

Southeastern College - Housing Contract 202 - 2026

Halls

Granberry Hall - Men's I

Hilbun Hall - Men's II

The President's House - Women's

The Cottages - Off Campus

Housing and Residence Life Staff Residence Housing Director (RHD)

The directors are responsible for all housing staff members. The director may be reached at his/her office between the hours of 9 a.m. and 3 p.m., Monday - Thursday.

Resident Assistant (RA)

One of the individuals you will meet is your resident assistant, the staff person who lives on your floor. They are a valuable resource for questions you may have.

What's in the room for a Double?

2 Desks

2 Chairs

2 Twin XL Beds

2 Chest of Drawers

What's in the room for a Single?

1 Desk

1 Chair

1 Twin XL Bed

1 Chest of Drawers

Each resident is responsible for the loss or damage to furniture and other equipment in his or her room. Since furniture has been inventoried to your room, room furniture may not be transferred from one room to another or exchanged between rooms or suites.

Furniture in the lobbies, student kitchen lounges, study rooms, etc. is not to be moved from those areas under any circumstances. A moving charge of **no less than \$50** will be applied for any furniture or college property removed from public areas or resident rooms.

Dorm rooms

- **BEDS** - Please note that the mattresses are considered to be extra-long and that XL twin sheets will fit best.
- **WIFI** - Wifi is provided in all Residence Halls.
- **RUGS** - Students are allowed to bring area rugs.
- **BLINDS** - All residence halls are equipped with blinds. Some students choose to put up curtains, too. Tension rods are the only acceptable way to hang curtains.
- **WALLS** - No nails, screws, sticky tape or glue may be used on any walls.
- **FURNITURE** - In order to avoid charges, students should take care to not scratch or abuse the furniture. All furniture must remain in the rooms.
- **APPLIANCES** - Residents may NOT have personal kitchen appliances in their room.
- **RUGS** - Students are allowed to bring area rugs.
- **UPKEEP** - All residents are expected to keep their rooms clean and safe. The Residence Life Staff will do room checks weekly. Residents will be given a weekly cleaning task to keep the common areas maintained.
- **PETS** - Due to the large number of people living in close proximity to each other and for health reasons, **pets are strictly forbidden**. Residents or visitors who violate this policy will **be fined \$100**, must bear the cost to steam clean the residence hall or apartment, and will be subject to possible removal from the residence hall or apartment. If and only if **a student has a disability and a letter from a licensed healthcare professional recommending a support animal**, the student may bring a support animal if they will adhere to SBC's strict support animal guidelines listed on page 9.

NOTE: Off Campus Living Staff Members may keep small dogs or cats in their apartments. These pets are permitted but must be kept in a pen outside or a crate inside of their apartment at the times he or she is not home.

- **Tobacco Policy** Smoking on campus (i.e., cigarettes, e-cigs, vapors, etc.) is prohibited. **There will be a \$100 fee if a student is found smoking in or at residence halls for first violation.** Residents will face removal from the residence hall following a second violation of the tobacco-free policy inside a campus housing facility.
**Special Note: Despite arguments that vaping is safer, SBC will be as strict on prohibiting vaping as it does typical cigarettes due to the documented health risks, impact on shared living spaces, and the presence of unregulated chemicals in many products.*
- Likewise, no drugs, alcohol, inappropriate material, or weapons are allowed in the campus – including residents' housing – according to the SBC campus rules.

Room Decorating

The Department of Housing and Residence Life wants you to feel at home in your room and encourages you to decorate it. In order to help maintain the condition of the rooms, certain rules must be observed when decorating.

Students are reminded that the use of nails, staples or glue on walls is prohibited. 3M poster and/or picture hanging strips should be used to attach posters and pictures to the walls. When vacating the room, remove the poster/picture and leave the strip on the wall for maintenance to remove to avoid possible damage. Permanent adhesives (double-sided masking tape, contact paper, etc.) should not be used. Wall borders, removable wall paper and/or adhesive light strips are not permitted.

