I. Policy

As a community of scholars, students are encouraged to engage in behaviors that are consistent with the Carolinian Creed.

Fraternity and Sorority Life, University Housing and the Office of Student Conduct and Academic Integrity are responsible for promoting positive community standards and responding to violations of policies published in the Student Code of Conduct and campus housing policies and regulations for both single undergraduate student and family and graduate housing contracts. Students are strongly advised to read all sources of information to understand expectations for their behavior while in or on the premises of University campus housing. Violations of the regulations contained in this section may result in a fine or disciplinary action.

Regulations may be changed, or new ones may be added, in the best interest and protection of persons and property. Residents will be advised promptly of such changes and/or additions through normal channels of communication. For the most current information and updated policies and procedures please see USC Policies and Procedures Manual at http://www.sc.edu/policies/index.shtml.

A. Apartment and Room Care

1. Residents are responsible for reasonable care in the use of all housing facilities including the good order, safety, and cleanliness of space leased.

2. Residents will be required to sign an Apartment or Room Condition Report upon initial occupancy. Upon vacating a room or apartment the condition of that space will be checked against the initial report. Residents will be required to pay for damage other than normal wear and tear. (This includes damage to furniture, equipment, or structural aspects of the area rented.) Grades, transcripts, diplomas, and/or registration materials may be withheld pending final settlement of damage
charges. Charges issued through processes other than the resident student conduct system may be appealed to the supervisor of the assistant/associate director of the area. A written request should be submitted within thirty (30) days of the billing date.

3. Accumulation of trash and/or materials including large furniture in apartments or common areas that could constitute a fire or safety hazard or that block egress is not permitted.

3. All university controlled housing is subject to scheduled health, safety, service, preventative maintenance checks, and mandatory bathroom cleaning. An authorized staff member will make periodic checks of facilities after adequate advance notice to residents. Where there is due cause, premises may be entered without notice. Violations of health and safety regulations may result in a $25 fine, disciplinary action, or appropriate cleaning fee.

B. Apartment and Room Personalization

1. All rooms within our facilities have standard furnishings. Students are responsible for the care of all university-provided furnishings. For a complete list of provided furnishings, see the individual floor plans on our website at http://www.housing.sc.edu/virtualtour/. All furnishings must remain in the room.

   a. Some students may wish to supplement or complement these furnishings by constructing a loft bed in their room. Contact the campus office that corresponds to your residence hall to request your loft procedure and registration form. For more information on lofts refer to our web page at http://www.housing.sc.edu/pdf/LoftRegistration.pdf

   b. Liquid filled furniture is not permitted because of the extra weight and danger of damage to property.

2. Decals and stickers are not to be affixed to any university owned property, including furniture, walls, doors, ceiling, windows and floors. All items should be hung with white “poster putty” or 3M command strips. Campus housing staff will remove the 3M command strips after the student has vacated their space. No tape, nails, hooks, or tacks may be used on the walls, doors, furniture, or ceiling.

C. Apartment and Room Vacating

When residents vacate their space, they must officially check out with the appropriate staff according to published procedures http://www.housing.sc.edu/checkout.html. Failure to do so may result in additional charges or forfeiture of the security deposit. Upon withdrawal, suspension, removal, or graduation from the University, residents must vacate their space in accordance with procedures outlined in their contract. In single
undergraduate housing at the end of each semester, residents must vacate their room or apartment within 24 hours of their last exam.

D. Bicycles/Motorized Vehicles/Scooters/Rollerblades/Skateboards/Hoverboards

1. Bicycles are permitted in residence halls only in approved locations. If bicycles are to be kept in the room the approval of the roommate(s) is required.

2. Riding bicycles, rollerblades, scooters, or skateboards inside campus housing or at the entrance of residence halls is prohibited.

3. Do not chain bicycles or scooters to fence posts, guard rails, stairwells, sign posts, light posts, fire equipment, trees, or anywhere that interferes with an exit from a building. Improperly chained bicycles/scooters will be subject to impoundment. Bicycles abandoned after residence halls close at the end of the academic year will be impounded by campus police.

