



ILLINOIS WESLEYAN UNIVERSITY

## **2009-2010 Information and Policies**

Residence halls provide the best possible living accommodations in terms of convenience and comfort. The value of residence halls goes far beyond the mere physical facilities. Residence halls provide places for students to live and interact in an atmosphere designed to enhance their intellectual, social and cultural awareness. Group living is an important part of a student's education as he/she interacts with others of different personal philosophies and who vary in nationality, race, religion, and backgrounds. The character of a student's living, study, and recreational environment strongly influences academic performance. It is expected that individuals of the community will assume an active role in maintaining a safe, secure and enjoyable environment that will promote courtesy, respect and responsibility by its members. Hall staff is provided to assist and facilitate this process.

The residence halls are administered through the Office of Residential Life. Halls are staffed with professional Residence Directors who coordinate undergraduate student staffs. Collectively, residence hall staff members provide for the general well-being of students through community building, the upholding of community standards, targeted needs-driven programming, and attending to individual students, and their concerns and crises.

### **Why residential living?**

The residential experience is a fundamental part of the mission of Illinois Wesleyan University. Students in residence are able to maintain a closer relationship with other students, with faculty and staff, and with the institution as they participate in programmed and unprogrammed experiences that provide for meaningful social, cultural and educational development. Living and interacting with others who have different personal philosophies and who vary in nationality, gender, race, religion and sexual orientation are an important part of one's educational experience and personal development.

When a group of people lives together, there is a need to develop expectations for behavior which promote an environment that enhances the achievement of community goals. These expectations provide for the protection of everyone's rights so that community members can pursue their educational objectives without interference. The Illinois Wesleyan community has identified expectations and is committed to the concept of shared responsibility for maintaining the quality of life in the community.

In addition to the policies and expectations outlined in this section, all students are expected to adhere to the published regulations and policies found in the Student Handbook and University Catalog. Since each residence hall has its own unique living environment, additional expectations may exist in each hall. These regulations have been formulated to assure the safety and welfare of all residence hall students.

Illinois Wesleyan University's Office of Residential Life is dedicated to the integrity and personal growth of each individual. We encourage you to make a positive contribution to your residential community.

## Traditional Halls

Traditional residence halls provide students with opportunities to interact and build relationships with a large, diverse group of peers, while still maintaining close ties with a smaller group of floor-, wing- or suitemates.

First-Year students begin their stay at IWU in Dolan, Ferguson, Gulick or Munsell halls. All other residence halls house upperclass students.

## Small Halls

A number of small halls dot the periphery of IWU's campus. These former single-family homes have been renovated in such a way as to house 23 - 30 students in a variety of unique rooms. Small halls are typically associated with a theme, and the students who live within them are committed to exploring that theme throughout the year.

Students living in small halls acknowledge that their assignment into a small hall is a privilege, and that the violation of any University or housing policies may lead to removal from the hall. Residency in small halls is determined through a theme application process that precedes the housing lottery in the spring semester.

## Residential Life Staff and Leadership Opportunities

### Residence Directors

Residence Directors (RDs) are young professionals interested in the development of college students and committed to meeting the needs of students in residence. Integral members of the student affairs team, their major responsibility is to translate the

### IWU Community Expectations

As a Member of This Community...

- ❖ I will respect the dignity of all persons. I will not demean individuals or groups by insulting, intimidating, harassing, or discriminating. I will strive to learn from and respect differences in people, ideas and opinions.
- ❖ I will strive for personal integrity and support the academic endeavor.
- ❖ I will demonstrate concern for others, for their feelings, and for their need to be supported in their academic and personal development.
- ❖ I will respect the rights and property of others.
- ❖ I will do all in my power to see that the residence hall is kept clean and attractive, knowing that such an environment is essential to both physical and mental health.
- ❖ I will respect the common areas of the building that are used by all residents. I will not damage university property, remove lounge furniture, or smoke in any common area.
- ❖ I expect all members to abide by these community guidelines and to strive for high moral and ethical standards. I have the right and the responsibility to voice my opinion and concerns to any individual who disregards these tenets for community living.

philosophy of the IWU residence hall program into a practical and meaningful set of services, activities and programs for students. In addition to counseling residents concerning personal, roommate and academic concerns, RDs are responsible for promoting hall programs and activities, advising hall councils and leadership involvement teams and managing all aspects of residence hall life. In this process, RDs promote the development of skills for leadership, decision-making, conflict resolution, fiscal management, problem solving and self-discipline. RDs live in apartments in traditional residence halls. There are 7 RDs on staff.

## **Residential Community Advisors**

Residential Community Advisors are upperclass students in their second or third year of employment in the Office of Residential Life. In this position, students show greater levels of leadership as they continue living in the residence halls. Residential Community Advisors work in each traditional residence hall with hall staff, Hall Council/Leadership Involvement Team and the management of the front desk area. RCAs also serve as an advisory and policy review committee for the Office of Residential Life. Finally, Residential Community Advisors mentor new student-staff members and serve as a contact in the absence of the Residence Director. There are 10 Residential Community Advisors on staff.

## **First-Year Resident Advisors**

First-Year Resident Advisors are student-staff members living in first-year residence halls. These students live on each floor and are available to assist residents with problems and concerns. First-Year Resident Advisors are a primary source of continuing orientation of first-year students to the University community. First-Year Resident Advisors are specially trained to understand and address transition issues common to first-year students. Their primary responsibilities are: to create and maintain a sense of community on the floor and in the hall, initiate and encourage campus and hall programs, answer questions and direct students to different campus services, counsel residents, confront inappropriate behavior and interpret University policies to the residents. There are 20 First-Year Resident Advisors on staff.

## **Resident Assistants**

Resident Assistants are student-staff members living in upperclass residence halls. These students live on each floor and are available to assist residents with problems and concerns. Their primary duties are: to create and maintain a sense of community on the floor and in the hall, initiate and encourage campus and hall programs, counsel residents, uphold community standards and interpret University policies to the residents. There are 22 Resident Assistants on staff.

## **Multicultural Educators**

The Multicultural Educator staff team works to promote the core value of diversity within hall communities and across the greater IWU campus. In conjunction with other Residential Life Staff, the Multicultural Educator (ME) plans and implements programs

and diversity efforts, furthering the cause of social justice through cultural education. There are 5 Multicultural Educators on staff.

## **Sustainability Educators**

The Sustainability Educator staff team works to promote the core value of sustainability within hall communities and across the greater IWU campus. In conjunction with other Residential Life Staff, the Sustainability Educator (SE) plans and implements programs and sustainability efforts, furthering the cause of social justice through environmental education. There are 10 Sustainability Educators on staff.

## **Desk Aides**

Each traditional residence hall staffs a centralized hall desk that provides many important services to the residence hall community. Grounded in friendly, quality and customer-oriented service, each residence hall desk is managed and staffed by Desk Aides and supervised by an RCA. The desk functions as a reception area to welcome guests, provides information about the hall and the University, distributes residents' mail and also serves as the hall's office where residents may get change, buy stamps and borrow shared equipment. Its last and most important function is that the desk operates as a communication headquarters during any emergency period.

