

MESSAGE FROM YOUR DIRECTOR

On behalf of Housing & Residence Life, welcome to Chicago State University! Our department is committed to providing you with an environment which directly supports your academic, social, cultural, and personal development. We are pleased that you have chosen to live on campus, and will do everything we can to make sure your living experience is one that enhances your academic endeavors.

Our focus this year will be Health & Wellness. As 2021 approaches, be sure to use your imagination to THINK BIG! You are a powerful creator and can design the life you want to live! As you do this mind/ spirit work don't neglect to work hard to pursue your degree and advance your life! Accomplishing everything you set out to do will not be easy, but it will be worth it. As you work, our promise to you is that our facility will be a clean, safe and welcoming environment where you can live, strive academically, build beautiful relationships, and most importantly, grow to be your best self.

I am confident that the 2020–2021 academic year will be both an amazing and rewarding experience. Please remember to wear your mask, wash your hands, and practice social distancing. Use this handbook as a guide to help you understand our rules, regulations, policies, and all resources available to you.

Thank you for choosing Chicago State University Housing.

Make it a great year,

Robert King

Housing & Residence Life, Director

MISSION STATEMENT

The mission of the Department of Housing & Residence Life is to provide residents with a clean, safe, and welcoming living environment that promotes maturity, supports academic success, and enhances personal growth on every level.

COMMUNITY LIVING PHILOSOPHY

In 1990, Ernest Boyer, President of The Carnegie Foundation for the Advancement of Teaching, identified six principles for "Campus Life In Search of Community." These six principles engage us to establish our campus environment as a community of learners. The six principles relate to the philosophy of Housing & Residence Life. The six principles are:

- I. A college or university is an educationally purposeful community, a place where the intellectual life is central, and where faculty and students "work together" to strengthen teaching and learning on the campus.
- II. A college or university is a just community, a place where the dignity of every individual is affirmed, and where equality of opportunity is vigorously pursued.

- III. A college or university is an open community, a place where freedom of expression is uncompromisingly protected, and where civility is powerfully affirmed.
- IV. A college or university is a disciplined community, a place where individuals accept their obligations to the group, and where well-defined governance procedures guide behavior for the common good.
- V. A college or university is a caring community, a place where the well-being of every member is sensitively supported, and where service to others is encouraged.
- VI. A college or university is a celebrative community, one in which the heritage of the institution is remembered, and where rituals affirming both tradition and change are widely shared.

OPENING / CLOSING DATES

FALL 2020 – SPRING 2021

DATES SUBJECT TO CHANGE

Students who need housing accommodations beyond the contract terms and during break periods will be charged the break period fee. Break periods may include: Winter Break, Spring Break, and Summer Break. Students not signed up for break housing should make travel arrangements prior to the break closings. Additionally, during break periods or the day prior to a break period, the dining service facility may close early.

Please note that Housing & Residence Life and/or the University's food and dining service provider reserves the right to make changes to the following calendar as they deem necessary to the operation of the housing and dining programs.

Fall 2020

August 19: 10AM-5PM: Residence Hall Opens (New Students ONLY)

August 22: 10AM-5PM: Residence Hall Opens (Returning & Transfer)

August 22: First Contracted meal begins

September 7: Labor Day – University closed (cafeteria open, weekend hours)

November 22: Residence Hall closes for the fall Semester

Spring 2021

January 15: Residence Hall Opens (New Students Only)

January 16-17: Residence Hall Opens (Returning Students)

January 16: First Contracted meal of Spring Semester

January 18: Dr. Martin Luther King, Jr.'s Birthday- University Closed

(Cafeteria open, weekend hours)

February 15: President's Day – University Closed (Cafeteria open, weekend hours)

March 31: Non-Instructional Day – Cafeteria open

April 16: Non-Instructional day – Cafeteria open

TBD: Residence Hall closes for Spring semester at 12:00 p.m. (noon).

UNIVERSITY HOLIDAYS AND CLOSINGS

Labor Day

Thanksgiving Day and the day after Thanksgiving Day

Christmas Day and the day after Christmas Day

New Year's Day and the day after New Year's Day

Martin Luther King, Jr. Day

President's Day

Memorial Day

Independence Day

OFFICE HOURS

The Office of Housing & Residence Life is open Monday – Friday from 9:00 a.m. to 5:00 p.m. The office is closed on weekends and University holidays.

Housing & Residence Life Office

773-995-4543

RESIDENCE HALL FRONT DESK

The Residence Hall front desk is operational 24 hours a day, 7 days a week to answer questions and to assist anyone entering the building.

Residence Hall Front Desk

773-821-2411

CHICAGO STATE UNIVERSITY POLICE DEPARTMENT

University Police: The Chicago State University Police Department is a state police agency responsible for law enforcement duties in and around the campus. Special services are also offered by University Police, including crime prevention and community relations programs.

Telephone Numbers

CSU Police Department

773-995-2111 (on campus dial ext. 2111)

Chicago Police, Fire, Ambulance

911 (on campus phone dial ext. 9-911)

COMMUNITY LIVING STANDARDS

Any violation of these Community Living Standards will not be tolerated and may result in Housing & Residence Life disciplinary action, up to and including housing contract termination, and/or Judicial Affairs disciplinary action, up to and including suspension or expulsion from the University. In addition, violations that cause loss or damage to University property may require restitution from the responsible student. These policies apply to all Chicago State University students and their guests while in the Residence Hall.

Alcohol: Possession and/or consumption of alcoholic beverages is prohibited on campus, including in the Residence Hall. Inappropriate behavior related to the use of alcohol or excessive consumption manifested by impaired physical functioning is also prohibited.

Activities involving the use or consumption of alcoholic beverages are prohibited. Empty alcoholic beverage containers (cans, bottles) are prohibited. Kegs and "beer balls" are also prohibited in the

Residence Hall. The possession or use of paraphernalia in any way associated with the use of alcohol is prohibited (e.g., funnels, beer bong, distillation processes, etc.). Delivery of alcohol by outside vendors is prohibited. Students found in violation of this policy will receive a \$125 fine for the first offence. If there is a second, the fine will double (\$250). If there is a third, the resident's housing contract will be terminated.

Animals: No animals, with the exception of trained, certified and registered service animals are allowed in the Residence Hall. Health and sanitary precautions necessitate that students strictly adhere to this regulation.

Appliances: All appliances must be plugged into a wall outlet or a power strip containing 15 amps or less with a circuit breaker. Cube adapters and extension cords are prohibited. Any cooking in Residence Hall rooms is prohibited. The following electrical appliances must have an approved Underwriters Laboratory (UL) Seal visible.

Acceptable appliances allowed in student rooms

Surge Protectors	Clocks
Hair Dryers	Computers
Curling Irons	Shavers
Fans	Desk Lamps
Stereo Equipment	Radio and Television
Microwaves	Refrigerators

Unacceptable Appliances in student rooms (include but are not limited to):

Air Conditioners	Ceiling Fans
Deep Fryers	Toaster Ovens
Broiler Ovens	Sun/Heat Lamps
Hot Plates	Crock Pots
Potpourri Burner	Open Coiled Heating Devices
Halogen Lamp (of any kind)	

Babysitting: Babysitting or caretaking of minors (under 18 years old) is not allowed in the Residence Hall. The facilities are not designed nor equipped to meet the needs of children, and children in the facilities may create a hazard to themselves or a disturbance to residents.

Bicycles: Bicycles should not be ridden inside, left in the hallways, stairways, public areas or courtyard of the Residence Hall. Bicycles should be stored in authorized areas only. Any bicycle found in an unauthorized area may be removed and discarded. All residents that bring a bicycle to campus should bring a sturdy lock to keep it secure.

Candles/Incense: The burning of candles, incense, or other open flame devices is prohibited in the Residence Hall. Candles (unlit) are not allowed in the Residence Hall.

Cleaning: Residents are responsible for maintaining a clean, sanitary, non-hazardous living environment. It is also the responsibility of residents to help keep the common areas and student lounges clean. Fines and/or other sanctions will be assessed for excessive cleaning done by the staff.

Cohabitation Policy: University Housing does not condone, nor will it allow, cohabitation in the

Residence Hall. Cohabitation is defined as non-roommates sleeping within the same room for extended periods of time. Under no circumstances should a resident ever feel pressured into leaving her/his room because of a roommate having a guest(s).

Commercial Business: No resident may run a commercial business from her/his Residence Hall room/suite. Nor may a resident post commercially related advertisements in the Residence Hall common areas.

Common Areas: Lobby areas, lounges, hallways, stairways, elevators and the courtyard are considered common areas.

Community Rights: As a member of the Residence Hall community, you have the right to:

- Study and sleep without disturbances from noise and other distractions.
- Maintain your privacy.
- Expect others to respect your personal belongings.
- Have a clean room.
- Have access to your room.
- Have guests in your room in accordance with the Community Living Standards.
- Address community violations which interfere with your right to sleep or study.
- Expect you will be respected at all times by members of the Residence Hall community.

Cooking: For safety reasons, cooking is prohibited in student rooms and public areas.

Damages: Each student is responsible for the room and suite bathroom in which she/he resides, and has an equal share of responsibility for common areas. Since only residents and their guests (whom residents have assumed responsibility for when the residents signed the guests in) have access to the building, damage and/or repair costs (including labor) are divided up among community members if the responsible parties do not take responsibility for their involvement. Damages should be reported immediately to the Housing Office.

YOUR ROOM

- You are assessed charges for alterations or damages that you cause to your room and to common areas.
- You are assessed one-half of total charges for alterations or damages to shared areas of your room, should your roommate not accept full responsibility.
- You may not paint your room. If you do so, it will be repainted and you will be charged for both materials and labor.
 - Do not put holes in the walls and/or doors.
 - Do not use adhesives or tapes on the walls and/or doors.
 - Do not put self-stick pegs or hooks on the walls, doors.

Billing Policy: Residents will be billed in accordance with cost of any damage or loss to the room or common areas, including labor and materials required to return the facility to its original condition. Checks/money orders must be made out to Chicago State University Department of Housing & Residence Life and paid to the Cashiers Office. A "HOLD" will be placed on the student's financial account until payment for all charges is received.

Blue Tape Rule: The only tape allowed on walls anywhere in the Residence Hall is painter's tape. All postings, stickers, etc. that have any other kind of tape is subject to be removed and/or discarded.

Bullying/ Cyberbullying: Bullying will not be tolerated in any form. Cyberbullying refers to deliberate and repeated conduct or activity that threatens, harasses, intimidates an individual, places an individual in reasonable fear of harm to the individual or damage to the individual's property, or has the effect of substantially disrupting the individual's daily life via the use of electronic information and communication devices; (ii) the use of information and communication technologies to support a deliberate, repeated, and hostile course of conduct to harm others; or (iii) intentional and repeated harm inflicted through the use of computers, cell phones, and electronic devices. Violators will be subject to disciplinary action and/or contract termination. See the University Policy on cyberbullying for more information.

