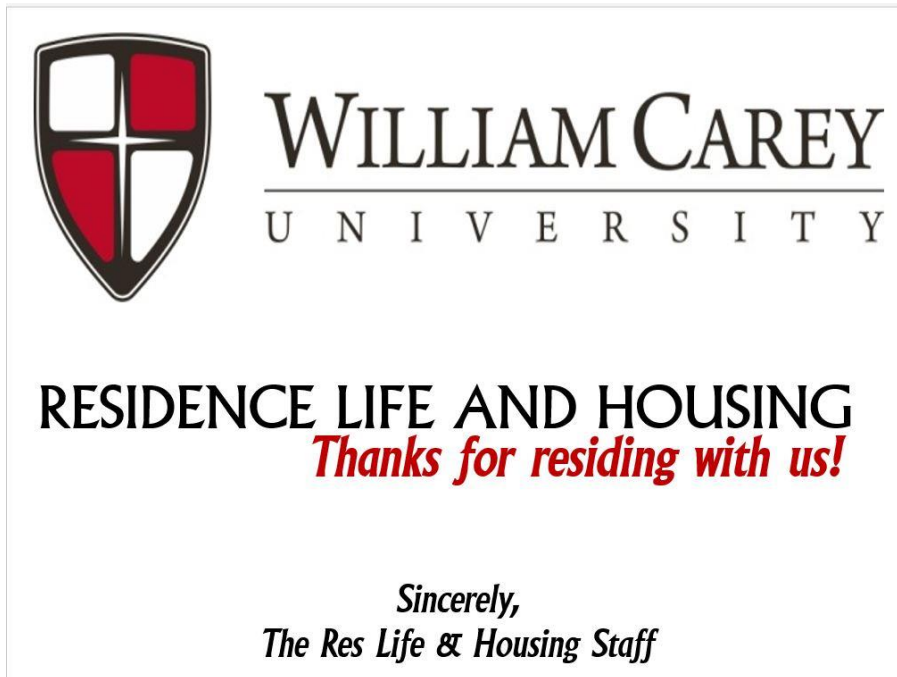


WCU Guide to Living On-Campus



Housing Standards

Quite simply, it's all about RESPECT!

Within the William Carey University residence hall community, each student is dedicated to personal and academic excellence. While attending WCU, residents are expected to demonstrate respect, integrity, and compassion in every aspect of their lives. The following points are expected of every resident:

- A respect for the hall environment and the University property
- A respect for the differences that exist among residents
- A respect for language that is appropriate—never obscene, intimidating, or demeaning
- A respect for noise levels, with understanding how non-intentional personal noise affects others in the residential community
- A commitment to academic study and to class attendance
- A respect for residence staff and compliance to all policies and procedures
- A commitment to honesty and integrity
- A respect for all safety precautions and adherence to safety practices
- A respect to zero tolerance for alcohol, tobacco products, pornography, and drugs

[Click to View the Residence Hall Photo Book](#)

Contents

Housing Standards	1
Navigating through your THDSS MyHousing Portal.....	3
THDSS To Do Checklist:	3
THDSS Help Texts	4
Personal Information Page	4
Addresses/Emergency Contact	4
Application Page/ Application Completed/Application Living Preferences.....	4
Application Contract Acceptance/ Housing Contract	5
Application Cancelation	5
Dining	5
Roommate/Room Selection Info	6
Waiting Lists Add/Remove & Waiting Lists.....	6
Room Condition Report & Room Condition Report Edit	6
Maintenance Request	7
Billing Summary	4
Stay Informed Through Canvas.....	7
Housing Information	8
Quick Notes:.....	8
Room Dimensions & Such.....	8
Other Important Information:	9
Are you a New Student or Transfer Student?.....	3

Are you a New Student or Transfer Student?

Some of these processes or terminology in this guide may sound foreign to you. No worries; The WCU Information Technology (IT) Help Guides will navigate you through getting settled in at WCU! Visit their website (www.wmcarey.edu/office/information-technology) to get a jumpstart on activating your WCU email and Indigo Portal, download Microsoft Office for your computer, and more.

