

SUMMER INTENSIVES HANDBOOK 2022

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.....1

- 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

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

Monday – Friday 8:30 AM – 5 PM

UNCSA Student Affairs: (336) 770.3280 – lower level, Hanes Student Commons, Kenan Student Life

Monday – Friday 9 AM – 5 PM

Residential E-mail: hsrl@uncsa.edu

For required forms (including Parent Permission Form, Health Form, and Summer Handbook), please visit:

<http://www.uncsa.edu/summer/parents.aspx>

Assistant Dean for Student Development & Director of High School Life

Laurel Donley: (336) 631.1223

The Assistant Dean supervises the College Life Program and the High School Life Residential Programs.

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 Staff

Summer Area Staff 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.

Contact information for the following will be available after June 1 for enrolled students.

Dwayne Ponton	Director for Summer Residential Programs	336.770.3373
Lauren Hill	Assistant Director for Summer Residential Programs	336.770.3373
Lyssa Troemel	Summer Intern/Area Coordinator	336.770.3373
M. Carmen Gonzalez	Summer Intern/Area Coordinator	336.770.3373

Residence Counselors

Artist Village Front Office: (336) 770.3373

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.

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.

Student Health Services

Front Desk: (336) 770.3288

Sharon Summer, Director: (336) 770.1490

Laura Santos, Associate Director, Head Athletic Trainer: (336) 631.1590

Dr. Richard Lord, UNCSCA Medical Director: (336) 770.1490

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.

HOUSING POLICIES & REGULATIONS

Residence Hall Rooms

- **Furniture:** Residents are provided with a bed, dresser, desk, chair, and closet. Attendees 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 residence hall rooms are equipped with air conditioning. When air is on, windows should be closed. Open windows will not allow the air conditioner to operate efficiently. Attendees 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. Residents 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.

Toaster ovens, hot plates or any other appliance with open heating elements are not permitted.

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 336.770.3280).

Room Decorations

The residence hall room will be the attendee's home for the next few weeks. Attendees are asked to keep in mind that they are responsible for maintaining the new condition of their rooms.

The following policies must be observed in decorating the room:

- Due to the short-term duration of Summer Intensives, attendees should not hang up any wall decorations.
- Should damage occur from installation or removal of any prohibited decorations, or failure to follow policies, charges will be assessed.
- 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.
- Attendees will be charged for the cost of replacing any missing furniture.
- All furniture must remain in the resident'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 resident 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, 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 attendees 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, attendees 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 attendees to their new quarters and answer their questions.
- **Check-out:** To check out of a room, attendees may schedule a time with their RC or another RC in the building or area. The resident and the RC will note any changes to the room. Attendees will be held responsible for any damages and discrepancies. Attendees will be asked to turn in their room key. Attendees may also visit the Artist Village front desk or Connector Desk in order to check out in case their RC is unable to perform the check-out. **Attendees 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 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:** An attendee who loses his or her key should check with UNCSA 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 \$5, which will be billed to the attendee.

Health and Safety Inspections

An announced room inspection is held at least once during the Summer Intensive. An attendee 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 attendees have the right to privacy secured by a lock system. The only keys in circulation are issued to the Attendees 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, Moore and Sanford 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 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 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. Attendees 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. Attendees 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.
- **Attendee Rooms:** Damages occurring in attendee 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. Attendees 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. Attendees 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, Attendees may visit the Artist Village or High School Connector desk, or call the Residence Life Programs Office at (336) 770.3280 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, Attendees 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. Attendees are asked to report needed repairs immediately so that the matter can be taken care of as soon as possible.
- **Attendee 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. Residents are responsible for cleaning their own spaces and taking their personal trash to the dumpsters.
- **Apartments:** Attendees residing in the Center Stage Apartments are responsible for cleaning their own apartments. Center Stage Apartments may house adult attendees 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. Attendees should keep all food in closed airtight containers. Anyone who encounters pests should contact their RC or the Residence Life Programs Office.

Kitchen

Attendees are not allowed to use the kitchen during Summer Intensives. If an accommodation is necessary for medical reasons, please email reslife@uncsa.edu.

Laundry Facilities

Coin/One Card-operated laundry machines are located on both the East and West wings of Artist Village, on the third floor of Sanford and Moore Halls, and in the Connector Building. 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. PLEASE USE HIGH EFFICIENCY DETERGENT ONLY!