## **House Managers**

In University-owned Greek chapter houses, a House Manager (HM) is selected by the residents of the building to serve as a liaison between the residents of the facility and the Office of Fraternity and Sorority Life (OFSL). The HM generally collects and distributes residents' mail, forwards on maintenance requests and helps check in and check out residents.

## **Custodial and Maintenance Staff**

Complimenting the efforts of the residence hall staff are the personnel of the Physical Plant Office. The custodians and maintenance staff supervised by the Physical Plant have an important responsibility in assuring properly maintained and clean buildings. All of these people serve you and deserve your cooperation. Residents cooperate by reporting maintenance problems to the hall staff or desk and by treating the staff and the environment with respect.

## **Residence Hall Association**

The Residence Hall Association is the voice and representative body of students living in residence halls. Membership consists of representatives from each non-Greek living unit and an executive board.

RHA's services and events include the suitcase social, all-hall kickball, date-a-match, condom bingo, and opportunities for students to attend regional and national leadership conferences. RHA also offers a pizza promotion for parents to purchase for their students during finals week and a graduation frame with a picture of a campus

landmark. In addition, RHA provides a number of campus-wide programming opportunities for students each semester.

RHA offers leadership positions for students with a wide array of backgrounds and interests. Contact your Residence Director for more information.

## **Residence Hall Student Governance**

At the beginning of the academic year, elections are held in each residence hall to select students to leadership positions that correspond to President and Vice-President. The President of the hall shall represent the hall to the Residence Hall Association and serve as a member of that body's General Assembly. The Vice-President of the hall shall represent the hall to the Student Senate. In addition, a hall may elect additional representatives to Student Senate based on the unit's capacity and Senate bylaws. Elected leaders who are not able to fulfill the expectations of their affiliate organization (removed from Senate for non-attendance, for example), will also be removed from their residence hall leadership position. Elected leaders and established leadership bodies will be advised by the Residence Director of the residence hall community.

Together, the President and Vice-President will be responsible for establishing representative governance within the hall. The structural models of the Leadership Involvement Team or Hall Council may be selected to involve residents, foster community and encourage participation among peers. By becoming involved in residence hall leadership, a student learns the value of participating in the planning of larger programs, gains responsibility by addressing the problems and concerns of residence hall students, and learns how to work with other students within the community.

## **Leadership Involvement Teams (LIT)**

As one potential model for residence hall governance, the Leadership Involvement Team for each hall is comprised of five workgroups including the Administrative workgroup, Environmental workgroup, Social workgroup, Multicultural workgroup, and Communications workgroup. These workgroups each have a different function, and combine together to build community in the halls by providing intentional social and educational programs. Residential Life Staff are also involved in LIT as advisors to help students think outside the box and plan activities students want to have in the halls.

## **Hall Council**

A second model of hall governance, Hall Council positions differ based on the living unit, but generally include a President, Vice-President, Secretary/Treasurer, a Student Senate Representative and representatives from each residence hall floor/wing/suite. This group works to build community in the halls by providing social and educational programs and by communicating the needs of the residents to the Residential Life Staff.

# University Housing Requirements

## Charges, Reservations and Refunds

Students are required to live in University-approved housing (residence halls or Greek chapter houses) for four semesters.

The following charges apply for students living in residence halls:

Room type	Formula	Semester charge
Standard multiple occupancy	Base	\$2400
Harriett double occupancy	Base + \$485	\$2885
Harriett triple occupancy	Base + \$320	\$2720
Designated single	Base + \$420	\$2820
Super single "double as a single"	Base + \$960	\$3360

Please consult the University Catalog for a more detailed breakdown of charges for each semester.

*Fall 2009, Incoming students.* Housing information is sent to incoming first-year students beginning in January, 2009. Incoming students must complete the Residence Hall Housing Contract prior to June 1, 2009. All housing assignments are made chronologically by admission contract date. Residence Hall Housing Contracts completed after July 1, 2009 will be prioritized by date of receipt. Roommate requests must be made mutually and listed on the online Residence Hall Housing Contract. Confirmation of assignments and roommates will be emailed to incoming first-year students on or before July 10, 2009. Confirmation of assignments and roommates will be mailed to incoming transfer students on or before August 1, 2009.

*Fall 2009, Returning students.* Information regarding the housing selection and lottery process for the upcoming year is sent to returning students in February. Returning students must complete the Residence Hall Housing Contract online by March 13, 2009 to receive a lottery number and be eligible to participate in the housing lottery process.

Students not planning to return to University housing for the Fall semester must complete an online request prior to March 13, 2009. There is a \$200 charge attached to student accounts in the Business Office for room reservations canceled after April 1, 2009. Returning students not pre-enrolled by July 3, 2009 forfeit their room reservations on that date.

*Spring 2010, Returning students.* Students not planning to return to University housing for the Spring 2009 semester must complete an online request prior to December 1, 2009. There is a \$200 charge attached to student accounts in the Business Office for room reservations canceled after December 1. Returning students not enrolled in Spring

classes or not in good standing with the Business Office as of December 11, 2009 forfeit their Spring 2010 room reservations on that date.

*Fall 2010, Incoming students.* Housing information is sent to incoming first-year students beginning in January, 2010. Incoming students must complete the Residence Hall Housing Contract prior to June 1, 2010. All housing assignments are made chronologically by admission contract date. Residence Hall Housing Contracts completed after July 1, 2010 will be prioritized by date of receipt. Roommate requests must be made mutually and listed on the online Residence Hall Housing Contract. Confirmation of assignments and roommates will be emailed to incoming first-year students on or before July 16, 2010. Confirmation of assignments and roommates will be mailed to incoming transfer students on or before August 6, 2010.

*Fall 2010, Returning students.* Information regarding the housing selection and lottery process for the upcoming year is sent to returning students in February. Returning students must complete the Residence Hall Housing Contract online by March 12, 2010 to receive a lottery number and be eligible to participate in the housing lottery process.

Students not planning to return to University housing for the Fall semester must complete an online request prior to March 12, 2010. There is a \$200 charge attached to student accounts in the Business Office for room reservations canceled after April 1, 2010. Returning students not pre-enrolled by July 2, 2010 forfeit their room reservations on that date.

## **Appeals to housing charges**

Students are able to appeal assessed housing charges for the following reasons:

1. Charges were assessed in error
2. Extreme circumstances warrant exemption from assessed charges
3. Assessment of charges did not follow institutional process
4. New information exists that would influence assessment of charges

Appeals must abide by the following conventions:

- ❖ Must be in writing
- ❖ Must be submitted within 60 days of the assessment
- ❖ Must cite the grounds (numbered above) upon which the appeal is based
- ❖ Must make explanation of the associated circumstances to fully inform the deliberation of the Housing Appeals Committee.

The Housing Appeals Committee is drawn from the following individuals and groups: the Business Office, Panhellenic Council/Interfraternity Council, ORL Advisory Committee, ORL Professional Staff, Associate Dean of Students. The Committee is co-convened by the Assistant Director of Residential Life and the Director of Fraternity/Sorority Life who serve as non-voting members.

