

2025- 2026 Residential Living Handbook

Washburn students are responsible for knowing the information, policies, and procedures outlined in this document and in the [Student Code of Conduct](#). Residential Living reserves the right to make changes to the handbook as necessary and once those changes are posted online, they are in effect. Residents will be provided with a copy of this document in the form of an online link each academic year. Any person visiting or living in any of the Office of Residential Living facilities must abide by these policies and procedures.

Office of Residential Living Mission

Residential Living will cultivate a supportive living and learning environment for all residents that encourages community development, personal growth, and academic excellence.

Office of Residential Living Mission	1
Responsibility, Guests & Pets	6
Compliance with Staff.....	6
Guests & Overnight Guests	6
<i>Guests During Break Periods</i>	<i>6</i>
<i>Responsibility for Guests</i>	<i>7</i>
Roommate Conflict.....	7
Peer Accountability.....	7
Pets/Emotional Support Animals	7
Alcohol, Drugs, Smoking & Noise.....	7
Alcohol Policy.....	7
<i>Defining the Types of Living Spaces.....</i>	<i>8</i>
Dry Living Spaces.....	8
Damp Living Spaces.....	8
Wet Living Spaces.....	8
Guidelines and Procedures.....	9
<i>Usage and Possession Guidelines.....</i>	<i>9</i>
<i>Amounts and Limits Guidelines</i>	<i>9</i>
<i>Alcohol Transportation Guidelines</i>	<i>10</i>
Alcohol Procedures.....	10
Rights and Privileges.....	10
Drugs.....	10
Smoking and Tobacco Use.....	11
Quiet and Courtesy Hours	11
<i>Quiet Hours</i>	<i>11</i>
<i>Courtesy Hours</i>	<i>11</i>
Items Allowed/Not Allowed	11
Bicycles, Scooters, and Skateboards.....	11
Motorcycles, Mopeds, & Scooters	12
Candles and Incense	12
Cooking	12
Electrical Appliances	13
<i>Refrigerators.....</i>	<i>13</i>
Kitchens	13

Extension Cords/ Surge Protectors.....	14
Room Decorations	14
Fireworks and Explosives.....	14
Halogen or Torchiere Lamps.....	14
Lofts	14
Plants	15
Weapons.....	15
Concealed Carry Information	15
Environment & Space Use	15
Cleaning	15
Clogged Sinks and Toilets	15
Proper Food Storage.....	16
Damages	16
Door Propping.....	16
Elevators	16
Fire Equipment	17
Furniture	17
<i>Rooms & Suites.....</i>	<i>17</i>
<i>Public Areas.....</i>	<i>17</i>
Garbage	17
Public View	18
Windows.....	18
Unauthorized Use of Space	18
Sports and Other Activities.....	18
Vandalism	18
Pest Control	18
Lounges.....	19
Other Residential Living Polices	19
Business and/or Moneymaking Ventures	19
Digital Millennium Copyright Act (DMCA).....	19
Room Entry	19
Solicitation	19
Safety & Emergency Procedures	20
Missing Person.....	20
Active Shooter on Campus	20

<i>Active Shooter Procedure</i>	20
Reporting a Crime	20
Safety & Security	21
<i>Take the Following Precautions</i>	21
<i>How to Get Help</i>	21
Shelter in Place	21
Severe Weather	22
Fire Safety	23
<i>In case of Fire Alarm</i>	23
• <i>Don't panic.</i>	23
<i>If You Are Aware of a Fire</i>	23
<i>Fire Equipment</i>	24
<i>False Fire Alarms</i>	24
General Housing Procedures	25
Accommodations Requests	25
Abandoned Property and Improper Check-Out	25
Housing During Breaks	25
Equipment Check-Out	26
Exterior Doors	26
Improper Check-in/Move-in	26
Insurance	26
Keys/Card Access	26
<i>Lock-Outs</i>	27
<i>Replacement Costs</i>	27
Mail Forwarding	27
Postings and Mailbox Stuffers	27
Roommate & Room Changes	28
Room Inspections	28
Reporting Alleged Policy Violations	28
Summer Housing	28
Parking	28
Mail Services	29
Maintenance	30
Heating/Cooling	31
Vacating Due to Conduct Process	31

Philosophy	32
Process.....	32
Sanctions/Obligations.....	32
Appeal.....	32
Important After-Hours Contacts	33
Non-Discrimination	33
Questions	33

Responsibility, Guests & Pets

Compliance with Staff

All students should carry their iCard and present it to university officials upon request. Residential Living staff members are considered university officials. Not providing a student ID when requested is viewed as a lack of cooperation and/or compliance.

