

UNIVERSITY OF NORTH CAROLINA

SCHOOL OF THE ARTS

SUMMER INTENSIVES HANDBOOK 2024

TABLE OF CONTENTS

SUMMER STAFF CONTACTS.....2

HOUSING POLICIES AND REGULATIONS.....4

- Residence Hall Rooms
- Refrigerators, Microwaves & Other Appliances
- Room Assignments Room
- Decorations Check In/Check Out
- Room Keys/Lock-Outs
- Health and Safety Inspections
- Room Entry and Search Policy
- Damage: Common Areas & Student Rooms
- Fire Hazards/ Trip Hazards
- Maintenance/Housekeeping
- Pest Control
- Kitchen
- Laundry Facilities
- Telephones Bulletin
- Boards
- Change Machines & ATM
- Vending Machines
- Visitors' Passes and Guests
- Curfew and Quiet Hours
- Pizza/Food Delivery Policy Sign-Out/Sign-In Policy
- Overnight Sign-Out Permission Visitation in Off-Campus Residences
- Visitation On-Campus
- Off Limits Areas
- Alcohol and Illegal Drugs Policy

OTHER CAMPUS SERVICES.....11

- Activities
- Admissions Office
- Transportation
- Fitness Center
- Campus Store
- Check Cashing
- Campus Police
- Lost and Found
- Food Service
- Health Services
- UNCSA Library
- Mail Center
- One Card

CAMPUS LIFE.....15

- Hanes Student Commons
- Late Night Emergencies
- Dress Regulations
- Recycling

COMMUNITY STANDARDS AND CODE OF CONDUCT FOR SUMMER INTENSIVES.....16

SUMMER STAFF CONTACTS

IN CASE OF EMERGENCY, CONTACT UNCSA POLICE:

Dial (336) 770.3362 from cell phone or off-campus phone | Dial 55 from any campus office phone

NON-EMERGENCY UNCSA POLICE CONTACT:

Dial (336) 770.3321 | Anonymous Tip Line (336) 770.1414

Residence Life Offices and Contact Numbers

Front Desk Office: (336) 770.3373 – located on first floor of Artist Village residence hall

Commented [MG1]: What is the front desk telephone for ARVI?

Summer Intensive Administrative Office: (336) 734.2848 – 1915 Sunnyside Ave

Monday – Friday 8:30 AM – 5 PM

UNCSA Student Affairs: (336) 770.3283 – lower level, Hanes Student Commons, Kenan Life Student Engagement Suite

Monday – Friday 9 AM – 5 PM

FAX number: (336) 631.1555 (9am to 5pm - Weekdays)

E-mail: hsrl@uncsa.edu

For required forms (including Parent and Overnight Travel Permission Form, Health Form, and Summer Handbook), please visit: <http://www.uncsa.edu/summer/parents.aspx>

Interim Director- UNCSA Community and Summer Programs

Director – UNCSA Community Music School

Cameron MacManus: 336-817-5027

The Interim Director of Community and Summer Programs supervises the registration and programming of summer intensive arts activities during the four week summer programs

Assistant Dean for High School Life

Tammy Ford: (336) 770.3373

The Assistant Dean supervises the High School Life Residential Programs and Residential Summer Intensive

Director of Student Affairs Operations & Chief Housing Officer

Ramona Richmond: (336) 770.3279

The Director is responsible for administration and management of the student housing facilities, including maintenance, housekeeping, sanitation and HVAC systems for the Center Stage apartment complex, Artist Village, Moore and Sanford residence halls.

Director for Student Conduct & Community Standards

Nick Gawlik: (336) 726.6941

The chief judicial officer oversees the administration of the University handbook and its policies pertaining to student conduct, including student conduct major and minor infractions, Title IX case resolution meetings, and academic integrity proceedings.

Summer Area Coordinators

Summer Area Coordinators (ACs) are live-in summer staff members that assist with all areas of the Summer Intensives to create a fun, nurturing and safe environment. General responsibilities include training and supervision of student staff, office management, building/area supervision; evening rounds/roving, serving as the on-call staff, discipline, and communication with parents. Professional staff live on campus during the summer, and at least two of them are on call to respond to emergencies or other serious situations.

Lauren Hill	Director for Summer Residential Programs
Cathy Badgett	Assistant Director for Summer Residential Programs
Malissa Gianetti	Assistant Director for Occupancy Management
Meleyesha Wooten	Summer Intern/Summer Activities Area Coordinator
Lavelle Curtis	Summer Intern/Summer Residential Area Coordinator
Minh Ngo	Summer Intern/Summer Residential Area Coordinator

Commented [MG2]: Once hired, we can fill in the table with contact information

Residence Counselors (RCs)

Artist Village Front Office: (336) 770.3373

The Residence Counselors (RCs) are responsible for the implementation of the middle school, high school, and college summer residential programs. Residence Counselors (RCs), who are current college students, will be living in the halls during the summer to assist with activities and to provide leadership and guidance.

RC's also host events and outings for students in order to create an engaged and fun campus. Dances, open mic nights, performances, game nights and trips to local shopping centers are some of the activities that students will be able to participate in during their summer at UNCSCA

Activities Counselor (ACs)

The Activities Counselors (ACs) are responsible for the implementation of activities and extracurricular programs for students during the evening and weekend. Activities Counselor

Student Health Services

Front Desk: (336) 770.3288

Sharon Summer, Director: (336) 770.1490

Katie Moos, Associate Director, Head Athletic Trainer: (336) 631.1590

Student Health Services is located on the upper level of the Hanes Student Commons. The office is open from 8 AM-5 PM Monday through Friday. A nurse is on call after hours and on weekends for emergencies. Please Contact a Residence Life Summer Session staff member or UNCSCA Police for assistance when the office is closed.

Commented [GU3]: May need to add what the Activities Counselors (ACs) are, along with an short synopsis of their role.

