



WICHITA STATE  
UNIVERSITY

*HOUSING AND RESIDENCE LIFE*

**2016-2017**

# **Housing and Residence Life Handbook**

*This handbook is a guide. Wichita State University and Housing and Residence Life reserves the right to make other rules and regulations or to modify existing regulations as it may become necessary and appropriate for the safety, care, cleanliness of the premises, and for securing the comfort and convenience of all residents. Residents will be held accountable for all policies and procedures contained within the official Housing and Residence Life Handbook, in addition to the current Housing and Residence Life Room and Board Application/Contract. The official and most current Housing and Residence Life Handbook can be found on our website at [www.wichita.edu/housing](http://www.wichita.edu/housing).*

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# HOUSING AND RESIDENCE LIFE

## MISSION STATEMENT

### **Mission Statement:**

Housing and Residence Life is committed to providing exemplary service to students by creating a safe and secure environment that promotes academic success.

### **Core Values:**

- Quality Customer Service
- Fiscal Responsibility
- Community Development
- Commitment to Diversity
- Advancement through Technology
- Personal Growth
- Positive Engagement with Students

### **Goals for Housing and Residence Life:**

Housing and Residence Life team members consistently work towards providing superior facilities, trained staff, and quality programs that enhance student and institutional goals. In particular, the residential life program strives:

- To develop a sensitivity to the rights and values of others;
- To develop accountability on the part of every student for his/her own actions;
- To create an interpersonal environment which provides the opportunity for human growth and development;
- To enhance the Shocker tradition in the lives of our residents.

The goal of the Residence Life Program is to enhance the living situation of each student in order to promote maximum personal growth. Information regarding Residence Life policies is available in the Housing Handbook.

## COMMUNITY RESPONSIBILITIES

Students who live in the residence halls become part of a community made up of individuals of diverse lifestyles. When each student assumes responsibility as a member of the Housing and Residence Life community, everyone benefits. To ensure that residents can exercise their rights as individuals without unduly infringing upon the rights of others, certain basic policies and procedures have been established to facilitate mutual respect and consideration among community members. The cooperation of all residents is essential to developing an environment of mutual respect and support.

## ROOMMATE/SUITEMATE RIGHTS & RESPONSIBILITIES

Residents have the right...

- 1) To have continual access to their living accommodations.
- 2) To live in a clean and secure environment.
- 3) To expect a regionally competitive price on housing accommodations and/or food service.
- 4) To have access to written copies of University housing rules and regulations or individual building policies that govern individual and group behavior.
- 5) To the respect and safety of personal property.
- 6) To study without interruption or interference.
- 7) To be free from unreasonable noise.
- 8) To be free of intimidation or harassment.
- 9) To express themselves creatively within Housing guidelines.
- 10) To expect enforcement of the housing Agreement / Contract.
- 11) To have direct access of staff that provides assistance, guidance, and support as needed.
- 12) To host guests, within established guidelines.
- 13) To equitable treatment when behavior is in question.
- 14) To enjoy individual freedoms without regard to race, sex, national origin, handicap, age, religion, sexual orientation, or political affiliation.
- 15) To participate in student governmental bodies and Housing committees.
- 16) To individual and group educational and developmental opportunities in their living community.

Residents have the responsibility...

- 1) To know and adhere to rules and regulations of the University and Housing.
- 2) To abide by all local, state, and federal laws and ordinances.
- 3) To comply with reasonable requests made by staff or University officials.
- 4) To meet expected room and meal plan payment schedules.
- 5) To uphold building security.
- 6) To monitor and accept responsibility for the behavior of guests.
- 7) To report violations of rules and regulations to appropriate staff.
- 8) To respect the rights of others, as stated above.
- 9) Search for solutions to problems. Start with your RA, and then, if necessary, bring residence hall problems to the attention of your Hall Director.
- 10) To participate actively in self-governance.
- 11) To participate in Housing committees as requested.
- 12) To express themselves individually or by association with groups.
- 13) To participate in conduct proceedings to determine appropriate standards of behavior.
- 14) To contribute positively to the community by participating in educational and developmental activities.

Without a doubt, your time spent at WSU will be filled with many new experiences and memories. For most of you, simply sharing a room may be a new experience. Roommate relationships are the foundations for community development. It is not necessary to be best friends or share every aspect of college life together, but we do expect you to be fair, honest, and considerate of one another. Everyone needs to take responsibility for his or her behavior and share the responsibility for a positive roommate relationship. Developing a positive relationship is a process, and whether you have known your roommate previously or are just meeting him or her now, developing the positive relationship takes a little effort.

# HOUSING AND RESIDENCE LIFE STAFF 2016-2017

Scott Jensen, Director

[Scott.Jensen@wichita.edu](mailto:Scott.Jensen@wichita.edu)

- **Maria Thompson, Associate Director for Residence Life**  
[Maria.Thompson@wichita.edu](mailto:Maria.Thompson@wichita.edu)
  - **Daniel Murray, Residence Life Coordinator for Living Learning Communities**  
[Daniel.Murray@wichita.edu](mailto:Daniel.Murray@wichita.edu)
    - *Peer Academic Leaders*
    - *Administrative Student Assistant*
  - **Rebecca Snow, Residence Life Coordinator for Shocker Hall**  
[Rebecca.Snow@wichita.edu](mailto:Rebecca.Snow@wichita.edu)
    - *Shocker Hall Resident Assistants*
    - *Administrative Student Assistant*
  - **Yasas Vithanage, Assistant Residence Life Coordinator for Shocker Hall**  
[Yasas.Vithanage@wichita.edu](mailto:Yasas.Vithanage@wichita.edu)
    - *Shocker Hall Activities Council*
    - **Katherine Tenny, Shocker Hall Desk Manager**  
[Katherine.Tenny@wichita.edu](mailto:Katherine.Tenny@wichita.edu)
      - *Desk Assistants*
      - *Mail Clerk(s)*
  - **Al Nizar, Residence Life Coordinator for Fairmount Towers**  
[Al.Nizar@wichita.edu](mailto:Al.Nizar@wichita.edu)
    - *Fairmount Towers Resident Assistants*
    - *Administrative Student Assistant*
    - *Fairmount Towers Activity Council*
  - **Mary Koszalka, Fairmount Towers Desk Manager**  
[mary.koszalka@wichita.edu](mailto:mary.koszalka@wichita.edu)
    - *Desk Assistants*
    - *Mail Clerks*
- **Andrew Kahrs, Associate Director for Facilities**  
[Andrew.Kahrs@wichita.edu](mailto:Andrew.Kahrs@wichita.edu)
  - *Maintenance Staff*
  - *Custodial Staff*
- **Mandie Craven, Associate Director for Business Operations**  
[Amanda.Craven@wichita.edu](mailto:Amanda.Craven@wichita.edu)

Note: Shocker Dining and GroundHouse coffee shop employees all work for Sodexo, not Housing and Residence Life.

## CONTACT INFORMATION

### Housing and Residence Life Office

HRL Phone .....	978-3693
HRL Fax .....	978-6458
Website.....	<a href="http://www.wichita.edu/housing">www.wichita.edu/housing</a>
Email .....	<a href="mailto:housing.wsu@wichita.edu">housing.wsu@wichita.edu</a>

### Fairmount Towers

Information Desk .....	978-3320
Residence Life Coordinator .....	978-5999
Assistant Residence Life Coordinator.....	978-6676
RA Duty Phone .....	210-5912

### Shocker Hall

Information Desk .....	978-3386
Residence Life Coordinator .....	978-6720
RA Duty Phone .....	210-4773

### University Police Department

Emergency.....	911
Non-emergency.....	978-3450
Website.....	<a href="http://www.wichita.edu/police">www.wichita.edu/police</a>

### Other Contacts

Counseling and Testing Center.....	978-3440
Campus Recreation.....	978-3082
Career Development Center.....	978-3688
Student Health Services.....	978-3620
Student Involvement.....	978-3022

## COMMUNICATION WITH HOUSING AND RESIDENCE LIFE

Please note, the Housing and Residence Life staff will primarily use the following means to communicate with residents:

- University-issued email address
- Campus mailbox
- Posters in the residence halls

In some situations, the office may mail a copy of correspondence to a resident's permanent address listed with the University, or call the cell phone number that they provided on their application. It is the resident's responsibility to check their mailbox and University email address regularly for correspondence.

# HOUSING AND RESIDENCE LIFE STAFF POSITION DESCRIPTIONS

## **Housing and Residence Life Office Staff**

The Housing and Residence Life (HRL) office staff in Fairmount Commons can answer questions regarding housing contracts and payments. Residents can walk in, call (316) 978-3693, or e-mail the office at [housing.wsu@wichita.edu](mailto:housing.wsu@wichita.edu).

## **Fairmount Towers Residence Life Coordinator**

The Residence Life Coordinator (RLC) is a full-time professional staff member. The RLC is responsible for Fairmount Towers operations and the coordination of programs and services for the residents of Fairmount Towers. The RLC directly supervises the Desk Manager for Fairmount Towers and the student staff in Fairmount. The RLC lives in Fairmount Towers and serves on a duty rotation to assist residents with issues they might encounter after hours. The RLC's office is located in Fairmount Commons.

## **Fairmount Towers Desk Manager**

The Desk Manager is a student staff member at Wichita State University who oversees the Fairmount Information Desk and the Fairmount Mailroom. Questions about mail or packages can be directed to this person.