Guests & Overnight Guests

Guest policies are not designed to permit or encourage cohabitation. **Guests may stay no longer than three (3) consecutive days. Residents may have guests no more than five (5) nights a month.** The following guest policy is designed for the safety and security of residents. Residents must check in and check out their guests with Residential Living Staff at the front desk of the residence halls. Residents may have guests in the residence halls from 9:00 AM to 11:00 PM. After 11:00 PM, guests become overnight guests. This means that any guest checked in between 11:00 PM and 9:00 AM is automatically considered an overnight guest. Residents must have their guests checked in by the time the desk closes.

- A guest is defined as anyone who is present in a room that they are not contractually assigned to.
- Guests who live in the same building as their host do not have to check in at the front desk but are expected to abide by all other guest policies.
- A host is defined as a resident who is escorting a guest in the residence halls. Hosts may only escort guests in the residence hall in which they are assigned. The host's suitemates and (if applicable) roommate must agree to the guest(s) being present.
- A maximum number of two guests at a time is allowed per resident per night.
- The resident must meet their guest(s) at the front desk to check them in and out. Guests are to be always escorted and are not to be left in a room/suite without their host.
 - West residents must check their guests in at the LLC.
- The host is responsible for their guests' behavior. Guests must abide by the same policies as residents. If a guest violates the Student Code of Conduct and/or Residential Living policies, they may be asked to leave the residence hall. If a guest violates policy, the host will be subject to the student conduct process. If the guest is a Washburn student, they will also be subject to the student conduct process.
- Residents are prohibited from leaving their suite doors propped open or giving their ID or room keys to guests.
- It is against policy for a resident to allow entry into the residence halls to anyone that has been issued a Notice to Leave by the University. Residents should be aware of those following behind them when entering Residential Living facilities. You should not allow access to a Residential Living facility to someone you don't know.
- Guests must be accompanied by the host who checks them in, always. If a guest wishes to be hosted by a different resident, they must check out with the original host and check back in with their new host.
- If a host no longer wishes to have a guest, the guest must be checked out at the front desk and escorted out of the residence hall by the host.

Guests During Break Periods

No Guests are allowed during break periods without prior approval from the Residential Living Office and all roommate and suitemates (written roommate and suitemates' approval must be sent to

resliving@washburn.edu). Residents are expected to follow the same guidelines for guests and visitors as described in the Guests section

Responsibility for Guests

If your guests cannot provide ID or are being uncooperative with the RA, RCC, university officials, or University Police, your guest(s) may be escorted out of the building. It's also important to note that you will be held responsible for your guests and their actions, so it's best if you explain the basic policies to your guests when they arrive so they know what you expect from them.

Roommate Conflict

Residents are expected to resolve disputes or conflicts in a cooperative manner. All parties in a conflict should work to create a compromise. Residents are encouraged to seek staff assistance to mediate disputes when necessary. If the issue is not resolved after mediation, follow-up with the staff member assisting you to discuss next steps.

Peer Accountability

A resident commits a violation of the Student Conduct Code and/or Residential Living Handbook policies when they aid another student in violating a policy, if they fail to immediately leave a situation where a violation is occurring, and/or if they are present while a violation is occurring and fail to report the alleged violation to Residential Living staff.

Pets/Emotional Support Animals

For the purposes of health and sanitation, fish are the only pets permitted in residence halls. Fish tanks are to be no larger than 20 gallons. All other types of pets are not permitted. Students will be assessed a fee to cover cleaning costs if an unauthorized pet is found in the residential community and will also go through the student conduct process.

- A service animal does not have to be approved and is allowed by federal law to be in any place that its handler is.
- However, Service Animal owners and Emotional Support Animals are required to complete an Assistance Animal Agreement every academic year with a Residential Living Prostaff, Residential Community Coordinator, Associate Director, or Director.

Alcohol, Drugs, Smoking & Noise

Alcohol Policy

Use, possession, distribution, or being under the influence of alcoholic beverages or paraphernalia are prohibited except as expressly permitted by law on university premises or at university-sponsored events or except when explicitly authorized by Washburn University Policies, Regulations and Procedures. Persons having control of and/or in the area in which and when the prohibited beverage is found shall be charged with violating this section of the Student Conduct Code.