Navigating through your THDSS MyHousing Portal

Research consistently shows that students who live on campus get better grades, persist to graduation, and have an overall better college experience than those who do not.

The Housing Director Student Self-Service (THDSS) is the main portal for WCU residential students to check the status of your application and assignment, submit work orders, view your billing, search for a roommate, see waiting list information, and more! The online process for applying for housing and submitting a housing deposit is referred to as MyHousing. The following services are available within this website:

1. Returning students can re-apply for housing, select roommates, and participate in real-time online room selection processes.
2. New/Transfer students can file a Housing Application and pay the housing prepayment online.
3. Resident profiles can be submitted by answering living preference questions that will be used for room assignments.
4. Electronically sign your housing agreement.
5. Residents and Commuter students can register for or change meal plan(s).
6. Submit maintenance requests for your living unit.

Our goal is to assist you in the transition from life at home to life on campus. Be sure to check out our [website](#) for more information regarding [Res Life and Housing](#) Policies and Procedures, Housing Standards, and other helpful tidbits.

THDSS To Do Checklist:

1. Log onto THDSS using your WCU student credentials (student email address and password) and view your assignment information via your THDSS Home page.
2. Go to the Applications and Housing Agreement tab and complete the appropriate Application(s) & Housing Agreement.
3. Go to the MyHousing Profile tab and complete your MyHousing Profile:
 - a. Complete/Update your contact Information
 - b. Complete/Update your Address/Emergency Contact Information
 - c. Complete/Update your Roommate Profile
4. Confirm your Meal Plan choice. If you choose, you can change your dining plan but remember, all residential students are required to have a meal plan.
**The 5 Meal Plan option is available only to Penton Residents or Commuter students.*
5. Go to the More Tasks tab and view your Billing Summary
6. Optional: Go to the More Tasks tab and register for any available Waiting Lists if you are interested in changing your housing assignment.
7. Optional: Go to the Roommate/Room Selection tab and submit any requests, if any selection processes are available under your tab. Note: The Roommate and Room Selection processes are only available during Housing Reassignment periods, Room Consolidation periods, and/or for new residential students. More information regarding this process will be released when selection periods are open.

Note: The **MyHousing Profile and Housing Agreement** must be completed and signed prior to checking into your assigned room. No keys will be issued, nor ID cards activated until these steps are completed.

THDSS Help Texts

Billing Summary

Housing and board fees are typically transferred to the Business Office 4-5 weeks before the term that fees apply (around the 7th week of the current term). You will be able to view your fees here in your THDSS portal. Once fees are transferred, you will need to make payment through the [Business Office](#). Visit The Business Office's [How to Guides](#) for more details.

Fall fees and assignments are viewable beginning July 5th. You will have a 10 day window to adjust those fees before those fees are transferred to the Business Office and officially posted to your student ledger. *Keep in mind the absolute last day to make any adjustments to your housing and meal plan is the Friday of the first week of classes. *Some restrictions apply.

Personal Information Page

What's the best way to contact you?

This interface allows you to update your contact information and provides pertinent info in the event of a natural disaster or medical emergency. This information will not be shared publically.

Medical Accommodations/Disability Services

If there are any housing accommodations that should be taken into consideration when making assignments, please select "Yes" to that question. You will need to contact and get approval from the [Office of Disability Services](#) (601.318.6211) to receive special accommodations.

Insurance

While WCU does not provide health insurance coverage to students, students are strongly encouraged to participate in a medical plan of his/her own which meets his/her needs. All international students are required to carry United States hospitalization policies. Insurance information may be obtained in the Office of International Admissions.

Addresses/Emergency Contact

Update your Preferred Mailing Address. This address can be the same as your permanent home address or your WCU P.O. Box. If we have important notices for you individually, we will mail it to the address in this listing.