Telephones

Due to the increase in cellular phone usage, our residence hall rooms do not have landlines. **Beginning Summer 2022 Attendees who live residentially must have a cell phone.**

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. Vending machines are located in the Connector laundry room. Attendees 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 Attendees may have a same sex guest visit them during the day; overnight guests are *not* permitted.
- Student must request permission to host a guest at least 24 hours prior to the planned visit.
- The hosting student and guest must see the Residence Life Summer Staff member on duty (in Artist Village or Connector Desk) to sign-in their visitor.
- The host student must know the full name of the guest, and the guest must show some type of identification.
- The host student and guest must also have approval from their parent or guardian in order to visit for the day.

- Guest must always carry a visitor's pass and must remain with their host.
- Guest will be expected to observe the social regulations of their host.
- Student will be referred to the Residence Life Summer Staff member on duty for breaches of regulations by the guest and may be charged for any damage caused by the guest.

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 their room until checked by the Residence Counselor. Attendees may then visit on the hall in another student's room. Attendees 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.

Sunday – Saturday	In-Building Curfew	In-Room Curfew
All Attendees	10:00 PM	11:00PM

1 hour after in-building curfew, **ALL ATTENDEES** 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 with the student being dismissed from the summer program.

- **Extensions:** There may be times during the summer session when Attendees 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 and/or Summer Assistant Residential Director. 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 – Thursday 10 PM to 10 AM

Friday & Saturday 11 PM to 11 AM

Pizza/Food Delivery

Several delivery services serve the UNCSA campus. All deliveries during summer session **MUST BE MADE** to the Artist Village or Connector building. Attendees 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 Attendees **are required** to utilize REACH software to sign in and out on campus. All Attendees residing in Artist Village and Sanford & Moore halls are required to complete a pass request via REACH and sign out at the Artist Village Front Desk or Connector Desk by the Residence Life Summer Session Staff every time they leave campus (including official school trips). Attendees departing campus before the Artist Village Front Desk/ Connector Desk opens will need to contact the staff member on-call in order to leave campus. Sign-out information should be complete, and a Residence Life Summer Staff member must approve the request electronically. Any attendees who fail to sign out will receive two days of one hour early in-room curfew and loss of sign out privileges for 2 days. The second violation will result in two days of 2-hour early in-room curfew and loss of sign out privileges for 3 days. The third violation will result in 3 days of 2-hour early in-room curfew, loss of sign out privileges for 5 days and 1 hour of campus service. For their safety, middle and high school Attendees are not allowed to leave campus on foot.
- **Updates:** If the destination or time of return to campus changes, Parents/Guardians should call 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 validity of the permission or feels that the place the student is going is inappropriate he/she can deny permission.
- **Sign-In:** All Attendees must immediately sign in at the Artist Village Front Desk or Connector Desk each time they return to campus. Attendees are expected to sign in prior to going to their residence hall room or apartment. Failure to sign in will result in one day of early in-room curfew.

Overnight Sign-Out Permission

A completed Overnight Pass Request must be submitted, via REACH, 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 pass request is due in the office 48 hours before departure.** It must include the name, address, telephone number at the destination, driver information, date and times of estimated departure and return, along with the legal parent or guardian approval/ endorsement. This request must be completed through REACH by the parent/guardian. **Requests WILL NOT be accepted from the attendee.** Requests received will be verified by a staff member via a telephone call to the parent/guardian. All Summer Intensives attendees must be staying at a residence in which a parent/guardian is residing and will be present during the entire visit.

Visitation in Off-Campus Residences

No middle school or high school attendee will be allowed to visit an off-campus residence without permission of his/her parent/guardian. Approval must also be given by a Residence Life Summer Staff member when the student signs out. Middle school and high school attendees are never allowed to visit a residence without a parent or guardian present for the duration of the visit, which may require confirmation by phone. **Summer Intensive Attendees may not visit off-campus college Attendees' apartment, even with parent/guardian permission.**

Visitation On-Campus

No middle school or high school attendee will be allowed to visit on the hall or in the room/apartment of an attendee of the opposite sex at any time, including stairwells. This is strictly enforced. No middle school or high school attendee will be allowed to visit college attendees. Any attendee 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 attendees:

- 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 attendee under 21 years of age may drink or possess alcohol. No attendee of any age may possess illegal drugs. Violation of this policy will result in immediate dismissal for the remainder of the Summer Intensive. Attendees 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 Attendees, 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.

