

2011-2012
LEATHERNECK LIVING
Guide

Residence Hall Policies and Procedures



WESTERN
ILLINOIS
UNIVERSITY

University **Housing**
& **Dining** Services



WESTERN
ILLINOIS
UNIVERSITY

Welcome to Western!

The Leatherneck Living Guide is distributed to all students living in the residence halls and is UHDS's official student handbook for on-campus living. It includes all the rules and regulations for living in the residence halls, as well as important information about the various residence halls and dining services that we provide. When students applied for housing, they signed a residence hall contract, which acknowledges that they will comply with the policies, procedures, and guidelines outlined in the this guide.

Students are responsible for reading through the Leatherneck Living Guide to familiarize themselves with the information concerning residence hall life. Parents are also encouraged to read the guide and discuss the importance of these rules with their students.

For your convenience, information is available on our website at www.wiu.edu/housing by clicking on the "Living On Campus" menu.

Thank you for choosing Western Illinois University and we look forward to a great year!

Sincerely,

A handwritten signature in black ink, appearing to read "John Biernbaum".

John Biernbaum

Associate Vice President for Student Services

Policies and Procedures

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UHDS Mission Statement

The mission of University Housing and Dining Services (UHDS) is to provide safe, clean, and well-maintained facilities; a creative, flexible dining program; and residence hall and apartment environments that are stimulating and supportive of the academic mission of the University at the most competitive price possible.

Leadership

We are committed to creating communities that promote leadership and personal growth. As a staff we will work to create opportunities that will introduce students to a wide array of leadership experiences. We are committed to being partners with student leaders and seek to incorporate the voice of the students living on campus.

Community

Our goal is to create environments where everyone is welcome. Success is a likely outcome when students engage in their environments. We facilitate community through orientation programs, socials, community meetings, special living options, group dining opportunities, community service projects, and informal faculty interaction.

Learning

Learning at WIU is encompassed in all aspects of the University community. The residence hall and apartment environments support the academic goals by providing our students opportunities to address important issues, try new ideas, and find meaning in the everyday choices they make. The residence hall staff provides educational programs, opportunities to interact with faculty, and informative bulletin boards. We also provide state-of-the-art computer labs and classes that are held right in the residence halls.

Service

It is important that we challenge ourselves to find more efficient ways to provide a quality housing experience. With that in mind, we listen and respond to student feedback, to the results of environmental and satisfaction surveys, and to informal ideas raised by our customers.

Residence Hall Life and Community Living

Community Environments and Mutual Respect

Living in a residence hall is a unique experience. It is unlikely, after you leave the halls, that you will ever again find yourself surrounded by approximately 35 floor mates sharing all aspects of a common living space. Living in a group setting requires some adjustment in personal habits and attitudes. All residents have a role to play in establishing a positive community environment.

It is our belief that behavior demonstrates one's commitment to respecting the differences among individuals. We are individually and collectively responsible for our behavior and accountable for our actions. We must each take the initiative and responsibility for learning about and becoming aware of the rich culture that exists in our residence hall communities. We can best learn from each other in an atmosphere of positive encouragement and mutual respect. Before you act, think about how your behavior supports the rights and freedoms of those who live around you.

Your Room

You were assigned a room according to your Lifestyle Preference form. Your room may be furnished with two of each of the following: bed, mattress, desk, desk chair, closet, chest of drawers, Ethernet connection (one per room), and cable television access (one per room). Phone service is available if you choose to activate it. With some creativity and a little effort, you can quickly and inexpensively transform your room into "your space," a "home away from home." Talk to your resident assistant (Resident Assistant) or other residents for ideas. Painting of your room is not permitted.

While there is no maid service in your room, each hall is provided with adequate cleaning equipment. The University does not carry insurance to cover theft or destruction of personal property. An informational brochure regarding insurance is distributed during the summer. If you have any questions about insurance, contact the UHDS office in Seal Hall.

Roommate Guide

While having a roommate may or may not be a new experience for you, for most students, it is the first step in meeting a whole group of people who will be friends and colleagues throughout their lives. Even so, you don't have to be best friends to be roommates.

Everyone is an individual, and the differences among us are usually more interesting than troublesome. Roommates who learn compromise and consideration for one another will develop a valuable supportive relationship with respect to each other's needs and rights.

Experience has shown that discussing the following issues will help prevent misunderstandings:

- use of personal items
- food in the room
- study time in the room
- sleeping schedules
- visitation and guests
- cleanliness/tidiness of room
- use of stereo/TV/telephone/computer
- time for socializing

Roommate Bill of Rights – Your enjoyment of life in University housing will depend, to a large extent, on the thoughtful consideration you demonstrate for your roommate and your neighbors. Basic rights of a roommate include the following:

1. The right to a clean room in which to live.
2. The right to expect that a roommate will respect your personal belongings.
3. The right to remedy grievances. Housing staff are available for assistance in settling conflicts.
4. The right to read and study free from undue interference in your room. Unreasonable noise and other distractions inhibit the exercise of this right.
5. The right to sleep without undue disturbance.
6. The right to free access to your room and facilities without pressure from a roommate.
7. The right to personal privacy.
8. The right to be free from fear, intimidation, and physical or emotional harm.
9. The right to have guests during visitation hours with the expectation that the guests are to respect the rights of the host's/hostess's roommate and other community residents.
10. The right to expect reasonable cooperation in the use of the room telephone.

Remember: To be a mature adult is to accept responsibility for the welfare of others. Only you can ensure that your roommate enjoys these rights.

Hall Government

You will find that the quality of your residence hall experience is directly related to your efforts to get involved in your floor and hall community. Hall governments are the primary source for changes made in residence hall operations. Hall government representatives work in conjunction with University administration on issues such as room and board rates, policies and procedures, improvement of the buildings, academic assistance services, educational programs, and leadership development opportunities.

The camaraderie that develops among residents is unequalled by any other living option. Residents who take advantage of this kind of community living environment tend to improve both their academic performance and their satisfaction with their college experience. Each residence hall community offers opportunities for you to get involved in numerous activities and programming. A great deal of this is through your hall government. Though the types of governing bodies may vary from hall to hall, there is always a way to ensure that your voice is heard. Many governments need students to work on committees that focus on facilities, dining services, and programming events. In addition, some floors elect officers to represent their floor during hall government meetings.

An educational programming fee is paid by each student to be used for programming at the floor, hall, and campus level. When you pay this fee, you become a member of your hall community, and you assume all the rights and privileges of a citizen in that residential community. This means you can become involved in hall government; you have input into the operation of the hall; and you can attend all the parties, dances, concerts, exchanges, movies, lectures, theater trips, tournaments, and events that your hall organizes.

The hall government is responsible for deciding how programming fee money is used. The general assembly, working with an advisor, attempts to balance what is in the best interest of the hall and the hall's residents.

IHC (Inter-Hall Council) is comprised of students interested in improving their total living environment within the University residence halls. IHC is an organization of representatives from all six residence hall governments on campus, and it also serves as an umbrella organization for several subgroups within the residence hall structure. Founded in 1961, the organization is committed to the development of students—both academically and personally. IHC is also consulted regarding the interpretation and review of residence hall policies. IHC became affiliated with the Illinois Residence Hall Association (IRHA) in 1979 and has been in the forefront as a residence hall government group. IHC has been a leader in IRHA and organizations such as the Great Lakes Association of College and University Residence Halls and the National Association of College and University Residence Halls (NACURH).

Hall Staff

Residence Hall staff live in the residence halls so that they can assist and counsel students.

