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OFFICE OF RESIDENCE LIFE

MISSION STATEMENT:

The Office of Residence Life shall provide technical and operational assistance in a continuing effort to upgrade student living conditions. Provide *quality service* by maintaining, preserving, and improving the condition of the Residence Halls that house the University's student population. Provide efficient and *effective services*, address student concerns and maintain a *clean* and *safe* environment in the Residence Halls.

DEPARTMENTAL OVERVIEW AND PROCEDURES

Overview

Residence Life provides housing for approximately 4,000 students. There are nine Residence Halls (Bethune Annex, Carver, Cook, Drew, Mays, Meridian Hill, Slowe, The Towers, and Tubman Quadrangle) that offers female, male, and co-ed living arrangements. Each Residence Hall is equipped with high speed internet access, cable, ResNet computer labs, exercise equipment, vending machines, laundry facilities, and lounge areas.

The **Central Office Staff** of the **Department Residence Life** supports the Community Directors with all administrative tasks pertaining to student housing. If you have a question regarding official housing matters, after consulting your Community Director feel free to seek further assistance from the central housing office. The Office of Residence Life's address is **2401 4th St. NW, Washington, DC 20059** or you may call **(202) 806-6131**, between the hours of **9:00 am** to **5:00 pm** Monday through Friday.

Housing Assignments

Generally, prospective students are assigned a housing space prior to check-in. A student's room assignment consists of a room type, a room rate, and a period of occupancy (one academic year, semester, or session). Room numbers are assigned once the student has checked into the hall. In some cases, the original room types may change at the time of check-in.

The room's rate is based on the room type (single, double, triple, etc). All assignments and fees are subject to change without notice. Please understand that students are charged for the type of room they occupy, even if it differs from a prior room assignment. Check with your Community Director to accurately determine the type of room you are occupying and its rate.

The Office of residence Life assigns rooms based on established University housing patterns and the availability of space. Students may be reassigned within the same hall or transferred to a different hall when it is determined to be in the best interest of the student or the University. Students are permitted to transfer within a hall, or between halls, if space is available after proper authorization has been granted.

Room Selection Verification Plan (RSVP)

The **RSVP** is the Office of Residence Life housing selection process. RSVP is designed to provide eligible students with the opportunity to request their preferred space in one of the University's eight Residence Halls. All undergraduate students seeking accommodations for the upcoming academic year must participate in RSVP and follow all procedures outlined in the RSVP package that is provided by the Office of Residence Life online at its' website during the Fall and Spring semesters. A \$200.00 housing deposit is required to participate in RSVP. (The housing deposit fee is subject to change).

An off-campus housing fair is held during the spring semester for students who were unsuccessful in obtaining a housing assignment during the RSVP process.

Transfers/Withdrawals

Community Directors will receive the Inter/Intra-hall Transfer Sign-up sheet from the Office of Residence Life. Students must sign the sheet by the posted deadline date. If a housing change is approved the student will be notified by their Community Director if it is an Inter hall transfer or the Office of Residence Life if it is an Intra hall transfer. If there are questions about the room rate as a result of a room change, please contact the Billing and Adjustment Supervisor in the Central Housing Office.

The official check-out procedure must be followed when transfers are made. The Community Director or their designee must be notified of the student's check-out time once they have received written verification from the Office of Residence Life.

The check-out process consists of checking out of a room or from the Residence Hall.

Students withdrawing from the Residence Hall must vacate their room within twenty-four (24) hours after withdrawal procedures have been finalized. All personal property must be removed from the Residence Hall at the time of check-out. The same shall apply in the case of a student who voluntarily withdraws or is suspended from the University. Failure to follow the official check-out procedures will constitute a violation of University housing policy.

Students, who harbor anyone for whatever reason in their rooms, are in violation of the University's Housing policy and may be subject to immediate dismissal from the Residence Hall.

Check- Out Procedures

It is the responsibility of the student to arrange a time with their Resident Assistant for an exit room inspection. At the time of your room inspection, you should have already gathered all of your personal belonging and cleaned your room. After the room inspection has been completed proceed to the Front Desk or the hall's Business Office to provide a forwarding address that is recorded on your White Registration Card. Your forwarding address should include the street name and number, and the City and State with the zip code. You should then take your room key to the Environmental Management office.

Your Room Inventory Form should be signed at this time and returned back to the Front Desk or the hall's Business office. Be sure to ask for your copy of the Room Inventory Form it is your receipt and it verifies that you properly checked out of the hall.

An **OFFICIAL CHECKOUT** only occurs when there is a room inspection with an RA as indicated above. The hours for an official check-out are 8:30AM through 4:30PM Monday through Friday, unless otherwise advised. In the event that the staff finds trash or damages in your room after you have check-out there will be charges to your student account.

An **UNOFFICIAL CHECKOUT** occurs when the student checks out after 4:30PM Monday-Friday and on the Weekend. Please go to the Front Desk to leave your room key in an envelope with your name, room number, ID number, and the date and time that you check out. You are responsible for leaving a forwarding address; please contact your RA to complete the forwarding address section on back of your White Registration card. There will be charges to your student account if your room is left dirty with damages.

If you check out of your hall or withdraw from the university and fail to turn in your keys, you will be billed for your key and a lock change for the room you occupied.

Liability Insurance

Liability Insurance is the responsibility of each student; please check with the Office of Residence Life and/or at the Front Desk of your Residence Hall for the information provided on liability insurance. **The university assumes no liability for damages to or the theft any property you may have in your room.**

RESIDENCE HALL

Residence Hall Staff

The **Community Director (C.D.)** is responsible for the management of the Residence Hall. The Community Director is also responsible for supervising and scheduling the professional and student staff.

The **Graduate Assistant (G.A.)** assists the Community Director with the management of the Residence Hall. Graduate Assistants act on behalf of the Community Director in their absence. The G.A. serves as the direct supervisor of the Resident Assistant and all other student staff and student leaders within the Residence Hall.

The **Residence Hall Staff Assistant (R.H.S.A.)** assists the Community Director with the administration of the Residence Hall. In addition, the R.H.S.A. serves with the Graduate Assistant in the direct supervision of the Resident Assistants and all other student staff and leaders within the Residence Hall.

Resident Assistant (R.A.) is an upper-class student who lives in the Residence Hall and supervises residents on an assigned floor. The R.A. plans programs and activities, holds

floor meetings, and addresses roommate issues for the students that they monitor. Your R.A. should be the first people you contact if you have a problem or concern.

Front Desk- The front desk of the hall is the place for addressing student's questions regarding mail, maintenance repairs, and all other facility concerns. As well any emergency that may occur in the building All Front Desks operate 24 hours 7 days a week.

Lobby Monitor- Lobby monitors are student workers who check ID's as students and guests enter the hall, they also checks-in the students' guests during the hours of Visitation.

Mandatory Meetings

Students are required to attend all mandatory meetings. Failure to attend a mandatory meeting could result in the loss of visitation or some other privileges. Students should receive a notice of all mandatory meetings.

Programs/Space

Each Residence Hall is equipped with a seminar room, lounge, and/or a recreation space. Most hall programs are held in these spaces or on the floors of the hall. If a staff member or student wishes to reserve the space, a room reservation form must be completed and approved by the Community Director. You may inquire at the front desk or the hall's Business office for a room reservations form. A nominal fee is required.

Lockouts

Students are asked to keep their room key with them at all times. In the event that you are locked out of your room please report to or call the front desk of the Residence Hall. Lockouts are \$5.00 and are due at the time of the lockout.

Mail

First class mail is delivered Monday through Friday. Most packages are received at the front desk 7 days a week. Students can retrieve their mail and/or packages during the Residence hall's established hours of operations. A package notification slip will be placed in the student's mailbox if they have a package. The student picture ID and signature is required to receive their packages. Packages sent through the US Postal system that require the student signature for release are kept at the University post office on main campus, in the Administration Building located at **2400 Sixth Street NW, Washington, DC 20059**. The location of the package will be indicated on your mail slip. When providing your Hall mailing address, please use your full name as registered with the University and your assigned room and mailbox number. This will expedite the processing of the mail.

Roommate Contract

Students are required to complete a Roommate Contract; the contract is a critical part of the process for addressing conflicts and misunderstandings that may occur between room and suite mates. A room change is not the first option when there are differences between roommates; roommates are encouraged to try to adjust to their living situation by making a concerted effort to work toward a living environment that is fair and respects the rights of all parties.

Sharing Student Information

Front Desk Staff is not permitted to share the phone numbers or the location of their students. It is the students' responsibility to provide their family and friends with this information and to keep in contact with them. Although, the front desk may receive important calls from administrative offices on campus, it is the responsibility of the resident to check their mailbox and voicemail daily for messages.

Intercom System

Several halls are equipped with an intercom system that allows the staff to make announcements throughout the building. The intercom should be used to announce emergencies, special activities, and the conclusion of visitation.