HOUSING POLICIES & REGULATIONS

Residence Hall Rooms

- **Furniture:** Residents are provided with a bed, dresser, desk, chair and closet. Students are responsible for the furniture in their rooms and must keep the furniture assigned to their room in the room at all times.
- **Air Conditioning:** All the residence hall rooms are equipped with air conditioning. When this is turned on, windows should be closed. Open windows will not allow the air conditioner to operate efficiently. Students should close exterior doors when leaving an air-conditioned building and should close doors they find standing open.
- **Personal Property:** UNCOSA assumes no liability for damage or loss of personal property. Students are encouraged to purchase property/renter's insurance. Remember that the easiest way to avoid loss of belongings is to keep your room locked whenever you are not there!

Refrigerators, Microwaves and other appliances

Artist Village suites include a Micro Fridge (microwave/mini refrigerator) combo unit in each suite. Attendees who are assigned to Artist Village are not permitted to bring a refrigerator or microwave. If you need accommodations due to medication, email hsrl@uncsa.edu. All prescribed medication must be submitted to the Health Center upon your arrival. Students may not retain prescription medication in their room. No other appliances are allowed in rooms other than the microwave and refrigerator already supplied.

Room Assignments

Residents may not trade rooms. Any time conflicts occur between roommates, both residents should consult with their Residence Counselor, who can help resolve the conflict. Successful roommates communicate, compromise, and consider each other's feelings. For information regarding Summer Intensives room assignments, please contact the Assistant Director for Occupancy Management (reslife@uncsa.edu or 336.770.3373).

Room Decorations

The residence hall room will be the student's home for the next several weeks. Decorations can add immensely to the comfort of the room and can make it more attractive and homelike. Minimal room decorations are best given that students are not here long and will need to take down room decorations. Students are asked to keep in mind that they are responsible for maintaining the condition of their rooms.

The following policies must be observed in decorating the room:

- Only painters' tape is permitted for use on room walls. Absolutely no other items may be used on walls in the rooms. Nothing should be attached to residence hall doors. Students are responsible for the careful removal of any decorations. Should damage occur from removal of decorations, charges may be assessed by permanent Student Affairs Office staff.
- Students will be charged for the cost of replacing any missing furniture.
- All furniture must remain in the student's assigned room. Unauthorized removal of furniture will result in a citation.
- Furniture may not be stacked. Bed frames may not be placed on top of other furniture. A fee will be charged for damage to furniture and/or un-stacking furniture.
- Under no conditions will a student be allowed to place a mattress on the floor. This is a health and fire hazard.
- Furniture may not be disassembled or placed in the halls or stairwells.

- Decorative tapestries, drapes, sheets, bedspreads, or any other materials may not be suspended from ceilings or attached to furniture. Any conditions resulting in more than 10% of the wall surface being covered or regarded by the staff as fire hazards must be corrected immediately.
- Open flames, candles, incense and heating coils are not allowed.
- Existing lighting fixtures/wiring must not be changed or modified.
- No halogen lamps are allowed in the residence halls or the apartments.

Check In/Check Out

- **Check-in:** All students must be checked into their rooms by a Residence Life Summer Staff member. Rooms are to be occupied only by the person(s) properly assigned to them by the Housing Office. During check-in, students will clear all holds and will be issued a room key, check-in packet, and a Conference One Card. The staff will be available to welcome students to their new home and answer their questions.
- **Check-out:** To check out of a room, students may schedule a time with their RC or another RC in the building or area. The student and the RC will note any changes to the room. Students will be held responsible for any damage and discrepancies. Students will be asked to turn in their room key. Students may also visit the Artist Village front desk in order to check out in case their RC is unable to perform the check-out. **Students failing to vacate by the posted closing time will be billed an additional \$25 for every hour after the scheduled closing time that they remain in campus housing.**

Room Keys/Lockouts

- **Room Keys:** Each attendee is given a room key at check-in and is responsible for always keeping it with them. The key is the property of the state of North Carolina and is not to be duplicated under any circumstances. A student found to have duplicated any UNCSCA key will be billed \$50 for a change of the lock.
- **Lost Keys:** An attendee who loses his or her key should check with UNCSCA Police, Artist Village front desk and the Connector Desk to see if the key has been turned in. If the key is not located, the attendee should immediately report the lost key to a member of the Residence Life Summer Staff. The fee for a lost room key is \$50. Once the locksmith changes the lock, the attendee can pick up the new key in the office of their residential area. The Residence Life Programs Office may be able to issue you a loaner key to secure your room until the lock is changed.
- **Lockouts:** Attendees who find themselves locked out of their rooms should find an RC for assistance. Only the residents assigned to the room will be let into the room. The Residence Life Summer Staff will unlock an attendee's room door one time at no charge. For additional times, there will be a charge of \$20, which will be billed to the attendee.
- **One Card: The only card you need on campus**
- At registration, a UNCSCA Conference One Card is issued to each student for identification, meals, keyless entry, and use of Pickle Dollars (a prepaid flexible spending account). If a card is lost, students must visit the One Card Office, located on the lower level of the Hanes Student Commons (inside the Mail Center). After normal working hours, UNCSCA Police can assist students in obtaining a Temporary One Card. There is a \$15.00 fee for a replacement card and the cost to replace a lost Temporary Card is \$20.00. The One Card should be carried by students at all times on the UNCSCA campus for presentation upon request. The One Card is required for printing from the Pharos enabled printers/copiers located in the Library, special mail pickup, and to enter the residence halls/apartments and the dining area. Pickle Dollar account balances cannot be transferred over to the regular year OR refunded. Please visit <http://www.uncsa.edu/onecard/> for more information. *The One Card and its accounts are non-transferable.*

Health and Safety Inspections

An announced room inspection is held twice weekly (Wednesday and Sunday evening) during the Summer Intensive. A student may be directed at any time to correct a condition judged unsanitary. Criteria for room inspection are as follows: minimal dust; beds made; clean floors; clean sink; clothes in appropriate location; trash is taken to the outside dumpsters, recyclables is taken to the outside recycle dumpster; and all food kept in closed containers or refrigerated properly. In addition, overloaded circuits, trip hazards, or other safety concerns must be corrected. The Residence Life Summer Staff has the authority to make judgment on any condition deemed unusual.

