

# Resident Handbook

*Welcome aboard!*

Fall 2011- Spring 2012  
East Carolina University  
Campus Living

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*East Carolina University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, gender, age, sexual orientation, or disability. An equal opportunity/affirmative action employer, which accommodates the needs of individuals with disabilities.*

## Welcome

### **We're glad you have decided to experience campus living at East Carolina University.**

Campus Living 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 gain academic support and grow as an individual.

This handbook will help you get the most out of your Campus Living experience. It covers the basics of community living, like how to get along with a roommate and other residents and what to bring with you when you move in; how to take advantage of all of the services provided in the residence halls; where and when to eat on campus; and, of course, the commandments for residence hall living.

This handbook and your Campus Living Contract serve as legally binding lease terms and conditions. **By signing the Campus Living Contract, you have agreed to abide by all of the rules, regulations, and policies stated in the Contract and in this document.**

Throughout the next academic year, the Campus Living staff will work hard to bring you the very best in activities, academic programming, support, and fun, while our Campus Dining managers and staff will serve up nutritious and delicious food to sustain you through your daily academic, social, and recreational activities. **If you use this handbook as a guide, you will reap the benefits of campus living and have a successful and rewarding experience at East Carolina.**

**Please note:** East Carolina University's operation of residence halls and dining halls is financially self-supporting. No state, university, or tax monies are received to defray operating costs or debt service expenses. Residence hall revenue is generated from room payments; Campus Dining revenue is generated from meal plan payments.

## Who's Who

Moving into a new community and a new way of living can be a challenge, but there are plenty of people around to help make your transition as smooth as possible.

### **Resident Advisors**

Resident advisors (RAs) are responsible student leaders who are employed by Campus Living to develop caring and meaningful relationships with each student in their community. RAs are assigned to each floor of the residence halls, and work to create a developmental and supportive environment where students feel comfortable discussing their problems and concerns. RAs also are trained to address conflicts, respond to emergencies, and keep students aware and informed of policies and activities.

In addition, RAs promote student learning by providing informative and involving programs. These programs address the varied needs of each student and inform and connect students to the many resources on campus.

#### **You can expect your RA to**

- Know your name and to get to know you
- Act as a role model and lead your community
- Help create a sense of community and mutual respect

- Promote the acceptance of diversity and inclusiveness
- Support and enforce all university policies and procedures
- Confront behavior that disrupts the community
- Respond to problems and help you to solve your problems
- Develop programs that are both informative and fun
- Act as a referral agent for students
- Keep you connected to student life and campus activities at ECU
- Listen to your concerns and help mediate roommate conflicts

### **You cannot expect your RA to**

- Be available twenty-four hours a day
- Wake you up for class
- Solve your problems for you
- Be your personal or professional counselor
- Never make mistakes
- Ignore policy violations

### **Residence Hall Coordinators**

Residence Hall Coordinators are full-time, professional administrators with Master's degrees in College Student Personnel or related fields. They supervise RAs, develop programs, adjudicate conduct cases, and participate in student activities. They interact with students, staff, university departments, and other organizations to promote an environment conducive to social and intellectual growth. Residence Hall Coordinators live in the residence halls to better serve residents.

### **Neighborhood Service Offices**

The campus is divided into three neighborhoods (Central, College Hill, and West). Neighborhood Service Offices, located in Todd Dining Hall on College Hill and in West End Dining Hall on West Campus, offer assistance to residents seven days a week.

The Neighborhood Service Offices are an extension of Campus Living. Office services include providing loaner keys/key fobs, coordinating package pick-ups, entering maintenance requests, and lending vacuum cleaners. Staff members also accept room change forms and conduct check-ins and check-outs from the residence halls. Professional and student employees staff each office.

### **Campus Dining Staff**

Campus Dining managers, chefs, and their friendly staff are all part of the campus living team. If you are going to class, studying, and participating in campus activities, you are sure to work up an appetite. The Campus Dining staff always has something cooking to satisfy your hunger.

### **Facilities Staff**

Campus Living employs university Facilities Services staff to clean and maintain the residence halls. University cleaning staff works during the daytime hours, with a reduced weekend workforce.

## Respect and Courtesy

### A Spirit of Respect

The residence halls of East Carolina University are a multicultural community of individuals. Our students and staff are of diverse racial, cultural, and class backgrounds. Our views encompass a broad spectrum of religious and political beliefs, and our sexual orientations differ. We are unique in that we strive to work and live together and, in the process, learn from one another in an atmosphere of positive contact and mutual respect. We are committed to promoting behavior that demonstrates our beliefs about the respectful treatment of each member of our community.

The residential community is a special place. It is a community designed to foster freedom of thought and unconventional, even uncomfortable, opinions. It attempts to provide an environment for inquiry in which innovation and creativity are nurtured.

Campus residents are individually and collectively responsible for their behavior and are fully accountable for their actions. Residents must be aware of the differences that exist in the residential community in order to avoid actions that belittle other groups or individuals. Bigotry has no place within the East Carolina residential community, nor does the right to denigrate another individual on the basis of age, physical challenge, national origin, sexual orientation, race, political affiliation, gender, or religious affiliation. Verbal or written abuse, threats, intimidation, violence, or other forms of harassment against any member of the residential community will not be tolerated. Likewise, we will not accept ignorance, anger, alcohol, or substance abuse as an excuse, reason, or rationale for such behavior.

We must all aspire to an ideal of openness, not only to allow people to be different, but to recognize that diversity is the virtual core of campus life.

### A Spirit of Courtesy

Members of the residence hall community share certain goals, some of which include academic accomplishment, friendship, and a sense of belonging. While living on campus, it is essential that individuals respect the rights of their fellow residents, including the rights to privacy, property, study, and rest, and to equal access to facilities common to all.

It follows, then, that the spirit of residential community is one of mutual respect and cooperation. Each resident has the right and obligation not only to be responsible but to remind fellow residents of their responsibilities should their behavior departs from reasonable standards. It would be impossible to create policies for every facet of residence life; therefore, a spirit of common courtesy and respect for others should be maintained at all times. Each resident must be willing to contribute to an atmosphere conducive to community living, study, and sleep. Consideration for other residents must be shown at all times.

## Living with a Roommate

Healthy roommate relationships are only one piece of the campus living experience—a very BIG piece. The purpose of this section is to help you develop a positive relationship between you and your roommate. In it you will find conversation starters, tips for making it through the good and not-so-good times, and helpful tidbits of information collected from higher education professionals.

There are several tools that you can bring with you to campus that will help you and your roommate kick-off the school year right. Some of these tools include:

- Respect
- Flexibility
- Care
- Appreciation for diversity
- Trust
- Willingness to communicate

## **A Compromising Situation**

Many students have never had the chance to share a room with another person, while for others, a room to themselves would be an oddity. Sharing a living space requires flexibility, consideration, and effort by each roommate. You can get to know your roommate by discussing some of the following before they become an issue:

I assert myself in situations where...

I feel taken advantage of when...

My definition of compromise is...

In order to create and maintain a healthy roommate relationship, it is imperative that communication begins at the beginning. Living with another individual is a challenging situation for many people; however, a little extra effort can limit the number of confrontations later.

You and your roommate should begin to learn about one another as soon as possible, and answers to the following questions are a great place to start.

- Where are you from?
- Do you know what your major will be?
- What kind of work are you hoping to do?
- What do you like to do in your spare time?
- What are you looking forward to here at ECU? What things make you a little nervous?
- Are you a morning or a night person? What time do you like to go to bed? Wake up?
- When and how do you like to study?
- Have you ever shared a room with another person?
- What do you think are the most important things that we can work on to help us get along as roommates?

Once you have made it to campus and you and your roommate are alone in the room, talking about the following issues will help you “settle” in:

Arranging the room. Take this step together when you first move into the room so that you both feel like you belong in the room. Remember, the room can always be rearranged later to keep things “new.”

Using each other’s stuff. Discuss what things are OK to borrow and which items you would rather keep to yourself. Include clothing, CDs, food, video games, and computers.

## **Communication Tips**

A breakdown in communication is the most common problem for roommates who are unable to get along. Use the following strategies to help avoid possible arguments or confrontations:

- Talk it out. Sooner or later, an issue is bound to come up that frustrates one of the roommates. Make the commitment to work disagreements out verbally between the two of you. Keep all the issues “on the table” and avoid going behind one another’s back.
- Agree to disagree. Roommates don’t have to be mirror images of each other. It is important to remember that you are each your own individual. Being different from one another is what makes the experience beneficial to both roommates. Choose to respect one another’s perspectives and ideas. Remember that there is more than one way to look at an issue.
- Leave messages. As roommates, you will rely on one another for contact with people outside of your room. Decide where messages will be left for one another. Include phone messages, dry-erase board messages, and messages from visitors.

## Helping Hands

Life at college can have its rough days, which sometimes turn into rough weeks. Your roommate may experience difficulty and your automatic response may be to jump right in and help. However, it is important to recognize your limitations when it comes to helping. You should make sure that you are doing what is best for your roommate.

**Academic difficulty.** Is your roommate sleeping through classes? Does he or she put homework to the side when social opportunities arise? Or, is he or she obsessed with grades and become upset when a bad grade is achieved?

**Struggling with alcohol or other drugs.** You may have noticed your roommate coming in late at night or on several nights. Has your roommate begun hanging around with a new crowd of friends? Does your roommate seem to be in an altered state at times? Have you seen drug paraphernalia around the room? Is alcohol becoming a “normal” part of your roommate’s life?

**Depression.** Is your roommate sleeping a great deal during the day? Does your roommate cry frequently or ever mention harming himself or herself?

**Family issues.** Does your roommate dread going home for the weekend or for breaks? Has your roommate ever mentioned to you anything about family abuse at home? Have you overheard fights on the phone with people at home?

*Unfortunately, there is no one cure-all that can fix any of the above situations or any others that may come up. The most important thing to remember is that you have resources in your hall as well as across campus. Don’t get in over your head. Get to know your RA and your hall coordinator, and ask him or her to help!*

## Roommate + Roommate = Friends?

There is a myth out there that says that college roommates must be the best of friends. This is not true. Mere acquaintances can make the best roommates as long as the lines of communication are established and there is mutual respect. If you and your roommate are not best friends, don’t worry. It most likely means that you each have found people with common interests in other areas. Remember that you are both trying to meet new people and make new friends on campus.

## Put It All Together

College roommates may turn out to be the best of friends or may part ways and head off in their own directions. Regardless of how the two of you end your roommate experience, there are bound to be unforgettable moments that the two of you will share for the rest of your life. It is important to remember that the differences among people are what make our experiences memorable. You will soon find that different people can become compatible roommates.

A little effort, respect, care, and tact, plus an open mind, can help you increase your chances of creating and maintaining a strong roommate relationship.

## Safety First!

Sharing your room with someone also means sharing responsibilities. Foremost among these is ensuring your personal safety. Each of you may have your own idea of what “being safe” means. Therefore, we ask you to discuss the following points:

- Locking the room
- Expectations for guest and visitor behavior
- Sharing and posting passwords and number codes
- Carrying your keys/key fob at all times

- Whether you will allow people in your room if neither roommate is present
- Following the policies outlined by Campus Living

### **Roommate Contracts**

Sometimes, new roommates need a little assistance communicating with one another. To ease the transition and to help in some of the decision-making processes, the Campus Living office has created the Roommate Contract. Within the first several weeks, or as designated by staff, your RA will approach you and your roommate to discuss the contract in detail. This document is to be filled out completely by both roommates. It serves as a signed pact between roommates and covers many topics that need to be discussed.

### **Missing Student Policy**

ECU provides an option for students to identify an individual to be contacted by the institution not later than 24 hours after the time that the student is determined missing in accordance with official notification procedures.

Campus Living encourages students to register a confidential contact person using the Banner Self Service option.