Cable, Internet, and Telephone

The **Howard University Telecommunication and Network Services** are responsible for your telephone line, cable service, and the internet connection. You should find an active telephone line, cable connection and data port in each room. The student is responsible for supplying a telephone, computer, and TV to access the services.

To make an on-campus call, dial the last five digits of the on-campus telephone number. Off campus calls can be made by dialing "9" before any number in tri-state calling areas (202, 301 or 703). We do not provide long distance. We recommend that you purchase a calling card to place a long distance call from your room telephone. For any questions or concerns about your telephone line please contact (202) 806- 2955. Internet and Cable issues should be reported to your Community Director. Please plan to be present to receive a technician into your room for the service check that you have requested.

Appropriate Attire

All student and staff must dress appropriately when entering the Lobby of the Residence Halls. Please do not enter the lobby (cafeteria) wearing nightgowns, pajamas, housecoats, revealing tops, extremely short shorts, shirtless, etc.. If you insist on ignoring this request you will be asked to leave the lobby or cafeteria.

Holidays

It is the student's responsibility to make arrangements to depart the Residence Halls before the December shut down date. All halls will close in December and reopen to returning students on the date and time posted on University calendar.

Visitation will be suspended during the Thanksgiving break, prior to fall and spring exams and during Spring Break.

RESIDENCE HALL AMENITIES

Laundry Facilities/ Card Machines

Each student must purchase a laundry card in order to operate laundry equipment in the hall. Laundry cards may be purchased in the Residence Halls, University Bookstore, and Armor J. Blackburn Center.

Washers and dryers are located in the laundry room of each building. If a machine is not working, please report the problem by calling the laundry repair 800-number posted on the wall inside of the laundry room. After calling the 800 number, please report the broken equipment to the front desk. Remember, students are responsible for all of their personal items left in the laundry room.

Ironing should be done in the laundry room in the areas approved by your hall. Refer to your hall's section in this manual for your hall approved ironing locations.

Cafeteria/ Mini-Stores

There is a cafeteria and mini-store in Bethune Annex Hall and a mini-store in Meridian Hill Hall. The hours of operation vary and will be posted in the two halls. The mini-stores are operated by the Office of Auxiliary Services.

Vending Machines

Each Residence Hall has a vending machine area; the machines are stocked weekly. The vending area is available to residents 24 hours a day. Regular U.S. currency is required to use vending machines.

Micro-fridge Service

A micro-fridge station is set up in each building during the week of Fall Semester check-in. Students report to the station only after they have received their room assignment and their room telephone number. The micro-fridge will be delivered to the students' officially assigned room.

Micro-fridges are **not** delivered during the check-in period. Micro-fridge deliveries begin one week after the check-in period. The cost of a micro-fridge rental is \$140.00 per academic year and the bill is posted on the student's account.

Students must submit an official micro-fridge request form by the designated deadline to receive a micro-fridge. (Call the Micro-fridge Office at **(202) 806-7964** for deadline dates). The forms may be picked up at the Micro-fridge Office located in Room 142 of the Harriet Tubman Quadrangle.

Computer Labs (ResNet)

A ResNet computer lab is located in each Residence Hall. The computer lab is supervised and staffed by Information Systems and Services (ISAS). Residents are allowed to utilize the labs during the hours of operations. There is a staff person on site to assist students with computer service concerns. The computer labs offer internet access and various software program applications to assist students with their academic studies. All rules and regulations of the ResNet labs must be followed.

Kitchens

Several of the halls have kitchenettes for the student's use only. When utilizing the kitchenettes, it is the responsibility of residents to clean up after each use. Failure to keep the kitchenette area neat and clean could jeopardize its continued availability.

Parking

There are limited parking spaces available to students who live in the Residence Halls. While space is limited, students may apply for parking through the Office of Parking Enforcement located in the Mordecai Wyatt Johnson Administration building (the "A-building"). The University Parking Office can be reached at (202) 806-2000.

Should you secure a parking space on or near the campus, always be mindful of your surroundings. Do not leave valuables in your car in plain view. Should your Residence Hall be surrounded by on-street parking, you may wish to apply for a residential parking zone permit by contacting the District of Columbia Department of Transportation.

HOUSEKEEPING AND MAINTENANCE STAFF

Right of Entry

While Office of Resident Life respect your privacy, we reserves the right as authorized representatives of the University to enter the rooms of our halls at any time for the purpose of establishing order, repairs, and the maintenance of the hall during emergency situations.

Environmental Management

Environmental Management is headed by an Environmental Supervisor, who is responsible for managing the Housekeeping and Maintenance staff. Environmental Management maintains all of the common areas of hall; students are responsible for the care and cleanliness of their room and/or suite.

Maintenance Staff

The hall maintenance staff is responsible for performing the in-house plumbing and electrical repairs. The University's **Physical Facilities Management (PFM) Department** makes major repairs. In emergency situations, repairs are made as soon as possible, although some situations may require longer timeline.

Maintenance Request Form

The Maintenance Request Form is critical for resolving maintenance issues. Damages or items in need of repair are to be reported immediately. A *Maintenance Request Form* must be completed with the type of repair that you need (plumbing, electrical, air conditioning, or heating) and its location in the room or the public area in the building. *The Maintenance Request Form* is located on the **Residence Life Web site**. Allow 48 hours for most repairs if there is not a response to your request after 48 hours please contact your Community Director.

Cable and Internet Repair

All internet and cable repair requests should be reported directly to the Community Director of your hall.

Telephone Repair

All telephone line repair requests should be reported by the student directly to the Office of Telecommunications/Voice Services at (202) 806-2955.

Extermination

Extermination services are available once a week in all Residence Halls. Students may request extermination services by completing the *Maintenance Request Form*.

Trash Removal

Please place all garbage (preferably in trash bags) into the trashcans/down the trash chutes located on the floor of your hall. By keeping trash in the trashcan/ down the chute you prevent bugs, insects, and rodents. If the trashcan/ trash chute is full or being cleaned, place your trash in the **alternate trashcan** provided.

SECURITY AND SAFETY

Safety

Campus Police holds seminars and advises the student body on various precautions to take while on campus and in the city. The security and safety suggestions made are only those that the student needs to exercise as a member of any community.

Please refrain from propping the Emergency Exit Doors and doors to stairwells open. This is a safety and security risk for all students in the hall.

Any student, who feels that his /her rights have been violated, can bring a complaint against the violator(s) by reporting the infractions to the Community Director of your Residence Hall.

Each student must give concern to his/her own safety and protection and refrain from careless actions that could jeopardize his/her safety and that of other students and staff. Please keep your room keys with you at all times do not lend or duplicate your room key or give your Student Identification Card to anyone for use.

Access Control

Residence Halls are equipped with safety and security hardware – all front doors are kept locked and each student is issued a Howard University Capstone Card activated for access to their respective hall. The Access Control System is installed at Residence Hall door entrances to control traffic flow. The access cards (student ID) are not transferable and may not be duplicated. Students who lose their access cards (student ID) are responsible for the replacement cost if it was not stolen on campus. Any misuse of the access card (student ID) could lead to dismissal from the Residence Hall.

All students must present their Howard University Capstone Card each time that they enter the hall and when asked by a University official.

Incident Reports

Any unusual/disruptive behavior or experience should be reported immediately to your RA, GA, RHSA, or CD. If they are not available go straight to the Front Desk. Assistance cannot be provided if you do not report the incident. One of the best ways to address problems is for you to provide the necessary facts surrounding the incident at the time that it occurs. While you will be asked by a staff member to provide a written statement describing the incident the content of your written statement will be kept confidential. When preparing your written statement it is important that you include who, what, when, where, and the time pulse a general description of the situation.

Personal Property

Students should remember the following guidelines:

- ❖ The University is **NOT RESPONSIBLE FOR THE LOSS** of personal property in any building or on any part of the campus, whether the loss occurs by theft, fire, or nature disaster.
- ❖ Lock room/suite door each time you leave your room- even for a few minutes and especially while you sleep at night.
- ❖ **Purchase Liability Insurance for your personal belongings.** Check with your parents to determine if your belongings are covered under the family's insurance policy. If not, a Liability Insurance application for supplemental insurance is available in the Office of Residence Life.
- ❖ **Do not bring valuables**, such as expensive jewelry, furs, photographic equipment, I-Pods, Play Stations, etc., to the Residence Hall. Please remember that, if you insist upon bringing such items, you will be doing so **AT YOUR OWN RISK**. Costly items must be kept out of plain view at all times. Guests including guests of

roommates/suitemates should not be privy to the location of expensive items.

- ❖ Protecting and storing your personal belongings is your responsibility. The front desk is prohibited from holding or storing personal property.
- ❖ Follow visitation guidelines and encourage your roommates/suitemates to do the same.

Theft

The Office of Residence Life will not reimburse students for stolen property. All students living in Reslife housing are presented the option of an insurance package within the first two weeks of the semester.

Students found guilty of taking items from their roommate, suitemate and or floor mate will be subject to having their housing agreement terminated and will not be permitted to participate in RSVP.

