

**Washburn University  
Residential Living  
Handbook  
2009-2010**



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# **RESIDENTIAL LIVING HANDBOOK**

## **2009 – 2010**

Hello, and welcome to your home away from home. The Residential Living Office is pleased to be a part of your college experience. Our staff works hard to maintain a living environment which encourages academic achievement, as well as personal development.

This handbook serves as an introduction and guide to the Residential Living Office here at Washburn University. In it you will find information about lock-outs, visitation, roommate agreements, etc. It is meant to be a supplement to the Washburn Student Planer/Student Handbook. As useful as this document is, no publication can answer all of your questions or concerns. Behind all these words are caring, concerned individuals who are more than willing to assist in your adjustment to your new home. We encourage you to contact your Resident Assistant or any member of the Residential Living staff for further information.

Again, welcome to Washburn University! May this be a rewarding and productive year!!!

*-The Residential Living Staff*

### **Office of Residential Living Mission Statement**

Residential Living is committed to supporting the University community by providing a comfortable, secure, diverse living and learning environment for students that encourages community relations and personal and academic development.

### **Purpose Statement**

The Office of Residential Living provides housing for Washburn students in on-campus facilities. Residential Living provides support for students making the transition to college and to the Topeka area, and works to provide opportunities for student growth and leadership. The office also provides an off-campus referral service to address the needs of our other Washburn students and to assist them in their transition into the Topeka community. During the summer months, the residence halls serve as summer housing for students, and as housing for university and community summer conference groups.

### **The Residential Living Office**

Located in the Capitol Federal Center for Learning, the Residential Living Office serves as the main point of contact for residential and general information. Office hours are 8 a.m. until 5 p.m., Monday through Friday. Our office number is: (785) 670-1065 Fax: (785)670-1186

# The Residential Living Team

## **Director**

The Director is a full-time, Masters-level Housing professional whose primary responsibility is acting as a liaison between the residents and the University community. The Director is responsible for the overall operation and supervision of the department, as well as the day-to-day business operation of the residence halls. Additional responsibilities include addressing residential facility concerns, as well as overseeing the judicial process within Residential Living. The Director reports to the Vice President for Student Life.

## **Assistant Directors**

The Assistant Directors reside on campus and supervise the Resident Assistants (RAs) and the desk assistants in the Living Learning Center and Washburn Village. Other responsibilities of the Assistant Directors include advising the Washburn Residence Council (WRC), facilitating room changes, assisting with student programming and maintaining community standards within the halls. In addition, they also help to oversee the day-to-day operations of the residence hall complexes.

## **Administrative Assistant**

The Administrative Assistant works closely with the Director, Assistant Directors and the RAs. This position is responsible for the day-to-day operation of the office. In addition, the Administrative Assistant serves as the primary contact for all student and community questions, maintenance requests, cancellations and general housing issues.

## **Faculty-In-Residence**

The Faculty-in-Residence (FIR) is a professor who lives among residential students and enhances residence hall life through academic, as well as social programming. The FIR apartment is located on the second floor of the Living Learning Center, next to the activity room.

## **Resident Assistants (RAs)**

RAs are upper-class students who are employed to be a resource person, role model and leader in the residence hall. RAs help build and maintain a sense of community in the Residence Halls and the Washburn Village by facilitating programs, serving on duty, relaying information to the Residential Living Office, and enforcing the policies listed in the Residential Living Handbook and the Student Conduct Code. RAs are anxious to help when they can.

## **Your RA**

- Works to develop community and personal growth on his/her floor.
- Serves as a role model for residents.
- Facilitates hall activities of interest to the residents.
- Serves as a University resource person who can locate the appropriate campus office when needed.
- Helps with personal and academic concerns.
- Confronts and reports both housing and university policy violations.
- Assists in opening and closing the hall.

- Manages room inventory and reports maintenance problems.
- Serves as the RA on Duty on a rotating basis.
- Assists with fire drills, tornado drills and emergencies.
- Maintains reception desk hours.
- Reports Internet/Data/Connectivity Problems to Assistant Director.

### **RA on Duty**

There are three staff members (two RAs for Living Learning Center/Kuehne Hall/West Hall and one RA for Washburn Village) on duty **Monday through Friday from 5 p.m. to 8 a.m. and 24 hours on Saturday and Sunday**. While on duty, the RAs perform various jobs such as helping with lockouts, handling emergency maintenance, and assisting with other situations that may arise. To reach the RA on Duty, call the RA cell phone that is designated for your area. If there is no response, leave a message with your phone number on the voice mail and he/she will get back with you immediately.

**LLC, Kuehne and West RA Cell Phone: (785) 224-4063**

**Washburn Village RA Cell Phone: (785) 224-4083**

**If you cannot reach the RA on Duty, and it is an emergency, please call the University Police at 670-1153.**

### **Desk Assistants**

There are Desk Assistants (DAs) that work each of the reception desks located at the main entrance to the Capitol Federal Center for Learning and the common building at the Washburn Village. Desk Assistants answer phone calls, greet visitors, sign in overnight guests, make change, give stamps, distribute mail and provide general information about the residence halls and campus. If you are interested in a job as a Desk Assistant, please stop by the Residential Living Office or check out the application on [www.washburn.edu/resliving](http://www.washburn.edu/resliving)

Living Learning Center Reception Desk: (785) 670-1016

Washburn Village Reception Desk: (785) 670-1076

## Opportunities To Get Involved

### **Washburn Residence Council (WRC)**

The Washburn Residence Council (WRC) is an organization for all residential students. Board members lead this council and plan activities throughout the school year for the residential community.

The resident board consists of a president, a vice-president, a secretary, a treasurer, a program coordinator and representatives from each hall. All residents are encouraged to attend general WRC meetings. Besides planning social and educational activities, WRC also voices the opinions of the residence hall students to the university administration through the Residential Living Office. For information on how to get involved with WRC, contact your RA or the Residential Living Office. All residents living in the residence halls are automatically members.

### **Residence Hall Judicial Board**

The Residence Hall Judicial Board (J-Board) is made up of students from each of the residence halls and apartments. It allows residents a voice in shaping their community through participation in the judicial process. The J-Board listens to cases involving community-related issues and violations of residence hall policies or the *Student Conduct Code*, and then initiates sanctions as it deems appropriate. The J-Board is composed of appointed representatives from each residence hall and is chaired by one of these representatives who wish to gain extra leadership skills and responsibilities. If you would like to serve on the J-Board, contact your RA. For more information about violations, process implementations, and sanctions, refer to the *Student Conduct Code* in the Student Handbook.

# Community Living

## **You Are Now A Member Of Our Community**

Living in a residence hall is an integral part of the college experience and will provide you with special opportunities for growth, learning, friendship and fun. The following information is provided to enhance your experience. It gives details about the standards that govern community life in the residence halls. As a responsible member of this community, you are expected to know and follow these policies and procedures.

## **What Are Community Standards?**

Everyone in the community is expected to respect the rights of others. Students must make choices to maintain a safe and secure environment and allow all residents to pursue their academic objectives. To meet these goals, standards of behavior and policies have been set for which all students will be accountable. These include policies contained in this handbook, as well as those contained in the Washburn University **Student Conduct Code**. If you are not sure if something is allowed, ask first! Don't be afraid to ask questions of the Residential Living staff.

## **Roommates**

You've probably met your new roommate by now; maybe you even lived together last year. What can you do to make this year's roommate relationship the best ever? Roommates have a tremendous affect on how students view college, how they study or get along with others and even on academic performance. Thus, establishing a good relationship with your roommate/suitemates is very important.

You and your roommate are sharing a small space. This experience will be a unique one. For many of you, your roommate has been "assigned" and not selected by you. Even if you did select your own roommate, chances are you don't know everything you need to know about each other.

## **Communicate, Communicate, Communicate!**

The challenge is for you and your roommates to get to know one another well and quickly. This doesn't mean constant chatter, nor does it require baring your soul. It does mean lots of real communication about your backgrounds, habits, attitudes and college goals. You need to identify similarities, as well as differences, in an effort to allow the two of you to work out compromises.

Always strive to keep the lines of communication open between you and your roommate. Chances are pretty good that if something about the living situation is bothering you, it's also bothering your roommate, so talk about it. Be tactful! Respect your roommate's perspective. Not everyone's views are the same. There will be lots you can learn from each other.

## **Roommate Agreements**

Early in the semester is the best time for the two of you to come to an agreement on how you will handle a variety of situations regarding your shared use of the room. Talk about these things now and you'll avoid problems later. It's easier to work out compromises before something happens, rather to wait until something bothers one of you.

