

GREETINGS FROM THE DIRECTOR

On behalf of the entire Residential Life team, I would like to welcome you to on-campus housing at Johnson & Wales University Charlotte. Whether you are new to on-campus living or have been with us before, we are excited to have you as our resident!

On campus living has its obvious benefits, such as location in uptown Charlotte and convenience to campus buildings and services. We encourage you to be actively involved in your residential community and to take full advantage of all that on-campus living has to offer.

Three important tips for a successful residential experience:

Get involved in your building community by participating in programs and getting to know your fellow residents. You have one thing in common with every other person here— your education! Make the most of this diverse living experience by developing friendships that will support you through your time at JWU and possibly throughout the rest of your life.

Get to know your building staff. Your Resident Assistant (RA) and your Residential Life Coordinator (RLC) are here as a guide, a mentor and a friend. The RLC is a live-in professional who manages the building, ensures your safety and supervises the Resident Assistants. The RA is a student just like you, who is here to offer support, programming opportunities, and ensure a safe, living-learning environment.

Become familiar with this guide. It contains important information you will need before arriving to campus, as well as, policies/procedures in place while living on campus. We also encourage you to stay informed throughout the academic year by reviewing items on bulletin boards and checking your JWU email on a daily basis.

I hope the coming year is one of success and happiness for you. Please feel free to call upon any of us in the Department of Residential Life should a need arise.

Sincerely,



James Minton
Director of Residential Life

RESIDENTIAL LIFE

Residential Life is located in Cedar Hall South, off the east breezeway. It is open Monday – Friday from 8:30 A.M. to 4:30 P.M. Always feel free to stop by or contact us by phone at 980.598.1800 or by email at reslife.clt@jwu.edu if you have any questions or concerns.

Our Mission

Residential Life seeks to create a living-learning environment in which students will value diversity, develop interpersonal communication skills, gain self-awareness, function interdependently, utilize critical thinking skills, and responsibly engage in a supportive campus community.

The Residential Life office staff is comprised of dedicated professionals who are committed to the safety, success and overall well-being of the students at JWU Charlotte. Here is a listing of the department staff:

JAMES MINTON, Director of Residential Life
james.minton@jwu.edu

ALEN DOTY, Assistant Director of Student Conduct
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STEPHANIE HEUPEL, Residence Director, City View Towers
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JONATHAN RINK, Residence Director, Cedar Hall South
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JESSICA BANKS, Residence Director, Cedar Hall North
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KAYLA GEORGE, Receptionist, Cedar Hall North & South
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DIANE MISENHEIMER, Receptionist, City View Towers
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ON-CAMPUS RESIDENCE FACILITIES

Residential Life provides housing for approximately 1,300 students in three residential facilities. Campus residence facilities are divided into two categories: traditional residence halls and apartments. All registered first year and sophomore full-time undergraduate students are required to live on-campus, except those who are 21 or older, residing with an adult relative within 50 miles of the Charlotte Campus, are single parents or married/domestic partnership, transfer student (after high school) or are an international student. Juniors and seniors are eligible to live on campus but their housing is not guaranteed.

Cedar Hall North houses 370 residents and Cedar Hall South houses 382 residents in suite-style rooms with two bedrooms. City View Towers houses 554 residents. Most apartments are in 4-bedroom configurations, with a small number of 2- or 3-bedroom layouts.

Students may also become familiar with the campus by assessing the [campus map](#).

LEARNING COMMUNITIES

Students living in Cedar Hall North or Cedar Hall South can elect to reside in learning communities, which are comprised of floors of the building developed around a common theme.

The *Business Learning Community* is designed for business majors who wish to enhance their college experience through programs focused on business etiquette, current business issues and study skills. **Students must be currently enrolled in the College of Business in order to live within this community.** Students will have the opportunity to participate in on-going programs presented by staff, faculty and floor residents. The Business Learning Community is located in Cedar Hall North.

The *Hospitality Learning Community* is designed for hospitality majors who wish to enhance their experience at JWU by participating in this academically-focused residential community. Students on the hospitality learning community floor will have the opportunity to participate in programming focused on their major and will have the opportunity to interact with staff and hospitality faculty outside of the classroom. **Students must be currently enrolled in the Hospitality College in order to live within this community.** The Hospitality Learning Community is located in Cedar Hall South.

The *Honors Learning Community* is designed for members of the Honors Program and is designed to provide students in the program with a chance to interact with faculty outside the classroom, as well as, develop collaborative relationships with other students in the Honors Program,. **Student must be enrolled in the Honors Program in order to live within this community.** The Honors Learning Community is located on the 4th floor of Cedar Hall North

ROOM ASSIGNMENTS AND RESIDENCY POLICIES

Residency Requirement – First-year and second-year students are required to live on campus except those who are 21 or older, residing with an adult relative within 50 miles of the Charlotte Campus, are single parents or married/domestic partnership, transfer student or are an international student. Students falling into one or more of the above exemption categories are required to complete and submit a *Housing Contract Release & Exemption Form*, available from the [Residential Life website](#). This form must also include documentation to support the reason the student is requesting an exemption from living on-campus. To remain on campus, you must be a full-time student enrolled for a minimum of 12 credit hours.

Housing Contract – Living in campus housing requires that each student electronically agree to the **Room Terms Agreement**, which confirms the residency period and other important conditions of the contract, through the online housing selection system. This agreement is in effect throughout the entire academic year for which the student has agreed to live on-campus. Electronic agreements to the terms and conditions of the contract are binding even if the resident is less than 18 years of age. Students are advised to print a copy of this agreement prior to accepting it for their records.

How Housing is Assigned – Housing is generally secured for the full academic year occupancy period. The only exceptions to this are students who are participating in a long distance co-op or externship experience, are graduating at the end of the fall or winter terms or withdraw from the university during the academic year. All students are responsible for accessing the online housing selection system at jwuLink and going through the appropriate steps to secure on-campus housing. Returning students (including rising 2nd year students) will participate in a housing selection program during the winter term to apply for housing for the following academic year.

In accordance with state and federal laws, no discrimination in contracting or assignments is made on the basis of race, gender, religion, age, veteran status, color, disability, national origin or ancestry. In addition, Johnson & Wales University welcomes all persons regardless of sexual orientation.

If you have been assigned to a building and then become inactive or decide to go on co-op/internship/term abroad, you will forfeit your assignment. There is **no guarantee** you will be assigned to the same building or room/apartment upon your return.

A student who fails to occupy an assigned space by the last day of Check-In will forfeit their assignment to a particular room/apartment *unless* a written statement providing sufficient cause for retention of the assignment is submitted and approved beforehand by Residential Life. The student will be held to the contract and housing charges for the **entire** academic year as long as he/she is a registered, active student at the University.

Housing Costs - Costs for on-campus housing are issued at two rates: *Premium* (residence halls) and *Apartment* (City View Towers). Housing charges are assessed to the resident's account each term. Payments must be made in accordance with university deadlines. Rates are subject to change annually. For info about 2011-2012 fees, please refer to the [Student Academic & Financial Services website](#).

Room & Apartment Changes – Rooms and apartments are to be occupied only by the person(s) properly assigned to them, according to Department of Residential Life records. Housing assignments are not transferable and subletting is strictly prohibited. Room and apartment changes are permitted after the first three weeks of every term. This is what is called a three-week moratorium or “housing freeze.” Residential Life requires this time period to confirm who is residing in each residential space on campus and make any necessary administrative moves. To request a room or apartment change students should visit the [Residential Life website](#) to complete and submit the *Room Change Request Form*. Residential Life staff will review each request to determine if the change is possible and will contact the student with further instructions.