Staff members are not permitted to remove or ask students for their personal property. Staff members found guilty of removing or asking students for their personal property will be terminated.

Safety Inspections

The Office of Residence Life requires regularly scheduled safety inspections and meetings in each Residence Hall. The inspections are designed to examine the general condition of student's room and the public areas of the hall to insure that safety guidelines are being met. The safety inspection team will specifically look for hot plates, electrical fryers, large sized refrigerators, small ovens, and other cooking appliances that are strictly prohibited in student rooms.

Cleanliness/ Room Inspections

Each resident is responsible for maintaining a healthy and clean room/suite. This includes a periodic, if not daily, cleaning of your room, bathroom and shower facilities, if applicable. Additionally, please keep the hall ways clean and free of trash.

The Office of Residence Life reserves the right to performed scheduled (24 hours notice posted) and unscheduled room checks for noise, suspicion of alcohol, smoking, cooking, illegal activity, abuse of visitation policy, and having unauthorized items.

Hall Staff members are authorized to confiscate the following items during room inspections: candles, incense sticks, electrical appliances, extension cords, alcohol/alcohol bottles, cigarettes, ashtrays, drugs, pets, and drug paraphernalia.

Confiscated electrical appliances will be tagged, recorded and turned over to the CD and returned to the student at the end of the semester and or ordered to be shipped back to student's permanent address.

Bison Watch

Bison Watch is a group of students in the hall that serve as community watch to reinforce safety rules in the Residence Halls. These students wear distinctive uniforms and patrol the vulnerable areas of the building.

University Police/Blue Light System

The Howard University Police Department patrols the Residence Halls continually throughout a 24-hour period 7 days a week. Howard University Police also responds to emergency calls made by the Hall staff and students.

Howard University campus is equipped with a blue light safety system that allows students, staff, and faculty to report crimes directly to Howard University Police Department. The Blue Light Emergency Phones are simple to operate. With a touch of the “Emergency” button, a direct 9-1-1 emergency communication line is established and the user is connected to the Howard University Police Department Security Operations Center. Additionally, the lights above the unit will strobe to alert nearby patrolling officers that an emergency exists. The connection provides direct two-way communications to the police communications operator in the Security Operations Center. The operator will immediately dispatch a unit to that location.

Fire Drills

Fire Drills are held once a semester in the Residence Halls. Howard University must comply with the fire and safety code of the District of Columbia. Therefore, it is imperative that all students comply with scheduled fire drills so that in the event of a real emergency the hall's response will be timely and efficient. Participation in all fire drills in your Residence Hall is **MANDATORY**. Failure to participate in a fire drill will could result in dismissal from the Residence Hall and a fine per the ordinance and regulation of the District of Columbia.

Emergency Equipment

Emergency Equipment is used for safety purposes only. Any tampering with emergency equipment such as fire extinguishers, fire alarms, and disconnecting smoke detectors is a crime, punishable by law and grounds for immediate eviction from all Residence Halls and/or Howard University.

Emergency Exits

Emergency Exit Doors are never to be used except for emergency evacuations. Residents and/or unauthorized staff will be prosecuted by law for the misuse of these exits.

Pets and Animals

For reasons of health and safety, laboratory specimens, and other animals and pets are not permitted within the residence halls. Students found in violation of this rule shall be subject to dismissal from the residence hall, within 48 hour notice and shall be charged for any fumigation that is needed.

RESIDENCE HALL INFRACTIONS

Physical or Verbal Altercations

The Office of Residence Life has a zero tolerance for residents engaging in physical or verbal altercations. Any party found guilty could face eviction from the hall.

Physical Altercation is defined as any action that causes harm to another's person by means of shoving, punching, strangling, hitting, choking, body slamming, pinching, exhibition of aggressive tendencies, stabbing, cutting, strangling or having threatening demeanor.

Verbal Altercation is defined as the use of inappropriate language, verbally suggesting to cause bodily harm, uncontrollable belligerence.

Smoking

Residents are not permitted to smoke cigarettes, blunts, marijuana, backwoods, Black and Milds, tobacco, crack, etc in the following areas:

- (a) Units/Rooms
- (b) Hallways
- (c) Front of the building
- (d) Back of the building
- (e) Courtyards
- (f) Underground Parking
- (g) Bathrooms
- (h) Kitchen

All Howard University facilities respect are smoke-free environment. Smoking of any kind is strictly prohibited within all residence halls to include all areas of the facility, especially the student rooms. Additionally, you may NOT burn incense or candles of any kind within the hall. Burning of any kind is strictly prohibited in all Howard University residence halls.

Alcohol

Howard is a dry campus, regardless of age no alcohol is permitted in Howard University Residence Halls. Souvenir bottles/paraphernalia and items associated with alcohol are not permitted in your room. Empty bottles are viewed as a hazard and potential weapon.

Drugs and Weapons

The Office of Residence Life has a **zero tolerance policy** concerning students found to be in possession of, or using, weapons and/or illegal drugs. The presence of drugs of any sort, or weapons, in a student's room constitutes possession. Students found to be in possession of or using, weapons or illegal drugs will be required to vacate University housing immediately without the possibility for housing privileges in University housing ever again. Additionally, such student will face other sanctions including disciplinary actions and possible police action. In such cases, no adjustments or refunds will be allowed against room charges.

Vandalism

Vandalism is prohibited in all campus facilities at Howard University, especially within Residence Halls. If our staff is unable to determine who vandalized the building, there will be a general charge assessed to each student registered within the facility.

Unauthorized Entry

Unauthorized entry is defined as:

- ❖ a non-checked in individual found in a student's room, roaming the building/floors/hiding in a room closet or under the bed.
- ❖ a individual failing to stop at security check point

Penalties for unauthorized entry

- ❖ Students caught harboring will be subject to eviction with 24 hours and possibly ineligible to participate in RSVP for a year.
- ❖ HU students not registered for the said hall will have their current housing terminated.
- ❖ A non-HU student will be barred from the said building.
- ❖ A student failing to stop at the security point will be subject to the following:

1st offense – warning

2nd offense – visitation suspended

VISITATION POLICY

Visitation Guidelines

In order to maintain a positive, supportive, living and learning environment, the Residence Hall staff will enforce limited visitation hours. Visitation hours for the Residence Halls are established by the Office of Residence Life. Visitation is not designed for overnight co-habitation Visitation is suspended, during the following time: Thanksgiving, final examinations, and Spring Break. Normal Residence Hall visitation hours are: **12 noon- 12 midnight, Sunday through Thursday and 12 noon- 2:00a.m., Friday and Saturday.**

Co-Educational Visitation

Student participants in the Co-educational Visitation Program acknowledge and accept personal responsibility for acquainting themselves with University and Residence Hall Guidelines for Visitation.

- ❖ Introduction of unauthorized non-residents into the Residence Halls is prohibited. This includes but is not limited to individuals dismissed from the University and/or the Residence Hall. The student further agrees to strictly adhere to established University and Residence Hall policies in this regard, and understands that violation of these policies invokes judiciary action and/or immediate dismissal from the Residence Halls.

- ❖ Students participating in co-educational visitation understand that there is no overnight visitation and that students who keep visitors in their bedroom overnight are in violation of the regulation, and the spirit of co-educational visitation. Students with roommates shall limit visitors to hours jointly agreed upon. The student understands and agrees that violation of this policy invokes judicial action and/or immediate dismissal from the Residence Halls.
- ❖ The Residence Halls **DO NOT** have twenty-four (24) hour visitation.

Security Check Point

All residents must:

- ❖ Present and hand over their Capstone to staff member at check point
- ❖ All Lobby staff members must check the Capstone card of the resident against the Hall roster
- ❖ All residents must have their Capstone card on their person as outlined by the Student Code of Conduct

Please view the back of your Capstone card which states: ***This card is the property of Howard University. It must be presented, upon request to any authorized University personnel on University property.***

Extended Visitation Policy

Forms for special **Extended Visitation (Friday noon until Sunday midnight)** must be submitted to the Residence Hall Community Director, one weeks (7 days) in advance. Your extended visitation request must be approved before any guest can be signed in for an extended stay.

To insure the safety and security of all Howard University residents and their guests, the following guidelines must be adhered to:

1. All students must sign their guests in and out of their Residence Hall.
2. Students are limited to two (2) guests per visit.
3. Students and guests must leave a valid picture ID card (students must leave a HU Capstone Card) at the time of sign in. Proper or valid identification for guests consists of the following: State Issued Driver's License or Identification Card, Military ID, Current Student ID, or International Driver's Licenses (used for identification purposes only).
4. The student must meet their visitors in the lobby.
5. Guests must be escorted at all times by the student that checks them in.

