

7. **Pharmacy Services** are available Monday-Friday from 8:00AM to 5:00PM. Over the counter medications are available upon request.
8. **Health Education:** A qualified Health Educator is available from 8-5 daily to provide educational counseling, disseminate educational materials and information to students in the residential halls, classrooms or in the Health Center.

**The Health Center accepts cash, check, one card, visa and master card.**

**HOUSING AND RESIDENCE LIFE**

**The Office of Housing and Residence Life has a total housing capacity of approximately three thousand (3,000). In order to live in University Campus Housing a person must be currently enrolled as an A&T student.**

**Occupancy of Rooms**

First year students will receive a Housing Application from the Admission office. If campus housing is desired, the students should return the application as quickly as possible to the **Office of Housing and Residence Life, 226 Murphy Hall**. A non-refundable Processing/Programming Fee of \$150.00 must accompany the application.

Continuing students desiring on-campus housing participate in a Housing Selection Process (HSP). Students that do not get housing through the HSP but still desire to live on campus should periodically check space availability by contacting the Office of Housing and Residence Life.

The Housing and Residence Life halls on campus are:

<u>Female</u>	<u>Male</u>	<u>Co-Ed</u>
Holland	Scott A	Aggie Inn (S. Elm-Eugene)
Holt	Scott B	Alex Haley
Holt Annex	Curtis	Cooper
Morrison*		Scott C
Morrow		Vanstory
Zoe Barbee		

The 4 Honor Houses are Benbow I, Daniel I and II, and Holt Annex. Aggie Suites is a privately owned facility located on the Northeast side of campus. Aggie Terrace is a privately owned facility housing graduate students, single parents, and married students located on the corner of Market St. and Benbow Rd.

**Residence Hall Staffing**

A Residence Life Management Team manages each residence hall. The purpose of this team is to manage the hall/facility and (as appropriate) assist/help the students with any concerns they may have. Those concerns include (but are not limited to) safety, comfort, maintenance, roommate and personal concerns, programming, etc. The Residence Life Management Team consists of the Hall Director, Graduate Assistant and a number of responsible students called Resident Assistants (RA's) or (in some facilities/residence halls) Community Assistants (CAs). The Hall Director is the chief administrator of the residence hall. The Facility Manager is the chief administrator of residence entities that are called facilities. The Graduate Assistants are graduate students that work in the residence halls part-time. The RAs and CAs are upper-class students that live in the residence hall/facility. Each floor of each residence hall usually has one or more RAs. CAs are usually properly dispersed in facility communities. The RA's and CA's assist students 24-hours a day.

Residence hall staff and students host special recreational, social, safety, cultural, and educational programs. These positive programs enhance the quality of on-campus living and group interaction experiences. Typically included in these activities are hall meetings, guest speakers, workshops, rap sessions, party and fun events, sport events, etc.

**Leadership Opportunities (Residence Hall and Residence Life Councils)**

Each residence hall has a Residence Hall Council. Combined, the residence hall councils constitute the Residence Life Council. Students who are elected to the offices of President, Vice-President, Secretary, Treasurer, etc. lead the councils. Every student resident of the hall/facility is a member of the Residence Hall Council. The Residence Hall Councils and Residence Life Council provide excellent opportunities for students to meet each other, work together and enhance their organization and leadership skills.

**Residence Hall Policies:**

- A. Students living in University Residence Halls are expected to govern themselves according to normal and acceptable behavior. Successful group living requires respect for the person, presence and consciences of other members of the community. Therefore, standards are necessary. The Residence Management Team will clearly communicate the standards to the residents of the respective residence halls/facilities. The standards will be enforced. Violators will be punished.
- B. Residents will be subject to eviction by the Office of Housing and Residence Life/Vice Chancellor for Student Affairs for acts that are contrary to the interests of the Residence Hall community. The Department of Housing and Residence Life expects students to conduct themselves responsibly. Students should be mindful of the fact illegal that activity is prohibited by law. Unethical and/or immoral behavior will not be tolerated. Incidences of any such activity will be referred to the Assistant Director for Residence Life. The Assistant Director for Residence Life will (as appropriate) notify the Director of Housing. The Assistant Director of Residence Life will either handle the situation or refer the case to the respective Residence Hall Conduct Council (RHCC), the Residence Life Conduct Board (RLCB) or to the Dean of Students' Judicial Affairs Office. When cases are referred to a RHCC, the RLCB or to the Dean of Students' Judicial Affairs Office, Proceedings and/or Hearings will be held. Appropriate disciplinary measures and/or sanctions will be ordered. Residence Life Disciplinary Measures may include the assignment of Residence Life Disciplinary Service (RLDS).
- C. **The following are Not Permitted in the Residence Halls:**
  1. Pets/animals. Snakes are forbidden.
  2. Refrigerators larger than four (4) cubic feet internal dimensions (each resident may have one [1] refrigerator).
  3. Appliances exceeding 200 watts.
  4. Guns, knives (except safe utensils for the cutting of food), other lethal weapons.
- D. **Prohibited behavior includes, but is not limited too:**
  1. Use of illegal drugs as defined by Chapter 90 of the North Carolina Statute. **The University's Zero Tolerance for Drugs Policy will be strictly enforced.**
  2. Other acts which violate federal, state or local laws.
  3. Throwing, bouncing and/or otherwise playing of ball in residence halls/residence facilities.
  4. Horseplay, including climbing out of windows and/or onto roofs, for any reason.
  5. Riding bike(s), skateboard(s), shopping cart(s) or any other conveyance in the halls, or on breezeways.
  6. Public nudity (except in residence hall rooms [during non-coed hours] and restroom shower areas).
  7. Indecent exposure.
  8. Unsanitary acts (see "Sanitary Conditions In Residence Halls" in the manual on Student Conduct Proceeding Processes)
  9. Intimate sexual activity in residence halls and/or on the premises thereof.
  10. Any other act that could threaten the safety and/or well being of members of the community. **The University's Zero Tolerance for Aggressive Behavior Policy will be strictly enforced.**