You will be receiving a roommate agreement from your RA within the first week of moving into your room. Below are suggested areas you will wish to discuss and document in your roommate agreement. Find out how each of you feels about the subject and then talk about ways to work out any differences. Compromising can include: choosing alternate days to “have it your way”, choosing a new, more neutral way of doing something, or persuading your roommate to your point of view if you give in on something else. Remember, there are lots of ways to compromise. Topics of conversation include:

- Study time in the room
- Visiting hours & socializing
- Cleaning the bedroom
- Telephone use
- Use of the television or stereo
- Food in the room
- Borrowing personal belongings
- Sleep and wake-up times
- Privacy needs
- Room temperature

### **Roommate Bill of Rights**

The Roommate Bill Of Rights serves as a reminder of your responsibility to your roommate. Your enjoyment of life in a residence hall will depend, to a large extent, on the thoughtful consideration that you will demonstrate for each other.

#### **Basic rights of a roommate include:**

1. The right to read and study free from undue interference in one’s room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbance from noise, guests of roommate, etc.
3. The right to expect that a roommate will respect one’s personal belongings.
4. The right to a clean environment in which to live.
5. The right to free access to one’s room and facilities without pressure from a roommate.
6. The right to privacy.
7. The right to host guests with the expectation that guests are to respect the rights of the host’s roommate and other residence hall students.
8. The right for redress of grievances. Residence hall staff is available for assistance in settling conflicts.
9. The right to be free from fear of intimidation, physical and/or emotional harm.
10. The right to expect reasonable cooperation in the use of “room shared” appliances (telephone, refrigerator, etc.) and a commitment to honor agreed upon payment procedures.

**REMEMBER: TO BE A MATURE ADULT IS TO ACCEPT RESPONSIBILITY FOR THE WELFARE OF OTHERS. ONLY YOU CAN ASSURE THAT YOU AND YOUR ROOMMATE ENJOY THESE RIGHTS.**

#### **A word about Suitemates/Apartment-mates**

Establishing relationships with suitemates is just as important as your relationship with your roommate, since you’ll be sharing a great deal of your living space and your life with them. Getting to know one

another, establishing suite rules and working out the day-to-day arrangements in the sharing of your bathroom and/or living room will be a big part of the “settling in” process here at Washburn. Suitemates/apartment-mates should organize a time to all get together to discuss and agree on suite/apartment “rules”, such as:

- Cleaning Schedules for the bathrooms and living rooms
- Visiting hours and socializing
- Living rooms (Kuehne/West and Village only) and how they will be used
- Kitchen cleaning (Village only)
- Bathroom and living rooms condition and damages
- Locking the suite doors
- Temperature of the suite (Living Learning Center and Village only)

### **Roommate/Suitemate/Apartment-mates Conflicts**

Adjusting to living with another person is not easy. Your experience with your roommate and suitemates 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/suitemate first. Remember that you will want to be flexible, as well as assertive. Your RA will be glad to offer any useful advice and will help to mediate the situation **ONLY** after you and your roommate/suitemate have initiated a discussion concerning the conflict. Do **NOT** keep conflicts to yourself hoping it will go away. You’ll find yourself stressed and angry at your roommate/suitemate/ apartment-mates and he/she will have no idea why since you never mentioned your concerns before.

Occasionally, even when you both/all try, you and your roommate/suitemate(s) will not be able to work things out. Sometimes schedules are too difficult or people are too different. Room changes are a last resort to solving a conflict, but do **NOT** wait until you and your roommate/suitemate become enemies and your grades start to suffer before you discuss the possibility of changing rooms with your RA.

# Procedures and Student Responsibilities

## Check-In Procedures

When you check-in, you will be given your room assignment, keys, iCard (for new Washburn students only), phone number and a room condition report (RCR). Take the time, *before moving your belongings*, to thoroughly inspect your room. List all existing damages on the room condition report as well, as any necessary maintenance. The listing of damages is very important, as you will be responsible for any damages found at the time of your check-out. The room condition report must be returned to either the respective RA or the Residential Living Office the day you move in.

Returning Living Learning Center students need to go to the Ichabod Service Center to get their iCard programmed to enter their suites. The Ichabod Service Center is open Monday through Friday from 8 a.m. until 5 p.m.

## Improper Check-In

Students who do not complete a room condition report one week after moving into the residence halls will be assessed **\$25 for improper check-in**. Room condition reports protect the resident from being assessed a damage charge for damages already present in his/her room at the time of check-in.

## Check-out Procedures

When vacating the room at the end of the academic year (see CANCELLATION if leaving sooner), each resident is required to properly check out of his/her residence hall using the following procedures:

1. Sign up for a check-out time with your RA 24 hours in advance. During end-of-the-year finals, the RAs will post time periods when they are available for check-outs. If you are unable to make any of your RA's time periods, please inform your RA and sign up with another RA.
2. Clean the room. The room is to be returned to its original condition. Cleaning is to include vacuuming carpet and sweeping floors; dusting furniture; disposing of all trash; and wiping down showers, sinks, and toilets. In Kuehne, West and the Village, the living rooms and balconies/patios need to be cleaned as well. A minimum cleaning fee of \$25 will be assessed for rooms that have not been cleaned or returned to their original condition. Bathrooms, foyers and living rooms that are not cleaned will result in a minimum \$10 cleaning fee that will be assessed to each person living in the suite, regardless of who was the first or last to vacate.
3. Return all furniture to its original position. Beds should be assembled, un-bunked and bed frames should be set in the 4<sup>th</sup> and 5<sup>th</sup> slates (*counting from the bottom*) of the head and footboard. All furniture should be removed from balconies.
  - a. Because of floor plan limitations, residents that reside in rooms that have been designated as ADA accessible do not need to un-bunk beds, nor set frames on the 4<sup>th</sup> and 5<sup>th</sup> bed slates. Please see RA for bedroom set-up during check-out.
4. Remove all personal belongings from the room.
5. Complete the check-out portion of the room condition report with the RA. Residents are responsible for any room damages listed at check-out that are not listed at the time of check-in.
6. Review room damages with the RA and sign the report.
  - a. **Please do not try to correct damages yourself (painting, patchwork, etc.). Doing so could cause you to be charged more than what the damage was originally worth.**
7. Complete a U.S. mail-forwarding card and leave it with the RA or the Residential Living Office.

8. Return your keys to the RA. If a resident does not return all keys upon check-out, fees will initially be charged to the resident's damage deposit and then their University account if needed. The cost includes replacement keys/re-coring of locks.
9. If a resident fails to vacate his/her room by the official closing time of the halls at the end of each semester, a \$100.00 fee will be assessed to his/her student account.

**Abandoned Property/Improper Check-Out**

Residents not following these check-out procedures are subject to an improper check-out fee of **\$40**, as well as a **MINIMUM** cleaning fee of **\$25** if the room is not left in the proper condition. If applicable, residents may also face charges for lost keys and possibly re-coring of the locks. (See the list of damages below.) Property left by the student after the date he/she is supposed to vacate the building shall be deemed abandoned property and the University shall have the right to dispose of it through sale, donation, or any other manner it deems appropriate. The resident will be responsible for any costs in the removal of the abandoned property (including, but not limited to bikes).

**Damage/s**

Residents of each room/suite/apartment are responsible for keeping the premises and its contents in good order and free from damage both by themselves and their guests. Residents understand and agree that they are responsible for the replacement/repair costs of any damages that may occur to the room and/or its contents. The cost of damage/s within a room or suite will be divided among all students residing there, unless it can be determined specifically who is responsible for the damage/s.

Additionally, damage/s caused to public areas (such as kitchens, lounges, hallways, living rooms, commons building or bathrooms) will be assessed to all residents of that suite, floor, hall or building when the specific individual or group responsible cannot be identified. Examples of these common area damages can include excessive cleaning from cigarette butts being improperly disposed of, not cleaning lounges after use, and other damages to common areas.

**Damage Fees**

Improper Check-in	\$25
Improper Check-out	\$40
Room Cleaning Fee	\$25
Bathroom Cleaning Fee	\$10 each
Furniture Moving Fee	\$10 per piece
(moving furniture to original location)	
Moving Fee (belongings left in room)	\$25 (min.) Storage will be up to 5 days only.
Lost/Missing Keys: Room	\$25
Mailbox	\$10
Room Card	\$10
Nail/Tack Holes, Torn Paint, Adhesive Hooks	\$34 first, \$2 each additional
Sticker Removal	\$10 each
Screen Replacement	\$20
Wastebasket Replacement	\$10
CFL bulbs	\$5
Room/Suite Lock	\$85

## **Consolidation**

At any time during the academic year, if a student has requested a double occupancy room but does not have a roommate for whatever reason, the resident must select one of the following options:

- Elect to pay the private room fee and retain the room privately for the remainder of the semester. *This option is available only when there is space available.* Private room fees will be calculated on a prorated basis.
- Choose to move to another half-filled room in the same residence hall.
- Find another resident in a half-filled room who is willing to move into the room.

Residents are not required to consolidate unless:

- There is a need for space in his/her hall.
- There is a waiting list for private rooms.