This group meets quarterly in October, January, April and July and hears appeals submitted prior to the first day of the month during which the meeting takes place. Students will be notified of the committee's decision within two weeks of the Housing Appeals Committee meeting or by the end of the month in which the meeting takes

place, whichever is earlier. Students should decline payment of billed charges associated with an appeal until a final decision is made.

## Greek Chapter Houses

Upperclass students with social Greek affiliation and two semesters of residence hall living are required to live in their fraternity or sorority chapter houses and board in the fraternity or sorority house dining rooms, where available. Residential fraternity and sorority chapters are grounded in the philosophy of living ideals—the daily practice of personal embodiment, in attitude and behavior, of the founding values of the chapter, and the cyclical passing down of chapter foundations and ideals from active members to new members by the act of living together over time as brothers or sisters.

Fraternity and sorority chapters at IWU that choose a residential focus are expected to self-manage the chapter and chapter members at a heightened level. Residential expectations of such self-governance include ongoing recruitment of new members to maintain chapter numbers appropriate to fill the housing space assigned. In cases where chapters recruit beyond their ability to house members within the chapter house, and the house fills to 100% capacity with members, the Office of Residential Life will assist in providing residence hall housing for the remaining members, as space allows.

## Moving Off Campus

Students who have four semesters of University-approved (Residence Hall or Greek Chapter House) housing history are eligible to apply to live off-campus. Married students, students with medical or mental health conditions that cannot be accommodated in University-approved housing, or students living with their parents and commuting to campus may also apply for off-campus housing. In any of these cases, permission must be obtained through the Office of Residential Life by completing an online request form and further documentation may be required for some claims.

The submission of an off-campus housing application is not a guarantee of approval. Students should wait for written approval from the Office of Residential Life before signing any leases or rental agreements for off-campus housing.

Students who are eligible for off-campus housing must submit an online request.

For...	Requests received after...	Will be subject to a \$200 late charge.
Fall 2009	May 15, 2009	
Spring 2010	December 1, 2009	
Fall 2010	May 15, 2010	

Students currently living off campus can either submit an online request or email with updated address and phone number by July 15th to avoid the \$200 late charge.

For students who choose voluntarily to live off-campus, financial aid is usually limited to tuition and fees.

### **University-administered off-campus housing options**

Illinois Wesleyan University provides a university-administered off-campus housing option for students.

- East Street Apartments is a six-unit building located adjacent to campus. Each unit has two bedrooms (10' x 13'), a full kitchen, bathroom, and large living/dining room (14' x 21'); kitchen appliances are provided, as well as a window air-conditioner, but units are otherwise unfurnished. Units were fully renovated with new carpet, windows, cabinets and paint in 2008. Utilities are the responsibility of residents.

Students who choose off-campus housing from IWU are provided an 11-month lease starting August 1 through June 30 of the following year. Charges are assessed to student accounts on a semesterly basis. Although available, no meal plan is required for students living in IWU-administered off-campus housing. Costs for off-campus units are listed below:

<b>Unit type</b>	<b>Semesterly charge</b>
East Street Apartments: 2 residents/unit	\$2885
East Street Apartments: 3 residents/unit	\$2720

For students who choose voluntarily to live off-campus, financial aid is usually limited to tuition and fees.

### **Part-Time Students**

Housing is provided for part-time students only with the approval of the Office of Residential Life. Students who change from full-time status to part-time status during a particular term are expected to continue to live in University housing under the same policies and conditions affecting full-time students.

### **Residence Hall Activity Fee**

Students living in residence halls pay a semesterly residence hall activity fee of \$15, as established by the Residence Hall Association and the Office of Residential Life. This fee is billed directly to student accounts in the Business Office. The residence hall activity monies are used to fund Hall Council and Residential Life Staff programs throughout the year. These programs are designed to provide intentional social and educational opportunities for students living in the residence halls.

### **Meal Plan Changes and Information**

All students who live in University residence halls are required to board in the Bertholf Commons. Several meal plan options are available:

Plan #	Meals / Week	Munch / Term	Tier	Cost / Semester
1	19	\$0	Basic	\$1488
2	14	\$80		
3	10	\$120		
4	19	\$75	Plus	\$1538
5	14	\$155		
6	10	\$195		
7	19	\$150	Super Plus	\$1588
8	14	\$230		
9	10	\$270		
16	4	\$55	Houseboy	\$633
21	14	\$34	Accounting	\$536

Grey shaded plans are available only to students in specific curricular or employment programs.

Incoming students who neglect to choose a plan are automatically placed on Plan 1.

Returning students who neglect to choose a plan are automatically placed on Plan 2.

Meal tickets are nontransferable as board charges are based on some expected absenteeism. All meal plan changes must be submitted in writing by the student. For Fall 2009, all changes must be made by August 26, 2009 by 4:00 PM. For Spring 2010, all changes must be made by December 10, 2009 by 4:00 PM for Fall residents and by January 6, 2010 for new Spring residents.

Students with uncommon severe food allergies or who practice specific religious preparation (i.e. Kosher or Halal practices) may apply for a waiver from the meal plan. Documentation may be required to support the written request, as well as consultation with Dining Services and Health Services staff. Vegetarian, vegan, and other health conscious practices can be supported through the board plan and are not eligible for a waiver.

## Residential Life Policies

### Care of Student Rooms and Common Areas

Students are responsible for the rooms to which they are assigned. Simple health habits and respect for roommates and neighbors will promote good living conditions for all. Students are expected to recycle paper and mixed containers in the appropriate containers on their residence hall floor or other designated collection area. Wastebaskets are to be emptied into trash containers on each floor. All large objects must be taken to the designated trash pick-up area. Equipment (brooms, mops and vacuums) is available at the hall desk to help keep rooms clean. Trash, dirt and lint are not to be swept into the hallways. Students whose rooms seem to be inconsistent with

health and community standards will be confronted and expected to comply with requests concerning cleanliness.

In addition to the care of their own rooms, students are responsible for the condition of the hallways and common areas and are held accountable for any damages done to them. Hallways, stairwells, elevators, recreation areas, lobbies, laundry facilities, study rooms and bathrooms are to be kept clean and orderly at all times. Although the custodial staff is responsible for the regular upkeep of these areas, student cooperation is necessary. Sporting activities and the throwing of balls and other projectiles are not allowed. The bulletin boards on each floor are to be used for signs, pamphlets and other literature. Such items should not be posted on the walls by anyone except a Residential Life staff member.

## **Check-In and Check-Out Procedures**

Students are welcomed to campus at the start of each semester. To aid in the efficiency of the process, the following, check-in and check-out procedures have been established.

### *Check-in Checklist*

- ❖ Pick up keys:
  - Students arriving to campus before the appointed opening of the residence halls pick up keys at the Main Desk of the Memorial Center.
  - First-year and transfer students pick up keys at the Shirk Center as a part of check-in for IWU's orientation program.
  - Upperclass students in traditional halls pick up keys at their assigned residence hall desk; Small Hall residents pick up keys at the Main Desk of the Memorial Center.
- ❖ Check room condition and note any existing damages on Room Condition Report (RCR); return RCR to Hall Desk or ORL Staff.
- ❖ Pegs necessary to arrange furniture or bunk beds are available from the Hall Desk or from ORL Staff.