Decorations: Your room will be your home for the next few months. Decorations can add comfort to your room for a more personalized living space. Should you choose to decorate, keep in mind that you are responsible for maintaining the condition of your room. You are encouraged to make yourself at home, but some restrictions on room decorations are necessary for safety and to minimize the cost of repairs. Please adhere to the following guidelines:

- Decorations must be nonflammable. They must not hinder or obstruct AC/Heating vents, smoke detectors, sprinklers, or exits in case of fire or other emergencies.
- Room furnishings (e.g., desk, chairs, dressers, and/or bed frame) may not be removed from the room.
- Lounge furniture is not allowed in student rooms at any time.
- Do not paint any part of your room.
- Decorations that can be viewed in common areas or by the public must not be obscene or unreasonably offensive.
- Constructed or factory-made lofts, risers or other weight supporting structures are prohibited.
- Decorations must not damage walls, furniture, doors or woodwork. If damage occurs and painting or plastering is required, residents of the room will be billed for cost and labor.
- Removal of window blinds is prohibited.
- Empty alcoholic containers as decorations are prohibited.
- The burning of scented candles and incense is prohibited.
- Corridor, room, and community decorations must be made of nonflammable materials. Fire retardant decorating materials are available in many stores. Holiday trees must be treated with fire retardant material.
- Message boards or door decorations are limited to two pieces not larger than 8.5" x 14" each, due to fire hazards. Markings or writings directly on doors or walls are prohibited.
- Glow-in-the-dark material is not allowed on the ceilings or walls of the rooms.
- Placing signs, posters, pictures, and/or markings in room/suite windows is prohibited.

Disorderly Conduct: Disorderly conduct is defined as engaging in violent or disruptive conduct, including, but not limited to, acts that breach the peace or that are lewd, indecent, or obscene. Examples include assembling to commit or intending to commit any unlawful act by force; carrying

out or planning to carry out any action which has the potential to disturb or threaten the public peace, even without unlawful intention; or conducting oneself in a disorderly manner so as to disrupt or threaten to disrupt the public peace, even without unlawful purpose. Disorderly conduct also encompasses interrupting or disturbing the academic and operational functions of the University or committing intentional acts that obstruct, disrupt, or physically interfere with the use of the University premises, buildings, or passages.

Double Room Occupancy: Students residing in a double room may only reside in one designated side of the room at all times, even if the room is not assigned another occupant. A **\$25 daily fee** will be applied to the account of a student who is found responsible for occupying both sides of a double room. Occupying both sides of a room includes, but is not limited to, storing personal items in dressers, desks, and closet space or placing personal items on both beds.

Drugs: The possession, use, manufacture, sale or distribution of any form of narcotic, hallucinogenic, barbiturate, or other dangerous drugs is prohibited in any form, except under the direction of a licensed physician or as permitted by law. The possession of and/or use of drug paraphernalia is also prohibited. Throughout the year, drug education and prevention seminars will be held. The Residence Hall can be subject to unannounced building inspections with the assistance of drug guard dogs. Students found in violation of the policy will not only receive alcohol and drug policy violation fines (see menu of fines) they will face additional disciplinary actions, restitution, prosecution and/or housing contract termination.

Elevator: Tampering with or misuse of the elevator is prohibited by law and University policy. These behaviors can create serious safety concerns, expensive repair costs, and excessive wear and tear.

Electrical Power: The use of too many appliances may result in a loss of power to the room. Students must pay special attention to the directions for using appliances as not to overload circuits. Items that can be used safely in the room include the following: a television, a stereo unit, an electric fan, and small electrical items such as an electric clock and lamp. Items such as a hair dryer and curlers are encouraged to be used only in the bathroom of the suite. All extension cords are to be 14 gauge or better; the lower the number the higher the gauge. All extension cords are to be intact with no exposed wires or frayed ends. Extension cords cannot be run under carpet. No more than one cord can be plugged in per socket. Safety fused extension cords are permitted. These are the large extension cords with a power strip at one end having six outlets. This must be plugged directly into an outlet. Use an adaptor for a three prong outlet switch if the Residence Hall is not equipped with three prong outlets. Appliances must be plugged directly into the power strip. When a heavy power drain appliance is attached to the socket with an extension cord, no additional appliances should be plugged into a wall socket. The use of more than one heavy power appliance in a socket causes breakers to trip and is a fire hazard. If breakers go off in your room frequently, please inform the Residence Hall staff. No extension cord may be nailed, stapled, or attached to the floor, wall or ceiling.

Electrical Safety: Do not overload electrical power strips or outlets, as they can overheat. When overheating occurs, these items can deteriorate quickly and cause a potential shock, safety or fire hazard.

Know how much is TOO MUCH! Your rooms can handle approximately 1,600 wattages. This means 2 appliances running at the same time could blow a fuse (see wattage chart). Top wattage

usage include blow dryers, microwaves and television. Be sure all other appliances are off whenever one of these items are in use.

To save energy turn off all appliances and lights when leaving your room or not in use.

Only one (1) major appliance is allowed in a room. This includes:

- 1 Refrigerator (4.5 cu ft or less)
- 1 Microwave (less than 1,200 watts)

Product	Active (watts)	Idle (watts)	Off (watts)
Standard Fridge 4.5 cu ft.	33	N/A	N/A
Microwave	1,200–1,500	N/A	3-6
Laptop	25	2	2
Television	339	N/A	N/A
Hair Dryer	1,400-2,000	N/A	N/A
Alarm Clock	2	N/A	1.7
Desktop Computer	75	5	2
PlayStation	197	N/A	1
Xbox 360	170	N/A	1
Wii	19	N/A	1
Stereo	23	16	7

Beware of electrical outlets that get too hot to touch: if an electrical outlet becomes so hot you cannot leave your hand on it, you have a potential fire hazard. Unplug all appliances and notify Housing & Residence Life staff *immediately*.

Use a power strip with an over-current protector: a power strip with an over-current protector shuts off power automatically if there is too much current being drawn.

Do not connect multiple power strips together. The more plugs and receptacles you have connecting to a single current or wall outlet, the more chance you have for a shock, safety, or fire hazard.

Use light bulbs with correct wattage for lamps: all UL-Listed lamps have wattage specifications near the bulb socket to tell you what size bulb is the maximum recommended. If no indication is on the product, do not use a bulb with more than 60 watts.

Emergency Contact Information: Residents are required to provide emergency contact

information as part of the application process and/or upon checking into their assigned room. It is vital that this information be accurate and thorough. This information will be kept confidential and will be used only in cases of emergency. By submitting this information to the Department of Housing & Residence Life, the student is granting the University permission to contact the named individual(s) in case of an emergency.

Emergency Exits: The use of emergency exits is strictly prohibited except in the case of an actual or suspected emergency. The back and adjacent front doors of the residence hall are exit only doors. Students caught opening these doors for guests or strangers or exiting via the emergency exit door when there is no emergency (actual or suspected) will face disciplinary actions including a **\$50 safety violation fine.**

Emergency Notification System: RAVE is CSU's Emergency Notification System which allows students, faculty, and staff to receive alerts via e-mail, voice, and/or text messages when important information (i.e., weather alerts, school closings, etc.) is shared throughout the campus community. For additional information and to sign up for RAVE, visit: <http://www.getrave.com/login/csu>.

Explosives or Incendiary Devices: It is illegal and strictly prohibited for residents or their guests to possess, store, or use explosives or incendiary devices on University property.

Failure to Comply with Directions: Residents must not obstruct University employees conducting official business by failing to comply with directions, including, but not limited to, failing to positively identify oneself to a Housing & Residence Life staff member, a Chicago State University Police Officer, or other University official when requested to do so, or refusing to comply with disciplinary sanctions imposed by Housing & Residence Life or Judicial Affairs.

FERPA (Family Educational Rights and Privacy Act): In compliance with a federal law known as FERPA, University staff will not release certain information contained in students' educational records to anyone, absent emergency circumstances, without the written consent of the student. This policy applies to matters of student discipline, academic standing and financial information, among other areas. For additional information about FERPA, please contact or visit the website of the University Registrar.

Fighting: Fighting by individuals or groups is not allowed and/or tolerated in the Residence Hall. Action will be taken by the Housing & Residence Life staff and/or the Chicago State University Police to prevent any injury to individuals or damage to the Residence Hall facility.

Fireworks and Explosives: Possession and/or use of fireworks, sparklers, firecrackers, explosives, incendiary devices, bunsen burners, or torches is illegal and strictly prohibited on University property.

Flammable Liquids: Storage or use of any flammable liquids, photo developing chemicals, or corrosive materials in any quantity is prohibited in the Residence Hall.

Floor/Wing/Residence Hall Meetings: At the beginning of and throughout the academic year, RAs will hold floor/wing/Residence Hall meetings to inform residents of upcoming events, to explain community living standards and expectations, and to communicate information. It is mandatory to attend these meetings. These meetings provide you an opportunity to ask questions about policies, provide feedback regarding campus living, meet the staff, and interact with other residents in the building. Meetings are held late so that academic conflicts won't be an issue. Signs are posted at least 2 weeks in advance in order to request time off from an off campus job. You are expected to inform your RA if you are unable to attend the meeting at least one week prior to your

meeting. In addition you must provide documentation of scheduling conflict. Your student account will be charged a **\$50.00 fine** if you are found responsible for non-attendance, and you must promptly obtain any information distributed at the meeting.

Furniture: Residents may bring additional furniture as long as safety regulations and a roommate's/suitemate's space is not violated. Room furniture provided by the University may not be removed. Furniture placed in the lobby areas and lounges are for the use of all residents and may not be moved to a student's room. Residents found responsible for moving furniture from public areas or using furniture for purposes other than its original intention are subject to disciplinary action, including a **\$25 fine per item per day**.

Gambling: Any form of gambling for money or other items of value in the Residence Hall is prohibited.

Guest Behavior: Residents are responsible for the actions of their guests at all times. Should your guest violate Community Living Standards, you will be subject to disciplinary action, and your guest will be asked to leave and may not be authorized to return to the Residence Hall. You are responsible for properly and accurately identifying your guest to staff as requested. A room adequately accommodates the residents to whom it is contracted and 2 guest each (per resident). Overcrowding in rooms is a life safety concern and an issue of community welfare.

Housing & Residence Life staff reserves the right to restrict individuals from entering the Residence Hall if they abuse the visitation/guest policy or violate Community Living Standards or the University Code of Excellence.

Guests Policies:

To promote an environment that serves the University's academic mission, adherence to the visitation/guest policy is the responsibility of each resident. For the academic year 2020-2021 there are no guests allowed in the residence hall.

*Should any changes be made, residents will be notified in writing.

Harassment and Assault: Individuals are afforded the right to privacy and a peaceful existence. In keeping with this, harassment or assault in any form on another individual will not be tolerated. Alleged violators will be referred to the Office of Judicial Affairs to address matters in violation of the University's Code of Conduct and/or to the CSU Police for illegal/criminal acts.