If a resident is occupying a double room without a roommate and is not required to consolidate and does not wish to contract for a private room, the resident must sign a double room agreement with the Residential Living Office which binds him/her to the following:

- Keep the unoccupied half of the room in such condition that would allow someone to move into the room on short notice.
- Display an attitude of cooperation and acceptance toward any resident who may examine the room prior to considering occupancy.
- Agree that the room may be shown to prospective occupants without prior notification and in his/her absence.

Failure to follow these guidelines will result in the resident being officially assigned a private room, with the room charges being adjusted accordingly from the date of vacancy to reflect the private room fee.

## **Room Changes**

Room changes will not be permitted until two weeks after the first day of classes. Room change requests must be processed and **approved** by an Assistant Director of Residential Living. If space allows, private rooms will also be allotted at this time. Room changes made without approval will result in a \$25 fee per resident involved in the change.

## **Room Entry**

Officials and/or employees of Washburn University reserve the right to enter student rooms to conduct health and safety inspections, to make repairs or conduct maintenance on University-owned property, to take action as may be necessary in an emergency, or to maintain an appropriate living environment in the residence halls. Generally, student rooms are not entered before 10 am or when the occupants are not available; every effort will be made to have the residents present. On occasion, student rooms will be entered without permission when the occupants are present. This will occur only if there is reasonable belief that the residents are in danger or if there is immediate danger to other residents in the halls.

## **Room Inspections**

Regularly scheduled room inspections will be conducted throughout the year (minimum of 1 a semester) Inspection dates and times will be posted in the halls 24 hours prior to the inspection.

Residents need not be present for the inspection. Residential Living staff will check for emptied trash, potential health or safety concerns, damage, decoration violations and maintenance needs. If the staff finds a situation that is potentially unsafe, they will ask the resident to correct it or will take other action as necessary. Rooms failing the inspection will be rechecked until the situation is corrected.

Any illegal or prohibited items found in plain view during room inspections will be confiscated and appropriate judicial procedures will be followed.

## **Vacation/Break Housing**

Residents may remain in their residence hall rooms during the Fall Break at no extra charge. Break housing is available for a fee during Thanksgiving break, semester/Winter Break and Spring Break with permission from the Residential Living Office. Because the halls are officially “closed” during these periods, guests are not allowed without the prior approval of the Residential Living Office and the other occupants of the suite. Vacation/Break housing periods are a privilege and are not guaranteed. Residents will be charged a daily rate according to their residence hall assignment. Students leaving during these breaks do not need to move out all of their belongings. It is recommended, however, that students remove items of value such as computers, TVs and stereos.

All residents are required to schedule a time to check-out of their residence hall room at semester break (not required for Fall Break, Thanksgiving Break or Spring Break). Residents must leave their rooms in the following condition:

- All trash taken out to the appropriate trash area
- All food in sealed containers
- All appliances unplugged (e.g. computers, stereos, answering machines, etc.)
- Refrigerators defrosted, unplugged and open to avoid mildew buildup upon return from break period
- Bathroom areas cleaned and wiped down
- Windows and doors shut and locked
- Residents of Kuehne and West Halls must turn in their room keys to their RA
- Kuehne Hall, West Hall and Washburn Village residents must turn down the heat in the winter and turn down the AC in the spring when vacating their room

## **Contract Cancellation**

Cancellation During the Academic Year: Contracts are for the length of the academic year.

Students who are released from their room and board contracts after the halls officially open in August or January (for those contracting at semester) will be charged for the number of days expired from the official opening to the date the cancellation is approved and the room is vacated and 35% of their remaining room and board balance for the academic year.

**If you are removed from the halls for judicial reasons, you will still be charged the 35% cancellation fee for the remainder of the year.**

**Cancellation at Semester:** Students who wish to leave at the end of the fall semester **MUST** complete a cancellation form and return it to the Residential Living Office on or before **December 1st**.

1. Those leaving at semester because they are graduating, transferring to another institution, withdrawing from the University, or studying abroad will not be charged a cancellation fee provided they notify the housing office by December 1<sup>st</sup>.
2. All other students leaving at semester will be charged the cancellation fee. Students must complete a cancellation form, a change of address card, make an appointment with his/her RA, and follow check-out procedures. **A contract will not be terminated and room charges will continue to accrue until a resident has notified the Residential Living Office, as stated above, and has followed check-out procedures.**

### **Damage Deposit**

Each resident pays a \$100 damage deposit with his/her contract. Individual and pro-rated common damage charges will be assessed to the resident's damage account at the time of check-out. All living spaces (including bedrooms) will be inspected on a periodic basis and any applicable charges will be posted to resident's accounts at that time. Public areas will be inventoried a minimum of twice each semester. Each resident will be notified of any charge posted against his/her account at the time of posting. If damage assessed to the student is over \$100, he/she will be billed for the remainder of the damage costs. The damage deposit balance, after any damage assessments, will be refunded to the resident at the end of the contract term. Those not returning to the halls will be asked to provide an address for mailing damage deposit refunds. Refunds generally take 3-4 weeks to be processed.

## **Additional Services & Information**

### **Activity Room**

The activity room is located on the second floor of the Capitol Federal Center for Learning in the Living Learning Center and is accessed with your iCard. Vending machines, a pool table, a ping pong table, card tables, two computer terminals and a TV area are located there. Students must check out game equipment from the reception desk.

### **Cable TV**

Cable service is provided to all residents with over 64 channels including local stations, The Weather Channel, FOX, CNN, C-SPAN, and ESPN. Residents must provide a cable cord. Residents **cannot** contact any other cable provider for additional service(s).

### **Classrooms/Seminar Rooms**

There are three classrooms/seminar rooms located in the Living Learning Center. These rooms may be reserved for programs depending on space availability.

### **Cleaning**

All residents are responsible for cleaning their own bedrooms, bathrooms and suite areas. As this is your “home away from home,” we ask that you keep your room in a reasonable state of cleanliness.

- Trash should be emptied on a regular basis
- Bathrooms should be cleaned periodically to prevent rust and mildew
- Food should be sealed and off the floor. Pizza boxes and other food containers should be disposed of immediately to discourage bugs.

Vacuum cleaners and limited cleaning supplies are available from the Living Learning Center and the Washburn Village reception desk for your use. Kuehne and West residents may check these out from their respective RA.

### **Appliances & Cleaning (Washburn Village)**

#### **Carpeting**

- Carpet should be vacuumed regularly.
- Report spills/stains to the Residential Living Office as soon as possible, so custodial services can clean the spill/stain before it sets in.

#### **Cook tops**

- Allow surface to cool before cleaning. Wipe spills with a dishcloth or sponge and mild soap. Do not use abrasive cleaners on cook tops
- Wipe away excess cleaner with a paper towel or sponge.

#### **Convection Microwave Oven**

- Always check the settings before cooking food items.
- Convectional microwave ovens should be wiped out after each use.
- Please refer to the manual before using the convection microwave oven.

### **Countertops**

- Never place hot objects directly on counters.
- Countertops are not to be used as a cutting board.

### **Flooring**

- Sweep the floor with a broom, then mop with a diluted detergent designed for linoleum flooring. Allow floor to dry naturally.

### **Garbage Disposal**

- Place only soft table scraps in the disposal.
- Do not put hard objects, bones, stringy vegetables (e.g., asparagus, celery, carrots, and onions), oil, rice or pasta in the garbage disposal.
- Always run cold water when running the disposal.

### **Refrigerators**

- All refrigerators are self-defrosting. No chipping or scraping of the unit is necessary.
- When defrosting or unplugging your refrigerator keep the doors propped open and place towels near to catch any water. This will eliminate odors and mold.

### **Sink**

- Clean sink and faucet with warm water, soft sponge or dishcloth, and mild soap.
- Do NOT use Drano or any other cleaning compound for clogged drains. If your drain is draining slowly, please notify the Reception Desk, so maintenance can be arranged. If you have a clogged drain that is causing an emergency situation in your apartment unit after hours or on weekends, please contact the RA on Duty. The RA on Duty will not unclog the drain, but will assess whether or not someone needs to be called, or if the situation can wait until the next business day to be corrected.

### **Trash**

- Take all trash to the dumpsters located east and west sides of the Commons Building (for Village residents).

### **Energy Conservation**

Help conserve energy and keep residence hall costs low by doing the following: turn off the TV, stereo and lights before leaving your room; keep windows closed when the heat or air conditioning is running; don't leave water running longer than needed.

### **Equipment Check-Out**

Game equipment, vacuums, brooms, and limited cleaning supplies are available at the reception desks in the Living Learning Center and the Washburn Village. To check-out these items, you must leave a valid drivers license. When you return the item, your license will be returned. Do not pass these items on to someone else without first having the person check with the reception desk. Once you check-out items, they are your responsibility and you will be responsible for any loss or damage. Please report any problems with equipment right away, so it can be repaired.