### *Check-out Checklist*

- ❖ Determine deadline for check-out (24 hrs after the student's last final, and no later than the appointed closing time of the residence halls).
- ❖ Schedule an appointment with ORL Staff member (between 9 AM and 9 PM, and booked at least 24 hours in advance)
- ❖ Prepare for check-out appointment
  - All belongings are removed from room
  - Room is clean (swept out or vacuumed, tape removed from walls and door, trash removed, etc.)
  - Lounges and hallways are free of debris (garbage, carpet, cinder blocks, etc.)
- ❖ Attend the check-out appointment with ORL Staff

- Note room condition on RCR; elect to pay end-of-year charges on the spot or elect to have charges billed to your student account for a \$5 processing charge.

Upon checking into the residence halls, a Room Condition Report (RCR) is distributed to all students along with assigned keys. This report is designed for students' protection so they are not charged for damages that occurred during a previous year. Each student is provided a key to his or her individual room and an access key to the residence hall's outer doors at the time of check-in. Students are responsible for keys issued to them and must return their keys upon check-out. For more information about keys, see the "Keys and Locks" section of this document.

The same Room Condition Report is used when checking out of the residence hall. A residence hall staff member will officially check each student out of his/her room during an appointment made no less than 24 hours before the check-out meeting. Students who leave the residence halls without properly checking out will be subject to a minimum \$25 assessment.

## Comings and Goings: Occupancy of Halls

Dates and times for the opening and closing of residence halls are as follows:

First Semester Opening (First-year students):	Tuesday, August 18; 8:00 AM
First Semester Opening (Returning students):	Saturday, August 22; 9 AM
Thanksgiving Break Closing:	Tuesday, November 24; 6 PM
Thanksgiving Break Opening:	Sunday, November 29; 2 PM
First Semester Closing:	Saturday, December 12; 12 PM
Second Semester Opening (Incoming Students):	Monday, January 4; 9 AM
Second Semester Opening (Returning Students):	Tuesday, January 5; 9 AM
Spring Break Closing:	Friday, March 12; 6 PM
Spring Break Opening:	Sunday, March 21; 2 PM
Second Semester Closing:	Tuesday, April 27; 6 PM
Commencement Closing:	Sunday, May 2; 6 PM
May Term Opening:	Tuesday, May 4; 9 AM
May Term Closing:	Saturday, May 29; 12 PM

Housing is not generally provided for the Thanksgiving break, Winter break, Spring break or May Term break; halls close for each break and reopen after the break ends. Students whose permanent home is more than 450 miles away from campus, students with an essential on-campus job, students who have a musical or athletic event or students with academic commitments may request break housing through their Residence Director. Failure to return a break housing key by 5 PM the day after the break ends will result in a complete recore of the break door and a corresponding charge made to the account of each student who failed to return a break key.

Occupancy for any academic term terminates 24 hours after a student's last final examination for that term or the times indicated above, whichever comes first. Special exceptions are made in the case of graduating seniors allowing them to stay in their rooms through the day of Commencement.

## *Early Arrival*

It is inevitable that a number of students will be required to return to campus before their officially scheduled Fall move-in date (August 18 for first-year students; August 22 for upperclass students). The Office of Residential Life accommodates requests for early arrival to the extent possible. The standard charge associated with an early arrival is \$25 per night from the time a student or a student's belongings occupy the space, with the maximum charge not to exceed \$180.

Requests for early arrival should be made with as much lead time as possible so that communication may take place between the Office of Residential Life, Physical Plant, the Office of Summer Conferences, the Main Desk, and all other affected areas. It may not be possible to provide accommodations in cases where fewer than ten (10) business days notice are provided. If an early arrival is accommodated with short notice, students should bear in mind that the room may not be fully cleaned or prepared to normal standards.

Meals are typically not provided for students who choose to arrive early, although arrangements may be made for students involved programmatically, such as athletes or students involved with orientation activities.

Specific guidelines exist for students who fall into the following broad categories:

- ❖ Summer housing. Students who reside in summer housing transition to fall spaces in early August in accordance with summer housing guidelines. The early arrival charge for summer residents is incorporated into the summer housing costs.
- ❖ Academic commitments. Students returning to participate in an academic commitment, such as orientation, a musical or theatre rehearsal or event, a student teaching commitment, or any other event that is required to fulfill a curricular expectation are allowed to return the day before the commitment begins.
- ❖ Campus work. Students who request an early arrival to begin work on-campus full-time may do so without charge during the full week before the start of classes. Early arrival charges will be waived beginning the day before the work commitment begins, but no earlier than August 16, 2009. Students whose campus work begins before August 16 will be incorporated into the summer housing program and assessed the appropriate associated charges.
- ❖ Athletes. Athletes participating in fall sports may arrive as indicated by the coaching staff, typically on the day of or the day before the team's first scheduled practice.
- ❖ Significant travel distance. Students who reside more than 450 miles from campus may request an additional day before standard move-in or their first commitment to help accommodate family travel needs. Students who return to campus from outside the United States are allowed to return up to five additional days before standard move-in or their first commitment to help account for international travel itineraries and minimize the effects of jet-lag. Submission of travel itineraries or ticket stubs may be requested so that travel dates can be verified before charges are waived.

- ❖ Student organization leaders. With permission from an advisor, leaders of Registered Student Organizations (RSOs) may arrive on campus beginning August 17, 2009. Each organization will be charged the appropriate arrival fee that corresponds to their leadership's arrival. Organizations are encouraged to plan for this expense in their yearly budgets.

## **Compliance with Local, State and Federal Statutes**

It is expected that students will conduct themselves responsibly at all times. This includes following appropriate local, state and federal statutes. Generally, behaviors restricted by local, state or federal laws are not appropriate behaviors in which to engage in the residence halls. Based on this principle, public indecency, for example, would be inappropriate in the residence halls although a particular Illinois Wesleyan University Residential Life Policy might not name it specifically.

## **Compliance With Requests From Residential Life Staff**

The Residential Life Staff is responsible for helping to create a secure atmosphere conducive to studying, socializing and learning to live with other individuals. Each resident is expected to respond in an appropriate and timely manner to requests from staff and fellow residents concerning behavior that disrupts this secure atmosphere.

Failure to comply with a reasonable request by the Residential Life Staff, including failure of a student to present his/her university identification card when requested, is a significant violation of Residence Hall and University policy. Upon request of the student questioned, the University official must show identification and state the source of his/her authority.

## **Damage Assessment, Fees and Charges**

### *Room Damage*

Students are responsible for maintaining the facility in which they reside. Students should, in cooperation with residential life staff at check-in, carefully note the condition and inventory of the room's movable furniture, and the condition of the walls, floor, ceiling and built-in items.

