The Division of Student Affairs and the Department of Residence Life extends to you a sincere welcome to Howard University and to the Residence Halls!

This booklet provides general information and directions which will be helpful as you prepare for college and the exciting “First Year Experience” of living at a university in the residence halls. Each item should be read carefully.

As a new entrant, you will become a member of one of the nation’s most interesting student populations. The student body at Howard University is composed of individuals representing all 50 states and over 100 international countries. This diversity of nationalities and cultures makes Howard University an international campus in the truest sense, which is reflected in the residence halls. Students living amongst individuals of such diverse backgrounds in a college residential community, offers you the opportunity to grow academically and socially. However, much of what is to be gained depends upon the interest and initiative of each resident, who is active in programs and activities that are implemented within the halls. You will notice that we usually use the term “residence hall” instead of “dormitory” indicating that a college residence is much more than a place to sleep and study; but also is the place where you live and consider home for the academic year. The home quality that you will find consists of finding the “extended family support network” that is part of the cultural link on the path to your future success.

A successful community of any kind must be guided by rules and regulations that are designed for the common good. Most regulations pertaining to the housing environment are outlined in this Welcome Packet. Other information will be provided at the time of check-in, all students are expected to become familiar with and abide by all guidelines.

Congratulations, best wishes and welcome to the Howard University
LIVING TOGETHER

Roommates share space, but more importantly they share a larger part of their college experience with each other. In order to promote a positive and considerate relationship, roommates must come to some basic agreements amongst themselves and getting along with others is essential to success in life.

Roommates are urged to sit down and discuss their living arrangements at the beginning of the semester. A "Roommates Cooperative Agreement" is provided in the residence hall for this purpose.

RESIDENCE HALL STAFF

Residence Hall Manager
Each Residence Hall is under the supervision of a Residence Hall Manager who is responsible for the overall direction of the hall including internal housing assignments. The Residence Hall Manager is a full time Howard University employee.

Graduate Assistants (GA)
The Graduate Assistant assists the Residence Hall Manager with all operations of the assigned hall. They plan programs, supervise activities and hold conferences with residents. The GA has complete authority in the absence of the Residence Hall Manager.

Resident Assistants (RA)
The Resident Assistant works under the supervision of the Residence Hall Manager and Graduate Assistants. They live in the Residence Halls (at least one per floor) where they plan programs, hold floor meetings, and help their residents adjust to group living. They serve as a means of communication between staff members and individual residents.

Clerical Receptionists
The Clerical Receptionist covers the main desk of each hall in combined shifts of 24 hours a day, seven days a week. They greet visitors to the hall, receive and dispense mail and packages.
Environmental Services
The public areas and bathrooms are cleaned by the Environmental Management Staff. Residents are responsible for the care and cleaning of their own rooms and baths in rooms or suites. Environmental Management Staff is responsible for providing clean and attractive surroundings in the residence hall. Residents are responsible for the care and cleaning of their own room and suites.

RESIDENCE HALL SERVICES

Furniture in student bedrooms
Each student bedroom is provided with a bed, desk and chair, dresser, and a closet or wardrobe unit. Please do not remove any furniture from your room! (Furniture removed will result in a $200 fine per piece!)

Mail
Once the check in process has been completed, you will be assigned a mailbox in your residence hall. Mail is delivered daily by the University Post Office to the residence halls and sorted by the clerical receptionists to be placed in your mailbox. i.e. Name, Hall Address, Room or suite number, city, state, zip. Please make sure that the correct information is included on all correspondence.

*UPS/ FEDEX special delivery notices

DATA/CABLE
High speed Ethernet and wireless and cable television are available for all residents in the residence hall.

Bed Linens
The University does not provide linen service. Students are responsible for providing their own linen. You will need extra long twin bed sheets, blankets and pillowcases.

