



## MISSION

University Housing creates a foundation of care for resident safety and success.

## VISION

Living in University Housing transforms students into Chanticleers prepared to be leaders serving a global community.

## VALUES

development  
Anchored in an ethic of care, University Housing focuses on residents as unique and complex learners









Roommate and cleaning agreements are tools used to assist residents sharing a space. The RA's role is neutral and can assist residents in engaging in dialogue and self-advocacy while completing the agreements. Residents will be held accountable for violations of the agreements.

#### Personal Property

Transitioning to living in a residential housing community will impact the personal property residents are permitted to use and possess. Some everyday items used in private residences may present a safety concern or disruption to university facilities. If you have any questions about a personal item you would like to bring, please first inquire with your community coordinator. Please visit our [website](#) for what to bring and what not to bring.

## COMMUNITY PROGRAMMING AND INITIATIVES

University Housing and partners across campus focus on the holistic development of our residents. We value academic success, and work to support residents' personal and intrapersonal development in order to make academic success more attainable.

#### [COASTAL Living Engagement Model](#)

Living on campus at Coastal Carolina University provides you with the greatest opportunity of being fully engaged in Teal Nation. University Housing intentionally provides engagement opportunities through

to incorporate advising, faculty involvement, tutoring, and more into these communities. RIGs allow for students to live within a common community with a specific focus, supported by a campus department specializing in that focus. Residents of our LLPs live in a common community; however, the focus is of an academic nature with a specific academic partner. Residents living in an LLP are registered for a minimum of one common academic course.

## SERVICES AND ADMINISTRATIVE INFORMATION

### ACCESS CONTROL

#### Electronic Access

Some doors are secured through radio-frequency identification (RFI). Residents living in communities with electronic access



room type and is based on the number of lock cores that need to be re-cored as a result of the lost or stolen key. Rates are subject to change and are posted online.

### Room Entry

Coastal Carolina University officials, wearing a name/ID badge or University-issued uniform, may enter University residential spaces for approved purposes at reasonable or necessary times, for reasons including, but not limited to:

#### Health and Safety Inspections

University Housing staff will enter University-owned property (i.e., cupboards, dishwasher, refrigerator, laundry machines) to ensure proper working order and safety.

#### Maintenance and Repair Work

Maintenance requests submitted through \_\_\_\_\_ will initiate a staff response to make necessary repairs. If a repair is ongoing, unexpected, or incomplete, students may follow up with the community coordinator for updates. University Housing maintenance or custodial staff may also enter if a problem in another space impacts your student's space or vice versa. Any violations encountered will result in notification.

the room. Within the Elvington Loop communities, suite corridors are considered an extension of the hallway and University Housing Staff have the ability to enter utilizing proper announcement

## Mail Services

Each resident is assigned a box at the campus post office, which also serves as a certified UPS and FedEx receiving point. The post office is located in Sands Hall. The mailing address for all residents living in University-operated housing is:

Student name  
CCU box no. \_\_\_\_\_  
107 Founders Drive  
Conway, SC 29526

Residents can find their post office box number and mailing address on [Self Service \(formerly WebAdvisor\)](#). Physical addresses for each building can be found online [here](#), posted in your community, or by asking a staff member. Residents are not permitted to have personal mail sent to the community desks; the desk staff members are not permitted to take responsibility for the items.

## Recycling

Each community has access to a University-operated recycling program. Recyclable items include newspapers, magazines, junk mail, computer paper, cereal boxes, aluminum cans, aluminum foil, steel cans, glass jars and bottles, and plastic bottles and jugs (remove and discard lids and tops). More information is available at [coastal.edu/sustain](http://coastal.edu/sustain) or call 843-349-5041.

## Student Computing Services and Wireless Internet

All residents living in University Housing have unlimited area access to the internet through the University's local area network (LAN). Each room features wireless access and a hard-wired, high-speed Ethernet connection, except the Gardens, which has wireless access only. Residents experiencing problems with email or their internet connection should contact Student Computing Services (SCS), located in Kearns Hall 113, at 843-349-2908, or via the [online help form](#). Print stations are available at the community desks at University Place, Ingle, Chanticleer, DeCenzo, Singleton-Young, and Tradition halls. Residents are encouraged to download anti-virus software to their devices; consult with SCS for more information.