For reasons of life and fire safety, students are not permitted to alter or modify University-provided furnishings or the basic layout of built-in furniture in the room. It is recommended that students keep in mind the size limitations of residence hall rooms when bringing belongings to the residence halls. Student construction of furniture, makeshift beds, lofts, platforms or other apparatus is not permitted. Students may not remove University furniture from common areas for their private use in their rooms. All furniture provided in student rooms must remain in the room.

Repairs or replacement of items whose condition has changed since the completion of the Room Condition Report form (completed at check-in) will be appropriately charged to the student on the student's University statement if not collected at check-out. Students are also liable for charges for any unusual housekeeping service, such as cleaning rooms left dirty when moving out.

Damage charges are assessed equally against all occupants of a room unless personal liability can be determined. Only University personnel may repair damage to residence hall rooms or furnishings. Students are responsible for any damages caused by adhesive substances, such as mounting tape, scotch tape or self-adhesive fixtures. Students also are responsible for the condition of their room door, both inside and out.

### *Common Area Damage*

Damage to common areas is billed to residents with access to that living area when the individual(s) responsible is/are not identified. When a student has knowledge that an individual has caused damage to a common area, it is his/her responsibility to share that information with a residence hall staff member. Damage to the community areas of the residence hall will be charged directly to the person(s) responsible for such damage. Each Residence Director will maintain and update an area in the residence hall tracking damage to the hall and its effect on the community. Any damages that cannot be traced to the responsible individual(s) will be assessed collectively to the residents of the hall at the end of each academic term. Common areas are defined as lobbies, recreation areas, study areas, hallways, stairwells, community and public bathrooms, elevators, dormers, laundry facilities, and building exterior. A living area is defined as either the floor/wing/suite or the entire building.

### *Premise*

Each student, as a contributing member of the residential community, is responsible for the prevention of accidental or intentional damage within his/her place of residence. When such damage does occur, it is the responsibility of the students to identify the individual(s) responsible, or to absorb the cost of repair.

### *Guiding Principals*

Students are responsible for their actions, the actions of their guests, and are expected to take an interest in the community around them.

Repairs or clean-up billed as common area damages are those which are considered beyond normal wear and tear.

Repairs or clean-up billed as common area damage are those which are believed to be acts of vandalism, misuse or irresponsibility.

### *Rationale*

Someone is always present in a residential building. As such, any student has the potential to have information that may identify who is responsible for the damage. If each community member pays attention to inappropriate behavior and loud noises, students can prevent the damage from occurring or identify the responsible person(s).

### *How decisions are made*

Damages are tracked by the Office of Residential Life. The item will be considered billable if it is believed that the damage was, or could have been, done by students or witnessed by students. It will also be considered billable if it is believed that the damage could have been prevented. This would be the case if:

- ❖ the individual gained access to the building by following a resident into the building;
- ❖ the individual gained access by entering through a propped door;
- ❖ the individual was a guest of someone in the building;
- ❖ a stranger without an escort in the building goes unreported;
- ❖ irresponsible behavior is not addressed by building residents and damage occurs.

If the person(s) responsible or witnesses come forward, the damage charge is assessed to the person responsible for the damage.

Once it is determined that a damage is "billable," a decision is made as to who should be billed. A number of factors are taken into consideration: location, frequency, access, consistency and type of damage, intended use of location, and amount of traffic at location. The answers to these questions will determine if the charge is a floor/wing/suite charge or a building charge. At no point will an individual be excused from a common area damage charge billed to their living area.

Room and area damages will be collected at check-out. Students who decline to pay damage charges at check-out will have their student account billed for the damage amount plus an additional \$5 processing fee.

## **Drugs and Controlled Substances**

Students are prohibited from the use, possession, distribution or sale of marijuana, cocaine, amphetamines or any other controlled substance covered by the Federal and State Controlled Substance Act. For further explanation of the University's policy regarding drugs and controlled substances, consult the more complete text of the Student Handbook.

## **Electrical Equipment and Appliances**

Electrical equipment and appliances with an open heating element are prohibited in the residence halls. Such items include, but are not limited to, toasters, toaster ovens, hot plates, halogen lamps, space heaters, indoor grills and sandwich makers, etc. For the convenience of students living in traditional halls, a toaster is made available for use at the hall desk during the hours when it is open. Such a policy assures that the appliance will be monitored yet allows for students wishing to make a quick breakfast the opportunity to have one. Because of the higher level of responsibility accepted by students in small halls, one toaster will be allowed in each small hall kitchen. The toaster must be monitored at all times during use and unplugged when not being used. The privilege of a hall toaster will be revoked if the appliance is found plugged in and unattended three times during the academic year.

Appliances that require alterations to the structure of the room and/or represent a risk to safety are subject to a \$50/day fine per item. Such items include, but are not limited to, air conditioners, light dimmers, ceiling fans, non-university locks, etc. Microwave ovens are permitted in student rooms. In the interest of electrical safety and to avoid the overload of electrical circuits, students are expected to use extension cords, power strips and surge protectors that are 14 gauge or greater.

## Fires and Fire Safety

Recognizing the serious threat of fires in the residence halls, Illinois Wesleyan University offers the following guidelines for student conduct concerning: the inappropriate use of and tampering with fire alarms and equipment; arson; evacuation; and fire hazards.

Fire safety in the residence halls is a shared responsibility, and, to that end, the University has installed smoke and heat detectors and sprinklers in addition to the alarm system and fire fighting equipment throughout the buildings. Students are urged to respect these lifesaving devices and must respond to all alarms appropriately. Students found abusing safety equipment (such as exit lights, stair rails, fire alarms and fire exits), causing false fire alarms or refusing to vacate buildings after alarm sounds or at the direction of a university official will be subject concurrently to both University and civil/criminal sanctions.

### *Arson*

Lighting fires in the residence halls is considered a serious offense that could result in suspension or dismissal from the University. Information concerning arson in the residence halls is given to the appropriate city department and can lead to criminal charges. Withholding evidence concerning a fire will result in disciplinary action.

### *Evacuation*

In case of a fire, it is important to know the location of the nearest fire exit and fire-fighting equipment.

If you encounter a fire, follow these guidelines:

1. Isolate the fire by closing any doors.
2. Pull the nearest fire alarm.
3. Call 0 and/or 9-911 to report the fire.
4. Notify the residence hall staff.
5. Evacuate the building immediately when the alarm sounds.
6. Follow all residence hall staff members' instructions.

If your door is hot to the touch:

1. Do not try to open the door. Remain in the room.
2. Wedge cloths under the door to keep the smoke out.
3. Open a window, wave sheets or a towel.
4. Stay low; breathe fresh air near the window.
5. If possible, dial 0 or 9-911 and report your situation and location.

If your door is cool and the hallway is clear:

1. Exit via the nearest stairwell after closing your room door. Do not use elevators.
2. Close all doors as you leave.
3. If you encounter heavy smoke in a stairwell, go back and try another stairwell or exit.
4. If all exits are blocked, go back to your room.
5. Close your door and wedge cloths under the door to keep the smoke out.
6. Open a window, wave sheets or a towel.

7. Stay low; breathe fresh air near the window.
8. If possible, dial 0 or 9-911 and report your situation and location.

Failure to evacuate the hall when the fire alarm sounds could result in serious injury or death, and, at a minimum, may result in disciplinary action.