Laundry
Laundry rooms are provided in each hall and equipped with card-operated washers and dryers. Laundry cards can be purchased at machines located in several of the Residence Halls and other locations on campus. Students must provide their own laundry detergent. Please see enclosed pamphlet.

*Important Dates to Remember

**FALL 2015**
- August 24, Monday - First day of Class
- November 6, Friday - Last day to drop a class
- November 26-29, Thurs-Sunday - Thanksgiving Recess (No dining services provided during recess)
- December 1, Tuesday - Students may begin submitting RSVP Housing Deposit for 2016-2017 academic year
- December 16, Wednesday - Residence halls close for winter recess

**SPRING 2016**
- January 7, Thursday - Residence halls open for new entrants
- January 8, Friday, - Residence halls open for continuing students
- January 11, Monday - First day of classes for spring 2016
- February 5, Friday - Deadline to submit $200 RSVP Housing Deposit for the 2016-2017 academic year
- February 22-24, Monday-Wednesday - Continuing students select and confirm RSVP housing selection.
- April 15, Friday - Deadline to submit summer school housing application
- May 8, Sunday, - Residence halls close for spring 2016.

*All dates are subject to change, please see University Calendar for more information.*
Meals
Howard University has established a “Combined Room and Board Plan” designed to further enhance the experience of resident students. The plan mandates that all students assigned to the Bethune Annex, College Halls North & South, Cook, Drew, and Tubman Quadrangle (Baldwin, Crandall, Frazier, Truth and Wheatley Halls) to purchase a meal plan. The Department of Food Services provides inexpensive and nutritious meals for our students, faculty, and staff. Students in halls that require meal plans must purchase the Traditional 14 Meal Plan. You may wish to contact the Department of Food Services directly at (202) 806-2109 for further information.

Appliances
You may bring or rent a small refrigerator not to exceed 3.75 cubic feet. Your iron may be used only in the laundry rooms provided in each hall. Ironing on beds and dressers is a dangerous procedure and is prohibited. “Halogen-type” lamps are prohibited due to potential fire hazards. The District of Columbia fire codes are adhered to in the strictest manner.

Regulations prohibiting electrical appliances in bedrooms and cooking in bedrooms are established and required to protect the health and safety of all residents. COOKING APPLIANCES ARE STRICTLY PROHIBITED! Regulations are also required by the Safety Code of the District of Columbia and the University's insurance carrier for the protection of its properties. This explanation is made in hopes that each resident will fully cooperate based on an understanding of the importance of these regulations to the welfare of all. The only exception is the Micro-fridge.

Computer Labs
ResNet is the system of computer labs located in each residence hall. These labs provide internet access and various application programs to assist students with their studies.

Exercise Equipment
Several residence halls have exercise equipment (treadmill, weights, etc.) Students have access to this equipment at their leisure.

Residence Hall Activities
Each academic year, the Residence Hall staff sponsors a variety of out of class programs for residents, which include seminars, dinners, community service projects, discussion groups, and many more activities. All residents are encouraged to share their ideas and talents in developing hall programs. Don't Be Shy, GET INVOLVED!!!

Residence Hall Council
A residence hall council is elected every academic year for each Residence Hall. The council includes the positions of president, vice-president, treasurer, secretary, and may include floor representatives. This group works along with the residence hall staff to establish guidelines to cover the particular hall operating within the limits of the University’s regulations. A judiciary board is also elected to assist in the hearing process for students accused of violating residence hall rules.
SAFETY AND SECURITY

Security and Safety
Residence Halls are equipped with the necessary safety and security hardware. All front doors are kept locked and each student is issued a security access card or front door key. Bedroom door keys are issued to each roommate. Clerical Receptionists are stationed at the main desks of each residence hall on a 24-hour basis, and are alert to any unauthorized entry. Personal Responsibility: Each individual must give concern to his/her own protection and must refrain from careless action, which may jeopardize his/her safety and that of other residents. In this regard, each student is cautioned to keep keys on their person at all times and to refrain from lending keys or duplicating them for use by anyone. Additionally, students should refrain from making attempts to bring people into the halls illegally, (i.e. trespassing) through unauthorized doors. Howard University’s Campus Police are stationed in our halls 24 hours a day. Other halls are routinely visited by Campus Police.