## **Shocker Hall Residence Life Coordinator**

The Residence Life Coordinator (RLC) is a full-time professional staff member. The RLC is responsible for Shocker Hall's operations and the coordination of programs and services for the residents of Shocker Hall. The RLC directly supervises the Assistant Resident Life Coordinator for Shocker Hall. The RLC lives in the building and serves on a duty rotation to assist residents with issues they might encounter. The RLC's office is on the first floor behind the Information Desk in Shocker Hall.

## **Shocker Hall Assistant Residence Life Coordinator**

The Assistant Residence Life Coordinator (ARLC) in Shocker Hall is a graduate student at Wichita State University. The ARLC assists the RLC with the coordination of services and programs for the residents of Shocker Hall, including supervision of the Desk Manager, the coordination of the Living Learning Communities and the supervision of the Peer Academic Leaders (student staff). Both ARLCs live in Shocker Hall and serve on a duty rotation to assist residents with issues they might encounter in the evenings and on weekends. The ARLCs' offices are located within Shocker Hall.

## **Shocker Hall Desk Manager**

The Desk Manager is a student staff member at Wichita State University who oversees the Shocker Hall Information Desk and the Shocker Hall Mailroom. Questions about mail or packages can be directed to this person.

## **Residence Life Coordinator for Living Learning Communities**

This Residence Life Coordinator (RLC) is a full-time professional staff member that coordinates the Living Learning Communities program and supervises the 10 Peer Academic Leaders (PALs). This RLC is also responsible for all operations related to Summer Camps and Conferences.

## **Resident Assistants**

Resident Assistants (RAs) are returning Wichita State students chosen for their leadership abilities. There is one RA per floor in Fairmount Towers, and one per wing in Shocker Hall. The RA's major responsibility is to work toward developing a building (floor) community. RAs provide leadership to residents and work with them in a variety of capacities, including programming, policy enforcement, and ensuring the health and safety of the residents. An RA is on duty every night to assist residents. RAs answer questions, help with problems, and provide assistance with any issue—or they will refer the resident to someone who can help.

### **Peer Academic Leaders**

Peer Academic Leaders (PALs) are student staff members who are assigned to each of the 10 Living Learning Communities. PALs plan programming related to their LLC and its respective college/department as well as offer academic support, social programs, and other helpful resources to the residents in their LLC. PALs work hard create a positive community environment within their LLC!

### **Desk Assistants**

Information Desk Assistants work at the Fairmount Towers and Shocker Hall Information Desks and provide a variety of services. They can answer questions, help residents get in touch with professional staff, and other check out items to residents such as vacuums and games.

## **INVOLVEMENT OPPORTUNITIES**

### **Activity Councils**

Through the residence hall councils, students have many ways to become involved in their residential community. The Fairmount Towers Activities Council (FTAC) and the Shocker Hall Activities Council (SHAC) are the two councils within Housing and Residence Life. Each organization programs events for their individual hall and works to support any resident initiatives that are brought to the council's attention. The activities councils provide residents with numerous opportunities for input and involvement. Whether a student chooses to run for an elected position, serve on a committee, help out with an activity, or simply voice their opinions during floor or hall meetings, the hall councils need residents' ideas and energy to succeed. Talk with an RA about ways to become involved in these groups!

### **Living Learning Communities**

A Living Learning Community (LLC) is a group of students who choose to live together to expand their education through shared learning experiences that go beyond the classroom. Students enjoy a built-in support system, personal attention and mentoring, leadership opportunities, and an enhanced sense of community. Participating in a Living Learning Community can help you make the most of your time at Wichita State University. Contact Daniel Murray, Residence Life Coordinator for LLCs, to learn more about becoming involved in a living learning community.

## **LIVING ON CAMPUS**

### **Eligibility Criteria**

Wichita State University does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, political affiliation, status as a veteran, genetic information or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Francisco Gonzalez, Executive Director, Office of Equal Employment Opportunity, Wichita State University, 1845 Fairmount, Wichita KS 67260-0205; telephone (316) 978-3186.

The applicant's financial accounts with the University must be current before a contract will be considered for eligibility. Each contractor must be a full-time student at Wichita State University. Freshmen are required to live on campus unless they qualify for a freshman exemption.

## **ADMINISTRATIVE PROCEDURES**

### **Application/Contract**

Students should refer to the HRL website for a copy of the current Room and Board Application/contract which outlines the contract periods, eligibility, food services, payment, room assignments, cancellation/termination of the



contract, vacating, the University's responsibility, upkeep and damage of facilities and property as well as rules and regulations.

### **Abandoned/Confiscated Property Policy**

***The following procedure will be used when the owner of specific abandoned/confiscated property is unknown:***

- A staff member will complete an abandoned property storage tag with an identification number which will then be attached to the item.
- A description of the item is recorded and listed under the identification number.
- A deadline of 14 calendar days from the date the item was tagged will be established before the item is donated, or disposed of by HRL. When a safety hazard is apparent, the item may be disposed of immediately.
- Abandoned property may be claimed by contacting the RLC or ARLC and verifying ownership. There will be a storage fee assessed to the resident of at least \$10 for each day that it was stored by HRL. Any property left on University property after termination of the contract agreement will be disposed of and/or donated to a local charitable organization.

***The following procedure will be used when the owner of specific abandoned property is known:***

- HRL will make a reasonable attempt to contact the resident. 48 hours after the attempt to contact has been made, the personal property of the resident will be inventoried with descriptions and given ID tags. They will then be removed and stored at the owner's expense.
- A deadline of up to 14 calendar days from the date the item was tagged will be established by the RLC or ARLC before the item is donated, or disposed of by HRL. When a safety hazard is apparent, the item may be disposed of immediately.
- Abandoned/confiscated property may be claimed by contacting the RLC or ARLC and verifying ownership. There will be a storage fee assessed to the resident of at least \$10 for each day that it was stored by HRL. The RLC or ARLC will make a reasonable attempt of contacting the person the abandoned item(s) belong to, but it is up to the owner to take responsibility for any property left unattended or confiscated. HRL will not be responsible for any property left unattended or confiscated. Any property left on University property after termination of the contract agreement will be disposed of and/or donated to a local charitable organization.

***The following procedure will be used when the owner of specific confiscated property is known:***

- The individual from which the item was confiscated will receive a confiscation form itemizing the objects
- Confiscated items will not be returned until the involved individual meets with the RLC or Associate Director for Residence Life.
- In situations where the confiscated item is illegal or dangerous, the item will be turned over to the University Police Department (UPD) for holding or to be destroyed at the discretion of UPD.
- The RLC or Associate Director for Residence Life will have the discretion to return the confiscated item to the owner prior to the end of the contact period, if the item was not turned over to UPD.
- Any item that is confiscated a second time will be destroyed or donated to a local charitable organization.
- It is the responsibility of the owner to contact the staff at the end of their contract to retrieve confiscated items.
- Any items unclaimed within 30 days of the end of each contract period will be destroyed or donated to a local charity.

### **Appeals – Damage**

A student has a right to appeal any damage, cleaning, key, or check-out charges that were assessed upon check-out. The appeal must be submitted in writing (e-mail to Maria.Thompson@wichita.edu is acceptable) no later than thirty (30) days after the check-out date. The Associate Director for Residence Life will research the appeal, consult with appropriate staff, and make a decision that remains final.

## **Appeals – Contract**

Students who cancel their contract or have their contract terminated per the Housing & Residence Life Application/Contract will have the appropriate cancellation charges applied to their student account. Students have the right to appeal these charges through the HRL Contract Appeals Committee. Requests to appeal cancellation charges must be submitted within 90 days of the contract termination date. Appeal forms are found in the student's myWSU account under Campus Housing. An appeal hearing will be scheduled upon receipt of a student's completed appeal form. All decisions made by the HRL Contract Appeals Committee are final and are not subject to additional review. Students who leave the University for reasons of graduation, exchange program, marriage, military duty, or other qualifying factors will not be assessed a cancellation fee, but will be required to pay for weeks in residence and any incidental charges incurred.

## **Break Periods**

Fairmount Towers and Shocker Hall are open from the official move-in date on August 15<sup>th</sup> through the official hall closing date on May 14<sup>th</sup> at noon with no additional charges for traditional break periods if the resident has contracted for the entire academic year (all contracts are for the entire year unless the student is participating in an exchange program). Please refer to the current contract online for more specifics regarding dates. For security reasons, if you plan to remain in the hall during Thanksgiving break, winter break, or spring break, please notify your Resident Assistant.

The following procedures are in place in the unlikely event of a power failure or surge during one of the break periods. If you leave for Thanksgiving break, winter break, or spring break: turn off the lights, unplug all of your appliances, empty your wastebaskets and close and lock your windows and doors. Residents are encouraged to unplug and clean your refrigerator before leaving for winter break and to leave the refrigerator door propped open to avoid molding.

## **Check-In Procedure**

The procedure for checking into the Housing facilities is as follows:

- Go to the Information Desk or Move-In Day Check-In Area and pick up your Room Condition Report (RCR) and room key(s) or card and Mail key or code. Complete requested paperwork.
- Complete the RCR. It is important that you inspect your room thoroughly and record any existing damages on the form so that you are not billed for them when you check out.
- Return your RCR back into the Information Desk within 72 hours of move-in.