The **Resident Assistant** (Resident Assistant) living in your community is a student who has been selected for the position because of his or her leadership skills, concern for others, ability to communicate, knowledge of University resources, and willingness to accept responsibility. RAs receive extensive training and are your primary source for information and assistance during the school year.

UHDS is looking for students with the interest and skills to become a Resident Assistant. Talk with your current Resident Assistant or your Complex Director if you would like to learn more about this dynamic student leadership position.

The **Assistant Complex Director** (ACD, a graduate student working toward a master's degree) lives in the hall. Assistant complex directors may advise student government, supervise the information desk staff, coordinate building repairs, supervise RAs, and coordinate activities in the halls. ACDs are responsible for the operation of the hall in the complex director's absence.

The **Complex Director** (Complex Director) is responsible for the operation of the hall. The Complex Director is a full-time professional with considerable experience in residence hall work. Each Complex Director has a master's degree in the counseling or the college student personnel field. The Complex Director is responsible for and supervises all other staff members in the residence hall. She/he is responsible for seeing that the residence hall is a supportive environment for students.

A **Residence Hall Clerk** is available in every residence hall or residence hall complex. She/he is a full-time civil service staff member available to provide administrative services during regular working hours, 8:00 AM to noon and 1:00 PM to 4:30 PM. The residence hall Clerk assists with the replacement of lost room keys, room change requests, and the processing of maintenance and repair requests.

Safety Procedures, Hall Security, and Safety

Emergency and Safety Procedures

Fire

Review the emergency fire evacuation information that will be posted on the interior door of your residence hall room. Whenever a fire alarm sounds in any residence hall, you are required to evacuate the building immediately. **Failure to evacuate is a violation of Macomb city ordinance and subjects you to arrest, possible fine, and/or disciplinary action.** Every attempt should be made to close and lock your door and turn off your lights. You are encouraged to carry a towel to protect your face. State fire laws prohibit the use of elevators for fire evacuation. Additional fire safety guidelines can be found in the “Residence Hall Standards for Student Conduct” section of this booklet.

In case you cannot evacuate in the event of an emergency in the residence halls, please go to the nearest area marked “Safe Refuge.” If you are unable to evacuate due to elevators being out of service during an emergency or for any other reason on a residential sleeping floor, please go to the nearest residence hall room; shut the doors and windows; then, call 911 so that emergency response teams are aware of your exact location. ***Please check the individual policies and procedures used in all other campus buildings; the above are only intended for the residence halls.***

Tornado

Tornado watch – When atmospheric conditions are such that severe weather or a tornado could develop, a tornado watch is issued. Stay indoors, stay alert for warning sirens, and listen to your radio for updates on the weather situation.

Tornado warning – When a funnel cloud has been sighted in the area or when radar indicates that there is a possibility of a tornado forming, a tornado warning is issued. In the instance of a tornado warning, sirens in the Macomb community will be sounded for three to five minutes with a solid blast. In each residence hall, the building alarm system will sound and announce that a “severe weather emergency has been reported.”

When a siren is heard indicating a tornado warning,

- do not activate alarm systems.
- use the stairwells to go to the corridor areas of the lower floors. Do not use the elevators. Do not stand near windows and exits during the warning period.
- remain in the corridor areas (even though the building alarm system is silent) until the “all-clear” is announced by the building alarm system.
- see hall staff for building specific locations.

When the “all-clear” is announced, you may return to other areas of the hall.

The community tornado sirens (not the building alarms) are tested at 10:00 AM on the first Tuesday of each month. If the sirens sound at any other time, the above procedure should be followed.

Medical needle disposal – For residents that need to dispose of medical needles, use of “type 2” plastic milk jugs or detergent bottles are recommended. These can then be taken to Beu Health Center for disposal. For further alternatives, please contact Beu Health Center.

Hall Security Guidelines

As a student attending Western Illinois University, you are extended the privilege of self-regulated hours to enter and leave your residence hall. Procedures for entering or leaving the residence halls are clearly outlined for each hall. You are advised to check the procedures for your living unit. Residence hall security ultimately depends on the responsible actions of each resident. Security begins with you. Your room door should be locked at all times. Do not prop open stairwell or outside doors.

For security purposes, all residence halls are locked by 11:00 PM. If you are returning to your assigned residence hall after closing hours, you must enter using the designated door with your access key.

Your guests will also have self-regulated hours. You will be responsible for your guests (i.e., informing them of hall and University policies and regulations). Your guests will be admitted to the residence hall after closing only if accompanied by you or a resident of that particular living unit. Failure to comply with these regulations could result in charges of trespass being filed with the Office of Public Safety (OPS).

Reporting of thefts – You should report all thefts, regardless of value, as soon as possible to residence hall staff. You may go to OPS in person to complete the report or call OPS at 309-298-1949.

Security Cameras

For the safety and security of residents and guests, security cameras may be placed in the common areas of the residence halls. It is a violation of residence hall policy to tamper with safety equipment, including security cameras.

Residence Hall Services and Information

Accessible Residence Halls for Students with Disabilities

WIU has made a conscientious effort to make the campus as accessible as possible. At the present time, Higgins, Washington and Grote Halls are designed to accommodate students with disabilities.

If you have any questions or concerns with regard to accessibility, please feel free to contact UHDS, your Complex Director, or your Resident Assistant. Every effort will be made to make your living arrangements as comfortable and convenient as possible.

Air-Conditioning and Heating

All halls are equipped with air-conditioning and heating. When the air-conditioning or heating is on, keep windows closed so that equipment can operate efficiently. The Physical Plant will be called in to check the cooling/heating equipment if the room temperature is outside of established parameters. If you believe your room temperature to be outside of these parameters, contact your hall staff or information desk who will take a temperature reading in your room.

Bicycle Storage

Bicycle racks are available outside each residence hall. Bicycles are not allowed in buildings. Storing or parking bicycles in rooms, hallways, or lounges is prohibited.

Computer Labs/Individual Room Internet Access

Four large computer labs for residence hall students are located in Higgins, Thompson, Lincoln/Washington and Tanner Halls. All labs are equipped with MS Windows and Macintosh workstations and laser printers, and they are all connected to the University-wide local area network (LAN). The LAN provides access to the more popular word-processing, spreadsheet, database-management, and classroom-specific software programs available on today's market. Students are also able to gain access to mainframe computers and may use electronic mail to communicate with students. Students are invited to take advantage of the many benefits of computerization in preparing their class assignments.

Custodial Services

The custodian is responsible for cleaning and maintaining the public areas of the halls, laundry rooms, recreation rooms, special study areas, and restrooms. Each custodian is assigned to maintain several floors. Students are responsible for maintaining a clean room. Access to facilities may be restricted during daily cleaning or periods of maintenance.

Information Desk Services

Each hall has an information desk that offers a variety of services and provides part-time employment for students. The information desk provides general information and serves as a center for mail distribution, lost and found items, lost key reports, and the checkout

for various equipment and table games. If there is an emergency, you should contact the desk, if your Resident Assistant is not available.

Luggage Storage Rooms

Limited space is available in these rooms on each floor for your luggage and other items (e.g., trunks and large appliance boxes such as for your stereo, television, or refrigerator). All other items (e.g., packing boxes, bed frames, or mattresses) must be stored in your room. Items of value cannot be stored in luggage storage rooms. Be sure to label everything to prevent mix-ups. The storage rooms are kept locked. If you desire to remove anything, you need to make arrangements with your Resident Assistant. Although the University will exercise all reasonable efforts to protect student property, the University is not liable for loss of, theft of, or damage to any property belonging to residents. Students are encouraged to carry personal property insurance.