Unauthorized room and apartment changes (including relocating within the same room or apartment) are considered a violation of the Student Code of Conduct. Students found in violation will be subject to review through the student conduct process and may be required to relocate back to their original assignment.

Vacancies –Residential Life strives for full occupancy in each building. If a vacancy becomes available in any room or apartment, the remaining student(s) in that room or apartment agree(s) to accept a new occupant **at any time** to fill the existing vacancy. Any student who visits a potential new room or apartment assignment to view the space should be welcomed without any suggestion that the space is not available. Discouraging potential room/suitemates from taking the room or interfering with the housing placement process will be considered a violation of the Student Code of Conduct. Behavior that discriminates against a newly assigned occupant will be considered sufficient grounds for reassigning the existing occupant(s) or removing said occupant(s) from the community. Such determination will be made at the discretion of the Director of Residential Life or the Assistant Director of Student Conduct. Residential Life also reserves the right to remove students from the community—especially those who, by their behavior, have exhibited disregard for the residential community—for the terms and conditions of assignment occupancy or for other university/housing rules and regulations. The University may terminate this agreement and take possession of the room at any time for violations of the Student Code of Conduct as prescribed in the *Student Handbook* and this guide. If a violation results in a student’s suspension or dismissal from housing, the student is required to pay housing charges for the remainder of the term during which the suspension/dismissal takes effect.

Consolidation - Residential Life reserves the right to move residents for consolidation purposes, disciplinary action, a facility failure, safety reasons, or for other reasons in response to unforeseen circumstances. In the event of a decision to consolidate rooms, students will be informed as soon as possible. Available spaces will be assigned at the discretion of the Department of Residential Life.

Unauthorized Residents – In the event that a space in a room or apartment becomes available, the remaining resident(s) may not allow another person (JWU or non-JWU affiliated) to reside in this space. For the well-being of all on-campus students the Department of Residential Life must have accurate information of housing occupancy at all times. The Department of Residential Life must have all viable open spaces accounted for. **Students found in violation may be referred to Student Conduct for review, pursuant to the Student Code of Conduct.**

Entering Student Rooms & Apartments - Residential Life reserves the right to enter student rooms/suites/apartments for any of the following reasons: emergency, maintenance, health and safety inspections, suspicion of inappropriate behavior/policy violation and administrative necessity. **Students refusing to grant entry to any university official (including Residence Directors and Resident Assistants) acting in the performance of their duties may be deemed in violation of the Student Code of Conduct and may be referred to Student Conduct.**

Interim Housing – During the Thanksgiving Break and Spring Break all residential facilities remain open for students remaining on campus, however the Student Dining Center is closed. During the winter break, Cedar Hall North and Cedar Hall South will close on **Friday, December 23, 2011 at noon** and re-open on **Sunday, January 8, 2012 at noon**. City View Towers remains open throughout the winter break, but the front office will be closed during this break. Students residing in Cedar Hall North or Cedar Hall South during the winter break are required to make alternate housing accommodations during the dates above, but are not required to remove all of their personal belongings.

Early Arrival to Campus – For staffing and security reasons, students are not permitted to arrive before their assigned move-in day. If you have extenuating circumstances that result in the need to arrive early, these are addressed on a case by case basis by contacting Residential Life via email: reslife.clt@jwu.edu.

Departing Prior to the End of the Occupancy Period – Residential students, who withdraw from the University, are dropped from classes, are removed from housing through the Student Code of Conduct process or for any other reason must complete the official check-out process. Generally, students are required to vacate their housing assignment within 24 hours of their notice of being dropped or withdrawing from the University. Removals as a result of sanctions through the Student Code of Conduct process may have stricter deadlines to move out of on-campus housing. Students will be required to participate in a Standard Check-Out process or may complete an Express Check-Out. Students should contact their Residence Director (RD) immediately if they fall into one of the above criteria for further instructions on moving out. Students will be required to remove all personal belongings from their assignment. **Residential Life does not assume responsibility for any personal belongings left in the student’s housing assignment, students may not store personal belongings on-campus nor will Residential Life be responsible for shipping items to students. Items left behind by students will be considered abandoned, regardless of value, and disposed of or donated to a local charity.**

Termination of Housing Contract by the University – Upon reasonable notice and for good cause, the University reserves the right to terminate a student’s housing contract. Should the contract be terminated, the student will be required to vacate the building within 24 hours unless special written permission has been obtained from the Director of Residential Life or his/her designee. Room charges will still be assessed to the student.

Residential Life will, at its discretion, deny on-campus housing to students who have been charged with or convicted of a felony, if it appears they have a personal history, which presents an unacceptable risk to the building community.

In addition, Residential Life will, at its discretion, deny on-campus housing to students who have demonstrated a personal history which presents an unacceptable risk to the building community, including previous student conduct behavioral violations and/or residential life policy violations.

If the decision is made to deny on-campus housing prior to move-in, all housing charges will be credited to the student’s account. If the decision is made to terminate on-campus housing rights once the student is living on campus, the student will be required to pay full or portions of the term’s room charges, depending on the situation and the University’s refund policy, as stated in the *Student Handbook*.

In rare cases, Residential Life may grant a contract release to a student who is unable to remain on campus—typically due to severe financial constraints or significant medical need which impede the student’s ability to reside on campus and attend the university. The Department of Residential Life will only review a contract release request, which has been submitted by completing the *Housing Contract Release & Exemption Form*, available from the [Residential Life website](#). Request forms must also include relevant and supporting financial or medical documentation. In the exceptional case a release is granted, the student will be responsible for paying room charges for the remainder of the term during which the release was approved as well as a termination fee of \$250 per term that the student will not be fulfilling the original terms of the housing contract.

Damage Charges and Community Charges – Charges for loss or damage to communications wiring, physical structure (walls, windows, doors, ceilings, floors, etc.), furnishings or equipment in a student’s apartment or bedroom will be assessed to the student(s) of that apartment or bedroom. Charges for loss or damages to public area furniture, physical structure and equipment not able to be assessed to a particular individual will be charged against the residential unit (i.e. floor or building community).

Personal Property Liability – Johnson & Wales University and/or Residential Life will assume no responsibility for the loss, damage or theft of personal property belonging to, or in the custody of, the student for any cause whatsoever, whether such losses occur in student apartments or residence hall rooms, public areas or elsewhere in the building. Students are strongly encouraged to carry personal property insurance.

Storage – There is no storage for students’ belongings on-campus during the academic year or over the summer. Students must seek their own arrangements, if necessary, for the shipment and storage of personal belongings.

RESIDENCE HALL COMMUNITY STAFF

Residence Director: (RD) – The RD is a full-time, professional staff member responsible for the building community. Each RLC maintains an office within their assigned building in order to meet with students and manage the day-to-day operations of the facility. The RD also supervises all staff assigned to the building community.

Receptionist – The receptionist is a full time, professional staff member that assists with many of the administrative duties within our residence halls. Their responsibilities include: overseeing mail and package distribution, supervising work-study students and coordinating maintenance requests with Facilities Management.

Resident Assistant: (RA) – These live-in student staff members know about campus resources, organize and coordinate activities, help maintain a safe and supportive building community and help resolve conflicts that may arise. RAs provide duty coverage on a rotating daily basis. RA duty begins at 4:00 P.M. and ends at 8 A.M, 7 days a week. There is a RA on-call 24 hours on weekends. In order to contact the RA on duty, students can call Safety & Security at 980.598.1900 or stop by the front desk.

Work Study Students: Some students receive a portion of their financial aid award through the federal work-study program, which places them in various positions with departments across the campus. Work study students are used by the Department of Residential Life to assist with administrative tasks in our residential facilities.