ECU will notify the custodial parents of any students who are not yet 18 years of age, and who are not emancipated individuals, and who are determined missing not later than 24 hours after the official determination that the student is missing. Also, ECU will inform appropriate law enforcement agencies not later than 24 hours after the time that any student is determined missing. Upon notification from any entity that a student may be missing, the university may use any of the following resources to assist in locating the student. These resources will be used in any order and combination as deemed appropriate by university officials:

- Initiate a “wellness” check. In accordance with approved guidelines, appropriate staff will be visit the residential room to establish contact or verify that the individual is not currently available in their assigned space.
- Contact known friends, other students living in the same location, and family members in an effort to gather additional information on student’s potential location and other applicable information.
- Assign a liaison to ensure that family members are provided with information and support.
- Access class information and contact academic departments and faculty members to ascertain information on last physical sighting of the student as well as any other relevant information.
- Search on campus public locations, including but not limited to dining facilities, libraries, recreation areas, etc.
- Access the residence hall/apartment electronic key database to determine time and use of most recent entry points of the student using their key fob.
- Access the campus meal plan electronic database to determine time and use of most recent point of sale transaction.
- Access to electronic access of camera footage.
- ITCS may be requested to provide the following information:
  - email/computer access logs to verify last log in and use of university computers
  - ensure that use of student accounts/passwords is monitored
  - obtain and examine Internet service provider and e-mail records. Monitor instant messaging and chat room activity
- If there is any indication of criminal activity the university will involve the appropriate local outside agencies.
- In conjunction with the university’s Student Safety and Concerns Committee, prepare, update, and disseminate information as appropriate to agencies within and outside of the university community or the public at-large as appropriate.

# Practical Planning

Depending on the date we receive your Campus Living Contract, you will receive your Move in Guide between June and August. Your room assignment and roommate information will be e-mailed to your ECU e-mail account. We encourage you to contact your assigned roommate before you pack so you don't end up in a room with two televisions and no stereo.

Each room is furnished with bed frames and mattresses, two desks and chairs, closet/wardrobe space, and dresser space. There is also a bulletin board next to each room door so that your neighbors can leave you messages. Please do not pack any items to hang on doors. Computers, televisions, stereos, CD players, radios, and desk lamps are all fine to pack. All residence hall rooms feature cable television service, so you will need to provide a cable-ready television or DVD/Blu-ray unit and a cable cord to connect your TV.

Storage space in your room is limited. Consult the list that follows before you pack.

## What to Pack

### Necessities

- Linens for an 80-inch mattress\*
- Towels, pillow
- Blanket, mattress pad
- Charger for cell phone
- Clothes hangers
- Toiletries
- Desk lamp
- Safety-fused surge protector
- Laundry basket or bag
- Laundry detergent
- Mug or glass
- School supplies, including calendar
- Summer clothing
- Flip-flops (for showers)

\*Our beds have up to 80-inch length mattresses. Purchase bed linens and sheets to fit an 80-inch mattress.

### Optional Items

- Munchies
- Popcorn popper
- Toaster/toaster oven
- Bottle/can opener
- Plates, cups, cutlery
- Iron, sewing kit
- Drawer lining (not contact paper)
- Electric fan if applicable
- Bicycle with lock
- Plants, knick-knacks
- Battery-operated radio
- Stereo
- Wall Saver removable poster tape
- Calculator
- Computer
- Address book
- First-aid kit (plastic strips, aspirin, cotton balls, etc.)
- General cleaning supplies
- Lap board
- Fish tank (10 gallon maximum; one per room)
- George Foreman style grills
- Television and cable cord
- Flashlight

### Leave at Home – These Items Are Safety Violations or Not Allowed

- Torch-style halogen lamps of any wattage
- Weights
- Oil lamps
- Pets (except freshwater fish)
- Cinder blocks/bricks
- Ceiling fans
- Extension cords
- Illegal drugs or drug paraphernalia
- Incandescent light bulbs
- Candles, torches, inflammables
- Dartboards
- Contact paper or wallpaper
- Electric/kerosene heaters
- Hot plates and any heating unit with exposed heating element
- Non-Approved Bed Lofts
- Weapons
- Hookahs and water pipes
- Air conditioners
- Hanging lights
- Water beds
- Electric fry pan
- Stand Alone Freezers
- Deep fat cookers
- Nails/hammer
- Dimmer switches
- "Glow-in-the-dark" stickers
- Microwaves (any size)
- Refrigerators (any size)

*Campus Living provides microwaves and refrigerators in each room.*

## **RezNet: Your Campus Connection to the Internet**

RezNet, ECU's computer network for on-campus students, allows you to connect your personal computer to the Internet through Ethernet ports located in each residence hall room. The RezNet connections provide fast, unlimited access to ECU's e-mail and OneStop Systems, and the Internet. Each room has two RezNet Ethernet ports that can be used at no additional cost when you arrive on campus. There is one Ethernet port for each student.

In addition to the traditional Ethernet in student rooms, wireless Ethernet is available in some public areas in each Residence Hall. Wireless Ethernet allows laptop computers to use the Internet in the lobbies and courtyards of Residence Halls. Most campus locations such as Mendenhall Student Center and the Wright Place will have Wireless as well. Wireless Ethernet is not meant for in-room use or to replace traditional "wired" Ethernet currently. It is designed to provide RezNet service for laptops and netbook computers in public areas of residence halls and across campus. Students wanting to use their laptop in their room and outside will need a both traditional "wired" Ethernet and Wireless Ethernet on their computer.

Computer setup and information on our auto-registration system for RezNet will be available when you arrive on campus on the automated web page you should see the first time you connect your computer. Once you set up your computer in your room, you usually can be online within minutes. For additional information on any of the information presented on RezNet, or if you have questions please visit our web page for more information:  
<http://www.ecu.edu/campusliving/reznet>

### **Illegal Downloads**

Student should be familiar with the university policies concerning downloading copyrighted materials. Students are responsible for the material they choose to download or share with others.

<http://www.ecu.edu/cs-itcs/policies/copyrightfac.cfm>

### **Computers at ECU: ACE – Academic Computing Environment**

ACE is a comprehensive campus-wide effort addressing the support of student computers in the academic environment. Several academic programs require or strongly recommending their students own a laptop computer as a part of the degree curriculum. The degree programs vary on when the computer will be required within the life of the program. ECU is strongly recommending that all incoming freshmen not enrolled in one of the participating academic programs have access to a computer that meets minimum specifications. Although these minimum specifications differ from those needed to connect to RezNet, they are guidelines for students who are purchasing or bringing a computer to campus should follow because they meet most students' computing needs.

ACE provides training and support for students who are required to have a computer as part of their degree program and for any student who purchases a selected computer from the ACE-preferred vendor. We will provide support only if selected models are purchased from the preferred vendor. Support includes training and troubleshooting.

For more information on ACE, suggested computer configurations and programs requirements, visit the ACE web site: <http://www.ecu.edu/ace/>

ECU-Dowdy Student Stores sell computer equipment and software at an educational discount. The store is also an authorized reseller for Apple, Lenovo, Dell, and Gateway computers, with on-site technical assistance available.

## **Bringing an Older Computer: Some Things You Need to Know**

We encourage students to bring computers to campus. There are no policies that require certain types of computers for use in the residence halls, but there are some minimum requirements for connecting into the RezNet system.

Students are required to have Windows 7, Vista or XP, or Macintosh OS 10 or higher to use the Campus Living RezNet System. We will be unable to support earlier versions of Windows and Macintosh System Software due to the end of manufacturer support for those products.

### **Software**

Students at ECU use a variety of software for classroom and personal use. Specific software will vary by course and major; however, Microsoft Office is the most commonly used software at ECU and is recommended for most students. ECU-Dowdy Student Stores sells computer equipment and software at an educational discount.

### **Specific RezNet Policies**

- Students should read and understand the University Student and Employee Computer Use Policy and the University SPAM E-mail Policy. The policies are available on the Internet at <http://www.ecu.edu/itcs/policies>. Students are responsible for their actions on the RezNet network and for the use of their computer connected to RezNet.
- Students are allowed to use wireless Ethernet, but student owned and/or operated wireless network hubs are not allowed in the residence halls. Wireless network hubs are restricted, because of the potential for interfering with existing and future University run wireless networks, and for network security reasons.
- The use of "mini hubs" or other equipment that allows more than one computer or network device (i.e. PlayStation 3, Wii or Xbox 360) to connect to a single Ethernet port is not allowed without specific permission from Campus Living. Each student room has two Ethernet ports, but each student is only guaranteed access to one port.
- Students should be aware that if their use of the RezNet network interferes with or impacts the use of the network by others, the RezNet staff would contact students about fixing or correcting the problem. The problem can be either the amount or the type of network use by the student. Computers that are used in violation of University Policy or that continue to interfere with network operations may be disconnected at the discretion of the Director of Housing Operations or the Director of IT Security until the problem can be rectified or an investigation of the problem is complete. If there is evidence of a violation of University Student and Employee Computer Use Policy, the computer owner can be referred for judicial action to the Office of Student Rights and Responsibilities
- Students are not allowed to set up their own Microsoft domain or domain controller. These can disturb the ECU network structure. Mail and SMTP servers are not allowed for security reasons. FTP, Web and game servers are allowed, but if they are the source of any network problems (such as high bandwidth use or security problems), students can be requested to shut them

down. Students running a server should run regular checks for operating system updates and patches.

- All students using the RezNet system are REQUIRED to have an active and updated copy of virus-protection software installed. Software can be downloaded at <http://onestop.ecu.edu>
- The use of static IPs or circumventing the RezNet registration process in any way is a violation of the University Student and Employee Computer Use Policy.

## Where Can I Eat? – Campus Dining

Campus Dining serves up variety, convenience, and taste in all campus restaurants. For a well-balanced Campus Dining experience, ECU offers two all-you-care-to-eat dining halls, five retail locations, and a juice bar in the Student Recreation Center. Campus Dining also includes four coffee bars and two convenience stores, located in West End Dining Hall and Jones Residence Hall. For your convenience, there are also several C3 Express Stores for you to purchase snacks and beverages.

The best advantage of Campus Dining is the value and flexibility it offers the campus community. Your meal plan allows you to eat anywhere on campus – dining halls, retail locations, coffee bars, and convenience stores – you choose what's right for you! For your convenience, all Campus Dining locations accept meals, Pirate Bucks, cash, Visa, and Master Card.

### TODD AND WEST END DINING HALLS

These two all-you-care-to-eat restaurants provide full meal service seven days a week for breakfast, lunch, and dinner, Monday through Friday, and brunch and dinner on Saturday and Sunday. At the Fresh Food Company in Todd Dining Hall, the kitchen has been moved from the back of the house to exhibition cooking stations throughout the restaurant where everything happens right in front of you! Both locations feature home-style meals, popular ethnic cuisine, pasta, pizza, soup and salad, popular grill items, & deli. In addition, there are waffles, cereal, a variety of beverages, and soft serve ice cream with sundae toppings. West End Dining Hall features a Mongolian Grill while Todd Dining Hall features an Eastern Carolina Smokehouse grill. Both locations offer daily vegetarian entrees and side items at each station. Todd is located in the College Hill neighborhood; West End is in the West neighborhood located between Clement and Fletcher Residence Halls.

### Retail Locations

#### The Galley

The Galley is open from late morning until late at night seven days a week. It offers casual dining and serves menu items on an a la carte basis. Located in the East Pointe Plaza on College Hill, the Galley features four food venues – Subway®, College Hill Grill, Bene Pizzeria, and Señor Pee Dee's). The menu offers a variety of flavors with its Tex-Mex Cuisine, grill, sandwiches, subs, salads, pizza and pasta.

#### Croatan

The newly renovated Croatan is home to the second Chick-fil-A Express on campus and is ECU's first sit down restaurant; Chili's Too! Get your Chili's favorites by dining in or get them To Go! Chili's Too offers ribs, burgers, salads, and fajitas! Chick-fil-A Express offers your favorite Chick-fil-A items in a convenient grab-and-go setting. Fix your cravings with items such as the Classic Chicken Sandwich, Chicken Nuggets, Chick-fil-A's Famous Waffle Fries and much more.

#### Java City Coffee Bar

The Java City Coffee Bar has four brewed coffee campus locations, Mendenhall Student Center, the Joyner Library and Jones Residence Hall, open seven days a week. There is also a location at the Cardiovascular Center on the Health Sciences Campus. Offering only the best in fine brewed specialty coffees, smoothies, and frozen drinks, it also features muffins, breads, and desserts.