Please note: Students must register all gaming consoles through SCS to gain internet access for online gaming ([coastal.edu/scs](http://coastal.edu/scs)).

# OCCUPANCY MANAGEMENT

## University Housing Student License Agreement

The University Housing License Agreement is an agreement between resident and the University to all terms and conditions for the occupancy and use of residential spaces operated by Coastal Carolina University. All residents will have the opportunity to review and agree to the License Agreement during the application process. The License Agreement is an academic year agreement (fall and spring semesters); summer terms are separate from the academic year. A copy of the current University Housing License Agreement is available at [coastal.edu/housing](http://coastal.edu/housing).

## Abandoned Property

Belongings left in one's room, suite, or apartment after the end of the license agreement term or after a resident checks out, whichever is earlier, will be considered abandoned property and will be disposed of

accordingly. During the license agreement term, a certified letter will be sent to the permanent address on file for residents whose property is abandoned detailing the timeline for necessary action to prevent disposal. Following the end of the license agreement term, property 52 0 612 792 reWñBT/F1 11.04 Tf1 0 0 1 300.41 52.3

At the time of checkout, an RA will conduct a preliminary inspection of the room/apartment to determine if damages exist and if the room is clean. The RA will utilize the room inspection report (completed at check-in) during the checkout appointment. It is the responsibility of residents to clean their room/apartment, remove their belongings and trash, and report any damages that have occurred while living in their room/apartment. Damages, missing items, and/or cleaning costs that no one claims responsibility for will be divided equally among those living in the room/apartment.

Personal property left in a room or apartment after a resident has moved out shall be considered abandoned and will be removed, donated, or disposed of at the resident's expense. A full-time staff member will conduct a more thorough inspection once checkouts are complete to ensure that all damages

Per the University Housing Student License Agreement or through the University conduct process, residents may be reassigned to a different space, restricted from specific locations, or removed outright from University Housing. Residents are required to follow all check-in and checkout procedures and are financially responsible for applicable fees.

Request to Reduce Occupancy of Room

few apartments, suites, or rooms as possible

Report microbial growth concerns immediately by submitting a maintenance request through \_\_\_\_\_ . Trained technicians will investigate the report and take action to resolve concerns.



Food to be disposed of should be placed in the disposal while the disposal is OFF.  
Turn on the faucet and run cold water.  
Turn on the garbage disposal, only after all fingers and non-food items are clear of grinder.  
Listen until you hear the food clear the disposal.  
Turn OFF the disposal. Let the water run 15 seconds more to flush the pipe.  
Turn the water off.

Improper use of garbage disposals can be dangerous. Always keep your hands far away from moving parts. Please also keep in mind:

Starchy food like rice and pasta can cause disposals to clog and create plumbing problems. Limit the quantities of this type of food that you dispose of in your garbage disposal.  
Bones, cornhusks, and other high-fiber items should not be put into the disposal as they may clog the drain.  
Keep eating utensils and other items from falling into the disposal.  
Periodically, place ice cubes within disposal and run it. This helps to remove any food build up and keep unit operating to its highest potential.

#### Hazardous Materials

Most hazardous and combustible chemicals are not to be stored in University Housing facilities. Items such as motor oil, gasoline, or batteries may not be discarded in the dumpsters. To dispose of hazardous material, you must take them to your local dump station.

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addition, residents are asked to submit a maintenance request in \_\_\_\_\_. Failure of residents to report problems promptly can result in significant risks to health and safety.

Residents must report non-emergencies, such as burned-out light bulbs or pest concerns, by submitting a maintenance request in \_\_\_\_\_. Facilities and maintenance staff may be in direct contact with the resident who enters the request.

University Housing will not know about unreported maintenance issues. Residents who fail to report maintenance issues that cause subsequent problems will be held financially responsible for damages. Submitting a maintenance request does not remove a resident's obligation to pay for damages they are



Each student living in University Housing is required to share and update emergency contact information through the Office of the Registrar prior to occupancy. The University will reference this information in the event of an emergency. Residents

Decorations may never be attached to or hung from the ceiling, windows, exposed pipes, or sprinkler heads.

Nothing is permitted to be attached to or hung from balconies at University Place.

Mirrors cannot be placed in or adjacent to any exit in such a manner as to confuse the direction of exit.