Update your Emergency Contact Information. In an emergency, it is easy to "forget" even the most well-known information. Emergency Notification permits the University to contact you effectively in the event of a natural disaster or other emergency, or to contact a designated person on your behalf in the event that you are in an accident or medical emergency situation.

Complete the Missing Person Contact Information with the person you would like to be contacted should you be deemed missing. This contact person can be the same as your emergency contact. Emergency Contact and Missing Persons Information are required fields and must be completed prior to checking into your assigned room.

Application Page/ Application Completed/Application Living Preferences

Go ahead, tell us about yourself!

THDSS provides a way for new and returning students to submit your housing applications, electronically sign your housing agreement, and answer personal/living preference questions that will later be used for making housing assignments and roommate pairings. Please be diligent in completing the application process. You will be able to revisit your application and make adjustments, but only for a limited time.

To be eligible for on-campus housing undergraduate students living on campus and all international undergraduate students must take at least six hours of courses that are taught face-to-face or courses taught in a hybrid format (combining face-to-face with online instruction). This applies to the fall, winter, and spring trimesters.

Application Contract Acceptance/ Housing Contract

The [MyHousing Profile and Housing Agreement](#) must be completed and signed in order to continue with the housing process.

Application Cancellation

Your Home away from Home

Research consistently shows that students who live on campus get better grades, persist to graduation, and have an overall better college experience than those who do not. To help students get the most out of college, succeed in their academics, and expand their horizons, William Carey Housing Policy states:

All full-time undergraduate students are required to live on campus with board unless they meet one of the following criteria: age 21, commute from home of parents (within a 50-mile radius), are married, or have children. Students who are on scholarship and either choose to move off campus or are required to move off campus for disciplinary reasons, will have financial aid reduction.

Change of Plans?

Students withdrawing from the University after the start of classes will not receive a refund for residence hall or board fees. Prepayments are returned in accordance with the agreements under which they are made.

All students planning to attend William Carey University for the next academic year who wish to live off campus must stop by the housing office located in Lawrence Hall, room 125, to complete an [Application to Live Off Campus](#). **Application must be filed 14 business days prior to the beginning of the term in which off-campus housing is desired.** *Note: Any student without official approval to live off campus will be required to pay full room and board charges for the trimester in which the violation occurs.*

Dining

All students living on campus are required to have a meal plan.

Exemptions may be granted to those student teaching, in the last term of nursing school, or with special medical needs. Please contact the office of student life for further information at (601) 318-6102.

You may make adjustments to your meal plan via the Dining Selection tab. Adjustments must be made by the Friday of the first week of classes for the term. Only one adjustment per term may be made.

The board rates are figured on a nonprofit basis on the average number of meals taken during the term by all campus students; therefore, no allowance can be made for meals missed. Meals expire at the end of every week for undergraduate/graduate residential and commuter meal plans.

Appropriate dress is required for all meals as the cafeteria also serves members of the community. Students are expected to conduct themselves in a courteous manner while waiting to be served and eating.

The Dining Hall at Hattiesburg Campus is located in Wilkes Hall and serves meals on a set schedule. Occasionally, changes in serving hours are necessary and will be posted in the cafeteria as the need arises.

Breakfast 7:30–9:00 Monday-Friday
9:00–9:30 Continental
9:00–10:00 Saturday (self-serve)

Lunch 11:00–1:30 Monday-Friday
12:00–1:30 Saturday and Sunday

Dinner 4:30–7:00 Monday-Friday
4:30–6:30 Saturday & Sunday

Roommate/Room Selection Info

Choose a Friend or Make New a Friend?!?

All residential students must make room reservations prior to each trimester.

Living in a residence hall at William Carey University provides the opportunity for students to become involved in the total life of the University and to develop human relations skills essential for success in all areas of life. For many students, this will be their first experience of living in a small room with another person who is not an immediate family member and in sharing the life of a small community as an independent citizen.

