



Norfolk State University

Housing & Residence Life

**2018 - 2019**  
**Guide to**  
**Residential Living**

# Critical Housing Dates 2018-2019



## Fall 2018

|   |                            |
|---|----------------------------|
| Residence Halls Open (Move-In Dates)  | August 11-19               |
| Last Day to Register for Classes  | August 24                  |
| Last Day to Cancel Housing with Daily Prorated Charges                          | August 25                  |
| Housing Contract Cancelled with 75% Refund                                      | August 26-September 1      |
| Room Consolidation Period for Fall 2018   | August 29-31               |
| Housing Contract Cancelled with 0% Refund                                       | September 2 and thereafter |
| Fall Break – Halls Remain Open  | October 8-9                |
| Intent to Return for Spring 2019 Forms Due                                      | October 15                 |
| Deadline for <b>New</b> Applicants to Apply for Spring 2019 Housing             | November 1                 |
| Resident Assistant Applications for 2019-2020 Available                         | November 1                 |
| Winter Break 2018 Housing Applications Due ( <i>Additional Costs Incurred</i> ) | November 1-15              |
| Traditional Halls Close for Thanksgiving Break at 6pm                           | November 21                |
| Traditional Halls Reopen after Thanksgiving Break at 10am                       | November 25                |
| Final Exams   | December 1-7               |
| Commencement  | December 8                 |
| Residence Halls Close at 3pm  | December 8                 |

## Spring 2019

|  |               |
|--|---------------|
| Residence Halls Open (Move-In Dates)                   | January 3-7   |
| Last Day to Register for Classes                       | January 11    |
| Last Day to Cancel Housing with Daily Prorated Charges | January 12    |
| Housing Contract Cancelled with 75% Refund             | January 13-19 |

Norfolk State University  
Guide to Residential Living

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|   |                               |
|---|-------------------------------|
| Resident Assistant Applications for 2019-2020 Deadline for Submission   | January 15                    |
| Room Consolidation Period for Fall 2018   | January 16-18                 |
| Housing Contract Cancelled with 0% Refund   | January 20 and thereafter     |
| Resident Assistant Interviews for 2019-2020   | January 22-28                 |
| Housing Application for 2019-2020 Available   | February 1                    |
| Housing Deposit Deadline for All Current NSU Students (current students with a request for special accommodations must have also completed the medical accommodations approval process through OASIS by March 1 to participate in the March 11-15 room selection process )                                | March 1                       |
| Spring Break-Traditional Halls Close at 7pm   | March 1                       |
| Spring Break-Traditional Halls Reopen at 10am   | March 10                      |
| Room Selection Process for 2019-2020 for Current NSU Students Who Met the March 1 <sup>st</sup> Deadline  | March 11-15                   |
| Resident Assistant Leadership Academy   | March 20-April 17             |
| Final Exams   | April 27-May 3                |
| Housing Application Deadline for Summer School  | April 1                       |
| Deadline for <b>New</b> Applicants to Apply for Spring Housing (all new freshmen and new transfer students with a request for special accommodations must have also completed the medical accommodations approval process through OASIS by May 1 to participate in the May 6-17 room assignment process ) | May 1                         |
| Commencement  | May 4                         |
| Residence Halls Close at 3pm  | May 4                         |
| Room Assignment Process for New Students Who Met the May 1 <sup>st</sup> Deadline   | May 6-17                      |
| LATE Room Assignments or Waitlist Process for All New Students Not Meeting the March 1 <sup>st</sup> Deadline   | June 1 and weekly thereafter  |
| LATE Room Assignments or Waitlist Process for Current NSU Students Not Meeting the May 1st Deadline   | June 15 and weekly thereafter |

# **WELCOME TO THE SPARTAN RESIDENTIAL EXPERIENCE!**

As a member of the Spartan Community living on campus at Norfolk State University, you have become a part of a unique family and network consisting of current students and thousands of alumni dating back to our beginnings in 1935. Living on campus will contribute to your learning and academic success, provide you a host of opportunities to become involved and engaged in your campus experience, offer the convenience of being literally steps away from your classes and the many resources our campus has to offer, and create friendships and kinships which will last you for a lifetime. We encourage you to interact with your neighbors in your residential community and get involved as much as possible. We cannot thank you enough for your decision to become a member of the **SPARTAN NATION. BEHOLD!**

## **Norfolk State University Mission Statement**

Norfolk State University, a comprehensive urban public institution, is committed to transforming students' lives through exemplary teaching, research and service. Offering a supportive academic and culturally diverse environment for all, the University empowers its students to turn their aspirations into reality and achieve their full potential as well rounded, resourceful citizens and leaders for the 21st century.

## **Norfolk State University Vision Statement**

Norfolk State University will be recognized nationally as a premier public institution with outstanding signature academic programs, innovative research, and community engagement opportunities.

## **Division of Student Affairs and Enrollment Management Mission Statement**

The mission of the Division of Student Affairs and Enrollment Management is to effectively develop students, while providing services needed for an empowering and transformational experience.

## **Division of Student Affairs and Enrollment Management Vision Statement**

The Division of Student Affairs and Enrollment Management will be dedicated to enrollment growth and creating a thriving community for student success and leadership.

## **Commitment to Community**

Living in a community while attending college is truly a rewarding experience. It provides each resident with opportunities and relationships that will last a lifetime. At Norfolk State University, our Residential Life program is centered in the belief that community living plays a major role in not only the total educational experience while you persist toward graduation, but it also provides life lessons that will equip you with the tools for success beyond your campus experience.

At NSU, we do not have dorms; rather, we have residential communities. A dorm is merely a place where a person's physical, safety, and security needs are met. However, in residential communities, trained staff members provide programs, opportunities, and services which complement your academic experience and foster your personal and social development. Therefore, our team is committed to assist you as you do the following as a member of our residential community:

- Meet other students and establish relationships that will enhance your SPARTAN experience
- Live together respectfully through peer interaction, learning, and collaboration
- Develop the ability to solve problems, manage personal crises and conflicts, and take an active role in finding solutions to challenging situations
- Participate in educational, social, and cultural programs
- Chart your academic journey with the aid of university resources and take advantage of the Spartan Residential Studying and Tutoring Program with services provided to our residential students via Professional Tutors in various academic disciplines

## **Commitment to Diversity**

As one of its core values, Norfolk State University fosters a multicultural campus respecting all people, cultures, ideas, beliefs, identities, socio economic backgrounds, and perspectives. We train our students to become leaders in an ever-changing global and multicultural society.

Housing and Residence Life is committed to creating supportive and inclusive environments throughout its residential communities. We believe each SPARTAN should feel open and comfortable to contribute to the community. As such, our team will provide opportunities for you to share your experiences, beliefs, and perspectives, and we ask that you reciprocate. We take seriously our responsibility to prepare you to successfully navigate in the global community while you are a student on our campus and throughout your life as an alum.

*The Guide to Residential Living does not purport to completely address every University policy, procedure and regulation. Students are responsible for familiarizing themselves with documents and handbooks that govern the institution.*

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## **MISSION, VISION, CORE VALUES, AND THE SPARTAN RESIDENTIAL EXPERIENCE**

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### **Mission Statement**

The Office of Housing and Residence Life is committed to providing a safe, inclusive and well-maintained residential community that promotes student empowerment, academic success and transformational development.

### **Vision Statement**

We will be a model Housing & Residence Life program characterized by student-centered and innovative programs that meet the demands of our diverse residential population and engage in collaborative partnerships that foster a collegial atmosphere for experiential learning, scholarship, global leadership, and civic engagement.

### **Core Values**

Dedicated to constructing an engaged residential community while supporting the missions of the University and the Division of Student Affairs, we embrace the following.

Leadership  
Integrity  
Commitment  
Professionalism

Respect  
Inclusivity & Diversity  
Wellness



## Meet Our Team

### **Front Desk Assistant (FDA)**

The Front Desk Assistant is responsible for the general oversight of the residence hall during their assigned shift. FDA's are responsible for ensuring the safety and security of the assigned residence hall and the residents who live in the building by making periodic rounds through the building, checking student ID's, and serving as the first point of contact for any visitors, vendors, staff or guests that enter the building.