6. Students will be held fully responsible for the conduct of their guest(s). If a student does not feel their guest(s) can act responsibly, the guest should not be permitted to sign-in.
7. Students and guests must be properly dressed at all times. Bathrobes, negligees, “wife beaters”, underclothes, etc. are not permitted.
8. Children are not allowed beyond the lobby area without first completing release documentation and t approval of the Community Director.****
9. At the end of guest’s visit, student must accompany their guest(s) back to the front desk to receive their ID cards. Students are responsible for arranging transportation for their guest(s) prior to the end of visitation. Students and their guests are allowed to stay in the lobby of building until their transportation arrives, there is **NO LOITERING** in the building or the courtyard after visitation has ended and the guest has been signed- out.
10. No ID’s will be given to guests without the presence of the student who signed-in the guest.
11. At no time are unaccompanied non-residents admitted into the living areas of the building without the host present.

If a student is found in violation of any of the visitation guidelines, the student will face official Residence Hall actions which could lead to losing visitation privileges and/or eviction from the Residence Hall.

Non-occupants or non-student violators of visitation privileges are subject to arrest on charges of trespassing by the Howard University Police Department and/or the D.C. Metropolitan Police Department.

Quiet Hours

The Residence Halls operate on a “**24-hour Quiet Policy**”. In maintaining respect for a neighbors’ desire to sleep, study, etc., it is **MANDATORY** that music and other noises are kept to a minimum at all times. Room parties and loud music/instruments are strictly prohibited. This is a living and learning environment (if the noise supersedes the confines of one’s room, the resident is in violation). Loud noises and music are prohibited in front of or around the building. Residents found in violation of the aforementioned policy are subject to having the music/instrument confiscated and possibly face a fine.

STUDENT LEADERSHIP AND ACTIVITIES

Residence Hall Council

Residents are expected to follow University and Residence Hall guidelines and to govern themselves accordingly. Each Residence Hall elects a Residence Hall Council at the start of the academic year. The Hall Council serves in an advisory role as an integral part of the Residence Hall operation. Council members must give leadership to fostering a healthy living environment and setting the image and spirit of the Residence Hall. The group supports programming efforts, gives input into rule changes and expresses the sentiments of hall residents. The Council leadership includes the office of President, Vice President, Treasurer, Secretary, and Floor Representatives.

Judiciary Board

Similarly to the Residence Hall Council, a Student Judiciary Board consisting of hall residents is established to hear non-serious infractions committed by their peers. Judiciary Board members hear the cases brought to them by the Community Director.

The structure of the in-hall Judiciary Board consists of a prosecutor and defense team. The accused has the right to hear all charges and to present counter evidence to enlighten the hearing committee. The Residence Hall Judiciary Board can recommend to the Community Director and the Dean, sanctions such as revoking visitation privileges, community service projects, etc. or they can recommend that the matter be handled by the University Judiciary for graver penalties. The Judiciary Board Leadership Council consists of Chairperson, Vice-Chairperson, Prosecutor, Public Defender, and Recording Secretary.

Residence Hall Activities

Each academic year, Residence Hall Staff sponsor a variety of programs for residents. These include seminars, community service projects, discussion groups, and many more activities. All residents are encouraged to share their ideas and talents in developing hall programs. **Do not be shy, get involved!**

Office of Residence Life Activities

- ❖ Football Bus Trip
- ❖ Homecoming Decoration
- ❖ Haunted Hilltop
- ❖ Project Give-Back
- ❖ Flag Football
- ❖ RESFEST

Helpful Hints

Stores near Howard University

Target Stores – 3100 14th Street, NW, Washington, DC 20010

Wal-Mart – 6210 Annapolis Rd., Landover Hills, MD 20784

Pentagon City Mall - 1100 South Hayes Street Arlington, VA 22202 (the yellow line on Metro)

PG Plaza - 3500 East West Highway Hyattsville, MD 20782 (the green line on Metro)

IKEA - 10100 Baltimore Avenue, College Park, MD 20740

Area Banks near Campus

Bank of America – 635 Massachusetts Avenue, NW, Washington, DC 20001

Bank of America – 3500 Georgia Avenue, NW, Washington, DC 20010

Sun Trust Bank – 410 Rhode Island Ave NW, Washington, DC 20002

Wachovia - 1901 17th Street, NW, Washington, DC 20011

ATM's located On-campus

Howard Administration Building 1st Floor (2)

Blackburn Center 1st Floor (2)

Howard Plaza Towers West P-Level

Howard University Bookstore 1st Floor

Howard University Hospital 1st Floor

Drew Hall 1st Floor

Bethune Annex Hall Courtyard Entrance

Area Grocery Stores

Giant – 1414 8th Street, NW, Washington, DC 20001; 1354 Park Road NW, DC 20001

Shoppers Food Warehouse – 3801 Jefferson Davis Highway, Alexandria, VA

Whole Foods Fresh Fields – 1140 P St. NW, Washington, DC 20005

Safeway – 3830 Georgia Ave, NW, Washington, DC 20011

Area Restaurants- (Approximately 10 minutes from Howard University)

Union Station Restaurants' - 50 Massachusetts Avenue, NE, Washington, DC

Pizzeria Uno

B. Smith's

Food Court

U-Street Corridor

Ooh's and Aah's - 1005 U Street NW, DC 2001

Ben's Chili Bowl – 1213 U St. NW, Washington, DC

China Town - 600-800 Block of 7th Street Downtown

Fuddruckers

Ruby Tuesday

California Tortilla

Legal Seafood

Adam's Morgan

The Diner - (24-hours) 2453 18th Street, NW, DC 20009

BUKOM - 2442 18th Street NW, DC 2009

Area Fast Food Restaurants

(Georgia Avenue, walking distance from Howard University)

Subway

McDonald's

Negril's Jamaican Restaurant

China Wonder

Starbucks

Frequently Called Telephone Numbers

Bus Companies

Greyhound	1-800-231-2222
Metro Rail	(202) 637-7000
Trail Ways	(202) 371-2111
Yellow Cab	(202) 544-1212

Event Ticket Information

Cramton Auditorium	(202) 806-7194
Cramton Ticket Office	(202) 806-7198
Kennedy Center	(202) 467-4600
Ticket Master	(202) 432-7328

Hotels and Motels

Econo Lodges	1-800-424-4777
Embassy Suites	1-800-362-2779
Hilton	1-800-455-8667
Holiday Inn	1-800-465-4329

Airports

Airport Shuttle Bus	(202) 296-6662
Reagan National Airport	(703) 419-8000
Washington Dulles	(703) 572-2700
BWI	(301) 2611000

Important Howard University Numbers

Bethune Annex	(202) 806-6001
Carver Hall	(202) 806-7833
Cook Hall	(202) 806-7392
Drew Hall	(202) 806-7379
Howard Plaza Towers	(202) 797-7148
Mays Hall	(202) 806-0500
Meridian Hill Hall	(202) 806-4114
Slowe Hall	(202) 806-7381
Tubman Quadrangle	(202) 806-7388
Admissions	(202) 806-2755
Blackburn Center	(202) 806-5983
Bookstore	(202) 806-6656
Campus Security	(202) 806-1100
DC Police (Non-Emergency)	(202) 673-6930
Financial Aid	(202) 806-7509
Health Center	(202) 806-7559
Microfridge Service	(202) 806-7112
Operator	(202) 806-6100
Post Office	(202) 806-2009
Residence Life	(202) 806-6131
Special Student Services	(202) 232-2420
Student Accounts	(202) 806-2610
Student Loans	(202) 806-2570

The Office of Residence Life
Residence Hall Manual

HALLS SPECIFICS'

Mary McLeod Bethune Annex

The Mary McLeod Bethune Annex is an all female apartment- style living option, with approximately 550 beds for undergraduate students. Built in 1994 the Annex offer 1st years and upper-class females a living community that they can thrive in as they pursue their academic goals. The Annex seeks to “Nurturing Tomorrow’s Leaders” by providing service and programs that “teaches students responsibility, altruism, aspiration, persistence, empathy, ethics, and leadership” Our ultimate goal is to promote growth and development of the whole student with an emphasis on the core values of the University.

“Invest in the human soul. Who knows, it might be a diamond in the rough”

Mary McLeod Bethune

Mail

The mailing address for Bethune Annex Hall is:

Bethune Annex Hall
2225 4th Street NW, Box _____
Washington, DC 20059

The Annex's mailboxes are located in the lobby of the Hall, all students who live in the hall must use a combination to open their mailbox. Your mailbox number and combination will be issued to you during the time that you check-in to the building.

Please ask everyone that sends you mail to use your mail box number and the name that you use on your official HU documents to expedite the sorting and to ensure your timely receipt of your mail.

First class Mail is delivered to the Annex's Monday-Friday. There is no first class mail delivery on the weekend. Mail will be placed in mailbox as soon as possible. Packages delivered to the hall are kept behind the front desk and a mail slip is placed in your mailbox to notify you that a package has arrived for you. You **must** present your validated Capstone ID to the desk staff in order for your package to be released. All packages **must** be signed for, no exceptions. If a package is delivered directly to the Bethune Annex on the weekend for you, you will be notify by your room phone first; if we are unable to reach you a mail slip will be placed in your mailbox.