Students may request other students as roommates. Efforts will be made to honor such requests; however, due to space limitations and other factors, requests may or may not be possible.

Private rooms are available only if space allows and if an even number of students are requesting roommates.

At the beginning of each term, students without roommates may choose one of three options: 1) move voluntarily into the room of another student who is without a roommate; 2) be assigned to the room of another student who is without a roommate; 3) pay the private room rate. **All room changes must take place with written permission from the Director of Residence Life.**

Waiting Lists Add/Remove & Waiting Lists

Want to adjust your housing assignment?

We are very excited that you will be living on campus with us! It is our part of our mission to assure you have one of the greatest college and campus life experiences at William Carey. All housing assignments are based on availability, seniority, and the date of housing prepayment fee. We have made every feasible attempt at honoring the requests on your housing application/housing reassignment form. We were not, unfortunately, able to accommodate all of them. We would like to encourage you to at least give it a try and see how things work out. You never know you may meet a new friend!

However, there may be opportunity to make adjustments if spacing is available. If you'd like to submit a request choose from the Waiting List options and submit your request accordingly. We will honor those requests on a first come, first serve basis as space is available. **Request(s) must be filed 14 business prior to the beginning of the term in which the request is desired.**

Room Condition Report & Room Condition Report Edit

Housing Standard #1: Respect for the hall environment & University property

Student can only enter their response to Room Condition Report (RCR) one time (agree or disagree with electronic signature). **You have 48 hours after checking in to adjust your Room Condition Report (RCR) without penalty.** After that, you will need to contact housing staff to make changes. Students are able to view their current placement RCR.

Room & Building Damages

Damages caused by residents will be charged to their student account. Residents are encouraged to report accidental damages they caused to their room, its furnishings, or other areas of the residence hall to their resident assistant (RA) or their resident director (RD) so others will not be charged unfairly. Damage or neglect includes but is not limited to nail holes, cleanliness, furniture damage or loss, and similar offenses.

Penton Apartments Cleaning

It is the responsibility of Penton Apartment residents to assure the cleanliness of their apartments (bathrooms, fixtures, and appliances) are maintained per the University's standards. Additionally, apartment residents must regularly dust baseboards and vacuum carpets. Air filters, light bulbs, and smoke detector batteries will be replaced by facilities personnel unless abuse is taking place. Penton Apartment residents will be assessed for abuse or neglect of apartment furniture and furnishings.

Room Inspections

University administrators and the residence life staff reserve the right to inspect student rooms at any time for any reason. Regular bi-weekly inspection for cleanliness and orderliness will be made by RA staff members. Citations are issued to

students who fail to meet inspection standards. Repeated citations may result in more severe penalties. The University reserves the right to inspect rooms and to move any student to another assignment for reasons of space management or for the maintenance of order.

Maintenance Request

Thanks for residing with us!

Report Sader Health & Safety violations to the housing staff.

If you have an EMERGENCY request, please IMMEDIATELY contact your RD/RA or call the housing duty phone at (601) 467-3509.

We believe that neighborly concern and open communication are foundational parts of building a strong, viable community. We'd really appreciate you reporting anything you hear or see that impacts Sader community health and safety and/or facility maintenance. If you see anything in your community or room that requires the attention of our maintenance staff, then please let us know. If you cannot locate your RA right away, please use this convenient, system to submit all of your NON-EMERGENCY maintenance requests. Be sure to include details:

1. Be specific and give details of the problem:
 - ?? What's wrong, where exactly in the unit is the problem;
 - ?? is the problem ongoing or just happens sometimes (i.e. noise from the ac unit);
 - ?? does the problem effect the whole room or just 1 side (i.e. outlets not working)
2. It helps if you can send a picture to document the issue. Email it to us at housingmaintenance@wmcarey.edu.