### **Resident Assistant (RA)**

The Resident Assistant position focuses on enhancing the quality of life in the residence halls, including fostering community, providing academic support, and being attentive to safety and security of residents. The RA is more than just a friendly presence; he/she is a mentor and is the crucial link in creating an environment in which students develop independence and learn to live cooperatively with others.

### **Graduate Assistant (GA)**

The Graduate Assistant is a member of the Housing & Residence Life team and reports directly to the Resident Director. This position is responsible for assisting in fostering the Spartan Residential Experience by providing administrative, supervisory, and programmatic support to an assigned residence community.

### **Resident Director (RD)**

Reporting to the Associate Director for Residence Life and Academic Initiatives (with some supervision also from the Area Coordinator), the Resident Director is responsible for the day-to-day administration, supervision and management of their assigned residence hall community. The RD provides leadership for the residence hall education programs through their work with residential students and their supervision of Graduate Assistants and Resident Assistants.

### **Area Coordinator (AC)**

Reporting to the Associate Director of Residence Life and Academic Initiatives, the Area Coordinator supervises Resident Directors and residence life programs within the residential communities. Responsibilities include supervision of designated professional and student staff, as well as communication with students, parents, administrators, faculty, alumni, etc., regarding the Residence Life program and its operations.

### **Professional Tutor**

Reporting to the Associate Director for Residence Life and Academic Initiatives (with some supervision also from the Area Coordinator), the Professional Tutor provides individual and small group tutoring to students who are members of the residential community. The Professional Tutor assists students in improving academic achievement by meeting with them on a regular basis to clarify academic problems, supplement classroom instruction, and work on study skills.

### **Administrative Assistant**

In addition to providing clerical support, the Administrative Assistant serves as the first greeter to students, parents, university community members, and guests. Reporting to the Associate Director for Business Operations and Community Standards, duties revolve around managing and distributing information within the office, in addition to answering phones, taking memos, and maintaining files...and also keeping the candy dish in the waiting area in the office replenished. 😊

### **Fiscal Technician/Assignments Coordinator**

Reporting to the Associate Director for Business Operations and Community Standards, the Fiscal Technician/Assignments Coordinator provides financial support and services for various accounting transactions. Transactions may include time and attendance, accounts payable, procurement, inventory, and other related fiscal service transactions. Additionally, responsibilities include assigning residents to their rooms and working closely with the Office of Student Accounts regarding students' housing and meal charges.

### **Technical Systems Coordinator**

Reporting to the Associate Director for Business Operations and Community Standards, the Technical Systems Coordinator's duties include network management, software management, and database administration. Additionally, responsibilities management of the Housing and Residence Life webpage, assistance with the department's social media outlets, troubleshooting door access issues, and providing assistance where needed to the overall operation of the department.

### **Customer Care Coordinator**

The Customer Care Coordinator is on the frontline of the department to help assess the services provided to the Spartans in the residential communities. Reporting to the Associate Director for Business Operations and Community Standards, responsibilities include conducting customer satisfaction visits to the residential communities, collaborating with Facilities Management regarding the timeliness of repairs for maintenance needs, serving as the department's liaison for housekeeping and cleaning services, and responding to other inquiries in an effort to meet the needs of community members in the residence halls.

### **Women's Initiative Coordinator**

Reporting to the Executive Director for Housing and Residence Life, the Women's Initiative Coordinator is charged with coordinating all aspects of the Women's Initiative program to enhance University retention and persistence efforts, build and promote a strong sense of belonging and community, and maximize the student residential experience.

### **Male Initiative Coordinator**

Reporting to the Executive Director for Housing and Residence Life, the Male Initiative Coordinator spearheads the operations of the Male Initiative and provides academic support and provides programming and outreach resources to enhance University retention and persistence efforts.

**Associate Director for Residence Life and Academic Initiatives**

Reporting to the Executive Director of Housing and Residence Life, the Associate Director for Residence Life and Academic Initiatives provides visionary leadership, direction, and oversight for all aspects of the Residence Life program. Responsibilities include but are not limited to supervision of designated professional and student staff, the implementation of academic and co-curricular initiatives in the residential communities, programming, and the development of student leadership opportunities and community involvement programs.

**Associate Director for Business Operations and Community Standards**

Reporting to the Executive Director for Housing and Residence Life, the Associate Director for Business Operations and Community Standards oversees the administrative functions of the department, which include housing assignments, budgetary and fiscal matters, residence hall facilities, and technical systems. In addition, the Associate Director support of the Office's mission of creating a safe and respectful campus community through caring for students, treating students fairly, educating residents about student rights and responsibilities to our community.

**Executive Director for Housing and Residence Life**

Reporting to the Vice President for Student Affairs and Enrollment Management, the Executive Director of Housing and Residential Life provides visionary leadership of the overall management of the on-campus community living/learning environments and overseeing implementation of department goals in pursuit of the mission of the University. As Chief Housing Officer for NSU, responsibilities include the strategic mission and vision of the department, oversight of a multi-million dollar budget, and the implementation of a comprehensive department assessment plan that includes but is not limited to evidence of student learning, student and customer satisfaction, and annual work plan containing specific and measurable goals and objectives.

## **WELCOME HOME, SPARTAN!**

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Each residence hall is staffed with a Resident Director, support of a Graduate Assistant, and Front Desk Assistants. In addition to the staff, a student Resident Assistant (RA) assigned to each floor. The residence hall staff has the responsibility of administering and enforcing University policies and regulations, while acting as a listener, mediator, and resource for students living in the halls. Each resident is encouraged to get to know the staff and their RA.

Students desiring to live in Midrise Residential Honors College must be a Board of Visitors or Presidential Scholar, DNIMAS Scholar, or a 3.0 minimum cumulative GPA. Students desiring to live in Spartan Suites must have a 2.5 minimum cumulative GPA, 60 completed credit hours and/or be 20 years of age.

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**\*\*Important Note:** On-campus housing is MANDATORY for all first-year students who attend NSU and live outside a 35-mile radius from the University. There are limited exceptions to the mandate. For more information on exceptions to the mandatory housing requirement, please contact Housing & Residence Life at (757) 823-8407 or via email at [housing@nsu.edu](mailto:housing@nsu.edu). You may also visit <https://www.nsu.edu/Campus-Life/Our-Campus,-Our-Home/Housing-and-Residence-Life/Documents-and-Forms/Documents-Forms-Source-File/Exemption-to-Mandatory-Housing-Requirement-Form.aspx>

### **AGOGE Week**

AGOGE Week is a collaborative effort between the Divisions of Student Affairs and Academic Affairs. Welcome Week provides an

opportunity to assist students with the transition to college life. Students are exposed to educational and social programming in an effort to provide information about the academic experience, campus resources, college life, and living in a residential environment. For many of our freshmen students, this will be their first time away from home. *Welcome Week is an excellent way to meet new people and transition to college life amongst their peers!*

### **Housing Agreement Cancellations**

In the event that you no longer desire housing at Norfolk State, please contact Housing & Residence Life at (757) 823-8407 or email [housing@nsu.edu](mailto:housing@nsu.edu).

### **Consolidation**

Due to the high demand for on-campus housing, our ability to grant room or roommate changes is extremely limited. Residents may consolidate rooms after the late registration period. Housing & Residence Life will advertise the timeframe and process for room consolidation. Residents may only change rooms during this open change period. Residents will be fined for improper room changes and may be subject to further penalties and/or disciplinary action. Failure to consolidate by the designated date may result in an automatic single room rate charge being applied to student's individual account.