#### Pirate Market

Located in Jones Residence Hall, the Pirate Market is a full-size convenience store open seven days a week. The store stocks everything from health and beauty aids, detergents, canned goods, and snacks.

#### **Reade Street Market and Subway**

Reade Street Market is a full-size convenience store located next door to West End Dining Hall on West Campus. Also located in Reade Street Market, is Subway®, offering a full line of made to order subs, salads, and wraps. Open late, stop by Reade Street Market for all your shopping needs, including frozen foods, beverages, vegetarian entrees, snacks, microwavable meals, candy, cookies, crackers, health and beauty products (including makeup, hair care products and skin products), cleaning supplies, and paper products.

#### **Destination 360**

Destination 360 is open from early morning until late at night seven days a week and offers a full line of deli sandwiches prepared with freshly baked breads, Panini's, soups, salads, grill favorites, sushi, and a variety of beverages and snacks. The location features Bleecker St. Deli, Chick-fil-A Express, and The Pirate Grill,. Destination 360 is located in the West neighborhood in Mendenhall Student Center

#### **The Wright Place**

The Wright Place, located next door to the Student Stores in central campus, is a hub of activity between classes. You can begin your day with a cup of specialty coffee from Starbucks®, or choose from bagels and breakfast sandwiches at Einstein Bros. Bagels. From lunch until night classes, enjoy – pizza, Einstein Bros. Bagels deli sandwiches and salads or Burger Studios delicious burgers and sandwiches.

#### **Center Court**

You can take a break from your workout and enjoy a healthy snack or beverage from the Center Court juice bar. Located in the Student Recreation Center, the Center Court offers freshly squeezed juice, fruit, snacks, salads, nutrition bars, frozen yogurt sundaes, and Freshens® brand smoothies.

#### **C3 Express at the Bate Building and Carol Belk**

The C3 Express kiosk, located on the first floor of the Bate and Carol Belk Buildings, is a modular, mini-store offering items for those on the run, such as ready-to-eat snacks, salads, sandwiches, cold beverages and coffee.

#### **Blimpie® Subs and Salads (Health Sciences Building)**

Blimpie® Subs and Salads, located on the first floor of the Health Sciences Building on the medical campus, offers a selection of signature sandwiches, fresh sliced subs, hot subs, Panini grilled sandwiches, wraps, salads, soups and sides. Blimpie® also features a complete breakfast menu and coffee.

## WHEN CAN I EAT?

### Campus Dining Hours

(Holiday and break hours will be different,. The hours are subject to change without notice. Please visit [www.edu.edu/dining](http://www.edu.edu/dining) for the latest updates.)

<b>West End and Todd Dining Halls*</b>	<b>Monday – Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
Breakfast	7:00am – 9:30am	7:00am – 9:30am	Closed	Closed
Brunch	Closed	Closed	10:30am – 2:00pm	10:30am – 2:00pm
Lunch	11:00am – 2:00pm	11:00am – 2:00pm	Closed	Closed
Dinner	4:30pm – 8:00pm	4:30pm – 7:30pm	4:30pm – 7:30pm	4:30pm – 8:00pm

	<b>Monday – Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
<b>Java City @ Mendenhall</b>	7:30am – 10:30pm	7:30am – midnight	Noon – midnight	Noon – 10:30pm
<b>Destination 360</b>	7:30am – midnight	7:30am – midnight	Noon – midnight	Noon - midnight
<b>The Wright Place &amp; Starbucks</b>	7:30am – 7:00pm	7:30am – 5:00pm	Closed	Closed
<b>Center Court</b>	6:30am – 11:00pm	6:30am – 9:30pm	9:30am – 9:30pm	9:30am – 11:00pm
<b>Pirate Market &amp; Java City</b>	7:00am – 1:00am	7:00am - midnight	Noon – midnight	Noon – 1:00am
<b>The Galley</b>	11:00am – 1:00am	11:00am – midnight	11:00am – midnight	11:00am – 1:00am
<b>Reade Street Market &amp; Subway</b>	10:30am - midnight	10:30am – 2:30am	10:30am – 2:30am	10:30am – midnight
<b>Java City @ Joyner Library</b>	8:00am – midnight	8:00am – 5:00 pm	10:30am – 5:00pm	12:30pm - midnight
<b>C3Express @ Bate Building</b>	7:30 am - 9:00 pm	7:30 am - 5:00 pm	Closed	Closed
<b>Blimpie® (Health Sciences Building)</b>	7:30am – 7:30pm	7:30am – 5:00pm	Closed	Closed
<b>The Croatan</b>				
<b>Chick-Fil-A</b>	7:00am – 5:00pm	7:00am – 3:00pm	Closed	Closed
<b>Chili's Too!</b>	11:00am – 9:00pm	11:00am-7:00pm	Closed	Closed
<b>Java Cardio</b>	8:00am – 4:30pm	8:00am – 2:00pm	Closed	Closed

## How Can I Eat? – Meal Plan Information

There are two components to the Campus Dining program – Pirate (traditional) meal plans that provide you with an allocation of meals on a weekly basis and the Pirate Bucks declining balance account. No matter which meal plan you choose, all of your meal plan food purchases are exempt from state sales tax.

Pirate Plans offer the greatest value and members save up to \$5.25 per meal at Todd and West End Dining Halls. If you have chosen a Pirate Plan, you will receive your selected number of meals (19, 14, or 9) each week to use at any location, at any meal period. Each of the six Pirate meal plans offered have an accompanying Pirate Bucks account included in the plan's purchase price. If you choose from one of our "Pirate Plus" plans, you will receive \$350 with 19 meals, \$400 with 14 meals, and \$450 with 9 meals. If you choose from one of our "Pirate" plans you will receive \$175 with 19 meals, \$200 with 14 meals, and \$225 with 9 meals. Pirate Bucks can be used just like cash in all Campus Dining facilities. You may add to the Pirate Bucks account by making deposits throughout the year.

Each Pirate meal plan comes with "Guest Meals". Feed your family, feed your friends, feed your roommate! The 19 meal plans come with 6 guest meals; the 14 meal plans come with 4 guest meals and the 9 meal plans come with 2 guest meals. Guest meals can be used during any meal period at any time during the semester in West End or Todd Dining Halls. Unused guest meals expire at the end of the semester.

For your convenience, we offer four meal periods each day, Monday through Friday—breakfast, lunch, dinner, and late night, and six additional meals—brunch, dinner, and late night—are offered on Saturday and Sunday. That's a total of twenty-six meal periods in which to use your allotted meals. You receive your selected number of meals each Monday of the semester. It's up to you to decide when, where, and how often you use them. At the close of the last meal period on Sunday, any unused meals will expire and you will receive a new allotment of 19, 14, or 9 meals for the following week.

At West End Dining Hall and Todd Dining Hall, you exchange one of your meals for entrance to the dining hall. Once inside, you choose all you care to eat from our selections. You also have the option of choosing Pirate Bucks, cash, or credit card to pay for your meal. Just tell the cashier which method of payment you want to use.

At all other campus dining locations, you can buy food with Pirate Bucks, cash, Visa MasterCard, or meals. ECU is one of the few universities that allows students to use meals outside the dining halls. Exchange a meal for a "cash equivalency" and apply the equivalency as credit against your food purchase. If the amount of your purchase exceeds the equivalency amount, you can pay the remainder with cash or Pirate Bucks. Just tell the cashier how you are paying. If cash equivalency is not requested, Pirate Bucks will be used to close the transaction. The cash equivalencies are: breakfast, \$2.00; lunch \$3.00; dinner, \$3.50; late night, \$2.00.

Only one meal or cash equivalency" may be used per meal period. Meal limitations and equivalencies do not apply to the Pirate Bucks.

If you have chosen the Pirate Bucks account as your meal plan, you can dine in any location during any meal period and can spend as much as you wish at any time.

Visa and MasterCard are accepted at all dining locations.

## **The New TOGO Membership Program**

This year, Campus Dining will be offering an opt-in TOGO membership program to all of the students. On this plan, students will be able to purchase a reusable TOGO box or key tag for \$5.99 (students can purchase this membership with Pirate Bucks, cash, or credit card).

During the first two weeks of school, students that purchase this membership, will also be given a Free Campus Dining TOGO aluminum beverage bottle that will need to be used to take beverages out of the dining halls.

Students will be required to be a part of this membership program to be allowed to carry food out of the dining halls. If they choose to buy a key tag first, they will be able to trade it in at either Todd or West End Dining Halls for a TOGO box when they are ready to take food from the dining hall. We will offer this convenient key tag so students will not have to carry these containers to class.

Each time a student visits Todd or West End dining halls and wishes to take food out, they will have to return their dirty TOGO box or turn in a key tag to receive a clean, sanitized TOGO box. In addition, we will no longer offer paper beverage cups. Students will have to bring in their Campus Dining TOGO aluminum beverage bottle or the Purple and Gold Go Green bottle, both will be available for purchase at campus convenience stores, in order to take beverages from the dining halls.

We will no longer offer Styrofoam trays or paper beverage cups in either dining hall.

The goal of this program is to develop a cost effective, environmentally preferable solution to the traditional disposable "to-go" container," reducing the waste stream, encouraging more responsible dining habits, brining community to the dining halls and reducing overall costs.

For more information on this program, please visit [www.ecu.edu/dining](http://www.ecu.edu/dining).

## **CampusDish Website**

Visit the Campus Dining CampusDish website at [www.ecu.edu/dining](http://www.ecu.edu/dining) for more information on meal plans, dining locations, hours of operation, nutritional information, Podcasts, , TOGO membership program, employment, special events, and much more.

## MEAL PLAN POLICIES

Campus Dining strives to provide students with the most economical and flexible meal program possible. The following policy information provides you with an idea of how you can get the most out of your meal plan and make your meal plan work for you.

### Campus Dining Meal Plan and Card Policy

All students in student housing under this contract are required to participate in a Campus Dining meal plan. All first-year residence hall students must choose a 19 Pirate Plus, a 14 Pirate Plus, a 9 Pirate Plus, The Pirate 19, The Pirate 14, or The Pirate 9 meal plan. Returning students and transfer students must choose a 19 Pirate Plus, a 14 Pirate Plus, a 9 Pirate Plus, The Pirate 19, The Pirate 14, The Pirate 9, or the \$500 Pirate Bucks plan. If a student does not specify a meal plan on this contract, the student will automatically be assigned The Pirate 14 meal plan. A new allotment of meals is provided for the student every Monday throughout the academic year. Any of the allotted meals a student does not use by the close of business every Sunday throughout the academic year will be forfeited.

For all first-year students and students selecting the \$500 Pirate Bucks account, the initial Pirate Bucks Account funds provided with the Pirate 19, 14, and 9 must be spent by the end of the semester. Any amount of the initial Pirate Bucks account funds left in the account at the end of the semester will be forfeited. For all first-year students with the 19, 14, and 9 Pirate Plus plans, only half of the initial Pirate Bucks account funds provided must be spent by the end of the semester. With the Pirate Plus plans, only half of your Pirate Bucks account funds will carry over to the next semester if not used. Any additional Pirate Bucks funds that are added during the semester will carry over at the end of the semester.

### Getting Started

You can use the meal portion of your meal plan from the first day the residence halls open until the last day of exams. Pirate Bucks funds are always valid for use.

All you need to access your meal plan is an ECU 1 Card. The 1 Card is valid as long as you are enrolled at ECU and carries a \$15 replacement fee.

Meal plan set-up fees and deposits to Pirate Bucks accounts can be made either online at [www.ecu.edu/dining](http://www.ecu.edu/dining) or the Campus Dining office located in Jones Residence Hall. Payments made in the Campus Dining office are immediately credited to your meal plan. Payments made online are automatically credited to your meal plan the next business day. (For example, a Friday deposit made at the cashier's office will be credited to your meal plan on Monday morning.)

### Liability Information

You must present your 1 Card to the cashier each time you dine in our facilities. ECU 1 Cards are not transferable. Meal plan members may not pass, sell, or loan their 1 Cards to others. Report a lost card immediately during business hours to the Office of Campus Dining (ECU-FOOD) or the ECU 1 Card office (328-2015). After regular business hours, call ECU Police at 328-6787. Your ECU 1 Card will be deactivated immediately.