Hallway decorating contests and haunted houses may only be facilitated by University Housing staff; decorations must be pre-approved by the staff member and follow safety guidelines.

Decorating may begin two days prior to the day of judging. All decorations must be removed within 48 hours of the conclusion of judging.

All holiday decorations must be removed within 48 hours after the holiday. If the holiday occurs during winter break, all decorations must be removed prior to the break.

### Missing Student Policy

A student may be considered missing if they are reported absent from the University for more than 24 hours without any known reason, the absence is contrary to the student's usual pattern of behavior, or there is a perception of unusual circumstances. All reports of missing students will be directed to the Coastal Carolina University Department of Public Safety which, with Student Affairs and University Housing (if applicable), will investigate each report and determine whether the student is missing in accordance with this policy. To review the policy ([STUD-322](#)) in detail, consult the University Policies website at

## COMMUNITY GUIDELINES

The following policies and procedures are intended to be used in conjunction with the Code of Student

or mildew in showers and toilets preventing permanent stains. Residents identified as being responsible for offensive odors will be asked to eliminate the cause of the odor. An offensive odor is any odor or aroma of such intensity that it becomes apparent and is offensive to others. Some examples are: perfume, cologne, air freshening spray, garbage, spoiled food, or large amount of dirty laundry. University Housing staff will address offensive odors when complaints are received.

e. Ceilings and Pipes

Hanging or attaching items from the ceiling and exposed pipes is prohibited.

f. Community Resources/Amenities

Each community is provided with resources that may be freely used, reserved, or checked out from a community desk such as gaming and sport equipment, laundry facilities, etc. Misuse, abuse, or damage to these resources may result in restricted privileges for the community or individual residents and/or replacement fees.

g. Common Space Usage

Furniture and equipment located in common spaces throughout the residential facilities are intended for community use. Inappropriate use, rearranging, removing, or damaging this furniture and equipment is prohibited. Any of the above may result in action through the student conduct system. Access to these common spaces is provided to all residents and cleaning/repair may be shared by members of the greater community.

h. Damage to University or Student Property

Damage to University Housing facilities and/or property is prohibited and may result in repair and replacement fees to be assessed to the responsible student's account. Damage to the property of fellow residents

j.



The Tradition Pavilion Fireplace may only be used during approved University Housing events under the supervision of authorized staff. Fireplace use without University Housing

ii. Overnight Guests

Overnight guests must be discussed and approved by the roommates and/or suitemates prior to the guest's arrival. A roommate and/or suitemate reserves the right to disqualify a guest for reasonable purposes. Residents should talk to their roommates and/or suitemates about a guest staying, including the length of the stay, within a reasonable amount of time prior to the guest's arrival. If an agreement cannot be reached, the residents should have a mediation conversation with their RA. Residents may not have guests stay more than three consecutive nights and five nights in a month. Parking passes for approved guests are provided by Public Safety. Overnight guests are prohibited during the first and last two weeks of each semester and during breaks (Thanksgiving, winter, and spring breaks).

iii. Cohabitation

Cohabitation is strictly prohibited and occurs when a person not assigned to a specific space uses that room as if they are assigned to that space. Accessing an assigned space while the assigned residents are not home, keeping clothing or personal items in another's assigned space, and regularly sleeping in or using the restroom facilities in a space to which one is not assigned are examples of cohabitation. Residents who allow an unapproved resident or guest to occupy their room may receive a charge to their student account and be held responsible under the Code of Student Conduct.

q. Hall Sports, Games, Physical Play, and Pranking

Residents may not participate in or encourage any sport, horseplay, or physically rough play inside the residential facilities due to the potential for damage, injury, and/or setting off the fire safety sprinkler system. This includes, but is not limited to bouncing, throwing, or kicking of balls and/or other objects, rollerblading or roller-skating, throwing a Frisbee®, playing tag, wrestling, or water fights/games. Games or activities that encourage excessive or accelerated consumption of food or beverage are prohibited. Furthermore, playing pranks on fellow residents is strictly prohibited.