Underage possession of alcohol is prohibited by Kansas State Law and is also a violation of the Student Code of Conduct. Students are expected to know applicable State and Federal laws and University expectations around alcohol and other drugs. Any student violating the University's alcohol policy is subject to a conduct meeting with the area's professional Residential Living Staff or designee.

The distribution, manufacturing, or being under the influence of alcoholic beverages or paraphernalia is prohibited in all residential facilities.

Defining the Types of Living Spaces

Dry Living Spaces

Living Spaces whose residents are all under the legal drinking age are considered Dry Living Spaces. Alcohol use, possession, or presence, of any kind is not allowed in Dry Living Spaces. This includes for guests of the Living Space who are over the legal drinking age.

The Living Learning Center (LLC). West, and Lincoln Hall are completely Dry Living Spaces.

Damp Living Spaces

Living Spaces where at least one resident is under the legal drinking age are considered Damp Living Spaces. Resident(s) over the legal drinking age are permitted to use and possess alcohol within the apartment (this does include communal living area and bathroom), as long as they follow the alcohol guidelines and procedures and are in good student standing. Only guests of legal drinking age, and who are the guests of the legal drinking age resident, may consume alcohol.

The Washburn Village Apartments are the only Damp Living Spaces on campus.

Wet Living Spaces

Living Spaces where all residents are over the legal drinking age are considered Wet Living Spaces. Resident(s) over the legal drinking age are permitted to use and possess alcohol within the apartment (this does include communal living area and bathroom), as long as they follow the alcohol guidelines and procedures and are in good Student Standing. Guests of the apartment who are under the legal drinking age are prohibited from the use or possession of alcohol.

The Washburn Village Apartments are the only Wet Living Spaces on campus.



LLC, Lincoln Hall
& West Hall

Dry

No Alcohol allow regardless of age



Washburn Village
with roommates
over 21+ and under
21

Damp

Only those who are over 21 are allowed
to consume alcohol



Washburn Village
with all roommates
over 21+

Wet

Alcohol allowed with in the Alcohol
Guidelines

Guidelines and Procedures

Usage and Possession Guidelines

1. Drunk and disorderly behavior that disrupts the community is prohibited.
2. Alcohol is not allowed in public spaces in and around Residential Living buildings. These spaces include but are not limited to:
 - a. Window ledges, Village Commons, lobbies, lounges, hallways, study rooms, lawns, etc.
3. Pictures, posters, containers, and signs that refer to alcohol and other drugs and are displayed for public view are prohibited.
4. Activities that potentially encourage excessive or dangerous drinking are not allowed, including:
 - a. Bars – what constitutes a bar will be left to the discretion of the professional Residential Living Staff.
 - b. Drinking Games – water or beer pong, dizzy bat, beer bongs, etc.
2. Bulk containers of alcoholic beverages are not permitted, this includes:
 - a. Servings equal to or larger than a quart bottles, kegs, pony kegs, mini-kegs, barrels, half-barrels, etc.

Amounts and Limits Guidelines

1. Limits are set per legal drinking age resident living in the apartment, guests are excluded.
 - a. One case of beer.

- i. A case of beer is defined as a maximum of 12; 12-fluid ounce cans or bottles of domestic or imported beer or seltzer, malt liquor or specialty malt beverages containing no more than 8% alcohol by volume.
- b. Two bottles of wine.
 - i. A bottle of wine is defined as 750 milliliters (mL) of champagne, dessert, fortified, red, rose, sparkling, white, or specialty wine beverages containing no more than 14% alcohol by volume.
- c. One bottle of liquor or spirit.
 - i. A bottle of liquor or spirit is defined as 750 milliliters (mL) of alcoholic beverages containing no more than 50% alcohol by volume.
- d. Therefore, a resident over the age of 21 can have one case of beer OR two bottles of wine OR one bottle of liquor (or spirit).

Alcohol Transportation Guidelines

1. Packages containing alcohol may not be sent or received in any residential mailrooms regardless of the recipient's age.
2. Residents of legal drinking age can transport alcohol to their living space, in the Village, in closed containers and in suitable packaging.

Alcohol Procedures

Students who violate the alcohol policy will be required to meet with the area's professional Residential Living Staff and may be referred to a representative of the Office of Residential Living, Office of Student Life, or other campus resources.

Residential Living Staff and Washburn Police may enter any room (regardless of residents' age), and Washburn Police can empty containers of alcohol (regardless of residents' age) if:

1. There is an excessive amount of alcohol present.
2. Other policy violations (including noise violations) have occurred as a result of alcohol consumption.
3. Disruptive behavior is reported or observed.
4. Dangerous drinking habits are suspected.
5. The Guests Policy is not being followed.