Campus Dining becomes responsible for account balances only at the time you report a lost or stolen card. Replacing a lost card costs \$15. You also can buy a one-week temporary card for \$1. Pirate Bucks cannot be used to pay lost card charges.



## **Meal Plans and Financial Aid**

If you are receiving financial aid, you may elect to waive payment for a meal plan until you get your award money. To do so, the Office of Student Financial Aid must issue a deferment through the cashier's office.

## **Changes, Cancellations, and Refunds**

A. Changes of meal plans are initiated only in the Campus Dining office located in Jones Residence Hall. Students may cancel their meal plan only if they buy out of the housing portion of the Campus Living Contract or are approved by the appeals committee to cancel their contract. **Students who cancel or buy out of their Campus Living Contract after July 31, 2011, for any reason or are evicted from Campus Housing will require a \$150 buyout fee for canceling their Campus Meal Plan in addition to any charges from the Campus Housing portion of the contract.**

B. Meal plans are refundable on a prorated basis less any Pirate Bucks funds used less any fees or charges.

C. Students may make changes to their fall semester meal plans until the Friday after Labor Day. There is a \$25 service charge for changing to a smaller meal plan when a refund is requested; however, a total value rollover to a smaller plan will incur no service charges.

D. Students may make changes to their spring semester meal plans until the Friday after Martin Luther King Jr. Holiday. There is a \$25 service charge for changing to a smaller meal plan when a refund is requested; however, a total value rollover to a smaller plan will incur no service charges.



## Residence Hall Features and Campus Services

For your convenience, each residence hall offers a number of facilities, services, activities, and opportunities to make your stay at East Carolina more pleasant and enjoyable. Keep in mind, however, that with membership in the residence hall community comes responsibility. You are expected to abide by the regulations that govern life in our residence halls as a means of protecting yourself and your property.

### Bathrooms

Residence hall bathrooms are for the use of residents and their guests of the same sex. Housekeepers clean bathrooms regularly. Residents are also responsible to do their part in keeping bathrooms clean. No personal items, such as toiletries, carpet, and cooking equipment, are to be left in the bathrooms, laundry rooms, and kitchens.

### Bicycles

Bicycle racks are provided around the residence halls. For safety reasons, bicycles may not be left on balconies, porches, hallways, stairs, or any other public areas of the building. Students are encouraged to register their bicycles with Parking and Transportation Services or the ECU Police Department.

### Care and Cleaning Of Rooms

Students are expected to keep their rooms clean. Students will be required to clean their living accommodations should the staff determine that the room or suite presents a health hazard.

Scotch tape, staples, adhesive holders, "glow-in-the-dark" stars, "blue gooey" tack, screws, brackets, tacks, and nails are not to be used on walls, windows, woodwork, floors, or ceilings. Concrete and cinder blocks and bricks are prohibited from the residence halls because of the potential damage to walls, floors, and carpets caused by their use. Removable poster mounts and hooks are suggested for use in residence hall rooms for decorating and can be found at home improvement stores and the ECU Dowdy Student Store.

### Furniture

Lounges, reception lobbies, study rooms, computer labs, and other common spaces in each residence hall are equipped by the university for the comfort and convenience of residents. The use of lobby or lounge space for student meetings must be approved by the coordinator of that building. Furnishings in common areas cannot be moved from those areas. Students who take these items will have disciplinary action taken against them or possible prosecution.

Individual room furniture in the residence hall may be rearranged by the residents when it is not built-in. All furniture must be returned to its original layout before checking out of the room. Furniture that is built-in must be left in place. Student room furniture must remain inside the specific room in which it is placed by the university. Residents may not store any room furniture on or off campus. Students who take room furniture from individual rooms will have disciplinary action taken against them and possible prosecution. Lofts and canopy beds are not permitted.

### Insurance

The university does not carry insurance covering personal belongings. Check with your parents' insurance company about the coverage you receive while at school. You may want to consider purchasing a separate policy. **The university does not assume responsibility for theft or casualty losses of students' personal property. Additional insurance information is sent to students during the summer.**

## Keys and Key Fobs

Appropriate keys and key fobs are issued to each resident at check-in. Keys received provide access to the respective room, suite and mailbox and key fobs to the entry doors.

A resident's signature on the Key Registration acknowledges receipt of the keys and an assumption of responsibility for them. During the time keys or key fobs are in the resident's possession, they must not be loaned or duplicated. If a key or a key fob is lost, the resident must pay for a lock or key fob replacement and new keys. Report lost keys and key fobs immediately to the Neighborhood Service Office. Residents should be aware that they may be removed from the residence hall if they give their hall keys/key fobs to anyone.

To assist residents who may have temporarily misplaced a room key or key fob, a loaner key must be secured from the Neighborhood Service Office.

When a resident terminates the Campus Living Contract and moves off-campus, his or her keys/key fob must be returned to the Neighborhood Service Office within twenty-four hours. When a resident is making a room change, the keys must be returned to the Neighborhood Service Office within forty-eight hours. If keys are not returned as stated, a charge of \$120 will be made for the room key replacement and a lock change. There is also a \$30 charge for suite key or key fob replacement. After 48 hours, the key fob will be deactivated.

## Laundry Rooms

Each residence hall has one or more laundry rooms equipped with washers and dryers. The cost of using the residence hall laundry facilities is included in the Campus Living rent structure. To ensure the security of clothes in the machines, we suggest that residents stay nearby while doing their laundry. The laundry facilities are for the use of residents only. Please do not invite your friends over to do their laundry.

## Lobby

The lobby is the place where most residents and guests enter the building. The lobbies are natural areas for socializing and special events. Lobby space is, however, limited to the use of residents and their guests.

## Mail

You won't have to wait until you're on break to find out what's going on at home. Each residence hall has one delivery area to which the mail is brought daily, Monday through Friday, between 12:00 noon and 5:00 p.m., and distributed to the residents' assigned boxes. The numbers of the mailboxes correspond to those of the rooms, so each pair of roommates shares a mailbox.

Your family and friends can reach you at the following address:

Your Name  
Residence Hall Name, room number/box number  
East Carolina University  
Greenville, NC 27858-4353

**Make sure you write "Hall" or "Dorm" after the name (i.e. Jarvis Hall) so that your mail does not go to Jarvis Street.**

You should request that money be sent to you as a check or money order instead of cash to ensure its safety. If you receive a package or certified letter via the U.S. Postal Service, you can pick it up at University Mail Services, located in the Warehouse and Technology Annex (Bldg. 43), between 9:00 a.m. and 4:30 p.m., Monday through Friday. Packages delivered by other carriers may be picked up at your Neighborhood Service Office.

## **Maintenance**

If you have a maintenance or pest control problem or need something repaired in your room, you can call the Maintenance Hotline or complete a request online. Dial 328-4997 and press 1 if you live on College Hill, or press 2 if you live on West/Central campus. To complete a request online visit our website: [ecu.edu/campusliving](http://ecu.edu/campusliving), and click on current students. Leave the following information:

1. Your name
2. Your residence hall and room number
3. Your telephone number
4. Specific description of the repair or service requested
5. Location and room number of problem

During regular Neighborhood Service Office hours, follow the voice mail instructions.

## **Maintenance After Regular Hours**

In the event of an emergency, you should contact the on-call Resident Advisor for your hall. The RA will determine if immediate action is necessary and contact the proper personnel.

Examples of what may require emergency repair are, large water leaks from sinks, toilets or pipes, loss of electrical power to general rooms, smoke detector malfunctions, large broken windows or jammed locks or doors that will not lock.

## **Pest Control**

To keep pests out of the room, you should take precautions to store food properly and practice reasonable housekeeping chores. All food should be kept in a refrigerator or in airtight containers. All trash, including empty boxes, should be discarded promptly.

Residents are also requested to cover and store all food items and leave the floor space by walls clear during breaks, because residence halls are treated for pests during break periods.

To request pest control, follow the same procedure and call the Maintenance Hotline at 328-4997. (The pest control company usually visits campus three times a week.)

## **Painting**

Each residence hall room is either completely repainted or touched up during the summer. If you are not satisfied with the condition of your room at check-in, please contact the Maintenance Service Center at 328-4997 and request that a university painter inspect the condition of your room.

## **Parking**

Parking on campus is by permit only. All students, staff, and faculty who park on campus are required to register their vehicles with the Department of Parking and Transportation Services, pay a registration fee, and display a valid parking permit.

You should register your vehicle before you arrive on campus for the semester. Contact the Department of Parking and Transportation Services (328-6294, telephone; 328-4005, fax) for further information. The parking and transportation office is located at 305 East Tenth Street.

## **Porches and Breezeways**

Several residence halls have porches and breezeways for the convenience and enjoyment of the residents. As these are for community use, you should not remove furniture, cook, hang clothes, park bicycles, skateboard, or block free access in these areas.

The roofs of porches and buildings are off limits to residents, and no one except university maintenance personnel is allowed on these areas.

### **Recycling and Trash Disposal**

Keeping our environment clean is the responsibility of each member of the community. Each residence hall has trash and recycling containers located in designated trash rooms throughout the building or they are provided for individual student rooms.

After you move into your residence hall, take all cardboard out to the dumpster beside your building, remove packaging material, flatten the cardboard, and leave it beside the dumpster. Grounds personnel will pick up and recycle this material.

Each resident is responsible for removing individual room trash to the trash rooms and disposing of items in the proper recycling containers. No wet trash or food waste should be placed in recycling containers, but should be disposed of in the waste cans provided. Because of the danger of cuts to the housekeeping staff, no glass may be placed in trash room containers. Please place all glass items in the recycling bin marked for glass or directly in your residence hall dumpster.

### **Telephone Service**

Campus Living will provide students with the option of having local telephone service for a minimal cost. The service will be accessible only to those select students who wish to have it activated. Resident advisors and professional staff will still have phone service and there are courtesy phones located throughout all residence halls. Campus Living sends out information regarding this service before students arrive on campus. If you would like to have the service once you arrive, contact Campus Living.

### **Textbooks**

ECU-Dowdy Student Stores provides school supplies, books, and other tools for students at East Carolina. Incoming freshmen are offered a textbook reservation service that allows them to have all of their supplies boxed and ready for pick up when they arrive on campus. To take advantage of this service, freshmen must charge their order to a major credit card or their financial aid account. For further information, call 328-6731.

## YOUR SAFETY AND SECURITY

Safety and security are important issues the residence 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 ECU Police Department (911 or 328-6787) and from the residence hall staff.

- To be cautious about who is entering the building behind you. Only residents and staff should be entering the building without an escort.
- Do not be afraid to ask the person entering behind you if they live in the building, or call the RA on duty
- Non-residents must be escorted by a resident of the building.
- Do not loan out your keys/key fob to anyone.
- Do not prop open doors.
- Report suspicious individuals or activity to Campus Living staff or ECU police.

### Residence Hall Health and Safety Checks

Campus Living staff members conduct a safety inspection of each student room once each semester. Safety inspectors are trained to look for fire hazards, health and safety violations, and any unauthorized items within the room. Inspectors will leave a copy of the safety inspection in your room, and violations are to be corrected within twenty-four hours after inspection. Failure to correct safety violations will result in disciplinary action. Any damage to the room will be billed immediately.

Students in College Hill Suites will also be inspected for the general cleanliness for their suite. Any suite that needs to be cleaned because the condition of the room is deemed unhealthy, an attraction to pests, or could damage the room, will be reported to the student(s) in the suite or room. The room will be re-inspected within seven days, if the problem has not been corrected, the space will be cleaned by the University at the student(s) expense.

### Security Measures

The first line of defense for personal safety is a locked door. Doors to all outside entrances, living areas, suites, and individual rooms in the residence halls provide privacy and security for residents.

All outside entrance doors to the residence halls are locked twenty-four hours a day. Residents are issued an outside entrance key fob. Exterior phones are located outside each residence hall for communication with residents. In halls where the physical layout allows it, additional interior locked doors have been installed to provide added security. Residents who are found guilty of propping open exterior or security doors or loaning keys/key fobs are subject to removal from the residence hall system.

