# Summer Intensives Handbook 2016

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- ..................................................
1. SUMMER STAFF CONTACTS

IN CASE OF EMERGENCY, CONTACT THE UNCSA-POLICE
BY DIALING "55" FROM ANY CAMPUS PHONE

IF OFF CAMPUS OR DIALING FROM A CELL PHONE, PLEASE CALL 770-3321
Campus Police will connect you with the staff member on call.

Residence Life Offices and Contact Numbers

**Quad Office** - 770-3373 – located between Residence Halls A & B
**Connector Desk** – 770-3281 – located in the Connector (in between Moore and Sanford Halls)
- Sunday – Thursday 10 a.m. – 10 p.m.
- Friday & Saturday 10 a.m. – 11 p.m.

**Summer Intensive Administrative Office** – 734-2848 – 1915 Sunnyside Ave
- Monday – Friday 8:30 a.m. – 5 pm

**UNCSA Residence Life Programs & Housing Office** - 770-3280
upper level, Hanes Student Commons, Rm. 334
- Monday – Friday 8:30 a.m. – 5 p.m.

*FAX number for Overnight Travel Permission Forms (336) 631-1555

Assistant Dean & Director of Residence Life Programs and Housing
Joe Rick (336) 770-3280
The Assistant Dean & Director of Residence Life Programs supervises the Housing Office, the College Life Program and the High School Life Residential Programs. [http://www.uncsa.edu/studentlife/res_life.htm](http://www.uncsa.edu/studentlife/res_life.htm)

Director of Residence Life Summer Intensives
Joe Rick (336) 770-3280
The Director is responsible for the summer residential program and supervising the Residence Life Summer Staff. The Director is the primary liaison for students between Residence Life, the arts and academic programs.

Summer Area Coordinators
Summer Area Coordinators (ACs) are full-time, live-in, professional 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 members live on campus during the summer, and at least two are on call at all times to respond to emergencies or other serious situations.

Jess Austin  HS Connector Building, Rm. 138  770-3372
Sean Burman  HS Connector Building, Rm. 138  770-3364
Benjamin Huff  HS Connector Building, Rm. 138  770-3364
Tyler Ivory  Hanes Student Commons, Rm. 101  734-2879
Angel Jackson  HS Connector Building, Rm. 138  770-3372
Karina Ryan  Hanes Student Commons, Rm. 101  631-1216
TBD (Intern)
Residence Counselors
Quad Office  (336) 770-3373
Connector Desk (336)-770-3281
The Residence Counselors are responsible for the implementation of the middle school, high school and college summer residential programs. Residence Counselors (RCs), who are current college students, live on the halls or in the apartments during the summer to assist with activities and to provide leadership and guidance.

Senior Associate Director of residence Life Programs & Housing
Ramona Richmond (336) 770-3280
The Associate Director of Housing Operations is responsible for administration and management of the student housing facilities: maintenance, housekeeping, sanitation and HVAC systems for two apartment complexes and eight traditional residence halls.

Summer Events
Lauren Iley-Spear (336) 734-2941
The Summer Events Staff at UNCSA 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 events and attractions are some of the activities that students will be able to participate in during their summer at UNCSA.

Student Health Services
Julie Dubuisson, Physician Assistant (336) 770-3288
Dr. Lauren Spillman, UNCSA Medical Director (336) 770-3288
Joe Rick, Interim Director (336) 770-3284
Student Health Services is located on the upper level of the Hanes Student Commons. The office is open from 8 am. until 5 p.m. Monday through Friday. A nurse is on call after hours and on weekends for emergencies. Contact a Residence Life Summer Session staff member or UNCSA Police for assistance when the office is closed.

2. HOUSING POLICIES AND 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 of 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: UNCSA 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
The only appliances permitted in the rooms are coffeemakers, microwave ovens, and small refrigerators (no larger than 4.0 cubic feet). **Toaster ovens, hot plates or any other appliance with open heating elements are not permitted.** The number of appliances may not exceed the number of outlets in the room.
Televisions are permitted; residents must supply their own television set and cable cord. Cable is provided in the individual rooms in the residence halls and in the living rooms in the Bailey Street Apartments.