Room Entry and Search Policy

All UNCSA students have the right to privacy secured by a lock system. The only keys in circulation are issued to the students assigned to the room during the period of the housing contract.

- **Room Entry:** Under normal, non-emergency conditions, UNCSA staff use a passkey at the following times:
 1. For preventive or corrective maintenance in a residence hall room by authorized UNCSA maintenance employees.
 2. For the announced and scheduled room inspection by a Summer Area Coordinator or Residence Counselor.
 3. For preventive or corrective measures (e.g. alarms, stereo, plumbing emergencies, etc.).
 4. For nightly curfew checks in Artist Village, Sanford and Moore residence halls.
- **Room Search:** In cases involving an emergency, a hazard, the immediate danger to persons, or where there is sufficient reason to suspect a violation of campus regulations or civil law, searches will be conducted according to the following guidelines:
 1. In cases of extreme emergency, such as, but not limited to, broken plumbing, an imminent fire hazard, or a problem involving the immediate safety of the occupant(s)
 2. In the event that student residents are alleged to possess missing property, illegally acquired articles, illegal drugs or paraphernalia, weapons, or explosives in their residence hall space, a campus room search may be exercised and subsequent search made by at least two members of the Summer Intensive staff with assistance from the UNCSA Police, if needed.
 3. For investigation of a suspected violation of state or federal law, searches may be made through procedures consistent with ordinary legal requirements for lawful search. Authorized law enforcement officials will execute search warrants.

Damage: Common Areas & Student Rooms

- **Common Areas:** Furnishings and equipment in common areas may not be removed from those areas or exchanged from one room to another. Students who take these items to their room or elsewhere, on or off campus, are subject to possible arrest for theft of state property, in addition to disciplinary action. Students identified as responsible for damages will be charged for the damage. However, when individual responsibility cannot be determined, the residents of a floor or the entire hall/apartment will be collectively responsible for the damage.
- **Student Rooms:** Damages occurring in student rooms will be charged to the current occupants of the room unless it can be proved that a person other than the occupants caused the damages.

Fire Hazards/Trip Hazards

- **Fire Hazards:** Candles, incense, oil lamps and halogen lamps are not permitted in the residence areas. These items produce an open flame or hotspot that produces smoke. They may inadvertently start a fire or set off the smoke alarm system causing a false alarm. Students are encouraged to bring irons that have an automatic turn-off feature. No grills of any type may be used during the Summer Session.

- **Trip Hazards:** Wires for telephones, television cables and power cords may not cross the normal walking paths through the room or apartment. These cords may cause trips, slips and falls and are extremely dangerous in the event of a fire or fire drill. Small cords may be taped to the floor using duct tape or a similar sturdy type of tape. Tape residue must be cleaned up prior to check out. The entire length of the cord must be taped to the floor. Students with questions about trip hazards should contact their Resident Counselor.

Maintenance/Housekeeping

- **Reporting Problems:** Maintenance requests may be submitted by contacting the Residence Counselor for the hall. During the DAY, students may visit the Artist Village or High School Connector desk, or call the Residence Life Programs Office at (336) 770.3373 or come by the Housing Office on the lower level of the Hanes Student Commons or e-mail reslife@uncsa.edu. In the EVENINGS and on WEEKENDS, students may contact staff on duty in their residence hall area. These requests and/or reports may include any deficiencies in rooms, bathing areas, lounges, laundry rooms, or any other area in the hall that is in need of repair. Students are asked to report needed repairs immediately so that the matter can be taken care of as soon as possible.
- **Student Responsibility:** Attendees are expected to take proper care of the facilities and furnishings in their residence hall room. Unwarranted damage and abuse will result in assessment of cost for damages. Attendees are asked to take their individual room trash and recycling out to the dumpsters or recycling areas and to clean up after themselves. Housekeeping does not clean or remove trash from individual rooms.
- **Housekeeping:** The Residence Life Programs Office is responsible for the proper maintenance and appearance of residence hall public areas such as lounges, halls, bathrooms, laundry rooms and stairwells. Staff members sweep, mop and wax floors, empty the trashcans, clean the bathrooms, and stock supplies such as toilet paper. The housekeeping staff works Monday- Friday, 7 AM to 3 PM. Cleaning services are not provided for residents' rooms. Students are responsible for cleaning their own spaces.
- **Apartments:** Students residing in the Center Stage Apartments are responsible for cleaning their own apartments. Apartments may house adult students only.

Pest Control

The living areas are sprayed upon a reported sighting to control pests. Residents can help this effort by adhering to sanitation guidelines. Students should keep all food in closed airtight containers. Anyone who encounters pests should contact their RC or the Residence Life Programs Office.

Kitchen

Central kitchen facilities are located on the first and fifth floors of Artist Village. Students are NOT allowed to be in nor use the kitchens during the summer session.

Laundry Facilities

Coin/One Card-operated laundry machines are located on both the East and West wings of Artist Village. Malfunctioning machines should be reported to a Residence Life Summer Staff member. The machines accept quarters and Conference One Card debits. The cost is \$1.50 to wash or dry. The washers are high efficiency washers. Laundry facilities are available until 9pm each day. Failure to pick up laundry in a timely fashion means that it will be removed from the washer/dryer. You will be permitted to request it back at the front desk. PLEASE USE HIGH EFFICIENCY DETERGENT ONLY!

Telephones

Due to the increase in cellular phone usage, our residence hall rooms do not have landlines. Cell phones are used exclusively, and Wi-Fi is provided for students when checking into the Artist Village residence for duration of the summer intensives.