## **Faculty Connections**

Residential Living has coordinated several programs to give you the opportunity to get to know your professors outside of the classroom.

- **Faculty-In-Residence:** The Faculty-in-Residence (FIR) is an instructor who lives among residential students and enhances residence hall life through academic, as well as social programming. The FiR apartment is located on the second floor of the Capitol Federal Center for Learning in the Living Learning Center.
- **Faculty/Staff Mentors:** Faculty/Staff mentors are professors or administrative staff who have “adopted” a floor/hall and, in cooperation with the RAs, facilitate a variety of programs for residents.

## **Heating/Cooling**

Units located in the bedrooms of Kuehne and West Halls control heating and cooling. In the Living Learning Center heating and cooling are controlled by Washburn’s Facilities Services Office and are regulated per suite. It is important for residents in the Living Learning Center to sit down with their suitemates and discuss heating and cooling preferences. Please notify the Residential Living Office of any temperature needs after checking with all suitemates/roommates. Thermostats in the Washburn Village can be changed by the residents, once everyone in the apartment has discussed and agreed upon a temperature setting.

## **Keys/Card Access**

Access into Kuehne and West Halls room and suite doors are by key only. Kuehne and West residents will not be allowed access to the Living Learning Center. For Living Learning Center residents, access into rooms is by key and access into suite doors and exterior doors of the LLC is by iCard followed by a four-digit pin number. Washburn Village residents will need to use their ID cards and their PIN number to get through the exterior gate around the Village courtyard. Each resident has his or her own individual PIN number.

\*Note for LLC Residents: If after entering your code, a yellow light flashes before you are given access, please report to the front desk as this typically indicates the battery is running low and needs to be replaced.

Residents should carry their keys and iCard at all times! If a resident is locked out, they will need to contact the RA on Duty and meet him/her in the main lobby (Kuehne and West residents will meet the RA in the LLC main lobby). The RA on Duty will let him/her into their room.

Students who have checked-out an extended lock-out key from Residential Living Office/WV Desk and fail to return them by the designated date will be billed for the replacement costs (\$10 per card and \$25 per hard key). Lost keys must be reported IMMEDIATELY to the resident’s RA or the Residential Living Office.

## **Kitchens (LLC/KH/WH)**

Kitchen facilities are located in the middle of each floor of the Living Learning Center and in the central lounges of Kuehne and West Halls. Kitchens in the Living Learning Center will be available for student

use from 8am until 11 pm Monday thru Friday, and 9 am until midnight on Saturday and Sunday. These facilities are provided in all residence halls for convenience and are not meant as a replacement of Washburn's dining services or for food storage. Kitchens are provided as a privilege, and the Residential Living staff reserves the right to limit or discontinue access to the kitchens, if necessary, for safety reasons.

The kitchen is for snacks and quick meals only. These facilities are not meant to be used to cook grease-laden foods (foods that use or give off large amounts of grease). Please be smart when cooking.

Residents are responsible for cleaning up after themselves by:

- Wiping down sinks, counters, stoves and tables.
- Do not put food down the sinks as there are no garbage disposals.
- Cleaning up spills and disposing of leftover food and crumbs.
- Cleaning out microwaves.
- Cleaning all dishes used.
- Throwing out excess food in refrigerators (Kuehne and West Halls).

All cooking articles should be removed after use. Dishes and opened food left in kitchens for more than 24 hours will be removed by staff and discarded. As a safety precaution, do not leave food unattended and **turn off all appliances after use**. Kitchens may be closed by Residential Living or privileges taken away for any of the following reasons:

- Equipment/Safety concerns
- Misuse of kitchen equipment
- Failure of residents to keep kitchen clean after use

### **Laundry Facilities**

Laundry rooms are located in the central lounges of Kuehne and West Halls, in the commons building of the Washburn Village, and on the second floor of the Capitol Federal Center for Learning in the Living Learning Center. They are coin- and card-operated. Please report any broken or vandalized machines to the Residential Living staff (see "Refunds" section). Please be as specific as possible about the problem and include the number of the machine. Washers and dryers should be emptied immediately upon completion of their cycles; thus, it is beneficial for residents to sit with their laundry. Clothes left in the laundry room for more than one week will be considered abandoned and removed from the laundry room by staff. **The University is not responsible for the loss and/or damage to students' belongings. The laundry facilities are for the students who live in the facility.**

### **Lofts**

Lofting of beds is only permitted in the Living Learning Center. Residents of the LLC, with **prior** written approval of the Director of Residential Living, may erect sleeping lofts in their assigned rooms. Lofts not approved by the Residential Living Office and/or lofts improperly constructed will be subject to removal and residents will be subject to judicial action.

### **Lounges**

Lounges are located on the ground floors of Kuehne and West Halls, the Village Commons Building and throughout the Living Learning Center. Lounges are to be used for studying, watching television and socializing. Television volumes, conversations and other noises should be kept at a reasonable level in

these areas. Residents are responsible for keeping lounges clean and for returning furniture to its proper place after use. All furniture must stay in the lounge and may not be removed. Please take note of programming, meeting flyers, and signs, as these activities may take place in the lounges.

### **Mail Service**

Mail is delivered to the halls, and outgoing mail is picked up Monday through Friday. Generally, the mail arrives in the late morning (Federal Express packages usually arrive in the early afternoon) and is distributed to each resident's mailbox. Depending upon your residence hall assignment, the mailing address to provide friends and family is as follows:

#### **Living Learning Center**

1801 SW Jewell Ave, Mailbox #  
Topeka, KS 66621

#### **West Hall**

1821 SW Jewell Ave, Mailbox #  
Topeka, KS 66621

#### **Kuehne Hall**

1835 SW Jewell Ave, Mailbox #  
Topeka, KS 66621

#### **Washburn Village**

2001 SW Jewell Ave, Mailbox #  
Topeka, KS 66621

It is not necessary to use "Washburn University" in the address, as this will slow mail service; however, it is important to include your mailbox number. Please let the Residential Living Office know if you are expecting any mail under a different name (e.g., any mail that may be addressed under a parent's name). Outgoing mail may be dropped in the appropriate slot in each hall. Please make sure to have a return address on each piece of mail and that the proper postage is applied.

It is very important that a forwarding address card is filled out during check-out. The RAs will give residents this form prior to check-out and it must be returned to him/her. Temporary change of address cards may be filled out during semester or summer breaks if you are returning to the halls but are expecting bills, etc. in the meantime. To change a current address a student can go to the self service menu on the My Washburn Web site.

### **Maintenance**

Maintenance requests should be reported to your RA, the reception desk or the Residential Living Office. Try to be specific about the problem and report it as early in the day as possible, so the work can be scheduled promptly. Anticipating problems while they are small (e.g., a drain becoming plugged, a small leak) will assure prompt attention and will avoid costly repairs and emergency overtime (which comes out of your housing dollars). Please be aware that maintenance personnel may enter your room in your absence between 8:00 a.m. and 5:00 p.m. to complete requested maintenance work orders and for emergency situations (electrical problems, etc.).

### **Motorcycles & Mopeds**

Fuel-operated vehicles (e.g., mopeds, motorcycles) must be parked in the parking lot. These vehicles may not be parked inside the apartment buildings or on the walkways. If any of these vehicles are found to be in violation of this policy, removal will be at the expense of the owner.

**Parking**

Most of campus is considered “open parking”. It’s first-come, first-served in most areas surrounding the residence halls. A parking sticker is not required. Please note, however, that in the reserved lot north of the Living Learning Center, there is no overnight parking (2 a.m.-5 a.m.). Vehicles parked overnight will be ticketed. The circular drives to the north and south of Living Learning Center are fire lanes and parking is not permitted (exceptions may be made for designated move-in and move-out days.) Vehicles parked on the sidewalks in front of Kuehne and West Halls will be ticketed as these are not to be used for parking. We also encourage residents to register his/her vehicle with University Police.

**Plants**

Potted plants may not be placed on walkway railings. All potted plants need to have a protective saucer under them. Water damage due to plants is at the expense of the apartment unit resident(s).

**Pest Control**

Pest control services are scheduled throughout the term on a regular basis. It is important that residents let Residential Living Office know if their room will need these services. Proper cleaning, storage of food items, and disposal of pizza boxes and other food containers should prevent pest infestations. If these precautions are not taken and pest control services must be called, you will be charged for the visit.

**Phones**

Local phone service is provided to residents with no connection fees. Each room has one active phone line, and this service includes voicemail for each student. Students must provide their own phone.

**Reading Room**

The reading room is located in the Capitol Federal Center for Learning. This is a great place to read, study, or visit with a professor. Books, newspapers and magazines are provided for residents’ use.

**Refrigerators**

Refrigerators are permitted in the residence halls, if they are 4.5 cubic feet or smaller, and do not use more than 1000 watts of electricity.