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.
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. 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:
1. Tacks, nails, screws, and any tape other than painter’s tape may not be placed on room walls. 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.
2. Students will be charged for the cost of replacing any missing furniture.
3. All furniture must remain in the student’s assigned room. Unauthorized removal of furniture will result in a citation.
4. 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.
5. Under no conditions will a student be allowed to place a mattress on the floor. This is a health and fire hazard.
6. Furniture may not be disassembled or placed in the halls or stairwells.
7. Decorative tapestries, drapes, sheets, bedspreads, or any other materials may not be suspended from ceilings or attached to furniture. Any conditions regarded by the staff, as fire hazards must be corrected immediately.
8. Open flames, candles, incense and heating coils are not allowed.
9. Existing lighting fixtures/wiring must not be changed or modified.
10. 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 fill out an emergency card and will be issued a room key. 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 should 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 damages and discrepancies. Students will be asked to turn in their room key.

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 student is given a room key at check in and is responsible for keeping it with them at all times. 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 UNCSA key will be billed $50 for a change of the lock.
Lost Keys: A student who loses his or her key should check with UNCSA Police, Housing and Quad Offices, and the Connector Desk to see if the key has been turned in. If the key is not located, the student should immediately report the lost key to a member of the Residence Life Summer Staff. The fee for a lost room key is $50. Lost Center Stage Apartment mailbox key is $20, lost Center Stage Apartment gate card is $25. Once the locksmith changes the lock, the student can pick up the new key in the office of their residential area. The Residence Life Program & Housing Office may be able to issue you a loaner key to secure your room until the lock is changed.
Lockouts: Students 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 a student’s room door one time at no charge. For additional times, there will be a charge to the student of $5, which will be billed to the student.

Health and Safety Inspections
An announced room inspection is held at least once 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: no dust or cobwebs; beds made; clean floors; clean sink; clothes in appropriate location; and all food kept in closed containers. 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 middle school and high school.

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 posses 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 Session 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 online from the UNCSA website at any time at http://www.mpulse7.com. Use the following information to log-in: Username: student, Password: student, Database: RESLIFE. During the DAY, students may call the Residence Life Programs & Housing Office at 770-3280 or come by the Residence Life Programs & Housing Office on the upper level of the Hanes Student Commons next to the Pickle Jar. 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: Students are expected to take reasonable care of the facilities and furnishings in their residence hall room. Unwarranted damage and abuse will result in assessment of cost for damages. Students 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 & Housing 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 Bailey Street Apartments will receive limited housekeeping services on Monday, Wednesday and Friday. Service will include cleaning of shower and bathroom, and stocking of supplies such as toilet paper and hand soap. Students residing in the Center Stage Apartments are responsible for cleaning their own apartments.
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 & Housing Office.

Kitchen
Central kitchen facilities are located in the Connector Building. The kitchen located in the C & D lounge will be closed throughout the summer due to a lack of supervision of the appliances in that area. The standard equipment in the kitchens includes a full-size range, refrigerator, microwave and sink. A limited supply of kitchenware is available in the Connector Building. Students are responsible for cleaning up after themselves.

Laundry Facilities
Coin-operated laundry machines are located next to the Quad Office between E/F buildings, on the third floor of Sanford and Moore Halls, in the Connector Building and at the end of the #5 Building of Bailey Street Apartments. Malfunctioning machines should be reported to a Residence Life Summer Staff member. Students who lose money in a machine should put an "out of order" sign on the machine. Refunds can be obtained from the Cashier's office. The machines accept quarters and One Card debits. The cost is $1.50 to wash ($1.25 if using a One Card) and 25 cents for 15 minutes of dryer time. The washers are high efficiency washers,

PLEASE USE HIGH EFFICIENCY DETERGENT!

Telephones
Due to the increase in cellular phone usage our residence hall rooms do not have landlines. There is one telephone located on each hall and that number will be given out during the check-in process.

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.

Change Machines & ATM
Change machines are located in the laundry rooms and a North Carolina State Employees Credit Union ATM is located inside the Mail Center.