Mail Services

Every day (except Sunday and legal holidays), U.S. mail is delivered to each of the residence halls. Mail is sorted and placed into student mailboxes when it arrives. Mailboxes are located near the information desk in each hall. There is one mailbox per room, and your room number corresponds to your mailbox number. Your room key opens your mailbox. The desk staff posts signs to let the students know when the newly delivered mail is ready for pick-up.

DPS mailing services delivers official University business correspondence to the halls Monday through Friday during the school year. Students may not use campus mail for personal letters to students in other residence halls.

Packages and registered letters are logged into the computer program that operates at each information desk. A notice with the package number and the student's name is automatically printed out. This notice is placed in the student's mailbox. Bring the notice and your student ID with you when you pick up your package.

Registered Mail/UPS/FED EX, etc. – Registered Mail/UPS/FedEx deliveries, etc., which are delivered to the residence hall and signed for by UHDS hall/desk staff, *cannot* be refused for delivery by the student to whom it was sent. Once UHDS hall/desk staff sign for the delivery, the process is considered completed by the delivering entity. Therefore, any items that the student wants to return must be accepted by the student and then returned through that company's regular procedures. This ensures that the returned item is appropriately logged into the system as a returned item and can be properly tracked.

Mail forwarding – Students who move during the school year will have their first class mail forwarded to them by the information desk staff using our computerized mail forwarding system. Standard (formerly bulk rate) mail and merchandise sent by commercial companies cannot be forwarded. It is the student's responsibility to notify companies, friends, and family of his or her new address to guarantee continued delivery of all mail.

If you move to another hall during the school year, our computer picks up any moves between halls automatically each week. Although first class mail will be automatically forwarded, you still must notify correspondents of your new address.

If you move off campus from a hall and are still a student, you must go to the Registrar's Office on the first floor of Sherman Hall and provide them with your new address. Once you have made an address change, your former hall can begin forwarding your mail to

your new off-campus address. If you do not change your address, your mail will be sent to the home address listed with the University.

If you are leaving the University at the end of a semester, whether you leave permanently (graduation or personal reasons) or just for a semester (interning or working), make sure that you have provided the Registrar's Office on the first floor of Sherman Hall with a correct forwarding address. This is especially important if you will not be returning to the home address listed in your University records since that is where your mail will normally be sent.

When you move, you should

- notify friends, family, credit card companies, and any subscription magazines/newspapers of your new address as soon as possible. Include your summer address with bills that you pay in April or May so that your next month's bills can reach you before they are overdue.
- notify the Registrar's Office if your home address changes during the school year so that your records are up-to-date.
- go back to your former hall and ask workers to check into your records if your mail doesn't seem to be getting to your new address.

Mailing tips – Have correspondents use your full name on the envelope rather than a nickname or joke name. This will cause less confusion if the mail must be forwarded. *Cash is never safe to send or receive through the mail.* Remind friends or family to send a check or money order when sending money.

Proper mailing addresses – Be sure to use the proper mailing addresses when mailing to residence hall students.

John Brown
Thompson Hall Room 313
1080 N. Western Avenue
Macomb, IL 61455

Individual Hall Street Addresses should include the following:

Name
Thompson Hall Room _____
1080 N. Western Avenue
Macomb, IL 61455

Name
Higgins Hall Room _____
1310 W. University Drive
Macomb, IL 61455

Name
Lincoln Hall Room _____
700 W. Adams Street
Macomb, IL 61455

Name
Washington Hall Room _____
710 W. Adams Street
Macomb, IL 61455

Name
Bayliss Hall Room _____
720 W. University Drive
Macomb, IL 61455

Name
Henninger Hall Room _____
730 W. University Drive
Macomb, IL 61455

Name
Tanner Hall Room _____
740 W. University Drive
Macomb, IL 61455

Name
Grote Hall Room _____
720 West Adams
Macomb, IL 61455

Name _____

International House, Room _____
800 Westbrook Circle
Macomb, IL 61455

We will provide a United States Post Office drop box at each information desk for letters and any item that has appropriate postage. We do not accept outgoing pieces for Federal Express, UPS, DHL, Airborne Express, or any other parcel service. Students who are unsure about postage should take the item to the U.S. Post Office.

Mail Distribution of Special Items

There are times when large amounts of mail or other special items (e.g., flowers, candy, stuffed animals, flyers, etc.) are hand-delivered to the information desk for distribution. These are items that have not gone through campus mail or the U.S. Postal Service. At no time may an item be placed in a student's mailbox by anyone other than a UHDS employee.

Before any mail or items other than those delivered by the campus mail or the U.S. Postal Service may be put into mailboxes or left to be distributed at the desk, they must meet the guidelines below and be approved in advance by the appropriate UHDS staff member.

- Items provided by the hall's student government or Resident Assistant staff for their respective hall need to be approved by the Complex Director.
- Items provided by registered campus organizations must first be approved for distribution by the Director of Residence Life in Seal Hall or his/her designee. Items will be distributed from Seal Hall to the buildings.
- Approval for delivery must be requested from and approved by the appropriate UHDS staff member at least five working days before the distribution date.

Maintenance Requests

Maintenance request forms are available online at www.student.services.wiu.edu/uhds/current/fixmyroom.asp. Choose the hall you live in, and fill out the online form. Repairs are completed on a priority basis. Should the repair work not be completed within a reasonable period of time, contact the residence hall clerk or your Complex Director.

Parking Information

A limited number of restricted parking spaces are available near Thompson, Lincoln/Washington/Grote, Higgins, and International House (Housing Contract Lot [HCL] permits).

Parking permits for residence hall lots are issued to those with Q lot permits according to a priority system based upon current housing contract date, contract number, and residence hall.

Names of students eligible for HCL permits are available at Parking Services. Students must purchase a Q lot permit in order to be considered for an HCL permit prior to any deadline. Proof of immediate-family vehicle ownership is required. HCL permits must be renewed for the spring semester.

If you are eligible for an HCL permit but will not be bringing a car on campus until a later date, contact Parking Services to be placed on a priority list (after purchasing a Q lot permit). Notify them as soon as your car is brought to campus, and they will contact you when an HCL permit becomes available.

Residence hall parking lots will be reserved at all times during the fall and spring semesters, except during the week that fall semester begins.

Personal Property Retrieval

If you drop something down an elevator shaft, plumbing fixtures, or heating/cooling unit, the repair person will attempt to retrieve your belongings as soon as possible. Items will be retrieved at your expense. These charges apply whether or not the repair person is successful in retrieving the lost item.

Procedural Guidelines for Use of Residence Hall Facilities

Residence hall facilities are reserved for the exclusive use of residence hall students and residence hall-related groups. These facilities are not intended for use by outside groups. Residence hall facilities are for use by residents of the complex in which the facility is located. The only groups that can use the facilities are staff, hall governments, and their subsidiaries (i.e., social committee, floors, and government-sponsored activities). The following is a list of guidelines for the reservation and use of facilities:

- Approval of events in public areas will be granted by the Complex Director.
- Groups of 20 or fewer floor residents can use public area facilities with permission of the Complex Director.
- There may be no more than one guest for each floor resident in attendance.
- All functions should be finished and cleaned up by 12:00 midnight
- Academic departments or other University organizations that would like to schedule residence hall facilities must receive approval from UHDS staff in Seal Hall. UHDS will contact the appropriate Complex Director for scheduling.