Residents must keep their keys and CINO Card on their person at all times. Keys are issued along with assignments and will only be issued to the assigned resident. Residents may not allow guests, parents and family members, or other residents to borrow their assigned keys or CINO Card. Keys must be turned in during the checkout process and in accordance with University Housing staff instructions. Residents who fail to return their key will be charged a re-core fee to their student account regardless of whether it was lost, stolen, destroyed, etc. Excessive lockouts are considered irresponsibility with keys and are therefore prohibited.

u. Prohibited Items

University Housing reserves the right to determine if an item is disruptive to the community or presents a safety risk and may instruct a resident to remove an item from the residential facilities. Prohibited items may be confiscated and held by a University official until a conduct meeting can be arranged. The item may or may not be given back with the understanding that if it is returned to the resident that the item must leave Coastal Carolina University campus immediately. The following list is not intended to be an exhaustive, but rather a representative list of items prohibited in residential facilities:

i. Alcohol Containers

University Housing is a community that discourages alcohol misuse and is committed to educating residents about decisions to possess items that may encourage alcohol consumption. The use of alcoholic beverage containers and packaging (cans, bottles, kegs, beer boxes, etc.) as decorations or for any other purpose regardless of your age is prohibited. This includes beer bong, shot glasses, martini glasses, yard or half-yard glasses, beer pong tables, or other devices used to drink alcohol, with or without alcohol in them.

ii. Appliances

Refrigerators are provided in the Woods, University Place, and the Gardens. However, residents are permitted to bring one (1) refrigerator so long as it does not exceed 4.6 cubic feet and is approved by Underwriters Laboratories (UL). One UL-approved microwave (less than 1,000 watts) is also permitted. Residents are advised to limit the number of appliances in their spaces, especially in Eaglin and Ingle halls, due to limited space and limited electrical power capacity. University Housing reserves the right to require residents to remove or discontinue use of appliances should they become a safety or disturbance issue.

iii. Candles and Incense

Since candles, incense, and the like constitute a fire hazard they are not permitted in the residential facilities (including but not limited to candles with or without wicks, candle warmers, gifts or mementos, decorative items, warmed wax, and similar devices).

iv. Cinder Blocks

Cinder blocks, bricks, blocks of wood, and any other materials which may damage flooring or become a hazard in the residential facilities are not permitted. Residents may complete a maintenance request for their bed to be lifted by University Housing staff, or purchase plastic risers no higher than 12 inches high (these typically look like square mini traffic cones).



x. Smoking / Tobacco

Coastal Carolina University is a tobacco-free and vape-free campus and prohibits smoking in and around all campus buildings including all residential facilities. The Tobacco-Free Campus policy prohibits the use of all forms of tobacco and smoke-related products on University property. Appropriate charges will be assessed if evidence of smoking is found. To review the Tobacco-

Windows must remain closed at all times. Open windows lead to indoor pests, condensation and raises humidity, allergen, and dust levels. Tampering with window locks or opening windows is prohibited. Using a window as an entrance or exit is prohibited (unless in case of emergency) Removal of any screen or window is prohibited and the cost of replacement/repair will be charged to the responsible resident. Items including banners, signs, and posters may not be hung in windows. In respect for the greater community, residents are restricted from decorating or posting any materials on windows. This includes window paint and decals. This is also to ensure the health and safety of residents and emergency personnel. In order to protect those individuals who may be walking outside the facility, no objects of any type may be thrown, dropped, pushed out of, placed outside of, or allowed to fall from any residential space.

y. Trash / Littering

Trash cans at building entryways and in corridors are provided for basic individual items (e.g., cups, wrappers, gum); they are not intended for personal/bulk trash. All personal trash must be removed from residential spaces regularly and deposited in the dumpsters at the exterior of buildings. Residents will be charged \$25 for each bag, box, or uncontained item found in public areas such as hallways, breezeways, lobbies, or anywhere other than an appropriate dumpster. Littering is prohibited.

z. Unapproved Occupancy

Residents or guests occupying an unassigned bed space or using unassigned furniture is prohibited. Each resident is assigned one bed space and one set of associated bedroom furniture. Unoccupied bed spaces, closet space, and furniture must remain unused, clearly separated, clean, fully assembled, and available for incoming residents at all times. Furniture arrangements must be hospitable for incoming roommates and have proper ingress and egress pathways. Use of unassigned beds and furniture may result in additional housing fees and referral to the student conduct process.

aa. Weapons, Projectiles, Ammunition, and Explosives

Coastal Carolina University is a weapon-free campus. University Housing strictly prohibits the use,