**Recycling**

Recycling bins for plastic, paper and aluminum cans are located in the kitchens and elevator lounges of the Living Learning Center. Aluminum can recycling bins are located in the central lounges of Kuehne and West Halls. Please be considerate, and throw all trash into the appropriate containers.

**Refunds**

Report the loss of money in the vending or washing machines to the Residential Living Office (during business hours only) or to the LLC or WV reception desks. Please be sure to report which machine is malfunctioning, so it can be repaired promptly.

**Room Condition Reports (RCR)**

Room Condition Reports are to be filled out the day residents check into his/her room or change rooms. An RA will go over the report with each resident, noting the condition of the furniture, etc., in the room or which the resident will be held responsible. Any damage to University property will be assessed from

information on this report at the time of room check out. The Residential Living Office retains the right to assess damages when resident's respective RA has failed to note them. Damage(s) charged will be deducted from a resident's damage deposit. It is important that the room condition report is complete and accurate. Residents will be asked to sign the report indicating agreement with its contents. There is an improper check-in fee of \$25 for failing to return this form. This report is also used as a key control record.

### **Room/Roommate Changes**

Contact your RA first if you are having roommate problems. RAs are upper-class students and have a great deal of experience in helping residents work through problems. Roommate changes are made only after a sincere effort has been made to work out a successful roommate relationship. The Assistant Director, in consultation with the RA involved, will make any necessary changes. Room/Roommate changes that have not been approved and/or storage of belongings in a vacant room will result in a \$25 Improper Room Change fee.

### **Summer Housing**

Residence hall living is available in the summer for summer school students and for students not attending classes but who plan to return to the halls in the Fall. Summer contracts are available in the Residential Living Office beginning in April. Spaces are limited, so apply early! Residents who have not signed a summer contract will need to vacate their room no later than 6:00pm Friday, May 14, 2010.

# Residence Hall Policies

The policies stated below deal specifically with residence hall life and the requirements of community living. Violation of these policies may result in disciplinary action.

## **Alcohol/Drugs**

The consumption, possession (or presence of), furnishing, distribution, or manufacturing of any alcoholic liquor, cereal malt beverage, illicit drugs, narcotics, controlled substances or drug paraphernalia **is strictly prohibited** in the residence halls, parking lots and on campus property. The possession of alcohol and/or cereal malt beverage containers, even for decorative purposes, is NOT permitted. Students found to be in the immediate area (regardless of consumption, use, or lack of use) in which alcohol/drugs are present will face disciplinary action. Please refer to the *Student Conduct Code* for further University policies.

## **Bicycles**

Bicycles may be stored in designated areas. With permission of the roommate, students may store bicycles in their rooms. The bicycle must be in a designated area and must not be blocking an exit way or exit path. No bicycles may be left in any interior or exterior stairwell because of the danger imposed in an emergency. Bicycles, skateboards, etc. may not be ridden inside the residence halls or inside the gated community of the Washburn Village. Motorcycles and mopeds are not allowed inside the residence halls at any time or inside the Washburn Village gates.

Bicycles left after May closing will be deemed abandoned property.

## **Business and/or Moneymaking Ventures**

Business and/or moneymaking ventures are not permitted in the residence halls.

## **Candle & Incense**

Burning candles and incense are prohibited in the residence halls. Students may use candle warmers. If a candle is found to have been burnt, it will be confiscated and the offending student(s) will be sent through the judicial process.

## **Carpeting**

Bedrooms and living rooms in Kuehne and West Halls, public lounges and hallways in the Living Learning Center, and the living rooms and bedrooms in the Washburn Village are carpeted. Any burns or stains to the carpeting will be charged to the students occupying that room. Any damage to living room or public carpets will be charged to all students residing in that suite/apartment or on that floor unless the responsible party is identified. Living Learning Center rooms are tiled. Students may bring their own carpet; however, they may NOT use any type of adhesive (i.e. duct tape) to hold it down.

## **Cleaning**

Residents are responsible for keeping their room, bathroom and living area clean. Vacuum cleaners, brooms and limited cleaning supplies are available at the Living Learning Center reception desk and from the RAs in Kuehne and West Halls. Periodic room checks may take place to help ensure cleanliness.

### **Clogged Sinks and Toilets**

When cleaning dishes, do not put any food down the bathroom drains in student rooms or in kitchenettes (LLC/KH/WH). Food (e.g., Ramen Noodles) clogs up the plumbing, causing slow or no drainage. Feminine products, paper towels and other bulky items should not be flushed down toilets. These items often cause toilets to overflow and create water damage. If maintenance is called to fix any of these problems resulting from any of the practices identified, responsible parties will be charged repair costs.

### **Cohabitation**

Currently, open visitation is allowed in all of the residence halls. The overnight guest and visitor policies are designed to allow short visits from friends and family. At all times, courtesy to the roommate, as well as the suitemates, must prevail; roommates/suitemates should agree when there will be late night, early morning or overnight visitors. All guests and visitors must be registered at the front desk. The policies are NOT designed to permit or encourage cohabitation. **Visitors may stay no longer than three (3) consecutive days.** In addition, guest and visitors must be approved by the Residential Living Office and the affected roommate/suitemates during periods in which the halls are officially “closed” (e.g. Thanksgiving, Winter and Spring Breaks).

### **Cooking**

Limited cooking is permitted in student rooms due to sanitation, health and fire safety. Cooking appliances permitted in student rooms are microwaves, coffee makers and popcorn poppers. Items such as George Foreman grills, sandwich makers and toasters may be used in kitchen areas only. These facilities are not meant to be used to cook grease-laden foods (foods that use or give off large amounts of grease). Please be smart when cooking. If the fire alarm system should become activated because of your neglect while cooking, you could face judicial sanctions and a loss of cooking privileges.

### **Cooperation with Staff**

Cooperation with any staff member’s reasonable request is expected of all residents and their guests. This includes surrendering your WUID upon request.

### **Deadbolt Locks (Misuse)**

Use of the deadbolt lock to prop open suite/bedroom doors is strictly prohibited. This policy is, in part, designed to avoid damages to the locks and to the doors. For safety reasons it is encouraged that residents close and lock their doors at all times.

### **Decorations and Room Condition**

You are encouraged to decorate your room, keeping in mind that the room must be in the same condition when you check out as it was when you checked in. Please note the following:

- The painting and use of crayon and chalk on walls and room furnishings is not permitted.
- Residents will be charged for the repainting of all walls with crayon markings upon discovery.
- The use of nails, screws or thumbtacks to hang items from a wall, ceiling or door is prohibited in all residence halls.
- Living Learning Center/Washburn Village: The usage of scotch tape, masking tape, or adhesive hooks will take paint from the walls. Damage to the walls will result in a repair charge for patching and/or repainting the room. The use of adhesive materials on walls is at the risk of the student(s).

- Kuehne and West Halls: When hanging items on a wall, only use masking tape and “tacky putty”.
- Please limit the usage of adhesive hooks since the adhesive does not remove easily from the walls.
- All adhesive hooks must be removed before checking out. The usage of duct tape is NOT permitted.
- Stickers and bathroom adhesives (for shower floors) are NOT permitted.
- The use of duct tape on carpet is not permitted.
- Fishnets, parachutes and other flammable items may NOT be hung from the ceiling due to fire hazards.
- **Decorations may not be hung from sprinklers** and should not obstruct fire alarm equipment (e.g., smoke detectors, strobe lights).
- Alcohol and cereal malt beverage containers may NOT be used for decorative purposes. The containers that are considered violations of the Residential Living Office’s policy include bottles, cans, kegs, and/or items that contain or may have contained alcohol previously.

### **Digital Millennium Copyright Act (DMCA)**

Distributing copyrighted materials without the consent of the owner is against Federal Law. While it is common to use a variety of free software to do peer-to-peer file sharing, the use of such programs to share copyrighted material violates University and Housing policies, as well as Federal Law.

### **Electrical Appliances**

Residents are allowed the use of popcorn poppers, coffeemakers, and microwave ovens in their rooms. Cooking appliances with open coils (e.g., some toaster ovens, toasters, electric skillets or hot plates) are not permitted. In addition, window air conditioners and space heaters are not permitted in any residence hall.

### **Elevators**

The elevators in the Living Learning Center are provided for convenient transportation of students within the buildings. Please report any elevator problems to the Residential Living staff. The elevator bell is for emergency use only. Do not try to fix the elevators yourself. Residents, who attempt to fix the elevators, tamper with them in any way or purposely overload will be subject to disciplinary action, including paying for damages and repairs.

### **Extension cords**

Extension cords are not permitted. Students are encouraged to use surge protectors. Multi-plug adapters or cube-tap devices are not allowed.

### **Fire Equipment**

Residents are to respect fire equipment (including fire extinguishers, smoke detectors, strobe lights, sprinklers, and alarms) within the residence halls. Any tampering or obstruction of such equipment or the setting of false fire alarms will result in disciplinary action.