## **Check-Out Procedure**

The procedure for checking out of your room is as follows:

- If you find you must check out prior to the end of the semester, begin check-out procedures with the RLC or ARLC.
- Follow all instructions concerning check-out procedures. This information will be distributed before the end of each semester.
- Schedule a time to check out with your RA.
- Remove all of your belongings from your room, bathroom, and common space.
- Clean the room by throwing away trash; wiping off desks, dressers, shelves, and doors; vacuuming; and removing stickers and adhesive from all University property. The room must empty and clean (to the point where a new resident could immediately move in) before the RA will check the room.
- After your RA inspects your room, sign the RCR, and complete the mail-forwarding address card. Your RA will then collect your room keys/cards and mailbox key.
- If you fail to check out properly, you will be billed accordingly. Some of the common charges are listed below; for a complete list see your RLC or ARLC:
  - improper check-out: \$50
  - keys/fobs/access cards improperly returned or damaged: \$50 minimum

- room not properly cleaned: \$90 minimum
- damage to walls requiring them to be painted: \$120 minimum

### **Official Check-out:**

Check-out is officially complete after your room has a final inspection, all keys have been returned to the staff person, and the condition of the room has been verified in writing. The resident will be provided a completed copy of the RCR. In cases of improper check-outs, this information will be kept on file at the Housing office.

### **Express Check-out:**

When checking out of your room you have two main options. You can do a traditional checkout with your Resident Assistant where you go through the room together and note the damages in the room. The second option is an express checkout. You can use this if you do not want to or feel the need to do the check-out with the RA. You can get this form from the information desk. (Note: if you choose to do the express check-out, you waive the right to contest charges that are assessed based on the cleaning needs or damage in the room).

### **Damage:**

You are responsible for all damages that occur in your assigned room during occupancy, and you will be billed accordingly.

### **Community Damage:**

All residents on a floor will be held responsible for damage made to the community space if the individual responsible cannot be identified. All residents will split the cost of the damage and be billed accordingly.

### **Consolidation**

Consolidation requires single occupants who have contracted for a double to move together during the period of the contract. Therefore, if a vacancy occurs in an assigned room/suite, the remaining resident agrees to accept another roommate as assigned, move into another room/suite if requested or pay the additional charges for single occupancy if sufficient space is available. Options depend upon availability at the time of consolidation. These moves must be completed in accordance with the dates and procedures established by HRL. Residents without roommates in these rooms are expected to stay within their contractually assigned space, and must keep one half of their room clean and ready at all times to receive a roommate. Failure to do so will result in a single room charge from the time the vacancy occurred.

### **Interim Housing**

Interim housing is available on a very limited basis for residents who arrive before their official, contracted move-in date. Residents must obtain permission from HRL before they will be allowed to move in early. In some cases, interim housing may be different from your contracted assignment. Interim residents will be charged a pro-rated rent amount for their room. The cafeteria is generally closed during interim periods. Your RA will provide you with any available information about dining options and shuttle service to local grocery stores. Contact HRL in Fairmount Commons for additional information.

### **Keys and Access Cards**

When you move into the Housing and Residence Life facilities, you will be issued a key(s)/card to your room. You are responsible for keeping this key(s)/card with you at all times. There is a charge for losing or damaging this key(s)/card. Each resident will be issued a room access card or key according to the following guidelines:

- One key card for each Fairmount resident. All residents will be required to sign an agreement stating that they will return this card when they vacate. All residents also agree that they will promptly report all lost or stolen key cards. In instances of lost or stolen cards, the card will be deleted and a new card will be issued at the resident's expense.

- One hard key will be issued to each Shocker Hall resident who has a private room within the suite. All residents issued a key will be required to sign an agreement stating that they will return this key when they vacate. All residents also agree that they will promptly report all lost or stolen keys. In instances of lost or stolen hard keys, the lock will be re-cored and a new key issued at the resident's expense.
- One programmed key fob will be issued to each Shocker Hall resident for access to their suite. All residents issued a fob will be required to sign an agreement stating that they will return this fob when they vacate. All residents also agree that they will promptly report all lost or stolen fobs. In instances of lost or stolen fobs, the resident will be issued a newly programmed fob at the residents' expense.

### **Room Condition Report**

A room condition report (RCR) will be provided for each resident. The resident is responsible for accurately documenting all existing damage in the assigned room. Any damage not noted at the time of check-in will be repaired after the resident checks out of their living space, and repair charges will be assessed to the resident's housing account. The RCR is used when conducting the inspection at the time the room has been vacated. Any damages found at the final inspection that are not listed on the RCR will be charged to the resident's account. In the event that damages are recorded without one resident accepting responsibility, the total amount assessed for the damage will be divided between all of the residents in the room.

### **Room Changes**

Adjusting to living with another person is never easy. Your experience with your roommate will be beneficial as you learn important skills that will help you later in life. Make an effort to work out potential problems with your roommate. Your RA will be glad to help you with some of the rough spots.

If you would like to make a room change, first meet with your RA to discuss your situation. If a solution cannot be reached, at that time you may make an appointment with your RLC to discuss this room change process. You are responsible for all procedures involved in completing a room change. Residents who move without prior written approval from an RLC or ARLC will be required to move back and will be charged \$25.00 per day, with a cap of 14 days, beginning from the time the move was possible and/or discovered until the resident moves back to their official assignment.

Students may request a room change beginning on Monday, September 1<sup>st</sup>. This includes requests for single rooms in Fairmount Towers. The number of rooms available for single occupancy is limited but the Housing staff will accommodate you if possible. Changes in room assignments should be discussed with the RA and RLC or ARLC before submitting a Room Change Request form online.

### **Roommate/Suitemate Agreements**

The key to getting to know your roommate is communication. You cannot discover who your roommate is unless you talk. You will find it helpful to take some time right after you move in to sit down and learn about each other. You and your roommate will create a roommate agreement as a clarification of your discussion. If you would like, your RLC, ARLC, or RA can assist you with this process. It is required that each room complete and turn in a roommate agreement form to their RA. It will be beneficial to have these on file in case issues arise throughout the year.

### **Room/Suite Issues**

You will want to discuss and agree on several issues. Keep in mind that you both need to be flexible. Most importantly, you will need to communicate. Your conclusions will be recorded in your roommate agreement. These are some of the things you will want to discuss and set some ground rules for:

- study time in the room
- visitation and guests

- cleaning the bathroom
- shower schedule
- cleaning the room
- use of stereo/television
- food in the room
- time for socializing
- use of each other's personal property
- space for clothes, etc.
- bed time and wake-up times

If you ever have concerns about your roommate, start by talking with your RA. If your concerns revolve around your roommate's behavior and/or wellbeing, other helpful resources include using the University's [Reporting Behavior Concerns Guide](#).

### **Gender-Inclusive Housing**

WSU Housing and Residence Life is committed to making each resident feel welcomed and included in our campus communities; including an environment welcoming to all gender identities and forms of gender expression. Students who need special accommodation due to gender identity/expression should contact Housing and Residence Life either through the application process or by directly contacting our office.

Please note that:

- The request will be handled through a confidential process and staff will not ask for more information than is required to meet students' housing needs.
- Placement priority will be given to students who notify our office before April 1 each year and who require accommodations based on their gender identity/expression.
- Later requests will be handled as appropriate spaces become available.

Possible housing accommodations could include:

- Living with a preferred roommate.
- Living in a single room with a private bathroom.
- Having HRL staff seek out possible roommates who would be supportive

We recognize that some students may have a preferred name/nickname different than their birth certificate name and we know that using one name or the other may pose different safety concerns in certain circumstances. Students will be asked to provide a preferred name/nickname, but please note the circumstances in which housing staff will use each name: for all external communications, such as mailings sent to your home, we will use your birth certificate name and for all internal communications, such as when you speak directly to Housing staff or when RA's make name tags to put on your door, we will use your preferred name. Filling out your preferred name or nickname is also important if you intend to request a mailbox with us as we can only deliver mail to you if the name on the mail matches what we have in our system. Providing this information now will help ensure that our records are accurate and that we get mail to you in a timely manner.

**If you have questions, please contact:**

**Mandie Craven**

**Associate Director for Business Operations**

**316-978-3692**

**[Amanda.Craven@wichita.edu](mailto:Amanda.Craven@wichita.edu)**

If a student has a conflict with a roommate because of their gender identity and/or expression they can utilize their RA as a resource. If the student should need further help, they can see their Residence Life Coordinator. RLCs are full-time, professional staff members. All Residence Life staff have taken part in training specifically on gender identity/expression issues provided through Wichita State's Office of Human Resources. Another resource available is the staff at the Office of Diversity and Inclusion, located in the Rhatigan Student Center.

### **Summer Living**

During the summer months, Housing and Residence Life plays host to numerous camps and conferences, in addition to housing residents who are enrolled in summer classes.

The Shocker Hall Cafeteria, the Information Desk, Groundhouse Coffee Shop, and Game Room may operate under different hours during the summer months. Conference Assistants (student workers) will work with residents to plan activities and provide individual assistance and support.

## **SERVICES AND AMENITIES**

### **Accessible Rooms**

The accessible rooms in Fairmount Towers and Shocker Hall have been designated specifically for persons in wheelchairs or for persons with other mobility impairments. These rooms are equipped with roll-in showers, assist bars in the restrooms, and maneuvering space for wheelchairs. The heights of appliances, cabinets, and light switches have been adjusted for persons in seated positions. If you require special accommodations, please contact the Housing office so arrangements can be made.

### **Cable Television Service**

Extended cable television is provided in each student room. This cable service is provided to all residents as a part of their established room rates. Cable boxes will be in each room and should not be damaged or tampered with by anyone. Additional premium cablevision services: HBO, Showtime, etc. must be arranged through Cox Communications and are the responsibility of the resident. Illegal tapping into existing cable lines is monitored, and any student found responsible for doing so will face disciplinary action and will be charged for repairs and reported to the proper authorities. Maintenance problems with the cable television service should be reported to Cox Communications at 316-262-0661.