Termination – Regardless of approval, events may be terminated if those attending act in an unreasonable manner or if a violation of University regulations occurs. The event may be terminated by residence hall staff, hall government leaders, and/or the sponsors of the event.

Damages – Any damage done to University facilities as a result of a scheduled event will be billed to the group sponsoring the event if the individual(s) causing damage cannot be identified.

Clean-up – The sponsoring group will be responsible for cleaning up after the event and returning the area to its original condition. If clean-up does not take place, a clean-up charge will be assessed to the sponsoring group. (The charge will be determined by the amount of time required to clean the facility.)

Guest procedure – Each resident is responsible for his or her behavior and for the behavior of his or her guests.

Room and Access Keys

Bent or broken key replacement – The Physical Plant, at the request of the residence hall staff, will replace bent or broken keys. The damaged or broken key must be turned in to the residence hall clerk.

Lock repair – If your lock malfunctions or is damaged and the situation created affects the safety and security of you and your belongings, a locksmith will repair the problem. If the repair is necessary due to a malfunction of the lock, there will be no charge. If the

repair is necessary due to vandalism or misuse, there will be a charge to you or the floor, depending on the circumstances.

Lost keys and use of temporary keys – Residents are issued a key for their room and a hall access key that become their responsibility. If a resident loses his or her keys, he or she must request a lock recore through the residence hall clerk or head staff. This should be done as soon as possible to protect personal belongings and can be completed with one roommate's request.

Telephone Services

Telephone access is available in each residence hall room; however, the line must be activated by the student and will include a monthly charge. If you would like to activate your phone line, simply call Western Telephone Services (WESTEL) at 309/298-2701. If you choose to do so, the following apply:

On-campus telephone calls – You may dial the rooms of other residents and campus offices by simply dialing the correct five-digit number (8-xxxx). Residence hall telephone numbers do not correspond with room numbers.

Off-campus telephone calls – To reach a Macomb number, dial “7” and then the desired seven-digit number.

Long-distance calls – Long-distance, direct-dialing calls may be placed from your room phone if you have an access code issued by the WESTEL office on campus.

Television Services

All halls have TV outlets in each room that are connected to an SMATV (Satellite Master Antenna Television) System. A channel guide is available on the UHDS website at www.wiu.edu/housing.

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Guest procedure – Each resident is responsible for his or her behavior and for the behavior of his or her guests.

Your Student ID Card

Your student identification card is a card with your picture on it. It identifies you as a currently enrolled student and entitles you to various services and privileges on campus. You will use your ID card for meals in the residence halls and at other dining outlets. Your card allows you to use the University library, campus computer labs, the Student Recreation Center, and a host of other services. You should carry it with you at all times while you are on campus.

Replacement procedures – Be careful not to place your ID card in direct contact with a magnet or a magnetic field (e.g., stereo, TV, clock radio, or refrigerator). The strip on the back is magnetically encoded and will be erased if it comes into contact with a magnet.

- In order to avoid any losses, you should immediately invalidate your student ID when lost. You can do this by going to STARS or by calling UHDS at 309-298-2461 or the Student Assistance and Parent Services Center at 309-298-2092 during business hours.
- The report of a lost card means the account is deactivated and no longer valid. It will remain invalid until the card is reported as found or until a replacement card is acquired.
- There is a \$25 replacement charge for a lost ID, which is billed to the student's University account. The replacement process takes about five minutes.
- There is no charge for revalidating a lost card if it is found before a replacement ID card is made.
- If a replacement card is issued and a previous card is found, the replacement card will remain the active ID and the other card should be destroyed. UHDS will not activate any old IDs after a new one has been issued.

Dining Services

Students pay for what they eat and can eat anywhere on campus. At the end of the academic year, purchasing power of \$250 or less left on each student's account will be refunded. (\$250 is based on a student attending both semesters. \$125/semester).

WIU uses a declining balance system for purchasing power. Whenever a student purchases a meal from a dining facility, the charge for that meal is deducted from his or her account. Because the overhead has already been taken off at the beginning of the semester, food costs resemble wholesale food costs.

It is beneficial for students to eat in the residence halls because they have already paid the overhead for their dining program. They are able to use their Basic a la Carte meal plan in any food establishment on our campus; however, because prepackaged food and food available in our University Union is considered retail, they will be charged overhead in these places.

Residence Hall Convenience Stores (C-Stores)

C-stores are located in West Dining, Tanner, South Campus, and The One Stop Rocky Shop in the University Union. The C-stores offer an extensive selection, including pizza delivery (except University Union location), freshly made subs (Tanner only), Good to Go sandwiches, salads, and desserts; grocery items, including cereal, milk, lunchmeat, frozen entrees, soups, canned goods, and baked goods; snack items, including candy bars, chips, cookies and ice cream; and sundry items, including personal hygiene items and laundry detergent.

Your ID Card and Meal Plan Information

Carry your ID card with you to all meals. The card is necessary to make purchases. Your ID must be presented in order to access your meal plan. Keep your card in a safe place so that it cannot be stolen. In order to protect your account, do not lend or give your card to anyone for any reason.

Adding to Your Account Balance

To add more money to your Basic a la Carte account, log into the STARS system or go to the UHDS offices in Seal Hall. If you use the STARS system, your University account will be charged. If you go to Seal Hall, you may add more money to your account by writing a check, paying cash, charging your University account, or credit card.

Dining Hall Guidelines

Your ID card is nontransferable and should be treated as if it were a credit card. Misuse of your card increases dining costs to all students. Violations of dining hall guidelines will be referred to Student Judicial Programs for misuse of the card for the first offense. Further judicial referral will occur for each additional violation. The following additional actions are considered inappropriate in the dining halls:

- Permitting others to use your ID card for dining
- Removing utensils (e.g., trays, glasses, dishes, silverware, etc.) from any dining hall
- Throwing food or causing a disturbance in any area of the dining hall (may also result in arrest for disorderly conduct)
- Using electronic sound amplifying equipment in the dining hall during meal hours

- Consuming food or beverages before paying for them

Any person entering the dining hall must wear shoes or slippers with hard soles. Bare feet or socks are not permitted. A shirt must also be worn. These policies are established for health and safety reasons and are in effect throughout the school year.

Residence Hall Standards for Student Conduct

UHDS is continually striving to provide the best possible environment for all students living in the residence halls. In pursuit of this goal, UHDS has established regulations for the protection of residents' personal safety and residence hall environments. Violations of these regulations may be viewed as minor when considered as individual cases but pose serious problems when incidents occur in great numbers. These regulations are enforced by residence hall staff and may include disciplinary action, individual or group fee assessments.

The University reserves the right to amend any policy herein at any time in accordance with established University procedures. Communication of any changes will be made to the University community in an appropriate and timely fashion.

Alcohol

The possession and/or consumption of alcoholic beverages are prohibited in all residence halls on the campus of Western Illinois University, with the exception of Higgins, Grote, Lincoln/Washington, and Bayliss/Henninger.

Alcohol in open containers is not permitted in any outside area adjacent to the residence halls. Possession of alcohol in open containers in these areas will result in University disciplinary action and may result in arrest by OPS.