A Resident Advisor in each hall is on duty weeknights from 7:00 p.m. until 8:00 a.m. RAs are on twenty-four-hour call during the weekend. If you cannot reach the RA on call, contact your Neighborhood Service Office. Two professional staff members are on call at all times during the academic year for the entire residence hall system.

### Security Phones

Blue-light security phones are strategically placed across campus. They can be found in various academic buildings, in some elevators, outside residence halls, and on blue-light poles. When the receiver is picked up, anyone needing emergency aid is immediately in voice communication with the ECU Police Department. Similar courtesy phones are placed on the outside front entrances of residence halls and on residence hall floors. All students have to do is press the emergency button on these phones or dial 911 to connect with the ECU Police Department.

## **ECU Police Department**

The ECU Police Department is a full-service police organization with sworn, certified police officers, security guards (Brody School of Medicine), student patrol officers, telecommunications officers, and full-time support personnel.

Located next to Umstead Hall in a two-story colonial-style house (609 East Tenth Street), the department operates 24 hours a day, 365 days a year, providing protection and services to the campus community.

The police telecommunications center is equipped to handle all types of emergency communications, including computer-relayed 911 calls and TDD (deaf access) calls. The staff monitors fire, burglary, and robbery alarms on campus in addition to operating the campus emergency phone monitoring system.

University police officers have enforcement jurisdiction on all property owned, operated, and/or controlled by East Carolina, and on all adjacent streets. Sworn ECU officers receive the same training and certification as other state police officers and participate in ongoing in-service training in first-aid, CPR, firearms, defensive tactics, legal issues, diversity training, and other areas of expertise essential in a university environment. The officers have enforcement powers within the city of Greenville, when assisting under a signed mutual aid agreement, and in additional jurisdictions where mutual aid agreements have been signed with certified law enforcement agencies.

A report of any criminal activity that occurs at off-campus facilities or activities (including fraternities and sororities registered with the university) is submitted to the university police and (Office of Student Conflict Resolution) for review and, if necessary, judicial action.

## **General Safety Tips for Residence Hall Living**

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

1. Keep your room and suite door locked at all times, especially when you are sleeping or just going down the hall for a couple of minutes.
2. Never prop open an outside entry or suite door. Propping doors allows people who aren't supposed to be in the halls access to your room and everyone else's in the hall.
3. Escort your guests into the building. Sometimes people you don't know will ask you to let them in so they can "visit a friend." For everyone's safety, only allow your escorted guests into the hall.
4. Carry your ID and keys/key fob separately. Key chains with ID holders are a convenient way to carry your things, but if you lose your keys, you lose your ID. The person who finds them will be able to find out where you live very easily. Always keep your ECU One Card with you while on campus.
5. Report missing keys/key fobs immediately to the Neighborhood Service Office. They will quickly contact the Campus Living locksmiths who will change your locks quickly, which helps to ensure that you and your property will remain safe.
6. Avoid phone scams. Some people will try to offer you great deals over the phone, but they are only trying to get information from you. Don't give out any credit card numbers, your address, or any other personal information to anyone calling you on the phone. Remember, if it sounds too good to be true, it probably is.
7. Keep your computer and e-mail passwords and confidential.
8. Evacuate your hall when the fire alarm sounds. Even though fire drills are common, don't assume that the fire alarm is false.
9. Do not tamper with the fire equipment. Tampering with smoke detectors, fire extinguishers, heat sensors, or fire alarm pull stations puts everyone in your

hall in great danger.

10. Take advantage of Operation ID through the ECU Police Department. Mark your valuables in a way that you can identify them in case they are stolen. Ask your residence hall staff about Operation ID.
11. Keep windows closed and locked when the room is vacant.
12. Report any suspicious persons or unescorted guests to the ECU Police Department at 911 or 328-6787 or to the hall staff immediately.

## **Fire Safety**

As a responsible member of the university community, you owe it to yourself and to your fellow students to become familiar with the procedures to follow in case of fire and the preventive measures you can take to maintain the safety of your residence hall. Under no circumstances should staff or students enter the building or should the alarm be silenced without clearance from the ECU Police.

### **What to Do**

#### **If you see a fire ignite,**

- Close the door to the fire area.
- Activate the building fire alarm system and exit the building immediately.
- Go to the nearest phone, dial 911, and report the exact fire location.
- Stay clear of the structure and report to your buildings posted evacuation location.
- In cold or inclement weather, go to a neighboring building when instructed to by hall staff or emergency personnel.
- Remain in a safe area until the fire department and environmental health and safety personnel allow you to reenter the affected structure.

#### **If you are in a fire area,**

- Stay as calm as you can.
- Feel closed doors from top to bottom for heat, using the back of your hand.
- Crouch low and open the door slowly!
- If safe, go into the hallway and close the door behind you.
- Activate the building fire alarm system and alert others to evacuate.
- Go to the nearest stairway and leave the building in a prompt and orderly manner. If the stairway is full of smoke, leave it and go to another stairway.

#### **If you are trapped by a fire,**

- Do not panic.
- Pack the space under the door with wet towels, clothing, or other material.
- Dial 911 and report your location.
- Go to a window, open it, wave a white or brightly colored cloth from it, and call to any people below.
- Do not break windows unless smoke is pouring into your room and you need fresh air to breathe.
- Stay near the window where you can be seen. Do not hide under the bed or in the closet.
- If you cannot get to a window, go to an inside corner of the room, curl up on the floor, and protect your face with a wet cloth. Stay calm, breathe slowly, and call out for help when you hear rescue personnel in the hallway.

#### **If you have a disability,**

- An individual with a disability is defined as anyone with a permanent or temporary disability, who for whatever medical reason, is unable to evacuate a building using the stairwell.
- A disabled person on the ground floor should evacuate the building through the nearest clear exit if they can do so under their own power. A disabled person on upper floors in a building should go to the nearest stairwell. If they are unable to exit, or safely reach a stairwell, they should stay in their own room. If at all possible, they should hang a towel or blanket out of the window to signal for help. In addition, they should stuff a blanket or towel under the door to block entry of harmful smoke or gas.

- If possible, all disabled students should contact the ECU Police at 911 to notify the police of their location. Also, they should tell someone who is evacuating the building to transfer this same location information to an on-scene emergency personnel worker.
- The ECU Police or hall staff will notify the disabled student when the building is considered “all clear” during a fire drill or false alarm.
- In case of fire emergency personnel will make every attempt to enter the area and rescue the disabled student.

## Fire Protection

The university employs a full-time staff of fire prevention professionals within the Office of Environmental Health and Safety. Fire prevention staff inspects all university buildings and test and maintain all sprinkler systems, standpipes, fire pumps, fire alarms, and fire extinguishers. They also provide educational programs on fire safety in the residence halls. Whenever you move to a new location, you should locate the fire alarm pull stations, the two exits nearest your room and your buildings posted evacuation location.

## Fire Drills

A fire drill will be conducted in your residence hall every semester to help you become familiar with evacuation procedures. You must leave the building during the drill and report to your buildings posted evacuation location. Individuals that choose to remain in the building during a fire alarm are subject to disciplinary action. Lock your room as you leave to prevent theft of property. University insurance does not compensate for loss due to theft.

## Smoke Detectors

All residence halls are equipped with smoke detectors. Some buildings also have heat detectors on the ceilings. All smoke detectors in your residence hall are hard-wired into the building’s electrical service. They do not operate on the room’s electrical outlets and cannot be accidentally disconnected.

**You should take the following precautions to ensure the proper operation of your smoke detector:**

- If your smoke detector is working, the red light should be blinking. If the red light is not blinking, contact your RA or residence coordinator immediately.
- Do not cover or obstruct your smoke detector in any way.
- Tampering or hanging any personal items from smoke detectors or sprinkler heads is prohibited.

## Fire Sprinklers

Many of our residence halls have fire sprinklers. These systems can help stop a fire in the residence hall, but also can cause a great deal of damage if misused or tampered with. Each sprinkler head has a glass tube or fusible link, which can be broken by impact or intense heat. When a sprinkler head is activated, *large* amounts of water will pour out and cannot be stopped until the system is shut off. Follow the guidelines below to help keep the sprinkler heads and other parts of the system intact so that they can do their job of protecting you:

- **Do not tamper** with any part of the sprinkler system.
- **Do not hang ANYTHING** from a sprinkler head, or from any other part of the fire suppression equipment, including the pipes.
- **Keep a clearance of 18”** around sprinkler heads, *including* in closets.
- **Keep sources of heat away** from the sprinkler heads.
- **Avoid hitting** the sprinkler heads when moving items into, out of, or around a room.
- **Do not engage in sports or horseplay** that could result in anything striking a sprinkler head anywhere in the residence hall.
- **Report** any leaks or problems with the system right away.

Tampering with the fire sprinkler system is a violation of State law and university regulations and will result in university disciplinary action, including fines and removal from the hall and/or possible legal action. Residents who tamper with the fire sprinkler system and cause damage will be subject to disciplinary action, a fine and all costs to repair the system. Residents who tamper with the sprinkler system and cause a sprinkler head to activate will be subject to disciplinary action, including fines and possible removal from the hall, and also be responsible for all damages to resident and university property.

### **Fire Alarms**

The floors of all campus buildings are equipped with manual fire alarm systems consisting of pull stations and horns. The floors are also equipped with automatic fire alarm systems consisting of heat and/or smoke detectors. Some residence halls also have automatic sprinkler systems. For your safety, never tamper with these systems. False fire alarms are dangerous to residents and emergency personnel who must respond. They are also illegal and punishable by fines and/or imprisonment.

### **Fire Extinguishers**

Fire extinguishers are located on each floor in each campus building. Use a portable fire extinguisher only if you have been trained to do so. Irresponsible use of a fire extinguisher can create a dangerous situation for other residents and could result in damage to personal property.

### **Fire Prevention**

An ounce of prevention goes a long way. In an effort to protect all residence hall students and staff, the university has adopted the following fire safety policies. You are responsible for informing your guests of the fire safety regulations and practices of your residence hall. Violating these policies could result in your separation from the university or other sanctions.

### **Electrical Appliances**

A list of appliances you may use in appropriate areas of the residence halls appears in the section entitled Practical Planning. Be sure that all electric cords, plugs, and appliances are in good condition. All appliances should have an Underwriter's label or other recognized testing laboratory seal of approval. If you are uncertain about the safety of an appliance, you may have it inspected by environmental health and safety staff. Do not overload wiring by turning on too many electrical devices at one time.

### **Open Flames/ Candles/ Incense**

Open flame devices (except cigarette lighters and matches) are prohibited from use in any university building (except laboratories and workshops, or under the auspices of Facilities Services or Campus Living personnel).

Candles are not permitted in student rooms. Use or possession of candles is prohibited in all residence halls. The use or possession of hookahs and other water pipes are not permitted in student rooms.

Burning incense is prohibited in all areas of the residence halls. Failure to comply with this policy is a violation of the residence hall regulations as outlined in the Code of Conduct.

### **Tobacco Usage**

By state law and for the health and safety of our students and guests- all residence halls rooms are non-smoking. All other interior spaces operated by ECU Campus Living and Dining are non-smoking as well: including dining areas, lobbies, study areas, and hallways. As with other exterior areas on the ECU campus, smoking is not allowed within 25 feet of residence hall and dining area steps, entry areas, porches, breezeways, courtyards and windows.

### **Fire Safety Violations**

Students that fail to follow fire safety guidelines are a threat to the life and health of fellow residents. The following list contains fire safety violations. You may be suspended or expelled from the university or otherwise penalized if you:

- File a false report of fire or other dangerous conditions (except cases of reasonable error or accident)
- Fail to properly report a fire
- Interfere with the response of university or town officials to emergency calls
- Park within eight feet of a fire hydrant or in designated fire lanes. The car will be ticketed and towed at your expense.
- Damage or tamper with fire alarms and/or other safety equipment
- Refuse to evacuate any university building after a fire alarm has sounded or other notice has been given
- Use appliances or materials that create a fire hazard (Consult your hall staff about safe usage procedures.)
- Possess fireworks or explosives

When appropriate, legal action will also be taken. The use of drugs, including alcohol, does not lessen your responsibility.