Bulletin Boards

Every floor has at least one bulletin board where important information is posted. It is a good habit to check the board regularly to be informed of campus activities.

ATM

A North Carolina State Employees Credit Union ATM is located inside the Mail Center. While the ATM does not charge a fee, please check with your banking institution for any fees associated with a withdrawal.

P.O.D. Market and Vending Machines

A self-service P.O.D. (Provisions On Demand) mini convenience store may be found on the first floor of Artist Village. Students should take care of the machines and report any vandalism or break-ins immediately to the Residence Life Summer Staff.

Visitor Passes and Guests

- Resident students may have a same sex guest visit them in their room during the day before curfew. Overnight guests are *not* permitted.
- Resident students of the opposite sex are **ONLY** allowed to visit each other on the first floor/lobby area of Artist Village during the day.
- Outside guests are no permitted into residence halls/rooms at any time.
- Students will be referred to the Residence Life Summer Staff member on duty for breaches of regulations by the and may be asked to leave the program for failure to follow summer intensive program guidelines.

Curfew and Quiet Hours

- **Curfew:** Curfew regulations are considered binding for every student without exception. The official timepiece to determine closing hours will be the office clock in the residential area. At curfew time, each student should be in their room until checked by the Residence Counselor. The building is disarmed each morning at 7am. A student may not leave the building after curfew for any purpose other than a fire or tornado warning. Violation of this regulation may result in immediate dismissal.

Sunday – Saturday	In-Building & In-Room Curfew	
All Students	10:00 PM	

ALL STUDENTS have an in-room curfew, meaning they must be in their room and stay there for the remainder of the night. A first violation of this policy will result in 2 days of 1-hour early in-room curfew. A second violation of this policy will result in 2 days of 2 hour early in-room curfew. A third violation will result in 3 days of 2-hour early in-room curfew and 1 hour of campus service. Continued noncompliance of the curfew will result in the student being dismissed from the summer program.

- **Extensions:** There will be times during the summer session when students will need to be away from campus or out of town past curfew. These incidents generally occur only because of attendance or participation in school-sponsored or school-organized arts or social events. For an arts activity, the director of that program should send a curfew extension request via email, 24 hours in advance of the needed curfew to the Director of Residence Life Summer Programs or a Summer Area Coordinator. If a student not participating in a school-sponsored activity finds that he/she will be unable to return to the residence hall in time to meet his/her curfew, he/she should immediately telephone the Residence Life Summer Staff member on duty giving the cause of delay and estimated time of return. This call is for information only and is not considered an excuse for a late

return. It is the policy of the school to inform parents when a student is more than one hour late for curfew. This is not a punitive measure but is done for the information of the parents in case of an emergency

- **Quiet Hours:** A quiet environment is essential to create living conditions beneficial to all. Therefore, Courtesy Hours are in effect 24 hours a day, 7 days a week. Excessively loud or disturbing noise is not acceptable at any time. Quiet Hours for the entire campus are as follows:

Sunday – Saturday 10PM to 7 AM

Pizza/Food Delivery

Several delivery services serve the UNCSA campus. All deliveries during the summer session **MUST BE MADE** to the Artist Village. Students placing orders must do so at least one full hour before their curfew and should never give vendors their actual room or apartment number. The only information required shall be the student's name, residence hall name, and corresponding office telephone number. It is the student's responsibility to be present with sufficient funds at the time of the delivery.

Sign-Out/Sign-in Policy

- **Sign-Out:** All students and parents must create a pass via REACH to sign-out to leave Artist Village. All students residing in Artist Village are required to sign out by completing a leave request via REACH in the following way:
 - 1) **Students and Parents complete the leave request**
 - 2) **Parents approve the 1st level of pass approval**
 - 3) **Staff approve the 2nd level of pass approval followed by ID check and sign out at the Artist Village front desk each time a student leaves campus**
 - 4) **Students departing for any reason must contact a staff member using the phone information provided to have a face to face check out**
 - 5) Failure to comply with sign-in/sign-out process is subject to removal from the program
- **Updates:** Students who change destination or time of return are responsible for telephoning the staff member on duty and reporting this change and time of return to campus. If at any time, a member of the Residence Life Summer Session Staff has concerns about the permission's validity or feels that the place the student is going is inappropriate, they can deny permission.
- **Sign-In:** All students must immediately sign in at the Artist Village Front Desk each time they return to campus. Students are expected to sign in prior to returning to their residence hall room or apartment. Failure to sign in properly at least three times in a summer program is subject to program removal.

Overnight Sign-Out Permission

Any adult/host that is required for a student check-out must be provided to the summer intensives staff at the beginning of the summer. If there is a need to add additional hosts for student pick-up, individuals should be an adult host that is approved by the parent. For reasons of safety and liability, college and/or other high school students are not allowed to transport students in any way. Parents are the only people allowed to provide host update for a summer intensive attendee.

Visitation in Off-Campus Residences

No middle school or high school student will be allowed to visit an off-campus residence without permission of his/her parent/guardian. Permission must also be given by a Residence Life Summer Staff member when the student signs out. Middle school and high school students are never allowed to visit a residence without a parent or guardian present. **Summer Intensive students may not visit off-campus college students' apartment, even with parent/guardian permission** nor ride in a car with college students.

Visitation On-Campus

No middle school or high school student will be allowed to visit on the hall or in the room of a student of the opposite sex at any time, including stairwells. This is strictly enforced. No middle school or high school student will be allowed to visit college students. Any student who knowingly encourages or supports a fellow student in violating any regulation or policy will be held equally responsible for the violation. All those present in a room at the time of a violation are held responsible. The first violation of this rule will result in a seven-day room confinement. A second violation may result in dismissal.

Off Limits Areas

The following areas of campus are off limits to all middle school and high school students:

- Kudzu Valley behind the A-D residence halls; cannot cross access bridge to the gazebo.
- After dark, the visitors' parking lots, except to go directly to a car or to leave a car.
- All areas on campus are under construction or renovation.
- The tunnel leading to Center Stage Apartments and Center Stage Apartments (cannot enter gate).
- The study rooms at the end of the hallways of Artist Village, unless an RC is present with you.