Personal Property
One’s personal belongings must be their “number one” concern. Remember the following simple guidelines:

• Lock your bedroom door every time you leave the room, even for a few minutes.
• Keep your bedroom door locked at all times, and especially when you retire for the night.
• Follow visitation guidelines and encourage your roommates to do the same.
• Keep valuables off the desk or dresser and out of view from visitors. The University is not responsible for loss of personal property in any building or any part of the campus, whether the loss occurs by theft, fire, or otherwise.
• Secure insurance on your personal belongings. Check with your parents to ascertain whether or not your belongings may be covered by their household insurance.
• Suggestion: Do NOT bring valuables, such as expensive jewelry, furs, stereos, televisions, photographic equipment, etc., to the residence hall. Please remember, should you insist upon bringing such items, you will be doing so AT YOUR OWN RISK, and in the event of damage or theft, the University will not be responsible.
• Protecting your personal belongings will be your responsibility. You are urged to be alert in matters of personal safety at all times.
• The Residence Halls’ main desks are prohibited from accepting personal property.

As for safety in and around campus, the Campus Police hosts seminars to advise the student body on various precautions to take while on campus and in the city.
Statements regarding security are not intended to cause undue alarm. We know that criminal activity in our society is prevalent. Large cities are especially vulnerable. The suggestions made are those that you would need to exercise as a member of any community.

Fire Drills
Fire drills are held routinely in the residence halls. It is very important that you comply with fire drills so that in the event of an emergency your response will be appropriate. Your participation in fire drills in your residence hall is Mandatory; failure to comply will result in a fine in accordance with the District of Columbia Fire Department. In addition, the housing assignment for the remainder of the academic year will be revoked.

RESIDENCE HALL RULES AND GUIDELINES

Residence Hall Agreement
The Residence Hall Agreement and Hall Manual are documents that outline the terms and conditions of your residency with the University. The Agreement and Manual should be read carefully and signed online, by logging into Bisonweb and navigating to the Residence Hall Agreement option under ‘Student’ and ‘Housing.’ As a resident, you will be held responsible for knowing the contents and abiding by the regulations included in the Agreement and Manual.

Co-educational Visitation
Visitation guidelines must be adhered to very strictly. Guests must be signed in and signed out of the building. Courtesy phones are posted in residence halls for visiting guests to meet residents in the lobby. While in the building, guests must be escorted at all times. Residents are responsible for their guests’ actions during their visit. Carefully read the details regarding co-educational visitation guidelines; which you will receive when you check into the residence hall.

Animals & Pets in the Residence Hall
Pets (dogs, cats, fish, snakes, or any other animals) are not permitted in the residence halls.

SMOKING!
Smoking is not permitted in the residence halls.

ILLEGAL DRUGS AND WEAPONS!
Residents who violate University regulations by possessing or using weapons or illegal drugs, are subject to immediate dismissal from the residence halls and further sanctions. No warnings and no refunds.

Students are responsible for proper care of their rooms including furnishings and equipment. Destruction or abuse of University property will be charged to the occupant(s). Residents are charged collectively for intentional damage on their floors and in their residence halls under a group damage procedure. There are fines for removing lounge furniture, or any other furniture located in the common areas of the residence halls.
TRAVEL PLANS

Trunks (shipping)
Travel light. Let your trunks do the work. Please print legibly, with paint or nail polish, the address of your residence hall on the face of your trunk, footlocker, and other luggage to be shipped. This will be accepted. Your luggage should be addressed as the follows:

Your Name
Name of Hall to which you are assigned
Street & Number
Howard University
Washington, DC & ZIP CODE

Smaller Luggage & What to Bring
A couple of suitcases and an overnight bag should be adequate hand luggage. Be sure to include personal items such as alarm clock, toiletries, towels, and a set of bed linen in the event your trunk and other luggage have not arrived. Be sure also to bring photo identification when you come to check in.

