Greetings Residents:

On behalf of the entire Residence Life and Housing staff, I would like to personally welcome you to Residence Life and Housing and thank you for residing with us. I hope your semester is off to a wonderful start and you are enjoying your living learning experience thus far. Please feel free to contact the staff in your residential area if you have any issues or concerns.

Again, best wishes on a successful semester!!!!

Sincerely,
Kelvin Rachell, Ph.D.
Director of Residence Life and Housing

“Live. Learn. Explore”

The roommate contracts are to be used in the beginning of each semester to insure that basic needs have been discussed. All apartments/suites should complete these forms as they can be useful in discussing issues related to everyone’s safety and comfort while they are living in our residential areas. Roommate Contracts are required. There should be two contracts per room/suite/apartment (3 contracts at University Village) completed – each set of roommates must complete a contract, and each must sign at the bottom of the contracts, as this determines the terms for the common areas of the room/suite/apartment. Each resident of the room/suite/apartment must agree on the terms of the contract and sign the contract. The forms should then be submitted to Community Assistant.
“Choices Not Circumstances Determines Your Future”

Steps to Solve Roommate Conflicts

1. Try to discuss the issue with your roommate/Suitemate
2. Refer to your roommate Contract
3. Report the issue to your assigned CA
4. Report the issue to your GRC or RLC

Residence Life and Housing On-Call After Hours Contact Numbers

- Battiste Hall: 803-928-4532
- Hugine Suites: 803-928-0517
- Mays II: 803-928-0727
- Mitchell Hall: 803-928-0418
- Truth Hall: 803-928-0367
- University Village: 803-928-4380
- Williams Hall: 803-928-4083

Spring Break Information

Students are not required to go home for spring break nor do they need a break pass to remain on campus. However, students will need to go to their area residential office and sign up on the list if they are going to remain on campus for the entire break or portion of the break or sign out if they are leaving for the entire break or portion of the break (Trash must be removed and bedroom/bathroom/common areas needs to be cleaned before leaving).
Maintenance Issues

All work order requests should be submitted to the residential area office. Work orders apply to broken furniture, appliances, plumbing issues, keys issues, room temperature issues, etc.

Maintenance Emergencies

A maintenance emergency is any situation that threatens the life or imminent safety of a student or could cause damage to the building. The following are examples of emergencies that should be brought to the attention of your CA, and Residence Life Coordinator/Area Coordinator. The Professional Staff on-call will contact the Boiler Room for after-hours maintenance situations.

- Broken water pipes
- Building-wide electrical failure
- Extreme temperatures (too hot, too cold)
- Key broken inside of lock
- Doors that will not lock
- Toilets that will not stop flushing
- Toilets that will not flush (no other available toilets)
- Overflowing toilets, sinks, showers (flowing everywhere)
- Fire alarms, smoke detectors that will not turn off
- No hot water during the day
- Broken glass panes (with significant amount of glass). Broken windows on the first floor are more of an emergency that on upper floors for security reasons. Use caution when handling broken glass.
- Students trapped in elevators. Be sure to post someone outside the elevator before contacting (SCSU Campus Police for help).

Entrance door will not lock
Dates to Remember

- Feb. 26 – Mar. 2: Presidential Inauguration
- Mar 1: SATURDAY- Late graduation fee begins for all July 2014 and December 2014 applicants
- March 2: SUNDAY – Founders’ Day
- March 3-7: The period to clear students for May 2014 graduation
- March 5-8: WEDNESDAY-SATURDAY--Mid-Term Exams
- March 7: Last day for instructors to change Incomplete Grades for Fall 2013
- March 9-16: SUNDAY- SUNDAY—SPRING BREAK
- March 18: Online Room Selection Process Begins
- April 1: TUESDAY – Honors and Awards Convocation
- April 21: Online Room Selection Process Ends
- April 29 – May 1: TUESDAY- THURSDAY – Final Exam Period for Graduating Seniors
- April 29-May 5: TUESDAY– MONDAY– Final Examination Period For All Students
- May 9: FRIDAY – Commencement Convocation
- May 10: Saturday– All Residence Halls Closed at 1:00pm
Students wishing to select a room through the Room Selection Process must first submit/pay a Non-Refundable **Housing Room Reservation Fee and be Registered for Fall 2014 Classes**. The $150 Housing Room Reservation Fee is payable to the Cashier’s Office (Crawford Zimmerman, Main Level). A Student’s balance must be cleared ($0 balance) to be eligible to pay the $150 that will be designated for the Housing Deposit.