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 attendees (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.
- 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 local shopping centers. All trips are chaperoned and available to attendees at no extra cost. Attendees can reserve a space on the bus by stopping by the Lunchtime Campus Activities Table, or by using the online service Sign-up Genius. 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.

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 attendees and non-residential high school attendees may park vehicles on campus if the car is registered with UNCSA Police. **HIGH SCHOOL RESIDENTIAL ATTENDEES MAY NOT BRING THEIR CARS ON CAMPUS AT ANY TIME OR HAVE ACCESS TO CARS IN THE COMMUNITY.** Attendees 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. An attendee keeping an unregistered vehicle on campus is subject to a fine and having his/her vehicle booted or towed. College attendees and non-residential high school attendees 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 attendees 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@unca.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 *(Limited Summer Hours)*

Natascha Romeo, Fitness Center Manager

Campus Store

UNCSA items may be purchased at www.shopunca.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, Attendees should only take what they can eat.

The Dining Hall offers three meals a day Monday – Sunday for resident Attendees on the meal Plan. Meals may also be purchased in 20, 30 or 50 meal blocks by commuting Attendees, 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	7:15 AM – 9:15 AM	11:30 AM – 2:00 PM	4:45 PM – 7:00 PM
Saturday	8:30 AM – 11:00 AM	11:00 AM – 1:00PM	4:45 PM – 7:00 PM
Sunday	9:30 AM – 11:00AM	11:00 AM – 1:00PM	4:45 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 attendee eating in the Dining Hall will be allowed to provide food for another attendee, 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 mealtimes.
- Off-campus attendees and visitors may pay for an individual meal at the register in order to enter the dining hall.

The **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	11:00AM – 9:30PM
Saturday	10:00AM – 9:30PM
Sunday	5:00PM – 9:30PM

The Library Café, located in UNCSCA's new Library, offers coffee house style drinks and grab 'n go options for breakfast and lunch. (Summer hours to be determined.)

For more information, visit <http://www.uncc.edu/diningservices/>

Health Services

Student Health Services is an outpatient clinic providing primary medical care and a variety of specialty services to all attendees 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 attendee charges. Payments from attendees are expected at the time services are rendered. HEALTH SERVICES DOES NOT SEND BILLS TO PARENTS/GUARDIANS. The attendee 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 Attendees are required to be covered by a major medical insurance policy. Attendees should make sure that their policy provides adequate coverage in the Winston-Salem area. Attendees 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 attendees must meet specific immunization requirements. Please provide this documentation prior to arriving on campus. Attendees without proper medical documentation will not be allowed to attend.
- **Medications:** Residential attendees 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 attendees. Instead, they should be mailed directly to the Health Services office.

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

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

UNCSA LIBRARY (336) 770.3270

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

Library Hours:

Monday – Thursday	8:00AM – 8:00PM
Friday	8:00AM – 5:00PM
Saturday	CLOSED
Sunday	2:00PM – 6:00PM

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 attendees, 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

One Card: The only card you need on campus

At registration, a UNCSA Conference One Card is issued to each attendee for identification, meals, keyless entry, and use of Pickle Dollars (a prepaid flexible spending account). If a card is lost, attendees must visit the One Card Office, located on the lower level of the Hanes Student Commons (inside the Mail Center). After normal working hours, UNCSA Police can assist attendees 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 attendees 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 UNCSA 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.

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, Transportation Services, Student Affairs, Lounge areas
--	--	---

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

Attendees 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 phone, dial 55, report the situation, and let the UNCSCA Police get help for you.

Dress Regulations

Dress for Meals: Attendees 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 attendees and the broader UNCSA community to identify what behaviors and actions are not appropriate for attendees enrolled in the Summer Intensives. Community Standards are in place to assist the Summer Intensives staff in guiding and encouraging attendees to make responsible choices that are aligned with creating a safe learning environment for all attendees. Attendees who are unable to abide by Community Standards will engage in a brief educational conversation led by a Summer Intensives 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:
 - Community service (cleaning common areas or space, etc.)
 - Making written or verbal apologies
 - Completing a reflection
 - Reading related articles and writing a paper on the topic
 - Speaking with local PD or other officials and writing a reflection paper
 - Watching a video and writing a reflection paper
- Making a bulletin board
- Creating fliers, posters, and/or educational material
- Making a video that outlines the infraction in question