There is an out going first-class mail bin at the Annex front desk. Out going mail is picked up once a day after 2:00PM. Mail put in the bin on Friday after 2:00PM will not be picked up until Monday after 2:00 PM.

Respect/Proper Dress in the Lobby & Cafeteria

All students and staff are to be respected at all times. All students must be properly dressed when coming into the first floor lobby area and the cafeteria -- no bathrobes, negligees, or any type of sleep attire is permitted. Failure to respect this request will result in the suspension of your visitation or other disciplinary action.

Common Areas

Students are asked to clean up any mess they created in consideration of those who will come behind them in the common areas. There will be **no running, screaming, bouncing balls of any kind, loud talking (cussing) as you move through the lobby, as you exit the building, and as you move around on your floor especially in front of the elevators and the hall way between the 2nd floors east and west.** Residents are not to interfere with the right of other residents in their academic pursuits this pertains to the resident's right to an environment conducive to study and sleep. Failure to adhere to these instructions will result in disciplinary actions.

Bathroom Tissue/Vacuum Cleaners

Bethune Annex Hall does not provide bathroom tissue. Any suite found with bathroom tissue that has been taken from the 1st Floor Restrooms will be fine \$10.00. Vacuum cleaners may be checked out from W213 with a validated Capstone ID between 9:00 am and 4:00 PM M-F.

Trash Chute/Disposal of Trash

Trash chutes are located on each floor of the Bethune Annex. Your trash must be placed in a plastic liner and disposed down the trash chute. You are responsible for supplying your own trash can liners. No trash should be left in the trash chute room in a bag or loose on the floor. Cardboard boxes and large items cannot be disposed down the trash chute please break down all boxes before placing them on the wall nearest the trash chute room.

Laundry Rooms

There are two washers and two dryers located on each floor in the laundry room of the Hall. You gain entry into the laundry room by using your room key. Your key will only open the laundry room located on your floor. Laundry Cards operate both the washers and dryers. The Laundry Card machine is located on the first floor of the Annex near the Vending machines on the Eastside of the building. If a washer or dryer is not working properly, please call the number posted on the wall in the laundry room and report problem to the Bethune Annex Front Desk.

Keys

Your room door locks whenever it is closed, to avoid being locked out of your room you are advised to keep your key with you at all times. If you should lose your key you will be billed for a key replacement and a lock change for the entire suite of \$135.00.

Lockouts

It is your responsibility to keep your key with you at all times. You will be charged \$5.00 every time a staff member lets you back in to your room because you are lockout. You must have your money (\$5.00) before you will be let back into your room. In the event that you are locked out, only a Bethune Annex Resident or Graduate Assistant can let you back into your room. If your lockout occurs between 9:00 AM –5:00 PM, Monday –Friday, your lockout is handled through the Bethune Annex business office located on the 1st Floor on the Westside of the building. If the lockout occurs between the hours of 5:00 PM – 8:00 AM, Monday – Friday your lockout is handled by the On-Call staff. Lock-outs will only be done at the beginning of each hour until 15 minutes after the hour seven (7) days a week. If your lock-out occurs at 16 after the hour you will have to wait until the next hour to be let back into your room. Lockouts occurring on the weekend will be handled by the On-Call staff. Please come to the front desk to reach the On-Call staff.

Recycling Bins

Please do not place any trash of any kind in the recycling bins. **The bins are not currently being used.**

Coed-Visitation

(Please refer to pages 14-16 in the manual)

If you fail to come down at the end of Visitation (12:00 Midnight S-TH) and 2:00 AM Friday & Saturday) the ID of your guest will be returned but your ID will be placed under the Community Director's (CD) door and you must meet with the CD before your ID will be returned.

Overnight Visitation

The Bethune Annex allows residents to have one (1) **female guest for overnight (24 hours) and/or weekend visitation (Friday 12:00 Noon –Sunday 12:00 Midnight) unless otherwise specified.** The Overnight/Weekend visitation form must be submitted **(1) week (7 days)** in advance and approved by the Community Director before an overnight guest can stay in the Hall. Please inform your family and friends, no person will be allowed to stay if they have not followed this process completely.

Once your over-night visitation request has been approved you must sign in your guest at the front desk upon their arrival to receive the Visitation Pass. ***Your guest must have one of the following forms of ID to check-in and receive their Visitation pass: a current Drivers License, a current State issued ID, or a current Military ID.*** The guest must keep their pass on them at all times otherwise they could be stopped for trespassing on private property. Your guest must check-out at the front desk and return their pass at the time of their departure. Failure to check-out and return the Visitation pass will stop all future overnight visitation privileges and you will be fine \$5.00 for the replacement of the pass. The Bethune Annex resident requesting overnight visitation is responsible for the actions of her guest while she visits in the Annex.

Emergency Doors

Emergency doors **are never to be used except for emergencies** (building evacuations); if a student is caught allowing their guest through one of the emergency exist doors, they will be subject to immediate eviction from the Bethune Annex Hall. Propping the emergency doors open for unofficial visitation compromises your safety and the safety of the other students of Bethune Annex and it will not be tolerated.

EVACUATION PROCEDURES

Emergency situations that may necessitate evacuation in the residence hall fall into two general categories: fire and non-fire related emergency (e.g., bomb threats, weather disasters, and civil demonstration).

1. When an alarm occurs, the fire enunciator system will sound on the floor of the fire, the floor above, and the floor below (e.g., fire on floor 6, enunciates on floors 6,7, and 5). (The enunciator system is also heard in the elevators and may be heard on floors that are not in alarm).
2. Occupants on floors 1 through 7 should exit via the nearest stairwell (DO NOT attempt to use the elevators – they are shut off during emergencies), leave the building through the emergency exit doors at ground level, and proceed to the

assembly area, which is the parking lot directly across the street in front of the building on Bryant Street.

3. **Seminar Room, Cafeteria, and Lobby** – Occupants in these areas should exit via the Courtyard. Leave the building through the Courtyard doors on the first floor, and proceed to the assembly area, which is the parking lot across the street in front of the building on Bryant Street. This evacuation should be done in a calm, orderly fashion, only crossing the street when safe to do so.
4. Emergency personnel (i.e., Campus Police, Metropolitan Police, Local Emergency Response Service Personnel, etc.) will arrive, assess the situation, and give further instructions or an “all clear” announcement.
5. Emergency routes have been posted in the elevator and on each floor. Students and staff should become familiar with these routes and identify which route is closest to their room and/ or work area.

In all emergency situations evacuate! Do not become a spectator. In the event of a fire, and your escape route is obstructed, use alternate routes if possible, or take action to prevent heat and smoke from entering your room through the door threshold. If there is no possible passageway to exit the building, dial 911 to talk to fire dispatchers so that the fire department can start rescue operations. Only the fire stairwells should be used in the case of evacuation. In NO case should elevators be used.

EVACUATION OF HANDICAPPED STUDENTS AND STAFF

Handicap personnel should be advised by the Community Director or his/her designee of the emergency procedures plan for floor evacuation, use of exists, and fire stairwells and with any special arrangement for their safe exit from the building.

The Community Director must advise desk receptionists and other hall staff person's having a handicap condition including those who have a temporary disability (e.g., broken leg), and who require assistance in gaining quick exist via stairwell.

BOMB THREATS AND OTHER NON-FIRE-RELATED EMERGENCY PROCEDURES

In a non-fire-related emergency, the fire enunciator system will be used to activate the PA system to announce the situation and give evacuation instructions. Follow the same evacuation procedures as for fire-related emergencies.

EMERGENCY ALERT TIPS

- . **Do Not Panic.** Remain Calm and listen for instructions via the fire enunciator PA system.
- . **Do Not Open Hot Doors (In Case Of Fire).** Before opening any door, touch it near the top to see if it is hot. A fire on the other side will blast through the slightest opening with tremendous force and heat.
- . **Do Not Break Windows to Vent Smoke?** Falling glass is a serious threat to the pedestrians and fireman below. If you are unable to leave your room because of smoke, fire, or heat in the corridor, a cloth or sign taped to the window glass will alert fireman to your location. Dial 911 to talk to a fire dispatcher so that the fire department can immediately start rescue operation.
- . **Do Not Use the Elevators.** In emergency situations, the elevators are automatically recalled and shut down by the alarm system.
- . **Use the Fire Stairwells.** The stairwell is designed to resist fire.
- . **Do Not Become a Spectator.** Walk away from the problem area.
- . **Close All Doors.** Close doors, including stairwell doors, when leaving the area because of fire evacuation. Do not lock doors.

RESPOND IMMEDIATELY TO ALL ALARMS: Please knock on doors of your floor mates as you leave the floor to ensure all a safe exit in a timely manner.