Arrival Time
You are expected to report to your residence hall between the hours of 10:00 a.m. and 4:00 p.m. on Thursday and Friday and 8:00 a.m. and 4:00 p.m. on the date designated by our department depending on the school/college of enrollment. If you arrive after 4:00 p.m. we may be unable to check you in until the next day. Please do not report before the designated date. The halls will not be ready to receive you. If for any reason you must arrive prior to the opening date, we suggest you make other arrangements with a hotel, motel, friends or relatives.

In the event that you are unable to report on the designated date and/or will be late, notify your assigned residence hall and/or fax the Office of Residence Life at (202) 806-4431 well in advance. Please do not phone the Office of Residence Life, it’s extremely busy at the beginning of each semester, and it is difficult to confirm your phoned message. In the event that you do not report on time and we do not hear from you, your reservation will be canceled, the space re-assigned, and the deposits forfeited.

Residence Hall Closing Dates
Keep these dates in mind when making your travel arrangements.

Fall Semester Closing: In between the Fall and Spring Semesters is a semester break, also referred to as the Winter Break. The residence halls will be closed and locked during this period. The day after the last exam is the closing date and the re-opening date is in early January before late registration (check the current University calendar for the specific dates.) Students are required to depart their residence hall by the closing date and time.
The residence halls will remain open during the Thanksgiving Holiday and Spring Break, although visitation will be suspended during this time.

**Spring Semester Closing**
At the end of the Spring Semester the residence halls will close for the summer. There will be an interim housing period only for those students enrolling in summer school courses. All other students are required to check out by the official residence hall closing date, usually the day after graduation ceremony. (Check the current University calendar for the specific dates.)

**Summer School Closing**
For students residing in summer school housing, there are specific checkout dates corresponding to the session(s) in which they are enrolled. Students are urged not to apply for summer school housing if they cannot move out on or before these dates.

**Interim Housing**
There will be an interim housing period between the end of the Spring Semester and the First Summer Session only for those students enrolling in summer school courses. An advance payment must be made for this interim period.

There will be no interim housing provided for students between the checkout date for the last summer session and the check-in date for the following Fall Semester. Exceptions will be considered for summer session students who are residing in the space to which they are assigned for the Fall.

**NOTICE**
The Residence Hall Agreement indicates that violation of checkout procedures “jeopardizes future enrollment in the residence halls.” Due to the flagrant disregard of checkout dates by some students and the resulting unacceptable delays in preparing rooms for other students in the summer and fall, it has become necessary to strictly enforce this provision. Failure to checkout on time will result in ineligibility to return to the residence halls and a charge to the student’s account.

**Parking**
Parking on Howard's campus is very limited. Bringing cars to campus your first year is not advisable. Those cars illegally parked, particularly in fire lanes, restricted zones, and where other traffic and parked cars may be blocked, will be ticketed and/or towed away at the owner's expense. If you feel you must have a car on campus, you may contact the Office of Parking at (202) 806-2000 to buy a permit.

**Housing Billing & Adjustment**
Room Types:
- Residence Hall rooms are classified by room type.
- Room types are based on the designated capacity of each room (single, double, or triple), amenities (bath, kitchen, etc.), and whether the room is in an air conditioned hall.

Room Rates:
- Room rates are based on the room type.
• Room rates do not include meals.

• Room charges are payable prior to check in.

Billing and Adjustment:
• Your charge for housing will appear as a line item on your University student account statement issued by the Office of Student Financial Services.

• Housing adjustments to your student account are made each time there is a transfer to a different room type or a change in the period of occupancy.