Non-Emergency Examples	Emergency Examples
Light bulb replacement	Flooding/leaks
Pest problem	Total power outage
Broken furniture	Low/dead lock battery
Non-working electric outlet	AC not working
Broken cable	Broken window/ Broken railing
Installed appliances not working	Broken/malfunctioning smoke detector
Wall patching/	Clogged sink or toilet
Internet/Wi-Fi issues	Water too hot/too cold/no water
Vending machine out of your favorite snack	All other issues that jeopardize health/safety/security

Stay Informed Through Canvas



Once you check-in, you should receive an email invitation to join the 18-19 Res Life & Housing Canvas Dashboard. Be sure to accept that invitation!

Our goal is to assist you in the transition from life at home to life on campus. We really hope you have a wonderful experience here at William Carey; making new friends, learning new things and exploring new cultures and perspectives while pursuing your academic goals. Be sure to read through to buff up your knowledge on campus policies, code of conduct and available services, especially pages that pertain specifically to Residence Life and Housing purpose, philosophy and policies.

Canvas Announcements: Here we will post important Res life and Housing updates that impact you, such as check-out dates and process for break periods, renovation updates, upcoming programs hosted by the RA staff, and more. Please read through the Announcement Board and check your emails regularly to stay informed.

Canvas Discussions: From time to time we will share information that we hope will inspire, encourage, entertain or enlighten you or address some of the on-going feedback or comments we hear from you, our residents. Stay tuned!

Canvas Modules: Contains files, videos, and other materials for your living and learning experience.

Canvas Pages: Various pages have been set-up for your knowledge and benefit. Here you will find important tidbits and resources to aid in your personal and professional development.

Housing Information

Quick Notes:

- **Beds, dressers, and desks are provided. DO NOT bring your own.**
- Each resident is issued a key for his/her assigned room. Key replacement is \$50. In some halls, a hard key for the closet and a card key are issued to each resident. Each key carries a \$50 replacement fee.
- Lock your door when you are not in your room. WCU is not responsible for lost or stolen items.
- If you plan to hang posters, art, etc. please contact the Housing Office to inquire about the correct supplies.
- Rugs and carpet are allowed, but do not glue them to the floor.
- Each residence hall is equipped for wireless internet. Bring a computer with wireless capabilities. Do not bring your own wireless router.
- The laundry facilities are free and are for residents' use only.
- Cable fee is included in your room fees each trimester with one cable hookup in each room.
- All residents must have a mail box. Students typically sign up for one at orientation, but students are able to get one at any time. There is no cost for this service.

Room Dimensions & Such

Bass, Polk, & Bryant Halls: Size of Room–12'x18', 1 Window–53"x74", 1 Dresser per resident, 2 Built-in closets, 1 Bed per resident–80"x36", 2 Built-In Closets, and 1 Desk per Resident.

Byrd, Braswell, Ross, Johnson, Davis, & Futral Halls: Size of Room – 11'x21', 1 Window – 36"x72", (Exceptions: Rooms 105-107, 114, 205-207, 214, 305-307, 314 Dimensions are 72"x72"), 1 Dresser per resident, 2 Built in Closets, 1 bed per resident – 80"x36", 1 refrigerator – 3 cubic foot, and 1 microwave.

Penton Apartments: Size of Room – Bedroom 1 – 8'x14', Bedroom 2 – 11'x8', Kitchen – 11'x5', Bathroom – 5'x5'. All apartments include standard size kitchen refrigerator and stove/oven, built in closets, 1 Bed per resident–80"x36", 1 Dresser per resident. **Microwave not included.**

<u>Some items to bring with you:</u>	<u>Do NOT bring:</u>
Personal Hygiene Items/Shower Shoes	Alcohol/Drugs
TV /DVD Player/ Radio/ Alarm Clock	Candles/Incense
Twin XL (extra-long) Bed Linens	Crock Pots/ George Foreman type grills/ Hot Plates/ Toaster/Toaster Oven
Pillow	Halogen Lamps
Towels	Liquid Bleach
Broom/Dust Pan/Mop/Trash Can/Trash bags	Pets
Desk Lamp	Weapons of any type
First Aid Items	Space Heaters
Hangers/ Iron/Ironing Board	Candle Wax Warmer/ Scented Plug-ins
Laundry Basket/Laundry Detergent	
Rug/Carpet	
Surge Protector (NO EXTENSION CORDS)	
Umbrella	
Cleaning Supplies	
Microwave (Bass, Polk, Penton, & Bryant Only)	
Refrigerator <i>3 cubic foot</i> (Bass, Polk, & Bryant Only)	