### *Fire Hazards*

Anything that may create a safety or fire hazard is not allowed in the residence halls. This includes, but is not limited to, candles, incense, large ceiling or wall hangings or wall paneling. Students should use extension cords and/or multi-plug adapters (a minimum of 14 gauge) equipped with a circuit breaker and UL approved. Please be reminded that circuits can be easily overloaded by simultaneous operation of high-draw electrical equipment such as hair dryers, stereos, televisions and refrigerators. Please refer to the "Electrical Equipment and Appliances" policy for further guidelines regarding what electrical items constitute a fire hazard. This policy is in accordance with the local fire codes.

Possession, manufacture or use of fireworks or explosives on University property is expressly forbidden. Definition of these items includes, but is not limited to, firecrackers or sparklers, gunpowder and unstable or hazardous chemicals, except for those stored and used in appropriate laboratory facilities. No flammable or combustible liquids such as gasoline or kerosene may be stored in University housing.

### **Guests**

It is widely acknowledged that students in their first year at Illinois Wesleyan University are transitioning in a number of ways, including the exploration and understanding of personal values. Additionally, first-year students are less likely to have the skills that allow them to set limits on roommate behaviors that might seem intrusive, such as the overnight presence of opposite-sex guests. This is combined with the fact that 80% of first-year students do not choose their own roommate during the first year. Given this volatile mix of circumstances often unique to the first year, students who have experienced less than two semesters of university residential living are governed by the extended visitation policy, allowing guests of the opposite sex to be present between the hours of 8:00 a.m. and 1:00 a.m., Sunday-Thursday and without restrictions on other days. Students with more than two semesters of university residential living have open visitation, allowing guests of the opposite sex to be present at all times without restriction.

Both visitation policies require that roommates be in agreement with the number, frequency and hours of guests. Illinois Wesleyan University strives to create a residential community in which residents discuss and resolve their differences. Any student who needs the support, advice or assistance of a trained staff member in resolving a roommate conflict should contact his/her RA/FYRA or Residence Director.

Students may host overnight guests (in conjunction with the appropriate visitation policy above) for a maximum of three nights with the agreement of any and all roommates. Students must escort their guests while they remain in the hall. Neither students nor guests may sleep in any common area and must use the bathroom facilities designated

for their sex. In residence halls with dormer facilities, guests must sleep in their host's assigned room and not in the common sleeping area. Guests must obey University and Residential Life policies. Students are responsible for the actions of their guests at all times. If violations of policy do occur, guests and visitors will be removed from the hall and future admittance to the hall may be restricted. Guests under 18 years of age are normally not permitted to stay overnight in residence halls without a letter of permission addressed to Residential Life staff. Individuals not associated with IWU are guests of the institution, hosted by campus residents. Thus an individual who remains on campus for a span greater than three days, even when hosted consecutively by different campus residents or occasional nights spent elsewhere stands in violation of this community standard.

## **Insurance Coverage**

Illinois Wesleyan University expects students to arrange for insurance of their own personal property. The University does not carry insurance to cover students' personal property, and the University is NOT liable for the loss or damage to any residents' personal property, except in cases in which it is found that the University has been negligent. Families should review their homeowners or tenant insurance policies to determine whether coverage is extended to students' personal property while attending college. In addition, the University annually distributes information regarding the availability of insurance through National Student Services, Inc. Questions may be addressed to the Office of the Vice President for Business and Finance (309-556-3022).

## **Keys and Locks**

Keys that are issued to students represent responsibility for individual security as well as responsibility for the security of others. Therefore, a student who loses a room key will be charged for the cost of recoring the door and for the replacement of keys to the room, suite, mailboxes and outside door. The cost for recoring a student room is \$35, for a suite door it is \$45, and for an outside door key it is \$100.

Unapproved locking mechanisms on residence hall doors, closets and windows are prohibited and subject to a \$50/day fine per lock. Unauthorized possession, duplication or use of keys to residence hall premises or unauthorized entry, even through an unlocked door, is prohibited.

Students are expected to carry keys to their rooms at all times. If a student should become locked out of his/her room, the Residential Life staff provides a lock-out service. Staff will utilize the building's submaster key to access the student's room for a fee. The charge for all lock-outs is \$5.00. Students must pay the charge within seven days of the lock-out or a \$2.50 late fee will be added and the total charge will be added to the student's University account.

For information regarding break keys, see the section "Comings and Goings: Occupancy of the Halls."

## Kitchen Facilities

Kitchen facilities including a refrigerator, sink, microwave and/or oven are available in each hall for the preparation of food. Students should remain in or near the kitchen facilities when food is cooking and make sure that the facilities have been cleaned after each use. Some traditional residence hall desks have cooking supplies available for check-out. When students have finished with these, they should be returned in their original condition. While students are allowed to keep food in common area kitchens, the risk of doing so is entirely theirs; moreover, students are expected to consume only that food which belongs to them.

## Laundry Facilities and Vending Machines

Vending machines, washers and dryers are installed for the convenience of students in all residence halls. Mechanical devices of this sort are subject to occasional breakdown. Refunds and malfunctions of the machine should be reported on the card attached to the machine, or in the absence of such, to the residence hall desk or hall staff immediately. An outside vendor services this equipment. Please be patient when waiting for repairs to occur.

## Pets

All animals except fish are prohibited in the residence halls. While aquatic frogs, turtles and other similar species do live in tanks, they are not fish, and are not allowed in the residence halls. If an animal is found, and reasonable attempts to determine ownership of the animal or to find off-campus shelter for the pet fail, the Bloomington-area animal shelter will be called. Students found in violation are subject to a \$50/day fine.

## Posting

Materials to be posted in the residence halls are governed by the campus posting policy, available in full as a part of the student handbook. The posting policy is coordinated through the Office of the Dean of Students. Items submitted appropriately through that office will typically be posted within 48 hours. For one announcement in each residence hall, 14 flyers should be submitted; for one announcement per residential living area, 60 flyers should be submitted.

## Prohibitions: A Partial List of Banned Items

The following materials are not allowed in the residence halls. The University may add items to this list as it deems necessary.