RESIDENCE HALL COMMUNITY AMMENITIES

Vending Machines – JWU contracts with Canteen to supply quality beverage and snack vending machines conveniently located on every floor of Cedar Hall North & Cedar Hall South. Vending machines accept coins and bills. Need a refund? Contact the telephone number located on the machine. **Vandalism to any machine should be reported to Campus Safety & Security immediately at 980.598.1900. Students found responsible for damage to vending machines will be referred to Student Conduct for review through the Student Code of Conduct process.**

Internet Access – ResNet is the on-campus student residential network, which allows you to connect to university online resources as well as the Internet. The university does not charge a fee for this service.

All you need is a computer with a wired network card for access from your residence hall room. Desktop and notebook computer wired network cards cost between approximately \$20 and \$40 dollars, and are included on most new computer purchases. You will also need a wireless card for wireless access at specified locations throughout campus. Notebook computer wireless network cards cost between approximately \$50 and \$80 dollars, and are included on most new notebook computer purchases.

Learn how to set up and access ResNet, steps to take to protect your computer from viruses and spyware, and more details and step-by-step instructions at the [University Help Desk website](#) and clicking "on-campus network".

Wi-Fi Hotspot Locations:

- Academic Center
- Gateway Center 4th Floor
- Cyber Lounge
- Library
- Cedar Hall North – all common rooms, study rooms, and the Student Dining Center
- Cedar Hall South – all common rooms, study rooms, and administrative offices

- Residence Hall Quad
- City View Towers – 1st floor community room

When you have a notebook computer with a wireless card (or wireless device) in a wireless area, simply connect to the wireless network named “WIFIJWU” (see your particular notebook computer or wireless card user manual for instructions), then open a web browser and follow the instructions listed there to log in with your JWU ID and password.

Telecommunications – There are many changes occurring across the University as we seek to consolidate and improve services for students. Although telephone service is no longer available in residence hall student rooms, there is a courtesy phone located in the common room on each floor of Cedar Hall North and Cedar Hall South. These telephones may be used to call staff, faculty and any JWU office by dialing the 4-digit extension. For medical and other serious emergencies, these telephones may be used to dial 911 for assistance and then Campus Safety & Security at extension 1900.

Cable Television – Standard cable television service is provided throughout campus in all classrooms, lounges, common areas, residence hall bedrooms, and apartment bedrooms and living rooms.

Channel Lineup:

1. Visit the [Time Warner Cable website](#)
2. Select "Channel Lineups" under the 'Tools' heading
3. Select “Time Warner Cable - Charlotte, NC” from the drop-down box and click the “See Channel Lineup” button
4. Select/check only “Broadcast Cable” and “Basic Cable” under the ‘Package Filter’ heading

Laundry – Each residence hall has laundry rooms located on each floor. Laundry rooms are open 24 hours. The University is not responsible for lost or stolen items. We recommend that you do not leave your clothes unattended.

Washing machines and dryers are paid for through the use of a card, rather than coins. A card machine is located in the lobby area of each residence hall where a card can be purchased and additional funds can be added to the card. There is an initial fee of \$5. You will receive a card with a \$3 value on it. Money can then be added using \$5, \$10, \$20 or \$50 bills. Laundry cards are reloadable and additional funds can be added at anytime by visiting the machine in the lobby. Cards are swiped on each washer and dryer and the funds are automatically deducted. The cost is \$1 per wash (approximately 30 minutes) and \$1 per dry (approximately 60 minutes). Money on the cards does not expire.

Keep your laundry card in a safe and secure place. Cards should be treated like cash, as they cannot be reimbursed if lost or stolen.

To report an issue with your laundry card or any machine, please speak with the Receptionist of your residence hall.

Mail & Packages – Mailboxes are provided for each student in our residence halls. Each resident will be provided a key which you will need to keep in a safe place. If the key is lost or misplaced, come to the front desk and let us know right away! Students will be charged \$50.00 for replacement mailbox keys.

Do not send mail or packages prior to your move-in date. Residential Life will only accept items for students who have officially checked in and are actively residing in the building.

The addresses and front desk/office numbers for all of our residential facilities are listed below.

BUILDING	FRONT DESK/OFFICE PHONE	BUILDING ADDRESS
Cedar Hall North	980-598-1851	725 W. 4 th Street, Charlotte, NC 28202
Cedar Hall South	980-598-1871	215 S. Cedar Street, Charlotte, NC 28202
City View Towers	980-598-1861	425 W. 5 th Street, Charlotte, NC 28202

Mail is not automatically forwarded. If you move at any time (including at the end of the year) you will need to notify sources of your new address.

If you receive a package a slip will be placed in your mailbox. Please bring your package slip and student ID to the front desk Monday – Friday, 8 A.M. – 4 P.M. to retrieve your package. Packages cannot be picked up outside of these hours, including weekends and holidays when the University is closed.

Below is an example of how your mail should be addressed:

Student Name:	Joe Student
Building & Mailbox:	Cedar Hall North, Mailbox 101 (A,B, C, D)
Street Address:	725 W. 4 th Street
City, State and Zip:	Charlotte, NC 28202

If you are sending “pre-paid” outgoing packages via carriers such as UPS, FedEx or USPS, please bring them to Printing & Mailing Services, located on the 3rd floor of the Academic Center. Printing & Mailing Services is open Monday – Friday from 7 AM – 4:30 PM. For more information about available services contact Printing & Mailing Services at 980.598.1650.

MOVE-IN DAY

Directions/Parking – for directions to the campus, please visit the [Directions & Transportation](#) website. Parking is provided for all students and their families during opening weekend. University representatives will direct you to unloading and parking zones.

Tips

Pack in many small boxes rather than in a few big ones: Although all of our buildings have elevators, they will be busy during move-in and you may be using the stairs.

Bring assistance, but not too many people! A little bit of move in help is always good, but keep in mind that your room/suitemates will also have people coming and the rooms will be crowded with boxes.

Bring your own personal cart/hand truck. This will make moving in much easier. The university **does not** provide carts/hand trucks.

Plan for weather. Try to pack items in weather-resistant material, such as Rubbermaid® storage containers, as opposed to cardboard boxes. Bring ponchos in the event of rain (it’s hard to carry boxes with an umbrella ☺)!

Dress comfortably. Moving is always hard work. Wear light clothing and comfortable shoes.

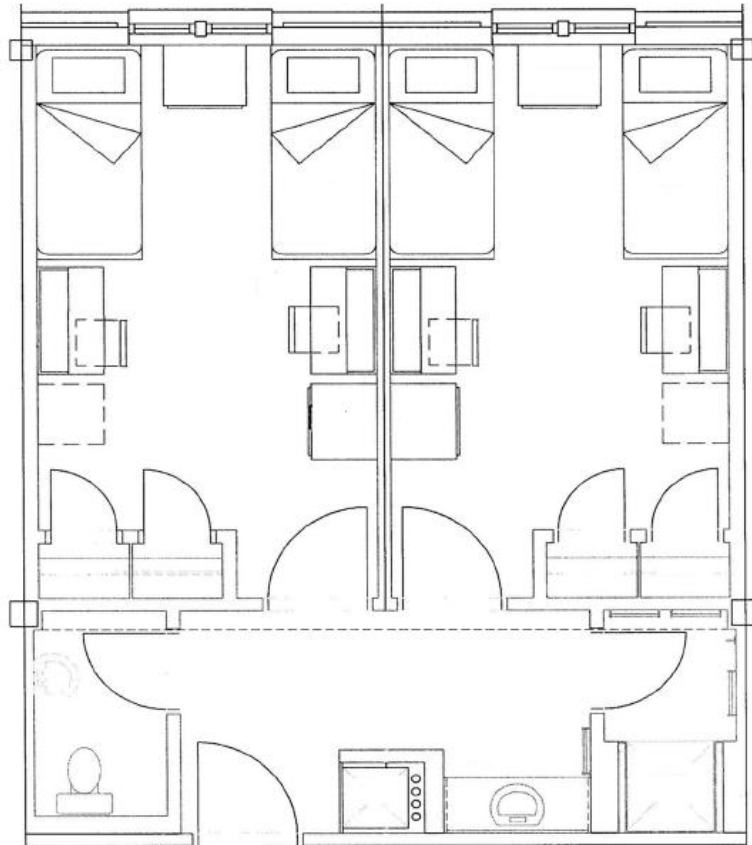
Contact your roommate before you pack. Make sure you are not doubling up on large items, such as TV’s, stereos, etc.