1. You may bring a rug from home.
2. All items brought into the facilities during the year must be removed from the building at checkout.
3. All residence hall furniture must remain in the room at all times.
4. Any personal window coverings (draperies) or floor coverings (area rugs) brought into the room must be fireproof and bear a manufacturer's label signifying that the material will not support flames. Such personal items must not block or obstruct room access or create a nuisance to either roommate.

Housing Assignments and Operations

The college agrees to consider information and requests provided by the student on the application form when assigning living accommodations, but specific hall and roommate requests are based on space availability. The college agrees not to alter or cancel the resident's assignment except for cases of disciplinary action, catastrophe, closing of facility, maintenance issues, consolidation of vacancies, unavailability of space, or unresolved incompatibility of roommates.

Procedures for assigning beds are based on completed housing application date and space available. Room preferences are not guaranteed and are based on space availability.

During the fall semester, students are automatically assigned to their same room for the Fall and Spring semesters. Students may request a room change **during the month of August for Fall and by the end of May for Spring**. Room changes are not guaranteed and will be granted according to space availability and date of request. **Spring Housing Applications must be completed before Spring Move in Day.**

Roommates

One of the most rewarding aspects of living on campus is the opportunity to establish close friendships with people from a variety of backgrounds. Whether your roommate is a close friend from home or you are meeting for the first time, your roommate relationship can work and even be fun. Most people enjoy the company of others, and your roommate can be someone to share ideas, interests and good times.

For many, sharing a room is a new experience and can sometimes result in a few misunderstandings. It is important to realize that not only do you have a roommate, but also you are a roommate. Getting along usually requires work, but the benefit of establishing friendships makes the work worthwhile. Even if a lifelong friendship is not established, learning to respect each other's differences without infringing on one another's freedom can be a valuable part of your education.

As a residence hall community member, these are the rights you can expect and the rights you have a responsibility to maintain:

- The right to read and study free from undue interference in one's room (Unreasonable noise and other distractions inhibit the exercise of this right.)
- The right to sleep without undue disturbance from noise, guest of roommate, etc.
- The right to expect that a roommate will respect one's personal belongings
- The right to a clean environment in which to live
- The right to free access to one's room without pressure from a roommate
- The right to personal privacy
- The right to host a guest with the expectation that guests are to respect the rights of the host's roommate(s), other hall residents and the visitation policy
- The right to address grievances (Staff members are available for assistance in solving conflicts.) The right to be free from fear of intimidation, physical and/or emotional harm, and any kind of harassment

Housekeeping

Residents are responsible for the cleanliness of their own rooms and the common areas in the suites. Residents are responsible for cleaning after usage of all bathrooms by taking all their belongings and placing all unwanted items in the trash. Residents of suite-style buildings are also responsible for providing their own shower curtains and toilet paper. **Rooms and bathrooms must be left clean upon termination of occupancy; failure to do so will result in a cleaning charge.**

Keys

Resident agrees not to loan/duplicate keys. Lost or stolen keys must be reported immediately. Resident may incur financial penalty for lost or duplicated keys. Keys must be returned during the move out process or a fine will be charged.

Lockout Procedure

When a student checks out of a room at the end of the academic year or if they have completed a room change and fails to return the key to the room it will result in a \$100.00 fine. From time to time students may forget his or her key and be locked out of their room. On the third lockout, per semester, it will result in a fine of \$25.00.

Checkout Process

Residents are notified each semester of checkout dates and times, as well as the proper procedures to follow. Students can go through formal checkout with their RAs. Failure to check out of your residence hall properly and failure to be out of the building by a designated time will result in a charge of \$100.

Express checkout is available, but **students who choose to do this waive their rights to appeal any damage charges.** Students checking out during the middle of the semester must check out with a Housing and Residence Life staff member and follow the formal checkout procedures below. All residents, with the exception of graduating seniors, are required to check out of the residence halls **within 24 hours of their last exam.** Graduating seniors must notify their Housing Director, in advance, if they wish to stay longer and must move out prior to the official closing of the halls.