Please note that Financial Aid funds cannot be secured to cover the Housing Deposit. This is a separate fee that must be paid if a student wishes to select a room during the housing process. The $150 Housing Room Reservation Fee is applied as payment toward a student’s fall bill.

Students who pay this fee and then cancel their 2014 – 2015 room assignment may also incur a $350.00 cancellation fee.

Returning students will be required to go online through Bulldog Connection to complete and submit a Housing Application for the 2014-2015 academic year.

- The online application will be available starting on March 18, 2014 to those who have paid their Housing Room Reservation Fee and Registered for Fall 2014 Classes. The online application process will end April 21, 2014.

- Students who have paid their Housing Deposit should log on to the Bulldog Connection, click the “Student Resources” tab and then click the Housing & Residence Life Section.

- In some instances, you may need to maximize the Housing & Residence Life section to the full screen and you may need to enter your last name and Student ID (if prompted to do so).

- Prior to moving forward with selection, students will need to read and agree to the 2014-2015 Housing Contract.

- Once in the system, students will be able to select their preferred residence hall and room number through the online application by clicking the link that says, “Select a Room”.

- After clicking “Select a Room”, student should click the drop-down menu and select the preferred residence hall (NOTE: only the residence halls where you match the gender and criteria will appear).

- After selecting a desired residence hall, you can click on the room drop-down menu and select an available room in your desired residence hall based on what’s available. (NOTE: If you know you want a preferred roommate, make sure you select a room/suite that has space for your preferred roommate to select when they complete their online application).

- Once the building and room number are selected, click “submit” to complete your online Housing Application.

- Roommates/suitemates are selected by choosing the same building and room/suite number as the person you want to live with. Thus, it is best to go through the online Housing Application at the same time as the person (s) you want to live with.

- Students will be able to view the Housing Assignment in Bulldog Connection as soon as the online application is submitted. Again, students should print their Housing Assignment page as a reference that they have completed their Housing Selection.
GRADUATE ASSISTANT POSITIONS ARE NOW BEING OFFERED FOR 2014-2015 ACADEMIC YEAR!!!

Come by Residence Life & Housing located in the Azalea Building 2nd Floor NOW!!!
Applications are due February 26, 2014 by 5pm in the Housing Office.
Each year South Carolina State University Department of Residence Life and Housing Partners with the Association of College and University Housing Officers International (ACUHO-I) and Educational Benchmarking Inc. (EBI) to help us improve from year to year based on student feedback. Students living in the residence halls can participate in the EBI Resident Assessment by logging into their Bulldog Connection email and following the link in the email to participate. All students that complete the survey are eligible for participation in an incentive drawing.

**How do I take the assessment?**

On campus students can log in to their **Bulldog Connection email** using their username and password. Students should've received an email about the ACUHO-I/EBI Resident Assessment on February 24th, a reminder email on February 27th, and a Last Chance reminder email on March 21st and any of these emails will have a survey link in them.

**What will I get out of completing the assessment?**

All students that complete the survey are eligible to receive a $25 Gift Card to the SCSU Bookstore. Winners will be selected random from all students that participated.

**When can I take the assessment?**

The assessment begins on February 24th, 2014 and can be taken at any time until March 24th, 2014. Residence Halls students will receive an email in their @SCSU.edu email accounts on February 24th asking them to participate. A reminder email will be sent on February 27th, and a Last Chance reminder email will be sent on March 21st.

**What is the ACUHO-I/EBI Resident Assessment?**

Some areas addressed in this assessment include:

- Satisfaction: Hall/Apartment Student Staff
- Satisfaction: Room/Floor Environment
- Satisfaction: Services Provided
- Satisfaction: Safety and Security
- Climate: Fellow Residents are Tolerant
- Climate: Sense of Community
- Learning Outcomes: Diverse Interactions
- Satisfaction: College/University
- Overall Learning Experience
- Satisfaction: Hall/Apartment Programming
- Satisfaction: Facilities
- Satisfaction: Room Assignment or Change Process
- Satisfaction: Dining Services
- Climate: Fellow Residents are Respectful
- Learning Outcomes: Personal Interactions
- Learning Outcomes: Manage Time, Study, Solve Problems
- Overall Resident Satisfaction
- Overall Program Effectiveness: Full Residence Experience