Vending Machines
Vending machines are located outside of the Quad Office near Residence Hall E and in the Connector laundry room. Students should take care of the machines and report any vandalism or break-ins immediately to the Residence Life Summer Staff. Refunds for money lost in vending machines may be obtained from the Cashier's Office, located on the second floor of the Welcome Center.

Visitor Passes and Guests
- Residential Summer Intensives Students may not host overnight guests
- Residential Summer Intensives may host same sex, summer intensives students (commuter or residential) in their residence hall rooms between the hours of 8 AM and 10 PM – no other guests may be hosted in residence hall rooms
- All other guests may only visit in the Connector Building, Quad Office, C-D/E-F Lounges and public spaces on campus (Hanes Student Commons)
- Parents/Guardians are permitted in the residence halls between the hours of 8 AM and 10 PM. Parents/Guardians must be accompanied by a student in the residence halls
- Any guest visiting the residential facilities (including the Connector Building, Quad Office and C-D/E-F Lounges) must sign in at either the Connector Desk or Quad Office

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 times, each student should be in his/her room until checked by the Residence Counselor. He/she may then visit on the hall in another student’s room. Students must remain on their hall or in their apartment until 6:30 a.m. 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.

<table>
<thead>
<tr>
<th>Sunday – Saturday</th>
<th>In-Building Curfew</th>
<th>In-Room Curfew</th>
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</thead>
<tbody>
<tr>
<td>All Students</td>
<td>10:00 p.m.</td>
<td>11:00 p.m.</td>
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</table>

1 hour after in-building curfew, ALL STUDENTS have an in-room curfew, meaning they must be in their room and stay there for the remainder of the night. Violating this policy could result in a Community Standards Infraction. See page 12 for more information.
**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.

**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 – Thursday: 10 p.m. to 10 a.m.
- Friday & Saturday: 11 p.m. to 11 a.m.

**Pizza/Food Delivery**
Several delivery services serve the UNCSA campus. All deliveries during summer session MUST BE MADE to the Quad Office or Connector building. 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 or student’s cell phone 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 will have sign-out cards placed on racks in the Quad Office or Connector Building. All middle school and high school students are required to sign out and have their card initialed by the Residence Life Summer Intensives Staff every time they leave campus (including official school trips). **Students departing campus before the Quad Office/Connector Desk opens will need to sign out the night before.** Sign-out information should be complete, and a Residence Life Summer Staff member must initial the card each time. Students must personally hand their sign out card to the staff member on duty. Any students who fail to sign out or to get staff initials will receive a Community Standards Infraction. See page 12 for more information. For their safety, middle and high school students are not allowed to leave campus on foot. In addition, students may not leave campus via taxi unless arranged by Student Health Services.

**Updates:** Students who change destination or time of return are responsible for telephoning the Quad Office or Connector Desk 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 validity of the permission or feels that the place the student is going is inappropriate he/she can deny permission.

**Sign-In:** All students must immediately sign in at the Quad Office/Connector Desk each time they return to campus. Students are expected to sign in prior to going to their residence hall room or apartment. Failure to sign in may result in a Community Standards Infraction. See page 12 for more information.

**Overnight Sign-Out Permission**
A completed Overnight Travel Permission Form must be submitted when anyone other than the student’s parents/legal guardian (i.e. carpooling, or taking other modes of transportation) come to pick up a student for any overnight trip. The completed form is due in the office 48 hours before departure. The form must include the name, address, telephone number of place going, the drivers, date and times of estimated departure and return, along with the legal parent or guardian signature. This form can be faxed (336-631-1555), mailed by the parent, emailed to hsrl@uncsa.edu, or the parent/guardian can drop the form off at Connector Desk or Quad Office. Forms WILL NOT be accepted from the student. All faxes received will be verified by a staff member via a telephone call back to the parent/guardian. All summer intensives students must be staying at a location in which the supervising adult listed on the Overnight Travel Permission Form is present throughout the entire visit. The Overnight Travel Permission form can be found here: [Required Documents Web Page](#)

**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.**
Visitation On-Campus
No middle school or high school student will be allowed to visit on the hall or in the room/apartment of a student of the opposite sex at any time, including stairwells. 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 may be held equally responsible for the violation. All those present in a room at the time of a violation are held responsible. See page 12-14 for more information.