4. Mopeds are not allowed in campus housing.

5. Motorized vehicles, with the exception of motorized wheelchairs, are not permitted within 50 feet of residential areas.

6. Hoverboards are not allowed in campus housing.

E. Cooking Equipment

1. The cooking of food in campus housing is primarily restricted to established kitchens.

2. The only cooking equipment allowed in rooms are Underwriters Laboratories (UL) approved appliances that have no exposed heating coils (such as coffee pots and sandwich makers), and one microwave oven per room which does not exceed (1) one cubic foot and/or 700 watts of power.

3. Tampering with or removing Safe-T elements from stoves (temperature limiting devices) and tampering with hood suppression devices is a violation of this policy.

F. Electrical equipment

1. One privately owned refrigerator per resident is permitted. The refrigerator must be compact, under the counter model with a maximum height of 33” and should not exceed 3.3 cubic ft. and a total wattage of 115 volts or 1.35 amps.

2. Extension cords and multiple socket plugs are prohibited due to electrical circuitry design limitations as well as health and fire and safety regulations. Surge protectors with a circuit breaker, an on/off switch, and a reset button are approved
for use in rooms or apartments. Only one surge protector may be plugged into a socket and at no time may one surge protector be plugged into another surge protector.

3. Halogen lamps are not permitted in campus housing. Other types of lamps with an open cover on top of the light bulb are prohibited unless they have a safety “cage” devise attached on top. All spider lamps are prohibited.

4. All lamps must have the correctly rated bulb wattage.

5. Plug in scents are not allowed.

G. Elevators

Each resident is responsible for the proper use and care of campus housing elevators. Residents are not to overload or force doors of elevators. Residents are not to vandalize buttons or remove lights from elevators. Unauthorized personnel are prohibited from entering the elevator shaft. Emergency call buttons are to be used only in case of an emergency.

H. Emergency Egress

1. Emergency exits are only to be used during an emergency situation. The use of emergency exits in campus housing for normal egress is strictly prohibited unless otherwise communicated by a university official. Anyone who uses an emergency exit without authorization will be subject to disciplinary action.

2. The placement of combustible materials or obstructions in egress corridors or stairwells in campus housing is strictly prohibited by fire code and is subject to disciplinary action.

3. Access to the roof of any campus housing is strictly prohibited. Anyone who uses the roof access without authorization will be subject to disciplinary action.

I. Guest responsibility

Each student is responsible for the behavior of his/ her guest(s). It is the responsibility of the host to make sure that the guest(s) understands and abides by all university and campus housing rules and regulations. If a resident’s guest is involved in any violation of rules and regulations, the hosting resident, as well as the guest, may be subject to disciplinary action. Students may be held responsible for violations of policy that occur in their room.

J. Hazardous Materials
All campus housing facilities contain hazardous materials. Students should not disturb any building materials including, but not limited to: ceilings, pipe insulation, flooring, or walls. Students should leave the room in an undisturbed manner. The university will continue to monitor areas that contain hazardous materials and post additional warnings or otherwise communicate special concerns as necessary. Students are required to report any damage to the appropriate maintenance office.

K. Keys/ID

Students are responsible for the safety of their room keys/IDs. Students should not loan their key/ID to anyone at any time. Students have 24 hours to report a lost/misplaced key/ID to the appropriate campus office that corresponds to your residence hall. If a student is locked out of his/her room, a temporary key/card may be obtained from the campus office. If the original key/ID is not found or if the temporary key/card is not returned within 72 hours, the lock will be changed and the student will be billed for this service. Students who are certain their key is lost may request an emergency lock change.

L. Personal property

The university urges residents to lock their doors for personal safety and protection of property. Residents are advised not to keep valuable property or large sums of money in their rooms. 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. Residents are required to obtain appropriate insurance to cover such losses. University Housing is not responsible for any item(s) left behind once a room or apartment has been vacated.

Missing items should be reported immediately to the University Police (803-777-4215) and to a campus housing staff member or the Campus Office that corresponds to your residence hall. Articles found in campus housing should be turned in to the appropriate Campus Office. Articles that are found elsewhere on campus should be turned in at the Russell House Information Desk located in the second floor lobby.

