.

Make a report to campus or local authorities

- You may call USC Aiken University Police at 803-648-4011 and file a police report with campus police for sexual assaults occurring on campus or off campus.
- You may call the Vice Chancellor of Student Affairs at 803-641-3411. The Vice Chancellor will begin an investigation upon your request. If the aggressor was a student, the Vice Chancellor will investigate possible violations of the Code of Student Conduct which could result in disciplinary sanctions up to expelling a student from the university. The Vice Chancellor may be able to immediately remove another student from the university, if the student puts the university community at immediate risk. The Vice Chancellor is required to report the incident.
- The Vice Chancellor may also be able to assist with changes in academic or university living arrangements if reasonable accommodations are available. You may also report to any Resident Mentor, any Assistant Director, the Associate Director, or the Director of University Housing. *(Please note that all of these people are required to report the incident to their supervisors and the university. Along with the Interim Vice Chancellor, Police and anyone else who does not work with the Counseling Center and the Health Center, but all attempts will be made to keep your names confidential, if requested).*
- You may stop by the Counseling Center located at the Student Education and Support Building, Suite 107, or give them a call at 803-641-3609. The Counseling Center is **not** required to report the incident.
- You may stop by the Student Health Center located at the Student Activities Center, Room 106 or give them a call at 803-641-2840. The Student Health Center is **not** required to report the incident.

ACTIVE SHOOTER ON CAMPUS

IN THE EVENT OF AN ACTIVE SHOOTER ON CAMPUS: CAMPUS-WIDE SAFETY ALERT

The Chancellor's Office may initiate the *emergency signal alternate steady tone* with pre-recorded message "A shooting incident has occurred on campus. Be aware of your surroundings. Find shelter and lock down immediately. Follow instructions from police and university personnel. Check USC Aiken emergency website for information." Concurrently a text message with the same instructions may be sent. The emergency website will be continuously updated by the Chancellor's Office.

If the shooter is outside your building:

- 1) Turn off all lights, close blinds, close and lock all windows and doors. If you cannot lock the door, try to barricade the door with desks and chairs (lock down condition directed through emergency notification and web page/phone tree to building emergency Directors BECs).
- 2) If you can do so safely, get all occupants on the floor and out of the line of fire.
- 3) If you can do so safely, move to the core area of the building and remain there until the police tell you it is safe to leave.
- 4) Keep quiet and out of sight, seek the safest spot in the room. Hide behind concrete wall or a heavy object.
- 5) **Do not respond to anyone who knocks on the door, and keep it locked, unless you are certain it is a police officer or campus administrator known to you.**
- 6) **Notify the officer or administrator about how many are in the room and if anyone is wounded.**

If the shooter is inside your building:

- 1) If it is possible to escape the area safely and avoid danger, do so by the nearest exit or window. Leave books, backpacks, purses, etc. in the room.
- 2) As you exit the building, keep your hands above your head and listen for instructions that may be given by police officers. If an officer points a firearm at you, make no movement that may cause the officer to mistake your actions for a threat. Try to stay calm.
- 3) If you get out of the building and do not see a police officer, attempt to call the police by dialing 911 or 6111 from any campus phone or Emergency Blue Light Phone if available and safe. Or call 803-648-4011 from a cell phone. Tell the dispatcher your name and location and follow their instructions.
- 4) If you are unable to escape the building, move out of the hallway and into an office or classroom and try to lock the door. If the door will not lock, try barricading the door with desks and chairs. Lie on the floor and/or under a desk and remain silent. **Wait for the police to come and find you.**

If the shooter enters your office or classroom:

- 1) There is no set procedure in this situation. If possible, call 911 and talk with a police dispatcher. If you cannot speak, leave the phone line open so the police can hear what is going on.
- 2) Use common sense. If you are hiding and flight is impossible, attempts to negotiate with the suspect may be successful. Playing dead may also be a consideration.
- 3) Attempting to overcome the suspect with force is a last resort that should only be considered in the most extreme circumstances. **Only you can decide if this is something you should do.** Remember there may be more than one shooter.
- 4) If the shooter exits your area and you are able to escape, leave the area immediately. Do not touch anything in the area and remember to be alert for responding police officers who may mistake you as the shooter.
- 5) While escaping, as soon as you see a police officer, put your hands over your head and immediately comply with the officers' instructions.
- 6) **While others are securing your place of refuge:** call 911 or call 803-648-4011 and provide police with critical information as follows:
 - I. Your building and your location, in that building
 - II. The number of assailants involved and description (race, gender, height, weight, clothing)
 - III. Types of weapons being used (handgun, shotgun, rifle etc.)
 - IV. Number of people in your location, number injured and severity of injuries
 - V. Comfort the injured and if able, provide first aid.

Judicial Procedures

JUDICIAL PROCEDURES

The goal of University Housing is to create an environment that is conducive to the educational mission of the University, and University Housing residents are encouraged to develop a sense of rights and responsibilities.

USC Aiken and University Housing policies, rules and regulations are outlined in the University Housing Community Guide, the [USC Aiken Student Handbook](#) and in the University Housing Contract, which may be found in the University Housing Community Guide. They are not designed to define misconduct in exhaustive terms, or to specify every conceivable form of misconduct. Students are responsible for acquainting themselves with the information contained in this guidebook and the USC Aiken Student Handbook and are expected to abide by campus behavior standards. Students are also responsible for the behavior of their guests.

Complaints of misconduct will be adjudicated through the USC Aiken Judicial System. The Director of Student Life is responsible for the day-to-day operations of this system. Students should refer to the USC Aiken Student Handbook for further details regarding the Judicial Process. Copies of the Student Handbook are available in the Student Life Office or can be accessed online at <https://www.usca.edu/student-affairs/handbook/file>. If you have questions, please contact Student Life at 803-641-3412.

INCIDENT REPORTS

Incident reports are primarily used to document violations in policy and concerns for student welfare. Any student, faculty or staff member (including University Police) may file an incident report with the Student Life Office on the [USC Aiken Incident Reporting Form](#).

All incident reports are forwarded to the Director of Student Life. The Director will determine which policies have been allegedly violated and send notices for an investigative meeting to each student listed on the incident report.

ADJUDICATION

In the case of alleged violations of the Non-Academic Code of Conduct or University Housing Community Guide, the Director of Student Life (or designee) will request an investigative meeting with all students involved, including witnesses, roommates, etc. The request for an investigative meeting is considered an official request by a University Official. Failure to schedule or attend such a meeting is considered a violation of the Non-Academic Code of Conduct and will result in further judicial action, as outlined in the USC Aiken Student Handbook. All cases will be adjudicated within the USC Aiken judicial system procedures as outlined in the USC Aiken Student Handbook.

CHANGES TO THE HOUSING AGREEMENT AND HANDBOOK

The University Housing Contract and Community Guide are both living and evolving documents. University Housing reserves the right to change and alter both the contract and guidebook. Residents will be notified of any changes via mail or postings. The University Housing staff is dedicated to examining these documents in light of how they work on a day-to-day basis with residents like you. If you have any input into how these documents can be improved, please let us know, and we will consider your suggestions.

Important Campus Information

CAREER SERVICES

Offers our students help with picking the right major, finding internships and volunteer opportunities, and employment after graduations. They are located in Penland, Room 108 and can be reached by telephone at 803-641-3440.

CENTER FOR STUDENT ACHIEVEMENT

There are numerous academic success services and resources for USC Aiken students. From workshops to individual tutoring, handouts to Supplemental Instruction, all of the services included on this site are free for enrolled USC Aiken students! The staff in the Academic Success Center wants you to be successful in your experience at USC Aiken. If there is something you need assistance with, please contact our office. The Academic Success Center is located in the Gregg-Graniteville Library, Suite 106.