### **Elevators**

The elevators in Fairmount Towers and Shocker Hall are provided for the convenient transportation of students and staff within the residence halls. Please report any elevator problems to the Fairmount Towers or Shocker Hall Information Desks or to a staff member. Do not try to fix the elevators yourself. Students who attempt to fix the elevators, tamper with them in any way, or purposely overload an elevator will be charged for any servicing or damage repair needed and will be subject to disciplinary action.

Should you become stuck in an elevator, do not panic! Do not force the doors open or try to fix the elevator in any other way as such action will damage the elevator. If you cannot close the doors or if they close and refuse to open, press the alarm button and keep it pressed continuously until a staff member arrives to help you. Never use elevators during a fire alarm, because during a fire the elevator shafts act as chimneys.

### **Food Service**

Food service is provided by Sodexo and ran by a Director of University Dining Services. Both dining halls and the Groundhouse Coffee Shop are coordinated by a Dining Services Manager. Sodexo works very hard to meet needs for individuals and groups with special diets for medical or religious reasons. Please meet with the Fairmount or Shocker

Hall Dining Services Manager to discuss your needs. This staff welcomes your input. They make themselves available during meal hours and would enjoy talking with you. You may also share your ideas and comments by using the comment board in the cafeteria or by taking part in other open forum discussions that will be hosted by Sodexo.

If you wish to change your meal plan, you must do so by the last business day prior to September 15 for fall semester and the last business day prior to February 15 for spring semester. Some restrictions apply. Please do not request more than one change each semester.

### **Game Room**

A game room is located in the Fairmount Commons with a pool table, ping pong table, and foosball table. The game room is open to on-campus residents and their guests only. There are also games available in the Shocker Hall main lounge (pool table, foosball table) and on B3 (ping pong table). Only residents can check out equipment at each information desk and they must provide their Shocker Card as identification.

### **Grounds**

The grounds around the residence halls are maintained by Housing & Residence Life's Facilities team.

- **Lawn:** Since it is necessary to mow the lawn as part of maintaining the grounds, please store personal items inside the halls at all times and ensure bicycles are not left on the lawn.
- **Snow Removal:** HRL staff removes snow from all the grounds around the residence halls and sidewalks.

### **Custodial Service**

The Custodial staff is employed to clean and maintain public areas. These staff members clean lounges, hallways, stairwells, laundry rooms, and other common areas. However, it is expected that residents will clean up after themselves in these common areas in order to help promote a clean living environment. Cleaning supplies for residence hall rooms are provided and may be checked out at the Information Desks.

### **Information Desks**

The Information Desks exist to assist you. Desk Assistants answer questions, take phone messages, assist residents in filling out maintenance requests and checking out temporary keys/cards, cleaning supplies, recreation equipment, board games, and other items. Cleaning supplies must be returned within one hour. Please be aware that a late charge may be assessed for temporary keys/cards and other items not returned on time. These charges will be assessed to your University account. Desk hours vary and will be posted.

### **Ice Machines**

The Fairmount Towers have an ice machine that is located in the laundry room of the North tower.

### **Community Kitchens**

Small kitchens are located on the first floor of each tower in Fairmount and in each of the five LKLs (Lounge Kitchen Laundry facilities) in Shocker Hall. The LKL of each floor is located on that floor in Building C. You are responsible for cleaning the kitchen and any utensils you use.

### **Laundry Facilities**

Laundry areas are located on the first floor of each tower in Fairmount across from the elevators. The laundry rooms in Shocker Hall are within the five LKLs. All laundry machines are card or coin operated. The cost to wash one load of laundry is \$1.25. The cost to dry one load of laundry is \$1.00. If you lose money in a washer or dryer, notify the Information Desk Assistant in your building. Do not attempt to repair any malfunction yourself. Report all malfunctions to the Information Desk.

### **Lock Out Keys**

If you lock your key/card in your room, obtain a temporary key/card from the Information Desk (or if the Information

Desk is closed, the staff on duty). You will be expected to present proof of identity. The resident will be charged \$10.00 for each lockout. If you have not returned your lockout key/card within 30 minutes, your original key/card will be deleted, and you will be charged an additional \$50.00, and the loaner key will become your new key/card. If you return the temporary key/card within 30 minutes of its check-out time, you will still be billed the \$10.00. Residents should never give their key/access card to other residents or their guests. Disciplinary action will be taken if keys/cards are used inappropriately.

### **Lost Keys - Replacement**

If you lose your keys and/or card, be sure to notify the Information Desk or RA Staff. The RLC or ARLC will then arrange for a lock change. Lost or damaged keys/cards cost \$50.00 to replace. Mailbox keys are \$50 to replace. Key fobs are \$50.

### **Lounges**

Lounges are located on each floor of Fairmount and in the five LKLs in Shocker Hall. Lounges are used as study, television, and social areas. Floor lounges are to be used for residence hall-related meetings; they should not be used for any other type of meeting unless approved by the Residence Life Coordinator. Please keep televisions and noise at a reasonable volume. All lounge furniture must stay in the lounge and should not be removed. Residents will be assessed a minimum moving fee of \$25.00 if lounge furniture is found in their room and disciplinary action may be taken. Residents are responsible for cleaning lounge facilities and for returning furniture to its proper place after using a lounge. Residents are not to be sleeping in the lounges as it prevents other residents from using the space.

### **Mail Service**

Mailboxes for residents are located next to the Information Desks. You will receive a box assignment and key or lock combination when you check in to your building. Mail is delivered Monday through Saturday. All packages and registered mail are delivered to each building's Information Desk. Package slips placed in your mailbox serve as notification that you have received a package or registered mail. Residents should be prepared to present photo identification when picking up packages or registered mail. Packages can be picked up 7 days/week from 6am to midnight at both Shocker Hall and Fairmount Towers.

Fairmount Towers residents are able to send mail from Fairmount Towers via the mail drop box by the information desk. Shocker Hall is not equipped to deliver mail, and residents are asked to use the mail drop box in Morrison Hall (next door to Shocker Hall) to send mail.

Mail cannot be delivered to non-residents. Mail will only be distributed via a resident's mailbox and will not be handed out by desk staff. Mail must be addressed to the resident receiving the mail. Mail will not be given to any other individual.

After the end of the spring semester, or whenever a resident permanently leaves on-campus housing, first class mail will be forwarded for up to 30 days (or in accordance with postal regulations) if the resident leaves a forwarding address when he/she checks out of the building. Please note that you cannot leave the address of a friend living in HRL as a forwarding address. If you do not leave a forwarding address, your mail will be returned to sender. Remember to contact all creditors and companies with your change of address before you move, as many package distributors will not allow us to forward packages, and they will therefore be returned to sender.

### **Maintenance Service**

The maintenance staff makes repairs to the facilities as needed and performs preventive maintenance operations. Please report problems that you observe in your room and public areas at your Information Desk. The Information Desk Assistant will assist the resident in filling out a maintenance request. Routine maintenance and repairs will be completed during regular business hours. If, after a reasonable period of time, you do not see improvement in a maintenance problem you reported, notify your Residence Life Coordinator.



In the case of emergency repairs, contact the RA on Duty or the Information Desk. Emergency repairs, as determined by the HRL staff person or the Physical Plant personnel, will be completed as soon as possible. Residents may submit a Maintenance Request Form to have their beds bunked by the Maintenance Staff. Residents are NOT to bunk the beds without assistance from WSU maintenance staff. Please note, during openings, the maintenance staff will get to bed bunking requests as soon as possible. Their immediate concern will be other maintenance issues as they arise.

### **Meeting Rooms**

The Private Dining room in the Fairmount Towers Commons Building and the multipurpose rooms in Shocker Hall are used primarily by HRL staff and the hall's activity council. The Director of HRL will establish guidelines for use of these rooms for HRL sponsored activities.

When rooms are not being utilized for HRL sponsored activities, they are available for use by residents on a limited basis in compliance with the following general guidelines. More specific guidelines are available through the RLC or ARLC.

- A WSU professional staff member or a Resident Assistant of Shocker Hall or Fairmount Towers must reserve the room and assume full responsibility.
- The individual reserving the room will be held responsible for ensuring that all instructions and guidelines concerning room use are followed. HRL reserves the right to deny room use to individuals or to any member(s) of the groups represented by individuals who fail to follow the set guidelines and instructions.
- The individual reserving the room will be held responsible for cleaning and returning furniture to the designated floor plan. This individual will be charged for any needed cleaning, repairs, furniture arrangement, or property replacement.
- Noise must be kept to a minimum at all times.
- Events catered by anyone other than Sodexo are not permitted. Any event with food or beverages must be cleared by the RLC.
- University and Housing policies relating to visitation, alcoholic beverages, drugs, and gambling apply and will be enforced in all residence halls.
- Conduct of participants must not interfere with the normal functioning of the hall.

### **Table Space**

If an organization wants to utilize the table outside of the Fairmount Café, they must reserve this table through the Fairmount RLC. If an organization wants to table in the Shocker Hall lobby, they must reserve this table through the Shocker Hall RLC. They must be a recognized student group or affiliated with WSU in order to use the table and they have received approval from the appropriate Residence Life Coordinator. If an individual wants to table in Shocker Dining, they need to contact Demerley Werkheiser at [Demerley.Werkheiser@sodexo.com](mailto:Demerley.Werkheiser@sodexo.com) to request permission.

### **Notary**

The HRL Office offers Notary services free of charge. To utilize this service, contact Lori Eckman or Kelly Vickers in the HRL Office.