Rights and Privileges

Having alcohol in a resident's Living Space is a privilege and can be revoked, regardless of the age of the resident, at any time.

Drugs

Use, possession, distribution, or being under the influence of illegal drugs and/or other controlled substances or drug paraphernalia, except as expressly permitted by Federal and State law on University premises, or at University-sponsored events, is prohibited. Persons having control of and/or in the area in which and when the prohibited substance is found shall be charged with violating this section of the Student Conduct Code.

Important Note: Any and all forms of Marijuana and THC are illegal in the State of Kansas, including medical marijuana.

Smoking and Tobacco Use

All residence halls are non-smoking facilities. Smoking and tobacco use are NOT permitted anywhere in the residence halls, including in student rooms, common spaces, hallways, balconies or patios, stairwells or floor landings. Smoking and tobacco products include all forms of smoking and tobacco use, including but not limited to, cigarettes, cigars, pipe tobacco, electronic cigarettes, vapor-delivery devices, and chewing tobacco. 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 in any other inappropriate location. Inappropriately disposed cigarette butts will result in a community damage charge. Washburn University policy restricts tobacco use of any kind to a limited number of designated “smoking” areas on each campus. Please note – this applies to tobacco use of any kind including chewing tobacco and vapor delivery systems (both tobacco and non-tobacco.) All smoking/tobacco use must be done in the designated smoking area. For more information about designated smoking and tobacco use areas, please see Washburn University’s Smoking and Tobacco Use [policy](#).

Quiet and Courtesy Hours

Noise and other distractions which interfere with a resident’s right to sleep, study, and interact with other students and/or their guests may violate the policy.

Quiet Hours

Sunday through Thursday, 11:00 p.m. until 9:00 a.m.

Friday and Saturday, 12:00a.m. until 9:00 a.m.

Final Exam Weeks: 24-hour quiet hours begin at 12:01 AM Saturday before finals week begins.

Quiet Hours are maintained to provide a suitable atmosphere for residents to study, do homework, to sleep and just enjoy time to themselves. 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.

Courtesy Hours

Courtesy Hours are 24/7 and are in effect at all times in the residence halls. This means that noise (televisions, video games, laptops, instruments, music, voices) in rooms and/or suites and public areas must be maintained at levels that will not interfere with the study or sleep of other residents.

It is important that each resident assumes 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. Similarly, if a fellow community member approaches you about your noise level, you should respect their request or attempt to compromise. If noise persists, or if you encounter an uncooperative resident, please contact the RA on Duty. The staff members will help to resolve the situation.

Items Allowed/Not Allowed

Bicycles, Scooters, and Skateboards

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 any exit path.

Bicycles may not be left in any interior or exterior stairwell due to the danger imposed in an emergency. Bicycles, skateboards, scooters, hoverboards, etc. may not be ridden inside the residence halls or inside the gated community of the Washburn Village. Bicycles left after May closing will be deemed abandoned property.

Motorcycles, Mopeds, & Scooters

Fuel or electric-operated vehicles (e.g., mopeds, motorcycles) must be parked in the parking lot. These vehicles may not be parked inside the residence halls or on the walkways. Motorcycles and mopeds are not allowed inside the residence halls or inside the Washburn Village gates at any time. **Any vehicle with a motor is prohibited from all campus sidewalks.** If any of these vehicles are found to be in violation of this policy, removal will be at the expense of the owner.

Candles and Incense

Burning candles and incense are prohibited in the residence halls. Students may use candle warmers that do not use a flame to operate. If a candle is found to have been burnt, the resident will be required to remove the candle or cut the wick.

Cooking

Limited cooking is permitted in student rooms due to health and fire safety, sanitation, and plumbing restrictions. These facilities are not meant to be used to cook foods that use or give off large amounts of grease. If the fire alarm system should become activated because of neglect while cooking, residents could face student conduct charges and a loss of cooking privileges. All cooking appliances must be monitored while in use.