Other Important Information:

- **Cable:** A connection for cable TV is provided in every room and is included in the room fees for each term. TV not provided.
- **Campus Mailbox:** Please remember that all students living on campus must establish campus mailbox. Residential post office boxes are utilized by offices on campus for mail distribution. If you haven't already signed up for one, stop by the mail room, next to the bookstore, and register for a mailbox.
- **Furniture:** Bed and dressers are provided; please do not bring your own. There are no exceptions to this rule, due to limited space. **All school furniture must remain in your room at all times.**
- **Laundry:** Laundry facilities are provided in all residence halls. The washers and dryers are free for residential student use only; you provide your own detergent. **Liquid Bleach is not allowed in the residential halls – no exceptions.**
- **Room Keys:** A key is issued to each student for his/her assigned room and closet where applicable. Keys must be returned to the residence hall staff upon checking out of your room. Please remember to lock your door when you leave your room. Please take care of the key. A \$50 fee will be assessed for all replacement keys.
- **Roommates:** Before you arrive on campus, contact your roommate and decide which items of you will bring. Keep in mind the room only has one cable jack and limited outlets.

- **Surge Protectors:** please use only surge protectors with a minimum of 15 amp fused multi-strips to plug in all electrical appliances (i.e. computers, televisions, microwaves, refrigerators, lamps, etc.) Multiple outlet adapters, such as the square blocks, or regular extension cords, that go directly into the outlets, and do not block electrical surges will not be permitted in the residence hall rooms.
- **Tobacco:** Please remember that William Carey University is a tobacco free campus. Tobacco products of any type (cigarettes, chewing tobacco, cigars, vape pens, e-cigarettes, etc.) are not permitted to be used on college premises.
- **Wall Hangings:**
 - In Penton Apartments, Byrd, Braswell, Ross, Johnson, Davis, and Futral Halls, Command Strips must be used to hang items on the walls. Command Strips used must have the damage free hanging removable tab located on it. Students should not remove the Command Strips at any time once they are placed on the wall. Our housing staff will remove the Command Strips at students' request. Any damages caused by using the wrong Command Strips or removing them improperly will result in a damage fee charged to students' accounts starting at \$50.00. Blue Scotch Painters Tape for Delicate Surfaces will also be allowed.
NO putty, nails, screws, nor Hercules Hooks.
 - In Bass, Bryant, and Polk Halls anchors will be provided (if the anchors are not in the wall as needed, have your RA write a work order for facilities). White putty ONLY and Scotch Painters Tape for Delicate Surfaces will also be allowed.
 - Please do not hang things with any kind of clear or masking tape. These rules apply for hanging items on all room and closet doors as well. You will be charged for refinishing the wall upon check-out should any damages occur.
- **Wireless Internet:** You will need a wireless USB adapter to connect to the wireless network if your computer does not have built in wireless support. Most laptops are wireless-ready; desktop models may need additional hardware.

NOTICE OF POLICY

William Carey University reserves the right to enter into any University owned housing, or any student's automobile that is on campus, whether or not the student is a boarding student, with or without the student's presence, for the purpose of maintenance, repairs, inspections, health, safety, fire reasons, or with the reasonable belief that a Federal/State law or University policy has been violated. The search must be made by two or more University officials or security officers. Any evidence related to a violation of any law or University policy that is found in such searches may be seized. In the event that any items are seized, an itemized list of such items will be prepared at the conclusion of the search and signed by all officials present and a copy provided to the student.