COUNSELING CENTER

The Counseling Center is located in the Student and Education Support Building, Suite 107. Counseling is confidential and services are free. Counselors are available Monday through Friday from 8:30am to 5:00pm. Evening services can be arranged by appointment. For after-hours or weekend emergencies, contact USC Aiken University Police by dialing 803-648-4011, the Aiken County Helpline at 803-648-9900, Aiken Regional Medical Center Emergency Department at 803-641-5000, or Aurora Pavilion Behavioral Health Services at 803-641-5900.

The Counseling Center offers workshops on a variety of topics throughout the year, and a variety of different issues can be addressed at the Counseling Center, including, but not limited to: time management, decision making, communication skills, assertiveness training, building self-confidence, coping with depression and anxiety, relationship difficulties, drug and alcohol problems, and conflict and anger management. An advocate from the Cumbee Center to assist abused persons is also available through the Counseling Center.

MEAL PLAN

All University Housing residents are required to participate in one of the meal plans outlined in the policy set forth by the USC Aiken Associate Chancellor for Business and Finance. Students will have the opportunity to change their meal plan **each semester**. Residents will automatically be enrolled in the lowest meal plan they qualify for **each semester** based on your classification. Your classification is determined by your credit hours: Freshmen 0-29 Credits; Sophomore 30-59 Credits; Junior 60-89 Credits; Senior 90-120 credits). Residents may log in to their Self-Service Carolina (SSC) accounts and increase their meal plan before they process their bill **each semester**.

OMBUDSMAN

Dr. Melencia Johnson is the ombudsman who can help you. The role of an ombudsman is to provide confidential and informal assistance for students for university-related concerns in which going through the normal channels is not possible or did not work. The Ombudsman does not provide legal advocacy, legal service or legal advice to students. The email is ombuds@usca.edu or 803-641-3237. The location of her office is in the Humanities and Social Sciences building in room D-11.

Eating on Campus

When you get hungry there are several places on campus that you can find food outside of your apartment. There are a variety of meal plan options to choose from. The dining services staff on campus work hard to provide a number of options to suit your dietary and nutritional needs! The University has contracted with Aramark, Inc., one of the premier food service operators in the country, to provide food services on campus.

Aramark offers many dining options at USC Aiken, including:

SAC Café, located in the Student Activities Center, offers a full service cafeteria featuring a wide variety of choices including pizza and subs, hot entrees, display cooking, a salad bar, and homemade desserts.

Starbucks, located in the Student Activity Center, offers hot and cold beverages (e.g. Coffee, Tea, Ice Coffee, Ice Tea etc.) sandwiches, salads and snacks

The Station, located in the Humanities and Social Sciences Building, offers gourmet coffee, pastries, subs, snacks and much more.

Pacer Market, located in Pacer Downs, offers a variety of grocery items, snacks and household items.

CAROLINA CARD

The CarolinaCard can be used anywhere Carolina Cash is accepted (such as campus dining, Starbucks, laundry services, Pacer Market, or the Pacer Shoppe), for PacerPrint, and is also your official University ID card. You may add Carolina Cash to your Carolina Card through your Self-Service Carolina (SSC) account or by visiting business services.

STUDENT HEALTH CENTER

USC Aiken has a Student Health Center (SHC) for the benefit of students who become ill or sustain an injury while on campus. The SHC is located in Room 106 of the Student Activities Center. Services received in the SHC are free of charge to undergraduate students, they are prepaid as part of tuition. The SHC does provide a few special services for which there are nominal charges; these include immunizations, nursing physicals and select prepackaged medications.

The SHC is open Monday – Friday, from 10am – 4pm (Last patient accepted at 3:30 PM). The SHC is closed on weekends and also when USCA is closed, during holidays and school breaks. Summer hours will be announced prior to the end of the spring semester.

Nurse Practitioners (NP) provide entry level care for common health problems. NP's are specially educated registered nurses who focus on assessment, diagnosis and treatment of common illnesses and injuries. USC Aiken NP's treat those diagnoses frequently seen on college campuses. Students are encouraged to visit the Student Health Center if they have an illness or injury that they feel uncomfortable treating independently. The NP will guide students through the healing process by assessing and diagnosing the problem, then providing the necessary treatment and follow-up care. There will be times when a student's illness or injury might be more serious than the SHC staff can handle. During these times the student needs to be referred to a community physician or hospital. For this reason, students are encouraged to carry individual health insurance.