Health & Safety Inspection: In order to maintain proper health and safety standards, residents are expected to keep their rooms and bathrooms compliant with Community Living Standards, in good condition and reasonably clean and sanitary.

Each semester, Residence Hall staff will periodically visually inspect each room for:

- Prohibited items
- Reasonable standards of cleanliness, sanitation and safety; and/or
- Ensuring that maintenance concerns are reported and repaired.

Advance notice of scheduled inspections will be given to residents; however, when a reasonable concern relating to an imminent health or safety risk exists, the exigency of the circumstances may require entry into a room by authorized personnel without advance notice. Staff members will make a record of any unscheduled health and safety inspection and file results with the Director of Housing & Residence Life.

If your room/suite fails a room inspection, it will be re-inspected within 24 hours. Failure to pass an inspection may result in Housing & Residence Life disciplinary action, including a **\$20.00 /day fine and up to housing contract termination.**

Identification Card (ID): All full-time students enrolled at Chicago State University are required to obtain an official CSU photo identification card. The card should be kept in their possession while on campus or attending functions and classes at CSU. A valid CSU ID card is required to use all University facilities, including the library and the computer labs. In addition, it is required to obtain free or reduced admission to University events. This card must be presented on demand for the purposes of official University identification. There is a **\$20 fee** charged for a Resident ID replacement.

In the Residence Hall, every student must possess and carry a Resident ID Card. Upon request, students must present their ID card to authorized personnel (University Police, Security, Housing & Residence Life staff, etc.), comply with the directives of such officials, and cooperate with such officials in the performance of their duties.

Residents must turn in their student ID upon check-out of the Residence Hall. Failure to return ID will result in a **\$100.00 fine**. All IDs returned will be replaced with CSU student ID free of charge.

Improper Behavior: No student will participate in water, food, or shaving cream fights; or any other kind of fighting in the Residence Hall. Conduct and/or expressions that are obscene, inappropriate, acts of intimidation, or blatantly offensive to the prevailing standards of the living-learning community are prohibited, and subject to disciplinary actions and/or contract termination.

Irons: Ironing is permitted in student's rooms; however, irons must always be used with ironing boards that have a fire-resistant cover. Irons with automatic cutoff mechanisms are required. Irons should never be left plugged in an outlet when not in use.

Liability & Property Insurance: Chicago State University is not responsible for the loss of or damage to personal property in the Residence Hall, including but not limited to, theft, natural hazards, acts of third-parties or other causes.

A voluntary personal property insurance plan is available to all students who live in the Residence Hall and can be found in the Housing Office. However, students are encouraged to investigate coverage under your parents' homeowners' policy, which may extend coverage for property in your room. If not, you may want to consider purchasing renter's insurance.

Littering/Trash: Trash from your room should be discarded in designated trash rooms in the Residence Hall, and not in other non-designated areas. If trash from your room is found in non-designated areas, you will be held accountable for its appropriate disposal and any financial costs associated with its removal. Suite and shared trash should be dumped in the designed trash areas.

Lockouts: A valid Resident ID is required before any room opening is performed. However, if the ID was lost or left in the room, the resident's identity must be verified by a RA and/or the Desk Attendant. The resident of the room will be the only one given access. No family members or friends will have access into the resident's room.

The only exception to gaining access into a room is in the case of an emergency where human life is in danger, building evacuation, a malfunction of the key card system, if the ID card is worn due to normal use and will not work, or if the student produces a police report indicating the ID card was

stolen.

If lost or stolen, residents will receive a temporary room key card for (24) hours. A new ID card must be obtained by the resident before the temporary card expires. Remember to always carry your ID card. Keep your room and bathroom door locked at all times for safety and security. Replacement IDs can be obtained in the Main Office.

Temporary Key Cards and Master Key Card System (FALL & SPRING SEMESTER)

Residence Hall rooms are secured by a key card system. Some rooms have a hard key system. All residents can access their rooms through the University ID. Sometimes during the semester, residents lose or damage their cards. While the goal is to get their card replaced, sometimes this occurrence takes place after hours. Therefore, all resident temporary room key cards are kept at the desk.

Fall & Spring Semester Temp Key Check Out System

If a resident is locked out, they will need to fill out a temporary swipe card form. The resident will have 24 hours to return card. All cards not returned will be assessed a **\$25 reprogramming fee**.

Room Lock Out Form system

- Upon initial key check out, resident gets pink copy
- Upon return of the key, resident receives yellow copy
- After the 1st temp key check out, student will be assessed **\$10 fee** for each additional check out

Summer Temporary Key Cards and Master Key Card System

- Summer Housing Residents will need to go through housing staff for any lock outs during the summer session.
- Residents must complete a key check out card.
- First lock out = No charge, all other lock outs will be assessed a **\$10 fee** on University account.

Lofts: The construction of lofts or any other structure within the Residence Hall is prohibited.

Motorized Vehicles: No vehicles or machines with combustible fuel, such as motorcycles, mopeds, scooters and jet skis can be brought into or stored in or around the Resident Hall. If any motorized vehicle is found in the Residence Hall, it will be impounded.

Noise/Quiet Hours: The minimum quiet hours established for the Residence Hall are as follows:

Courtesy Hours

Quiet Hours

Sunday thru Saturday

Sunday thru Saturday

8 a.m. – 10 p.m.

10 p.m. – 8 a.m.

These hours pertain to the regular academic year, which includes three-day weekends and holidays. During finals week, quiet hours are in effect 24 hours a day until the last scheduled exam.

Students may ask other residents to observe Courtesy Hours if they need quiet for study or sleep. If noise is heard beyond the room door, it is a violation of courtesy hours. A student's right for quiet supersedes another's right to make noise.

During quiet hours, noise from stereos, televisions, musical instruments, radios, voices, etc., should not be heard outside of the room by residents in neighboring rooms, corridors, or areas outside of the building. If noise is heard outside of the room door, it is a violation of quiet hours. At

no time should amplified music be projected outside through the resident's window. All residents share the responsibility for enforcing Quiet Hours.

A staff member will ask those gathered in a room to lower their voices, stereos, etc., only once. If a staff member is required to visit a room a second time during an evening all except the assigned occupants of the room will be required to leave. Room occupants must realize that they will be held accountable for the actions of their guests. Students consistently responsible for noise problems in the Residence Hall will be subject to write ups, **\$25 chronic noise violation fines**, and possibly dismissal from the Residence Hall.

Painting: Residents are not permitted to paint the interior walls of their room or doors. Residents should also not paint in their rooms to avoid damage to the floors. If a resident chooses paint in their room, and damages result, fines will be assessed.

Personal Care: Each resident is responsible for his or her own self-care, which is defined as appropriate personal hygiene, mental health, management of medical illnesses and/or disability related personal needs. If a resident needs a personal attendant to assist with these tasks, it is the responsibility of the resident to identify and ask for assistance.

Personal Safety: We encourage all residents to take safety precautions while on campus and in the Residence Hall.

Personal Safety Tips:

- Avoid walking alone. On campus, use the Escort Service, call (773) 995-2111 or ext. 2111 from any campus phone.
- Stay in well-lit areas, away from alleys, bushes and entryways.
- Walk confidently, directly and at a steady pace.
- Walk on the side of the street facing traffic.
- If a driver stops to ask directions, avoid getting near the vehicle.
- If a car appears to be following you, turn and walk in the opposite direction.
- Check inside your vehicle before entering.
- Park in well-lit areas.

Campus Safety Tips:

- Keep an eye on your belongings while in the library, computer labs, classrooms, lounge areas, and the cafeteria.
- Don't leave your belongings unattended.
- Report suspicious and criminal activity to the police.
- Lock and secure your bathroom door, windows and room door when leaving.
- Don't leave valuables or money out in the open in your room.
- Don't leave your room door unsecured, even if for a short period of time.
- Be aware of the campus emergency phones with the blue lights and on the outside of every building.

When you feel uncomfortable walking on or about campus, call the Escort Service at 773-995-2111.

Posting, Distribution and Solicitation: Part of Housing & Residence Life's mission is to help promote activities, events and functions in the spirit of collegiality, so that the university community can work harmoniously together. Therefore, guidelines have been established to ensure that promotional activities and mediums do not compromise the integrity of the residential program, including but not limited to:

1. All postings must be authorized by Housing & Residence Life and stamped "Approved". A violation of the policy will result in any unauthorized postings being removed immediately.
2. The Residence Hall has designated bulletin boards for the posting of approved announcements. Once approved, postings will be distributed and posted by the hall staff on designated floor bulletin boards. Generally, postings should not exceed 11" x 17" due to limited availability of space. Approved postings will be removed 24 hours after the activity, event or function. Posting on windows, exterior doors, walls, or any unauthorized location is prohibited, and will be promptly removed.
3. For the protection of the educational environment and residents' privacy, soliciting for commercial purposes is prohibited in the Residence Hall. Individuals and businesses may request permission to leave promotional materials at the front desk only. Door-to-door sale or solicitation is strictly prohibited, and any person found violating this rule shall be escorted from the building by Residence Hall staff and/or the University Police.
4. Student organizations and/or individuals who wish to distribute educational questionnaires or undertake research projects involving the solicitation of residential students or staff, must notify Housing & Residence Life in writing and submit appropriate documentation from the sponsoring department chairperson at least 14 calendar days before the project begins.
5. Student organizations and/or individuals may not establish a commercial business enterprise of any kind in University-owned housing. This prohibition includes any person serving as a food vendor (e.g., serving or selling food products) in or around the Residence Hall.
6. The director of Housing & Residence Life reserves the right to deny flyers or other postings being displayed in the Residence Hall. Reasons for denial include but are not limited to organizations or clubs not respecting the blue tape rule, removing unexpired, approved flyers, or being uncooperative with HRL staff.

Public Areas: For safety reasons, the hallways must be kept free of obstructions. No resident or guest may sleep in the hallways or lounges unless it is in conjunction with an official hall-sponsored event. Use of these areas for group activities requires permission of the hall staff. In the event of a health or safety hazard, and/or vandalism, lounges will close temporarily.

Residence Hall Access: For safety and security reasons, all visitors to the Residence Hall must check in at the front desk before entering the building. Except for the primary entrance, all other doors are locked and should be used only as emergency exits.

To enter the Residence Hall, residents will be required to show their CSU ID Card to the desk staff at all times. Without an ID, the identity of residents will have to be verified by the desk staff and/or the RA on duty.

Use emergency exits only in the case of an emergency. Side doors leading to the exterior are equipped with an alarm to ensure they are used only in an emergency.

Anyone caught using alarmed doors, propping doors or causing other breaches of security will be

subject to disciplinary actions, restitution, prosecution and/or eviction. Do not prop doors open. If you discover a door that is propped open, please close it. Open access to the Residence Hall jeopardizes the safety and security of all residents and staff in the building. Never permit strangers to access the building. Do not allow people you do not know to follow you into the building.