### **Hazardous Materials**

Flammable solvents-except ordinary quantities of items such as lighter fluid, spot remover-may not be stored in student rooms. Highly combustible materials and noxious chemicals must not be kept in residence halls except in amounts in containers in which they are commonly available for household use (one pint or less). The improper use or possession of flammable or hazardous substances may result in separation from the university or such lesser sanctions as may be judged appropriate to the act.

Gasoline in any amount and other flammable liquids in the same class are prohibited from storage in any residence hall. Furthermore, any vehicle, motorcycle, moped, or device with a motor and fuel tank is prohibited from entry into any university building.

Possession or use in a residence hall, university building, areas associated with such structures, or on property owned or controlled by the university, of fireworks, firearms, or other hazardous or dangerous weapons or substances is prohibited.

### **Electrical Power Safety**

Too many appliances in use at the same time will overload electrical wiring and trip the circuit breaker, resulting in a loss of power to the room 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 surge protectors, power strips\*, or cubes (with on/off switches) are permitted. Surge protectors and power strips must be high-gauge (thick) with a multi-outlet power strip and a switch at one end. The power cord must be plugged directly into the wall socket. All appliances must be plugged into the surge protector or into the wall directly.\* Extension cords of any type are prohibited in the residence halls.

If the appliance uses a lot of power (like a refrigerator, microwave, hairdryer, etc.), then these items must be the only appliance on the surge protector or on that wall outlet. If the power keeps going off in your room, it is a good indication that there is too much of a power drain on that outlet. This is a fire hazard and it will cause the breakers to trip. Additional surge protectors connected to the first, or extension cords connected to surge protectors, are not permitted.

Surge protectors may not be nailed, stapled, run under the carpet, wrapped around furniture, run across the ceiling, or attached to any surface by any other creative means.

**\* A power strip with a breaker or safety fuse is acceptable; however, a surge protector will offer better protection to appliances and electronics.**

## **Policies, Rules, and Regulations**

### **Campus Living Conduct Process**

Living on campus is an exciting opportunity that complements your academic experience at ECU and provides you with the chance to meet new people, face new challenges, and have a great “college life” experience. You will live, interact, and work with a variety of students from other cultures and with different lifestyles. Respect and cooperation in this environment are crucial to your success. As a result, you and other residential students are held to certain expectations.

As a member of the residential life community, you must abide by Campus Living contractual regulations (including this resident handbook), all applicable University policies (including the Student Code of Conduct), and state and federal laws. As a member of the residential life community, you also must hold others accountable for abiding by the rules and regulations.

*Students will be held accountable by Campus Living staff and/or the Office of Student Rights and Responsibilities for violations of any applicable rules and regulations.*

This section of your handbook should familiarize you with Campus Living conduct processes. Campus Living uses these processes any time a member of the community may have violated an applicable rule or regulation which may also include violations of the Student Code of Conduct. For further details pertaining to the student code of conduct see:

<http://www.ecu.edu/PRR/11/30/01>

For a copy of the Campus Living Agreement see:

<http://www.ecu.edu/studentlife/campusliving/policy.cfm>

Campus Living at East Carolina has made it a goal to create the best academic environment possible for residents—an environment where studying and sleeping take the highest priority. We want you to enjoy the time you spend living on campus. As a resident student, you are afforded certain rights:

- You have the right to live in an environment that will allow you to achieve your academic and personal goals.
- You have the right to be treated in a civil and respectful manner by those who live, work, and visit your residential community.
- You have the right to report an incident of concern.

Complementary to your rights as a residential student are your responsibilities. There are certain expectations of you as a residential student:

- You have the responsibility to respect the rights of other students.
- You have the responsibility to treat others with courtesy and consideration.
- You have the responsibility to hold others accountable for following the norms and standards created by the community.
- You have the responsibility to abide by all applicable rules and regulations.

These responsibilities are expectations for your behavior. They are meant to supplement the existing rules and regulations. Your community is your responsibility!

### **What happens when Campus Living receives an Incident Report?**

Campus Living staff respond to and document situations that may be a policy violation. We refer to this documentation as an incident report. If you are involved in a potential policy violation you may be notified at the time of documentation but if you are not we will notify you when we during our attempts to schedule an appointment for an evaluation. Campus Living will email, call, or write by letter to you with information about the incident and with instructions on how to complete a meeting for your evaluation.

### **Who “hears” or evaluates a case?**

If there is a potential policy violation the incident report becomes a case. Students involved in the policy violation will meet with an administration in Campus Living. In most cases, students will meet with a Residence Life Coordinator but some students may meet with the Assistant Director of Campus Living or others. For some cases students may meet with both Campus Living staff and also separately with the Office of Student Rights and Responsibilities (OSRR).

### **What is a “hearing” or an evaluation?**

Campus Living administrators will determine if you are responsible or not responsible for a policy violation. A hearing, also known as an evaluation is an assessment of information available including information from students, witnesses, staff, police, and other documents. Other documents may include video surveillance, electronic door access records, meal plan records, and other records maintained in the course of business.

If we determine a student is responsible for a policy violation we will also assign consequences designed to maximize the educational opportunities associated with the related policy violations.

We may decide there is insufficient information to show there has been a policy violation and in such cases we will mark you not responsible. When a student is not responsible there are no consequences.

When the information available is inconclusive to show there has been a policy violation we will mark the case “inconclusive” which will result in educational assignments.

If you fail to attend any meetings scheduled as part of your evaluation you may face additional consequences or we may also make decisions in the case without your input. If you disagree with the decision you may appeal, described below.

### **What are the possible penalties?**

In an effort to remain consistent with broader rules and regulations Campus Living may assign the same range of consequences as listed in the Section 3.3 of the Student Code of Conduct. Which can be found online (<http://www.ecu.edu/PRR/11/30/01>).

### **If a student does not know about a policy, at the time of the incident, can the student be found responsible?**

Yes! When students agree to be students at East Carolina University they agree to know, understand, and follow all applicable rules and regulations. When a student

completes a Campus Living agreement the student further agrees to know, understand, and follow all applicable rules and regulations specific to residing in the residence hall communities.

**If a student has questions about a documentation or a policy.**

Campus Living staff can provide information about policies within the residence halls. The best person to contact regarding a specific documentation is the Residence Life Coordinator. Your coordinator is a great resource regarding behavioral expectations as well as other aspects of campus life.

**What if a student ignores campus living?**

If a student ignores campus living by not responding to emails, letters, telephone calls, voicemails and other communication or by failing to attend scheduled meetings we may conduct our evaluation *in absentia*. An evaluation *in absentia* means we will make a determination without the student's input – any consequences assigned will be enforced to the same extent as if the student had responded. See section 5.1 of the Student Code of Conduct (<http://www.ecu.edu/PRR/11/30/01>) for additional information pertaining to the university's right to make decisions without first meeting with the student.

**May students appeal a decision or outcome?**

Yes. Decisions may be appealed. At each stage in the process we will provide in writing detailed information on how to make an appeal. Relocation, restitution, and bans are appealed through Campus Living and they may only be appealed one time. Cancellation of the campus living agreement (moving off campus) is also appealed through Campus Living and it may be appealed twice. The second cancellation appeal will ultimately be to the Associate Vice Chancellor for Housing & Dining Services or designee.

If you choose to appeal it must be for one of the following reasons:

- There is actually insufficient proof such that no reasonable person could have reached the same conclusion.
- The consequences are inappropriate to the circumstances of the violation.
- The student's hearing rights (listed below) were somehow violated.

Your rights during the hearing or evaluation include:

- A. Presumption of being not-responsible until proven responsible.
- B. The right to an objective and impartial evaluation.
- C. The right to timely notice of meetings.
- D. The right to offer witnesses and to present documentary evidence directly and materially related to the incident.
- E. The right to an appeal.

Whenever you receive a decision from Campus Living you will also receive specific instructions on how to file an appeal. If you have questions on how to appeal you should ask them at the time you receive your original decision.

In general, unless your letter states differently, appeals must be delivered in writing within 24 hours (one full business day) following the time and date of the original decision. The appeal letter must be typed and addressed to the Campus Living Conduct Office (in Aycock Hall 121). If you submit your appeal on-time Campus Living will appropriately assign and route your appeal. We recommend you deliver your appeal in person so that we may have an opportunity to ask and answer any questions including possibly establishing an appointment to discuss your appeal in person. Appeals of all consequences other than relocation, cancelation, restitution, or bans must be appealed through the Student Code of Conduct (<http://www.ecu.edu/PRR/11/30/01>) and when applicable we provide you with detailed written instructions on how to file these appeals at the time of any decision.

### **How does an appeal get decided?**

The administrator in charge of your appeal will review your written statement, as well as the documentation from the original evaluation. The administrator will also respond to your appeal in writing indicating whether the original decision will be maintained, reversed, or modified.

If you appeal, the consequences may not be increased or enhanced but they may be modified and adjusted. Also, if you appeal, Campus Living automatically places any applicable deadlines on hold until after you receive an answer.

### **Can a student be forced to relocate or move off campus?**

Yes. Contractually, Campus Living reserves the right to relocate students for any reason. The residence halls should be a safe and secure environment for students to live. There are certain residence hall policies that were developed to help provide that type of community. Violations that compromise the safety and security of residents may result in termination of the Campus Living agreement in addition to other consequences. Students should refer to the Campus Living agreement for details pertaining to financial consequences associated with cancelation. Any refunds or charges due will be processed through the cashier's office who can be contacted at 252 737 6886. Such violations include, but are not limited to, those listed in Section VIII of the Campus Living agreement and the following:

- A. Propping open building or suite doors and/or windows or jamming doors; allowing individuals into the building who are not residents of the building; opening secured outside entrance doors, including suite doors, and/or windows of a residence hall to allow unauthorized access.
- B. Delivering, surrendering, or otherwise relinquishing possession of the room, or suites key/key fob(s) to any individual, or permitting the key(s) to be duplicated or modified.
- C. Accepting or possessing another resident's issued keys/key fob.
- D. Possessing or using weapons such as, but not limited to, firearms, fireworks, explosives, knives, bows and arrows, BB guns, air pistols or martial arts equipment.
- E. Endangering, injuring, or assaulting a staff member under circumstances related to the staff member's job function.

- F. Tampering alarming, discharging, disconnecting, or dismantling the fire safety equipment, including but not limited to fire extinguishers, pull stations, fire hoses, heat detectors, or smoke detectors.
- G. Starting fires in the residence halls.
- H. Using, possessing, distributing, selling, or manufacturing any controlled substance, counterfeit drug or device(s) used to ingest, distribute, sell and/or manufacture an illegal or counterfeit drug and/or drug paraphernalia.
- I. Hate Crime
- J. Stealing from others
- K. Tapering with Facility with include facilities, vending machines, water fountains, etc.

### **What happens to my meal plan if I am required to move off campus?**

Unless Campus Living determines that your actions warrant meal plan cancelation you must remain a member of the dining program. Though you may not cancel your plan, you may however change your plan. Once students return keys to Campus Living due to a cancelation students have up to five business days to change their plan. If a student did not return their keys requiring Campus Living to change a student's locks then the student has five business days from the date they were notified of the lock change to choose a new meal plan. To choose a new meal plan students must call 252 328 4663 and ask for the meal plan office.

### **Can Campus Living enter my room?**

Yes. The University's right to enter rooms for certain purposes is described in the Campus Living agreement under the heading "University's Right to Entry." Student(s) rooms may be searched if a student gives permission, or if there is reason to believe that the occupants of the room are in physical or psychological distress. Professional staff members or others authorized to do so will conduct a search of a student's room following the procedures listed below. If it is expected that the items, which are believed to be located in the student's room, will be used as evidence in criminal proceedings, ECU Police will be contacted so that a warrant can be obtained.

The professional Campus Living staff member conducting the search will knock and announce their identity and purpose. If there is no response, admission is denied, or if entry is not granted within a reasonable time, the professional staff member conducting the search may enter using a master key.

Illegal items and/or items, which are considered a violation of the Code of Conduct or the Campus Living agreement, found in the room will be submitted to ECU Police or designee. The items will be held until completion of any related evaluations.