Alcohol and Illegal Drugs Policy

No student under 21 years of age may drink or possess alcohol or illegal drugs. Violation of this policy will result in immediate dismissal for the remainder of the Summer Intensive. Students found in violation of the alcohol and illegal drug policy will be dismissed from the UNCSCA Summer Intensives and, depending upon the exact nature of the offense, could be denied future enrollment at the University of North Carolina School of the Arts.

Community Health Standards

Refer to the [COVID-19 Summer Protocols](#) for the most up-to-date Community Health Standards on campus.

Basic Expectations

- I will attend all assigned classes, required concerts, performances, and assemblies.
- I will treat my fellow students, faculty, staff, and all employees of UNCSCA with respect.
- I will refrain from inappropriate sexual conduct including, but not limited to, unseemly public displays of affection.
- I will refrain from illegal drug use and alcohol consumption at ALL TIMES during the Summer Intensives.

OTHER CAMPUS SERVICES

Activities

- UNCSA offers evening and weekend activities throughout the summer.
- Every Tues-Thurs. night, stop by Hanes Student Commons at 7pm for activities (karaoke, crafts, movies, games, and more).
- On weekend nights, UNCSA will have feature events for all students (i.e. dances, outdoor movies, music).
- Stop by our Lunchtime Campus Activities table throughout the week (noon to 2pm) for drop-in activities, treats, and activities information.


Off-Campus Trips

UNCSA will offer trips throughout the week to Kernersville Shopping Center (K-Vegas) and Thruway Shopping Center (Winston-Salem). On the weekends, transportation and supervision will be provided to local parks, visit to Farmers Market, and hiking areas for outdoor activities. All trips are chaperoned and available to students at no extra cost. Students can reserve a space on the bus by stopping by the Lunchtime Campus Activities Table, or by using the REACH app to make a pass for a school sponsored trip. All reservations must be submitted by 2pm the day of the trip for weekday trips, and by 2pm on Fridays for weekend trips. Sign-up instructions will be emailed throughout the summer, and will be available on Opening Day and at the Lunchtime Campus Activities Table.

Trip Reminders! Please always remember to sign out before heading to the buses to go on a UNCSA trip, and to sign back in when returning to campus. While on trips sponsored by UNCSA, please remember your actions reflect upon the school. UNCSA will not tolerate behavior that reflects poorly on our community, and inappropriate behavior off campus will result in loss of privileges or dismissal.

REACH Account Access:

The REACH management system is provided for students/parents to “create passes” for any trips away from campus. This system is easy to setup from your phone using the following instructions:

- 1) Use your google play store or the apple store to download this  app.
- 2) Once the app is downloaded, students/parents can use their email address provided and generic login to access their account and begin making passes.
- 3) Any pass that is not for a school-sponsored trip must be approved by parents before a student can be signed out from campus. Failure to sign out in a chronic manner may result in student withdrawal from the program.
- 4) If students and/or parents have problems with creating a pass, please check in with the Artist Village staff or RA for your floor to get help.

Campus Police (336) 770.3321

The University of North Carolina School of the Arts has a 24-hour police force.

- **Emergency:** contact the UNCSA Police by dialing “55” from any campus telephone, or go the nearest emergency call box and press the red button and release. When the officer answers, press the button and speak slowly giving your name, location and emergency information, then release the button. Always wait for a response from the UNCSA Police Officer. If off campus or calling from a cell phone, dial (336) 770.3362.
- **Non-emergency** dial 3321 from any campus telephone, or dial (336) 770.3321 from off campus or from a cell phone. Emergency Notification System: UNCSA has installed an emergency notification system that will be activated in the event of a campus emergency. If an emergency does occur, the horn will sound and a transmitted message will follow with specific instructions regarding the emergency. Anyone who intentionally damages an emergency call box will be accountable for the entire cost of repair/ or replacement.
- **Vehicle Registration:** College students and non-residential high school students may park vehicles on campus if the car is registered with UNCSA Police. HIGH SCHOOL RESIDENTIAL STUDENTS MAY NOT BRING THEIR CARS ON

CAMPUS AT ANY TIME OR HAVE ACCESS TO CARS IN THE COMMUNITY. Students must register their vehicles with UNCSA Police within 36 hours of bringing the vehicles to campus. The registration fee is \$25. Registration stickers should be displayed on the lower corner passenger side rear windshield of all motor vehicles. Additional stickers may be requested at a cost of \$5, if a student changes his/her vehicle. Temporary permits for those driving a different car temporarily can be obtained from Campus Police free of charge. A student keeping an unregistered vehicle on campus is subject to a fine and having his/her vehicle booted or towed. College students and non-residential high school students may park only in designated student parking areas.

- **Lost and Found:** The UNCSA Police Department collects lost and found items and holds them until the owners claim them or until, after a prolonged waiting period, they are donated to charity.

Admissions Office (336) 770.3290

Admission information is available for prospective students in the Admissions Office in the Welcome Center. The Admissions staff will send information to any prospective student if furnished with names and addresses. The office is available by email at admissions@uncsa.edu or on the UNCSA website at www.UNCSA.edu

Transportation (336) 770.1476

Sherri Campbell, Kenan Student Life Center, Room 126

Fitness Center (336) 770.3286 *(Closed for Summer Intensives)*

Natascha Romeo, Fitness Center Manager

Campus Store

UNCSA items may be purchased at www.shopuncsa.com

DINING SERVICES (336) 770.3327

Aramark Food Service administers the Dining Hall, Pickle Jar, P.O.D. Market and the Library Café. They also assist with special events sponsored by Summer Activities. Aramark provides “All You Care to Eat” meals in the Dining Hall. Much of the food is self-served; thus, students should only take what they can eat.