### **PROHIBITED ITEMS**

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*While each room is equipped with a bed, dresser, desk & chair, closet, individual controls for heat and air, venetian blinds for windows, internet jack and cable hook-up, there are some items we ask that you have left at home.*

### **The list of prohibited items includes:**

- Cooking appliances (George Foreman Grills, toaster ovens, toasters, hot plates, kettles, and/or microwaves)
- Electrical items to include: extension cords, multi-plug adapters and/or plug in air fresheners
- Weapons (including but not limited to: knives, guns, darts, air guns, paintball guns)
- Candles/Incense/Lava Lamps
- Weight lifting equipment (hand weights and perfect pushups are acceptable)
- Pets
- Bicycles (bicycle racks are provided across campus if you choose to bring your bike with you)
- Portable motorized transportation (including but not limited to: scooters, Hoover boards, electric skateboards)
- Flammable liquids (including but not limited to: aerosols, cooking liquids)

### **Check-out Procedures**

Prior to student check-in and upon checkout, each residence hall will have staff assigned to check the condition of the room/suite. Damages and other discrepancies will be noted on the resident's room condition form. Normal wear is not penalized. Should the resident in violation not be known, all residents assigned to the room will be charged. All residents assigned to a room/suite are responsible for cleaning his/her side of the room. Rooms and/or suites must be clean and free of all trash. Students housed in suites must ensure that the bathrooms are clean. Charges will be assessed for broken, damaged, misplaced, or out of area furniture. Upon check out, students must turn in their key, complete the blue card with check out signature in their residence hall. You must also submit a Contract Cancellation Form to Housing & Residence Life. The form may be obtained from the following link:

[www.nsu.edu/residentallife/documents-and-forms](http://www.nsu.edu/residentallife/documents-and-forms).

## **MOVING OFF CAMPUS**

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### **Withdrawal Procedures**

You must be a registered student at NSU to reside on campus. Students who withdraw from the University must vacate their residence hall prior to our office signing off on your University Withdrawal Form. Residents must also complete a Contract Cancellation Form in order to officially withdraw from on-campus housing. The Housing & Residence Life Refund and Withdrawal Policy states that there are specific penalties for withdrawal based on date of withdrawal and circumstance. To read the full policy, visit [www.nsu.edu/residentallife](http://www.nsu.edu/residentallife).

## **AMENITIES AND SERVICES**

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### **Maintenance Reporting**

All maintenance problems should be reported through the "Fix It" online maintenance reporting system. This online feature will allow students to request repairs to their rooms 24 hours a day, 7 days a week at the press of a button. For more information, visit [www.nsu.edu/residentallife](http://www.nsu.edu/residentallife) and click the "Fix-It" banner.

Our office will use this system to report your request to Facilities Management. Once your request is received by our office you will be provided with timely email updates on the status

of your repair. All non-emergency repairs should be completed within 7-10 business days. Information Technology at (757) 823-8678 for more information.

For maintenance emergencies, please call the Work Facilities Coordinator at (757) 823-8407 during regular business hours, or (757) 823-2178 after business hours or on weekends and holidays. If your request threatens the safety of yourself, the campus community, or others call Campus Police immediately at (757) 823-9000 or (757) 823-8102.

### **Front Desk Service**

A reception desk is located in the common area of each residence hall. Residents must present their NSU ID as requested for entry into the hall. Failure to do so will result in disciplinary action. A staff person is on duty at each reception desk, twenty-four hours a day, seven days a week, to give general information and provide assistance as needed.

### **Cable**

Housing & Residence Life provides cable in the residence halls during the academic school year at no additional charge to the student. One cable outlet is provided in each room. Residents must bring a cable and a cable splitter if they wish to watch cable on multiple televisions. Housing & Residence Life also maintains its own movie channel on Cox Cable, Channel 46.

### **Wi-Fi Service and Computer Labs**

All residence halls have Wi-Fi connectivity. Students may visit [www.nsu.edu/oit/security-networks/wifi](http://www.nsu.edu/oit/security-networks/wifi) for a step by step tutorial. Each residence hall is also equipped with a computer lab. For more information on Wi-Fi services and computer labs, please contact the Office of

### **Laundry Facilities**

Coin operated washing machines and dryers are located on designated floors of each residence hall. Students experiencing problems with the laundry facilities should contact the staff member or RA on duty. Laundry equipment is also available in Spartan Station on the east end of campus.

### **Vending Machines**

For the convenience of residents and their guest(s), vending machines are located in the lobby of each residence hall. Students experiencing problems with the vending machines should contact the staff member on duty. Tampering with or abuse of the vending machines is prohibited.

*Students may use their Spartan Card at the laundry and vending machines. You must upload Spartan Bucks to use your card for these services. Your meal plan dining dollars will not work on the laundry and vending machines.*

### **Custodial Services**

Custodial staff is assigned to each residence hall. The custodians are responsible for the care and cleaning of the lounges, hallways, stairways, hall bathrooms, and other common areas in the residence halls. As a resident of University housing, you are responsible for keeping your room clean. The housekeeping staff is NOT responsible for individual rooms. All trash and other litter from individual rooms should be put into bags and brought downstairs and placed in receptacles found on the outside of the building. The custodial staff members

must be extended the same courtesy and respect as other staff members. Littering is prohibited. Any resident found in violation of littering inside or on the grounds of any residence hall will be subject to immediate removal from housing, disciplinary action, and/or fines. In addition, the right to live in a residence hall may be forfeited during subsequent semesters while enrolled at Norfolk State University.

**Where to Eat on Campus**

Scott Dozier Dining Hall

Monday - Friday:

- Breakfast 7:00 am - 9:30 am
- Lunch 11:00 am - 1:30 pm
- Dinner 5:00 pm - 8:30 pm

Saturday & Sunday

- Brunch 10:30 am - 1:30 pm
- Dinner 4:30 pm - 6:30 pm

Food Truck (Near Rosa Alexander Hall)

Sunday - Thursday

- 12:00 pm - 12:00 am

Friday & Saturday

- 1:00 pm - 1:00 am

Nursing Spartan Cafe

Monday - Friday

- 8:30 am - 5:00 pm

Outtakes at Wilson Hall

Monday - Friday

- 8:00 am - 3:00 pm

Spartan Station/BRB/C-Store

Monday - Friday

- 12:00 pm - 8:30 pm

Saturday & Sunday

- 12:00 pm - 8:00 pm

Spartan Station/On The Go/Seafood Shack

Monday - Friday

- 12:00 pm - 8:30 pm

Student Center

Monday - Friday:

- Breakfast 8:00 am - 10:00 am
- Lunch and Dinner: 10:30 am - 9:30 pm

Saturday & Sunday

- Closed

**Meal Plans**

NSU offers 6 types of meal plans a residential student can choose one for the 2018-2019 semester. Below are details for the Meal Plans.

| Meal Plan Type       | Cost       |
|----------------------|------------|
| 19-Meal Plan w/\$150 | \$1,749.00 |
| 14-Meal Plan w/\$275 | \$1,749.00 |
| 10-Meal Plan w/\$325 | \$1,683.00 |
| 7-Meal Plan w/\$400  | \$1,483.00 |
| 160- Block w/\$275   | \$1,749.00 |
| 130-Block w/\$325    | \$1,683.00 |

**Off-Campus Locations for Spartan Card Use**

7-Eleven  
1510 Brambleton Avenue  
Norfolk, VA 23504  
(757) 640-0002

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7-Eleven  
3025 East Virginia Beach Blvd.  
Norfolk, VA 23504  
(757) 627-1071

Chipotle Mexican Grill  
1501 Colley Ave.  
Norfolk, VA 23517  
(757) 314-1113

AB African Hair Braiding  
1500 E. Brambleton Ave.  
Norfolk, VA 23504  
(757) 623-2255

CVS Pharmacy  
471 N. Military Hwy.  
Norfolk, VA 23502  
(757) 459-2503

Artis Barbershop  
1018 Park Ave.  
Norfolk, VA 23504  
(757) 640-1040

CVS Pharmacy  
3200 Lafayette Blvd.  
Norfolk, VA 23509  
(757) 852-2603

Blue Ocean Seafood  
1000 Park Avenue  
Norfolk, VA 23504  
(757) 623-2255

Dominos (Pizzeria)  
2807 East Virginia Beach Blvd.  
Norfolk VA 23504  
(757) 629-0777