Dr. George Washington Carver Hall

The Dr. George W. Carver Hall is a magnificent brick structure located in the southern region of university, walking distance from the main campus. The building, completed in 1943, was originally built to meet an urgent need in Washington for housing accommodations for single African Americans, principally those who came to D.C to take part in war-time Government activities. The edifice also served as a civic and cultural center in the Nation's Capital for various African American groups and organizations. On June 30th 1948, the Government owned resident hall was acquired by Howard University. Since its acquisition Carver Hall has been the home of great Howard alumni men including best selling author Omar Tyre, Washington, D.C. attorney Mark Temple, U.S. Government attorney Eric Holder, and Current Dean of Residence Life Charles J. Gibbs, to name a few.

“There is no short cut to achievement.
Life requires thorough preparation -- veneer isn't worth anything.”
Dr. George Washington Carver

Mail

Mail is delivered to the hall Monday through Friday. Packages and special deliveries will be kept behind the front desk. If a resident receives a large package or special delivery, a notice will be placed in the resident's mailbox. In order to retrieve the package, the resident must provide the front desk staff with the mail notice and Howard University identification.

When providing others with their mailing address, residents should use the following format:

Resident's Name
211 Elm Street, NW – Room # ____
Washington, DC 20001

Parking

Carver Hall is surrounded by on-street parking. Finding parking spaces in the area can be very difficult since the hall is located in a residential community. Carver residents may apply for a university parking permit with Howard University or request reciprocity and a residential parking permit with the D.C. Department of Motor Vehicles.

To qualify for a reciprocity parking permit you must meet the following criteria:

- Full-time student attending a college or university in District of Columbia
- This type of permit is valid for one year and is renewable.
- Statement from registrar's office on the college's or university's letterhead stating that you are a full time student
- Valid out-of-state driver's license
- Valid out-of-state vehicle registration
- Proof of Insurance as required by the issuing registration jurisdiction
- Proof of DC residency

For additional information please visit the following website at <http://dmv.dc.gov/serv/parking.shtm> or contact the Washington D.C. Department of Motor Vehicles at (202) 727-5000.

Evacuation Procedures and Emergency Exits

This evacuation plan is developed to remain true to the goals and objectives of Dr. George Washington Carver Hall, to provide a safe and secure environment for all residents. As such is the case, it is imperative to evacuate the hall in all hall-wide emergencies. This includes, but is not limited to, fires, bomb threats, the release of toxic gases, and any time the alarm system is activated. Failure to comply may result in fine and removal from the residence hall.

The establishment of exit routes is an essential to the smooth evacuation of the residence hall. Therefore, the following exit routes have been established for the floors.

- Rooms **102-113** must exit using the **east stairway**.
Rooms **115-128** must exit using the **northeast stairway**.
Rooms **142-157** must exit using the **west stairway**.
- Rooms **200-234** must exit using the **northeast stairway**.
Rooms **235-262** must exit using the **northwest stairway**.
Rooms **263-267** must exit using the **northeast stairway**.
- Rooms **300-334** must exit using the **northeast stairway**.
Rooms **335-367** must exit using the **northwest stairway**.
- Residents occupying the weight room, laundry room or game room in the basement level must exit using the main lobby doors or the basement emergency only exit door located in the east side of the basement.

Note: Any persons in violation of using the basement, emergency only exit door during a non-emergency may be subject to a fine and immediate removal from the residence hall.

George William Cook Hall

George William Cook was born one of four mulatto children to enslaved persons in Winchester, Virginia on January 7, 1855. In 1864 the Union Army captured his village and he moved to Harrisburg, PA. He entered Howard University in 1874. Finishing the Preparatory Department in 1877, Cook received a Bachelor of Arts degree four years later. In 1886, he received his Master of Arts and in 1890 and 1903 he received a Bachelor of Laws and Master of Laws, respectively, from Howard University. By 1889 Cook had risen from tutor of mathematics in the Normal Department of the University to assuming head of the department. While teaching at the University in 1904, President Theodore Roosevelt, appointed him a member of the board of Charities of the District of Columbia. He was a member of the national board of directors of the NAACP from 1915 to 1931 while also serving as the secretary of the District of Columbia branch. G.W. Cook died on August 30, 1931, and was buried in DC's Lincoln Cemetery.

**As his last dedication in a long line of service to his alma mater,
in his will George William Cook donated \$5,000 to Howard University.**

Loitering

Loitering in the lounge of the 1st and 2nd floor C section is prohibited after 11 p.m. All residents are encouraged to use the club room after 11 p.m. Please remember that while using the Club Room is extended to all students, it is a privilege. Residents should remove any food, beverages, or other items used while in the Club Room.

Emergency Exits

Anyone caught using the emergency exit doors in the F section, either by the football field or in the alley will be evicted within 24 hours. This includes exiting or opening the door to facilitate any unauthorized entry. Please refer to the Student Code of Conduct, Residence Hall Contract, and other portions of this manual for further information regarding penalties for such actions.

Furniture

Residents are prohibited from bringing outside furniture onto the premises. This includes, but is not limited to: futons, sofas, beds, chairs, recliners, etc.

Fire Alarms

The fire alarms in the dorm are very sensitive. When the alarm goes off, check to see if it is from your room. If it is, you are required to call the front desk immediately at (202) 806-7392 or (202) 612-4000. Failure to do so will result in a fine.

Dr. Charles R. Drew Hall

Dr. Charles R. Drew was a renowned surgeon, blood researcher and teacher. In 1939, while supervising a blood bank at Columbia Medical Center, Drew developed a method to process and preserve blood plasma so that it could be stored and shipped to great distances. In 1941 after the success of "Blood for Britain," Drew became director of the American Red Cross Blood Bank in New York. Ironically, in 1977 the American Red Cross headquarters in Washington, D.C., was renamed the Charles R. Drew Blood Center. In 1976 Drew's portrait was unveiled at the Clinical Center of the National Institutes of Health, making him the first African American to join its gallery of scientists. Four years later, his life was honored with a postage stamp, issued as part of the U.S. Postal Service's "Great Americans" series.

Laundry Facilities

All residents are responsible for their own laundry; therefore, should be responsible in retrieving their laundry from machines within a 15 minute timeframe after laundry ends in order for other residents to utilize the facilities. After the 15 minute timeframe has passed laundry will be placed on the nearest table.

Vending Machine Service

The **VANDALIZING** of vending machines is a crime and punishable under DC Law, any resident caught committing such an act will be prosecuted and possibly expelled. In the event that said individual is not caught, the entire hall will be charged for damages incurred, and the facility will be locked after 10pm.

TV Room/Lounge

The remote controls for the television room must be signed out and returned at the Front Desk. Any damages to the property of Howard University, Residence Life/Drew Hall, will be assessed to all responsible parties. In the event that said individual is not caught, the entire hall will be charged for damages incurred, and the facility will be locked after 10pm.

Recreational Room

Recreational room equipment is to be signed out and returned at the Front Desk. Any damages to the property of Howard University, Residence Life/Drew Hall, will be assessed to all responsible parties. In the event that said individual is not caught, the entire hall will be charged for damages incurred, and the facility will be restricted for use after 10pm.

Trash Removal

All food containers and wrappers **MUST** be placed in the trash area, located downstairs on the basement level. Residents whose trash is identified will have clean-up duty for a week's duration.

Safety

This means that you are responsible for the safety of your hall along with the staff and security of Charles R. Drew Residence Hall. Bringing someone through and unauthorized entry is illegal and punishable by DC Law and the Howard University Student Code of Conduct.

Personal Property

It is the responsibility of all residents of Charles R. Drew Residence Hall to protect their own property. Likewise, you should be mindful of the property of others that means you should not take what is not yours, nor allow others to do so.

Fire Drills

The District of Columbia's Fire Code Regulations states that all residents within a residential facility must vacate the building any time the fire alarm sounds off, failure to do so may result in facing a fine and/or prosecution. Additionally, individuals failing to respond to a fire alarm may face possible eviction from the Residence Halls.

Visitation Guidelines

Charles R. Drew Residence Hall functions on limited visitation hours; therefore, for the safety of you and your guests, you should make the necessary preparations to vacate the premises and escort your female guests to their place of residence. Additionally, thirty (30) minutes after visitation hours are over the courtyard of the building will be closed to visitors and any loitering; furthermore, the wall adjacent to the Harriet Tubman Quadrangle Residence Hall is **OFF-LIMITS** at **all times**. Any resident found to be in violation may face possible eviction from the residence hall.

Quiet Hours

“24-hour Quiet Policy”, if the noise supersedes, comes out of, the confines of your room you are in violation of the policy.

Floor/Hall Meetings

All meetings are **MANDATORY**, failure to attend will result in lose of all privileges that exist for a time to be specified by the Community Director.

Benjamin E. Mays Hall

Benjamin Elijah Mays graduated from Bates College in Maine in 1920. He went to the University of Chicago for his master's degree and doctorate, and while he was working on those degrees, he was ordained into the Baptist ministry. He taught at Morehouse College and at South Carolina State College. From 1934 to 1940, he served as Dean of the Howard University School of Religion and then moved on to the presidency of Morehouse College, a position he distinguished for the next quarter of a century. He also served his community well, becoming the first black president of the Atlanta school board.