The Dining Hall offers three meals a day Monday – Sunday for resident students on the meal Plan. Meals may also be purchased in 20, 30 or 50 meal blocks by commuting students, faculty and/or staff from the Dining Services Office (located on the first floor of the Hanes Student Commons).

Regular Hours for the Dining Hall are as follows:

	Breakfast	Lunch	Dinner
Monday – Friday	8:00 AM – 9:30 AM	11:30 AM – 1:30 PM	5:00 PM – 7:00 PM
Saturday	8:30 AM – 9:30 AM	11:00 AM – 1:30PM	5:00 PM – 7:00 PM
Sunday	8:00 AM – 9:30 AM	11:00 AM – 1:30PM	5:00 PM – 7:00 PM

The Dining Hall operates as a traditional buffet with hot entrees, vegetable selections, deli options, salad bar, sidebar with vegetarian entrees, a pizzeria, desserts and beverages. The Dining Hall operates on an “All You Care to Eat” basis, with no carry out and no return visit during the same meal period.

The following regulations should be noted regarding Dining Services:

- A Summer One Card (I.D. Card) is required EVERY TIME a student enters the Dining Hall and may not be transferred to another student.
- No student eating in the Dining Hall will be allowed to provide food for another student, visitor, faculty or staff member.
- All food must be eaten in the Dining Hall Area.

- Shoes and shirts must be worn in the Dining Hall.
- Any person who eats in the Dining Hall without paying will be subject to disciplinary action.
- Non-paying individuals may not visit the Dining Hall during meal times.
- Off-campus students and visitors may pay for an individual meal at the register in order to enter the dining hall.

The newly renovated **Pickle Jar** located on the top level of the Hanes Student Commons has a wide variety of offerings, including fresh chopped salads, made-to-order grill items, burritos, toasted sandwiches, snacks, beverages and more. The Pickle Jar accepts cash/debit/credit / and One Card Bonus Bucks /Pickle Dollars.

The POD (Provisions on Demand) Market, located on the 1st floor of the Hanes Student Commons, combines the corner store with the style of a modern market, featuring grab ‘n go meal options for breakfast, lunch and dinner. It also offers snacks, beverages and all the traditional essentials found in a convenience store.

Regular Hours for the Pickle Jar and P.O.D. Market are as follows:

Monday – Friday	9:00AM – 8:00PM (POD)
Saturday/Sunday	10:00AM – 6:00 PM (POD)

Pickle Jar:

Each day the Pickle Jar is 11am to 8pm.

The Library Café, located in UNCOSA’s new Library, offers coffee house style drinks and grab ‘n go options for breakfast and lunch. The library café is not available during the summer. For more information, visit <http://www.uncsa.edu/diningservices/>

Health Services

Student Health Services is an outpatient clinic providing primary medical care and a variety of specialty services to all students who have submitted completed health forms. Services offered in Health Services include primary care, routine laboratory testing, allergy injections (with prior consent), pharmacy services, dance related medicine, foot care, and rehabilitation training. Referrals for x-ray, dental, orthodontics and specialty care are available. Our staff includes a physician, physician assistant, and athletic trainers. There is no charge for office visits; however laboratory tests, certain procedures and medications may result in student charges. Payments from students are expected at the time services are rendered. HEALTH SERVICES DOES NOT SEND BILLS TO PARENTS. The student is responsible for paying or notifying their parents for payment. Payment may be made in cash, check, and credit card, or on the One Card system.

- **Medical Insurance:** All students are required to be covered by a major medical insurance policy. Students should make sure that their policy provides adequate coverage in the Winston-Salem area. Students wishing to purchase an insurance policy should contact Health Services prior to coming to campus.
- **Immunization:** In addition to a required physical examination before admission to the Summer Intensives, North Carolina laws mandate that all students must meet specific immunization requirements. Please provide this documentation prior to arriving on campus. Students without proper medical documentation will not be allowed to attend.
- **Medications:** Residential high school students with controlled medications and/or medications taken for ADD, depression, bipolar disorder, or seizures are required to turn in their medications to the Health Services Office upon arrival on campus. These medicines will be dispensed weekly by Health Services. Parents should not mail medications directly to their students. Instead, they should be mailed directly to the Health Services office.

For more information, visit: <https://www.uncsa.edu/mya/current-students/health-wellness/health-center/index.aspx>
 Contact Numbers: (336) 770.3288 Office · (336) 770-1492 FAX

*If assistance is needed after hours, students should contact their RC or Campus Police.

UNCSA LIBRARY (336) 770.3270

Summer Intensives students may use the library, but will not have check-out privileges.

Library Hours:

Monday – Thursday	8:00AM – 10:00PM
Friday	8:00AM – 5:00PM
Saturday	CLOSED
Sunday	CLOSED

Commented [GU4]: Are these library hours accurate?

Mail Center (336) 770.3313

UNCSA provides a full-service mail center located on the lower level of the Hanes Student Commons. The office is responsible for delivering all U.S. mail and inter-departmental mail to students, faculty and staff. The Mail Center offers U.S. Post Office services such as stamp sales, as well as UPS and Federal Express shipping options. See sample below for mailing address format. Stamps are available for purchase. The Mail Center window hours are 8:00 AM to 5:00 PM, Monday through Friday. Access to mailboxes is available whenever the Hanes Student Commons is open.

Sample Address:

(Student's Name)
(Student's UNCSA Box Number)
1533 South Main Street
Winston-Salem NC 27127

Commented [GU5]: We need the accurate mailing address for parents for Amazon, Fedex, or UPS deliveries.