### **What if my guest or someone I allowed into the halls is responsible for the misbehavior?**

Campus Living believes that hosts, or anyone who allows another into the residence halls, are responsible for the conduct of their guests – or those they allow into the halls.

### **Formal Firm Notice Letters**

At times, upon review of an incident report we may decide the situation does not require an in-person evaluation. In such cases Campus Living will issue a “formal firm notice letter” (FNL). If you receive an FNL this means we believe you may have been responsible for a policy violation. But due to the lack of severity, and to the student’s benefit, an FNL also means that we have elected not to fully evaluate the situation which means the student’s conduct record will not show they were responsible. We will however maintain a record of the letter and the incident for future reference should there be any further incidents. If you receive an FNL it will explain with whom you should speak if you have any further questions.

### **Community Conflict Resolution**

Separate from the Campus Living Conduct Process listed above, students may also receive educational assignments or consequences (including relocation or cancellation) as a result of a community conflict. A community conflict is when two or more residence such as roommates, suitemates, or residence hall neighbors fail to maintain respectful relationships.

The following outlines each community member’s respective roles in the process of resolving community conflicts.

### **Student Roles & Responsibilities**

Students who experience a roommate or community conflict should refer to the applicable sections of the most current Move-In Guide for advice and guidance on how to manage the roommate and community relationships. A student who continues to experience strained relations, after reasonable attempts to solve any conflict, should notify a Resident Advisor or a Residence Life Coordinator. In the event any student requires immediate assistance not during regular business hours the student should contact the Resident Advisor on-call by the telephone number posted within the residence hall. There are always Campus Living staff members available to assist any student with urgent concerns at any moment of the day.

### **Resident Advisor Roles & Responsibilities**

The Resident Advisor’s role is to hear from all sides of any disagreement and to help students communicate. Resident Advisors are also expected to document roommate and community conflicts and consult with their supervising, or the on-call, Residence Life Coordinator. If either student indicates that roommate conflict resolution is unlikely then the Residence Advisor should immediately notify a Residence Life Coordinator. A Resident Advisor must also immediately notify a Residence Life Coordinator if either student indicates the other may be a violation of the Campus Living Agreement or the Student Code of Conduct.

### **The Residence Life Coordinator’s Roles, Responsibilities, & Authority**

As a professional staff member, the Residence Life Coordinator can provide students additional resources including the opportunity to resolve any conflict through additional

mediation, a revised written roommate agreement, mandatory referral to resources provided by other departments within the university, or others.

As a student conduct officer the Residence Life Coordinator may also make determinations related to potential misconduct of either student. If a Residence Life Coordinator determines one student, but not the other, is responsible for a violation of the Campus Living Agreement or the Student Code of Conduct and that the violation directly causes the roommate conflict, then the student responsible for the policy violation will be required to relocate.

A Residence Life Coordinator may also, after reasonable attempts to resolve any conflict and even in the absence of any misconduct, require both students to relocate if either student indicates there is no or little chance to reconcile roommate relations. The Residence Life Coordinator may require both students to relocate even if one student, but not the other, indicates that reconciliation is possible. Generally, Campus Living contractually reserves the right to require any student to relocate for any reason. Subject to availability and as a temporary or interim solution Residence Life Coordinators may also reassign students to courtesy rooms (hold rooms). Courtesy rooms provide students with an opportunity to be apart from each other before reconvening for further mediation or while other procedures remain pending.

### **Relocation Of Both Students**

If a Residence Life Coordinator, in consultation with a supervisor, determines that both students must relocate the decision may only be reviewed by the Assistant Director of Campus Living for Conduct and Special Projects or a designee. Either student may request a review of the decision in writing by delivering a letter, within one business days, to the Residence Life Coordinator who made the original decision. The Residence Life Coordinator will immediately notify the Assistant Director that a student has requested a review.

### **Further Review & Determination By Campus Living Administration**

The Assistant Director or designee will alter the Residence Life Coordinator's decision only if all of the following apply:

- A. That there is new evidence which was previously unavailable to the Residence Life Coordinator which indicates either student may be responsible for violations of the Campus Living Agreement or the Student Code of Conduct;
- B. That neither student intentionally withheld evidence of misconduct from the Residence Life Coordinator;
- C. That one student, but not the other, is actually responsible for violations of the Campus Living Agreement or the Student Code of Conduct; and
- D. That those violations are direct causes of the roommate conflict.

If the Assistant Director of Campus Living or designee finds all four of the above conditions apply then Campus Living will require the student responsible for any policy violations to relocate. Further review of any Campus Living decisions related to the management of roommate conflict beyond the Assistant Director of Campus Living is unavailable.

## **Alcohol Policies For East Carolina University**

*Naturally, alcohol is a concern to all universities. East Carolina University is no different. We feel that early intervention is the appropriate approach to establish standards that are suitable for a University setting and to change a perceived “party” culture. The University adheres to federal, state, and or local law regarding purchase, possession, and consumption of alcohol.*

*For the complete policy and revisions to the Alcohol Policy for East Carolina University please refer to “Policies Regarding the Possession and Consumption of Alcoholic Beverages on the Campus of East Carolina University” available online (<http://www.ecu.edu/cs-studentlife/policyhub/alcohol.cfm>).*

**Campus Living enforces the University restrictions prohibiting common sources of alcohol within the residence halls by prohibiting kegs, party balls, punch bowls, in general. Specifically, students under the age of 21 are prohibited from possessing alcohol paraphernalia within the residence halls all-together.**

## **Drug Policy For East Carolina University**

East Carolina University is dedicated to the pursuit and dissemination of knowledge and as such, expects members of the academic community to behave in a manner conducive to that end. The highest standards of personal and professional conduct must be maintained by faculty, staff, and students. Illegal or abusive use of drugs by members of the university community adversely affects the mission of the university and is prohibited. For the complete policy and revisions on the Drug Policy for East Carolina University, please refer to Policy on Drug Abuse (<http://www.ecu.edu/cs-studentlife/policyhub/drug.cfm>).

## **Campus Living’s “No Tolerance” drug policy**

Campus Living applies all of policies (including policies related to drugs and paraphernalia) to students inside and around residence halls. We are concerned with the welfare and safety of our students. Nationwide, drugs are on the rise on college campuses, and we wish to take a strong stand against illicit drugs. *Students found responsible for illegally using, possessing, distributing, selling, or manufacturing any controlled substance, counterfeit drug or device(s) used to ingest, distribute, sell and/or manufacture an illegal or counterfeit drug will likely have their Campus Living Contract cancelled in addition to judicial action taken by the University.* Due to the sever risk to safety and security for these policy violations Campus Living may proceed with cancelation before the Office of Student Rights & Responsibilities can complete its evaluation and determinations related to possible suspension.

Consistent with the campus-wide prohibition against “counterfeit” drugs Campus Living broadly applies this term to include any fake, imitation, drug substitutes, or drug-like substances. Common items in within this category include but are not limited to “K2,” “spice,” and “salvia,” “diviner’s sage,” etcetera.

In addition Students are expected to report violations of all policies (including policies related to drugs and paraphernalia) staff and/or to the police. If a student feels uncomfortable with reporting information they can go through the “Silent Eyes” link on

this WEB site to do so anonymously  
(<http://www.ecu.edu/studentlife/campusliving/Report.cfm>).

### **Weapons Policies At East Carolina University**

The possession or use of a weapon on university-owned or university-controlled property is incompatible with the academic mission and programs of the university. In addition, any threat to commit bodily harm, either by the use of a weapon or physical force, is also inappropriate in an academic community.

Therefore, neither students nor staff can possess or carry, whether openly or concealed any weapon. East Carolina University broadly defines what is or may be considered a weapon. Use or possession of toy, counterfeit, or imitation weapons will also be considered and treated as weapons. *Use or possession of a weapon at East Carolina University will likely result in suspension.*

For the complete policy regarding weapons including their definition see Section 2.6 of the Student Code of Conduct (<http://www.ecu.edu/PRR/11/30/01>).

### **Campus Living Weapons Policy**

Campus Living believes any person that violates this weapons policy is a direct threat to the safety and welfare of our residence hall community. Students that are found responsible for violating the weapons policy will likely have their residence hall contract cancelled – due to the sever risk to safety and security for these policy violations Campus Living may proceed with cancelation before the Office of Student Rights & Responsibilities can complete its evaluation and determinations related to possible suspension.

Campus Living also strongly cautions against small, medium, or large scale game or play with nerf or nerf-style toys. Due to the stringent application of weapons policies at East Carolina University, engaging in these activities can place students at risk of severe disciplinary action. Students should also consider the adverse risks associated with creating the illusion or misperception that they may present a threat to law enforcement or other community members – which may inadvertently result in forceful intervention.

### **Residence Hall Policies**

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The following policies have been created to promote a sense of community, individual responsibility, and safety in all residence halls. These regulations include rooms, hallways, lounges, courtyards, balconies, breezeways and all other common areas of the within and nearby any residence hall. These policies are in effect at all times throughout the year unless otherwise specified.

### **Noise & Disruptive Behavior**

Because of the proximity of residence hall rooms and the number of people housed in university residence halls, residents will abide by the established policies to ensure an environment that is healthy and conducive to academic pursuits.

- A. Residents are responsible for abiding by established quiet hours and must be considerate of others at all times. Campus wide quiet hours are from 11:00 p.m. to 8:00 a.m. Sunday through Thursday, and 12:00 midnight to 8:00 a.m. Friday and Saturday. Each hall council may lengthen its quiet hours if voted on and approved by a majority of residents. During exam periods, quiet hours increase to twenty-four hours a day throughout the residence halls to insure a quiet study environment for all students.
- B. The playing of sports or games, including but not limited to basketball, bicycle riding, frisbee, roller-skating, skateboarding, football throwing, running, floor hockey, rollerblading, and squirt gun/water fights, corn hole, slip & slide are not permitted in the following areas including but not limited to hallways, breezeways, balconies or porches.
- C. Campus Living enforces courtesy hours 24 hours a day. All volume, at all times of the day, must be at reasonable and courteous levels. The volume level of noise, stereos, radios, televisions, and voices should not be heard outside of the room or building. No drums are allowed in the residence halls.
- D. During quiet hours, avoid noise caused by groups of people in hallways or stairways.

### **Facilities Usage**

Common areas in the residence halls are designated for the use of the residents of that building. Residents may reserve areas (if available) in their residence hall through their Coordinator of residence life. No outside groups are allowed to reserve residence hall facilities. Residents must abide by all policies and are responsible for damages.

### **Health, Safety, & Security Regulations (HSS)**

Because of the large number of people and amount of valuable property in residence halls, health and safety regulations have been established for the protection of students, staff, and property. Failure to exercise strict adherence to the policy may be cause for disciplinary action.

- A. Open flames, including candles, incense, hookah pipes, propane stoves, and gas and charcoal grills, are not permitted in residence hall rooms, hallways, breezeways, balconies or porches. Smokeless tobacco devices are also prohibited from the residence halls.
- B. Open coils (including hot plates), oil lamps, electric or kerosene heaters, deep fat cookers, and cooking with grease are prohibited in residence hall rooms.
- C. All residents must evacuate the residence hall when a fire alarm is sounded. Evacuate by using the stairs and the nearest outside exit door, balcony and report to your buildings posted evacuation location.
- D. Bathrooms, hallways, and breezeways must be kept clear of personal belongings and other objects that create a health and safety hazard.