### **Pest Control – General**

Unless otherwise noted, Pest Control services are provided free to the resident. Routine inspections as well as spraying assist in creating a pest-free environment. To assist HRL in keeping your space and the facilities pest-free, please follow the procedures outlined. Your assistance is not only helpful but is required. Your responsibilities with regard to pest control are outlined as follows:

#### ***Student Responsibilities:***

1. If pests of any kind are suspected in your room, it is your responsibility to report the suspected infestation immediately to the Information desk, an RA or directly to the Office of HRL at 316-978-3693.

2. As a resident, you are expected to comply with any instructions from the HRL Office including, but not limited to, the preparation of your living space for investigation, treatment and monitoring of pests; and/or the temporary or permanent reassignment of housing.

**Preventive:** All rooms are sprayed on a routine basis. Residents are notified by email 24 hours prior to routine spraying. This is generally completed each semester and NO room will be exempt.

If an attempt is made by the exterminator to treat a room and the resident refuses to allow entry, the resident will be assessed a fee to have the exterminator reschedule. In the event that a resident does not empty his/her cabinets for the exterminator, the resident may be charged for any additional extermination call-outs made. If medical problems exist that prohibit you from having your room sprayed, a letter from your physician must be sent in advance to HRL's Associate Director for Facilities for approval.

**Mandatory:** Mandatory spraying in a building, floor, or area may be necessary on occasion when a particular problem with insects exists. Cockroaches, for example, are scavengers and are capable of transmitting diseases such as dysentery, typhoid fever, and cholera. When a problem exists with such pests, it may be necessary to spray every room in the area to prevent the roaches from migrating to untreated residence hall rooms. The residents will be notified by email 24 hours prior to the treatment. Mandatory spraying requires that each resident remove all belongings as indicated below:

- Remove all items from the kitchen cabinets.
- Remove all items from under counters.
- Remove all items from under the kitchen and bathroom sinks.

It is imperative that the resident follows the specific instructions as outlined by HRL and that the resident permits entrance to the room even in her/his absence.

### **Pest Control – Bed Bugs**

We recommend that you take preventative measures to minimize the chance of a bed bug infestation. Bed bugs are brought into our facilities by residents and guests. They move from room to room via residents, guests, furniture, and clothes. If there is any question regarding the condition of your room or your furniture and whether or not it is infested with bed bugs, please contact your Information Desk, Resident Assistant (RA) or the HRL Office to arrange for a free inspection from our pest control services. Furniture to be inspected should be sealed in a plastic bag, and remain sealed until inspected and cleared by a pest control expert. Large plastic bags can be obtained at the Information Desk. The following is a list of steps you can take to help reduce your risk of being exposed to bed bugs.

- As a resident, you are not to bring any stuffed furniture into the housing facilities.
- When traveling, inspect your sleeping accommodations and luggage for bed bugs. Do not stay where bed bugs are present. This includes some surrounding apartment buildings in Wichita.
- Items stored under your bed should be in plastic, "bug proof" containers.

### ***If you have bed bugs:***

1. We will have our pest control service company inspect, monitor and treat any room suspected of having any kind of pest.
2. If a room is confirmed to have bed bugs, the room will be treated. Depending upon the severity of the infestation, and space availability, you may or may not be temporarily relocated during treatment. Whether or not you are relocated, and to where, is solely the decision of HRL.
3. If you are temporarily relocated due to bed bugs, you will need to follow our established procedures for the treatment of your clothing and other personal belongings. We may require the disposal of infested furniture/mattresses, the purchasing of specific plastic encasements for your items or the laundering of all clothing. You will be informed of all available options at the time of treatment as well as the anticipated cost associated with disposal or mattress encasements. You will not be charged for any pest control services or on-going treatment and monitoring of your residence.

4. With regard to compensation during your temporary relocation, it is at the sole discretion of HRL whether or not any compensation will be offered to you. There will not be any compensation for items that need to be discarded due to infestation.
5. Per section VIII.B of the Room and Board Application/Contract titled: UNIVERSITY RESPONSIBILITY, PROPERTY: “The University will not be liable for theft, loss or damage to any property of the student, including loss from fire, flood, tornado, wind storm, or bug infestation. When a safety hazard or threat to University residents or facilities is apparent, the University reserves the right to require the immediate removal of the residents’ personal property from the premises. This can include, but is not limited to candles or other illegal items, bug-infested mattresses, etc.” This provision includes loss of property due to bed bug infestation. You will not be reimbursed for property that cannot be treated and must be destroyed or permanently removed from the residence. However, most items are treatable and if the infestation is confirmed early enough, most items are salvageable.
6. Regardless of whether or not you have a confirmed case of bed bugs, permanent room changes are permitted so long as space is available and the room change follows our standard policies and procedures. However if your room is infested with bedbugs, your belongings will need to be treated before they can be moved to another residence and you will need to follow our established procedures for their treatment.

With the proliferation of travel, bed bugs are going to continue to be a nuisance pest. The best way for us to eliminate this pest is to be proactive about the choices we make. A five-star hotel can have bed bugs just as easily as your friend’s apartment off-campus, so being careful about where you choose to sleep and what you choose to sleep on, is as equally important as the immediate reporting of bugs or bites to HRL for investigation.

### **Shuttle Bus**

A HRL shuttle runs in the evenings and on the weekends, as its available, between Fairmount Towers, Shocker Hall, Wal-Mart, Dillons and TowneEast Mall to assist residents with transportation. Schedules are available at the Information Desks or on the HRL website. During holidays, break periods and due to inclement weather or other circumstance, the shuttle bus schedule may be altered or cancelled. Please check with your Information Desk should you have a question regarding the shuttle bus schedule on a particular day. The shuttle bus is wheelchair accessible.

### **Study Areas**

The study rooms in Shocker Hall are open 24 hours /day as a study area for residents. Since the purpose of the study areas is to promote an environment conducive to studying, talking must be kept at a minimum in the study room. Anyone disturbing other residents will be asked to leave the study area. Lounges in Fairmount Towers may also be used as a study area.

### **Vending Machines**

Snack and beverage machines are located directly across from the laundry rooms in Fairmount Towers and in the lobby of Shocker Hall. Please report malfunctions to the Information Desk; do not attempt to fix it yourself. Refunds for money lost in the vending machines may be obtained through Sodexo by calling the number located on the front of the machine.

## **SAFETY, SECURITY & EMERGENCY INFORMATION**

In case of any emergency situation on HRL property, notify your RA, ARLC, RLC or Information Desk. If the situation warrants, call the University Police Department at 978-3450 or 911. Students are encouraged to register for the WSU Rave Alert System to receive e-mails and text messages notifying them of severe weather and on-campus emergencies. This service is available for sign up through the *myWSU* online portal. The scrolling marquees located in each building will also notify students of severe weather and on-campus emergencies. Students are expected to follow the instructions of all HRL staff as well as University staff/responders.

## **Bomb Threat**

If notified to evacuate, exit quickly and quietly and move at least 400 feet from the building. Follow the instructions of staff members and emergency personnel.

## **Chemical Safety**

Used motor oil, antifreeze, turpentine, or oil-based paint may not be disposed of on the ground or in the University dumpsters. They should be disposed of at the Household Hazardous Waste Facility at 801 Stillwell, Wichita, KS. Hazardous materials may be taken to the location Tuesday through Friday between 9 a.m. and 5:30 p.m. or on Saturday between 9 a.m. and 3 p.m. You may contact the facility by calling (316) 660-7464.

## **Emergencies On or Near Campus**

The signal for such emergencies is a loud, steady pulsating sound that continues for several minutes. All classes will be dismissed. Persons on campus should tune to any local radio station for information and instructions. Persons may also refer to the Emergency Management website: [www.wichita.edu/emergency](http://www.wichita.edu/emergency) Persons not on campus should not come to campus.

## **Fire**

If you become aware of a fire in the building, follow these directions:

- Activate the fire alarm and call the University Police Department (978-3450 or 911 from any campus landline). Contact a staff member as you leave the building.
- Please use the stairwell closest to your room and exit the building immediately as required by state law.
- Any time you hear an alarm, exit immediately and quickly move at least 400 feet from the building. Follow all instructions from staff members (RA, ARLC, RLC, and others) and rescue personnel.
- Remain outside until the signal is given by staff members or rescue personnel to return to your room.
- If you encounter heavy smoke in an area, exit another way if possible. Staying low or putting a towel over your nose and mouth will help you minimize smoke inhalation.
- Never use elevators during a fire. The shafts act as chimneys. A malfunction could trap you.
- If you become trapped in a room, report or signal your location by calling the University Police Department (911) or by waving or calling to fire fighters. Jamming wet towels or clothing under doors, keeping a wet towel or clothing over your head, and staying low may help you avoid smoke as you await rescue.

Students must obey all fire regulations. Failure to evacuate a hall when an alarm sounds for any reason represents grounds for disciplinary action. Residence Life staff and the University Police reserve the right to enter student rooms to locate the source of the problem and to ensure that everyone has evacuated the building.

Each semester, one planned fire drill will be scheduled. HRL will schedule all planned fire drills during business hours. This will provide an opportunity for residents to practice evacuating the building. All alarms that sound should be treated as a potentially life-threatening situation.

## ***Smoke Detectors:***

Smoke detectors, provided for your safety in each room, should not be tampered with, covered, or disconnected. Smoke detectors become activated when too many combustible particles accumulate in the air.

A loud, high pitched noise will alert you and allow you time to reach safety.

If your smoke detector goes off repeatedly when there is no fire or makes other unusual noises, please contact the Information Desk. It will be checked to determine if the unit needs to be adjusted or replaced. The WSU Fire Chief is responsible for checking the general operation of the smoke detectors on a regular basis.

## **Illness or Injury**

Contact a HRL staff member for assistance in case of illness or injury. Obtain emergency assistance or transportation

to a hospital by calling the University Police Department (978-3450) or by calling 911.