CAMPUS LIFE

Hanes Student Commons

The Hanes Student Commons is a central gathering place for campus. Its three floors house the following offices and amenities:

Top Level: Dining Hall, Pickle Jar, Health Services	Middle Level: Student Activities Office, Lounge areas	Lower Level: Mail Center, ATM, Eisenberg Social Hall, Dining Services, POD Market, Transportation Services, Student Affairs office, Lounge areas
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Surrounding Hanes Student Commons are several outdoor lounge and leisure areas. Daniels Plaza connects the Commons with the Music Complex, Workplace and Gray Building. The South Patio overlooks the volleyball court, the Elephants, and the popular “hang-out” area known as “The Hill.” Picnic tables and benches are located in both outdoor areas.

Hanes Student Commons Summer Hours of Operation: 7 AM to 10 PM, 7 days a week

Late-Night Emergencies

Students should never leave their residence hall after curfew unless there is a fire. If an emergency occurs after the closing of the residence hall at night, go to the Residence Counselor (RC) in your hall/area. The RC will then contact the Residence Life Summer Staff member on call. If your RC is not there, you must contact an Area Coordinator on call, pick up a phone, dial 55, report the situation, and let the UNCSA Police get help for you.

Dress Regulations

Dress for Meals: Students should be fully dressed, including shoes and shirt when in the Dining Hall. No bathing suits.

Dress for Classes: the instructors responsible for each particular class will determine dress.

Sunbathing: Nude or semi-nude sunbathing is strictly prohibited. Sunbathing is not permitted behind A-D residence halls or on the rooftops of buildings or in Daniels Plaza. Sunbathing is permitted only on “The Hill”.

Recycling

Green dumpsters and green-yellow bins, marked for recycling, are located at Facilities Management, Artist Village, De Mille Theater, Hanes Commons, upper housing, and the film school. All of these receptacles are comingled and can take plastic, aluminum, glass, and all paper products including cardboard. The only item that is unacceptable in these recycling units are plastic trash bags. Please rinse out accepted food containers prior to placing them in recycling bins.

RESIDENTIAL & COMMUNITY POLICIES FOR SUMMER INTENSIVES

Residential and Community Policies were designed to help guide students and the broader UNCSA community to identify what behaviors and actions are not appropriate for students enrolled in the Summer Intensives. Community Standards are in place to assist the Summer Intensives staff in guiding and encouraging students to make responsible choices that are aligned with creating a safe learning environment for all students. Students who are unable to abide by Community Standards will engage in a brief educational conversation led by a Summer Intensives staff member and will be issued an initial warning. Continued failure to comply with rules of summer intensive program will result in removal from the summer intensive program.

Community Infractions

- Failing to comply with sign-out procedures, including: failing to sign out, signing out without permission, or being in any place other than that stated on the sign out card.
- Arriving late for curfew in a chronic manner.
- Failing to comply with all emergency evacuation procedures.
- Being in an adult residential area or other restricted area.
- Being present on the opposite sexed floor without permission from Residence Life staff.
- Leaving floor after on-floor curfew without receiving approval from a Summer Intensives staff member.
- Leaving a building via an emergency exit during a non-emergency.
- Failing to comply with the Medication Policy, including but not limited to, failing to register all prescription medication with Health Services.
- Possessing and/or using any tobacco product.
- Possessing and/or using an E-cigarette or vape device.
- Being rude, disrespectful, or exhibiting disruptive behavior to any member or guest of the community.
- Being in another person's room without permission from the resident, or absent the resident, permission from Summer Intensives staff.
- Having or keeping pets in the residence halls.
- Intentionally furnishing false information to a member of the faculty, staff, or a student acting in an official capacity either verbally or in writing, including falsification by omission of information.
- Failing to comply with orders or directives of school officials, school hearing bodies, UNCSA Campus Police, or any other law enforcement officers
- Hosting a guest/visitor who violates UNCSA's Student Code or Community Standards.
- Unauthorized room changes.
- Violating the Car Policy.
- Violating the UNCSA computer policy, including distribution of mass emails to the campus.
- Possessing a personal item that has been deemed a nuisance or safety hazard, about which a prior warning has already been issued.
- Unauthorized use of another person's One Card.
- Being present during the planning or commission of any infraction in such a way as to condone, support, or encourage that infraction.
- Failing to comply with an active outcome/sanction.
- Accumulating 2 infractions in one summer program
- Failing immediately to sign in upon arrival to campus.
- Failing to comply with curfew check procedures.
- Failing to comply with quiet or courtesy hours.
- Breaking daily in-room curfew in a way that creates a disturbance for the community.
- Inappropriate displays of affection.
- Failing to clean up common spaces after use.
- Failing room inspection.

- Misuse of UNCSA property and/or space.
- Possessing open flames, candles, incense, lit cigarette, heating coils, halogen lamps, any combustible materials or any open flame devices (including toaster ovens, hot plates, portable heaters or any other appliance with an open heating element). The only electrical appliances permitted are coffee makers, microwave ovens, small refrigerators (no larger than 4.6 cubic feet), and laundry irons. Students are encouraged to bring ones that have an automatic shut off feature. The total number of appliances plugged in may not exceed the number of outlets in the room. Extension cords must have a UL-approved circuit breaker.
- Placing items capable of burning such as, but not limited to: paper, posters, pictures, tapestries, wreaths, etc. on more than 10 percent of walls within student rooms as per the North Carolina fire code. Use materials that will not cause damage to the wall or paint when hanging posters, etc. (i.e. poster putty, Command™ hooks, etc.) Please note that any damages to paint or walls regardless of which product was used may result in a charge at move-out.
- Placing items on student room doors or other areas as restricted by North Carolina fire code.
- Hanging/attaching items or obstructing any sprinkler head or pipe.
- Possessing 3D printers.
- No items may be in contact with, placed on top of, or directly in front of the HVAC unit.
- Disposing of personal trash in restroom trash cans.
- Using or storing any potential fire hazard such as propane, charcoal, or electric grills on apartment balconies or inside rooms.
- Covering smoke detectors or tampering with, removing, or discharging any fire extinguisher inappropriately.
- Damage to or altering the condition of the residence hall room or apartment (e.g., nails in walls or woodwork, wallpapering, installing draperies and window shades that require hardware fixed to window surfaces, painting, or attaching shelving or cabinets to the walls). Existing lighting fixtures and wiring must not be changed or modified.
- Removing any furniture provided in the residence hall rooms or apartments.
- Creating trip hazards from telephones, TV, computer or other appliance cords. Suspending lights, decorative tapestries, drapes, sheets, bedspreads or any other materials from ceilings, or attaching such objects to furniture or hanging such objects across any pathway into or out of the room or apartment. Any conditions regarded by the staff as fire hazards will be directed for students to correct immediately.
- Littering or obstructing the public halls or grounds; failing to keep the premises in a neat, clean, good, and sanitary condition; and failing to keep balconies free of all trash, trash bags, containers, and boxes.
- Tampering with heat sensors, smoke detectors, and/or fire alarm system.
- Tampering with the locks of the doors or window screens to the residence halls, propping open exterior doors, etc.
- Failing to vacate residence hall room or apartment by the specific time posted for periodic closings.
- Unauthorized removal of the furniture assigned to a specific room or apartment.
- Spray painting in any residential facilities area including the stairwells and surrounding grass areas.
- Failing to dispose of personal trash in outside garbage dumpsters.
- Leaving a building via an emergency exit during a non-emergency.