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 under construction or renovation.
- The tunnel leading to Center Stage Apartments and Center Stage Apartments (cannot enter gate).

Alcohol and Illegal Drugs Policy
No student under 21 years of age may possess, consume, distribute or be in the presence of any alcoholic beverage or product. Violation of this regulation will result in immediate dismissal for the remainder of the Summer Intensive. Students found to possess, distribute, sell, or use illegal drugs will be dismissed from the UNCSA 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. See page 14 for more information.

3. OTHER CAMPUS SERVICES

Activities 336-734-2941
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 (like dances, casino night, outdoor movies, live music).
- Stop by our Lunchtime Campus Activities table throughout the week (noon to 1:30 pm) for drop-in activities, treats, and activities information.
- New this year! UNCSA will have games, video consoles, and sports equipment available for check out in the Lower Housing Office throughout the day on weekdays and weekends.

Off Campus Trips - UNCSA will offer trips throughout the week to the K’Vegas (aka Kernersville) Shopping Center, local parks, pools, and hiking areas for outdoor activities. All trips are chaperoned and available to students at no extra cost (with the exception of pool entrance fees).

Students can reserve a space on the bus by stopping by the Lunchtime Campus Activities Table or sign up online. All reservations must be submitted by 2pm the day of the trip for weekday trips, and by 2pm on Fridays for weekend trips. Summer Activities Calendar and Online Sign up Instructions will be emailed the week before Opening Day, and will be available on Opening Day and throughout the summer at the Lunchtime Campus Activities Table.

Trip Reminders! 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, 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. All off campus trips are chaperoned by summer staff members; however, due to the nature of some locations we visit and the number of students we take on trips, chaperones are not able to escort students while off campus. Chaperones always remain on site and can be reached at any time using the on-call events number or primary on-call number.

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/Lisa Lambert Kenan Student Life Center Room 126

Fitness Center 336-770-3286
Sonya Williams Fitness Center

Hours:
Monday – Friday: 6:30 am – 9:30 pm
Saturday and Sunday: 12:00 noon – 9:30 pm
Campus Store 336-770-3328
UNCSA is migrating book and apparel sales to a virtual store. Those items can be purchased at http://bookstore.mbsdirect.net/uncsa.htm

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. [http://www.uncsa.edu/campuspolice](http://www.uncsa.edu/campuspolice)

**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.

Dining Services 336-770-3327
**Dining Hall:** Aramark Food Service administers the Dining Hall, Pickle Jar, POD Market and the Library Café. They also assist with special event 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 through Sunday for resident students on the meal plan. Meals may also be purchased in 20, 30 or 50 blocks by commuting students, faculty and/or staff from the Dining Services Office (located on the first floor of the Hanes Student Commons).

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<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
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<tr>
<td>Monday-Friday</td>
<td>7:15 a.m. – 9:15 a.m.</td>
<td>11:30 a.m. – 2:00 p.m.</td>
<td>4:45 p.m. – 7:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:30 a.m. – 11:00 a.m.</td>
<td>11:00 a.m. – 1:00 p.m.</td>
<td>4:45 p.m. – 7:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>9:30 a.m. – 11:00 a.m.</td>
<td>11:00 a.m. – 1:00 p.m.</td>
<td>4:45 p.m. – 7:00 p.m.</td>
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</tbody>
</table>

The Dining Hall operates as a traditional buffet with hot entrees, vegetable selections, deli options, salad bar, side bar 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 the Food Service:
- A SUMMER ONE CARD (I.D. CARD) IS REQUIRED EVERY TIME A STUDENT ENTERS THE DINING AREA AND MAY NOT BE TRANSFERRED TO ANOTHER STUDENT.
- No student eating in the dining area will be allowed to provide food for another student, visitor, faculty or staff member.
- All food must be eaten in the dining area.
- Shoes and shirts must be worn in the dining area.
- Any person who eats in the dining area without paying will be subject to disciplinary action.
- Non-paying, off-campus students or visitors may not visit the dining hall during meal times.
Pickle Jar: The Pickle Jar, located on the 3rd floor of the Hanes Student Commons, serves as an a la carte operation that accepts cash / debit / credit / and One Card Pickle Dollars. The Pickle Jar offers prepared sandwiches, salads, pizzas, burritos, burrito bowls, pizza, grill items, beverages and snacks.