Fall Check Out Process

Regardless of when you checkout, you will be responsible for each of the following tasks. Failure to satisfactorily complete these tasks will result in damage/cleaning charges assessed to each resident in the room/suite/apartment. Each resident is responsible for the condition of the common room/bathroom (suite/apartment).

- Empty all trashcans into the residence hall trash receptacles or laundry room trashcans.
- Unplug all electrical plugs, EXCEPT your refrigerator.
- Dust, sweep, mop, and vacuum your space.
- Clean all surfaces including sinks, bathrooms, desks, dressers, etc.
- Close and lock your windows.
- Close your blinds.
- Take home personal belongings you will need for the winter break.
- Follow all other check out procedures as directed by Residence Life.
- All residents are expected to leave within 24 hours of their last exam.

Spring Check Out Process

Regardless of when you checkout, you will be responsible for each of the following tasks. Failure to satisfactorily complete these tasks will result in damage/cleaning charges assessed to each resident in the room/suite/apartment. Each resident is responsible for the condition of the common room/bathroom (suite/apartment).

- Remove **all** personal belongings from your room.
- Unbunk the beds.
- Empty **all** trashcans into the residence hall trash receptacles or laundry room trashcans.
- Dust, sweep, mop, and vacuum your space.
- Clean **all** surfaces including sinks, bathrooms, desks, dressers, etc.
- Close and lock your windows.
- Close your blinds.
- Take home **all** belongings. **No storage is available on campus.** The college reserves the right to dispose of all items left after checkout.
- Ask an RA for a checkout appointment. The RA must examine the room before you leave campus.

- Fill out your envelope with full name, building and room number, and the date/time you drop it off
- Place your room key in the envelope and seal the envelope

Checkout requires the RA to examine the room and to document any changes to your Room Inventory since the time of move in. If any damage or cleaning issues exist, you will be notified by Residence Life of any charges. Room keys must be turned in via the checkout envelope when you have completed the check-out process.

Personal Item Fees

When a student leaves the college but does not remove personal belongings from his/her room, the items become property of the college and will be disposed of **after 30 days**. When items are removed from the room, a \$100 fee is charged, but **during that 30-day time period, students have the opportunity to claim their items**.

Break Housing

Campus housing closes at the end of each semester. **Students will not be able to access their rooms during these break periods unless approved to stay for break housing**. Please note that break housing is an additional fee.

During the winter break, students do not have to remove their belongings from their rooms if returning as a student for the spring semester.

Assessment of Damages

When damage occurs within a resident's room or in areas adjacent to it (i.e., windows, doors, suite/study area), **it is ultimately the responsibility of the occupant to pay the cost to replace or repair the damaged property**. The purpose of the Room Inventory/Condition Report (RCR), which residents complete upon hall check-in and will be given the form, is to establish the condition of the room at occupancy so that residents can be assessed fairly if damages occur. **It is the responsibility of the student to complete the Room Inventory/Condition Form accurately**. Damage charges may be appealed and will be reviewed up to **90 days after checkout**. **Residents utilizing the express checkout process will not be considered for appeals**.

Common Area Damages

Damage to the common areas of a residence hall or common area of suites is the responsibility of the resident who caused the damage to the areas. Common areas include lobbies, student kitchen lounges, hallways, public/non-private bathrooms, etc. **If the responsible party cannot be determined, the university will charge the residents residing in that area for an equal share of the total cost of repair.**

Visitation Policy

Residents are responsible for their guests and must accompany them at all times. Guests are not permitted to be in the residence halls outside of visitation hours.