Benjamin E. Mays Hall provides University housing for graduate and non-traditional students. The dormitory has a significantly smaller population, is located on the East Campus within the Howard University School of Divinity building, and operates in a manner that is consistent with an *adult* living/learning community.

Hall Staff

The Benjamin E. Mays Hall is assigned one Graduate Assistant who, similar to a Community Director, is responsible for the management and direction of the Residence Hall. In addition, the Graduate Assistant is the direct supervisor of the Mays Hall Residence Life Staff.

Elevators

Benjamin E. Mays Hall has two elevators. The primary elevator is used to transport people and small items throughout the building. The freight elevator is used to transport larger items and to assist students when moving in or moving out of the residence hall.

Key Entry

Mays Hall operates on a key-entry system, and not the Access system. Residents are provided four keys to the building upon check in (ie. front glass door, residence hall, individual room, and mailbox). Residents are responsible for the keys and will be charged a replacement fee if keys are lost. Additionally, while there are a number of entrances and exits to the building, the front glass door is the only one that should be used.

Laundry Facilities

Coin-operated washers and dryers are located in the laundry room areas. The University's laundry cards are inoperable with the current coin-operated machines.

Extended Visitation Policy

Mays Hall operates in a manner which is consistent with an adult living/learning community. Residents are allowed to have extended visitation hours. If a resident wishes to have an overnight guest, the Graduate Assistant should be notified. The resident of the guest will take all responsibility for his/her visitor, and will be liable for all accidents or incidents. Guests of residents may stay up to one week. Any additional time for a guest must be formally requested. Each request will be reviewed and granted by the graduate assistant on a case-by-case basis. The University does not assume any responsibility for the health or well-being of the guest, and will not provide any coverage or financial compensation for accidents or incidents that the guest may encounter while visiting.

Meridian Hill Hall

Meridian Hill Hall is a co-educational off-campus residence for approximately 650 students.

Students are provided with a twin size bed and extra long mattress, desk, and dresser. Air conditioned and wired for cable TV, the Internet, and local phone service. Other amenities include a convenience store, lounge, reading room, TV room (which students use for programs), exercise room, and vending area with microwaves--all located within the building.

Front desk service is provided 24/7.

Unauthorized Appliances/ Prohibited Items

Cooking with unauthorized appliances is prohibited in resident quarters because of our facility power supply. Hot plates, toaster ovens, microwaves, and electric grills are forbidden cooking appliances and are grounds for housing termination. Microfridges units are permitted and may be rented for use during the academic year. Microfridges are available on a first come, first serve basis. Unauthorized appliances will be confiscated and stored until your exit. **Extension cords, power strips and lamps with halogen bulbs are unauthorized.** Surge protectors are permitted and appropriate for use in this facility.

Postings

Nails, tacks, tape or stickers of any kind on walls, furniture, or doors are prohibited. Excessive postings outside of your room door are unattractive and take away from the overall appearance of our hall corridors. A simple posting to personalize your door is appropriate as you may decorate more openly inside of your room.

Food Storage

Do not leave food unattended in microfridges or in the kitchens located on the 3rd, 5th and 7th floors. Secure any left over food and store properly. This will strengthen our efforts against rodents and pests in the facility. You should use the trash chute to dispose of all food related items.

Child Visitation Policy

Children under age 17 are not permitted to proceed beyond the lobby of the Meridian Hill facility. This is a non-negotiable policy. ALL persons who enter our facility beyond the Entrance/Lobby area MUST have a valid/verifiable ID without exception and/or negotiation. This is a reasonable and mandatory requirement for security/liability reasons. Violators will come under severe reprimand for violation of this policy.

Mail

Mail coming to the Meridian Hill facility should be mailed to 2601 16th Street, NW, Room, _____, Washington, D. C. 20009. Please advise persons sending mail to you of your current room number to expedite the sorting of mail. Your local mailbox number will be the same as your room number. Please make a habit of checking your mailbox on a regular basis for university or residence hall information. Your mailbox number is the same as your room number. Please see Environmental Management/Housekeeping to receive your mailbox combination. Should you use any name other than the name you have registered at the Front Desk, mail/packages will be returned. Any mail or packages that we received and cannot positively identify on your behalf will be returned to the sender within 48 hours after arrival at the Meridian Hill facility. Regular mail is sorted and placed in your boxes daily except on Sundays and recognized holidays. Post Office boxes are available to Howard University students in the Main Post Office located in the

basement of the A-Building. You may also arrange for special packages to be received at the Main Post Office. You are responsible for such arrangements.

Packages and Special Deliveries

Notice of Delivery slip will be placed in your mailbox to inform you of any item arriving for you. You must make an effort to pick up your packages Monday-Friday between the hours of 8:30 a. m. and 7:00 p. m. and on Saturday between 10:00 a. m. and 3:00 p. m. You must present your Howard University Capstone Card and a notification slip before you can pick up your UPS/Federal Express packages, special delivery mail, etc. No packages will be issued on Sundays. Mail and Packages will be suspended during holidays.

Lockouts

Lockouts are inevitable in a residence hall setting. We expect each resident to be responsible citizens and keep your keys with you at all times. Please do not give your keys to anyone-family and friends included. The Lockout procedure is implemented at the direction of the Community Director and implemented by the Graduate Staff. Local information will be given to residents regarding lockouts. During normal business hours (Monday-Friday, 9:00 a. m. - 5:00 p. m.), you will report to the Front Desk for lockouts. A staff representative will respond to the lockout needs of the community on the hour until 5:00 p. m. If you are locked out between 6:00 p. m. and 12:00 a. m. (Monday-Friday), you may also report to the Front Desk area where the Graduate Staff on duty will respond to the lockout needs of the community at designated times.

During weekends (Saturday and Sunday), you may report to the attention of Front Desk staff where an On-Call representative will assist you. At 12:00 a. m. any day of the week, you may experience tremendous delays due to on-call schedules and may wait considerably for a lockout. We encourage you to keep up with your keys to lessen your chance of needing our assistance for a lockout. Please be prepared to wait patiently as we inform you of our policy. Lockouts require a \$5.00 fee. Failure to locate your keys will result in a lock change, charges are listed below:

Single Room (Corner Large)	\$110.00	Single Room	\$35.00
Double Room	\$45.00	Access Card	\$25.00*

Common Areas

Common Areas within the Meridian Hill facility are all restrooms, showers, lounges, study rooms, kitchens and laundry rooms. Residents are expected to keep areas clean and to consider other students as they use any feature within the facility. Additionally, you should avoid leaving excessive debris and/or trash in the showers. Never dispose of trash in the restroom facilities. Trash disposal in the restroom is unsanitary unless the items are minor items associated with common hygienic responsibilities.

Your trash/garbage should be properly contained and disposed of through the use of Trash Chutes located on each floor. Trash Chutes are located on each floor across from the elevators on the east side of the building. Please contact your Resident Assistant if you have any questions about trash and/or debris disposal. Large boxes and oversized items should be broken down and left in the Trash Room for proper disposal. Never leave items in the hallway. There can be no exceptions to these house rules.

Extermination

Extermination services are available every Friday. Requests for extermination can be made at the Front Desk by filling out a Maintenance Request Form as soon as the need is noticed. These requests must be left at the Front Desk and to the attention of Environmental Management.

Special Features

The Meridian Hill facility is equipped with a number of features to include **Laundry Rooms, kitchens, an Exercise and Fitness Center, a Television Lounge and a Full Service Computer Lab.** Washers and dryers are located in the Laundry Rooms on the 2nd, 4th, 6th and 8th floors. Kitchens with oven ranges and industrial microwaves are located on the 3rd, 5th and 7th floors. The Exercise and Fitness Center is located on the Lobby level near the east end of the Main Lounge. The ResNet Computer Lab is located in the same corridor as the Front Desk and Environmental Management office. Also, the Meridian Hill will offer a Study-Only location and a Reading Room available as a study/activities location for those presenting need of such. These features are available to each resident in order to make the environment comfortable for you. Please enjoy these features and take care of the facility. If the washers or dryers, oven ranges, exercise equipment or computers malfunctions, please report these errors to the appropriate staff or to the Front Desk as soon as possible.

Safety and Security

Use extreme caution as you move about the area. The Columbia Heights and Adams Morgan areas have been highlighted for the changing nature of the general neighborhood. Often is the case where crime reports, auto theft and burglaries are reported around the area. We maintain continuous contact with the Howard University Campus Police and the Metropolitan Police Department to combat crime within and around our facility. As an extra precaution, do not walk in the neighborhood alone, especially at night. Please refrain from loitering outside of the building or in the surrounding neighborhood.

Other Meridian House Rules

Refrain from propping doors open to stairwells, exits and any other location within the Meridian Hill facility.

Lucy Diggs Slowe Hall

Lucy Diggs Slowe was a leader on the forefront of higher education for African-American woman, and was the first dean of women at Howard University. She overcame personal obstacles and graduated second in her class from the Colored High School in 1904. Lucy entered Howard University to continue her education. While at the University, she excelled scholastically, and in 1908 she became one of the founders of the first Greek letter sorority for Black women, Alpha Kappa Alpha Sorority, Inc. Following her undergraduate training, she later earned a Masters degree from Columbia University.