In Higgins, Grote, Lincoln/Washington, and Bayliss/Henninger Halls, alcoholic beverages may be possessed and consumed by individuals who are of legal age according to Illinois law. Alcohol containers may not be larger than one quart (32 fluid ounces). Students found in possession of a keg or other large container may be relocated to another residence hall. In addition, the keg/container and all its paraphernalia (e.g., tapper) will be confiscated and become the property of UHDS. Alcoholic beverages may be consumed only in individual rooms while the room door is closed and may not be consumed in hallways, stairways, elevators, lounges, or any other public area of the residence hall. Individuals should make their guests aware of all aspects of the alcohol policy. Students under legal drinking age in rooms where alcohol is permitted and being consumed will be subject to disciplinary action. Alcohol is permitted in the common room of a suite if all students are 21 or older.

Empty alcohol containers are permitted for decorative purposes in student rooms only in halls where alcohol is allowed. Empty keg containers are not permitted.

Animals

Animals (except for aquarium fish in a 10 gallon tank or less) are prohibited in the residence halls.

Damage Assessment Policy/Vandalism

Damages beyond normal wear and tear due to vandalism will not be tolerated

Whenever possible, room or community damages caused by vandalism are assessed to the individual(s) responsible. If the damages cannot be assigned to the responsible party, they

are assessed to the smallest logical group (e.i., floor or wing). A fee of \$75 will be assessed for the cleaning by the janitorial staff of any unsafe or unsanitary mess such as blood, vomit, or other potentially hazardous unsafe substance.

Appeals to damage assessments should be initiated in writing to your Complex Director.

Decorating Your Room

We encourage you to use your creativity to make your room more like home. However, we do not allow students to paint their rooms or hang any type of wallpaper. Additionally, mounting furniture, televisions, and/or any item that requires drilling in to the wall is prohibited.

While you may decorate the inside of your room to suit your tastes, the outside of your door and window are considered available to public view. The University will not allow the posting of items which are deemed to be racist, sexist, indecent, scandalous, illegal, inciting, or in any way oppressive in nature. The use of neon signs in residence hall windows is prohibited. These items may be removed, and disciplinary action may be taken.

The unauthorized modification of residence hall facilities or equipment (e.g., extending TV cables outside the lounge area; extending antennas beyond the interior of the building; and tampering with or altering electrical supply outlets, light fixtures, etc.) is prohibited.

Electrical Appliances

Due to potential fire hazards and power failures caused by overloaded electrical circuits, electrical appliance usage must be limited. Electric shavers, hair dryers, hot combs, clocks, VCRs, irons, coffeemakers with automatic shutoff mechanisms, radios, stereos, DVDs, and televisions are permissible (so long as the latter have a volume control).

Refrigerators can be no larger than 4.5 cubic feet and use no more than two amps when running. Microwaves are permissible as long as they do not exceed 700 watts.

The possession of unauthorized heat-producing electrical appliances, such as space heaters, popcorn poppers, hot plates, etc., and the possession of candles, kerosene lamps, or open flames are prohibited in any area of the residence halls. Any appliance with an exposed heating element is prohibited.

In addition, the use of multi-outlet plugs without built-in surge protection is prohibited. Only grounded extension cords may be used (12- or 14-gauge extension cords are acceptable).

Fire Safety Regulations

- No candles are allowed, not even for decorative purposes.
- No open flames (e.g., candles, kerosene lamps) or any incendiary devices will be permitted in the residence halls. The burning of incense is not allowed in any residence hall room or public area. Any special exceptions must be approved by the Complex Director and the director of Office of Public Safety.
- The possession, storage or use of flammable liquids or substances is strictly prohibited in the residence halls.
- Electrical appliances should be limited to radios, clocks, televisions, irons, coffeemakers with automatic shut-off mechanisms, and other nonheat-producing items and must be in safe operating condition. Heat-producing items such as space heaters, popcorn poppers, hot plates, halogen lamps, or appliances with an exposed

heating element such as a George Foreman grill or toaster oven may not be used in any area of the residence hall.

- All living and storage rooms will be maintained in such a manner as to allow a wide, uncluttered pathway.
- The use or possession of multi-outlet plugs or power strips in the residence halls is prohibited without a built-in surge protection.
- Extension cords will be no less than UL-approved #14-gauge wire and no more than #12-gauge wire. This is a heavy-duty, grounded, protected cord that will allow for the safe use of those appliances most often found in a University residence hall room. The extension cord itself must be maintained in a safe condition. The cord should not be draped over a nail, should not be placed in a foot traffic area where it could be damaged, and should otherwise be protected to ensure its safe condition. The use or possession of extension cords not meeting these specifications is prohibited.
- Live trees will not be permitted in the residence halls.
- In order to ensure compliance, UHDS staff members and/or the fire department for the city of Macomb may check student rooms on a continuing basis.
- The possession or use of firearms, fireworks, other explosive materials, or weapons in any University-owned housing unit or at a student activity on campus is strictly prohibited by University policy and state law. Students are not to start a fire, explode fireworks or chemicals, improperly use a weapon, set off false alarms, or tamper with firefighting equipment.
- Motorcycle engines, fuel tanks, and other motorized vehicles may not be stored or repaired within residence halls.

In the event of a violation of the above rules, disciplinary action will be taken.

The University may recommend suspension if you are found responsible for the following:

- transmitting, in any manner, a false fire alarm in any residence hall on the campus of Western Illinois University.
- damaging property by means of fire or explosives in any residence hall on the campus of Western Illinois University.

Such criminal acts are a threat and danger to the lives and property of all residence hall students. In addition, University authorities will cooperate with OPS in bringing appropriate charges and assisting in the prosecution of offenders under local, state, and federal laws.

The use of a fire extinguisher or other fire protection equipment for other than its intended purpose will automatically result in a \$25 fine plus the cost of recharging or replacing the extinguisher. You will also be referred for judicial and possible legal action.

Hall Sports Policy

Residents are prohibited from participating in any kind of sport or physically active game inside the residence halls, including but not limited to football, basketball, soccer, hockey, golf, rollerblading, frisbee, tag, bowling, wrestling, and water fights. This policy has been adopted to prevent accidents that could potentially damage people, property or fire sprinkler systems in the residence halls.

Holiday Decoration Safety Regulations

- Only artificial trees shall be permitted in student rooms, lounges, apartments, and food service areas. The possession of live trees in the residence halls is prohibited.
- No lights are to be used on aluminum trees. Spotlights may be used.

- Only UL-approved or UL-listed electrical light sets may be used for decoration. The power line must not pass through a doorway or window frame to an outlet. Hanging lights or any other objects are not allowed on fire sprinkler piping or heads.
- Trees or decorations are not to be placed in any corridor or area that might obstruct an exit.
- All decorations used on the inside of any University building must be flameproof or made of a material that is flame retardant.
- No open flames are permitted.
- At no time shall hallway or exit lights be painted or covered.

Posting Information in the Halls

The University will not approve any information that is deemed to be racist, sexist, indecent, scandalous, illegal, inciting, or in any way oppressive in nature. Each hall has established locations where materials may be posted.

Any group or organization wishing to post information in more than one residence hall must have the material approved by the Director of Residence Life or their designee. Materials should be brought to Seal Hall 142 for approval at least ten days in advance of the event to ensure they are distributed to the residence halls in a timely manner. Since posting materials in the residence halls is a service to student groups, UHDS accepts no responsibility for timeliness nor do we indicate support for events advertised in the halls. Any material that violates the department's solicitation policy will not be posted.

Complex Directors approve information in the halls as it relates to residence hall staff programs and hall government.