### **Safeguarding Possessions**

Residents should use discretion about leaving large amounts of money or objects of great monetary or sentimental value in their room. Residents are expected to lock their rooms. Wichita State University does not assume responsibility for the loss or damage to personal property due to theft, fire, water, or any other reason. Residents are advised to carry personal property insurance. Residents should report any theft that occurs on HRL property to their RLC or ARLC and to the University Police Department.

### **Security**

Several measures have been developed for your protection. Emergency Exit doors are generally locked and alarmed 24 hours each day. Main residence hall entrances are generally locked 24 hours each day. RAs and UPD officers walk the residence halls and parking lot areas.

Shocker Hall Building A contains the main building lobby as well as the Dorothy and Bill Cohen Honors College. As such, the lobby area is open to the general public during business hours. Each stairwell, hallway entry point, and elevator leading to HRL living areas are secured by a proximity sensor that only residents are given access to. Shocker Hall Building D contains the Shocker Hall cafeteria and this cafeteria is open to the general WSU community. The same system in Building A is used in Building D to secure access points to HRL living areas.

All visitors must be escorted by a resident or staff member at all times. If you see an unescorted non-resident (guest or stranger), note behavior and appearance and contact HRL staff immediately. Unescorted visitors will be asked to leave HRL property.

Please be aware that security depends on you. Do not allow people to walk through doors behind you unless you are sure they are residents. In addition, the accessible button should not be used to open doors unless absolutely necessary. Unwanted visitors may enter when this door is opened. Please take responsibility in closing common area windows on the first floors. This reduces the temptation of outside intruders. Report any strangers to a staff member or the University Police Department immediately.

Individuals who misuse personal protection devices will be referred for disciplinary action. Residents who tamper with alarms or locks, prop doors open, assist others in gaining unauthorized entry into the residence halls, or endanger the safety of residents will be referred for disciplinary action.

### **Severe Weather**

When you see a funnel cloud, hear the tornado siren, or receive directions from HRL staff, move to the first floor hallways of Fairmount Towers, and to the bottom floor of Shocker Hall. Stay away from glass windows or doors, and protect your face from flying debris. Stay in designated areas until the "all clear" is given by HRL Staff.

During emergency situations, residents and guests are required to move to the designated shelter areas. If you choose not to go to these locations, you will be required to leave WSU property until WSU Police give the all clear.

### **Traffic Regulations**

All members of the University community will be held responsible for reading, knowing, and complying with all traffic regulations. Outlined below is general information on WSU Traffic Regulations. Current and complete WSU Traffic Regulations are available at the University Police Department.

**Motor Vehicles:** Each motor vehicle operated or parked on University property by any student, faculty member, staff member, or visitor must display a valid WSU parking permit. Residents of Fairmount Towers are required to display a specific Fairmount Towers residence hall parking permit for their vehicle, and Shocker Hall residents are required to

display a specific Shocker Hall parking permit. Permits are distributed by HRL at move-in to all residents.

**Bicycles:** The University encourages and supports the use of bicycles as a means of transportation on campus. Bikes on HRL property must be registered with HRL and stored on the bike racks provided outside your building. HRL will provide the registration information to the Wichita State University Police Department.

Bicycle racks are available at Fairmount Towers and Shocker Hall and must be used to secure bicycles outside. Bicycles shall not be parked in stairwells, stairways or chained to shrubs, trees, railings, signs, or lamp poles.

**Motorcycles:** Motorcycles and mopeds must be parked in parking spaces. They are not permitted on sidewalks or grassy areas. Due to fire safety regulations, gasoline-powered motorcycles/mopeds are not allowed inside any building at any time. Motorcycles/mopeds must display a parking permit from the University Police Department.

**Skateboards and coasters:** Skateboards and coasters are not authorized for use on the University campus except for special events approved by the University President. However skateboards are permitted on the basketball court and sidewalks surrounding Fairmount Towers. Skateboarding on rails, ledges, steps is not permitted.

**Roller Skates/Roller Blades/Scooters:** The use of roller skates, in-line skates, roller blades, scooters, or other skating devices on campus is limited to paved right-of-ways; they shall not be worn inside any University building and/or shall not be used for skating on any steps, retaining or landscape walls, benches, handrails, or for stunts of any kind.

## RESIDENCE HALL POLICIES AND PROCEDURES

Any resident who engages in any specifically prohibited act (as outlined in this Handbook or in the WSU Student Code of Conduct), encourages/enables other residents to do so, and/or is present when violations are occurring, will be subject to disciplinary action and referred for legal action as appropriate.

Some regulations are necessary to promote safety and security in the residence halls. Wichita State University assumes no liability except as specifically provided by law. University administrators consider the safety of residents to be an ongoing concern and have developed the following policies with safety and security in mind.

**This section outlines the Housing and Residence Life policies and procedures. These policies are a supplement to the Wichita State University Student Code of Conduct. This means the following policies are in addition to the policies laid out in the WSU Student Code of Conduct, and residents must comply with the policies of both documents.**

### Common Areas

Certain areas of the residence halls such as the lobbies, lounges, hallways, community restrooms, LKLs, laundry rooms, study rooms, and community kitchens are intended for the use of all residents. Residents must not leave personal property in these areas or engage in behavior which restricts use by others. Residents who create conditions requiring more than the routine cleaning provided by the Custodial staff must clean the affected area themselves. Residents using public areas should be dressed appropriately, refrain from any behavior which might prove offensive to others, conduct themselves in an orderly manner, and respect the rights of others.

### Cleanliness and Sanitation

It is the responsibility of all residents to:

- Keep their room clean and free from dirt, garbage, and trash.
- Share in the proper care, cleaning, and use of community facilities, including laundry rooms.
- Keep the area in front of the resident's room clean and clear of clutter.
- Keep the stairs, hallways, stairwells, and railways clean and clear of clutter.

- Keep the ground of commonly used areas clean and in a safe condition, free of toys and clutter. Special attention is necessary at all times so as not to interfere with snow plowing or lawn mowing.
- Do not sweep dirt, trash, garbage, or waste out of your doors or throw such from windows. All trash and garbage must be disposed of either in the disposal, trash rooms, or in the dumpsters provided in each building. A minimum charge of \$25 may be assessed for improper disposal of trash (refer to Trash Removal for complete policy description).
- Contact the Information Desk immediately after use of a fire extinguisher or if it needs to be recharged.
- Do not hang clothes or any other objects over railings or on sprinkler heads.
- Do not store personal property outside your room.

### **Computer Usage and Wireless Networks**

Students wishing to have a computer in their room must provide their own, subject to the following policies. The following practices are prohibited:

- Personal networks (wireless networks, wireless routers, etc.)
- Viewing pornography
- Running a business
- Hacking
- Creating and running servers
- Using a computer with malicious intent
- Illegal file sharing or downloading

### **Condition of Premises Policy**

Residents are responsible for the care of the room and all appliances/equipment inside and attached to the dwelling unit. The resident accepts the indicated room in its present condition and agrees to keep the premises in good, clean condition.

### **Dining Services**

Behavior in Shocker Dining and the Fairmount Café is expected to mirror behavior in the residence halls. All violations of residence hall policies or student code of conduct in the cafeteria will be referred to HRL staff for judicial action.

### **Dumpster Diving**

Due to the risk of bed bugs, items marked for disposal, or disposed of in, or by the trash, dumpsters, or recycling bins, may not be salvaged, removed from the trash/dumpsters/recycling bins, or brought back into housing facilities.

### **Electrical Appliances**

Due to local fire codes and the limitations of the wiring systems, there are restrictions on the kinds of appliances that are allowed in the residence halls. Certain types of electrical appliances are permitted, provided they carry the Underwriters Laboratories (UL) approval on both the appliance and the cord; they do not disturb the electrical circuits by overloading, shorting, or creating line disturbances; and they do not disturb other residents. Permitted items include stereos, televisions, computers, hair dryers, heating pads, typewriters, curling irons, Keurig-type coffee pots, crock pots, rice cookers and popcorn poppers (all must be with enclosed heating elements), microwaves that do not exceed 0.9 cubic feet and refrigerators that do not exceed 4.9 cubic feet. Space heaters, halogen lamps, sun lamps, barbecue grills, dishwashers, freezers, exterior antennas and satellite dishes are prohibited.

Cooking appliances with open heating units, such as toasters, George Foreman grills, or traditional coffee makers are not permitted. Your Residence Life Coordinator must approve any other appliances before use.

Since electrical outlets are not always conveniently located, UL approved power strips with built-in surge protectors are permitted, provided outlets are not overloaded and the cord location does not create a safety hazard.

### **Extended Access**

Providing extended access to your room to a non-resident, including transferring or duplicating keys/access cards is prohibited.

### **Fire and Safety**

Prohibited acts include:

- Using the alarmed fire escape stairwells when an emergency does not exist
- Tampering with or misusing elevators
- Tampering with smoke detectors or alarms
- Climbing into or out of, or scaling the sides of, or occupying the: roofs, window ledges, or outside structure of HRL facility or property
- Skateboarding or riding a scooter/bike down the concrete steps or attempting tricks on HRL property (Shocker Hall courtyard, Fairmount basketball courts, etc.)
- Injuring or destroying any animal on HRL property
- Throwing, or dropping, or shooting any object within HRL property
- Hanging, throwing or dropping items out the window of a HRL building
- Hanging items from the ceiling or sprinkler heads
- Hanging electrical items outside of your door
- Storing or possessing: lighter fluid, fuels, paint, charcoal, other combustible items, or piles of flammable materials in Housing facilities
- Storing or possessing scuba tanks, propane tanks, or other pressurized items on HRL property

The University reserves the right to direct residents to remove any hazardous materials from their room. The Director of HRL or his designee will make the final decision regarding removal of such materials.