Boost Mobile  
1500 E Brambleton Ave #102  
Norfolk, VA 23504  
(757) 9618744

Feather N Fin  
3109 E Princess Anne Rd  
Norfolk, VA 23504  
(757) 623-3195

Buffalo Wild Wings  
420 Monticello Avenue, Suite 150  
Norfolk, VA 23510  
(757) 965-3959

Flame N' Fry  
2901 E. Virginia Beach Blvd.  
Norfolk, VA 23504  
(757) 233-2532

Chanello's (Pizzeria)  
901 West 21st St.  
Norfolk VA 23508  
(757) 628-8000

Golden City (Chinese)  
1002 Park Avenue  
Norfolk VA 23504  
(757) 629-0888

China Moon (Chinese)  
1500 E. Brambleton Ave. #104-A  
Norfolk VA 23504  
(757) 622-7778

Kappatal Cuts  
1500 East Brambleton Ave  
Norfolk VA 23504  
(757) 625-9523



Martin's Soul Food  
5802 Virginia Beach Blvd.  
Norfolk VA 23462  
(757) 305-9555

Montego Caribbean Grocery and  
Restaurant  
544 Newtown Rd.  
Virginia Beach, VA 23462  
(757) 493-2950

MP Island Cafe (Caribbean)  
5957 East Virginia Beach Blvd.  
Norfolk VA 23502  
(757) 466-0220

Park Avenue Market  
1024 Park Avenue  
Norfolk VA 23504  
(757) 623-2747

Rite Aid  
All Locations Nationwide

Sam's Beauty Supply  
1500 East Brambleton Ave #105  
Norfolk VA 23504  
(757) 625-3700

Sophisticated Style Salon  
343 S. Witchduck Road  
Virginia Beach, VA 23462  
(757) 497-9400

Teliya's Hair Spa  
1507 Halstead Ave Ste. B  
Norfolk, VA 23502  
(757) 515-9761

The Big Grill  
309 Aragona Blvd. #113  
Virginia Beach, VA 23462  
(757) 647-3419

Versus Salon  
116 South Independence Blvd.  
Virginia Beach, VA 23462  
(757) 200-8890

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## **SAFETY AND SECURITY**

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Your safety and security are very important while living on campus. As a resident student, you are responsible for assisting in the creation of a safe living environment. Norfolk State University is an open campus. Students are encouraged to be alert and aware of their surroundings at all times. Any suspicious activity should be reported immediately to the staff member at the front desk of the residence hall or to campus police.

### **Renters Insurance**

Theft of property is the **#1** crime on college campuses nationwide. NSU is not responsible for theft, loss of money, or any personal property for any reason. Students who reside in halls that have a deadbolt are encouraged to use both the lock and the deadbolt to provide added security. **Resident students are strongly encouraged to obtain renter's insurance upon receiving their room assignment.** Information regarding this type of insurance may be obtained from Housing & Residence Life. For more information visit, [www.nsu.edu/residentiallife](http://www.nsu.edu/residentiallife).

### **Exterior Door and Keys**

All exterior hall doors are locked 24 hours a day.

Once you are assigned a room, you will receive access to your hall through your Spartan Card. At the beginning of each semester, each resident student will be issued a key to his/her assigned room. Residents must keep their doors locked anytime that their room is not occupied.

**Warning: Duplication of keys is prohibited. No friends or family members should be issued a key to a student's room at any time!**

Students whose keys are lost or stolen should report this to a hall staff member immediately. Lockout fees and/or lost key fines are associated with the loss of a key.

**Fire Safety**

Fire extinguishers, fire alarms, smoke detectors, and other fire prevention equipment are provided in the residence halls as a safeguard for students and their property. Tampering with fire safety equipment is prohibited and false fire alarms will result in disciplinary action.

Flammable items are prohibited from the residence halls. This includes but is not limited to: aerosols, cooking oil, hot plates, space heaters, etc.

**Fire Drills/Evacuation**

All residence halls conduct fire drills at least once a semester to ensure students are aware of how to exit the building in case of a fire.

Failure to respond to, or in any way inhibit, a fire drill will result in severe disciplinary action.

When an alarm sounds:

1. Follow exit routes as posted in the residence hall. Under no circumstance

- should a student enter a smoke-filled area.
2. All RAs will knock on the doors of their assigned area of responsibility as they are exiting the building.
3. Designated rooms in each hall have been especially equipped for physically challenged persons. It is the responsibility of the staff on duty to ensure immediate evacuation of persons in those areas.

**\*\*NOTE:** State fire laws prohibit the use of elevators during fire evacuations. Designated officials will transport physically challenged persons.

All students must evacuate the building. The building and adjacent area around the building must be completely cleared. An "ALL CLEAR" will be given when students can return to the hall.

The locations to assemble during a fire drill/alarm are as follows:

| <b>Residence Hall</b>                  | <b>Assembly Location</b>   |
|--|--|
| Babbette Smith Hall<br>(North & South) | Parking Lot No.25 (in the event of inclement weather females go to Rosa; males go to Scott)      |
| Charles Smith                          | Outside Spartan Station/ Courtyard (in the event of inclement weather go inside Spartan Station) |
| Lee Smith                              | Outside Spartan Station/ Courtyard (in the event of inclement weather go inside Spartan Station) |

|  |   |
|--|---|
| Midrise<br>Residential<br>Honors College | Outside Spartan<br>Station/ Courtyard (in<br>the event of inclement<br>weather go inside<br>Spartan Station)                                |
| Rosa Alexander<br>Hall                   | Grass Field directly in<br>front of Rosa<br>Alexander Main Doors<br>(in the event inclement<br>weather go to Babbette<br>Smith North lobby) |
| Scott Hall                               | Hamm Fine Arts<br>Building across from<br>Scott Hall Main Doors<br>(inclement weather go<br>to Babbette Smith<br>South lobby)               |
| Spartan Suites                           | Outside of Joseph<br>Echols Arena   |

## INCLEMENT WEATHER

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### Precautionary measures for inclement weather:

1. Prepare a kit based on the items listed in the suggested items to bring section of this handbook.
2. Notify the staff person in charge of any special medical needs.
3. Remove all items from the floor in the event of flooding.
4. Keep in contact with your RA for special instructions as they occur.
5. In case of high winds, stay away from windows and heavily glassed areas.
6. Remain in the building until instructed to report to the evacuation site and keep your flashlight with you in case of power failure.
7. Keep your radio tuned to a local station for

storm updates.

*\*\*Visitation privileges are suspended during inclement weather*

### After the storm:

1. Check for structural damages or repairs needed and report them immediately.
2. Be careful of flooded areas, contaminated water, fallen power lines and other hazardous conditions attributed to the storm.

### What to Bring in the Event of a Natural Disaster

- Two pairs of Latex, or other sterile gloves
- Sterile dressings to stop bleeding
- Cleaning agent/soap and antibiotic towelettes to disinfect
- Antibiotic ointment to prevent infection
- Adhesive bandages in a variety of sizes
- Eyewash solution to flush the eyes or as a general decontaminant
- Thermometer
- Prescription medications you take every day such as insulin, heart medicine and asthma inhalers.
- Paper plates & cups, plastic utensils
- Non-electric can opener
- Personal hygiene items: toothbrush, toothpaste, comb, soap, contact lens supplies and feminine supplies
- Plastic garbage bags & ties
- Include at least one complete change of clothing & footwear including a long-sleeved shirt & long pants, closed-toed shoes or boots, raincoat and umbrella
- If you wear glasses, keep an extra pair with your disaster supplies

*\*\* Your kit should be adjusted based on your own personal needs. \*\**

### **Evacuation of Residence Halls**

The procedure for evacuating the halls, if necessary, will be the same as a fire drill. The fire alarm will be the primary signal for evacuating the residence halls. Emergency evacuation procedures are posted in the residence halls. Residents are asked to secure all belongings and lock the room door.

If you are instructed to evacuate the residence halls, all residents are asked to pack essential items such as: a blanket, pillow, extra clothing, ID card, personal toiletries and medication.