Proper Use of Room Furniture

Mattresses must remain on bed frames and may not be taken outdoors or placed in common areas on the floor. All mattresses and residence hall room furniture (with the exception of metal bed frames) must stay in the residence hall room. The unauthorized removal of furniture may result in disciplinary action,

The use and/or possession of unauthorized furniture, such as weight-lifting equipment and waterbeds, is prohibited.

Students are held responsible for the condition of all furniture for their room. Cinderblocks may not be used in residence hall rooms, including being used to raise beds or build furniture.

After receiving approval from hall staff, students in Thompson, Higgins, and Tanner may construct their own beds/lofts. All lofts must be free standing and not rest upon the desk,, dresser, wall, ceiling, or any other part of the room. It should be noted that the University is not responsible for damages or injuries caused by self-constructed lofts use. Buildings with stackable furniture (Bayliss, Henninger and Grote) may not use lofts.

Quiet Guidelines

One of the primary rights of students in residence halls is the right to study in one's room free from unreasonable interference. Thus, noise and other distractions that inhibit the exercise of this right are strictly prohibited.

Quiet hours will be Sunday–Thursday, 10:00 PM – 11:00 AM, and Friday and Saturday, 1:00 AM – 11:00 AM

During quiet hours, the following guidelines exist:

- The noise level resulting from conversation or the use of stereos, radios, televisions, and telephones in any room should not be loud enough to be heard outside the room.
- Floor lounges are to be used for quiet activities (e.g., study, programs, television, games, etc.). It is expected that lounge doors will be closed and noise will be kept at a moderate level.
- Conversations in the hallway and bathroom must be conducted at a low voice level.
- Residence hall staff may confront students who are making too much noise even if they have not received a complaint from another student.
- Students are expected to confront other students who are making too much noise. The student making the noise is expected to reduce the noise level immediately.

Courteous behavior – Courteous behavior is expected at all times, even when designated quiet hours are not operational. **Remember: The right to quiet always supersedes the privilege to make noise.**

Enforcement of quiet guidelines – Students in violation of quiet hours policy will be referred through the judicial system. On designated quiet floors, students in violation of the noon-to-noon (24 hr.) quiet agreement will receive a warning. A second warning within a 15-week period may result in relocation to another floor.

Finals week quiet hours – During finals week, quiet hours are in place on all residence hall floors 24 hours a day, beginning Saturday and ending Friday at noon. The beginning hour and ending hour for quiet hours are decided jointly by hall staff and government as long as they begin the Saturday before finals. Each hall staff/government may request to remove quiet hours for one hour each day between 5:00 PM and 7:00 PM. As always, courteous behavior applies. Signs will be posted within the halls informing students when quiet hours will begin, end, and be lifted. Students in violation of this policy will be referred through the judicial system and may be asked to leave the hall immediately after their last final exam.

Room Entry by Residence Hall Staff

The right to privacy is of paramount importance and should not be violated; however, the entry into and/or search of the living quarters and personal property of a student may be conducted by the following people for the purposes and under the procedures detailed below:

- By civil law enforcement officers in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure.
- By authorized University personnel to ensure that health, fire, and safety regulations are maintained.
- By authorized University personnel or agents to make improvements and repairs and to provide routine maintenance services.
- By authorized University personnel in emergency and/or extraordinary situations to protect the health, safety, and welfare of students or to make emergency repairs to prevent damages to the property of the student and the University.
- When there is reasonable cause to believe there is/has been a violation of University regulations or local, state, or federal laws or ordinances.
- When a staff member knocks and is invited into the room.
- When the door is open and a violation of University policies is in plain view.

In all instances, such entry shall be made only for the purposes set forth above. Observed alleged contraband will be confiscated and/or alleged violations of University policies, rules, or regulations will be referred to the Complex Director for follow-up action. Contact

your Complex Director for information and appropriate procedures to attempt to retrieve confiscated items. Routine health and safety checks by staff will occur during the thanksgiving break, fall semester break, and spring break periods.

Smoke-Free Residence Halls

Smoking is not permitted in any University-owned residence hall. In cases where conflicts between smokers and nonsmokers cannot be resolved, the right to a smoke-free environment shall take precedence. Each hall has designated smoke free entrances. Smoking is not permitted within 50 feet of these entrances.

Residence Halls Designated Non-Smoking and Smoking Entrances

Bayliss: All 1st floor entrances – non-smoking; northwest basement entrance – smoking

Henninger: All 1st floor entrances – non-smoking; north basement entrance – smoking

Corbin: All 1st floor entrances – non-smoking; west basement entrance – smoking

Olson: Basement and 1st floor south entrances – non-smoking; 1st floor east entrance – smoking

Lincoln and Washington: All 1st floor entrances and basement north entrance – non-smoking; basement south entrance (closer to Lincoln) – smoking

Grote: All 2nd floor entrances – non-smoking; 1st floor/basement east entrance – smoking

Higgins: Southeast entrances (near information desk) – non-smoking; south entrance (near staff offices) – smoking

Thompson: South, east, loading dock, northwest entrances – non-smoking; northeast (computer lab) entrance – smoking

Tanner: 1st floor south and 3rd floor north and south entrances – non-smoking; 1st floor north entrance – smoking

International House: basement, 1st floor patio, and 1st floor north entrances – non-smoking; 1st floor main east entrance – smoking

In addition, the ADA Compliance Office and the Office of the Vice President of Administrative Services would like to remind individuals that the University's policy on clean air/no smoking prohibits smoking in public places as required by the Illinois Clean Indoor Air Act (410 ILCS 80). Public places include reception areas, lobbies, restrooms, offices, elevators, food preparation and serving areas, stairways, classrooms, conference rooms, lounges, hallways, and laboratories. Smoking is also banned in all WIU residence halls.

For more information about the residence halls designated non-smoking and smoking entrances, contact your hall staff.

Solicitation Policy

Solicitation is defined as urging, inciting, requesting, or advising a person or persons to adopt an idea or purchase merchandise and/or services for personal profit or organizational gain. Product orientation as a form of solicitation is defined as the description and/or analysis of a particular line of merchandise or services for educational purposes.

Residents are not permitted to use their rooms or other facilities of the building for any commercial purposes whatsoever. **Solicitation may be permitted by individuals or agencies that are given specific written permission by UHDS in the following instances:**

- When the proceeds of the event are donated to established charitable causes; or
- When a residence hall program is raising funds for its own internal purposes.

Permission for solicitation must adhere to these guidelines:

- Solicitation must be conducted in a manner that is not disruptive to the residents of the residence hall.
- Solicitation may occur only in public areas of each residence hall. Time and location are to be determined by the Complex Director. Any resulting sales must take place in individual student rooms by invitation or appointment.
- Solicitation may not be conducted on a door-to-door basis under any circumstances. Individual solicitation may take place in student rooms by appointment only and when the guest is escorted to and from the room.
- Group solicitation by appointment is not permitted in student rooms.

Product orientation may be conducted in WIU residence halls under the following guidelines:

- Product orientation may occur only when the presenter is invited to a floor by the residents of that floor and with the approval of the Complex Director.
- Product orientation may occur in public areas only by recognized University organizations and other departments of the University that have received prior approval from UHDS.

Organizations or departments seeking permission for product orientation must submit the following information at least three days prior to distribution:

- List of halls in which information is to be distributed
- Date(s) and time(s) of distribution in each hall
- Sample(s) of the material to be distributed—one copy for each hall

The following guidelines apply to the distribution of materials within the halls:

- Contact Residence Life at 309-298-3328.
- Set up the table only in the designated area provided by UHDS staff.
- Material may only be distributed to students who approach the table and request information. The organization distributing materials may not initially approach any individual.
- As a result of a product orientation, no exchange of money or the signing of any written agreement may occur unless the solicitor is expressly invited to individual student rooms for that purpose.