### **Guests** see also: Visitation

In order to preserve the atmosphere and security of the residence halls, guest policies have been established. Violations of any of the provisions of the policies concerning guests may subject any resident involved in the violation to suspension of guest privileges and to other disciplinary action. Residents are responsible for all actions of their guests. Additionally, you and your guests are expected to cooperate fully with HRL Staff and to treat them with respect. Residents and guests who are unwilling to do so may have their visitation privileges revoked and appropriate disciplinary action will be taken.

### **Hall Sports**

In order to maintain an environment that is conducive to studying and does not cause damage to the facility, sports are not to be played inside the residence halls. This includes, but is not limited to: basketball, football, soccer, frisbee, water fights, "tag," "chase," golfing, wrestling, skateboarding, longboarding, rollerblading, or riding a bike or scooter in the hall. Students should also not be engaging in this type of risky behavior on the sidewalks or steps outside of the buildings.

### **Health & Safety Room Checks**

Throughout the semester, health and safety checks are conducted on a monthly basis in every unit to ensure that the room/suite is in a safe and sanitary condition. In most cases, notice is posted at least 24 hours in advance. Policy violations will be documented and disciplinary action will be taken. The room will be checked for general cleanliness. In preparation for health and safety checks, please clean your whole room, including common areas and bathrooms, and take out your trash. If your room is deemed unsanitary, you will fail your Health and Safety Inspection and have twenty-four hours to remedy the situation. A HRL staff member will follow up with you for your second inspection. If you fail a second time, members of the Residence Life Senior Staff team will come by and inspect the room. If this third and final inspection is failed, the resident(s) of the room will be charged a minimum \$90 cleaning fee and the Custodial staff will be sent in to clean the room.



## **Implied Consent**

Students are responsible for all activities that occur in their residence hall room. By allowing the existence of behaviors or items that violate Residence Life or University policy, students demonstrate an implied consent for the violations. As a result students are responsible for taking an active role in ensuring that inappropriate behaviors or items do not exist in the residence hall room. Residents should report behaviors or items that violate residence hall or University policy to a staff member. Passive participation in events that violate the Student Code of Conduct or the policies in this Housing handbook will be viewed as a policy violation.

## **Noise**

One of the primary rights of students in the residence halls is the right to study in one's room free from undue interferences. Thus, noise and other distractions which inhibit the exercise of others' rights are strictly prohibited.

***Courtesy Hours:*** Courtesy hours are in effect at all times in all HRL communities. This means that stereos, radios, televisions, and other equipment should always be played at moderate volume. Residents should refrain from making loud noises in their rooms, the hallways, and other public areas at all times. Remember that residents often try to study or sleep before quiet hours begin and they deserve your courtesy.

***Quiet Hours:*** Quiet hours have been established to provide a suitable atmosphere for residents as they study, prepare class assignments, sleep, and enjoy some solitude. Quiet hours are in effect from 10 p.m. until 10 a.m. Sunday through Thursday, and from Midnight until 10 a.m. Friday and Saturday. During finals week, all buildings observe 24 hours of quiet. See the calendar for dates and times.

While quiet hours are in effect, no noise should be heard outside your room. You should refrain from conversation or noise in the lounge areas, common kitchens, and LKLs. Noise in the courtyard area and parking lots should not unduly disturb others.

Please understand that the lack of quiet hours at other times is not an endorsement of chaos. Residents are expected to show consideration for the needs of others at all times.

***Enforcement:*** It is important that each resident assume some responsibility for enforcing quiet hours and courtesy hours. You should make every effort to talk with your neighbors in a polite, tactful manner when they do not realize they are disturbing others. They will appreciate you coming to them rather than immediately contacting a staff member. When you encounter residents who will not cooperate with your requests to reduce noise, be sure to contact the staff member on duty. The HRL staff member will work with you to resolve the situation by helping you explore options and by helping you develop your communication and confrontation skills.

## **Personal Property/Renters Insurance**

You are responsible for your personal property. Wichita State University does not carry insurance on personal property. You should arrange for coverage under your parents or guardians policy or obtain your own insurance through a company such as National Student Services.

## **Personalizing Your Room**

### **1. Furniture**

No university-owned furniture or equipment may be removed from the room or suite. Removal of lounge furniture from its appropriate place in the building is also prohibited. Residents can be fined up to \$25 per item removed, as well as charged an additional amount for any damage. These actions may also result in disciplinary action. Residents may not bring in any stuffed or 'soft' furniture in to the residence hall rooms. Residents may only bring approved hard furniture from home. No university furniture should leave the room. Any additional furniture must not restrict exiting from any portion of the room or be a safety hazard to persons walking around the room. Liquid furniture of any kind is prohibited in all Housing facilities. The desk and dresser units may not be disassembled.

## 2. Walls

Nails, screws, double-stick tape or duct tape on or in the walls, ceilings or furniture is prohibited. Removable blue tape/painters tape is recommended for hanging posters and other decorations. Although recommended, these mounting devices do not excuse any damages done to the room. Residents will be charged for any damages or residue left on walls or surfaces of their rooms. Painting walls or other surfaces is prohibited. Decorations are encouraged as long as they do not create health hazards, fire hazards or damage to the room. No more than 50% of each wall space may be covered.

## 3. Holiday Decorations

If residents decorate their rooms or floor for the holidays, these guidelines must be followed:

- a. All materials used (i.e. paper, foil) must be flame resistant.
- b. Trees and other greenery must be artificial and flame resistant.
- c. Lights must be UL- approved and of low wattage.
- d. Fire alarm pull stations, fire extinguisher cabinets, smoke detectors, and exit signs must not be covered and exits must not be blocked.

## 4. Objectionable Materials

Pictures and other materials that may be considered objectionable are not to be displayed in areas that may be visible outside a residence hall room/suite (including viewed from outside of room through window or door). Incidents will be dealt with on a case-by-case basis.

## 6. Windows

No window display may be permitted if it substantially detracts from the aesthetics of the residence hall. Decisions regarding appropriateness are up to each facility's Residence Life Coordinator. Removal of screens is prohibited. If a screen is removed, a charge of \$25 .00 will be assessed whether or not damage is done and whether or not the screen is replaced by the resident. The cost for replacing a damaged screen starts at \$45.00 (depending on the size).

## 7. Darts and Dartboards

Due to the potential for personal injury and property damage, darts and dartboards are not permitted at any time in hallways or residents' rooms.

## 8. Weights and Fitness Equipment

Due to the damage and inconvenience they cause, no weights/dumbbells in excess of 25 lbs. or exercise/fitness equipment is permitted in the Residence Halls. Students are responsible for any damage caused by their dumbbells. Residents are encouraged to utilize the Heskett Center for physical fitness activities.

## 9. Alcoholic Beverage Containers

Rooms may not be decorated with alcoholic beverage containers. This includes, but is not limited to: using an alcoholic beverage container as a flower vase or using an alcoholic beverage bottle as storage for coins. The university reserves the right to confiscate and dispose of alcoholic beverages and/or containers found on the premises. Brewing equipment is similarly prohibited.

## 10. Candles/Incense/Fire hazards

Possession and use of candles, any type of hookah device, lava lamps, open filament devices, and incense are prohibited. The university reserves the right to confiscate and dispose of all such items due to the potential fire hazard they create. Open flames of any kind are prohibited at all times. Decorative wax figures are allowed only if they do not, and have never, contained a wick.

## 11. Door

Covering 50% or more of door surface by hanging flammable materials such as fishnet, parachutes or large flags is prohibited. The outside of the room doors is considered a public viewing area. Any material you wish to post concerning an event sponsored by a recognized campus organization may be placed on the outside of your door. Other items may include housing information, nametags, and appropriate decorations. Please be considerate of those around you and the differences we all share. If anyone feels an item in a public viewing area is inappropriate, an incident report should be completed and turned into your RLC or ARLC for review.

### **Pets**

Residents are not allowed to keep pets of any kind (except fish in a clean, odor-free aquarium, less than 20 gallons) on campus. No birds. No reptiles. No rodents. Feeding and temporarily keeping animals in or around living areas is also prohibited. Residents who do so may be subject to a fine, cleaning and fumigation fees, as well as possible disciplinary action.

### **Plants and Planting**

Due to difficulties with grounds upkeep, i.e., mowing, spraying for dandelions and weeds, etc., residents are not permitted to plant flowers or vegetables without special permission from the RLC. Live plants are also not permitted in the buildings as they can harbor bugs which can then infest the rooms or building.

### **Public Property as Decoration**

Possession of stolen property, including university, city, county, or state government property, such as road signs, or dishware from the dining center, is not permitted. Students wishing to display public road signs, traffic cones, real-estate signs, etc., in their rooms may be asked to provide proof of ownership by a receipt or some other official means. Possession of stolen property is a violation of state law and university policy. Stolen or unauthorized property is subject to confiscation.

### **Responsibilities**

You are responsible for what happens in your room. It is your responsibility to prevent policy violations from taking place in your room by calling them to the attention of your RA or other HRL staff members.

### **Right of Entry Policy**

Residents shall permit University Personnel access to their room for inspection within a reasonable time after written notice has been given to one of the room residents or placed in their mailbox. Whenever possible, University Personnel will attempt to give the resident 24 hours prior notice before room entries.

Residents shall permit University employees to enter their rooms at all reasonable times to inspect, repair, or replace property and equipment in the absence of any and/or all residents.