Item	Lincoln	LLC K&W	Village
Microwave	All (less than 1100 Watts)	All (less than 1100 Watts)	All (less than 1100 Watts)
Coffee Makers	All	All	All
Electric Kettles	All	All	All
Popcorn Poppers	Kitchen Only	Kitchen Only	Kitchen Only
Air Friers	Kitchen Only	Kitchen Only	Kitchen Only
Toasters/Sandwich makers	Kitchen Only	Kitchen Only	Kitchen Only
Rice cookers/ Slow Cookers	Kitchen Only	Kitchen Only	Kitchen Only
Electric stove tops/Griddle	Kitchen Only	Kitchen Only	Kitchen Only
Insta Pots/Pressure Cookers	Never	Never	Never
Grill- Propane or electric	Never	Never	Only in open area where provided by Residential Living
Any open flames	Never	Never	Never
Other	Ask RA on duty	Ask RA on duty	Ask RA on duty

All: You are permitted to have the corresponding item in the kitchen area as well as your suite area

Kitchen only: Items should only be used in the kitchen area only when a resident is present. This means in the LLC and Lincoln these items are only to be used in the shared kitchen spaces. Items must be monitored at all times by the resident present.

Never: These items should not be present in residential buildings.

Electrical Appliances

- Window air conditioners, portable air conditioners, and space heaters are not permitted in any residence hall.

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.

Fitness Equipment

Fitness equipment is not permitted in the hall. This includes but is not limited to

- Dumbbells
- Barbells
- Treadmills
- Stationary Bikes
- Dance poles
- Ballet Barres

Students are encouraged to go to Washburn Student Recreation & Wellness Center.

Kitchens

Kitchen facilities are in the middle of each floor of the Living Learning Center and the lower level, second floor of Lincoln Hall and the lower level of West Hall. These facilities are provided in all residence halls for convenience and are not meant as a replacement for 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. 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 mindful when cooking.

Residents are responsible for cleaning up after themselves by:

- Cleaning sinks, counters, stoves and tables.
- Do not put food down the sink drains as there are no garbage disposals.
- Cleaning up spills and disposing of leftover food and crumbs.
- Cleaning out microwaves.
- Cleaning all dishes used.
- Spoiled, expired, or unwanted food left in a refrigerator should be disposed of by the student who puts it there.

Items used for cooking 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 that is being cooked unattended. Be sure to turn off all appliances after use. Kitchens may be closed by Residential Living or privileges revoked for any of the following reasons:

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

Extension Cords/ Surge Protectors

Extension Cords are not permitted. Multi-plug adapters or cube-tap devices are not allowed. Students are only to use surge protectors. (Please note, not all power strips are surge protected. Surge protectors will have a surge protected indicator lamp and the "UL" logo on them.)

Room Decorations

Please note the following:

- The painting and use of crayons and chalk on walls and room furnishings is not permitted. Upon discovery, residents will be fined for this offense.
- It is recommended that residents decorate with thumbtacks instead of adhesives. It is encouraged TO NOT use Command Strips/Hooks, since adhesives are more likely to damage walls. Additionally, LED strip lights adhesives damage the walls.
- ***Any damage to the walls will result in a repair charge for patching and/or repainting the room.***
- All adhesive hooks must be removed before checking out.
- The usage of duct tape (including on carpet) is NOT permitted.
- Stickers and bathroom adhesives (for shower floors) are NOT permitted.
- Fish nets, parachutes and other flammable items may NOT be hung from the ceiling due to fire hazards.
- TVs are not to be mounted on walls.
- Decorations/hangers or other items may not be hung from sprinklers and should not obstruct fire alarm equipment (e.g. smoke detectors, strobe lights, etc.).
- Alcohol and cereal malt beverage containers may NOT be used for decorative purposes. This includes bottles, cans, kegs, empty boxes, and/or items that contain or may have contained alcohol previously.
- When decorating your suite door, you should be mindful of how decorations in the public view may impact your community. Decorations on your suite door that may be deemed offensive, demeaning, intimidating, or that otherwise may create a hostile environment are a violation of policy.
- No Dry Erase Boards, pin boards, or chalk boards allowed on the exterior hall door or hallway walls.

Fireworks and Explosives

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

Halogen or Torchiere Lamps

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

Lofts

Beds in Lincoln Hall are designed to be lofted and/or bunked or configured in numerous ways. In all other buildings, lofts (loft kits, homemade bed lofts) are not permitted in the in Res. Living Facilities

(except for Lincoln Hall) but these beds are designed to be bunked. The use of bed risers (designed specifically for this purpose) is permitted.

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 residents who live within the suite.

Weapons

The 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. Items considered weapons include airsoft guns, paintball guns, nerf guns, OrbeeZ/gel blasters, toy guns, tasers, pepper spray/mace, and others.