## **Fireworks & Explosives**

The possession or use of any fireworks, explosives, or dangerous chemicals in the residence halls and on campus is strictly prohibited.

## **Food Storage**

For health and sanitation purposes, residents are asked to use good sense in the storage of food. Make sure any open food bags or containers are properly closed. Do not leave any food that is not stored in a proper container out in the open and be sure to clean up any food on the floors. These practices invite bugs. Take open bags, boxes or containers home or dispose of them prior to leaving for breaks or vacations. Adopting these practices should help to deter unwanted bugs and pests.

## **Furniture**

Room: Room furniture may be rearranged following these guidelines:

- Student rooms, with the exception of a few designated singles, are furnished with a double set of furniture. Extra university furniture may not be removed from or added to a room. Students with private rooms (a double room as a single one) must keep all University furniture within the room, as no storage is available.
- All furniture **MUST** stay in your room. You will be responsible for any damage incurred from movement of your furniture. Furniture, with the exception of beds, **MUST NOT** be taken apart.
- Bed frames may only be taken apart and put together with rubber mallets (if needed). These are available from the Living Learning Center front desk. **DO NOT** use a hammer on the beds, as this will damage them.
- Large furniture, such as beds and desks, may **NOT** be placed in front of windows because it poses a fire hazard.

Suites: Only furniture which is designed specifically for outdoor use should be placed outside on the patios/balconies of Kuehne and West halls. University furniture is not to be removed from its original locations and used outside. Students will be assessed a \$10 fee per resident per day for University furniture left out on the patios/balconies.

Public Areas: All lounge or common area furniture must remain in its designated area. Any resident found violating this policy will be assessed \$10 per day for each piece of furniture found in his/her possession. The removal of University furniture from its designated location could result in disciplinary action.

## **Garbage/Trash**

Trash containers are located in each resident's room and throughout the buildings. Students are expected to empty the trash from their rooms on a regular basis and to place the bagged trash in the centralized trash barrels located in the trash closets just outside of the kitchens in the Living Learning Center and under the main floor stairway in Kuehne and West Halls. All trash taken to central location must be bagged.

During Finals week each semester large trash dumpsters will be placed on the South side of the Living Learning Center. Students are to use these dumpsters for the majority of their garbage. Garbage that is left in hallways, outside of suites and in living rooms is a fire hazard. Students found to be discarding

their trash inappropriately will be subject to disciplinary action. Refer to “Recycling” section for additional information.

Leaving “garbage” in a non-designated location will result in a warning being given to the residents of the suite. If the behavior continues, there will be a \$5.00 fee per person per day for every item left.

### **Guests/Visitors**

The conditions relating to visitors and overnight guests are for the safety and security of the host and other residents. The main entrance to the Living Learning Center is open to visitors until 11 p.m. After 11 p.m., the desk assistant must let visitors into building, if available. All visitors must check with the Desk Assistant, from 11 p.m. until 7:30 a.m. The Desk Assistant will call the resident’s room to see if he/she is available. It is the resident’s responsibility to come to the front desk in order to escort their guest(s) into the LLC. Anyone who is not assigned to the room in which they are staying is considered a guest/visitor. Open visitation is permitted in the Living Learning Center, Kuehne and West Halls during contract periods under the following conditions:

1. The host’s roommate/suitemates must agree to the visitation hours of the guest(s).
2. In the Living Learning Center, the Desk Assistant will notify residents of any visitors.
3. Residents must meet the visitor at the reception desk and escort him/her to their room.
4. Guests must be escorted at all times.
5. The host is responsible for his/her guest’s behavior. Guests must abide by the same policies as residents. If guests violate University policies/community standards, they will be asked to leave the halls and, if Washburn students, will be subject to disciplinary action.
6. After 11 p.m., residents of all halls must sign their visitors in at the Living Learning Center reception desk.
7. Residents should not leave suite doors unlocked or leave their iCards/keys for guests; in addition, the propping of public doorways is strictly prohibited.
8. Residents of the Living Learning Center should be cautious of those following behind them when entering secured doors. You **should not** hold open a locked door if you do not know the person entering the facility.

### **Overnight Guests**

1. The host’s roommate/suitemates must agree to have the overnight guest.
2. Guests must be accompanied at all times.
3. Guests may stay for no longer than three (3) consecutive days per week unless special permission is granted through the Residential Living Office.
4. The host is responsible for his/her guest’s behavior. Guests must abide by the same policies as residents. If guests violate University policies/community standards, they will be asked to leave the halls and, if Washburn students, will be subject to disciplinary action.
5. No keys/cards will be issued to guests. Hosts should never give their keys or card to a guest as this is a violation of “*Student Conduct Code*” and Housing policies.
6. Guests must register with the LLC or WV desk. If they are found to not be registered, they will be escorted out of the facility.

### **Guests and Visitors During Closed Periods**

Residents must have prior approval from the Residential Living Office and the roommate and suitemates who may be affected in order to get approval for guests. Residents are expected to follow the same guidelines for guests and visitors as described in the Guests/Visitors section.

### **Halogen or Torchiere Lamps**

Due to fire safety concerns, halogen or torchiere lamps are prohibited in the residence halls.

### **Keys/Card Access**

Only keys issued by the Residential Living Office and cards issued by the Ichabod Service Center are permitted. Duplication of keys is strictly forbidden. Residents are never to allow guests/visitors the use of or access to their room key or iCards. Unauthorized keys or cards will be confiscated, and the student in possession of these item(s) will be subject to disciplinary action, as well as the rightful owner.

Please report any non-working or broken door locks or access card mechanisms to the Residential Living Office. Please do NOT attempt to fix these items yourself. Residents who attempt to fix locks or access card mechanisms or intentionally abuse them may be charged for any damages and may be subject to disciplinary action.

DO NOT use the deadbolt to prop open the door as this will damage card reader mechanisms in the Living Learning Center.

### **Lock-Outs**

Residents are encouraged to carry their keys/access cards with them at all times. If a resident is locked out, they will need to contact the RA on Duty and meet him/her in the main lobby (Kuehne and West residents will meet the RA in the LLC main lobby). The RA on Duty will let him/her into the room. Because forgetting keys can get to be a habit, students are issued one (1) free lock-out a semester. After the initial lockout, a \$25 lock-out fee for each additional lock-out will be assessed.

Lost keys and cards must be reported to the Residential Living Office or RA on Duty immediately.

Replacement costs:

Mailbox key: \$10

Room/suite key: \$25

Room/suite lock: \$85

Cards: \$10 for each replacement

Due to the difference in building setup replacement keys are handled differently. Kuehne, West and the Village residents who lose a key will be charged \$25 for the replacement of each key and \$85 for each new lock. Living Learning Center residents who lose a key will be charged for the cost of lost keys. Lost keys are replaced through the Residential Living Office. To receive a new card, you must stop by the Ichabod Service Center between 8 a.m. and 5 p.m., Monday through Friday.

### **Microwaves**

Microwaves are allowed in student rooms and must be of 1100 watts or less. Unattended cooking which causes damage to property, University or personal, or that cause an un-intentional fire alarm will result in disciplinary action.

### **Mistreatment of Staff**

Intentional and deliberate antagonistic behavior toward staff members, attempts to degrade or attack staff, or assault on a staff member will not be tolerated and appropriate disciplinary action will be taken.

### **Pets**

For the purposes of health and sanitation, **only fish** will be permitted in residence hall rooms/suites. All other types of pets are not permitted. Students will be assessed a \$10.00 fine per day that an unauthorized pet remains in the residential community, and will also go through the judicial process.

### **Postings and Mailbox Stuffers**

Flyers and signs to be posted in the residence halls (with the exception of RA and WRC signs) must first be approved by the Office of Student Life (Morgan 104) and then by the Residential Living Office. Each office has an approval stamp. Non-residents may advertise in the halls, but they may not post the information themselves. The Residential Living staff are the only people permitted to post flyers and signs approved and stamped by both of these offices. Flyers and signs not stamped, or not posted on bulletin boards will be removed. Residential Living sponsored postings are permitted. For posting of signs on campus, please contact the Office of Student Life (Morgan 104) for approval.

Posting flyers directly on painted walls may result in damage. Persons or organizations that are posting flyers without approval, and that are causing damage to the facilities, may be referred to the Director of Residential Living or the Dean of Student Life for disciplinary action.

Items to go in student mailboxes must be from a University sponsored organization/department and indicate a specific time/date/location of the event being advertised.

### **Quiet & Courtesy Hours**

Noise and other distractions which interfere with a resident's right to a productive learning environment, are prohibited.

Courtesy hours: are in effect at all times in the residence halls. This means that noise (radios, televisions, instruments, voices) in bedrooms and public areas must be maintained at levels that will not interfere with the study or sleep of other residents.