The University's authorized representatives may enter all University housing units with a pass key in the following situations without prior notice being given to any residents:

- Personal Emergency—when the personal welfare, health, or safety of any individual is suspected or known to be in danger
- Maintenance Emergency—when a suspected or known emergency exists (i.e., fire or broken water pipe)
- Service—to complete needed or requested repairs, maintenance, inventory checks, pesticide spraying
- Safety—to conduct safety inspections
- Violation—when a violation of the contract or University policies is suspected. This may include a search of the housing unit.

### **Sales and Solicitation**

Regulation of sales and solicitation on residence hall property is necessary to protect the residents' rights to privacy and safety, to maintain an environment conducive to studying, and to insure reasonable protection for University and

student property. Therefore, policies and procedures have been developed to govern sales and solicitation on residence hall property. These regulations govern all activities except those sponsored by FTAC or SHAC. Any vendor and their product(s) that competes directly with any WSU department or their services will not be allowed to promote or solicit to the residents in the halls. HRL does not provide mailing lists, room numbers or other contact information to non-approved vendors. The Director of HRL may grant exceptions. Persons wishing to contact residents for the purpose of sales and solicitation are advised to use means outside of the residence halls such as the U.S. Postal System, the telephone system, the student newspaper, or to take advantage of opportunities established by the University for sales and solicitation in areas of the campus other than HRL property.

***General Regulations for Sales and Solicitation:***

Door-to-door sales or solicitation in the residence halls is prohibited.

Conducting any enterprise for profit on HRL property is prohibited with two exceptions:

- Wichita State University recognized student organizations and departments may solicit on a limited basis in Fairmount Commons and in the common areas of Shocker Hall with prior approval from the RLC or ARLC.

Parties or other activities held to promote, sell, or advertise merchandise or service are prohibited in public areas of HRL property. Residents may promote legal merchandise or services in their own rooms but may not sell or take orders in their rooms.

Lectures, concerts, demonstrations, displays, or exhibits may not be used to sell, promote, or advertise merchandise or service on HRL property.

Non-profit solicitation on behalf of charitable, religious, political, civic, or University-registered student organizations will be permitted on residence hall property pending prior approval from the Director of HRL.

HRL will accept donations from organizations, businesses, groups, or individuals only if the donations appropriately and positively contribute to the HRL program in the judgment of the Director of HRL. Donors whose donations are not accepted may contact the WSU Foundation for information about other ways to make a contribution to the University. The donor's name may appear on donated material, and the HRL staff may recognize the donor through verbal or published announcement. However, the donor must not use the donation as a means of sales or solicitation in any other manner.

***Distribution of Written or Printed Material Approval:***

Posting or distributing any signs, posters, pictures, flyers, brochures, newspapers, or other material of any sort on HRL property is prohibited except in accordance with the following regulations:

- Persons wishing to post or distribute material on HRL property must leave the material with the RLC or ARLC rather than posting or distributing it on their own. Material with approval posted or distributed by any person other than a member of the HRL staff will be destroyed.
- Posting and distributing material will be limited to permanent bulletin boards and to designated areas on or near the Information Desks unless special authorization is given by the Director of HRL. Only materials submitted by a University office or registered student organizations will be approved for posting.
- Because of space limitations, material submitted for posting or distributing should be limited in size. In all cases, material will be posted and distributed only if space permits.
- The maximum quantity of material that will be accepted for posting or distributing will be limited in proportion to the number of residents.

The Housing and Residence Life staff assumes no responsibility for materials left for posting or distributing on residence hall property.

**Service Animals**

Any resident needing the assistance of a service animal must contact the WSU Office of Disability Services and the Office of Housing and Residence Life so that proper accommodations can be provided. An assistance animal (which

provides emotional support or comfort to a person with a disability) is permissible only if approved as a reasonable accommodation by the Office of Disability Services and the Office of Housing and Residence Life. *See the HRL website for “[Guidelines for Service Animals/Assistance Animals](#)” for additional information.*

### **SGA Election Campaigning**

SGA candidates will be allowed to campaign on HRL property with the following guidelines:

- Campaigners must have approval from RLC or Associate Director of HRL for any and all campaigning that takes place on HRL property.
- No individual is allowed to campaign by going door to door.
- All postings will be at the discretion of the RLC over that building and must be submitted to the RLC for approval and for posting.
- Postings will be limited to one poster per platform.
- Posting of signs will be allowed in the lobby areas only.
- Residents are allowed to post signs on their own doors, pending the sign is able to be removed without damage to the door.
- Residents are not allowed to post signs throughout the hallway or on other people’s doors.
- Each building may allow one opportunity for all candidates to address the interested residents of the building. This will be coordinated through the RLC.
- Any violation of established policies will result in removal of all campaign material for the particular party, as well as referral to the Director of Student Conduct & Community Standards.

### **Sharps Disposal Policy**

All students living on HRL property are required to dispose of all medical needles and/or syringes in proper Sharps Disposal Containers. This requirement is intended and designed to help prevent an accidental injury that could occur to other persons from improper disposal. Proper Sharps Disposal Containers are labeled biohazard containers and are OSHA-approved. Sharps Disposal Containers are available at Student Health Services for a nominal fee. When the Sharps Disposal Container is three-fourths full, the student should close the Container as instructed and return to Student Health Services, located in Ahlberg Hall, for proper disposal. Sharps Disposal Containers must not be placed in a regular trash receptacle. For more information or assistance, please contact HRL at 316-978-3693 or Student Health Services at 316-978-3620.

### **Storage**

There are no University community or individual storage facilities available. All personal belongings are to be stored in each individual room. Outside sheds are not allowed. Common entrances, stairways, and halls are for entrance and exit travel only and state fire regulations require that they be clear at all times. They are not to be used for storage purposes. The University reserves the right to remove and dispose of all items without liability when residents leave items in the above areas.

### **Subleasing**

Subleasing of any room at Fairmount Towers or Shocker Hall is prohibited.

### **Terms of the Housing Contract/Code of Conduct**

Violation of any term or condition of the Housing & Residence Life Application/Contract, or of policies specified in the Wichita State University Code of Conduct is prohibited. Likewise, violation of any policies instituted by HRL staff during the term of the housing contract is prohibited.

### **Tobacco and Paraphernalia**

HRL buildings are smoke-free, just like every building at WSU. In addition, using electronic cigarettes or smokeless tobacco in the HRL buildings is prohibited. Any evidence of use related to electronic cigarettes or smokeless tobacco products will be considered a violation. Hookah pipes and Electronic Hookahs are also prohibited on HRL property.

It is expected that students who smoke be considerate of those who do not and dispose of their cigarettes in the appropriate receptacles. Cigarette butts should never be thrown on the ground.

### **Trash Removal**

Trash must be disposed of in the dumpsters located near Shocker Hall and in the trash rooms located in the middle of each floor in Fairmount Towers. Leaving trash in the hallways, stairwells, elevators, or other public areas may result in a minimum \$25.00 fine, cleaning charges, and further disciplinary action. Large items such as furniture, appliances, mattresses, etc. may not be placed in the dumpsters. Residents are responsible for the proper removal of such items.

### **Unauthorized Moving**

Residents who move without prior written approval from an RLC or ARLC will be required to move back and will be charged \$25.00 per day beginning from the time the move was possible and/or discovered until the resident moves back to their official assignment.

### **Visitation** see also: Guests

#### ***Visitation:***

All residence halls have 24-hour visitation privileges: however, non-residents staying in the building after 2:00 am must abide by the following conditions:

- The host's roommate and suitemate(s) must agree to having a visitor in the room.
- A resident may have a maximum of two overnight guests in any 24-hour period.
- A visitor may stay a maximum of three nights within a 30-day period, unless special permission for other arrangements is given by the Residence Life Coordinator.
- Guests must abide by the same rules that apply to the residents. They will be asked to leave immediately if they violate any rules.
- Residents must accompany their guests at all times and are responsible for the behavior of their guests. Residents should never give their keys/cards to their guests. Disciplinary action may be taken if keys/cards are used inappropriately.

#### ***Residents as Guests:***

Although residents are encouraged to study and spend time together, some limitations on visiting privileges are necessary to protect the rights of roommates and suitemates. Residents may have other residents in their rooms only if the presence of the guest does not interfere with the right of the roommate to study and sleep and does not inconvenience suitemates. Guests must return to their own rooms to sleep, shower, and bathe.

### **Water Spigots**

Residents only pay for water used within the privacy of their rooms. Outside water spigots are to be used by University personnel only.

## **STUDENT CONDUCT PROCEEDINGS**

### **Philosophy**

Housing and Residence Life at Wichita State University strives to maintain a community which values academic excellence; institutional integrity; and justice, equity, and diversity. Each member of the community shares responsibility in maintaining conditions which support the University's purpose. The WSU Student Code of Conduct and the Housing and Residence Life Handbook outline the standards of behavior expected of every student living in campus housing. The policies and procedures outlined have been designed to assist students in their pursuit of knowledge and personal development. A student voluntarily joins the Wichita State University community and

thereby assumes the obligation of abiding by the standards prescribed in the Student Code of Conduct and the Housing and Residence Life Handbook. Housing and Residence Life, through the Director of Housing and Residence Life, maintains exclusive authority to impose sanctions for behaviors that violate the policies and procedures outlined.

All proceedings will follow the conduct process as laid out in the WSU Student Code of Conduct.

**General Provisions**

All students, regardless of their status in the Housing and Residence Life community, shall be afforded the rights and privileges of due process when accused of violations of the Housing and Residence Life Handbook and/or the Student Code of Conduct.