If these guidelines are not followed, the organization may be asked to leave the hall and may not be allowed to distribute any other material(s) in the halls for the remainder of the semester. Failure to comply with these guidelines may result in the revocation of permission to solicit within WIU residence halls.

Sprinklers

The following regulations shall apply to the use of all sprinkler systems in campus residence halls and other buildings:

- Under no circumstances may sprinklers be painted or in any way obstructed.
- Objects may not be hung or draped from sprinkler apparatus.

- Sprinklers activated during an emergency are to be turned off only by authorized fire safety personnel or physical plant staff.
- No one may commit acts that endanger the proper functioning of sprinkler systems. Violations of this regulation may result in both judicial and administrative disciplinary actions.
- Tampering with fire safety equipment, including the sprinkler system, may result in referral for student disciplinary action and criminal prosecution.

Student Room Responsibility

You and your roommate jointly share the responsibility for your room. You are responsible for the condition of furniture, walls, woodwork, and floors. Damage that occurs beyond the limits of normal wear and tear is your responsibility and will be charged accordingly to you and/or your roommate. UHDS staff will determine normal wear and tear during the check-out process. You and/or your roommate may be held accountable for misconduct that occurs within your room.

In addition, you are also responsible for the behavior of your guests, who must also follow all Western Illinois University policies.

Visitation and Guests

Western Illinois University permits students living in residence halls to have guests of the opposite or same gender visit their rooms. Any students assigned to a residence hall may host a guest or visitors in his or her room in a manner consistent with the visitation policy for each living unit. All guests must abide by the rules and regulations of residence halls and the University. Any violations of these policies may result in the guest being asked to leave and disciplinary action initiated against the host or hostess.

General Visitation Rules

- I. A community shall be open to guests of the opposite or same gender only if invited and escorted by a resident of the community. The resident must escort the guest at all times.
- II. Hosts and guest must adhere to the following community restroom and shower policies. Each community may petition for a variance in the restroom policy; however, a variance in the shower policy will not be permitted. An escort plan should be in place and agreed upon by the community. All community contracts must be approved by UHDS before any procedure or policy variance may begin.
 - A. At all times, members of the opposite gender must be escorted to and from the restroom facility by their host.
 - B. The rights of the community members to use restroom facilities shall take precedence over their use by guests of the opposite gender. To ensure these rights,
 - no guest may use the restroom when a member of the community is using the facility. (The restroom must be cleared.)
 - the host is responsible for remaining outside the restroom to alert floor residents that the facility is occupied by a member of the opposite gender.
 - C. Showers may not be used by members of the opposite gender at any time.
- III. Residents may host a guest for no more than three days in a ten-day period, provided the roommate agrees. The visitation policy applies to guests and students. As the host, we encourage you to inform your guest of our policy prior to the visit and make

other accommodations, if necessary. Guests staying beyond three days will be considered to be trespassing, and both the host and the guest may be subject to judicial action.

- IV. UHDS reserves the right to distinguish between a visiting guest and actual residency. A guest making unusual frequent visits will be considered to be trespassing, and both the host and the guest may be subject to judicial action.
- V. Consideration for the privacy and rights of roommates in each room will be given priority. A roommate may not be denied access to his or her room at any time and may, in effect, declare the room off limits for any open visitation. Violation of the roommate's rights of privacy will be considered a major violation of the policy, and the offending party may be referred for disciplinary action.
- VI. Hosts will be responsible for the actions of their guest(s).

Individual Student Room Visitation

- Roommates shall mutually decide on the desired visitation hours, consistent with University policy, that they will allow for their room.
- The decision will be communicated in writing and signed by both residents of the room.
- The maximum number of days and hours of visitation shall be indicated in the written agreement.
- A new agreement shall be drawn up any time a new roommate is assigned to the room.

Contract Information and Assignment Policies

Payment of Account

Room and board are payable by the semester based upon the University billing schedule. A finance charge on the unpaid balance is assessed each month thereafter. Hall facilities and class attendance may be denied to a resident for nonpayment of room and board.

Contract Number

Your contract number is the number assigned to your residence hall contract when it is received by UHDS for processing. Room assignments made through our automated assignment program and room changes based upon consolidation are based upon this number. Assignment of single rooms, from the Single Room Waiting List, is based upon the contract number and the date the student signed up for the waiting list. The number assumes that your on-campus residency has not been interrupted since you first applied for the residence hall room. If it has been interrupted, the number is the one that is on the Residence Hall Application/Contract most recently signed.

Single- or Double-Room Accommodations

Rooms are designed for either one or two people.

Single-room accommodations are available in most buildings. Single rooms are available at an additional cost, are based on contract number priority, and are assigned based on space availability. Every effort is made to accommodate those students wanting single rooms. Those interested in a single room can log onto STARS and place themselves on the Single Room Waiting List.

Many students on campus choose to reside in double-room accommodations. Living cooperatively with a roommate presents both a challenge and the advantage of sharing the residence hall experience with another person. For many students, the sharing of college life with a roommate is one of their most memorable experiences of WIU.

Room Consolidation and General Policies and Procedures

If one occupant of a double room moves, the other occupant, at the discretion of the University, may (1) purchase the room as a single unit, (2) remain in double-room accommodations with a new roommate of his or her choice, (3) be assigned to another double room, or (4) be assigned another roommate by the University. This assignment could happen at any time.

It is the policy of UHDS to offer you the option of a single room whenever possible. If you wish to have a single room, see your residence hall clerk when you receive your consolidation letter.

Room/Roommate Changes

A flexible room/roommate change policy exists at WIU. During the open room change period, you may move anywhere on campus (depending on the availability of space) by

contacting your residence hall clerk. You will be assessed a \$15 charge for an improper room change if (1) you fail to contact your residence hall clerk before making a room change, (2) you change rooms before the open room change period, or (3) you do not move by the date indicated.

Rooms becoming vacant will be offered to those students on the Single Room Waiting List. Two students living in separate rooms may move from their separate rooms into an empty room ONLY IF the completed move results in the same number of openings for single rooms for those on the waiting list or if there is no one on the Single Room Waiting List. Roommates who wish to move into an empty room anywhere on campus may do so during the open room change period at the discretion of the Complex Director.

Room Check-Out Procedures

If you are planning to move to another room in any way or check out of your residence hall room, you must contact your Resident Assistant or residence hall clerk. When you moved into your residence hall room, you completed a Room Condition Report (RCR) form, detailing the condition of your room, and a Microfridge Condition Report (MCR), if applicable. Upon check-out of that room, you will be assessed for any damages caused to the room. It is important to be detailed and thorough when you first complete the RCR and MCR forms because you will be charged for discrepancies not recorded when you moved into the room. In addition to any damages assessed, there is a \$25 fine for improper checkout.

Single-Room Application/Contract Release

If you have contracted for a single room and decide to live in a double room during the semester, you may do so. There is a \$25 charge for the change. Contact your residence hall clerk. You must have specific plans to either move in with another student or have another student move in with you before the Single-Room Application/Contract may be broken.

The \$25 application/contract breakage fee may be waived if you break your application/contract at the end of fall semester and plan to live in a double room during spring semester.