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|--|---|
| <ul style="list-style-type: none"> <li>• Air conditioning units</li> <li>• Incense</li> <li>• Candles, unless the wick has been completely removed</li> <li>• Candle warmers</li> <li>• Lofts</li> <li>• Ceiling fans</li> </ul> | <ul style="list-style-type: none"> <li>• Non-University locks</li> <li>• Empty hard alcohol containers</li> <li>• Pets</li> <li>• Empty beer and wine containers (for students under 21)</li> <li>• Space heaters</li> <li>• Toaster ovens</li> </ul> |
|--|---|

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Fireworks</li> <li>• Toasters</li> <li>• Waffle Makers</li> <li>• Wireless networks</li> <li>• Grills/Propane/Lighter fluid</li> <li>• Traffic signs</li> <li>• Halogen lamps</li> </ul> | <ul style="list-style-type: none"> <li>• Weapons</li> <li>• Hand-made furniture</li> <li>• "George Forman" or like grills</li> <li>• Hotplates</li> <li>• Extension cords, power strips or surge protectors with a gauge of less than 14</li> </ul> |
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## Quiet Hours

First and foremost, the residence halls are places where students must be able to sleep and study. Therefore, students are expected to respect the rights of others to live in an environment free from disturbances caused by loud stereos, shouting and similar disruptive behavior. Residence hall quiet hours are:

Sunday – Thursday, 10:00 PM - 10:00 AM

Friday – Saturday, 11:00 PM - 10:00 AM

In cases of persistent, excessive noise emanating from a room and causing disturbance to the community, all possible and reasonable attempts to contact the residents of the room will be made (i.e., staff will knock on the room door and call the room by phone; friends and associates will be queried about roommates' whereabouts; cell phones will be called and residents will be IM'd, as contact information is available). If, after such efforts, the residents of the room are still unreachable, a pair of staff members will be permitted to enter the room with verbal approval of the RD-on-Duty to end the noise disturbance. A note indicating that an entry was made will be left on the device for the residents, and any policy violations in plain sight will be documented.

Quiet hours may be changed in a hall. To change the quiet hours, a hall open forum must be publicized and held to discuss the proposed changes. Within two weeks, a vote must be held. The return must be 100%, with 75% of the respondents voting to approve the proposed change. Once the vote is taken, the change will be put into effect with the approval of the Director of Residential Life.

Weight lifting equipment and musical devices or instruments whose sound carries may be used only with approval of one's roommate(s) and without disrupting others. Radios, televisions and stereo equipment should be used in a manner that does not disturb the study or community environment on the floor/wing/suite or in the residence hall. Students are encouraged to use the practice facilities provided by the School of Music. Improper use of sound-making equipment may result in the student being required to remove such equipment from the residence hall.

## Residence Hall Security

Residence halls are locked 24 hours a day. All residence hall students are given keys for gaining entry to their residence hall and share responsibility for

maintaining the security of the hall. Students who come across security risks should take appropriate steps to eliminate or report those risks. For example, students who become aware of a propped door are expected to un-prop the door. Students who observe suspicious behavior are expected to report it to Campus Security or appropriate hall staff.

## **Room Occupancies, Roommates, Room Changes and Consolidation**

A limited number of designated single rooms are available on campus for an additional charge (see *University Housing Requirements* to determine the charge amount). These rooms are typically reserved for upperclass students. Single room assignments are made on a priority basis according to the guidelines of the room selection process. Requests received for single rooms after the completion of the room selection process are added to a waiting list in the order in which they are received. Single rooms may also be assigned in cases of medical or mental health exigency. Details regarding those requests are available online (<http://www2.iwu.edu/orl/info/MedicalSingle.shtml>).

Double occupancy rooms are meant to house two students. Students living alone in double occupancy rooms will be declared involuntarily underassigned. This means that through no fault or choice of their own (involuntarily) they are living in a room with less than the optimal number of occupants (underassigned). Students who find themselves in this situation should endeavor to secure another party who will move in with them. Open spaces in rooms will be made available to students with a need to move throughout the semester. Involuntarily underassigned students are expected to make the open space in their room available upon request.

Because of the nature of suite life, all suitemates are expected to share a common space and must peacefully co-exist in a more intimate setting. It is often difficult to find a compatible room and suitemate match should one member of a suite community cancel his or her housing plans. Therefore, the Office of Residential Life allows underassigned room and suitemates the possibility to pull another compatible student into their suite should one member drop out. The suitemates will be contacted as soon as the vacancy is confirmed, and will have two weeks in which to provide the name of a new suitemate replacement. Should no replacement be found within two weeks, traditional consolidation procedures will be initiated. In cases where the suitemate who drops out of the suite is the student whose lottery number was used to obtain the suite, suitemates will not be allowed the opportunity to pull a suitemate of their choice into the suite, but will be traditionally consolidated. This is to discourage students with low lottery numbers from purposely signing up for a room they never intend to live in so that they can pull another group of students into the suite with them.

Students may be required to change rooms for the benefit of the University or the hall community. The Office of Residential Life reserves the right to reassign students to make the most effective use of available accommodations. The Office

of Residential Life will work to consolidate students who are involuntarily underassigned with incoming or returning students or with other students in the same situation at break periods or other appropriate times. ADA compliant rooms are available for students with permanent or temporary physical challenges. Contact the Office of Residential Life for further information.

Students wishing to move from one location to another should contact the Office of Residential Life or the Residence Director of the area to which the resident wishes to relocate. Official room change paperwork must be completed before a student may move into a new room. A room change freeze will be in effect during the months of September, December, January and April. This means that no room changes may be initiated during those times. Room freezes exist so that complete information concerning occupancy may be prepared for a given period and so that new housing assignments may be made.

Conflict in roommate situations is not uncommon, as living with another person naturally causes disturbances to one's own routine. In situations where roommates are unable to resolve their disagreements through the use of mediation with staff or the roommate contract, opportunities will be made available to both residents regarding possible moves to underassigned spaces. At that point, one or both roommates can choose to move to a more suitable roommate situation. In the event that neither roommate will move, and the roommate situation does not show dramatic signs of or potential for improvement, the situation will be resolved through the mandatory relocation of both roommates to other spaces on campus.

## **Safety and Maintenance Inspection**

The University reserves the right to enter students' rooms for the purpose of showing the room, inspecting the room, or for responding to maintenance needs. In addition, the University reserves the right to make appropriate inspections as necessary to help guarantee that state laws and University policies are being followed and that the health, safety and welfare of its students are ensured. Such inspections will be made at least as often as the residence halls close for a break period. Illegal materials, drugs or items that pose an immediate danger to the health or safety of the residents, will be removed if they are noticed in the course of a room inspection. The student will be notified of this action immediately.

A student's room will not be entered without knocking. A sufficient time lapse will be allowed to provide the resident ample opportunity to open the door. If no response is received, the room may be entered to make appropriate inspections as necessary.

## **Satellite Dishes and Cable**

IWU provides cable service to each student room, and to a designated common area in each residential living unit, the cost of which is absorbed into the basic room charge. For living units that desire enhanced viewing options in a common

area, a privately contracted satellite dish installation is allowed within the guidelines listed below.

Prior to installation of the satellite dish or the signing of any contract for satellite service with a provider, the following items must be submitted to the Office of Residential Life/Office of Fraternity and Sorority Life (for University-owned fraternity facilities) and the Vice President for Business and Finance.

- ❖ An application (to be reviewed by committee)
- ❖ A \$100 deposit (\$50 of the deposit will be returned when the dish has been successfully removed. The other \$50 will be applied to returning the grounds/building to the original condition).
- ❖ An installation plan from the satellite dish company. (to be approved and supervised by Physical Plant)
- ❖ Documentation for insurance coverage of university property (TV, VCR) from lightening strikes
- ❖ A copy of the satellite service agreement with passages verifying the acceptability of common area/public viewing highlighted
- ❖ Documentation that the installation provider has workers compensation coverage, general liability and auto liability insurance with limits of at least \$1,000,000.