Quiet hours: are maintained to provide a suitable atmosphere for residents to study, do homework, to sleep and just enjoy time to themselves. When quiet hours are in effect, no noise should be heard outside one's room. Residents should refrain from loud noise or conversation in hallways and common rooms. Noise in outside walkways and on the grounds directly around the residence halls should not unduly disturb others.

## **Quiet hours are as follows:**

**Sunday through Thursday, 11 p.m. until 9 a.m.**

**Friday and Saturday, Midnight until 9 a.m.**

**Final Exam Weeks: 24-hour quiet hours (starting times will be posted each semester)**

It is important that each resident assume some responsibility for maintaining quiet and courtesy hours. You should make every effort to talk with your neighbors in a polite, tactful manner when addressing noise concerns, especially since they may not realize they are disturbing others. They will appreciate your coming to them first. If noise persists, or if you encounter an uncooperative resident, please contact the RA on Duty. He/she will help to resolve the situation. Those residents who repeatedly violate quiet and courtesy hours will be subject to disciplinary action.

### **Screens**

Window screens may NOT be removed except in emergency situations. A charge will be assessed for screen replacement.

### **Smoking**

All residence halls are non-smoking facilities. Smoking is NOT permitted in student rooms, in common rooms or balconies or patios. If you choose to smoke outside the buildings, cigarette butts and ashes must be disposed of in ashtrays. Please do NOT throw cigarette butts on the grounds, in trash containers or into any other inappropriate location. Inappropriately disposed cigarette butts will result in a community damage charge.

All smoking must be done in the designated smoking area (where ashtrays have been placed by University staff) outside each building. Residents smoking outside the facilities should keep a reasonable distance away from the building in order to prevent their smoke from impacting residents in the building and students walking in or out of a residence hall facility. Residents found smoking in areas other than the designated smoking areas may face disciplinary action and/or fines.

### **Solicitation**

Door to door solicitation is not permitted in any residence hall. Students should call University police at 670-1153 should they encounter a solicitor.

### **Sports and Other Activities**

To avoid building damage and for safety reasons, residents may not play football, have water fights, throw water balloons or snowballs or use bicycles, scooters, skateboards or rollerblades, etc. inside the residence halls. These sports and activities are encouraged outdoors, on the grounds between the buildings. The throwing or propelling of any objects indoors or toward the residence halls is prohibited.

### **Student/Academic Load**

Students living in the residence halls must carry a minimum load of twelve (12) credit hours. If a student drops below 12 hours, it is the responsibility of the student to notify the Residential Living Office immediately. Written permission from the Director of Residential Living is required to remain in the hall.

**Resident/Roommate Conflict**

Residents are expected to resolve disputes or conflict in a cooperative manner. Fights will not be tolerated in any Residential Living facility. Residents are encouraged to seek staff assistance to mediate disputes when necessary.

**Waterbeds**

Waterbeds are not permitted in the residence halls.

**Weapons**

The possession or unauthorized use of any weapons in the residence halls and on-campus is strictly prohibited. A weapon is defined as any object, including toys, or substance designed to threaten, inflict a wound, cause injury or incapacitate an individual.

**Windows**

At no time is anything to be thrown out of a residence hall window. In addition, windows should not be used as an entry into the facility.

**The Residential Living Office reserves the right to establish or to modify existing policies as they become necessary and appropriate for the safety, care and cleanliness of the premises, and for securing the comfort and convenience of all residents.**

# **Student Conduct**

## **(Overview of Judicial Process)**

The Residence Hall Disciplinary Policy is authorized by the Washburn University *Student Conduct Code*.

### **Residence Hall Conduct Code and Policies**

Since the central mission of Washburn University is to provide an opportunity for education, the residence halls focus on providing an atmosphere conducive to that mission. Therefore, it is important residents conduct themselves in a manner which will be conducive to learning. As Washburn University students, residents are subject to the Washburn University *Student Conduct Code*.

Additional guidelines and policies, which apply specifically to the group living situation found in the residence halls, are listed throughout this handbook. These policies apply to all residents, as well as visitors to the halls. Residents of the hall who chose to have a guest are responsible for their guest's actions.

### **Philosophy**

The judicial process is intended to be educational, whereby a student's behavior is affected positively. Residence hall policies have been established to maintain a positive, orderly community environment. All violations will be handled on an individual basis, first by the residence hall staff member present, and then by the Director of Residential Living and/or Dean of Students. If necessary, policy violations may also be handled by the Residence Hall Judicial Board or University Judicial Board.

### **Process**

When a policy violation occurs, the student/s will be confronted by a residence hall staff member regarding the inappropriate behavior. Students are asked to cooperate fully with the directions of the Resident Assistant (RA), Washburn University Police, Assistant Director(s) and/or Director of Residential Living. After the incident, the staff member will complete an Incident Report. Students also have the opportunity to complete Incident Reports if they witness a violation/s of policy (reports can be picked up in the Residential Living Office). If asked, each student involved in the alleged violation will be given the opportunity to see a summary of the report.

The violation of certain federal, state and/or local laws may warrant immediate action by the Dean of Students, bypassing normal Residence Hall disciplinary procedures. Examples include, but are not limited to, alcohol violations, the possession or selling of narcotic drugs, the possession of an operable firearm or explosive material, or acts of gross misconduct.

### **Roommate/Suitemate/Apartment-mate Accountability**

Roommates, suitemates and apartment-mates that are aware of a policy violation, regardless of their involvement, may be held in violation of the Student Conduct Code and/or Housing policies and be subjected to judicial sanctions. It is in the best interest of roommates, suitemates, and apartment-mates to confront each other regarding policy violations and/or report them to their RA or to the Residential Living Office.

**Sanctions**

Consequences of policy violations may include, but are not limited to, the following: verbal and/or written warning, residence hall probation, fines, community service, creative sanctions, or dismissal from the residence halls. For a complete list of sanctions, please refer to the *Student Conduct Code* in the Student Handbook Planner.

**Appeal**

Within three (3) days of the decision of the Dean of Students, Director of Residential Living, Residence Halls Judicial Board or University Judicial Board, a student may appeal the decision, in writing, to the Appeals Board. The University reserves the right to require a student to move from the residence halls prior to and/or during an appeals process. This will only be done in cases where, in the judgment of the Dean of Students and Director of Residential Living, the student's continued residency may jeopardize the physical well-being of him/herself, other residents and/or staff.

# Safety & Security

The residence halls are not exempt from the problems of the outside world. Robberies and assaults can happen on campus. Don't be paranoid about it, just be smart! Your personal safety and security, as well as the safety of your belongings, is of utmost concern to the university. It also needs to be your number one concern! Residence hall facilities are designed to provide you with a safe environment (good locks, outside lighting, proximity to parking lots), but many of the necessary precautions are ones each individual must take.

## Take The Following Precautions

- Lock your doors! Your suite and bedroom doors are the first line of defense against most crimes.
- Carry your key/card at all times and do not leave a door open for your roommate, suitemate, or other guest. Guests should knock at the suite door (Kuehne & West) or be greeted at the reception desk (LLC & WV).
- Lock your windows when you are away from your room.
- Do not let people walk behind you through controlled access doors or gates, unless you are sure they are residents of the building.
- Do not prop open locked doors or fire doors.
- Do not let strangers onto your floor, into your suite, or into your apartment, direct them to the reception desk in the LLC and Village.
- Report suspicious persons to the University Police at extension 1153 when calling on campus.
- Be smart about being out after dark. Take a friend with you or call the University Police for an escort rather than return alone. Stay on the well-lighted sidewalks; don't cut across unlighted sections of campus or Topeka.
- Don't leave valuables in your car where they can be seen. Store items in the trunk and take packages inside. Always lock your car! Don't tempt someone into breaking into your car.

## How To Get Help

Don't be afraid to call for help when you need it. It is important to report all crime, suspicious activity or persons to University Police. In fact, anything that makes you uneasy should probably be reported. If you're not sure what kind of help you need, call the Residential Living Office, the RA on Duty, or the University Police. There's always someone close who can help with any situation.

- LLC, Kuehne or West Resident Assistant on Duty 224.4063
- Washburn Village Resident Assistant on Duty 224.4083
- Campus Police 670-1153 or ext. 1153 on campus
- Residential Living Office 670-1065 or ext. 1065 on campus
- 911 Emergency

## Reporting a Crime

Generally, emergencies should be reported directly to your RA or the RA on Duty, who will then call University Police. RAs can assist the police because of their knowledge of campus and the residence halls. Crimes such as theft or vandalism should also be reported, especially if you know who did it. Failure to report incidents means that you are condoning that behavior. RAs will respect your concern for confidentiality when filing reports whenever possible. Reporting crime or other problem behavior

does not necessarily mean you must agree to prosecute. The report itself can help the University Police or the Topeka police follow crime patterns, etc. even if you are unwilling to press charges in a particular instance.