A visitor is defined as any person who does not reside in the building. The allotted time any residence hall may have visitation is within the hours of 10 a.m. to midnight. Each resident may have two (2) guests at a time. Guests must be 16 years of age or older, unless escorted by a parent or guardian. At the end of visitation hours, all guests are expected to be escorted out. During the hours of visitation, hosts are responsible for the actions of their guests and must be considerate of other residents. All guests must be

registered with the RA and be escorted by the host at all times. **The guest must be the same gender as the host.**

Study/Quiet Hours

All persons who are present in the residence halls between the hours of 11 p.m. and 8 a.m. will be expected to observe quiet hours. A reasonable noise volume is expected at all times and is strictly enforced. It is your right, as well as your responsibility, to let offenders know if their activities are in violation of quiet hours. Stereos, radios, TVs and all conversations must be kept at levels that will not interfere with the study or sleep of other students. The playing of musical instruments is prohibited in the residence halls. The use of stereos, radios and other equipment is a privilege. This privilege may be revoked when the equipment is used in such a way to interfere with maintenance of quiet and courtesy hours. Individuals who repeatedly violate the quiet hour policy may be asked to leave the hall.

CURFEW

Monday - Thursday 11:00 p.m.

Friday - Sunday 1:00 a.m.

QUIET HOURS

11 p.m. to 8 a.m., seven days per week

COURTESY HOURS

24 hours a day, seven days per week

EXAM WEEK QUIET HOURS

24 hours a day, seven days per week

Residence Hall Closings

All residence halls (as well as food services) are closed and must be vacated for Thanksgiving and Christmas. For specific holiday closing dates, please visit the Academic Calendar. Exceptions to this policy can be made and students will be charged per day to stay after residence hall closure and/or arrive before the residence halls open. You must get approval from the RA and RHD.

Severe Weather and Evacuation Procedures

Do not touch metal pipes or metal structures during a storm. Tune in to a local TV or radio station for weather updates.

During and After the Storm What You Should Know and Expect if You Stay

1. Residents with emergency housing needs will remain in their individual halls until the storm has passed.
2. Students remaining in the halls during the storm **MUST** let your RA know so staff will have an accurate number of those staying.
3. Expect wait times in the hallways (safe zone).
4. Avoid standing or sitting near windows and doors. In the event that the roof of the structure is damaged or blows off, go to a secure room, lie on the floor, and cover yourself with a mattress.

5. It is not uncommon for buildings to take in water or for windows to break during a storm. All we can do is clean up to the best of our ability and wait for the storm to be over. Never put yourself in danger trying to clean up a mess.
6. Remain inside – DO NOT leave the building during the storm unless it is an emergency. 12. DO NOT play in any standing water around the buildings due to potential downed power lines.
7. Power Outages – Residents may NOT use candles or other flammable types of lighting under any circumstances.
8. Flashlights are recommended in the event of a power failure. Emergency generators will supply emergency lighting in the hallways and stairwells, fire alarm systems and access card system.
9. Listen for tornado sirens. We could expect to receive several tornadoes from a hurricane. If you hear the tornado siren, please leave your room immediately and go to the safe zone in your building (first floor).

Hurricane Preparedness

Parents - Talk as a family prior to arrival to campus about what you want your student to do in case a hurricane is going to make land fall.

Students - Have a plan for where you are going to go should campus need to be evacuated.

Fire Alarm Procedures

1. Leave your room immediately, as required by state law.
2. Close the room door and lock it (only if time permits). Walk quietly and quickly outside to the designated evacuation site via the stairwells.
3. Remain at the designated evacuation site until the signal is given to return to your room
4. For your own protection, obey all fire regulations. Failure to evacuate a hall when an alarm sounds and failure to comply with staff directives constitutes grounds for disciplinary action, which may include removal from the residence halls. Housing and Residence Life staff and the University Police Department reserve the right to enter student rooms to locate the source of the problem and to ensure that everyone has evacuated the building.

Support Animal Rules

For a variety of reasons, including the safety and comfort of our resident students, Southeastern Baptist College has a strict no pets policy. However, in the case of licensed healthcare permission, the college does allow support animals – but be aware, any students who bring support animals are required to follow extensive pet care and housing guidelines in order to ensure the safety and wellbeing of their fellow students and faculty.

1. All students who wish to bring support animals must have a **letter from a licensed healthcare professional** confirming that they have a disability and that the animal provides assistive and/or therapeutic benefit for that condition.
2. All support animals, whether for guidance or emotional support, require a **vest and leash** that must be worn and handled at all times outside the student's own dorm room. This will not only signify that the animal is a licensed support animal, but it will also ensure that the owner will always be in control of their animal.