Student Choices When the SHC is Not Yet Opened

Ill or injured students are encouraged to wait until the SHC opens next to be treated. Students have several choices when the SHC is not open. They should make their choices based on what makes them feel the most comfortable. When feeling ill or after sustaining an injury it is best to have someone remain within close proximity should you need assistance. If possible, ill or injured students are encouraged to wait until the SHC open to be treated (after all there is no cost for the visit). If a student is unable to wait, he/she can seek care at a local acute care facility. In the event of an emergency, Public Safety should always be notified in order to direct care properly.

Talk with Parents or Caregivers Before Leaving for College

Make a plan with your family prior to leaving for college. This plan should include what should be done in case of an illness or injury on campus. How would an illness or injury be handled by your parents or caregivers, if they were with you? How would they like to be notified of the illness or injury in the future? Would they like to receive a phone call from you or from a staff member at the medical facility or USC Aiken? Have you exchanged a list of current telephone numbers where parents or caregivers can be reached if they are not at home?

Call Parent or Caregiver

Students are encouraged to contact their parents or caregivers, if this is an illness or injury that is occasionally or frequently experienced by the student at home. Find out what has worked best in the past and follow the same sequence, step by step. See if it works the same here at college. Then, ask your parent what they would like for you to do if the illness or injury continues to worsen.

Ask for a Resident Mentor or Housing Personnel

Students living in on-University Housing have additional resources available through their Resident Mentor and Housing Personnel. These students should seek assistance from their Resident Mentor when ill or injured, especially if they feel they don't want to be left alone. They can assist in comforting the student, talking on the phone with family or Ask-A-Nurse, and guiding the student through symptom care, arrange for medication pick-up and other necessary arrangements.

Visit a Community Medical Facility

Students who feel they cannot wait until the Student Health Center opens can visit a community medical facility. Remember, any costs/related costs will become the responsibility of the student and the student's family.

For Emergency Situations always notify USC Aiken University Police:

Phone number for USC Aiken University Police from off campus: 803-648-4011

Phone number for USC Aiken University Police from on campus telephone: Ext. 6111

UNIVERSITY POLICE

The mission of USC Aiken University Police Department is “to serve the college community, protect life and property, and to enforce the law.” It is in this effort; University Police works with the campus community in a cooperative community policing effort to prevent crime from occurring and to respond and provide assistance to victims once a crime has occurred.

All USC Aiken University Police officers are certified for the state of South Carolina with full arrest powers and serve with statewide authority. All USC Aiken University Police officers are certified medical first responders. All University Housing residents and their guests are expected to comply with the requests of USC Aiken University Police officers.

USC Aiken University Police can be reached by calling 803-648-4011 or by calling extension 6111 on the emergency phones located around campus. USC Aiken University Police should be called first in an emergency situation, and they will in turn call other emergency personnel as needed.

In case of a fire, call 911 first to report the situation, and then call USC Aiken University Police.

VETERAN & MILITARY STUDENT SUCCESS CENTER

The Veteran and Military Student Success Center, or VMSSC, is just that: a center for your success. *The Center* is a great place on campus for answering your questions as they relate to your service, benefits, education, and career choices. The VMSSC is also provides a place to meet, connect with, hang out, or study with other students who share your similar life experiences.

We are rated as a Military Friendly School, not only because of a national external survey, but also because the USC Aiken veterans and military student population says we are. The Veteran and Military Student Success Center is open from 8:00am – 6:00pm Monday through Thursday and from 8:00am – 5:00pm on Fridays.