Satellite dishes should not be visible from the front (street side) of the residence or from the quad side of the residence for those residence halls that border campus quad areas. Dishes are to be mounted away from the facility and are not allowed to be mounted, secured or clamped onto university-owned buildings, including railings, walls, windowsills, roofs, ledges, fire escapes, etc. Dishes must be properly grounded and cables leading off of dishes must be buried. Cables may be temporarily installed through a window except those used for fire escape. Dishes must be removed at the time of checkout; students are not allowed to "will" or "pass" an installed satellite from one to another.

Physical Plant must approve and supervise installation plans. Dishes must be installed in a way that allows for Physical Plant to maintain the grounds/building around the dish.

The organization or group that contracts for service accepts all responsibility for equipment as well as installation, removal or damage incurred with required hardware. IWU is not responsible for theft or vandalism to installed satellite dishes or the cable boxes, which accompany them. Damage to University property, including connected electronic components, such as televisions, due to lightening strikes on satellite dishes will be the responsibility of the satellite dish owner. A minimum of \$1000 coverage for university owned equipment must be verified.

### **Selling, Soliciting and Peddling**

No one may sell, solicit or peddle in University residence halls. Door-to-door campaigning is prohibited as well. University groups must make arrangements through the Memorial Center Main Desk for permission to sell in the Center.

## Smoking

Illinois Wesleyan University is committed to creating a safe, healthy and productive environment for its students, faculty, staff and visitors. Because environmental tobacco smoke is one of the most widespread and harmful indoor air pollutants, IWU shall be completely smoke-free indoors. This smoke-free policy shall apply to all IWU facilities and vehicles, owned or leased, regardless of location. IWU owned houses/apartments used as private rentals are exempt from this policy.

Smoking is therefore not allowed in the residence halls. Students found smoking may be subject to judicial referral and could be reassigned to a different living unit.

## Storage

Limited storage of personal items is provided only as a convenience, and is made available to those students who reside more than 450 miles away from campus. Permission to store belongings in an IWU residence hall does not insure the security of a student's property from damage, theft or loss. Storage is located in Munsell, Martin, and Pfeiffer Halls, and is provided on a first-come, as-available basis. No promise is made that even students who have a legitimate storage need will be provided with storage space once designated spaces are full. Students are encouraged to take as many of their belongings home as possible so that all students with a need will have access to storage space.

Storage space is intended for those items to which students do not require regular or frequent access. Open access to stored items is provided during the following time windows that coincide with residence hall openings and closings:

Opening	August 9, 2009 - August 25, 2009
Thanksgiving	November 12, 2009 - November 24, 2009
Winter	December 6, 2009 - December 12, 2009
	January 2, 2010 - January 5, 2010
Spring	March 9, 2010 - March 22, 2010
May Term	April 19, 2010 - May 4, 2010
Closing	May 22, 2010 - May 27, 2010

Access to stored items outside of the time windows listed above is permitted at a cost of \$20 per occurrence. To store items, students must make contact with a given Residence Director to determine the availability of space remaining in the hall of choice. It is important to recognize that most requests for storage take place during check-out, which is a very busy time for Residential Life staff. Confirmation of a storage appointment should be made with the appropriate RD at least 72 hours before a student expects to actually place items in storage; storage requests provided with less than 24 hours notice may be unable to be accommodated based on the availability of staff.

To retrieve items, students must make contact with the Residence Director of the facility where their items are stored. Most storage retrieval appointments will be made when residential life staff are on-duty, usually in the evening hours.

Confirmation of a storage appointment should be made with the appropriate RD at least 24 hours before a student expects to retrieve items from storage.

Each student who meets the criteria may place up to six containers in storage. All belongings placed in storage must be stored in sealed containers (typically cardboard boxes) that fall within UPS shipping guidelines. This excludes many plastic storage containers that are unable to be completely sealed or shipped. Items that cannot be secured in boxes, such as furniture pieces and carpets are not allowed in storage. In the event that a student does not return to campus, and alternate arrangements for item retrieval cannot be made, stored belongings will be shipped through UPS to the student's permanent address of record and his/her IWU account will be billed for the associated charges.

Students are not allowed to store items that violate University or Residential Life policies or state or federal statutes. In addition, flammable items, food and perishable items, and items which pose a danger or health risk are prohibited. For students who do not qualify for campus storage or who need additional storage, contact should be made with storage companies in Bloomington-Normal.

## **Technology and networks**

The use of individually administered wireless networks in residence halls is prohibited because they create security vulnerabilities and opportunities for less scrupulous persons to make use of IWU's network resources in ways inconsistent with the IT usage policy ( <http://www2.iwu.edu/IT/about/itusage.shtml> ).

## **Tornadoes and other Threatening Weather Conditions**

The Weather Services uses a two-step alert to warn people of tornado danger: The WATCH tells you that atmospheric conditions are ripe for tornadoes, although none have been sighted; the WARNING tells you a tornado has actually been spotted, visually or on radar.

When staff is made aware of a tornado warning condition that includes the IWU campus, staff will direct residents to evacuate to designated tornado shelter areas in each residence hall. Residents are strongly encouraged to evacuate immediately at the onset of the warning, and before the sounding of local sirens indicating an imminent or immediate risk that may not give students time to move to safety. Residents will be released from shelter areas when the "all clear" is given by civil defense authorities.

## **Traffic Signs**

State law maintains that "it shall be unlawful for any person to have in his possession any official traffic-control device except by reason of his employment. Conviction of possession of such devices (i.e. stop signs, street signs, city limit signs) is punishable by a \$100 fine and/or 30 days in jail."

## **Vandalism**

Vandalism in the residence halls costs the University, and our students, thousands of dollars each year. Excessive clean-up of body spills, shaving cream, water fights, etc. by staff in any living area will be charged at a minimum of \$25 and an additional \$25 for each hour of labor. Charges will be assessed as stated in "Damage Assessment, Fees and Charges."

## **Windows, Roofs, Ledges, Fire Escapes, Attics and Elevators**

Windows and screens are to remain in place at all times. Students are not allowed to place anything outside their windows or to throw objects out of open windows due to the potential for injury to those on the ground. A \$25 fee will be assessed for reinstalling screens.

For reasons of safety, students are not allowed on the roofs, ledges or fire escapes of residence halls except during a fire emergency. Students are also prohibited from residence hall attic areas and equipment/machinery rooms.

Students may use elevators in residence halls, but are expected not to access the elevator shaft, tamper with the elevator or use the elevator in ways other than for which it was intended--the transport of individuals and their possessions from one floor to another inside the elevator carriage.

## **University Provided Furniture**

For reasons of life and fire safety, students are not permitted to alter or modify university provided furniture or the basic layout of the furniture in the room. It is recommended that students keep in mind the size limitations of residence hall rooms when bringing belongings to the residence halls. Student construction of furniture, makeshift or unsafe furniture arrangements, lofts, platforms or other apparatus is not permitted.

Students may not remove University furniture from public, floor or hall lounges for their private use in their rooms. All furniture in student rooms, including beds, dressers, etc., should never be removed. Such an occurrence could result in disciplinary action.