Contact the front desk staff or police immediately if you notice any breach of security in the Residence Hall.

Residence Hall Ban Policy: The Office of Housing & Residence Life reserves the right to refuse the entry of non-residents to the Residence Hall if they are suspected of living in the Residence Hall illegally, abusing the visitation privilege or engaging in disruptive behavior in or on the Residence Hall property.

Resident Behavior: Residents must comply with Community Living Standards, exhibit an ability to live peacefully in a residential setting, and not endanger themselves or others in any manner. In instances where the safety or security of any resident or staff member is compromised by the actions of a resident, the University Police will be notified.

Residence Hall Council (RHC): RHC offers residents an opportunity to develop leadership skills and become involved on campus. The RHC plans and implements social and educational programs for residents to interact together and expose them to new experiences, particularly off campus experiences. These programs supplement the programs and activities organized by the Housing & Residence Life staff. RHC also provides a forum for dealing with residents' concerns on campus.

Rights & Responsibilities: Chicago State University is cognizant of the rights and responsibilities of all students, and Housing & Residence Life is committed to maintaining those standards within the Residence Hall community. The Residence Hall community aims to maintain an environment that is conducive to academic, social, and personal growth and development.

Students at Chicago State University are expected to:

- Observe laws as well as University regulations.
- Respect the rights and privileges of others.
- Be forthright and honest in all academic and social conduct.
- Share the responsibility of maintaining an environment where individual actions do not violate the community's welfare.

This means that students have both the right and responsibility to confront each other directly in a constructive and respectful manner when problems occur. The Housing & Residence Life staff will support and work with students in an effort to assist, understand and abide by Community Living Standards.

Residents are contractually responsible for the emergency information and policies outlined in their housing agreement and handbook, as well as other published University materials. The University, however, does not attempt to use formal rules to define every unacceptable form of behavior. In situations not addressed by specific regulations, you are expected to use common sense and conduct yourself at all times in a mature, responsible manner. Residents are required to complete mandated training and attend mandatory meetings as requested.

Room Key Access: Every resident will receive a key card which will allow access entry into individual rooms. Key cards are secretly coded for authorized occupants of each room. Residents

are not to give other students their key cards.

Room Responsibility: Your room is designed to be comfortable and livable. Your room contains the basic furnishings: bed, mattress, desks, desk chair, closet and/or wardrobe, dresser, AC/Heat unit, smoke detectors, and window blinds. Room amenities include a cable access. Most rooms have bathrooms that are connected to an adjoining room, while single rooms have private baths. The bathrooms have a shower, toilet, sinks, mirror, and individual drawers for toiletries. Single room bathrooms may include a bathtub.

Since students have different needs with regard to room lighting, lamps should be provided by each resident. Common area and lounge furnishings are intended for use by all residents, and may not be taken to furnish individual rooms. Common area furnishing is for your comfort and enjoyment away from your personal living space, and should remain intact. Room furniture should not be removed from your room or **you will be fined \$25.00 per day per item.**

Room Entry: The University balances the right to privacy of its resident students with the responsibility to maintain a safe environment for all students and staff in the Residence Hall. When entering into the housing agreement, each resident student consents to room entry and inspection under the circumstances indicated herein. The University reserves the right for authorized personnel (including but not limited to Resident Assistants, the Housing Coordinator, the Director of Housing & Residence Life, or their agents) to enter and inspect Residence Hall rooms for the following purposes:

General Room Inspection: the entry into a residential room by authorized personnel in order to ascertain the physical condition of the room, to conduct room inventories, to perform maintenance and repairs, or to perform cleaning and custodial operations. The University will take all reasonable steps to ensure the resident(s) of a room receive(s) reasonable notice prior to entry by authorized personnel.

Health and Safety Room Inspection: the entry into a residential room by authorized personnel in order to maintain proper health and safety standards, in compliance with Community Living Standards and reasonable standards of cleanliness, sanitation and safety. Advance notice of such health and safety room inspections will be given to the resident(s) of the room, unless exigent circumstances require immediate entry. Also see the section on Health and Safety Inspections, above.

Violation Room Inspection: the entry into a residential room by authorized personnel for the purpose of responding to situations where there is a reasonable suspicion that a violation of the law, University policies or Community Living Standards is occurring or has occurred inside a particular room. Under such circumstances, it is not necessary that the room's resident(s) receive notice or be present during the entry or inspection.

Emergency Room Inspection: the entry into a residential room by authorized personnel to respond to a real or perceived emergency condition – i.e., there is reason to believe that a danger to person(s), property, or the building is present. In such cases, authorized personnel may enter the room immediately without notice to the resident(s).

The following room entry/inspection procedure is employed in non-emergency situations: authorized personnel will knock before entering the room. If a resident does not answer, the official will announce his/her intention to enter the room. Upon entering the room, the Department of Housing & Residence Life employee or agent will state the specific reason for entering the room.

Any stolen goods, contraband, weapons, controlled substances, paraphernalia or other unlawful items that are in plain view upon entry and inspection will be reported to the University Police to properly and safely secure and for independent investigation. Any observations or evidence obtained through room entry and inspection may be used in student administrative hearings, which may result in Housing & Residence Life disciplinary action, up to and including housing contract termination, and/or Judicial Affairs disciplinary action, up to and including suspension or expulsion from the University.

Safety & Security: Every resident must take responsibility for keeping the Residence Hall secure, protecting keys from loss, and reporting strangers in the building to the staff immediately. It is also important for you to keep your room door and windows secure at night and when you're not there. For safety and security reasons, screens must remain on windows at all times. Doors should not be propped open. The Desk Staff and Resident Assistants will assist in making certain that all exterior doors are locked and secured. To gain entrance into the building, residents must show their CSU/Resident ID card to the front desk staff. If your key card is lost, you are responsible for contacting the staff. In order to maintain security for yourself, your roommate's possessions, and for the community, you have 24 hours to purchase another **ID Card (\$20.00)** at the cashier's office.

The University, Campus Police, and Department of Housing & Residence Life are committed and will work in concert to maintain high standards of safety and security in and around the Residence Hall, and the campus community. Individuals who jeopardize the safety and security of others by violating safety regulations or creating a security hazard in the Residence Hall will be subject to judicial action and/or contract termination. Students should report any safety-related problems and maintenance concerns immediately to the Housing Staff and/or call the front desk. Students should contact the CSU Police Department if the issue is related to a safety concern.

SAFETY PROVISIONS:

Emergency Preparedness: Residents must comply with all fire and safety regulations and guidelines, and must participate in all emergency drills. Residents must pay special attention to information given regarding emergency exiting from buildings and are expected to know their locations and the procedure for their use.

Rave is CSU's Emergency Notification System which allows students, faculty, staff, and parents to receive alerts via e-mails, voice, and or text messages when important information i.e. (weather alerts, school closing's, etc.) is shared throughout the campus community.

For additional information and to sign up for RAVE go to: <http://www.getrave.com/login/csu>

Security Doors: The Residence Hall front desk is staffed 24-hours a day. Doors to all outside entrances, living areas and individual rooms in the Residence Hall provide privacy and security for residents. All doors leading to the exterior of the building are locked 24 hours a day. The CSU Police Department makes routine rounds of campus and responds to issues and concerns in and out of the Residence Hall.

Sexual Assault Mandate: The state of Illinois mandates that all institutions of higher education provide sexual awareness training to all incoming students. Therefore, every residential student living in the Residence Hall is required to complete the *Student Success™ Sexual Assault Prevention* online education program. The program must be completed by the first weekend in October for Fall applicants and by the first weekend in March for Spring applicants. Furthermore, Chicago State University believes that an informed student body is in all of our best interests. The

Student Success™ Sexual Assault Prevention course is used to disseminate Chicago State University's expectations in order to prevent sexual assault at the university. As Chicago State University's Code of Conduct expresses, respectful behavior is an expectation for everyone. Students who fail to complete the *Student Success™ Sexual Assault Prevention* online education program are subject to contract termination and/or not being allowed to register for classes.

Shared Responsibility/Rights of Roommates: All students assigned to the Residence Hall share equal responsibilities and rights for that room; including room condition, visitation/overnight guest access, and policies.

Smoke Detectors: Smoke detectors are designed to sense the presence of a fire and activate the fire alarm system. Detectors can be activated by smoke, steamed water and thrown objects. Smoke detectors may not be dismantled, deactivated, or tampered with in any fashion. If we discover smoke detectors that have been tampered with, **smoking fines** will be applied.

Smoke: The smell of smoke indicates an open flame or fire. In the event that a resident or Residence Hall official smells smoke of any kind coming out of a living space, an inspection/investigation will occur. A Residence Hall Staff person will key in the room(s) in question to identify the source of the smoke and take steps to rectify the problem. If illegal substances or other contraband is found during the investigation, violators will be subject to **fines**, disciplinary actions, restitution, and/or prosecution.

Smoking: Chicago State University is a Smoke-Free Campus. Consistent with the Smoke-Free Campus Act effective July 1, 2015, cigarettes of any kind, cigars, and pipes are not permitted anywhere on campus. The smoke-free policy is designed to support a healthy campus and limit exposure to secondhand smoke, which has been determined to be unsafe. Any residents caught smoking will be assessed appropriate **fines**. For more information, look at the university policy online at: www.csu.edu/smokefreecampus.

Solicitation: Commercial door-to-door solicitation of any kind is strictly prohibited. Individuals soliciting or fundraising for business, volunteers, or religion within the Residence Hall are not allowed. Students should report individuals immediately to an RA, the Housing Officer, Residence Hall front desk, or the Director/ Assistant Director of Housing. Permission for soliciting/fundraising must be approved by the Dean of Students. Registered student organizations wishing to distribute information or to speak with residents regarding ballot issues or candidates appearing on SGA or RHC ballots should visit the office. Voter registration is permitted. Approval must be granted by Housing & Residence Life to leaflet information. In this instance, the hall staff will distribute the approved information. Leafleting is defined as the distribution of printed material from door-to-door.

Sports in the Hallways: To maintain a safe, comfortable, and quiet environment, bicycling, playing sports in the hallways and lobby areas is not allowed. This includes but is not limited to: throwing, tossing, bouncing and kicking balls, wrestling, tossing a Frisbee, roller-blading, swinging golf clubs and/or bats, etc.

Sprinkler System: Sprinkler systems are mounted in each residence hall room. Individuals may not hang items on the sprinkler system nor tamper with its use. Such malpractices can result in flooding of room and community. If found responsible for tampering with sprinkler system students will face Housing Disciplinary sanctions and damage fees.

Syringe Disposal: Due to the potential injury to employees who handle disposed trash, residents **MUST NOT** place syringe needles in trash receptacles. Please contact your health provider or the

Wellness/Health Center regarding the proper disposal of syringes.