M. Pets

1. Small fish are the only pets permitted in the residence halls. Fish tanks should not exceed 10 gallons.

2. Students must register with the Office of Student Disability Services, http://www.housing.sc.edu/checkout.html, to have an emotional support animal in campus housing.

N. Property and Public Area Damage/Destruction

1. Behavior that causes damage to personal or university property is prohibited. This includes, but is not limited to, tampering or removing window restrictors, security screens, and other types of property.
2. When hallways, bathrooms, elevators, and other public areas in campus housing receive undue abuse, the residents of that area are expected to aid in finding the person(s) responsible. Costs of repairing damages to community property (hallways, bathrooms, lounges, etc.) may be assessed to all residents of the hall or floor when the identity of the individual(s) responsible for such damages cannot be identified.

3. University furniture and equipment may not be removed from lounges, studies, rooms, or other areas where the items are located without specific permission from the campus office that corresponds to your residence hall.

O. Quiet Hours and University Noise Code

1. Quiet hours are in effect from 10pm - 9am Sunday through Thursday. On Friday and Saturday, quiet hours are from 12 midnight - 9am.

2. All students are expected to respect the rights of others by refraining from making loud noises or causing other disturbances that interfere with study or sleep. All residents are expected to respect 24-hour courtesy hours. Regardless of the time or day, if a student makes a reasonable request of another student to be less noisy, that student should comply.

3. During exam periods, quiet hours are extended to 24 hours a day.

4. This regulation also applies to residence halls and all common spaces. In the event that a group makes a disturbance (ex. card or game playing, watching TV or yelling loudly), staff may request violators to leave immediately.

5. Note: All sound systems and stereos must be kept inside and speakers must be kept out of window areas, balconies, etc. Musical instruments may be used in campus housing only in designated places and for properly scheduled events. Music students and band members are expected to use practice rooms available elsewhere on campus.

P. Recreational Activities

The use of outdoor sporting equipment such as hoverboards, balls, Frisbees, golf clubs, bats, squirt guns, lacrosse sticks, riding a bike, etc. is prohibited inside all residence halls. Any activity that includes throwing an object or running in the halls is not allowed. Climbing or repelling from any campus housing property is prohibited.

Q. Roommate Agreement
The roommate agreement outlines a specific living agreement between roommate/apartment mates. Items outlined in the roommate agreement should not contradict stated residence hall or university policy.

R. Security/Window Screens/Exterior Doors

1. The removal, damage, or opening of a security/window screen in student rooms or public areas in a campus housing facility is prohibited. Tampering with or removal of window restrictors is also prohibited. Failure to abide by this policy will result in financial charges to the student bill and/or disciplinary action.

2. Propping or disconnecting door closures of exterior, corridor and stairwell doors is a violation of this policy. Allowing any unauthorized person to enter the building behind a resident (tailgating) is prohibited.

S. Solicitation in Campus Housing


For more information on advertising in the residence halls refer to the housing website at http://www.housing.sc.edu/flyerdist.html.

T. Telecommunications

1. Tampering with cable equipment or the unauthorized receiving of cable television is a federal offense and is considered a violation of university regulations related to compliance with general laws, disruptive activity, and theft or misappropriation. Residents of Carolina Gardens may contract with an outside company to initiate service.

2. Devices that broadcast a wireless signal are not allowed in campus housing.

3. In addition to the above, this policy includes Acceptable Use of Information Technology policy, IT 1.06 http://www.sc.edu/policies/ppm/it106.pdf.

II. Related Policies

The Student Code of Conduct Regulations http://www.sc.edu/policies/ppm/staf626.pdf
Campus Solicitation Policy http://www.sc.edu/policies/ppm/staf317.pdf
STAF 3.02 Alcohol Policy and Guidelines for the University Community
UNIV 5.00 Tobacco Free Campus
Acceptable Use of Information Technology policy, IT 1.06 http://www.sc.edu/policies/ppm/it106.pdf
III. Reason for Revision

This policy was revised to provide clarity and reflect current practice.