*\*\*The University will not be held responsible for your belongings.*

*\*\* Students who remain on campus during emergency situations or inclement weather will be assisted by HRL staff who are essential personnel.*

### **VISITATION**

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The information listed below pertains to all residence halls on campus except Spartan Suites. Residents are reminded that they are responsible for the behavior of their guests and that the University's rules and regulations also apply to visitors.

Each residence hall lobby is open to residents of the community at all times. The lobbies are open to residents and their visitors only during scheduled hours. Guests must present a valid identification card to visit a resident. All guests must sign in/out of the hall that they are visiting and must be accompanied by their host resident

at all times. Babysitting is prohibited in all residence halls. Minors are not allowed to visit residents' rooms. Housing & Residence Life may permit exceptions to the minor visitation restriction for athletic recruitment visits and during Family and Homecoming Weekends. During these periods, residents may host minors age 12 & up during visitation hours and 16 & up for overnight guests. A minor visitation form and copy of a parent/guardian official ID **must** accompany the Minor Visitation Request Form prior to hosting a minor in a community.

Housing & Residence Life reserves the right to disapprove or terminate same gender, co-ed, and/or lobby visitation privileges and/or post changes to the visitation policy without prior notice.

### **Visitation Hours**

#### ***Standard Visitation Hours in Traditional Halls***

***Sunday - Thursday 12:00 pm - 12:00 am***

***Friday and Saturday 12:00 pm - 2:00 am***

**Exception: Visitation hours may be restricted in some residence halls based on residential tutoring/studying program requirements.**

### **Overnight Visitations Hours**

***Friday 12:00 pm - Sunday 11:59pm***

### **Overnight Guest(s)**

All overnight guests must be between the ages of 18 and 25 unless approval is granted by the Executive Director, Vice President for Student Affairs and Enrollment Management, or one of

their designees. Any resident desiring to have an overnight guest must first obtain approval from their roommate(s) via completion of the Roommate's Agreement for Acceptance of Overnight Guest section on the Overnight Guest Form. This form must be completed and signed by the resident's respective community Resident Director on or before the Thursday before the planned visit. Upon arrival and departure, overnight guests must check-in/out at the front desk of the hall they are visiting.

Each resident is permitted to have only one overnight guest per weekend. A guest may stay no more than two consecutive nights and no more than a total of **four nights** or **two weekends** per semester. Guests must abide by residence hall rules and regulations. Guests who abuse visitation privileges will be asked to leave and may be denied future visits.

Parents are encouraged to visit students and must also adhere to the visitation policy. Parents are not permitted to spend the night in the residence halls.

### **Visitation Rules**

1. Common courtesy dictates that you check with your roommate(s) if you wish to have a visitor. Consideration for the privacy and rights of roommates will be given priority. A roommate may not be denied access to his or her room at any time and may declare the room off limits for any open visitation. Violations of the roommate's rights of privacy will be considered a major violation and may result in disciplinary action.

2. The University reserves the right to refuse admittance to anyone in the residence halls.
3. The University reserves the right to alter visitation and/or co-educational visitation privileges to ensure proper operation of the halls.
4. Members of the opposite gender must use the lobby bathrooms and are prohibited from using the shower.
5. Inappropriate behavior will not be tolerated (i.e. sexual contact, parties, loud music, profane language, etc.).
6. Residents are not allowed to issue their key to guests. Violators will be disciplined.
7. All visitors must carry their guest pass with them at all times. The university is not responsible and/or liable for injuries to, or the personal belongings of any visitor of the residence halls.

## **DEPARTMENTAL ORGANIZATIONS/INITIATIVES**

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### **Residence Hall Association (RHA)**

All students who live in residence halls are members of the Residence Hall Association (RHA). RHA is a representative group of students, with elected officers. RHA strives to support the mission of Housing & Residence Life, take action to improve the quality of campus life, and foster community ownership and pride. RHA hears the concerns of residents and works to address those concerns by utilizing community resources to plan activities, purchase items, promote community respect and accountability, and establish clear and consistent communication among appropriate members of the living community. As a result,

RHA empowers residents to stay informed and invested in the development of their community and serves as a leadership opportunity for students.

At its most fundamental level, RHA is comprised of **Hall Council**. Each residential community has a Hall Council which meets regularly in the lobby area of that residence hall. There are five leadership positions in Hall Council: President, Vice President, Secretary, Events Coordinator, and Floor Representative. Residents interested in serving in a leadership role in their Hall Council should speak with their Resident Director. At its core, Hall Council serves as an event planning body, advocate for resident concerns, and an excellent leadership development opportunity for residents interested in becoming Resident Assistants.

The mission of the Residence Hall Association is to represent the voice of all students who reside on campus. RHA will ensure that all residents are represented by our motto, striving to provide a "Great living for Great students." Interested in joining RHA through the Hall Council in your residential community? Be sure to see your Resident Director, Graduate Assistant, or Resident Assistant. Become an **ACTIVE RHA MEMBER TODAY!**

Advisors: Ms. Shayla Schaffer, Resident Director and Dr. Marcus T. Harrison, Associate Director for Residence Life and Academic Initiatives

Contact Information: [sschaffer@nsu.edu](mailto:sschaffer@nsu.edu) and/or [mtharrison@nsu.edu](mailto:mtharrison@nsu.edu) / (757) 823-8407

### **Male Initiative**

The Male Initiative is designed to enhance the first-year transition, improve retention and persistence rates, thereby increasing graduation rates for all males at NSU. Under the auspices of Housing and Residence Life, the Male Initiative seeks to build community, support academic excellence, promote wellness, and enhance leadership potential.

For more information on the Male Initiative, contact Mr. Tariq "T.J." Smith, Coordinator, Male Initiatives at (757) 823-8407 or via email at [tjsmith@nsu.edu](mailto:tjsmith@nsu.edu). You may also contact Mr. Sam Braden at (757) 823-8407 or via email at [sbraden@nsu.edu](mailto:sbraden@nsu.edu).

### **Women's Initiative**

As a unit of Housing and Residence Life, the Women's Initiative plays a pivotal role in the transition, retention, and success of Spartan women, both inside and outside of the classroom at Norfolk State University. In addition to having similar focus and goals as that of the Male Initiative, the Women's Initiative seeks to create positive and supportive communities among women, cultivate a vital sisterhood in the community, and instill in women the tenets that will serve them well as they prepare for life and career beyond their collegiate experience.

For more information on the Women's Initiative, contact Ms. Shareen Nicholson by calling (757) 823-8407 or via email at [sgnicholson@nsu.edu](mailto:sgnicholson@nsu.edu).

## **EMPLOYMENT**

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### **Graduate Assistantships**

Housing & Residence Life offers several graduate assistantships which provide a wide array of experiences that prepare aspiring

professionals in virtually every career field. We currently have Graduate Assistants who function in our residential communities as Assistant Resident Director.

Interested candidates must have completed the requirements for a Bachelor's degree from an accredited higher education institution and be enrolled at Norfolk State University as a full-time, degree-seeking graduate student (at time of appointment). Supervision of the graduate assistants varies based on area of appointment.

### **Resident Assistants**

The Resident Assistant (RA) position focuses on enhancing the quality of life in the residence halls, including fostering community, providing academic support, and being attentive to safety and security of residents. The position requires an individual who is flexible enough to assume a variety of roles as dictated by the changing needs of students. It is crucial that an individual be able to relate well to others and handle administrative responsibilities. The RA is more than just a friendly presence; he/she a mentor and is the crucial link in creating an environment in which students develop independence and learn to live cooperatively with others.

For Graduate Assistant or Resident Assistant opportunities, please contact: Dr. Marcus T. Harrison at (757) 823-8407 or via email at [mtharrison@nsu.edu](mailto:mtharrison@nsu.edu).