Community Infractions

- Failing to comply with sign-out procedures, including failing to sign out, signing out without staff approval, or being in any place other than that stated in the REACH pass request.
- Passing or receiving anything through a residence hall window.
- Arriving late for curfew (16-59 minutes).
- Failing to comply with any and 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.
- Walking or biking off campus
- 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 or staff 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 3 infractions in one summer program
- Arriving late for curfew (up to 15 minutes).
- Failing to return by time/date indicated in REACH without informing a Summer Intensives team member.
- Failing to sign in immediately 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.
- 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 displays of affection.
- Failing to clean up common spaces after use.
- Failing a room inspection.
- Ordering food less than one hour before curfew time.
- Removing furniture from any room without permission.
- Unapproved sale or advertisement of any product, membership, or service on campus.
- Possessing any empty alcohol containers or related decorative items (Decorative in nature).
- 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). Attendees are not allowed to bring appliances. If they bring laundry irons attendees are encouraged to bring ones that have an automatic shut off feature.
- No paper, posters, pictures, tapestries, wreaths, etc. should be used in summer attendee rooms as per the North Carolina fire code. No tape lights should be used in residential rooms. 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.
- No use or storage of 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.
- Possessing live Christmas trees.
- 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 to attendees to correct immediately.
- Possessing water-filled furniture.

- Displaying any sign, advertisement, or notice outside the premises or canvassing, selling, or soliciting in the apartment community or distributing handbills, circulars, or advertisements.
- 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.
- Throwing, or allowing anyone to throw, objects out of the room windows, down the stair passages, or from apartment balconies.
- Placing objects on the outer edges of the sills of windows or hanging items from the outer edge of balconies.
- Installing or utilizing exterior clotheslines.
- 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.
- Unauthorized use of room or apartment to conduct the sale of products, to have product demonstrations or sales demonstration parties, advertising room numbers for sales purposes, having a flea market or rummage sale or engaging in door-to-door solicitation in the residence halls.
- Spray painting in any residential facilities area including the stairwells and surrounding grass areas.
- Violating the intervisitation policy. It is prohibited for high school attendees to be present in college residential 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. Attendee will be informed of the alleged infraction.
2. Attendee will meet with a Summer Intensives staff member to discuss the alleged infraction.
3. Attendee may be issued a sanction by Summer Intensives staff member.
4. For repeat offenses, the parent or guardian of the attendee will be contacted by a Summer Intensive staff member and informed of the infraction and sanction, as assigned. The attendee's Summer Intensives Art School Program Director(s) may be contacted and informed of the attendee's behavior.

UNCSA SUMMER INTENSIVES CODE OF CONDUCT

All UNCSA Summer Programs attendees 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 attendees in living within this code. Individual attendees 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 an attendee to facilities/equipment will be assessed to the attendee 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. Bullying or harassment that is pervasive, repeated, and severe. Bullying can be verbal, emotional, and/or physically abusive and includes, but not limited to, texts, emails, social media posting or messaging, blogs, and/or secret websites.
6. Committing, or threatening to commit, acts of violence, injury, or endangerment on people or property.
7. Violating UNCSEA, Federal, State, and/or Municipal Law. Being in the presence of a Summer Intensives Code of Conduct violation.
8. Repeatedly being found responsible for Residential and Community Standards Violations, found in the UNCSEA Summer Intensives Handbook.

Summer Intensives Code of Conduct Resolution Procedure

Code of Conduct Review Board: The review board is made up of three UNCSEA 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 consequences when a Code of Conduct policy is violated.

If the Code of Conduct Review Board determines that an attendee violated the Summer Intensives Code of Conduct, or presents a safety, behavioral or other concern that is detrimental to the attendee, other attendees, or to the overall Summer Intensives Experience, UNCSEA 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 parental notification, limitation of privileges, and/or dismissal from UNCSEA Summer Intensives without refund. In the event of dismissal, parents/guardians must pick up their attendee within 24 hours of being contacted by UNCSEA.

Should an attendee 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 attendee (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 attendee 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) will have his/her acceptance to the regular year revoked. Should a college attendee 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 attendee 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 attendee(s) responsible.
- If evidence indicates that an attendee poses a pressing and imminent danger to themselves or the UNCSEA community, staff may immediately remove the attendee, may order that the attendee be escorted from campus, and may direct UNCSEA Police to issue and enforce an order banning the attendee from campus.

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