VMSSC Contact Information:

Phone: 803-643-6767

Email: VMSS@usca.edu

WELLNESS CENTER

The USC Aiken Wellness Center is made up of a 25,000 square foot facility located in the Business and Education Building (B&E) and a six lane Natatorium (pool) located in the Student Activities Building (SAC). Membership to the Wellness Center and Natatorium is part of tuition for all enrolled students at USC Aiken. Bring your current class schedule to the Wellness Center to fill out your paperwork and pick up your membership key tag.

The Wellness Center includes a large fitness area including cardiovascular equipment, weight equipment, and a 1/16 mile walking track. There is a studio with wall-to-wall mirrors, a gymnasium, a dry sauna, locker rooms, and an exercise physiology laboratory, as well as an instructional classroom. The facility is supervised by CPR trained staff. The Natatorium is supervised by certified lifeguards during open swim hours and special programs.

Free programs for students include: group fitness classes, Exercise is Medicine, PacerFit, Lift Right Workshops and Wellness Education. Additional services for a fee include fitness assessments and personal training.

OTHER CAMPUS RESOURCES

Other campus resources can be found on the USC Aiken website under A-Z.

SPECIAL NOTICE TO ALL RESIDENTS

USC Aiken adheres to the principles of equal educational and employment opportunity without regard to race, color, religion, sex, creed, national origin, age, disability or veteran status. This policy extends to all programs and activities supported by the University.

Any person who feels they qualify for special accommodations due to a physical, learning or psychological disability should contact the Office of Disability Services at 803-643-6816 for a free, confidential interview. If you need this information in an alternate format, please contact Housing at 803-641-3790 or housing@usca.edu.

Community Guide Index

Active Shooter on Campus 40
Adjudication 42
Alcohol Policy 8
Animals on Campus 9-12
Bicycles 12
Billing and Payments 26
Career Services 43
Carolina Card 45
Center for Student Achievement 43
Changes to the Housing Agreement and Handbook 40
Check-in Procedures 23
Check-out Procedures 26-28
Cohabitation 12
Community Living 12
Community Meetings 12
Community Responsibility 13
Computer Connection and Use Information 26
Consolidation/Double as a Single 21
Contract Cancellations 22
Contract Cancellations/End of Fall Semester 23
Counseling Center 43
Dangerous/Prohibited items 10
Drug Policy 13-14
Eating on Campus 42
Electrical Power Safety 15
Emergency Alert System 34
Empty Room/Bed Spaces 12
Escorting Guests and Visitors 13

Fire Safety	37
Fire Alarms	37
Fire Drills	37
Fire Extinguishers	37
Instruction for Residents Evacuating Housing	35
Smoke Detectors	37
Freshman Housing Requirement	25
Furnishing Alterations and Aesthetic Appearance	15
Gambling	16
General Safety Tips for living in University Housing	36
Harassment, Threats and Physical Abuse	16
Health and Safety	16
Holiday Breaks	28
Holiday Decorations	28
Housing Assignment Information	23
Illegal Occupancy	23
Incident Reports	39
Inclement Weather & Weather Emergencies	35
Hurricanes	35
Thunderstorms	36
Tornado	35
Judicial Procedures	39
Keys and ID Cards	18
Laundry	29
Lockouts	30
Mail	31
Maintenance Information	31
Meal Plan	43

Missing Student Policy and Protocol 18
Mission Statement 1
Mopeds and Motorcycles 19
Noise Levels and Quiet Hours 19
Occupancy Level 19
Ombudsman 41
Parking and Security Gate Access 19
Personal Property 20
Pest Control 28
Public Passageways and Area Access 18
Refund Policies 22
Relations 18
Re-application Process 24
Rights of the University to Cancel 23
Room Changes 21
Safety and Security Information 34
Sales/Solicitation 19
Security Deposit 24
Sexual Assault 39
Special Notice 44
Staff on Duty 1
Student Health Center 42
Suspended Student 26
Television 29
The Dish 29
Theft 22
Tobacco Free Policies 22
University Housing Policies 8-22

University Housing Staff 1
University Police 45
Utilities 34-35
Veteran and Military Success Center 45
Waste Disposal and Recycling 30
Welcome 1
Wellness Center 45
Windows and Window Screens 22