Theft: All accusations of theft will be treated seriously, and will be subject to investigation by the Chicago State University Police Department. Any student who has been a victim of theft should make a police report to the CSU Police Department. If any student is found guilty of theft, he/she is subject to eviction from the Residence Hall, restitution and/or prosecution. The University is not responsible for the loss of money, valuables, or damages to the property of residents. Although a student may be covered under an existing family policy, it is recommended that he/she purchase renter's insurance. As an added security measure, students are encouraged to engrave an identifying mark on personal property (stereo equipment, textbooks, etc.).

Students are responsible for keeping the room door locked, using the proper entry key at the door, never propping an entry door open. Allowing only personally invited guests at all times. Never lending or duplicating room or mail box keys. Residents who violate this policy are subject to disciplinary actions by the Department of Housing & Residence Life staff. Residents should report missing I.D.s, keys, and/or mail boxes keys immediately to the Chicago State University Police Department and the Department of Housing & Residence Life.

Trespassing: Unauthorized entry into a resident's room, behind the front desk, in maintenance areas, and entry into the building when on the "banned list" is prohibited. Violators will be subject to disciplinary actions, restitution, and/or prosecution.

University Furniture: Residents are responsible for the condition of their rooms and for all university furniture within their assigned rooms. All assigned furniture assigned to their rooms must remain in their room. Students will be held responsible for any damage to university property and/or missing furniture.

University Property: Theft, tampering, and misuse of personal or Residence Hall property, including but not limited to: video cameras, vending machines, lounge furniture, laundry machines, etc., is not permitted.

Vandalism: Acts of vandalism will not be tolerated in the Residence Hall. If found responsible, violators will be subject to disciplinary actions, restitution, and/or prosecution.

Vehicle Safety: All residential students' automobiles must be registered with the Parking Department. Parking stickers are available.

Water Devices: Water guns, catapults, balloons or other water devices are not permitted in the Residence Hall. Residents who participate in any unauthorized water activity while in the Residence Hall will be subject to judicial action, restitution and/or contract termination.

Waterbeds: Waterbeds are not permitted in the Residence Hall.

Weapons and Firearms: Possession, use, sale, or distribution in the Residence Hall or under University control of fireworks, firearms, shotguns, rifles, hand guns, switchblade knives, and any type of ammunition, explosives, BB guns, pellet guns, clubs, and martial arts weaponry is prohibited. Additionally, common utensils must not be used as weapons. Violators will be subject to disciplinary action, restitution and/or prosecution.

Windows and Screens: Dropping or throwing objects from a Residence Hall window constitutes a safety hazard and/or littering. Unauthorized entry through a window is also prohibited and subject to arrest. A fee will be assessed for any damage or unauthorized removal of screens. Students are not to display any inappropriate images or phrases in their windows. Under no circumstances will

the throwing of objects from any wings in the Residence Hall be tolerated. Such conduct poses danger to the health and safety of other residents. Violators will be subject to disciplinary actions, restitution, and/or prosecution.

HOUSING ASSIGNMENTS

Academic Break and Summer Housing: Semester breaks and summer housing is available, depending upon space availability. Contracts during these breaks are different than regular terms. The Department of Housing & Residence Life reserves the right to make assignments and re-assignments as necessary. Completion of a summer contract does not guarantee a preferred room assignment.

Application Fee: All students applying for housing are required to submit a non-refundable \$75 application and processing fee. The application will need to be paid before the application is processed.

Assignments: While every effort is made to comply with student preferences, the University reserves the right to assign space, to authorize or deny room and roommate changes, and to require a student to move and/or consolidate to another room. Assignments are made without regard to race, color, religion, national origin, sexual orientation, age, or disability. Students of the opposite gender will not be assigned, nor may they occupy a room together. If your contract is accepted according to the terms and conditions, you will be guaranteed a bed space.

Students who do not show up by the Wednesday of each semester opening, and have not submitted a written cancellation, will be bound to the terms and conditions of the contractual agreement. Room assignments will not be held nor guaranteed for students who arrive late or fail to show up without making arrangements with the Housing Office prior to the opening of the Residence Hall.

Assignment changes are considered after the students involved have made a serious effort to explore alternatives to a change. This includes a meeting with the Housing Office Staff. The Housing Staff approves all room and roommate changes. Room changes will not be granted until after two weeks of both the fall and spring semester have passed. Students who participate in an unauthorized room change are subject to a **\$25.00 fine** and will be required to move back to their originally assigned room. No room or roommate changes may take place before the second week of classes.

We encourage residents who wish to return to the Residence Hall the following year to apply during the advance registration period. Priority for room selection is given to returning students contingent upon review of their housing contract.

Check-In: Every resident receives a room inventory form, ID, room key, mailbox key, and a student calendar handbook upon arrival to the Residence Hall. Residents will conduct a complete inspection of their assigned room before moving in, as indicated on the room inventory form. Once the inspection is done, residents assume responsibility for the assigned room.

Check-Out: There is a **\$100.00 charge** for failure to follow the appropriate checkout procedures when moving out of the hall. Failure to vacate your room by the specified date and time without completing an extending housing form and having it approved for HRL staff, will result in a **\$50/day interim housing fee**. Failure to vacate your room by the last day of your contract may result in the removal of your property by the university. Failure to leave your room in a clean and orderly

condition will result in a cleaning charge. Residents will also be charged for loss and/or damage to premises, equipment, or furnishings. There is a **\$100 charge** for a replacement key card, **\$20** for a lost mailbox key and **\$150.00 charge** for rooms with missing hard key locks. Students can also be subject to damages discovered in room at time of check out.

Finals Week Check-Out Policy: Residents are expected to check-out of their room within 24-hours after their last scheduled final exam. Exceptions may be granted only by the Director of Housing, and will be made on a case-by-case basis for the following reasons (not an inclusive list): participation in or volunteering at graduation ceremony, conflicts in travel arrangements, athletic commitments, residing in the Residence Hall for the summer term.

Consolidation: The University reserves the right to move or reassign students to accommodations comparable to those originally assigned at any time during the term of the contract. Students in less than full capacity rooms will be required to move to another room or accept a roommate in a similar situation.

Contract: The housing contract agreement period is for the full academic year (Fall and Spring), excluding vacations and semester breaks. The contract begins from the day the Residence Hall officially opens during each semester, and ends on the last final examination.

Housing & Residence Life reserves the right to terminate a contract if the student is not registered for (9) credit hours, receives a GPA below 2.0 for two consecutive semesters, or is banned or suspended from the Residence Hall.

Contract Cancellation: Students who cancel their housing must notify Housing & Residence Life **in writing prior to the first day of classes or move-in (whichever comes first)** in order to receive a full refund. Students who do not show up the Wednesday of each semester opening, and have not submitted a written cancellation, will be bound to the terms and conditions of the contractual agreement. Room assignments will not be held nor guaranteed for students who arrive late or fail to show up without making arrangements with the Housing Office prior to the opening of the Residence Hall.

Note: Canceling your admission to the University **does not** cancel your housing contract. Also, see Room and Board Contractual Agreement and the room and board cancellation schedule.

Damages: Residents are liable for damage, modification, or excess cleaning in their Residence Hall room. A room condition report will be completed by the resident and a Residence Hall staff member during check-in and check-out. By signing the housing contract and the room condition report, you agree to pay the cost of repair, replacement, or cleaning of any item that you damage, modify, or destroy. Replacements costs include the full, not depreciated value for new materials and labor. If a damaged item can be repaired feasibly, you will be charged the cost of repairing this item. All repair/replacement work will be initiated and accomplished by the University or its designee.

Roommates are jointly responsible for damages and associated charges and will be divided equally among all contract holders of the assigned space, unless one person takes responsibility or the Director of Housing determines responsibility. Residents are also responsible for damage caused by their guests.

Final room inspections will be conducted by the Director of Housing after residents have vacated their room and completed their room conditions report. Additional damage charges may result from these inspections. Final billing authority rests with the Director of Housing.

If a resident disagrees with the damage charge assessed, he/she may submit an appeal, in writing, to the Director of Housing. The deadline for appeal is one week from the date of the bill. If you are appealing a charge and the result is not known prior to the deadline, you must pay the bill in order to avoid a late charge. Should your appeal be granted, the damage charge will be credited to your student account. The Department of Housing & Residence Life cannot remove late fees assessed to your account. Only one appeal will be considered per damage charge.

Dates of Occupancy: Residents occupy their assigned space prior to the first day of classes until the end of each semester. Residents are required to vacate the Residence Hall in accordance with published closing information.

Eligibility: To be eligible to live in the Residence Hall, a resident must be enrolled as a CSU student. Priority is given to full-time students taking (12) semester credit hours for undergraduate, (9) for graduate students. The department reserves the right to deny housing to students who fail to maintain a cumulative GPA of 2.0. If a resident's cumulative GPA is less than 2.0 for two consecutive semesters, the resident will not be issued a housing contract for the next academic term. Likewise, if the resident has no credit hours on record during a particular semester, her/his housing contract will be terminated.

The resident may reapply for housing once she/he reestablishes a cumulative GPA of 2.0 before the attending term. If the resident is no longer enrolled at the university, he/she will be required to depart the Residence Hall within 24 hours.

Illegal Residence: Students in the Residence Hall must pay the required room rent according to the University fee schedules. Any student found illegally living in the Residence Hall will be removed from housing, charged for the length which he/she stayed, charged with trespassing and/or added to the Residence Hall banned list.

Immunization Requirement: Illinois Public Health Act 85-1315, specifies that any student registered for six hours or more after January 1, 1957, who is a first-time freshman, a transfer student, or re-entering the university after an absence of more than one semester, will be required to show documented proof of immunizations. Documentation of immunizations and testing must be verified by a registered health care provider. ***Students who are not medically compliant will not be allowed to apply for housing.***

In order to be medically compliant, students must have:

1. Two (2) Measles, Mumps, Rubella (MMR) valid vaccines after the first birthday, at least 28 days apart. If students are unable to provide proof of vaccines, serologic evidence (IGG antibody titers), copies of lab reports to prove immunity is acceptable.
2. Three (3) vaccines that contain Tetanus/Diphtheria/ Pertussis, one of which must be Tdap vaccine. The last dose of the vaccine must be within the last ten years.
3. One (1) Meningococcal conjugate vaccine after the age of 16 for newly admitted students starting Spring 2017 under the age of 22. Meningitis or Meningococcal vaccinations are not acceptable.
4. Physical Exam. - completed by a health care professional within the last year. History and physical should be included.
5. A tuberculin (TB) skin test - done within the last year.

A medical compliance (green) card will be issued once compliance is verified by the

Wellness/Health Center. **The Housing Office should have the compliance card two weeks prior to moving into the Residence Hall.** Residents will not be allowed to physically move into the Residence Hall until a completed and approved compliance card has been submitted to the Office of Residence Life.

Proof of required immunization may be obtained at the Wellness/Health Center. Students who wish to prove immunization requirements must complete the Certificate of Immunity form and send it to: Wellness/Health Center, ADM 131, Chicago State University, 9501 South King Drive, Chicago, IL 60628, or call 773.995.2010.