If you live close by or within a reasonable travel distance, only bring seasonal clothing with you. You can always switch to winter clothing on a visit home.

Don't worry if you forget something. Residential Life staff can direct you to the nearest stores, grocery and retail outlets. Don't feel as though you need to bring everything with you.

SUITE LAYOUT AND DIMENSIONS

Cedar Hall North & Cedar Hall South offer 2-bedroom suite configurations housing a total of 4 students, with a small number of 2-person suite layouts. Below is the standard suite layout and dimensions for the furniture provided to each student.



Furniture Dimensions

- (1) 3-drawer dresser [24" d x 30" w x 29.5" h]
- (1) 4-drawer desk [24" d x 42" w x 29.5" h]
- (1) 2-position desk chair [24.5" d x 18.5" w x 32" h] [Seat height: 17"]
- (1) Adjustable/bunkable twin-size bed [36" w x 75" l] [Maximum height: 31"]
- Closet with shelf and rod

THINGS TO BRING:

Hair dryer

Iron (*automatic shut-off only*)

Lamp (*no halogen bulbs*)

TV/VCR/DVD

Stereo

Pens/pencils; pencil sharpener

Envelopes and stamps

Notebooks

Stapler and staples

White out

Scissors

Dental floss

Deodorant

Hair care

Nail file/clippers

Shaving items

Soap

Shampoo/conditioner

Tissues

Toilet paper

Cleaning and Laundry Items

Broom

Detergent and fabric softener

Disinfectant

Laundry bag/basket

Trash bags

Trash basket

Bathroom cleaning supplies

Linens

Twin sheets (*standard or extra long will work*)

Comforter

Blanket

Pillows

Mattress pad

Room Accessories

Posters, pictures

Removable adhesive

Additional large furniture is NOT permitted (small items require prior RD approval).

As you settle into your assigned suite, you should remember the following guidelines:

- Do not remove any furniture from your suite
- Building or installing lofts or platforms, placing beds on top of any furniture in the room or using cinder blocks as bed risers is strictly prohibited
- Please affix items to the walls using materials that will not damage the walls. It is strongly suggested that you do not use nails, screws, duct tape, Sticky-Tac® or other support materials that may damage walls, ceilings or doors
- Common area furniture may not be removed from its' designated location
- Students are not permitted to remove window screens for any reason other than during an emergency situation
- Painting walls, ceilings, doors, university furniture, etc is strictly prohibited
- Please do not hang any items from lighting fixtures
- Please do not hang items from the ceiling
- Removing, damaging, covering or hanging items from fire extinguishers, smoke detectors, sprinklers or fire alarm warning devices is strictly prohibited and is a violation of the Student Code of Conduct and federal/state/local laws
- Please do not install personal locks or chains on suite/bedroom doors, closet doors or window sashes
- Do not remove closet, suite, bedroom and/or bathroom doors from their hinges for any reason
- Please do not damage, either maliciously or carelessly, University or the personal property of others

The following items are strictly prohibited from our residence hall community due to fire safety regulations, federal/state/local laws or University policy:

- Alcoholic beverages and containers – even empty ones! (regardless of the age of the student)
- Narcotics, drugs and drug-related items – including prescription medications that are not in your name or their original containers
- Firearms, weapons, ammunition and related paraphernalia – including martial arts equipment either replica or practice and paintball equipment
- Explosives
- Gasoline, kerosene and other fuels
- Motorized vehicles
- Pets/animals, including fish - except approved service animals
- Halogen lamps/lights
- Candles, incense or other open-flame items
- Excessively loud speakers and/or amplifiers – to be determined by Residential Life staff
- Air conditioning units
- Non automatic shut-off appliances
- Microwaves
- Construction barriers, cones and street signs
- Neon signs and lava lamps
- Space heaters
- Installed satellite systems
- Gas-powered grills
- Unauthorized upholstered furniture
- Lofts and/or platforms
- Any other items that may affect the safety, security or living of others in the apartment community

The most up-to-date listing of prohibited items may be found by visiting the [Residential Life website](#).

EXTERIOR DISPLAYS

While students do have the freedom to be creative within their suite/bedroom, please note the following regarding exterior displays:

- The University assigns only the interior of suites/rooms for student use
- The University does not grant students permission to decorate, or in any way modify, the exterior or common areas of University buildings
- Students may not hang any banners, flags or other items outside their University windows
- Displays inside the window of a student room are permissible provided they do not interfere with the egress in case of an emergency

The outside of the suite door (not including surrounding wall and doorframe) is considered to be the interior space for the purpose of decoration. Students may decorate their door with items such as a message board and other materials they choose. All displays and messages must be in good taste, to be determined by the Department of Residential Life. All residents are encouraged to be sensitive to the values and beliefs of other residents when choosing what is displayed.

ROOM AND COMMON AREA CONDITION

Private vs. Common Area – All spaces within our residential facilities are categorized as either “private” or “common.” **Private spaces** include student apartments/bedrooms, apartment/suite bathrooms, living room and kitchen areas. **Common areas** include the exterior walkways, breezeways and grounds adjacent to University residential facilities, building entries, lobbies, corridors, lounges, common rooms, study rooms, community room, fitness center, stairways and any other University residence areas accessible to all residents of a property except those specifically listed under the private category. The Department of Residential Life reserves the right to enter student apartments/rooms for any of the following reasons: emergency, maintenance, health and safety inspections, suspicion of inappropriate behavior/policy violation and administrative necessity. **Students refusing to grant entry to any university official (including Residence Directors and Resident Assistants) acting in the performance of their duties may be deemed in violation of the Student Code of Conduct and may be referred to Student Conduct.**

Move-In – At the time a student moves in, they will be required to complete a *Room Condition Report* with a Residential Life staff member. This report will be pre-filled in as the space will be inspected prior to the students’ arrival by a Residential Life staff member. Students will be provided with an opportunity to inspect the suite prior to moving their personal belongings into the assignment. Students should be thorough in noting any existing damage to the suite or University furnishings on the *Room Condition Report* in order to be released from financial responsibility for repairs/replacement at the time of check-out. Failure to note discrepancies on the condition of the suite or its’ furnishings at the time of move-in will result in the student being financially responsible for the repair/replacement of item/area. Failure to return your *Room Condition Report* by the prescribed deadline at move-in will result in a student assuming the suite and its furnishings were in perfect condition upon move-in.

During the Year – Residents are responsible for the care of University property in their suite and the common areas of the residence hall community. Any damage or loss will be assessed to the person(s) responsible. Please note that if you have non-JWU guests, you are responsible for any damages or losses they incur. The University has established policies governing the use of its residential facilities in an effort to protect its property and provide a comfortable living environment for all students. The occupants of each suite share jointly the responsibility for the suite. Occupants are responsible for the condition of the furniture, walls, ceiling, etc. Damage that occurs beyond normal wear and tear is charged to the occupants of each suite. Residents are responsible for keeping their own suite/bedroom clean and must furnish all supplies needed to maintain an acceptable level of cleanliness, as determined by the Department of Residential Life. This responsibility extends to the bathroom areas of the suite as well.