**Suspension and/or Termination of University Campus Housing Privileges**

The Director of Housing and Residence Life has the authority to terminate any Residence Hall or Residence Facility contract (on an interim basis) prior to the proceeding process depending on the severity and/or sensitivity of the offense; the Director of Housing and Residence Life may immediately suspend a student's University Campus Housing Privileges pending the convening of a Judicial Hearing.

Depending on the severity and/or sensitivity of the offense, a student's University Campus Housing Privileges may be suspended and/or terminated by the Dean of Students, the Vice Chancellor for Student Affairs or the Chancellor of the University.

When a student's University Campus Housing Privileges are suspended and/or terminated for disciplinary reasons, no refund of monies paid for Campus Housing Charges will be made.

**RESIDENCE HALL VISITATION**

Policies, Procedures, and Guidelines Regarding Visitation

**VISITATION**

Definition: The company of a member of the opposite sex or same sex during the specified time period allotted in which guest may visit in the residence hall.

**HONOR SYSTEM**

Definition: The confidence and high opinion of the campus community toward university students in the belief that they will remain responsible in maintaining university standards for their own behavior.

The following visitation policy is presented as the University's assumption of its responsibility to resolve the matter of visitation practice within residence halls of its campus. The policy is the result of

considerable research and extensive discussion, and attempts to satisfy all those involved including students, faculty, administrators and other University personnel.

### 1. Procedures

- When approved by proper vote, visitation may begin in all residence halls on the first Thursday following the beginning of classes in each semester and summer school, or shortly thereafter.
- Visitation may be approved by a 2/3 affirmative vote of the residents of the hall. Voting shall be by secret ballot and shall be supervised by the hall directors. When not approved as stated herein, visitation will not be held in that residence hall/facility.
- The policy of visitation may be reconsidered at a meeting of a residence hall/facility if a petition is signed by one-tenth of said residents. The policy may then be changed by a two-thirds vote provided that a majority of the members of the hall are present and voting at the meeting.

### 2. Guidelines

- Visitation hours are as follows:
 

Monday-Friday	4:00 p.m. - 12Midnight
Saturday-Sunday	12:00 noon - 12Midnight

#### Summer School

Sunday-Saturday 4:00pm-12:00 Midnight

Some residence halls may vote to have a modified schedule

- Each participant will be limited to two guests. Exceptions may be accorded in special cases by the residence hall supervisor.
- The University reserves the right to reject, at any time, the policy of visitation when flagrant and repeated violations occur.
- Each participating resident shall sign in/out guest(s) of the opposite sex. Same sex visitation shall be directed under the honor system for entertaining guests in the residence halls/facilities.
- Any guest found in the residence halls/facilities after visitation hours will be subject to disciplinary action, or charged for trespassing
- Each guest shall enter and leave by the front door of the residence hall. While in the residence hall, guests shall be accompanied by the resident host or hostess.
- The resident host or hostess is responsible for the action(s) of the guest(s) (except in instances determined to be beyond the control of the resident host or hostess). If a situation occurs in an instance determined to be beyond the control of the resident host or hostess, that host or hostess has the responsibility of immediately reporting such situation to a member of the hall's/facility's Residence Life Management Team.
- In male residence halls, at least one restroom will be designated "Female" (or "Women").
- In female residence halls, at least one restroom will be designated "Male" (or "Men").
- Visitation schedules shall be prominently displayed in appropriate area of participating residence halls.
- Halls not allowing co-ed visitation shall prominently display signs that read "No Visitation".
- The presence of the guest(s) must not result in unreasonable inconvenience or annoyance to the roommate or to the other residents.
- Certain residence halls are approved to operate on a modified guest schedule. During the first two weeks of school each of those halls shall define the visitation hours. A community agreement will be posted.
- Exceptions for visitation hours may be granted for parents of residents.