P.O.D. Market: The P.O.D (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.

Pickle Jar and P.O.D. Market Hours:
Monday – Friday  7:30 a.m. – 9:30 p.m.
Saturday       10:00 a.m. – 9:30p.m.
Sunday         1:00 p.m. – 9:30 p.m.

Library Café: The Library Café, located in UNCSA’s new Library, offers coffee house style drinks and grab ‘n go options for breakfast and lunch.

Library Café Hours:
Monday – Friday  8:00 a.m. – 2:00 p.m.
Saturday        CLOSED
Sunday          CLOSED

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, 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 by credit card, or on the One Card system. We no longer accept cash or check payments.

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.

Website: https://www.uncsa.edu/myssa/current-students/health-wellness/health-center/

Contact Numbers: (336) 770-3288 Office
                        (336) 770-1492 Fax
If assistance is needed after hours, students should contact their RC or Campus Police.

Semans Library 336-770-3270
Summer Intensives students may use the library, but will not have check-out privileges.

Library Hours, June 20 – July 22, 2016:
Monday – Friday: 8 AM – 5 PM
Saturday: Closed
Sunday: 2 PM – 6 PM

Exception: Library will be closed on Monday July 4, 2016
Mail Center  336-770-3313
The Mail Center is located on the first floor of the Hanes Student Commons. See sample below for mailing address format. Stamps are available for purchase. The Mail Center window hours are 8:00 a.m. to 4:30 p.m. Monday through Friday, with package pickup available until 5:00 p.m. Access to mailboxes is available whenever the Hanes Student Commons is open.

Student Name
Sample Address:  
UNCSA  
Box # __ __, 1533 South Main Street  
Winston-Salem, NC 27127

One Card: The only card you need on campus
At registration, a UNCSA 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. After normal working hours, UNCSA 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 UNCSA 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. Funds can be added to your Pickle Dollar account online using our new eAccounts app or by using the kiosks located in the Mail Center and Pickle Jar. Visit our website for additional information.  
http://www.uncsa.edu/onecard

4. 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:

<table>
<thead>
<tr>
<th>Top Level:</th>
<th>Middle Level:</th>
<th>Lower Level:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dining Hall</td>
<td>College Life Housing office</td>
<td>Mail Center</td>
</tr>
<tr>
<td>Pickle Jar</td>
<td>Lounge Areas</td>
<td>ATM</td>
</tr>
<tr>
<td>Health Services</td>
<td></td>
<td>POD Market</td>
</tr>
<tr>
<td>Residence Life office</td>
<td></td>
<td>One Card Office</td>
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<td></td>
<td></td>
<td>Eisenberg Social Hall</td>
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<td>Transportation Services</td>
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<tr>
<td></td>
<td></td>
<td>Lounge Areas</td>
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</tbody>
</table>

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 HOURS OF OPERATION:
- Monday - Thursday: 7 a.m. – 10 p.m.
- Friday: 7 a.m. – 10 p.m.
- Saturday: 8:30 a.m. – 10 p.m.
- Sunday: 9:30 a.m. – 10 p.m.

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, and you must contact an Area Coordinator, pick up a campus 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
Large blue cans for paper recycling are located on the Main Street in the Film Village, Library, and other buildings on campus. Dumpsters, marked for recycling, are located at Facilities Management, Bailey Street Apartments, De Mille Theater, lower housing, 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 thing that is unacceptable in these recycling units is plastic trash bags. Please rinse out accepted food containers prior to placing them in recycling bins.