At Howard University, where she spent most of her professional life, Slowe Hall located at 1919 3rd Street N.W was named in her honor in 1940.

Removal of University Furniture

Removal of any furniture from the common areas, lounge areas, lobby, study hall or any other space within the facility is not allowed. Transferring furniture from a common area or resident room without authorization is strictly prohibited. A fine of **\$300.00** or more per item will be charged to a student's account if found in violation of this guideline.

Refrain from propping doors open to stairwells, exits and any other location within the Slowe Hall facility. Propping doors open that should remain closed or those that control public access leads to security and safety breaches. Breaches of security associated with access to the building and its inner features affect all residents and staff in the facility. Students are expected to behave as responsible adults. Failure to adhere to this guideline will lead to eviction.

Noise/ Inappropriate Behavior

Loud noises and disturbances are inappropriate for this environment. Thus, these occurrences will not be tolerated under any circumstances. Any sound that resonates beyond the confines of your room is considered noise and can be disturbing to residents nearby. Any electronic devices, equipment or instruments will be confiscated and stored for you after a first warning is given to obey the standing noise ordinance and policies thereunto.

Slowe Hall maintains a quiet hour noise ordinance 24-hour a day, seven days a week. Respect for your neighbor's desire to rest, study, or to enjoy quiet time for planning, etc., we expect each resident as a citizen of this community to comply with the noise ordinance. Our staff will strictly enforce the noise ordinance and will monitor the facility in order that personal music, and other disturbances are maintained at reasonable levels.

We expect that each resident will represent as Howard's finest and as the professional community of tomorrow. Therefore, horse playing, bouncing basketballs in the building, running in the hallways, and tampering with emergency and/or safety equipment is strictly prohibited. This is a very serious and sensitive guideline that you should be warned of immediately. Basketballs will be confiscated in matters of violation and other items as deemed necessary. Please be advised.

Trash Removal

Trash Room/Debris Removal is a serious concern toward the cleanliness of the Slowe Hall facility. A trash chute is designated for each floor in the residential facility.

Parking & Shuttle Services

Please contact the **Howard University Office of Parking and Shuttle Services** to make arrangement for parking on campus. You may reach this office by calling (202) 806-2001. Should students or their guests violate this guideline, please be prepared to pay ticketing and towing fees. Each time any vehicle outside of the allotted staff parking spaces is cited, Metropolitan Police, Howard University Campus Police and our contracted towing company will be contacted. Regardless of the time, date or circumstance, students and guests should use street parking or another campus parking lot. Please be advised that parking in the surrounding neighborhood govern by zoning policies can or will result in parking fines or towing. Additionally, it is advised that valuables are removed from personal vehicles parked on the street. Furthermore, shuttle transportation is available to and from campus. Schedules are posted at the front desk. Please inquire if necessary or go to the Howard University website to print a personal copy of the schedule.

Fire Safety

Fire Safety is a major concern within the Slowe Hall facility. Howard University's Office of Residence Life requires that all campus residents use surge protectors for all computer equipment, televisions, stereo equipment, alarm clocks, printers, scanners, and other electronic items/devices that are prone to electrical damage during any unexpected power surge. The university assumes no liability for your items should you choose to ignore this regulation and/or not to insure your items while residing in campus housing. Please remember never to overload your surge protectors with other extension cords and use only one surge protector per outlet.

Extended Visitation

Extended visitation will take place during the following times of the year: Homecoming and ResFest. If a resident is requesting visitation other times outside of the aforementioned time frames **MUST** have official tours scheduled through the University. The formal documentation is required 7 days prior to the guest's arrival to the hall. No exceptions. Lastly, all governing rules at Howard University will apply to the guest upon check-in.

Harriet Tubman Quadrangle

Harriet Tubman was a runaway slave from Maryland who became known as the "Moses of her people." Over the course of 10 years, and at great personal risk, she led hundreds of slaves to freedom along the Underground Railroad, a secret network of safe houses where runaway slaves could stay on their journey north to freedom. She later became a leader in the abolitionist movement, and during the Civil War she was a spy for the federal forces in South Carolina as well as a nurse.

“Every great dream begins with a dreamer.
Always remember, you have within you the strength, the patience,
and the passion to reach for the stars to change the world.”
Harriet Tubman

Loitering

There is no loitering in the lobby of the Quad as well as on the 4th Street wall surrounding the building. Wall sweeps will occur during the year, if you are caught in a sweep you will receive (40) hours of Community Service and loss of visitation for (14) days. If you are caught in a wall sweep on more than (1) occasion you may be evicted from the residence hall.

Key Access

Buildings within the Harriet Tubman Quadrangle can be accessed using the underground located through the white double doors. In order to achieve access to Truth, Crandall, and Frazier Halls, via the courtyard, you must have a key to that specific hall.

Identification Check

The Harriet Tubman Quadrangle is a %100 ID Check location. If you do not have your Capstone Card ID you will not be granted access beyond the lobby area. Residents who do not present their Capstone Card will be given (1) opportunity to use another form of photo ID. Residents without their Capstone Card on more than (1) occasion will be subject to eviction from the hall based on the Failure to Comply rule of the Student Code of Conduct.

Wheatley Hall Access

Upon entering the Quad there are (2) entrances. The use of the Wheatley Hall Entrance is strictly prohibited. Residents are only permitted to enter through the security check point proceeding into the white double doors.

Lounge Areas

The lounge areas must be scheduled in advanced for use. When the lounge area is not in use residents of the Quad may use it. Only residents can check out the remotes for the TV and VCR with a HU Capstone Card. The lights are not to be turned off except for viewing movies and /or slides during scheduled programs. Under no circumstances can a **PARTY** be held in a lounge area.

Baldwin Hall Lounge

Eating and Drinking is prohibited in the Baldwin Hall Lounge area.

Emergency Exits

At NO time should residents exit or enter through the Crandall loading dock door. Students are strictly prohibited from allowing access to unauthorized guests through the Crandall loading dock door. Students caught in violation will be subject to eviction within 24 hours of the incident.

Room Configuration

Residents of Truth and Crandall Halls should observe the posted room furniture allotments.

EMERGENCY EVACUATION OUTLINE

- Truth Hall:** Down stairwell, out of **alley gate**, cross street and gather in the valley.
- Wheatley Hall:** Down back stairwell leading to the courtyard, out of **alley gate**, cross street and gather in the valley.
- Baldwin Hall:** Down main stairwell, out through **4th St. main entrance**, exit cross street and gather in the valley.
- Frazier Hall:** Down stairwell, proceed out of **College St. gate**, cross street and gather in the valley.
- Crandall Hall:** Down stairwell, proceed out of **College St. gate**, cross street and gather in the valley.

Lock Outs

In the event that a resident is locked out of their room, they should go to the following locations:

- 8:00am-5:00pm The Business Office
- 5:00pm-8:00am The Front Desk

Please remind your residents that lock outs take place the first 15 minutes of every hour. If they come downstairs at 8:18 they will have to wait until 9:00 to receive a lock out.

The Howard Plaza Towers

The Howard Plaza Towers East is a spacious co-educational luxury apartment complex for approximately 890 graduate students, and undergraduate honors students. Shared efficiencies, double/triple studios, 2-3-bedroom units, and unfurnished units. All units have a shared common area and well-equipped modern kitchen and bathroom areas. Security system, underground parking, computer labs, study rooms, cable, Internet, and local telephone service.

Front desk service is provided 24/7.

The Howard Plaza Towers West is a spacious co-ed luxury living complex for 840 juniors and seniors. Shared efficiencies, double/triple studios and 3-bedroom units. Cable TV, high-speed Internet, and phone connections. All units have shared common area and well-equipped modern kitchens and bathrooms. Security system, underground parking, computer labs, study rooms, laundry rooms, and mail facility. Front desk service 24/7.

Exit Doors

All Howard Plaza Towers exit doors are alarmed. Students should NOT use emergency exit doors except for in emergency situations. Students found in the inappropriate use of exit doors will be subject to immediate eviction from the Howard Plaza Towers and possible suspension of housing privileges for up to (2) years.

Daily Lobby Traffic

Foot traffic is to come only in thru the Plaza Level of the East or West Building.

Garage Rules & Regulations

Only the owner or driver of the vehicle has the privilege to park and enter through the HPT garage level. Any unauthorized vehicle will be towed immediately. Students caught illegally entering through the garage will be evicted from the Howard Plaza Towers.

East Tower Visitation

The East Tower is an adult living environment therefore; East Tower residents are able to sign-in visitors for a period of 24 hours.

West Tower Visitation

West Tower Building Visitation Hours:

12:00 pm to 12 Midnight (Sun. thru Thurs.)

12:00 pm to 2:00 am (Fri. thru Sat.)