Interim Housing: Student housing is for the academic year when Chicago State University classes are in session. It is recommended that students take their valuables home with them during the holiday and break periods. Students do not have to completely vacate their possessions from the room at the end of the first semester. Students who do not leave by the scheduled departure dates and times will be charged a **\$50.00 fee per day**. The Residence Hall will be cleaned during the interim break period. Cleaning includes common areas and residential rooms.

Storage: All student property must be stored in the students' room. Chicago State University will not store excess personal property. Additionally, Chicago State University will not store students' personal property over the summer break period.

Occupancy: Students living in the Residence Hall are required to be enrolled as a Chicago State University Student either part time or full time (at least nine credit hours). Priority goes to full time students (a minimum of 12 credit hours for undergraduates and nine credits for graduate students). Students must also be in full medical compliance with the Wellness Center and have medical insurance. The Department of Housing & Residence Life reserves the right to deny housing for students who don't maintain a cumulative grade point average of 2.0. Housing is not assigned to students who have a hold on their account or who have not registered for classes and/or completed mandated training.

Refund Policy: Resident students who withdraw between the First and Fourth week of classes will be refunded based on a percentage rate. **There are no refunds of application fees or housing fees.** There is no room and board refund after the fourth week of classes. Please see cancellation forms for specific semester cancellation dates. Dates vary for new to housing students and returners. See cancellation form for specific dates.

Cancellation

Move-In or First Day of Classes

Refund

100% of Room/Board

Withdrawal Schedule

Refund

During First Week of Classes

80% of Room/Board

During Second Week of Classes

60% of Room/Board

During Third Week of Classes

40% of Room/Board

During Fourth Week of Classes

20% of Room/Board

After The Fourth Week of Classes

0% of Room/Board

Room and Board Payment: Room and board charges are subject to settlement in accordance with the terms and conditions, and will be due according to the University payment deadline schedule. Failure to pay room and board amounts will result in the cancellation of your room assignment and immediate removal from the Residence Hall. Students who have outstanding

debts at Chicago State University will not be permitted to register until such debts have been paid. Master Card, VISA, Discover, Telecheck, cash, money orders, cashier's checks, certified checks, personal checks and traveler's checks will be accepted in payment of tuition and fee charges.

Your Financial Responsibilities

In the event of your failure to meet the terms of your deferred payment agreement, you will not be eligible for academic credit for enrolled courses. In addition, Chicago State University may report your account to the credit bureau, place your student account with an outside collection agency and assign the account to the State of Illinois Off-Set System. It is further understood that all reasonable collection costs, fees or legal expenses incurred by Chicago State University and any outside agency in securing payment is your responsibility. These fees could range from 25% to 50% of your unpaid balance.

Note: Chicago State University is under no obligation to send individual bills to students. Reminder notices will be placed in University publications.

It is the responsibility of the student to maintain his/her current address in the Records Office.

Note: all dates, fees, and charges are subject to change without notice.

Room and Board Rates: Rates are based on double occupancy and single occupancy, *per semester*, for the academic year. **Note:** *Rates are subject to change.*

Roommates: An important realization during one's stay in the Residence Hall is that students do not just have a roommate; they are a roommate as well. For many residents, sharing a room is a new experience. The roommate can be someone to share opinions, interests, and good times. However, sharing a room can sometimes result in problems or misunderstandings.

If conflicts do arise, one should talk with the roommate first before the situations get out of hand. Give the roommate the courtesy of speaking about the problem first, before getting it second-hand from someone else.

If communication does not work and the problem cannot be resolved, then one should talk with a Resident Assistant, Hall Manager and/or the Director of Housing. The Residence Life staff member has experience in dealing with these problems and can give advice.

Discuss with the roommate what his/her reactions would be to different situations. Successful roommates who enjoy living with one another usually have a good ability to understand each other's feelings. Try these situations out with one another: When I am happy, I...; If I am under pressure, I usually...; When I want to be alone, I'll ...; I get annoyed when ...; The best way to tell how you feel is to....

It's important to agree on how to deal with visitors. Roommates may not have problems with this, but the students should come to terms about guests at the beginning of the semester before it becomes an issue. The students should determine when guests should not be in the room and figure out how to let each other know if someone has overstayed his/her welcome. Make certain the roommates set ground rules for visitors when a roommate is studying. Roommate agreement forms are mandatory forms roommates must fill out before living together and will be used to solve any conflicts.

TIPS ON BEING A GOOD ROOMMATE:

Communicate: The roommate should sit down and discuss habits, preferences, moods and values. Even if the person is a best friend, surprises do occur when discovering his/her

preferences regarding personal items, stereo volume, telephone messages or borrowing items. Talk directly to one another about concerns at an early stage in order to come to a mutual agreement. Initially it may be awkward, but a quick discussion often saves hurt feelings and big problems.

Established Rules: Develop a basic set of ground rules regarding the use of the room, going to bed, getting up, using each other's belongings, room cleaning, entertaining guests, or all-night studying. This is a joint effort and requires some compromise and flexibility from both people.

Respect Privacy: Sharing ideas and discussing situations are an integral part of life in the Residence Hall, but be aware that excessive interruptions can sometimes result in irritations and frustrations. Give the roommate space when it is needed.

Resolve Conflicts: If conflicts arise, speak to the roommate first; talk the problem through before it becomes a major conflict. If the roommates cannot agree on a compromise, select a third party to lend some assistance to mediate a solution. The roommates can get such assistance from their Resident Assistant and/or the Hall Manager. While the hall staff cannot always solve the problems, they are experienced and trained to assist the students.

Room Change: Room changes occur during the second week of each semester. Room changes will not be granted until after two weeks of both the fall and spring semester have passed. Residents interested in changing rooms or rooming with someone else, should contact their RA. Official approvals must be granted before room changes are made. No room change will be made before the second week of classes. Room changes after the second week will be granted on an emergency basis, as determined by Housing & Residence Life. There is a **\$25.00 fine** for unauthorized room changes and judicial action may follow.

If you and your roommate or suitemates are having difficulties you cannot resolve, you should discuss the situation with a Housing & Residence Life staff member. You and your RA may come up with some new ways to approach the situation. However, if there is no resolution, then you may wish to consider a room change. The room change process starts with your RA, and is approved by the Hall Manager and/or the Director of Housing. The Hall Manager/Director of Housing will consider your request to change rooms, if warranted, and if room space is available. If the room change request is approved, the student shall check out his/her present assignment with a Residence Hall staff member.

Approval for requests that are based on the following will **not** be granted: Considerations of race, nationality, or religious preference, conflicts related to an individual's personal habits or lifestyle preference that is discriminatory and/or deemed resolvable. The Department of Residence Life is committed to helping residential students resolve conflicts by use of conflict mediation. Therefore, students are encouraged to attempt to resolve disputes by working with staff before requesting a room change.

Room Inventory: Every resident will inspect his/her assigned room by going over the Room Inventory Form, which is completed by your RA before moving in. Ensure that the inspection of the room coincides with the room inventory items, because you assume responsibility for the room's condition and its contents upon signing the inventory form.

Subletting: Rooms designated for occupancy may not be transferred or assigned to any person other than the named herein on the Housing & Residence Life Contractual Agreement.

Withdrawals: Students who withdraw or are dismissed from the Residence Hall are required to

remove belongings from the Residence Hall and return their resident I.D.s, mail box key, etc. to hall staff within 24 hours of the time the withdrawal or dismissal. Students should also complete a change of address with the U.S. Postal Office. Students who withdraw from the Residence Hall should complete the Residence Hall withdrawal form and process prior to check-out of the Residence Hall.

RESIDENCE HALL SERVICES

Announcements: The Residence Hall has bulletin boards in public and appropriate areas so that students are aware of campus activities and important messages from the Department of Housing & Residence Life and/or the University's food and dining service provider. Please refer to the Residence Hall posing policy.

Building Service Workers: BSWs provide custodial service only in public areas such as the restroom, lounges, trash rooms, laundry room, hallways, stairways, and lobbies. Although this service is provided, students are expected to clean up and throw away your own trash. Residents are responsible for cleaning their own living space and bathroom when occupied. Cooperation with the staff members will aid them in making the environment a more attractive and pleasant place to live.

Cable Television: Residence Hall rooms are wired for internet access.

Carts: There are a number of carts available for residents to use during move-in and move-out, or when needed to haul personal belongings. Residents may sign out carts at the front desk by leaving a driver's license or picture ID. Carts may not be stored in student rooms and are to be returned to the front desk as soon as possible, so that other residents may use them.

Ethernet/Internet Access: Students living in the Residence Hall have the opportunity to connect directly to Chicago State University's Residence Hall network. This connection will give you direct, fast, and full-time access to the internet, your university e-mail account, and library databases.

Freshman Focus Initiative: **Freshman Focus is an eight-week foundational program to help freshmen transition into on-campus living. Programs in conjunction with First Year Experience (FYE), the Career Center, and Counseling Center will be catered to encourage you to get involved on campus, build relationships with each other, build unity in the Residence Hall, develop good study skills, conflict resolution skills, relationship building skills, and time and stress management skills.** *During this period, freshmen will have no visitation privileges, but will be working to "earn" them through successfully participating in weekly events, activities, workshops and trainings.*

Front Desk: The Residence Hall operates a 24/7 front desk to assist students. The desk serves students by providing information, security, equipment check-out, and various other services. If you have a question and don't know where to get an answer, the desk staff will point you in the right direction.

Laundry Facility: Fully equipped washers and dryers are located on the main floor in the Residence Hall. Coinmatch Service Company (CSC Serviceworks) provide the service for our push-button washers and dryers are push-button and ready to use just like home. Students will be charged a nominal laundry fee (that will be equivalent to washing and drying between thirty and forty loads for a year. All laundry exceeding that will be of no cost to the resident.

Do not leave your laundry unattended. Housing & Residence Life is not responsible for unattended

or attended laundry. The washing cycle is 36 minutes, while the drying cycle takes 60 minutes. Remove your laundry from the machines as soon as the cycles are completed. Remember to be respectful of other residents who need to do their laundry as well. If your laundry is left unattended for more than ten minutes, awaiting residents are permitted to remove your items from a machine and place them nearby until you claim them. Items left unattended for more than three days will be discarded.

Lost and Found: If you lose something in the Residence Hall, go to the main office for assistance. You may also contact University Police Department for lost or stolen property.

Mail Service: Each resident will be assigned a mailbox when room assignments are made. Mail is delivered to the Residence Hall by the Campus Postal Service, Monday – Friday. Mail is placed in your mailbox by 5:00 p.m. To ensure that your mail reaches you and is delivered timely, please use the format below for your mailing address. Residents are able to pick up mail and packages during office hours only.