## **CAMPUS RESOURCES**

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### **Mailroom**

All mail sent through the United States Postal Service is delivered to the University Mail Room located in the Student Services Center,

Suite 103. Students must bring their student ID card in order to receive a mail unit. Below is a sample of how to address a letter or package to a student at the university:

*Student Name*  
*Norfolk State University*  
*700 Park Ave, Unit #*  
*Norfolk, VA 23504-8080*

The mailroom is open Monday-Friday 8:00am - 5:00pm for daily pick up and drop off. The mail room can weigh letters and packages. Full mail service is provided at the U.S. Postal Service located at the corner of Church Street & Brambleton Avenue.

Packages sent through UPS, FedEx, or any other carrier will be delivered to the Central Warehouse located behind the tennis courts.

\*\*Housing & Residence Life cannot be responsible for delivery of student mail or packages sent to the housing office or residence halls. All mail should be sent to the student's address as shown above.

### **Lyman Beecher Brooks Library**

Library Hours:

|                   |                    |
|-------------------|--------------------|
| Monday - Thursday | 8:00 am - 11:00 pm |
| Friday            | 8:00 am - 5:00 pm  |
| Saturday          | 9:00 am - 5:00 pm  |
| Sunday            | 2:00 pm - 10:00 pm |

### Special Dates & Holidays

Dates and times may vary. Please check with circulation desk, or call (757) 823-2418.

### Final Examination Extended Hours

Dates and times may vary. Please check with circulation desk, or call (757) 823-2418.

### **Parking**

Norfolk State University is a decal controlled campus. First-time freshman and first-time residents are not permitted to have a vehicle on campus. Should there be special circumstances (medical or job) which require the use of a vehicle, the student must request authorization from Student Rights & Responsibilities.

All students living on campus authorized to have a vehicle must have a valid driver's license and a purchased decal from the University. Parking decals are obtained from the Office of Parking and Transportation Services located in the University Police Station.

**(757) 823-2211**

### **Shuttle Services**

NSU Parking and Transportation Services offer free shuttle service for residents, faculty, staff and visitors. The shuttle travels on set routes continuously from the East Campus to West Campus with marked stops throughout the campus. The shuttle runs every 15 minutes Monday - Thursday 8:00 am - 11:30 pm and on Fridays from 8:00 am - 8:00 pm

In conjunction with Old Dominion University, NSU offers free shuttle service for students attending classes on both campuses. Service is available Monday - Friday from 7:20 am - 4:20 pm with buses leaving every 20 minutes. The shuttle stops are at Webb University Center at ODU and Brown Hall Circle at NSU.

Additionally, there is a weekend mall shuttle service, which transports students at no charge to MacArthur Mall, Military Circle Mall, and Wal-Mart on Military Highway. The bus departs from Brown Hall Circle. The shuttle runs Saturdays from 12:00 pm - 9:00 pm and Sundays from 1:00 pm - 6:00 pm.

\*\* The shuttle does not operate during home football games, school breaks, holidays, or summer sessions.

### **Campus Police**

The Norfolk State University Police Department is responsible for the safety and security of all members of the NSU community. The Police Department is open 24 hours a day, 7 days a week.

*Non-Emergency Number: (757) 823-8102*

*Emergency Number: (757) 823-9000*

### **Student Activities**

The Office of Student Activities is responsible for the coordination and implementation of a creative, responsive, and diverse co-curricular programs here at NSU. The Office of Student Activities is located in the Student Center, 3rd Floor.

**(757) 823-8200**

### **University Bookstore**

Take advantage of your on-campus source for new and used textbooks, electronics, snack foods, and official NSU merchandise. The University Bookstore is located on the 1st and 2nd floors of the Student Center.

**(757) 823-2037**

### **Spartan Card Office**

Your Spartan Card is your official one-card of Norfolk State University. Your Spartan Card



provides convenient, cost effective use of a single card for multiple purposes such as an identification card, debit card, meal card, library card, and door access card. The Spartan Card Office is located in the University Police Building, Suite 109.  
**(757) 823-9479**

### **Student Support Services**

The campus resource offers specialized advising and tutoring for students who have not satisfied University academic standards. Students not meeting University academic standards should contact the Student Support Services at (757) 823-8677 or visit Room 121 in the James A. Bowser Building.

### **Counseling Center**

The Counseling Center provides a wide range of

services to NSU students at no charge. Services include individual and group counseling, crisis intervention, and educational outreach programming. Visit the Counseling Center in the Student Services Center, Suite 312.  
**(757) 823-8173**

### **Dining Services**

Thompson Hospitality provides NSU with the very best in food quality and service. By constantly working to keep up with the ever-changing trends in campus dining, we are able to offer a terrific mix of traditional menu options.  
**(757) 823-9472**

## **RESIDENTIAL COMMUNITY RULES AND REGULATIONS**

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In addition to the guidelines set forth in this handbook, the following will strictly be enforced:

1. Resident Directors, Graduate Assistants, Resident Assistant, and Front Desk Assistants all assist Housing & Residence Life in enforcing guidelines and rules. All students must exercise respect for these staff members and follow their directions at all times.
2. Physical harm or the threat of physical harm to any person including sexual assault, sexual harassment, assault/battery and physical fights, will result in disciplinary action.
3. Soliciting and sales in the residence halls is prohibited.
4. Sleeping in the lounge or lobby is prohibited at all times.
5. Personal grooming (hair, nails, facial) is prohibited in all main lobbies and all common areas at all times.
6. Residents are prohibited from operating businesses in the residence halls. This includes but is not limited to barber services, hair salons, nail salons, makeup services, and babysitting.
7. Housing and meals will be prorated based on withdrawal.
8. The following are not permitted in the lobby: eating, playing cards, bicycle riding, skating, horse-playing, loud music, lap-sitting, bouncing balls, placing of feet on the table, sitting on counter tops or chair arm(s), sidewalk chalking, or water guns.
9. Residents must be dressed appropriately at all times while in the main lobby. Shoes, shirts, pants, or dresses are required to enter the lobby/lounge areas. No robes or bath wraps are permitted at any time.
10. Excessive yelling is prohibited throughout the residence halls at all times.
11. The consumption, possession, or distribution of alcohol or drugs, as well as any associated paraphernalia is prohibited. The appearance or display of any alcoholic container is also prohibited.
12. Smoking is prohibited in all residence halls at all times.
13. An atmosphere conducive to normal living and studying must be maintained 24 hours a day in all areas. Quiet hours are in effect in all residence halls from 10:00 pm—10:00 am (24 hours a day). All residents must refrain from causing any disruptions that could infringe on another resident's right to study or sleep during these times.
14. During the midterm and final exam periods, "Quiet Hours" will be enforced twenty-four hours a day beginning at 8:00 pm on the day before final exams begin.
15. Loitering in close proximity to residence halls is prohibited.
16. Throwing or dropping objects from the windows or communication from windows is prohibited. Any student(s) found in violation of this rule may be recommended for immediate removal from the residence hall and may be refused on-campus housing for the duration of the time they are a student at Norfolk State University.
17. Upon the request of University staff, residents must identify themselves and present his/her ID card. Failure to comply will result in disciplinary action.

18. All floor and hall meetings are mandatory (meaning all students residing in the residence hall must attend). All students will be held responsible for obtaining information on topics discussed/items disseminated during the meeting(s).
19. Seminars/Educational and Recreational Programs are provided for students to help increase their overall knowledge and to enhance their academic experience while a resident. Attendance is strongly encouraged.
20. At no time should a student leave clothes unattended in the laundry rooms. The University is not responsible or liable for any items left unattended or otherwise in the laundry room(s). Students desiring to use a laundry machine filled with unattended clothing should contact the staff person on duty or their respective RA. Students are prohibited from placing clothing or items on University owned furniture for drying.
21. Blocking/covering heating or air conditioning units in rooms/suites is prohibited.
22. At no time are non-working students/guests permitted behind the information desk of any residence hall.
23. Residents must show their Spartan ID card upon entering the residence halls at all times. Refusal to do so may result in disciplinary action. Students are required to keep their Spartan ID card in their possession at all times while on campus.
24. Damages to common areas due to vandalism are assessed to the individual(s) responsible. If damages cannot be assigned to a responsible party, the will be assessed to the suite/floor/hall believed to be responsible for the damage.