Remember, you need to do your part in helping maintain the levels of security and safety in the residence halls. Workshops and programs will be held during the year to give you more information on a variety of safety topics. Also don't hesitate to ask your RA for assistance or for information on available workshops.

### **Missing Person Policy**

The Vice President for Student Life or designee shall inform all campus resident Students of the following:

- Students may report a concern that a campus resident Student is missing to a Resident Assistant, Assistant Director and/or the Director of Residential Living;
- Student may designate an individual to be contacted by the University not later than 24 hours after the Student is determined to be a missing Student;
- Student may designate another individual as a confidential contact in the event the Student is determined to be missing for a period of more than 24 hours;
- Parents of Students under 18 years of age and not emancipated will be notified if the Student has been missing for 24 hours; and,
- University Police Department will be notified immediately after a Student has been determined missing.

**“Missing Student”** means a campus resident student whose whereabouts is unknown and unexplainable for a period of time that is regarded by knowledgeable people as highly unusual or suspicious in consideration of such Student's behavior, patterns, plans, or routines.

## **FIRE SAFETY**

### **Possible Fire Hazards in Your Room**

- Decorations: Fishnets, parachutes and other flammable items should never be hung from ceilings; in addition, these items should not be hung from block sprinklers.
- Electrical Abuse: Use of an electrical “octopus” to obtain a maximum number of outlets can result in the overload of circuits resulting in fire and therefore, are not allowed.
- Use of extension cords are a major cause of residential fires and are not allowed in the residence halls. Students are encouraged to use surge protectors.
- Appliances: Popcorn poppers, coffeemakers, etc. should never be left unattended. They should be unplugged after use and not stored until they are cool enough to touch and are clean.
- Open Flames: Candles and incense are not allowed to be burned in any Residential Living facility. If there is evidence that candles/incense have previously been burned, or are being burned, they will be confiscated.
- Garbage: All waste should be disposed of as soon as possible.
- Hazardous Storage: All waste should be disposed of as soon as possible.
- Flammable Liquids and Gases: Gasoline, ether, paint, propane, glue, etc. cannot be stored in any Residential Living Facility.

- Obstacles: Storage of bicycles, chairs, desks, and other items in exit ways is prohibited by law. Blocked exits cause problems for individuals leaving or entering the building.
- Fireworks: Fireworks are not allowed and should not be stored in the residence halls.

### **False Fire Alarms**

Both Washburn University and the City of Topeka Fire Department are concerned about the possibility of false fire alarms within the residence halls. It is important that you be aware of the dangers as well as the consequences of such an act.

Initiating a false alarm is a Class A misdemeanor. If convicted, a person could be sentenced for up to one year in the county jail and/or a fine of up to \$2500. Washburn students will also be adjudicated through the University's disciplinary system.

False fire alarms are occasionally pranks; but they are not funny. There are a number of dangers caused by such a prank. There is always the possibility of an accident or injury to a resident in evacuating the hall because of the panic often felt during an alarm. Valuable fire equipment could be tied up unnecessarily, when it may be needed elsewhere in the city for a real emergency. Any time there is an emergency run through the city there is a chance of accident or injury to the people on the street or on the fire truck, as well as the possible damage to property. And lastly, the city has estimated it costs approximately \$2000 each time a fire truck is called out for assistance. False alarms become a terrible waste of taxpayers' money.

### **If The Fire Alarm Goes Off**

- Don't panic.
- Quickly grab your keys, shoes and possibly a jacket too, in cold weather. Don't take the time to put them on; just grab them and go. These items should be close at hand. Do not begin looking for them when the alarm sounds.
- Gently feel the doorknob before opening the door. If it is cool, proceed to open the door slightly and check for heat or smoke.
- If no heat or smoke is present, close your room door and proceed quickly, but with caution to the nearest exit or stairwell. Do NOT use the elevators.
- Your RA will designate a meeting point for your floor ahead of time. Upon exiting, go to this point. If you cannot remember where the designated meeting point is, stand at least 200 feet away from the building. Do NOT remain in stairwells or on walkways.
- University Police and the Fire Department will identify the cause of the alarm and when your safety is no longer in danger you will be notified of when you may re-enter the building.
- All alarms should be treated as if a fire may be present. Residents found remaining in their rooms will be subject to a possible fine as well as disciplinary action. Failure to comply with a University official (including staff) will result in disciplinary action. For evacuations taking longer than 5 minutes, it will be assumed that the student was not making a conscious attempt to leave.
- RAs and the University Police will be notified of residents with visual, physical or hearing impairments and of their location in the buildings.

### **If The Alarm Sounds, and the Fire Is Real**

- Proceed as listed above. If smoke is present, maintain a crouched position because heat and smoke rise.
- Check the doorknob. If the doorknob is hot, don't open the door.
- Seal up cracks around the doors using sheets, pieces of clothing or whatever is handy.
- Hang an object from the window to attract attention.
- If there is a phone, call University Police at ext 1153 and/or the Topeka Fire Department at 911 and report that you are trapped in your room. Be sure to give any important location information and wait for the dispatcher to ask you any questions.
- If you are able to proceed through the door, and the hallway is filled with smoke, move quickly in a crouched position to the nearest clear exit. If possible, place a wet towel or cloth over your head and face, taking short breaths through your nose. Cover your body with something that can be easily discarded if it catches on fire.
- When you leave your room, remember to shut the doors tightly behind you to protect your room from smoke and fire damage.
- If all exits are blocked, return to your room. Open a window if it is safe (don't break out the window; you may need to shut it again). Signal through the open window.
- If exits are clear, proceed outside to a pre-designated fire evacuation staging area. Follow the directions of the police and firefighters.
- Always try to remain calm and never re-enter a building to try to save personal possessions.

### **If You Discover A Fire**

- If possible, close the door to the fire area.
- Activate the nearest fire alarm system.
- Notify the University Police at extension 1153 and the Topeka Fire department at 911 of the fire and its location.
- Evacuate the building and stand clear of it.

### **Smoke Detectors**

Each Residential Living unit is equipped with smoke detectors. If you have simply burned food, do not try to cover up the mess. Leave the building unit if the alarm has sounded for the entire building, and tell University Police what caused the alarm to sound. Do not try to deactivate smoke detectors. These units are designed for your safety and the safety of others.

### **Fire Equipment**

Residents are to respect fire equipment (including fire extinguishers, smoke detectors, strobe lights, sprinklers and alarms) within the residence halls. Tampering of such equipment or setting off false fire alarms will result in disciplinary action. It is a misdemeanor to tamper with fire equipment.

## **TORNADO FACTS**

### **Tornado Watch**

A tornado watch is generally issued for wide areas exposed to a rapidly developing threat. The time period covered will normally be several hours. Not every watch will result in severe thunderstorms or tornadoes in all parts of the area, but some part of the watch area will be affected. In other words, this is

when atmospheric conditions are such that a tornado could develop. Be aware of changing weather conditions and be prepared to move to safety if the Watch should be upgraded to a WARNING.

### **Tornado Warning**

A tornado warning is issued for a smaller area and shorter periods of time than a watch. It indicates a tornado has actually been sighted in the area. When a tornado warning has been issued, it means **TAKE COVER IMMEDIATELY**. Outside sirens will sound city-wide when a watch is announced (for those not familiar, the City/County Civil Defense Department conducts a 30 second test of the sirens at noon each Monday). Local weather conditions may be monitored on local Topeka radio and television stations; NOAA weather alert radios also have the most up-to-date weather information.

### **If you are in the residence halls at the time of a warning:**

#### **Living Learning Center Residents:**

- 4<sup>th</sup> Floor: Go to the Mechanical Room in the Lower Level of the LLC
- 3<sup>rd</sup> Floor West: Go to the Boiler Room in the Lower Level of the LLC
- The remainder of the students: May remain in their room moving into the foyer area/bathroom and closing the bedroom doors
- LOWER LEVEL STUDENTS: are under no obligation to allow other residents into their rooms during a tornado warning

#### **Kuehne & West Hall Residents:**

- Go to Benton Hall

#### **Washburn Village Residents:**

- Go to the basement of the commons building

## Important Numbers

Residential Living Main Office	670-1065
Living Learning Center Front Desk	670-1016
Washburn Village Front Desk	670-1076
LLC, Kuehne or West Resident Assistant on Duty	224-4063
Washburn Village Resident Assistant on Duty	224-4083
Student Life/Dean of Students	670-2100
Academic Advising	670-1942
Career Services	670-1450
Counseling Service	670-1450
Multicultural Affairs	670-1622
Student Activities & Greek Life	670-1723
Student Health Services	670-1470
Student Services	670-1629
Student Recreation & Wellness Center	670-1314
Dining Services	670-1456
Financial Aid	670-1151
Washburn University Police	670-1153
Emergency	911