Move-Out – For students to properly move out of their assigned suite during the year, they must complete the following:

- Contact your RD via email or by telephone advising that you will be moving out. Your RD will provide you with options for checking out and will work with you to determine a suitable date and time by which you must vacate the building. Generally students are provided 72 hours to complete the check-out process and move out of the building. Your RD will also assign a RA to facilitate the check-out process.
- Remove all personal belongings from the suite. **Residential Life does not assume responsibility for any personal belongings left in the student’s housing assignment, students may not store personal belongings on-campus nor will Residential Life be responsible for shipping items to students. Items left behind by students will be considered abandoned, regardless of value, and disposed of or donated to a local charity.**
- Clean your bedroom and bathroom areas. This includes sweeping and mopping tiled surfaces and dusting furniture/window sills.
- Remove all trash/unwanted items from the suite and dispose properly in your floor’s trash room. Students who leave trash/other items behind will be subject to a \$15.00 per bag trash removal fee.
- Close and lock windows and doors.

- Depending on your check-out option, you will either be provided with an envelope to return your keys in or will turn them into a Residential Life staff member during a check-out appointment. Students who are provided an envelope for their keys should return the sealed envelope to their residence hall front desk upon leaving.

STUDENTS WHO FAIL TO CHECK-OUT PROPERLY BY FOLLOWING INSTRUCTIONS PROVIDED BY THEIR RD WILL BE ASSESSED A FEE OF \$50.00.

Like to plan ahead? Here is some information about our major breaks and holiday closing. While our residence halls are open during the fall and spring breaks, they **close completely** during the winter break. Please arrange travel according to the following dates and times:

WINTER BREAK (Residence Halls Closed, City View Towers open): Residence halls close Friday, December 23, 2011 at noon. Halls reopen on Sunday, January 8, 2012 at noon. **Students are not permitted to remain in the residence halls during this time.** All students who require housing during the holiday break must make their own arrangements for accommodations.

BUILDING CLOSING (May): Students must depart within 24 hours of their last exam or **no later than** 12 noon on Friday, May 18, 2012. Graduating students must sign up to remain in housing until 5 P.M. on Saturday, May 19, 2012.

Alternative Living Arrangements – If you need to make alternative living arrangements during the winter term break, we suggest contacting the Doubletree Hotel, located adjacent to the Academic Center. They can be reached at 704-347-0070. Be sure to inquire about student discounts!

Private Area Maintenance – Maintenance issues should be reported as soon as possible so that they can be addressed quickly and to avoid small problems escalating into larger ones. Students may submit maintenance requests via the [Residential Life website](#). Complete and submit the online form. Facilities Management strives to respond to maintenance requests within a 24-48 hour period from the time of submission, however major problems, or requests submitted on holidays or weekends may experience longer response times.

In the event of a major maintenance issue in your suite, including: complete loss of power, air conditioning/heat or overflowing sink/toilet; please report the issue immediately to the front desk or Safety & Security by calling 980.598.1900.

Extermination Services – Reports of insects and vermin should be reported through the online maintenance system outlined above.

Common Area Maintenance – A regular schedule for cleaning of common areas including: community rooms, bathrooms, hallways, fitness center, common rooms, study rooms, lounges and other common spaces is maintained by Green's Cleaning, the University's housekeeping company.

Common areas are generally serviced between 5-7 days a week under normal circumstances and each area is cleaned 1-2 times per day.

Please note: Green's Cleaning employees do not maintain a cleaning schedule of suites. Residents are responsible for their own up-keep.

Keys – All students are provided with room and mailbox keys. It is imperative that students maintain control of their keys for their own safety as well as the safety of others in their community. Students are responsible for reporting lost or stolen keys in a timely manner to the front desk. Students will also be responsible for the replacement fees of each key that is lost, stolen or not returned. The following is a list of key costs:

Mailbox.....	\$50.00
Bedroom.....	\$100.00
Student ID (visit Safety & Security for replacement).....	\$15.00

DUPLICATING JWU KEYS IS STRICTLY PROHIBITED AND WILL RESULT IN FINANCIAL CHARGES AND POSSIBLE STUDENT CONDUCT ACTION.

Lockouts – If a resident is locked out of their assigned suite, they must visit the front desk and be provided a unique pass code to be let into their suite. Each student will be provided with (3) three lockouts at no charge to use during the academic year. Students who exceed this allotment of lockouts during the academic year will be assessed \$15.00 for each additional request.

SUGGESTED CAMPUS SUSTAINABILITY ENERGY GUIDELINES

JWU Charlotte prides itself on its environmental commitments. Here is what students can do to help promote a green environmentally friendly community:

Heating Control – Each suite is on the building-wide heating and air conditioning system, meaning that the entire building is either provided with all heat or all air conditioning, depending on the time of year. You may control the degree and fan speed of heat or air conditioning through the thermostat and fan control in your suite. Keeping your suite thermostat at a constant temperature will prevent the HVAC system from working unnecessarily.

Windows – Please do not leave your windows open during the winter months. If you would like to air out your room, open all windows for about 5-10 minutes to create a cross-breeze and then shut them. The longer windows are kept open during the winter, the more energy is being wasted. In addition to wasting heat, leaving your windows open in the winter may cause pipes to freeze and break, causing water damage to your suite. When opening your windows, shut off your HVAC system through the fan control.

Leaks – If you find a leak in the bathroom area, submit a maintenance request or visit the front desk as soon as possible.

Lights – Facilities Management is responsible for replacing light bulbs in University provided fixtures. Shut off lights in your bedroom and suite when you leave. Hallway lights remain on for safety.

Appliances – Please remember to turn off all appliances when not in use.

Computers – Please turn off computers when not in use for several hours and enable the power management feature on computer monitors.

Recycling – Dispose of recyclable glass, plastic containers and paper through the designated containers in your floor’s trash room. One of the largest recycling initiatives Residential Life manages is “Don’t Waste in Haste” – a waste-reduction project which collects unwanted items from departing students in the spring term. Program information for the “Don’t Waste in Haste” collection will be posted in residential facilities prior to the end of the academic year.

GETTING INVOLVED

Your New Community

Our residential facilities house students of various cultures, races, religious beliefs and sexual orientations. All residents will have different thoughts and attitudes about the world in which they live. Interacting with and learning from others who are different from you can be one of the most exciting experiences of your college career. Developing a community spirit in the residence hall can foster these interactions. While respecting individual differences is a key expectation of all JWU students, we hope that you will also take advantage of this opportunity to meet new people and learn what living in a worldwide community is all about.

We understand that it is often hard to adjust to living with other people in such a close-knit environment. If you are feeling frustrated or don't feel you are fitting in the way you wanted to, talk to your RA! They are here to help you become involved in the hall and other activities around the university. They can also help out with roommate conflicts or other issues that may be making you uncomfortable in your new home.

Campus life at JWU Charlotte is about student development. We understand that our students will become future leaders in their chosen career and we believe leadership comes with a strong understanding of community – learning to live with each other and learning from one another.

There is truly something for everyone at JWU – you simply need to get out there and find it!

Hall Programs

Throughout the year, events or programs are offered in our residential facilities. More casual, social topics may include study breaks, hall movie nights, trips, and other opportunities. Educational and cultural programs may also be offered on a variety of topics, such as study skills, sexuality, relationships, safety, current events and career skills, just to name a few.