## **UNIVERSITY RIGHT TO ENTRY**

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A. **Room/Suites Inspection:** Routine room inspections will be performed by designated Housing & Residence Life & Housing, typically once a month. Advance, written notice may be sent to residents as a courtesy. However, the University reserves the right to enter locked or unlocked rooms at any time, regardless if the occupants are present or not, for the purpose of inspecting the room, building or University property, and/or completing necessary maintenance. Evidence of violation of federal, state, or local laws and/or University regulations observed at such time may be referred to the departmental Community Standards program, University Police or the Dean of Students Office.

### Cleanliness Criteria:

#### *Rooms:*

1. Beds must be neat (free of excess clothing, trash, etc.).
2. Trash must be properly placed in a trashcan or trash bag.
3. Floor (tile/carpet) must be swept and/or mopped.

#### *Bathrooms (Suites Only)*

1. Floors swept and mopped.

2. Toilets sanitized and clean.
3. Mirrors, sinks, and counters cleaned.
4. Trash cans cleaned.
5. Shower tile and floor cleaned (shower must be free of build-up).
6. Shower curtains must be cleaned and free of build-up.

**B. Health and Safety Inspection:** All room searches, except those conducted under warrant by law enforcement officers, must be approved by the Executive Director of Housing & Residence Life or his/her designee. A room may be searched if there is reasonable cause to believe that a person occupying a room in a residence hall is in violation of federal, state or local laws, University regulations, or an act which endangers or jeopardizes the health and welfare of the residential community.

The occupant(s) of the room in question will be notified of the search if there is reasonable cause to conduct a health and safety inspection, when feasible. The resident(s) may be invited to be present during the search if they are available. Room searches will be conducted by two authorized staff members at a minimum.

### **Administrative Sanctions**

Any of the following sanctions may be imposed, individually or collectively, upon residents who violate the residence hall regulations as outlined in the *Guide to Residential Living* and/or the NSU Student Handbook.

- a. Warning: A notice, verbally or in writing, that continuation or repetition of conduct found wrongful within a specified period of time, stated in the warning, may be cause for more severe disciplinary sanctions.
- b. Reprimand: A written or verbal disapproval of a student's violation of residence hall regulations.
- c. Mediation: Students involved in a minor incident that does not require disciplinary action through Student Rights & Responsibilities offered the opportunity to participate in mediation sessions if all parties agree.
- d. Disciplinary Probation: The accused student may be placed on probation for any period ranging from a semester to one year. Any additional infractions incurred while a student is on probation may result in eviction, suspension, and or expulsion from the residence halls and/or the University.
- e. Cancellation of Contract: If, in the reasonable belief of the Vice President for Student Affairs and/or the Executive Director of Residence Life & Housing, the presence of a student charged with violating a regulation is not conducive to residence hall living, the contract will not be renewed for a stated period of time.
- f. Immediate Eviction: If, in reasonable belief of the President, Vice President for Student Affairs and Enrollment Management, Dean of Students, Director of

Counseling, University Police or the Executive Director for Housing & Residence Life, the presence of a student in a residence hall presents a serious threat to peace, order, or safety in the residence hall, he/she may, after an informal hearing, terminate the student's contract and cause his/her immediate eviction from the residence hall.

## **CODE OF CONDUCT VIOLATIONS**

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1. Abuse of student conduct system to include but not limited to providing false information during the student conduct process and/or not completing sanctions within allocated time period.
2. Abuse of safety equipment to include but not limited to tampering with or engaging fire alarms, extinguishers or smoke detectors.
3. Acts of dishonesty to include but not limited to furnishing false information to University officials or forgery of any University document. For academic dishonesty, refer to Academic Dishonesty Procedures.
4. Alcohol the use, possession or distribution of alcoholic beverages or paraphernalia.
5. Computer Misuse- Refer to Acceptable Use of Technological Resource Policy.
6. Conduct that threatens or endangers the health or safety of any person including one's self.
7. Gambling for money, in any form on University property.
8. Dating Violence
9. Domestic Violence
10. Drugs the use, possession or distribution of illegal drugs or misuse of prescription drugs and other controlled substances or drug paraphernalia.
11. Disruptive behavior that interferes with University sponsored events/activities; teaching, learning, administration, research; and/or University operations.
12. Failure to comply with directions of University employees or law enforcement officers.
13. Harassment to include but not limited to bullying/cyber-bullying, intimidation and/or hate crimes.

14. Hazing- Hazing includes, but is not limited to any situation which: creates a risk of physical injury; causes embarrassment and/or discomfort; involves harassment and/or humiliation; causes psychological or emotional distress; involves degradation and/or ridicule of an individual or group; involves or includes the willful destruction or removal of public or private property; involves the expectation that new/perspective members will participate in an activity, but full members will not.
15. Obscene behavior to include but not limited to public sexual acts or indecent exposure.
16. Retaliation against any person or group who makes a complaint, cooperates with an investigation, or participates in the resolution process.
17. Sexual misconduct - Refer to BOV Policy # 5 (2014) Sexual Misconduct Policy.
18. Stalking is when a person, on more than one occasion, engages in any behavior or conduct directed at another person with the intent to place that other person in reasonable fear of harm, death, criminal sexual assault, or bodily injury to that person or to that person's family or household member. Cyber-stalking is form of stalking or harassment that involves the intentional act of using the Internet to cause someone emotional distress
19. Theft includes the use, removal or possession of University/individual property without entitlement or authorization.
20. Threatening behavior whether written or verbal, towards any member of the University community that causes an expectation of injury or implies a threat to cause fear.
21. Unauthorized access or entry to any University building.
22. Unauthorized recording and/or distribution to include but not limited to pictures, audio or videos of any person without their explicit permission or consent.
23. Weapons-Refer to Violence Prevention Policy.
24. Vandalism includes but is not limited to destroying or damaging University property or property of another person.
25. Violence to persons includes but is not limited to intentionally or recklessly causing harm to any person.
26. Violating federal, state or local laws that legitimately affect the University's interest.
27. Violating any published Board of Visitors or University policies or rules.

**SPARTAN TRADITIONS AND TENETS WE HOLD DEAR**

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**NSU HISTORY**

Norfolk State College was founded September 18, 1935. The College, brought to life in the midst of the Great Depression, provided a setting in which the youth of the region could give expression to their hopes and aspirations. At this founding, it was named the Norfolk Unit of Virginia Union University. In 1942, the College became the independent Norfolk Polytechnic College, and two years later an Act of the Virginia Legislature mandated that it become a part of Virginia State College. The College was able to pursue an expanded mission with even greater emphasis in 1956 when another Act of the Legislature enabled the institution to offer its first Bachelor's degree. The College was separated from Virginia State College and became fully independent in 1969. Subsequent legislative acts designated the institution as a university and authorized the granting of graduate degrees. In 1979, university status was attained.

Norfolk State University, a comprehensive urban public institution, is committed to transforming students' lives through exemplary teaching, research and service. Offering a supportive academic and culturally diverse environment for all, the University empowers its students to turn their aspirations into reality and achieve their full potential as well-rounded and resourceful citizens and leaders for the 21st century.

Norfolk State University's strength lies in its core value system of academic excellence, student-centered focus, diversity, integrity and collegiality, and engagement, embody the principles, ideals, and beliefs of our students, faculty, staff, and Board of Visitors. They form the foundation for the University's actions and reflect what is important to the members of the Norfolk State University community and the Hampton Roads region.

## **THE IDEAL SPARTAN**

### **THE SPARTAN**

The Spartan is highly esteemed as a global citizen and warrior, admired by others for setting universal standards of excellence. Known for their impeccable armor, Spartans are prepared, methodical, jovial, loyal, and courageous. The Ideal Spartan represents NSU at all times and in all places. The five most important pieces of a Spartan's armor include the cloak, representing pride; the breastplate reflecting integrity; the sword representing engagement; the helmet symbolizing curiosity; and the shield signifying overall excellence.