Liability

Although the University will exercise reasonable efforts to protect student property, the University is not in any way liable for loss from theft or damage to any personal property belonging to students or their guests. All students are urged to make sure that their personal property is covered by insurance, either with their parents' homeowners insurance policy or by a special student policy available for this specific purpose by an insurance firm specializing in this type of coverage.

Withdrawal Procedures

If you feel you must withdraw from the University, you are encouraged to talk it over first with your Resident Assistant and Complex Director. The goal of the Resident Assistant and Complex Director is to help you make sure that leaving school is the best decision for you. If you decide to leave, even after thinking it over, you need to officially withdraw in the Student Development and Orientation office. You also must officially cancel your Residence Hall Application/Contract at UHDS in Seal Hall by signing the necessary forms. You should then contact your Resident Assistant and your residence hall clerk to return your room key and properly check out of the hall by signing and dating the RCR form.

All refunds will be in accordance with the terms and conditions of the Residence Hall Application/Contract.

Refund upon withdrawal – If you withdraw from the University, you will be assessed for room and board on a prorated basis. Specific charges may be obtained by calling UHDS or consulting the University student handbook. In all cases, unused board (meal plan) amounts will be refunded.

Special terms and conditions of withdrawal – The housing deposit (\$50) is refundable (1) if written notification to cancel the Residence Hall Application/Contract is postmarked to UHDS no later than May 15 for fall semester, December 1 for the spring semester, and June 1 for the summer session; (2) upon fulfilling the terms and conditions of the contract and properly checking out with the Complex Director and UHDS; or (3) if you are dismissed for academic reasons. The application processing fee (\$50) is not refundable.

The room and board payment is refundable if written notification that you do not plan to enter the University is received by the UHDS office in Seal Hall prior to the first day of registration of the semester in which accommodations had been desired. If you enter the University and then withdraw on your own initiative or are asked to leave the University for disciplinary reasons, the room rent is charged according to the terms of the application/contract. Unused board is refunded or applied to unpaid room rent to the date the student properly checks out with the Complex Director and UHDS in Seal Hall with the exception of the last seven days of any semester.

Residence Hall Release

If you are a single freshman or sophomore student (as defined in the Undergraduate Catalog), you are required to live in University residence halls. All exceptions to this policy must receive approval by submitting a petition request to UHDS in Seal Hall.

The application/contract for residence hall accommodations is a binding legal agreement. The Residence Hall Application/Contract is for one academic year. Releases will be considered only if extenuating circumstances prevail. There must be sufficient rationale and documentation to justify a release from the application/contract.

If a decision to grant a release is made, a contract breakage fee will apply and your account will be billed. Check with the UHDS office in Seal Hall for the exact fee. In addition, the terms and conditions of residency will continue to apply, including loss of the housing deposit in all instances. The decision regarding whether or not a petition for contract release is granted and a penalty assessed will rest with the Assistant Vice President for Student Services – UHDS or his/her designee.

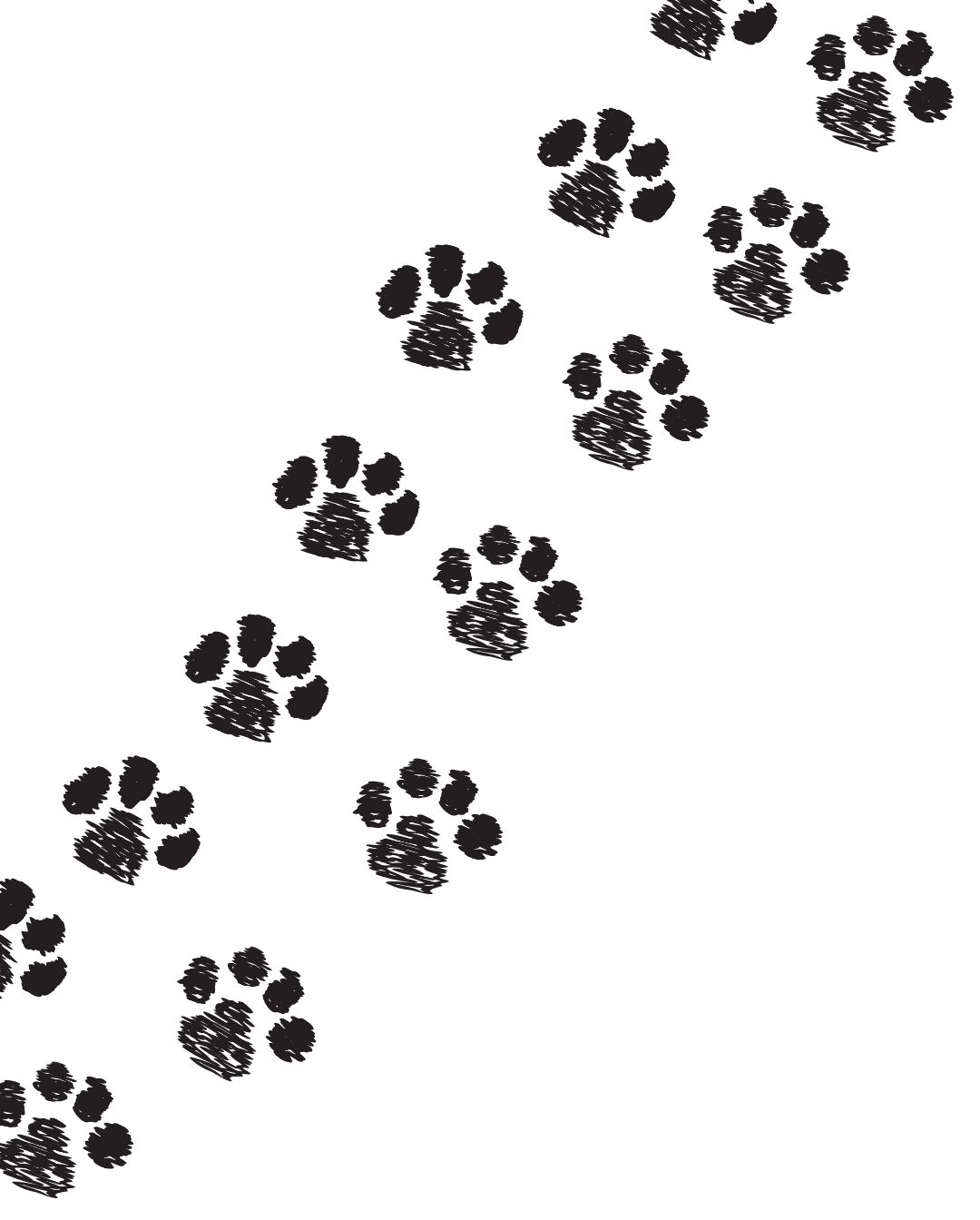
Administrative Room Cancellation

To protect the rights of all residence hall students and to maintain an acceptable study environment at the end of the semester, UHDS has developed the following policy to be used after reasonable attempts to alter a student's behavior have failed. If your behavior is disruptive to the environment and it is apparent through your actions or attitude that the disruptive behavior will continue, an administrative warning will be issued. This warning indicates an expectation for a positive change in your behavior and the consequences for noncompliance.

Noncompliance may result in

- immediate cancellation of your current room assignment and meal plan, requiring that you vacate the premises within 12 hours.

- forfeiture of your Residence Hall Application/Contract deposit.
- cancellation of any application/contract agreement you may have for the next academic semester, resulting in the loss of the fall semester assignment or contract number seniority. You remain subject to University residence requirements for fall semester.
- your parents being notified by telephone of the application/contract termination, with a request that they come to campus to assist in the process of helping you vacate the premises.



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