These programs are hosted by the RAs in your hall. Let the RA staff know about your program interests by talking to staff members and attending floor meetings. Attend programs offered in your hall and take advantage of the opportunity to learn something or meet someone new.

CHECK FOR ANNOUNCEMENTS ON BULLETIN BOARDS THROUGHOUT YOUR RESIDENCE HALL ABOUT EXCITING THINGS HAPPENING IN YOUR HALL AND AROUND CAMPUS!

Student Activities

At the beginning of the year, many clubs and organizations on campus will be putting up flyers and holding informational meetings for you to find out what they are all about. Make sure you read the writing on the wall – literally! – to find out when groups you are interested in are meeting.

In addition, Student Activities (OSA) sponsors a wealth of activities for you to attend during Welcome Week and throughout the academic year. Residential students will receive monthly calendars in their mailboxes to keep them up-to-date on all of the campus happenings. For more information, visit the [Student Activities website](#) or visit them under the service tent on the Academic Center green space during Term Start.

Recreational Services

Recreational Services and Athletics is excited about all that is going on at JWU Charlotte this year! We have so many new and exciting ways for you to get involved. Whether your passion is flag football or poker, we have what you want. If you see that we don't have a program you are interested in, simply ask us and we will try our best to make it happen! For more information, visit [Recreational Services & Athletics](#) website.

ROOMMATE RELATIONSHIPS

The residential life staff at JWU Charlotte is committed to providing residential students with a healthy and comfortable living environment. The staff is available to assist students with many issues including successful roommate relationships. In addition, **resident students must be committed to creating healthy and strong relationships with their roommates.** Open communication from the very beginning is an integral part of creating such relationships. More often than not, roommate conflicts occur and relationships fail due to the lack of communication between those involved. Students who find themselves in difficulty with their roommate relationship should not hesitate to contact their RA for assistance.

In some cases, students who share a room during the academic year are not able to resolve their issues and find it best to deal with issues by using written agreements. Students who wish to engage in a written agreement may contact their RA for assistance in doing so. Here are some examples of what roommates would discuss to create procedures for in dealing with: communication styles, quiet time, guests/guest hours, room cleanliness, borrowing/lending, personal hygiene, stereo/radio/TV usage, personal habits and other specific topics that are pertinent to a written agreement.

The biggest mistake that roommates can make is not discussing a problem as it develops.

RESIDENTS' BILL OF RIGHTS

All residents of JWU Charlotte have the following rights:

- The right to read and study in your apartment/room
- The right to sleep without undue disturbances from noise, guests, roommate(s), etc.
- The right to expect that your roommate(s) will respect your personal belongings and honor any agreements you have made regarding their use
- The right to live in a safe, clean, and drug-free environment
- The right to free access to your room without pressure from your roommate(s)
- The right to personal privacy
- The right to be free from fear of intimidation, physical, and emotional harm
- The right to host guests within the context of the university's policy on guests and host responsibility
- The right to expect reasonable cooperation in the use of the apartment telephone and other equipment
- The right to assistance in resolving issues or concerns you may have

SAFETY, SECURITY AND EMERGENCY PROCEDURES ON CAMPUS

The safety and security of resident students is a vital concern for Residential Life. **It is important for students to take responsibility for their own safety and well-being.** Crime prevention is essentially being aware of one's environment and avoiding those situations that could make students vulnerable to crime.

CAMPUS SAFETY & SECURITY

Cedar Hall South, off the east breezeway. 980.598.1900

Campus Safety & Security is headquartered in Cedar Hall South and can be accessed through the east breezeway. The department is lead by the Director of Campus Safety & Security and the Captain of Campus Safety & Security. Campus Safety & Security uses contracted officers to patrol the campus 24 hours a day, 7 days a week. Primary responsibilities include maintaining a safe and secure living and working environment, as well as the enforcement of parking regulations and efficient traffic flow. Security officers do not have arrest powers, however, the university has developed a highly cooperative relationship with the Charlotte-Mecklenburg Police Department to help ensure prompt and efficient action.

Blue Light Call Boxes – Blue light telephones are generally located near residential facilities and parking areas and can readily be seen at night. Each telephone is connected via radio directly to Safety & Security and officers can be dispatched when needed. All students on campus are encouraged to familiarize themselves with the locations of such call boxes. These boxes are to be used in true emergency situations only. Misuse of emergency call boxes is considered a violation of the Student Code of Conduct.

Project ID is a service that aids in the recovery of lost or stolen items. Valuables are engraved with a unique number, which is then entered into a database with the owner's information. If you have questions or are interested in this service, contact us at 980.598.1900.

In Case of Emergency (ICE) – In an emergency, time is critical and getting answers quickly could mean the difference between life and death. ICE ensures that emergency service providers and public safety personnel get answers quickly in the event that you are incapacitated.

Crime Alerts are published throughout campus. Any incidents that require immediate notification to the university community are posted in administrative and academic buildings, residential facilities, and other gathering places throughout the campus. These alerts are intended to inform the university community about criminal activity and assist in maintaining a safer environment for all.

Building Security – Building access on the campus is controlled through an electronic card system. When you arrive on campus, you will be given an identification card that will grant you entry to buildings. Improper use of an identification card—for example, allowing unregistered guests to gain access to a building— can result in a suspension of access rights and/or referral to the Department of Student Conduct

DO NOT PROP DOORS OPEN. Propped doors invite entry by non-residents along with criminal activity within the communities. If students see a door propped they should close it immediately. **NEVER LEND OUT YOUR KEYS OR ID** and do not allow someone into the building or suite that does not belong there. This activity is considered “piggy backing” and it is prohibited. **Lock doors while sleeping or out of the suite because this is the single most effective action in preventing crime/theft.**

Tips for being safe on and around campus:

- Avoid walking alone at night
- Call Safety and Security for an escort, 980.598.1900
- Walk briskly and confidently in the center of the sidewalks
- Note possible hiding places (i.e., building corners, shrubs, or parked cars)
- Use the campus blue light call box system for rapid emergency communication with Campus Safety & Security
- Please utilize the safety escort service by calling Campus Safety & Security at 980.598.1900
- In the event that a student is being followed on foot, he/she should attempt to cross the street, change direction and vary the speed in which they walk. If the following persists, the student should go to a lighted building and call Campus Safety & Security or 911
- When being followed by a car, turn around in the other direction or go up a well-lit one way street. If the situation persists, attempt to record the license plate number and call Campus Safety & Security or 911

FIRE AND LIFE SAFETY

Fire and Life Safety Inspections –Facilities Management and Campus Safety & Security are responsible for conducting fire prevention inspections in the common areas of all University facilities, in conjunction with the Charlotte Fire Department. The inspections are performed to ensure the following: 1.) fire detection and fire sprinkler systems are operational, 2.) fire extinguishers are in the proper location, are not obstructed and are ready for use, 3.) doorways, lobbies, corridors, and stairways are clear and unobstructed of any items (bicycles, furniture, etc.) that could cause tripping or congestion during an emergency evacuation of the building, 4.) That trash receptacles are emptied daily to prevent the accumulation of potentially combustible material, and 5.) That evidence of smoking within the building is not present. Regularly scheduled fire alarm tests will also be conducted. Students will not have advance notice of these tests and are required to evacuate the building any time the alarm sounds.

Fire safety equipment – All campus residences are equipped with smoke and heat detectors, as well as fire suppression sprinkler systems. You will also find manual fire alarm pull-stations and fire extinguishers encased in glass on all of the floors of the building. Bedroom smoke detectors (local device) are designed to alert the occupants if the origin of the smoke is in that room only. The detection devices (system devices) in the common areas (i.e., kitchens, living rooms, hallways, and stairways), sprinkler head activation, or the activation of a manual fire alarm pull-station will sound a building-wide evacuation alarm that will also sound in all of the individual student apartments/rooms.