### **PRIDE**

As with any warrior, a Spartan needs a cloak for inclement weather (life's challenges). The Spartan warrior knows that before a battle begins, a fighter must have carefully cultivated the self-discipline that will prepare him or her for whatever is to come. Keeping in mind his or her ultimate goal, the warrior is fueled by love of country (the University). Through meaningful and wise choices, the Spartan takes ownership and responsibility for him/her extended family and nation, always representing NSU with valor and praising her people.

### **ENGAGEMENT**

The Spartan's sword connects him or her with leaders and peers, all of whom are fully engaged in pursuing personal excellence as well as the greater common good. The sword symbolizes Spartan unity on and off the field of battle. A Spartan engages in constant training, ever-ready to take on local, regional, national, and global challenges. He or she serves as a model of unceasing civic engagement.

### **CURIOSITY**

The Spartan's helmet protects and guards his or her ever-expanding intellect. Always seeking to understand new ways of life, listening to the wisdom of community leaders, actively asking questions, and always being open to change, the Spartan constantly sharpens his or her critical thinking skills. This curiosity makes every Spartan a lifelong learner, building habits of mind that move beyond the superficial and always taking into account the needs of the whole.

### **INTEGRITY**

The breast plate is one of the most important pieces of armor as it not only protects the Spartan physically but spiritually. The breastplate represents honesty and the deep sense of trust in other Spartans that protects every mature warrior's heart. The Spartan's unassailable integrity allows him or her to be given leadership tasks to carry out in full, even when no one is checking, and even when difficult choices must be made alone.

### **EXCELLENCE**

The Spartan's shield safeguards him or her while navigating through the world. The shield allows a Spartan to move ever forward, even in the face of great adversities and disappointments. A Spartan's education - indeed a Spartan's whole life - is an unending quest for excellence. When a Spartan is knocked off his or her feet, he or she rises again, not only to press forward but to service as a signal and motivate others in the fray.



## **CIVILITY**

Norfolk State University students embrace civility as a passport to full citizenship in the world. Spartans live with integrity and maintain the highest moral, ethical and intellectual standards. Continuously fostering a community of inclusiveness, students lead with humility, cultivate personal growth and respect the ideas of others. Always open to both unity and diversity, NSU students understand that respect always begins with self and then moves ever outward, creating synergy among fellow Spartans, fellow Americans and all other peoples.

**University Alma Mater**  
*(Words and Music by Dr. Carl W. Haywood, '71)*

**VERSE**

By Virginia's golden shore  
There's a place that we adore  
Where Norfolk's sun shines bright  
Down on our campus site.  
The walls of Brown Hall  
Will always give a call  
To all striving to succeed  
Forging onward, bound to lead.

**CHORUS**

Oh, Norfolk State we love you,  
Oh, Norfolk State we'll always be true,  
And when we leave we'll shed a tear,  
For to us you've been so dear.  
And leaving shed a joyful tear,  
For our Alma Mater dear.

**VERSE**

Though the years we spend are few  
You will teach us what to do  
In splendor we'll relive  
The glorious time you give  
We'll wave the green and gold  
To praise thee a thousand-fold.  
A guiding light to us you've been,  
Unwav'ring to the end

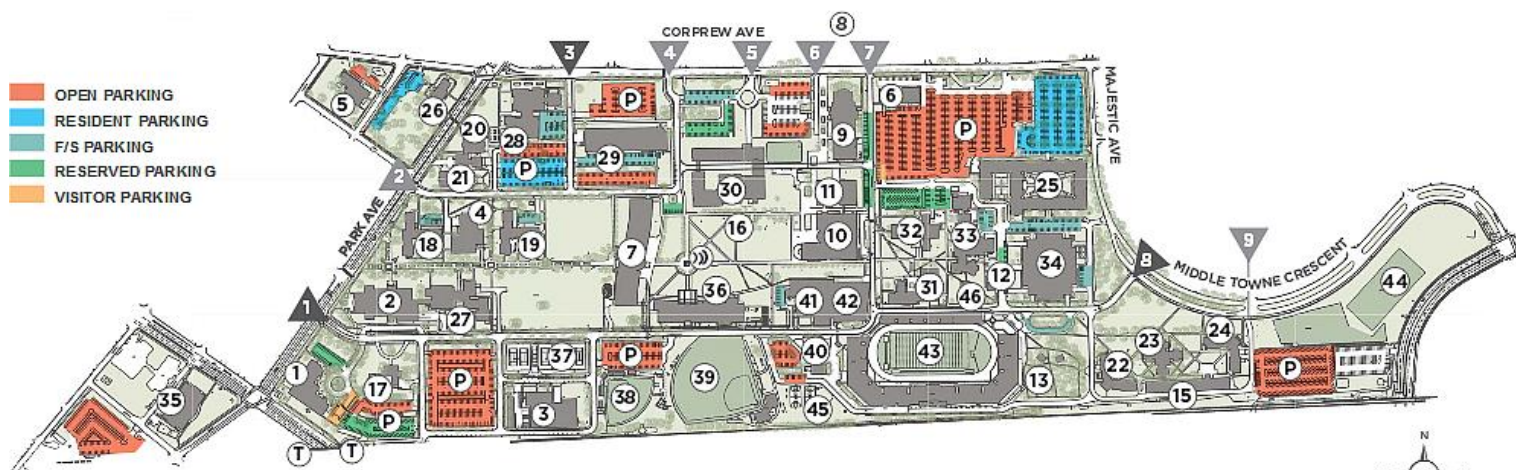
**NSU Fight Song**

SAY HEY for the victory  
That's sure to be;  
For NSU we're here to fight  
And we will fight for the Green & Gold,  
Our Alma Mater -  
We pledge our loyalty.  
Say Hey! (HEY) For the Victory!  
Say Hey! Hey! Hey!  
For NSU, we'll fight.  
Fight team, fight on to victory for N-S-U.



Norfolk State University  
Guide to Residential Living

Campus Map



STUDENT SERVICES

1. Harrison B. Wilson Hall  
Administration Building
2. L. Douglas Wilder Performing Arts Center
3. Facilities Management Building
4. West Campus Dining Hall
5. Brambleton Community Outreach Center
6. University Police Building
7. Lyman Beecher Brooks Library
8. The Melvin and Patricia Stith Alumni House
9. Scott/Dozier Dining Hall
10. Student Center
11. Student Services Center
12. Ticket Office
13. Picnic Area
15. Spartan Station
16. White House Memorial Garden

RESIDENTIAL

17. President's House
18. Samuel F. Scott Hall
19. Rosa A. Alexander Hall
20. Babbette B. Smith, North Hall
21. Babbette B. Smith, South Hall
22. Charles H. Smith Hall
23. Honors College - Midrise Residence Hall
24. Lee W. Smith Hall
25. Spartan Suites
26. Phillis Wheatley Hall

EDUCATIONAL

27. E. L. Hamm Fine Arts Building
28. William P. Robinson, Sr.  
Technology Center
29. James A. Bowser Building
30. G.W.C. Brown Memorial Hall
31. J. Hugo Madison Hall
32. Herman H. Bozeman Hall
33. Roy A. Woods Science Building
34. Joseph G. Echols Memorial Hall
35. Marie V. McDemmond Center  
for Applied Research
36. Nursing & General Education Building
46. NSU Greenhouse

ATHLETICS FACILITIES

37. Tennis Complex
  38. Softball Field
  39. Marty Miller Baseball Field
  40. Sports Annex
  41. James D. Gill Health & Physical Education  
Bldg
  42. Sports Medicine Center
  43. William "Dick" Price Football  
Stadium/Track & Field complex
  44. Football Practice Field
  45. Basketball Courts
- T - The Tide Light Rail Station  
▲ - Gate  
P - Parking  
) - Communications Tower

To view a larger version of the campus map, visit the Parking Services website at [www.nsu.edu/finance/parking/campus-map](http://www.nsu.edu/finance/parking/campus-map).



# NORFOLK STATE UNIVERSITY