Repeated violations of these policies will be reported to the Assistant Director for Residence Life who will make the proper referral.

Guests visiting residence halls shall have and (upon request) produce proper identification. "Proper identification" means an official document that contains the guest's first and last name and a clearly visible photograph/picture of the guest.

### Loss of Privileges

Like most opportunities at the university, visitation is not a right, but rather a privilege that may be suspended at any time for violations of policies. Visitation privileges may be suspended administratively by a Residence Hall Director, the Office of Housing and Residence Life, or by a judicial hearing officer as a result of disciplinary action.

### Institutional/Residence Hall Withdrawal and/or Refund

In order to cancel a room assignment, a written statement must be submitted and postmarked by August 1. After August 1 and December 15 (for spring assignment), the person will be billed the entire amount for housing and dining and subject to the appeals process.

There are rare exceptions that qualify the student to break the Residence Hall and Dining Contract. Such requests must be submitted in writing for the Appeals Board to review (and must fall under certain guidelines). The Appeals Board meets three times a year, --the second Wednesday after classes has started each semester and two Fridays preceding the last Friday of finals in the fall semester.

It is never appropriate to leave or move-out of housing or the University without completing the withdrawal process (including being formally released and checking-out of housing). Vacating the residence hall without proper release or withdrawing from the university validates your leave as "unauthorized". Unauthorized leaves will be billed for the entire academic year.

### SMOKING POLICY

Our residence halls operate under a "No Smoking" policy. When smoking is permitted it must be done in designated area only. We do not designate area for smoking. If you indicate that you are a smoker, we will do our best to accommodate you with another smoker (smoking in that case would be confined to your room). If you are a smoker assigned with a non-smoker, smoking is not allowed in the room.

The Office of Housing and Residence Life had published a No Tolerance Policy for marijuana. Included in this policy is a No Tolerance policy for the smell of marijuana in the residence hall rooms. The No Tolerance Policy for Marijuana will be strictly enforced.

### OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS

The International Students and Scholars Office (ISSO) coordinate programs and services for non-immigrants and immigrants enrolled at North Carolina A&T State University. International students and scholars represent over 80 countries. Assistance is offered with admissions and registration processes, pre-arrival and arrival, housing, insurance, immigration matters, on campus work authorization, orientation, and adjustment to the University and the community. The office also cooperates with departments and student organizations to provide activities that enhance cultural, social and personal development.

Legal regulations governing students and scholars are complex and there are severe consequences for non-immigrants who fail to comply with immigrations regulations and provisions of the visa. Non-immigrants are encouraged to speak with the ISSO regarding immigration matters or concerns that may negatively impact continued enrollment at the University and/or one's eligibility to remain in the United States.

The International Students and Scholars Office is located in Room 221 Murphy Hall. The building is located at the corner of Nocho Street and S.G. Thomas Drive, near the Williams Cafeteria Complex. Please call (336) 334-7551 or e-mail: [isso@ncat.edu](mailto:isso@ncat.edu) with questions for additional information. Information specific to the Bureau of Citizenship and Immigration Services is available at [www.bcis.gov](http://www.bcis.gov).

### The ISA

The Office advises the International Student Association (ISA) and assists with programming for the organization. The ISA is a dedicated group of students representing international students throughout the world. The organization is open to all students and requires a minimal membership fee. The organization participates in annual University festivities and also plans monthly meetings and activities that promote cultural awareness and discussion. The ISA also promotes multicultural understanding by participating in a variety of activities in the Greensboro community. Visit the ISA web site: [www.ncat.edu/~isa](http://www.ncat.edu/~isa).

### Verifying Status

All international (foreign-born) students are required to verify their immigration/residency status as part of the admission/registration process by providing acceptable documentation to the International Students and Scholars Office. Non-immigrants are also responsible for notifying both the Bureau of Citizenship and Immigration Services (BCIS-formally INS) and the ISSO (room 221 Murphy Hall) of any change in immigration status and/or address. Please visit ISSO website at [www.ncat.edu/~isso](http://www.ncat.edu/~isso) or contact staff at (336) 334-7551.

Foreign-born students with immigrant status applying to attend or continuing in attendance or continuing in attendance at the University are also required to provide documentation of permanent residency, U.S. naturalization, asylum, refugee status and/or resident alien status before enrolling and/or continuing at the University. U.S. Naturalized citizens may use the certificate and/or the passport for documentation. Other immigrants "pending immigrant status" may not be acceptable for full-time enrollment at the University. Please speak with a staff member if you have a "pending" petition or application with the Department of State or the Bureau of Citizenship and Immigration Services (BCIS).

At the beginning of each semester, the ISSO offers a mandatory orientation for new international students. Attendance at this session will assure that international students are made aware of requirements to maintain lawful status with Immigrations while completing the requirements for the degree program. The orientation is scheduled so that students can also complete the requirements for the degree program. The