- E. Decorations of any kind on room doors are prohibited. Resident decorations in hallways are to be confined to bulletin boards and door frame only. Fabric wall hangings must be treated with flame retardant. Miniature lights may be used as long as they are UL approved and are not attached or touching the ceiling or pipes.
- F. Transoms over the room doors must be left sealed and may not be opened.
- G. Jamming doors or purposely hindering the exit of residents from their room or building is prohibited.
- H. Cigarette butts must be placed in appropriate receptacles. Discarding cigarette butts on campus lawns and campus landscaping is considered littering.
- I. Residents and guest must comply with the University policy regarding smoking near Campus building and residence halls. Smokers must remain 25ft away from all Campus buildings.
- J. Room screens may not be removed, opened, or tampered with at any time, with the exception of situations of imminent danger. Also with the exception of imminent danger such as fire students may not exit through residence hall windows.
- K. Vending machines should not be tilted, shaken, abused, or moved.
- L. Weight-lifting equipment and waterbeds are not permitted in residence hall rooms.
- M. Ceiling fans, stand alone freezers, and refrigerators are prohibited. Refer to the section entitled Practical Planning for additional items that are safety violations.
- N. The throwing of objects from windows, porches, and breezeways is prohibited.
- O. Hanging flags, signs, banners or writing inside or outside of windows is prohibited. Room windows need to be 50% clear.
- P. Decorations are prohibited on ceilings pipes and egress doors, this includes inside residence hall rooms.
- Q. All torchiere lamps with tubular halogen bulbs are prohibited in the residence halls. Only halogen lamps if torchiere style with less than a 150-watt regular bulb will be allowed in the residence halls
- R. Extension cords are prohibited in the residence halls. Only surge protectors or power strips with safety fuses are allowed and must be plugged directly into a wall. Please refer to the section entitled Practical Planning for additional safety information.
- S. Incandescent light bulbs are not allowed in the residence halls for energy conservation issues, compact florescent or halogen light bulbs should be used for additional lighting in student rooms.

### **Posting, Sales, And Solicitation In The Residence Halls**

Campus Living policies are subject to university-wide policies found online (<http://www.ecu.edu/cs-studentlife/policyhub/canvassing.cfm> and

[http://www.ecu.edu/business\\_manual/Posting\\_SS\\_Pol2.htm](http://www.ecu.edu/business_manual/Posting_SS_Pol2.htm)) where there may be a conflict the university-wide policies shall control.

### **Printed Materials (Posters & Flyers)**

Printed materials in compliance with this policy may be posted in university residence halls with prior approval of the Director for Residence Life. All residence hall bulletin boards are either official bulletin boards or departmental bulletin boards. There are no general use bulletin boards in the residence halls.

Campus Living will assist individuals, groups, and organizations wishing to publicize events in residence hall facilities. Campus Living must also maintain facilities free from damage caused by unrestricted posting of materials. The following guidelines are to be followed when posting materials in the residence halls:

- A. Individuals, groups, or organizations should bring materials to Campus Living located in Jones Residence Hall. Also available in Jones Hall is a flyer which will assist individuals and organizations in the preparation of materials for distribution within the residence halls.
  - a. The office staff will assist individuals, groups, and organizations by suggesting the best number of copies to leave for distribution.
  - b. The office staff will distribute the materials to the Residence Hall Coordinators, who will assume responsibility for posting and removing the material.
  - c. Materials should be brought to the Campus Living office at least 10 days before the event is to take place to ensure adequate posting time. All materials should be pre-sorted and collated.
- B. All unauthorized materials posted in restricted areas will be removed and discarded.
- C. Individuals, groups, or organizations that do not follow the above guidelines for the posting of publicity will have all publicity removed. They may also face suspension of the privilege to post materials in the residence halls, and may face consequences under the Student Code of Conduct.

### **Sales And Solicitation**

Permission to engage in the following noncommercial solicitation and canvassing activities in the residence halls shall be obtained from Campus Living. All violations or appeals shall be heard by the Assistant Director of Conduct & Special Projects. The decision will be final.

- A. Sales and solicitation may occur only within the designated areas of the residence hall
- B. There shall be no door to door solicitation of any kind.
- C. All non-affiliated groups shall be sponsored by a duly registered student organization, and they shall follow the same procedures as outlined above
- D. Non commercial activities shall include:

- a. Allowing students to be afforded access to the presence and ideologies of candidates who seek election in town, county, state, or national groups.
- b. Allowing affiliated groups to participate in solicitations on behalf of charities that comply with the North Carolina “Solicitation of Charitable Funds” acts.
- c. Allowing an affiliated group, acting in a manner consistent with its stated purpose and in fulfillment of its informational or educational goals, to seek to enlarge its membership, disseminate its own point of view, or to solicit support for its causes.
- d. Allowing enrolled students to be afforded access to religious views and perspectives.

### **Pets**

Pets, except freshwater fish, are not permitted in residence halls. Aquariums over ten gallons are not permitted (only one ten-gallon aquarium per room). Aquariums are to be used for fish (small) only (no hermit crabs, no piranhas, African dwarf frogs, scorpions, tarantulas, etc). *Students should note, during extended holidays, power may be shut off, which can affect heating and lighting in aquariums.*

### **Property Damage, Vandalism, State-Owned Furniture**

The residence hall to which you have been assigned is your home away from home for the academic year. As a resident, it is your responsibility to assist in the upkeep of the building by not damaging your room or common area. The following policies must be followed:

- A. University-owned furniture must not be removed from individual rooms, lobbies, basements, study halls, or kitchens or stored in a different location to which it is assigned. Individuals that remove or store University furniture will have disciplinary action taken against them.
- B. University property must not be vandalized. Vandalism includes, but is not limited to, writing, carving or defacing on doors, walls, and bulletin boards; tearing down signs; and/or damaging the furniture.
- C. Built-in room furniture must not be moved. The room must not be altered to accommodate personal items, including hanging lamps, bunk beds, or wall hooks. Rooms must be returned to original check-in condition prior to checking-out.

Residents are responsible for the condition of the furnishings and the condition of the room/suite. Unless the responsible party is identified for the purpose of billing, the following procedures will be used in rendering a bill for any damages that are not a result of normal wear:

- A. Damage to a student room
- B. Charges will be divided equally among the occupants of the room.
- C. Damage to suite facilities (bath and hallway)

- D. The occupants of the suite will each be billed and equal portion of the bill.
- E. Damages to residence hall common areas. *When a specific individual or individuals cannot be identified as responsible for the damage Campus Living may assign responsibility and bill all residents of the floor/wing/building to be held accountable for an equal portion of the bill.*

Repair bills may include the cost of both labor and materials. Damage bills must be paid by the assigned billing date. Failure to make payment will result in the university instituting normal collection procedures.

### **Unauthorized Room Changes**

Students who make an unauthorized room change may be required to return to the original room assignment, denied the opportunity to participate in any other room change, and assessed \$150 for an unauthorized room change.

### **Visitation Policy**

In addition to the restrictions listed below guests under the age of 17 are not allowed in the halls after the quiet hours listed above. Campus Living strongly advises against hosting guests under the age of eighteen due to the risks and liability it presents for the host and guests. This includes babies and children. Individual Residence Halls may further constrain these limitations by formal action of the hall government and with departmental approval. The rules may not be further relaxed.

### **Standard Halls**

Applies in Aycock, Belk, Clement, Fleming, Fletcher, Garrett, Jarvis, Jones, Tyler and Umstead halls.

- A. Visitation hours are 8 a.m. to 2:00 a.m. Monday through Friday morning. Residents may host guests during these hours.
  - a. Overnight guests, who do not live in the same residence hall are not permitted after 2:00am or before 8:00am Monday through Friday morning. This also applies to residence hall student family members.
  - b. Overnight guests are permitted within individual residence hall rooms throughout the night on Friday and Saturday if both roommates agree.

### **Extended Halls**

Applies to Scott, College Hill Suites, and White

- A. Visitation hours are from 8:00am to 2:00 a.m. Monday through Thursday morning. Residents may host guests during these hours.
  - a. Overnight guests, who do not live in the same residence hall are not permitted after 2:00am or before 8:00am Monday through Thursday morning.

- b. Overnight guests are permitted within individual residence hall rooms throughout the night on Friday and Saturday if both roommates agree.

### **Single Gender Halls**

Applies to Cotton and Greene Halls.

- A. Visitation hours are 8:00 a.m. to 2:00 a.m., Monday through Friday morning. Residents may host guests during these hours.
  - a. Overnight guest, who do not live in the same residence hall are not permitted after 2:00 a.m. or before 8 a.m., Monday through Friday morning. This also applies to residence hall student family members.
  - b. Overnight, opposite-gender guests are not permitted after 2:00 a.m. or before 8:00 a.m., Monday through Friday morning. This also applies to residence hall student family members.
  - c. Overnight, same- gender guests, are permitted within individual residence hall rooms throughout the night on Friday and Saturday, if both roommates agree.

### **Twenty Four Hour Designated Visitation Spaces**

Each residence hall has one 24 hour designated space that allows for visitors of opposite sex to visit each day. All 24 hour designated common areas will be posted as such. All other common areas are subject to the same visitation hours as the rest of the building.

- Aycock            basement
- Belk             lobby and basement
- Cotton          lobby area near grand staircase, facing Wright fountain entrance.
- Clement        main lobby area
- College Hill   Suites 1st floor lobby
- Fleming        lobby area near grand staircase, TV area, near main entrance
- Fletcher        main lobby area
- Garrett        main lobby on the first floor
- Greene         main lobby area
- Jones          1st floor front lobby
- Jarvis          1st floor main entrance (mailbox area) TV lounge with big glass door entrances
- Scott           basement game room
- Tyler            main lobby area
- Umstead        main lobby on the 1st floor
- White            main lobby area

**Cohabitation**

Cohabitation is not permitted. Cohabitation is defined as a non-assigned person living in a residence hall space for more than forty-eight hours regardless of the approval of the assigned residents.

**Escort Policy**

Nonresident students and guests of a building must be escorted at all times by a resident assigned to the respective residence hall.

- A. Residents are responsible for insuring that visitors comply with all residence hall and university policies and will be held accountable for the behavior of their guest.
- B. A guest must be escorted at all times by a resident of that building.
- C. Roommates must agree when having a guest in the room.
- D. Residence hall bathrooms are for the use of residents and guests of the same sex only. Guest should use the appropriate bathroom facilities.

If a resident needs assistance with a guest, he or she should not hesitate to ask a staff member or call the ECU Police for help.

**Maximum Occupancy**

Each residence hall student may host, within a residence hall room, a maximum of two persons. A room with two assigned students, each hosting their maximum occupancy allotment, will contain no more than six individuals. A suite with four assigned students, each hosting their maximum occupancy allotment, will contain no more than twelve individuals. Conversely, a room with one assigned student hosting a maximum occupancy allotment will contain no more than three individuals.

## YOU'VE GOT OUR NUMBER

*If you have any questions about campus living or dining, please feel free to call the appropriate office or call our main number at 328-4663. Our area code is 252.*

### **Campus Living**

ECU-HOME

#### **Residence Hall Coordinators**

Aycock Hall	328-6935
Belk Hall	328-6119
Clement Hall	328-6689
Cotten, Fleming, and Jarvis Halls	328-2668
College Hill Suites	737-3260
Fletcher Hall	328-6101
Garrett Hall	328-6074
Greene Hall	328-6110
Jones Hall	328-6149
Scott Hall	328-6144
Tyler Hall	328-6455
Umstead Hall	328-6052
White Hall	328-6381

#### **Neighborhood Service Offices**

Central and West Neighborhood Service Office	328-4022
College Hill Neighborhood Service Office	328-4044

#### **Campus Dining – [www.ecu.edu/dining](http://www.ecu.edu/dining)**

Campus Dining Office (meal plan questions) dining@ecu.edu	ECU-FOOD
ECU Catering catering@ecu.edu	328-4756
Nutrition Department	328-2333

## **Dining Locations**

West End Dining Hall westenddining@ecu.edu	328-5644
Todd Dining Hall todddining@ecu.edu	328-4801
Center Court beveragebars@ecu.edu	328-4958
Croatan croatan@ecu.edu	328-6477
Chili's Too To Go – chilis@ecu.edu	328-8646
Blimpie (West Campus) blimpie@ecu.edu	744-6030
The Galley galley@ecu.edu	328-1771
Destination 360 destination360@ecu.edu	328-4760
The Wright Place/Starbucks® wrightplace@ecu.edu	328-4855
Pirate Market/Java City piratemarket@ecu.edu	328-0833
Reade Street Market/Subway westendmarket@ecu.edu	328-9592
Java City at Joyner Library javajoyner@ecu.edu	328-5568

## **Maintenance**

Maintenance Service Center	328-4997
Telephone Repair	328-9866
Suddenlink Communications (cable television)	756-5677
Computer/RezNet Help	328-9866

**ECU Police**

Emergency

911

Non-emergency

328-6787

**Parking and Transportation Services**

328-6294

**ECU Transit**

328-4724