5. COMMUNITY STANDARDS & CODE OF CONDUCT FOR SUMMER INTENSIVES

Community Standards 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 Intensive staff member and may be assigned, but are not limited to any one of the following sanctions:

- Early in-building or in-room curfew
- Loss of privileges
- Restitution of damages
- Educational task: Activity related to the student’s actions and could include:
  - Completing campus or community service (cleaning common areas or spaces)
  - Making written or verbal apologies
  - Completing reflection assignments, such as:
    - Reading a related article and writing a paper on the topic
    - Speaking with local police (or other resources) and then writing a reflection assignment (e.g., “This is what would have happened to me if I had been off campus.”)
  - Watching a video and writing a reflective paper
- Creating a bulletin board
- Preparing fliers, posters, top 10 lists (e.g., top ten (10) things to use instead of candles)
- Making a five (5) minute video that outlines the policy in question and makes it clear to students in an entertaining manner

Community Standards Level-2 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.
- Passing or receiving anything through a residence hall window.
- Arriving late for curfew (16-59 minute).
- Failing to comply with any and all emergency evacuation procedures.
- Being in a college residential area or other restricted area.
- Being present on the opposite sexed floor without permission from Residence Life staff.
- Walking or biking off campus after sunset.
- 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.
- 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 Level-2 Community Standard Infraction in such a way as to condone, support, or encourage that infraction.
- Failing to comply with an active Level-2 Community Standard sanction.
- Accumulating 3 Level-1 Community Standard infractions in one summer program.
Community Standards Level-1 Infractions

- Arriving late for curfew (up to 15 minutes).
- Failing to return by time/date indicated on sign out card without informing a Summer Intensives team member.
- Failing to immediately sign in upon arrival to campus. Accumulating three (3) or more Level-1 Infractions for this infraction will result in a Level-2 Infraction.
- 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.
- Failing to notify and receive approval from Summer Intensives staff to spend the night in another student’s room.
  (This permission is only available on Friday and Saturday nights.)
- Inappropriate display of affection.
- Failing to clean up common spaces after use.
- Failing room inspection.
- Ordering food less than one hour before curfew time.
- Removing furniture from room without permission.
- Failing to sign out by 11:00 p.m. the night before an early departure from campus.
- Unapproved sale or advertisement of any product, membership, or service on campus.
- Possessing any empty alcohol containers or related decorative items (Decorative in nature).
- Failing to comply with an active Level-1 sanction.

Notification Procedure of a Level-1 or Level 2 Community Standards Infraction

1. Student will be informed of the alleged infraction.
2. Student will meet with a Summer Intensive staff member to discuss the alleged infraction.
3. Student may be issued a sanction to complete by Summer Intensives staff member.
4. Parent or guardian of the student may be contacted by a Summer Intensive staff member and informed of the infraction and sanction, as assigned.
   The student’s Summer Intensives Art School Program Director(s) may be contacted and informed of the student’s actions.

UNCSA SUMMER INTENSIVES CODE OF CONDUCT

Expectations

All Summer Intensives 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 a code of conduct that governs the school’s summer communal life and the staff and faculty direct and support students in living within this code. All Summer Intensives students must sign the Code of Conduct. Individual students are responsible for the choices they make while in residence at UNCSA. Any student found to be aiding and abetting another student in the violation of UNCSA policies, or found to be willfully violating or attempting to violate stated policies, will be subject to the same disciplinary action. Any student who knowingly encourages or supports a fellow student in violating regulations or policies will be held equally responsible for the violation.

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

- Any major violations (as listed in the Handbook) received in the Summer Intensives by a college, high school or middle school student who attends UNCSA during the regular school year can result in the revocation of fall acceptance or continuance and at minimum, may carry over to the Fall Term in the form of probation.
- Any student dismissed from the Summer Intensives may have his/her/hir acceptance to the regular year revoked. Should a college student be dismissed, he/she/ze may 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 UNCSA Police.
- Where school property has been vandalized, maliciously destroyed, or misused, a 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 himself/herself or the UNCSA community, staff may immediately remove the student, may order that student be escorted from campus, and may direct UNCSA Police to issue and enforce an order banning the student from campus.

The UNCSA Code of Conduct for Summer Intensives is found in the Required Documents download.