It is a violation of North Carolina State Law to shut off, disconnect, obstruct, remove, or destroy fire protection equipment. This includes the tampering of smoke detectors, fire extinguishers, and horn/strobe warning devices. Students found in violation of this policy will be immediately referred to Student Conduct and possible local law enforcement authorities.

The University policy on smoking – JWU Charlotte is a smoke-free environment. The no-smoking policy affects **all indoor spaces of the campus**, including all university facilities and residential facilities. The use of smoking materials, including, but not limited to cigarettes, cigars, pipes, and hookahs inside any university building (including on balconies) is strictly prohibited. Students found in violation of this policy will be referred to Student Conduct.

Residential Life requests that students who do smoke tobacco outside the building do so at least 25 feet away from the building and not within the breezeway of any building. This ensures no smoke will travel through the windows or doors closest to the building entrances. Students are also encouraged to dispose of their tobacco products in the appropriate receptacles.

Other JWU Charlotte Fire Prevention Policies

The following is a list of prohibited behavior within residential facilities and other university buildings:

Any act causing or contributing to a fire safety hazard – This includes, but is not limited to: tampering with any wiring, exit signs, emergency lights, overloading of electrical outlets, hanging items from the ceiling, or leaving food/beverages unattended while cooking/heating. Setting a fire either intentionally or accidentally, even those caused by cooking or smoking in approved outdoor areas, is prohibited. Placing clothing, fabrics or other easily combustible materials over lights or electrical fixtures is also prohibited as this creates a fire hazard.

The possession and/or use of flammable materials inside university buildings – This includes, but is not limited to: camp-stove fuel, candles, incense, containers of butane, fireworks, flammable holiday decorations, gasoline, paint thinner. Storage (or use) of a motorcycle, moped, or other gasoline powered vehicles or machinery within ten feet of any university residence is prohibited. The fuel is extremely flammable and will easily ignite and cause a fire.

To cause the false activation of a fire alarm – It is against North Carolina State Law to falsely activate the building fire alarm system. This behavior creates unnecessary panic and/or distress among the residents and in-hall residential staff. Municipal fire fighters and other emergency personnel put not only themselves but the general public at risk when responding to such an “emergency.” Responding to a false alarm prohibits the use of these important resources in the event a true emergency exists simultaneously. Students found responsible for violation of this policy will be immediately referred to the Department of Student Conduct.

Failing to evacuate during a fire alarm – The sounding of a fire alarm indicates that an emergency may exist. Residents and their guests should never assume that an alarm is false, or that a fire drill is being conducted. Even if you do not see or smell smoke, there could be a fire on another floor and the smoke has not yet reached your area. Any delay in evacuating the building could be fatal. During any fire alarm, all residents and their guests are expected to cooperate with official personnel (University officials as well as fire and police departments). Those who fail to evacuate or are uncooperative during a fire alarm are subject to referral to the Department of Student Conduct

Tampering with or obstructing the fire sprinkler system and sprinkler heads – If the fusible link in the head breaks, gallons of water will flow uninterrupted through the sprinkler head. Hanging or attaching any item(s) from the pipes or sprinkler heads creates an obstruction to the water discharge pattern and impedes the control and extinguishment of the fire.

Propping open fire doors – These doors are your protection from fire, heat, and deadly gases during the evacuation from the building in the event of an emergency situation.

Blocking hallways or stairways – This includes leaving personal belongings like boxes, room furniture, etc. in these areas. In an emergency situation, hallways and stairways must be kept clear to aide in quick and efficient exit from the building. Under no circumstances should exits be blocked.

The possession of halogen lights/lamps – National fire investigation reports have determined that possession of such lights have been the cause of numerous fires on campuses across the country.

COMMUNITY STANDARDS, POLICIES AND PROCEDURES

University policies: (Please note that this is not an inclusive list. Refer to the *Student Handbook* for a complete list of university policies.)

Johnson & Wales University seeks to provide all on-campus residents with a living experience that will allow students to gain self-awareness, function interdependently, and responsibly engage in a supportive campus community. To maintain a standard of living that is fair and consistent, Residential Life requires all students to adhere to policies governing on-campus housing. Violations of the Student Code of Conduct and/or Residential Life policies may result in a student conduct hearing through Student Conduct.

Guest and Visitor Policy

The ability to have overnight guests and visitation is a privilege. Residential Life reserves the right to restrict any individuals from entering residential facilities **without prior notification**. In addition, in the event that behavior of building residents becomes unruly, Residential Life reserves the right to revoke the privileges of overnight guests and visitors for the entire community without prior warning.

- A student may sponsor a **maximum of two guests** in the residence hall at any given time, provided that the student advises the guest(s) of university policies and the visitor agrees to follow those policies. Admittance into the residence hall signifies agreement from the resident to take responsibility for the guest(s) and their behavior/actions.
- All guests must sign in/out of the hall at the residence hall front desk.
- The sponsoring resident must meet their guest(s) at the residence hall front desk.
- Both the guest and the sponsoring resident must leave a picture ID card with the residence hall front desk while the guest is in the building.
- Overnight guests are not permitted in the residence halls on Sunday – Wednesday nights or any nights when university classes will be held the next day. Overnight visitation is only permitted on Thursday, Friday & Saturday nights. Guests must be checked out by 12 midnight and cannot re-enter the residence hall until 8 AM the next day. *Resident students (i.e. students residing in Cedar Hall North, Cedar Hall South or City View Towers may visit 24/7 in the residence halls.)* Commuter students and non-JWU students may not stay overnight on traditional university school nights.

IMPORTANT NOTE: The comfort and rights of the suite/roommates supersede the rights of the visitor. Therefore, if a hardship is caused to the suite/roommates by the frequency or the guest spending the night, a Residential Life staff member may intervene to mediate the situation, including establishing days/times for visitation that are fair to all suite/roommates involved.

- The university reserves the right to deny and/or limit this visitation privilege.
- Any guest 16 or 17 years of age must be approved a minimum of one week in advance by the Residence Director. The parent or guardian of the guest must provide **written** permission detailing the dates of the visitation, who they are visiting, an emergency contact number and parent/guardian signature. This can be mailed or faxed to the respective RD. Visitors under the age of 16 are not permitted to spend the night and must be accompanied at all times by their parent/legal guardian.
- The sponsoring resident must accompany his/her guest(s) at all times and is responsible for his/her guest's actions and behavior. Most importantly, the sponsoring resident is also responsible for ensuring the rights and privacy of the other room occupants.
- Visitor parking is **not** permitted at the residence halls. Visitors must secure on-street parking or parking in a private lot.

Quiet and Courtesy Hours

- Residence hall community quiet hours are in effect Sunday – Thursday (or any day preceding scheduled classes) 10 P.M. – 8 A.M. and Friday & Saturday, 12 midnight – 8 A.M. During quiet hours, noise is to be at a level conducive to studying and sleeping.
- Quiet hours are applicable to behaviors inside the building and outside the residential area.
 - During final examination weeks, 24-hour quiet hours are in effect. Quiet hours will begin at 8 P.M. on the evening prior to the start of exams and end at 8 P.M. on the last scheduled exam day.
- Courtesy hours are in effect 24/7 and provide an environment conducive to studying and sleeping in one's room. Residents should respectfully confront neighboring suites when they believe it is too noisy and in turn, respect fellow residents' requests to hold the noise level down.
- Residents have the right to sleep and study in their rooms at any time without interference from those around them. During quiet hours, sound must not be audible beyond the limits of any individual apartment/room, hallway or common space. Residents are expected to demonstrate courtesy and consideration toward others at all times and if reminded to respect this right, residents are expected to comply promptly.
- A resident whose primary rights to sleep and study in his/her room are being violated, should:
 - Speak to the person(s) causing the interference
 - If this action does not produce satisfactory results, contact Safety & Security
- Residential Life reserves the right to amend quiet and courtesy hours if needed to address floor or building behavior.