3. All students with support animals must be in a **private dorm room**.
4. SBC prides itself on a clean environment, which includes the safety of its floors and the smell of its rooms. For this reason, all support owners must ensure that their **animals always use the bathroom outside** and that **waste is immediately bagged and disposed of in an outdoor dumpster**. Students are not under any circumstances to leave an area to collect waste (i.e. stack of newspapers, litter box, etc.) that they will dispose of later, as this will generate a smell that can affect other rooms. In addition, owners **must bathe their animals** routinely throughout the week to minimize the smell. At their own discretion, **housing leaders may demand an increase in bathing** if they do not approve of the current smell.
5. In addition to cleanliness, **owners must also ensure that the support animals do not harm or damage any SBC property**. This includes scratches, stains, and other marks that a pet may leave. If the student cannot remove the mark quickly, then they are subject to fines according to housing rules.
6. SBC must ensure that its students feel safe, and any **animals that make students feel endangered or uncomfortable will not be tolerated**, licensed or not. This includes, but is not limited to:
 - a. Growling
 - b. Unpermitted licking, rubbing, roughhousing, etc.
 - c. Invasion of property (digging into bags, urinating on possessions, etc.)
 - d. Wandering into areas unattended
 - e. Any **violent acts** from the support animal, such as biting or clawing, are grounds for **immediate dismissal**.
7. **Support animals must never be left alone in the dorm rooms for more than 24 hours**. If the owner has to leave on sports trips, family visits, vacations, or other outings, then the support animal **must be given to an appropriate kennel or responsible neighbor outside the housing or faculty** (owners cannot simply ask a dorm neighbor).
8. SBC is **not responsible for the safety of any support animals**, including illnesses or injuries from traffic or other external sources. If the animal is injured, it is the responsibility of the owner to take the animal to the veterinarian and/or take appropriate action.
9. Students are responsible for ensuring that their pets respect the privacy of other students as well as any other support animals that may be on campus. Any **disruptive and potentially harmful acts between multiple support animals** (such as fighting or even playing unattended) **may lead to disciplinary action from housing leaders and/or faculty at their discretion**.
10. All support animals must be **spayed or neutered** before they are allowed on campus property. This will negate any disruptive actions such as mating or births on campus.

If there are any violations or complaints from students, housing leaders and/or faculty have the final say on any actions that need to be taken. For more information, please contact the Dean of Student Affairs via email (cmccord@southeasternbaptist.edu)

Troubleshooting

Knowing who to contact in certain situations is not always so clear. This quick reference guide should provide some help. We encourage you to contact your resident assistant before calling or going to an office. Your resident assistant is your primary source for information and usually can help save you a great deal of time and effort. If your resident assistant is not available, contact your residence director.

Hall Access Card.....	RA or 601.426.6346
Health or Injury.....	RA
Maintenance Repair.....	RA /Work order Form
Noise Problem.....	RA
Room Change.....	RHD / RA
Room Key/Lost.....	RA
Roommate Problem.....	RA / RHD
Theft.....	RA / RHD
Wireless Issue.....	IT/ 601.426.6346 or RA
Fire or Safety Problem.....	RA / RHD

Maintenance Requests

Each student is able to enter his/her own maintenance request online from the Housing Portal or by contacting your RA. Students who enter their own requests will receive an email response to let them know when their requests have been completed. When maintenance staff arrives to complete a work request, the area/room should be completely clear. Furniture should be moved, clothes picked up from the floor, and all personal belongings arranged in a manner that allows the worker access to the work area. If the worker arrives and the student's room is not in the condition to accomplish the job, the work order will not be completed. The maintenance staff will return the next day to complete the work order. If the room is still not in a workable condition, the work order will be closed, and the student will need to resubmit the request. Work orders received after midnight will be scheduled for the next day, unless an emergency exists. Contact the RA on duty if there is a maintenance emergency after hours.