Notification Procedure for Residential and Community Policy Infraction

1. Student will be informed of the alleged infraction.
2. Student will meet with a Summer Intensives staff member to discuss the alleged infraction.
3. Student will be issued a warning for the action and an educational conversation on the first offense and/or more severe consequences up to removal from the program.
4. For repeat or severe infractions, the parent or guardian of the student will be contacted by a Summer Intensive staff member and informed of the need for removal from the residential housing and/or removal from the intensive program. The student's Summer Intensives Art School Program Director(s) may be contacted and informed of the student's behavior.

UNCSA SUMMER INTENSIVES CODE OF CONDUCT

All UNCSA Summer Programs students represent the University of North Carolina School of the Arts, and as such are expected to act maturely and to behave responsibly. UNCSA has established the Summer Intensives Code of Conduct, which directs the Summer Programs program and residential setting. Summer Program staff and faculty direct and support students in living within this code. Individual students are responsible for the choices they make while at UNCSA.

The following policy violations are considered dismissible and may result in removal from the UNCSA Summer Intensives Program:

1. Engaging in theft and/or destruction of property, including vandalism and shoplifting. Costs for any damage by a student to facilities/equipment will be assessed to the student or their parents/guardians.
2. Alcohol and Drug Activity: including improper use, manufacture, delivery, sale, or possession of any controlled substance, prescription or non-prescription drugs, alcohol, tobacco, nicotine, and/or drug paraphernalia.
3. Violating the UNCSA Prohibited Harassment and Title IX Policy that prohibits discrimination or the facilitation of discrimination of any kind including, but not limited to discrimination based on sex, race, color, national or ethnic origin, age, religion, sexual orientation, gender identity, gender expression, status as a veteran, or disability.
4. Violating the UNCSA Weapons Policy
5. Going off-campus for any unapproved reason is not permitted. Going off-campus is not permitted unless accompanied by program adults and chaperones.
6. Bullying or harassment that is pervasive, repeated, and severe. Bullying can be verbal, emotional, and/or physically abusive and includes, but is not limited to, texts, emails, social media posting or messaging, blogs, and/or secret websites.
7. Committing, or threatening to commit, acts of violence, injury, or endangerment on people or property.
8. Violating UNCSA, Federal, State, and/or Municipal Law. Being in the presence of a Summer Intensives Code of Conduct violation.
9. Repeatedly being found responsible for Residential and Community Standards Violations, found in the UNCSA Summer Intensives Handbook.

Summer Intensives Code of Conduct Resolution Procedure

Code of Conduct Review Board: The review board is made up of three UNCSA employees, (1) the Summer Intensives Director/Representative, (2) Arts Program Director/Representative, and (3) Director or Student Conduct/Representative. The review board investigates and determines the consequences when a Code of Conduct policy is violated.

If the Code of Conduct Review Board determines that a student violated the Summer Intensives Code of Conduct, or presents a safety, behavioral or other concern that is detrimental to the student, other student, or to the overall Summer Intensives Experience, UNCSA reserves the right to enforce consequences, in its sole discretion, designed to correct the behavior or concern. Consequences may include, but are not limited to: limitation of privileges, parental notification, and/or dismissal from UNCSA Summer Intensives without refund. In the event of dismissal, parents/guardians must pick up their student within 24 hours of being contacted by UNCSA.

Should a student violate any part of the code, they will be dismissed promptly from their program and their actions may have more serious consequences, as outlined below:

- Any student (college, high school, or middle school) dismissed from the Summer Intensives for this level of violation who attends or plans on enrolling for the upcoming fall term can result in the revocation of fall

acceptance or continuance and, at the minimum, will carry over in the Fall Term in the form of probationary status.

- Any student dismissed from the Summer Intensives due to trafficking drugs or using Schedule I or Schedule II controlled substances (per the current UNCSEA High School Life Handbook) <http://www.uncsa.edu/students/> will have his/her acceptance to the regular year revoked. Should a college student be dismissed, he/she will not be able to enroll at any University of North Carolina system school by order of the University of North Carolina Board of Governors.
- Any student found in violation of a regulation may be turned over to civil authorities or local law enforcement agencies if deemed necessary by the UNCSEA Police.
- Where school property has been vandalized, maliciously destroyed, or misused, replacement, maintenance or repair charges will be paid by the student(s) responsible.
- If evidence indicates that a student poses a pressing and imminent danger to themselves or the UNCSEA community, staff may immediately remove the student, may order that student be escorted from campus, and may direct UNCSEA Police to issue and enforce an order banning the student from campus.

Agreement to *the UNCSEA Code of Conduct for Summer Intensives* is a required step as part of your Summer Intensives application.