Activities Resulting in Disturbance, Distress or Damage

- Individual or group activities that result in distress or disturbance to others are prohibited. Individual or group activities that can cause damage or destruction to property are also prohibited. Types of behavior that fall into this category include, but are not limited to: hall sports, hallway disruptions and/or impromptu gatherings, unsanitary conditions, pranks, use of water guns in public areas and placing furniture and/or trash in public areas, including stairwells.
- Using or attempting to use university property in a manner inconsistent with its designated purpose is prohibited.
- Individuals are not allowed to remove window screens, to exit or access building roofs, to sit on window sills or to hang out of windows.
- Individuals are not allowed to yell, throw or hang items out of windows. Lasers and laser pointers are not to be shined out of the window opening.
- As a respect to others living in and around our community, excessive noise in areas frequented by the general community (such as the lobby, building entrances, community room, hallways, stairwells and elevators) is prohibited.

Room Responsibility

- Residents are responsible for any activities or damages that occur in their suite/bedroom when it can be reasonably shown that the residents knew or should have known that the inappropriate activity or damaged occurred. This includes activities or damages caused by guests of residents.
- Residents are responsible to keep their suite and bedroom clean, free of trash and in a general hygienic state. Bathrooms are to be cleaned and maintained by the residents of the suite. If at any time a Residential Life staff member feels that a suite is not meeting basic cleanliness standards, the occupants of the suite will be given 24 hours to rectify the situation. If the occupants fail to address the situation, the matter will be referred to Student Conduct.
- Residents are responsible for correctly checking out of their suite at the end of the year or at any point in time when they are no longer considered a resident in that particular suite.
- Residents are responsible for ensuring their suite is in compliance with all procedures used during academic breaks or when vacating. Further information regarding break procedures will be communicated in advance of the break.
- Furniture modification, including possession of common area furniture in individual suites/bedrooms is prohibited.
- Residents are responsible for ensuring all furniture assigned to the room remains in the room unless removed by Residential Life or Facilities Management staff. Charges for missing furniture will be billed to a student's account. Refer to your *Room Condition Report (RCR)* that you were provided at check-in for estimated replacement costs.
- Residents are responsible for ensuring that unassigned furniture (beds, desks, dressers, closets, etc) remain set-up and unused.
- Personal furniture is not allowed without the permission of the Residence Director.
- Additional microwaves and refrigerators/freezers are not permitted. Each bedroom is provided with a Microfridge® for residents to use during their duration in that assignment.
- Personal belongings are prohibited from being stored in public areas (i.e. community room, stairwells and hallways).
- Tampering with wiring or plumbing is strictly prohibited.
- Window screens must be secured at all times.
- Residents are permitted to decorate their room and suite doors, however are responsible for any damage caused by affixing items to the doors and/or walls. Residential Life staff reserve the right to limit what items may be posted. Items should be appropriate and in good taste.
- Removal of or blocking of door peepholes is prohibited.
- Electrical outlets must be appropriately used and electronic equipment (computers, stereos, televisions, etc) must not overload circuits or be improperly wired to create a safety hazard.
- High-heat generating items such as curling irons, clothes irons and hairdryers should never be left on or unattended while plugged in. In addition, these items should be monitored until they have cooled to avoid potential fire hazards. These appliances should only be used for their designed purpose.
- Residents must complete the proper steps (i.e. submitting the online request, receiving official permission, etc) to move from their assigned suite/bedroom to another suite/bedroom.
- Occupying suite space outside of the housing contract period is prohibited. This includes failure to vacate the residence hall community when they are closed.
- Only artificial holiday trees no more than 6 feet in height are permitted. They may only be displayed inside the suite.
- Cooking appliances are strictly prohibited from the residence hall community (with the exception of an automatic shut-off coffee/tea maker or blender).

Selling & Soliciting

Student organizations registered with Student Activities (OSA) may obtain permission to sell items or promote fundraising drives (i.e., clothing and non-perishable food items) in the public areas of the building with prior permission from the respective Residence Director. Such activities must conform to other building policies and standards established university contracts with private vendors or suppliers.

- Door-to-door solicitation is not permitted.
- Solicitation for off-campus events not sponsored or approved by Student Activities (OSA) is prohibited.

Alcohol & Drug Use

Residential Life believes living on campus is a privilege and will not condone the abuse of alcohol and illegal drugs in any campus residential facilities. Any resident found responsible for possession will face strong sanctions.

- Alcoholic beverages and containers (empty or used as decorations) are prohibited for all residence hall students regardless of age.
- Illegal drugs, including unlabeled medication bottles or bottles of medication that are not prescribed to the person who possesses them, are prohibited.
- Items intended to aid in the use of illegal drugs or excessive alcohol consumption (i.e., bongos, pipes, hookahs, and funnels) are prohibited.
- Behavior resulting from possible intoxication that affects the community (i.e., loud noise, destruction of property and non-compliance) is prohibited.

FREQUENTLY ASKED QUESTIONS

Can I change my room assignment now?

Room assignments cannot be changed prior to move-in.

Can I change my room after I arrive?

Room changes do not occur *earlier than three weeks into the school year*; however, moves could take longer as they are dependent upon available space. Residential Life will attempt to honor room/building change requests as space allows, but they cannot be guaranteed.

To request a room change, visit the [Residential Life website](#). Complete and submit the online form. A Residential Life staff member will contact you once your request has been reviewed.

After I arrive, can I just switch rooms with another person if they also want to move?

Room swaps cannot be permitted. By completing room changes through our staff, we ensure all parties are comfortable with the move; it also preserves the accuracy of our housing records for security reasons. (**Important:** *If you make an unauthorized room change, you'll be required to return to your originally assigned room and could face additional sanctions.*)

Can I move in early?

For staffing and security reasons, we do not allow students to arrive before their assigned move-in day.

Can I have belongings shipped ahead?

Mail and packages cannot be accepted prior to move-in weekend. If you send any mail or packages ahead of time, they will be returned. Please plan for any and all shipments to arrive after you have moved into your suite.

What's in my room?

The university provides each resident with a standard twin bed (regular and extra-long twin sheets will fit), a desk and chair, dresser and closet space.

Sheets must be used on the beds for hygiene reasons.

What's in my residence hall?

Each residence hall has particular areas reserved for student use including study rooms, lounges, common rooms, game rooms and laundry rooms. These areas are furnished and equipped for use by all members of the community.

What does my meal plan include?

The Student Dining Center is located in Cedar Hall North. You must have your student ID in order to eat in the dining center. As a student living on-campus, you automatically get fifteen meals per week (Mon-Sun). Guests may purchase meals directly from the front counter at the dining center.

Is there a nurse or doctor on campus?

Health & Counseling Services is located on the second floor of the Academic Center. A doctor is available on specific days. Please refer to [Health & Counseling Services website](#) for more detailed information.

Can I park on campus?

Parking permits are issued through Campus Safety & Security. All students must have a university issued parking permit to park on campus. Parking permits may be purchased on a yearly or term basis. There is no visitor parking on-campus. For more information about parking on campus, please refer to [Safety & Security's website](#).

Can I have pets?

The university does not allow any pets (including fish) in the residence halls.