• Students can obtain a statement of their account from the Office of Student Accounts or by accessing Bison Web online.

Early Checkout
Students who check out of University housing are subject to the Room Charge Adjustment Schedule. It states the amount a student can be refunded in relation to the time he or she officially checks out of the residence hall.

Room Charge Adjustment Schedule (Refunds for checkout)
For each semester, room rate refunds for validated student who check out of the residence halls are listed as follows:

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Refund Amount</th>
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<tbody>
<tr>
<td>Opening Date thru the 7th calendar day</td>
<td>$200 + daily rate from Opening Date</td>
</tr>
<tr>
<td>8th thru 40th calendar date</td>
<td>50% of the semester room rate</td>
</tr>
<tr>
<td>41st thru 60th calendar date</td>
<td>25% of the semester room rate</td>
</tr>
<tr>
<td>61st thru residence hall closing date</td>
<td>0% of the semester room rate</td>
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</tbody>
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• Non-validated students will pay $200.00 plus a prorated fee based upon the daily rate for the room type.

• The Opening Date is listed in the University's calendar and is determined by the category (new or continuing) of the student.

• If a student checks in prior to the opening date, prorating will begin with their check in date.

• If the assignment is made after the opening date, the date of the assignment will be the beginning date of the prorated charge.
WHAT SHOULD I BRING?

Department of Residence Life

In addition to your everyday clothing you should bring at least one professional/evening outfit. You may consider bringing an alarm clock, blanket, extra long linens, quilt, pillows, book bag, school supplies, toiletries, etc., and anything else you feel you will need being away from home. Residence hall rooms are smaller than regular rooms, so pack accordingly.

WHAT SHOULD I BRING CHECKLIST.

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>NEED</th>
<th>DON’T NEED</th>
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<tbody>
<tr>
<td>Alarm Clock</td>
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<tr>
<td>Blanket</td>
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<tr>
<td>Extra Long Linens</td>
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<tr>
<td>Quilt/Comforter</td>
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<td>Pillows</td>
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<td>School Supplies</td>
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<tr>
<td>Dictionary/Thesaurus</td>
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<tr>
<td>Stamps</td>
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<tr>
<td>Telephone</td>
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<tr>
<td>Toiletries</td>
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<tr>
<td>Umbrella</td>
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<td>Stereo</td>
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<tr>
<td>Television</td>
<td></td>
<td></td>
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<tr>
<td>VCR/DVD Player</td>
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<tr>
<td>Cable Cord/Ethernet</td>
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<tr>
<td>Shower Shoes</td>
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<tr>
<td>Laptop (Preferred)</td>
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<tr>
<td>Surge Protector</td>
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</table>
Before leaving home, inventory your property and make a duplicate list of all property that contains a serial number. Leave one copy at home, keeping the other with you. If you have valuable property that doesn't have a serial number, use an engraver to mark it with your social security number. We strongly advise students to check with their parent's insurance company to see if you are covered away at college. If you aren’t covered or you would like additional or supplemental insurance, we strongly recommend National Student Services, for more information you can log on to www.nssinc.com.

LAST MINUTE CHECK-LIST

Before leaving home, look over this check-list to make sure you have completed all of the essentials, and that you are aware of all important information.

• Have you taken care of all matters with the Offices of Student Financial Services, Admissions, and Financial Aid?

• Do you have your Howard University ID number?

• Did you return your medical records to the Student Health Center? If this was not done, make sure to bring the completed form with you (especially regarding immunization.)

• Did you pack a set of sheets (long twin size), towels, and a pillowcase in the luggage you bring with you?

• Is the address on your luggage to be shipped painted and/or printed clearly?

• DO NOT bring electrical cooking appliances. They are not permitted.

• Remember to bring photo identification when you come to check-in.

• Are you prepared to arrive at your designated time?

We look forward to greeting you. Best wishes.

The Office of Residence Life

Howard University