Your Name

Chicago State University

Post Office Box 286230

9501 South King Drive/ Residence Hall (YOUR ROOM NUMBER)

Chicago, IL 60628-1598

If you move out of the Residence Hall, your mailbox will be cancelled. A Change of Address Form must be filled out at the Housing Office before departing the Residence Hall. If mail is delivered to the Residence Hall and the student no longer resides in the Residence Hall, the mail will be sent to the students' address as indicated on the Change of Address Form, or Returned to Sender.

Packages delivered by United Parcel Services (UPS), FedEx, and other package delivery services are received in the main office. To ensure proper delivery of packages, the address should read as follows:

Your Name

Chicago State University

Residence Hall, Room #

9501 South King Drive

Chicago, IL 60628-1598

Your Residence Hall room number is not a mailing address except for package delivery services.

Maintenance: Work repairs are handled by the Physical Plant staff. A work order system is in place to communicate maintenance concerns to the facility's staff. Maintenance and/or repair problems should be reported to the office staff in room 105 during normal business hours. Every effort is made by the maintenance staff to respond to your repair request in a timely fashion. If the problem cannot be fixed immediately, you will be notified by the Housing Office as to the status of the repair. Work orders typically take at least 7-10 business days to be completed. After hours and weekend emergency work orders should be reported to the Residence Hall front desk.

Below is a list of conditions requiring a submitted work order to RH 105 and written in the work order log book:

- **Plumbing:** Commode blockage is considered an emergency. A sink overflowing is considered an emergency. Request to unblock sinks or showers will be tended to by the availability of

maintenance personnel. A broken water line is an emergency. A water leak is considered an emergency when it cannot be contained.

- **Heating/Air Conditioning:** Loss of heat is considered an emergency only when the outside temperature is below 32 degrees Fahrenheit. Loss of air conditioning is considered an emergency only when outside temperatures is above 90 degrees Fahrenheit.
- **Carpentry:** Broken windows are considered emergencies when they affect the safety of residents and property. Structural damage is considered an emergency when it affects the safety of residents and property.
- **Electrical:** Request for electrical power outages will be tended to by the availability of maintenance personnel. Broken light fixtures (light bulbs), switches, and receptacle will be tended to by the availability of maintenance personnel.
- **Pest Control:** The University has a contract with an off-campus vendor for pest control. Any problems with pests in individual rooms should be logged into the log book at the front desk of the Residence Hall for service. Food items must be wrapped and surfaces cleaned. Store garbage in plastic trash bags and discard immediately.

Programming: RAs provide a variety of programs and activities for residents throughout the year. Many of these programs are held in the lobby areas, lounges and on the floor/wings. In addition, the staff plans excursions to concerts, cultural and sporting events, theaters, tours, and other off-campus activities. Residents are encouraged to attend these programs that provide the time to enjoy and have fun with your fellow residents. RAs are not the only members on the floor who can plan programs. Residents are also encouraged to help plan programs for the floor. Contact your RA for further details.

Study Lounges: Study lounges are available on each floor/wing for residents who want to relax and watch TV or study. Furniture in the lounges is for the residents of the building. Therefore, it is prohibited to take out any lounge furniture to personal rooms. There is a 24-hour computer lab on the third floor. This lab is expected to be quiet at all times. Rooms surrounding this lounge will have stricter policies against noise violations.

Televisions: Most of the Residence Hall's lobbies are equipped with a color television set for use by the residents and their guests. Personal televisions may be used in each room. Televisions are not to be moved from any lobby.

Vending Machines: The Residence Hall has vending machines from which snack foods and beverages may be purchased. These are maintained for students' convenience and will be removed if they are abused. Please report damaged machines to the main office, so that a sign can be posted and the appropriate official(s) can be contacted.

DINING SERVICES

We can provide you with a variety of exciting and value-oriented dining experiences! We are proud to offer one of the area's best college dining programs. Our quality, variety, flexibility and convenience make our program dynamic!

We hope to enrich your dining experience by making it eventful and enjoyable. Chicago State University Dining Services will continue to make adjustments in order to keep pace with your ever-changing schedules, lifestyles, preferences and nutritional needs. In addition to American cuisine, we offer ethnic dishes and low fat and vegetarian options. We encourage your involvement

and input through our surveys, serving on Dining Service Committees, input in suggestion boxes, and conversations with the Food Service Manager.

Dining Behavior: The dining area is an extension of the University facilities utilized by residents, and as such, all persons using the dining area are required to abide by University policy and campus regulations. Residents and their guests are expected to follow the directives from the dining services staff and other University personnel. The following behaviors are inappropriate and grounds for immediate removal from the dining area:

- Verbally abusive behavior to staff, including physically threatening gestures, verbal threats, use of profanity, name-calling, or noncompliance to University officials' requests
- Throwing any food, dangerous items, inciting or participating in a food fight
- Vandalism or theft of plants, artwork, dishware, silverware, equipment, or other University property
- The possession or use of alcohol and other drugs in the dining area
- Sneaking into or trespassing in the cafeteria
- Smoking in the cafeteria area

Misuse of ID/Meal Card: Though residents are allowed to feed family members and/or guests by using meals off their ID card, the meal card may not be used by anyone except the resident to whom the card is issued. Lending, selling or otherwise transferring the use of a resident's ID/Meal Card by anyone other than its original contract holder is prohibited.

Any misuse of the ID card or meal service is subject to judicial action, restitution and/or contract termination from the Residence Hall. **Residents will not be allowed meals without a CSU Resident ID Card (even if you have memorized your UID number).**

Meal Hours: The first contract meal of the semester is usually dinner on the first Sunday after the Residence Hall officially opens. The last contracted meal of the semester is usually the meal before the last scheduled final examination. Typical hours of operation are:

Monday – Saturday:

Breakfast: 8:00 a.m. – 10:00 a.m.

Lunch: 12:00 p.m. – 2:00 p.m.

Dinner: 5:00 p.m. – 7:00 p.m.

Sunday:

Brunch: 10:00 a.m. – 12:00 p.m.

Dinner: 3:00 pm – 5:00 p.m.

Meal Plan: There are three options for meal plans. MP 19 includes nineteen (19) meals per week during the seven-day week period. Specifically, the meal plan consists of three (3) meals per day (breakfast, lunch and dinner), Monday through Friday, and two (2) meals on the weekend, (brunch and dinner), Saturday and Sunday. Each resident will receive one card swipe for each meal. MP 15 includes 15 meals per week. MP 10 consists of 10 meals per week.

Meal Open and Close Dates: Cafeteria open and close dates are distributed to students during the academic year.

Sick Tray: In the event a resident is unable to eat due to illness or injury, arrangements can be made to have a sick tray delivered to the resident's room. Items such as soup, juice and hot tea may be requested. Residents must call the Housing Office to make arrangements for a sick tray. Dining service will prepare a sick tray only at the request of the Housing Office. To pick up the tray, either the resident or another Residence Hall student must take their CSU ID Card and have the

cashier swipe the card. The sick tray can then be picked up and taken to the room. If you have special dietary needs, please inform the Housing Office at the time arrangements are being made.

Special Meal Arrangements: Special meal arrangements for residents can be made for required class outings or scheduled athletic events by contacting the University's food and dining service provider at least three (3) working days prior to the event at ext. 2264.

Student Employment Opportunities: Chicago State University Dining Services offers employment opportunities for students within our dining facilities. Positions offer a competitive rate and an opportunity for advancement.

EMERGENCY PROCEDURES

Emergency Exits: Emergency exits which are located on each wing/floor are used to leave the building, and not to enter. Emergency exits (except on the first floor) remain locked at all times. Emergency exits are not to be propped open, tampered with, or used as an entrance open for any reason. Propping open emergency exits is a violation of the fire safety code. Remember to use the nearest exit when departing the building during an evacuation. Side doors leading to the exterior are equipped with an alarm to ensure they are used only in an emergency. *Do not enter through the courtyard during an emergency evacuation.

Emergency Exits: Anyone caught propping, tampering with or entering emergency exits will be subject to judicial actions, restitution and/or termination from the Residence Hall, and subject to arrest by University Police.

Emergency Telephone Numbers

CSU Police Department	2111
Chicago Police, Fire, Ambulance	9-911
Residence Hall Front Desk	1-2411

False Alarms: False alarms inconvenience residents, endanger emergency personnel, deprive the Chicago community of adequate fire protection, and breed a lack of credibility for the alarm system in the building. Pulling fire alarm stations, tampering with smoke detectors, etc., will lead to an investigation, judicial and/or criminal actions. If there is a false alarm, students must evacuate the building unless they are instructed otherwise by University Police or Residence Hall staff.

Fire Safety: There are two planned fire drills during the academic year. The exercises will insure the evacuation of the Residence Hall is timely; prepare residents to respond in case of a fire; and help the Department of Housing & Residence Life staff handle evacuating the Residence Hall in an emergency situation.

If you discover a fire...

- Pull the nearest alarm.
- Call 911. Give as much information as you can to the dispatcher.
- Leave the building by the nearest exit.
- Do not attempt to put out fires or rescue others unless you can do so safely.
- Proceed at least 500 feet away from the building once evacuated.
- The Cordell Reed Student Union is designated for Residence Hall students to seek shelter during evacuations.

If you are alerted by a fire alarm...

- Grab your shoes, jacket, and keys before evacuating, if possible.
- Test your door for heat or smoke before exiting.
- Lock your door. Use stairways. Do not use elevators (Elevators will automatically shut off).
- **DO NOT ENTER OR EXIT THROUGH THE COURTYARD!**
- Once outside, maintain 500 feet of clearance from the building.
- Reenter the building only after receiving instructions from the Fire Department and/or Law Enforcement to do so.

If unable to leave your room because of heat or smoke...

- Should the door be warm or the hallway impassable, place wet towels or blankets at the base of door.
- Dial 9-911 to report that you are trapped, provide your exact location; give your name, building, and room number.
- Hang an object (white sheet, blanket, etc.) out of the window to attract the attention of the Fire Department and/or Law Enforcement.
- If the door is cool and the hallway clear, exit the building immediately by the route taught during fire exercises.

Every alarm must be treated as a genuine emergency. It is the responsibility of each resident to leave the building when the alarm sounds. Failure to evacuate immediately will result in disciplinary action.

Fire extinguishers are located in every corridor of the building.

Life Safety Equipment: It is a misdemeanor to tamper with or interfere with fire alarm pull stations, smoke detectors, fire extinguishers, and EXIT signs and lights. Violators are subject to judicial action, restitution, and/or prosecution.

Medical Emergencies

If a life threatening event occurs, call Campus Police immediately by dialing x2111. Proceed to call the front desk, your RA and/or the Housing Management Staff for additional support.

Snowstorm Safety: As much as we all enjoy snow, history has shown that snow can be dangerous. Students should use common sense when enjoying the snowfall and consider his/her own safety and that of others. Dial 773-995-2000 for information regarding the cancellation of classes.

Tornado

It is important that residents distinguish the difference between a "TORNADO WATCH" and a "TORNADO WARNING".

A **TORNADO WATCH** means that conditions for a tornado are present in the area. Residents should monitor both television and radio weather bulletins and take precautionary measures.

A **TORNADO WARNING** means that Chicago is in the path of a tornado. Everyone should take cover in the designated area of the building. Close your windows but leave a small opening. Do not use the elevator and avoid areas with large windows. Residents should proceed in an orderly manner to the interior hallway or lower level and remain there until the staff announces the end of

the alert.

RESIDENCE HALL DISCIPLINE

Living in the Residence Hall at Chicago State University means one is living in a community of students. This community is a dynamic group made up of many different people, values, cultures, and attitudes. This community, like most communities, is maintained by policies and regulations, which are designed to protect each students' rights and privileges and preserve a safe environment conducive to the community's purpose. Community living requires a high degree of consideration on the part of each resident living in the community.

As long as there is more than one person occupying space in a community, an individual does not have the right to total freedom of behavior. Behavior that violates the regulations of the community and/or infringes upon the rights of any single member of that community is considered inappropriate and irresponsible.

The basic assumption of discipline in the Residence Hall is that the student is accountable for his/her behavior. In cases where individuals make errors in judgment, decisions and/or actions, it is important that these errors be corrected with the help of the community and its staff. What is expected, however, is that the student takes responsibility for his/her own behavior and makes corrections or restitution for behavior which violates the rights and privileges of the community or its members. As a member of a community, students share part of the responsibility to ensure effective community growth.

Residence Hall Discipline for Violations of the Community Living Standards

The basic collegiate experience takes place not only in the academic environment but in all facets of university life. It is the goal of the Department of Housing & Residence Life to help provide that community environment which is supportive of and conducive to the maximum intellectual, psychological, spiritual and social growth of all of its members. Any violation of policies and procedures set forth in this Residence Hall handbook or other residence documents demonstrates disregard for the rights of others in the University community. These actions will result in the initiation of disciplinary action to ensure resolution.

Residence Hall Disciplinary Process

The Director of Housing & Residence Life and the Residence Hall staff is responsible for upholding University policies and regulations within its residential facilities. HRL expects the disciplinary process to be educational. Discipline is not seen as punishment, but rather as prevention, correction, accountability, and re-education. In order to accomplish these educational goals, the department has set up a series of behavioral standards. These standards include processes and procedures that address individuals and groups who may forfeit certain privileges due to inappropriate behavior. Violations of Residence Hall rules can result in a resident having to face a range of administrative sanctions. Sanctions are implemented at the community level by the Director of Housing & Residence Life following a finding of "Responsible" after an opportunity for the resident(s) to be heard regarding the violation allegation. Misconduct resulting in an arrest will be addressed by the Director of Housing and, separately, the Director of Judicial Affairs.

- 1. Warning Letters:** A warning letter indicates that the resident has engaged in behavior that violates the Community Living Standard or other University policy. Further violations may result in a referral to Judicial Affairs or a more serious sanction. The letter is kept in the

student's housing file for one calendar year.

2. **Restitution and Fines:** Restitution is compensation required of a student found responsible for taking property, or misusing, damaging/ destroying institutional, group or private property. For some offenses, fines may be imposed for policy violations that cause physical or safety harm to the community (smoking, illegal entry into building, misuse of Resident ID, open flames, etc.).
3. **Community Service Project:** A community service project is assigned in addition to, or in lieu of, other sanctions or referrals. The project will be completed under the supervision of Residence Life staff. Examples include: bulletin board about the perils of under-age drinking or the effects of marijuana usage, etc.
4. **Administrative Housing Probation:** Probation is a serious administrative sanction and is deemed the "Final Warning." Committing any violation while on active Housing Probation may result in housing termination. Probation letters are kept for one year after the end of the probationary period.

Note: A resident may be precluded from employment with the Department of Housing & Residence Life, including but not limited to the positions of: Office Assistant, Community Assistant and Resident Assistant for one year after their housing probation.

5. **Temporary Administrative Housing Suspension:** This temporary suspension sanction will be implemented by the Director of Housing & Residence Life whenever a student is arrested or appears to be a danger to themselves or others. Matters of this magnitude are referred to the Office of Judicial Affairs for adjudication. Final determination on the student's residential status will be based on the outcome of the student's judicial hearing. The conditions of Administrative Housing Termination are as follows:

- Suspended residents must return their "Resident ID" card to the CSU Police Department upon suspension from the Residence Hall.
- Dining Services Agreement is temporary suspended pending the outcome of the student's judicial matter.
- Suspended residents are prohibited from re-entering the residence hall, and the student's name is added to the banned list. This additional sanction is called Denial of Access and, if violated, can result in arrest, suspension, and/or expulsion from the University.

Note: A student will not receive a refund for room and/or board if their housing is suspended.

Note: A resident is precluded from employment with the Department of Housing & Residence Life, including but not limited to the positions of: Resident Assistant, Community Assistant, or Office Assistant for one year after their housing suspension.

6. **Administrative Housing Termination:** This termination sanction may be implemented by the Director of Housing & Residence Life and/or the Director of Judicial Affairs. Termination letters are kept for three years. The conditions of Administrative Housing Termination are as follows:
 - Residents are notified that the Residence Hall / Dining Services Agreement has been terminated. The current room assignment must be vacated, within 24 hours. Official written notice will be delivered to the student with the date and time deadline for eviction.
 - Terminated residents must return their "Resident ID" cards to a Department of Housing & Residence Life staff member upon check-out of the Residence Hall.

- Terminated residents are prohibited from re-entering the Residence Hall, and the student's name is added to the banned list. This additional sanction is called Denial of Access and, if violated, can result in arrest/suspension/expulsion from the University.
- The period of Housing Termination and Denial of Access is stated in the sanction letter from the Director of Housing & Residence Life.
- Students who wish to apply for housing before the stated termination period in the sanction letter must write an appeal letter to the Director of Housing & Residence Life. The Director of Housing & Residence Life will make a recommendation to the Dean of Students who will review the recommendation and notify the student of the decision.

*Note: A student will **not** receive a refund for room and/or board if their housing is terminated.*

Note: A resident is precluded from employment with the Department of Housing & Residence Life, including but not limited to the positions of: Resident Assistant, Community Assistant, or Office Assistant for one year after their housing termination.

MENU OF FINES AND FEES*

*THIS LIST IS AN ABRIDGED LIST AND SUBJECT TO CHANGE

Second Alcohol or Drug Policy Violation	\$250
Security Deposit	\$200
Lost Hard Key Replacement Fee	\$150
First Alcohol or Drug Policy Violation	\$125
Improper Check Out Fine	\$100
Failure to turn in ID Fine	\$100
Application Fee	\$75
Missing Mandatory Meeting Fine	\$50
Improper Guest Check Out	\$50
Move out Cleaning Fee	\$50
Safety Violation	\$50
Interim Housing Fee	\$50/day
Double Room Occupancy Fee	\$25/day
Common Furniture in Room Fee	\$25/day

Unauthorized Room Switch	\$25/day
Reprogramming Temporary Key Fee	\$25
Chronic Noise Violation Fine	\$25
Late Guest Check Out	\$25
ID Card Replacement Fee	\$20
Room Inspection Failure	\$20
Mailbox Key Replacement Fee	\$20
Loss of Permanent Visitor Pass Replacement Fee	\$20
Lock Out Fee (4th time and up)	\$10

CAMPUS DIRECTORY

Abilities Office/Disability Service	SUB - 190 X-4401
Academic Computing	DH - 147 X-2211
Academic Support	SUB - 158 X-4510
Admissions	ADM - 200 X-2513
Alumni Affairs	ADM - 321 X-2050
Athletics	JCC - 1501 X-2295
Board of Governors	JDC - 201 X-2457
Bookstore	BHS - 102 X-2323
Bookstore – Textbook	BHS - 102 X-2323
Breakey Theatre	DH - 102 X-2232
Bursar	ADM - 213 X-2470
Cafeteria	SUB - X-2264
Career Development Center	SUB - 230 X-2327
Cashier	ADM - 213 X-2029
College of Arts & Sciences	HWH - 330 X-2105
College of Business	BHS - 602 X-3976
College of Education	ED - 320 X-2472
College of Health Sciences	BHS - 607 X-3987
Office of Graphic Communication (Duplicating Services)	ADM - 130 X-2013
Counseling Center	SUB - 190 X-2383

CSU Foundation	ADM - 322 X-3839
Distance Learning	DH - 457 X-2960
Division of Continuing Education	JDC - 201 X-2545
Engineering Studies	HWH - 129 X-2357
Enrollment Services	ADM - 210 X-4445
Evaluations and Advisement	ADM - 128 X-2520
Examinations	ADM - 126 X-2481
Extension Services	JDC - 201 X-2214
Facilities Management	O&M - 209 X-2407
Financial Aid	ADM - 207 X-2304
Fitness Center	JDC - 210 A X-2254
Graduate Studies	DH - 234 X-2404
Gwendolyn Brooks Center	DH - 210 A X-4440
Health Insurance (Students)	SUB - 247 X-4533
Hispanic Programs	SUB - 230 A X-2526
Housing & Residence Life (Office)	RH - 105 X-3676
Housing & Residence Life (Front Desk)	RH - Lobby X1- 2411
ID Office	ADM - 130 X-2013
Information Technology	ADM - 101 X-2019
International Programs	DH - 203-C X-2582
Writing Center	ED - 309 X-2215
Lost and Found	O&M - 210X-2111
Media Services (Cougar Onecard)	DH - 421 X-229
Military Science (ROTC)	DH - 205 X-2248
Neighborhood Assistance Center	SCI - 212 X-3844
Ombudsperson	SUB - 180 X-2496
Options (non-credit classes)	JDC - 201 X-4466
Parking	O&M - 103 X-2141
Pre-Medical Education Program.	SCI - 221 X-3981
Project F.A.M.E/Upward Bound	DH - 2nd Floor Suite K -X-2566
Project SUCCESS	DH - 2nd Floor Suite K X-2371
Registrar	ADM - 128 X-2522
Judicial Affairs	SUB - 247 X-2150
Student Government Association	SUB - 260 X-2300
Student Support Services	DH - 2nd Floor Suite I X-3864
Teacher Certification	ED - 208 X-2519

Transitional College Prep	9601 Cottage Grove (773) 437-4572
University Postal Service-Mail Communication	O&M - 106 X-4516
University Police	O&M - 210 X-2111
Veteran Affairs	ADM - 207 X-3549
Wellness/Health Center	ADM - 131 X-2010

BUILDING DIRECTORY

ADM	Cook Administration Building
BHS	Business & Health Sciences
ED	Education
HWH	Harold Washington Hall
JCC	Jones Convocation Center
JDC	Jacoby Dickens Physical Education & Athletic Center
DH	Douglas Hall
O&M	Physical Plant and CSU Police
RH	Residence Hall
RUC	Robinson University Center
SCI	Williams Science Center
SUB	Cordell Reed Student Union
NAL	New Academic Library