Concealed Carry Information

If a resident at any time sees or finds a firearm, they should report immediately to WUPD and/or Residential Living Staff. For students interested in concealed carry on-campus, the following requirements need to be followed:

- Must be concealed at all times
- Must remain in your unimpaired, direct control
- Must be carried:
 - In a holster which covers the trigger and external hammer
 - With external safety engaged
 - On an empty chamber
- May only be stored in a vehicle or an approved storage device
 - Approved Storage Device
 - Non-Flammable
 - Designed to contain entire firearm
 - Cannot be key only, must have combination or biometric

Environment & Space Use

Cleaning

Residents are responsible for keeping their room, bathroom and living area clean. Vacuum cleaners, brooms and limited cleaning supplies are available at the front desks. Periodic health and safety checks may take place to help ensure cleanliness. Please be mindful that although custodians do clean lounge areas and other common areas of each building, this does not excuse residents from cleaning up after they use these spaces.

Clogged Sinks and Toilets

When cleaning dishes, do not put any food down the drains in student rooms, kitchens, or bathrooms. Throw excess food in the trash. Students are encouraged to clean dishes within the hall kitchens. Food clogs up the plumbing, causing slow or no drainage. Hygiene 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 the repair cost.

Proper Food Storage

For health and sanitation purposes, residents are asked to use good judgment 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 any food off the floors. Not following these recommended practices invites bugs. Take open bags, boxes or containers home or dispose of them prior to leaving for breaks or vacations.

Food items left in a communal space must be labeled with your name and a date. Any items that have spoiled or are unlabeled are subject to being thrown away by Residential Living Staff. Dishes used in these areas should not be left unclean overnight.

Damages

Residents of each room/suite are responsible for keeping the premises and its contents in good order and free from damage. This includes damage caused by both residents and/or guests. Residents understand and agree that they are responsible for the replacement or repair costs of any damage that may occur to the room and/or its contents. The cost of damages within a room or suite will be applied to all students residing there unless it can be determined, specifically, who is responsible for the damage. Additionally, damage caused to public areas (i.e. kitchens, lounges, hallways, living rooms, commons building 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 not cleaning lounges after use.

Individual and prorated 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 residents' accounts at that time. If you notice any damages upon check-in, please take a picture and email it to resliving@washburn.edu, along with your name and room number to avoid being charged.

Each resident will be notified of any charge posted against their account at the time of posting. Damages and lockouts are first applied to the student account. Damage assessed to the resident will be the cost of damage and repair costs.

Door Propping

Due to fire code, the use of door stops to prop open suite doors is prohibited. This includes anything that prevents doors from closing and latching, such as the deadbolt lock or furniture. Use of the deadbolt lock to prop open suite/bedroom doors is strictly prohibited.

Elevators

The elevators in Lincoln Hall and the Living Learning Center are provided for convenient transportation of students within the buildings. Please report any elevator problems to 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 them, will be sent through the student conduct process and may be responsible for damages and repairs. In case of emergency, do not use elevators.

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 or deliberate fire alarms will result in the student being sent through the student conduct process.

Furniture

Rooms & Suites

Room furniture may be rearranged following these guidelines:

- Residents may not move common space furniture into their individual bedrooms.
- Bedroom furniture from an individual's room cannot be moved into a common space.
- Student rooms, except for a few designated singles, are furnished with the amount of furniture sets based on the number of students designed to be in each room. Extra University-owned furniture may not be removed from or added to a room/suite. Students with single rooms (a double room with no roommate) 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 the movement of your furniture. Furniture, except for beds, **MUST NOT** be taken apart.
 - Bed frames in the LLC and West Hall may only be taken apart and put together with rubber mallets (if needed). These are available at the LLC front desk. **DO NOT** use a hammer on the beds as this will damage them.
 - Beds in Lincoln Hall can be put into different configurations and taken apart, but tools are not needed and should not be used.
 - Large furniture, such as beds and desks, may **NOT** be placed in front of windows as it poses a fire hazard

Public Areas

All lounge or common area furniture must remain in its designated area. (For example: living room furniture may not be moved into a bedroom. Furniture from a study room may not be removed from the study room.) The removal of University furniture from its designated location could result in being sent through the student conduct process

Garbage

Trash containers are 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, the trash closets by the elevator in Lincoln Hall, and in the dumpsters at either end of the Washburn Village complex. All trash taken to a central location must be bagged. Trash that is left anywhere besides trash closets/dumpsters (such as outside of suites, hallways, and common spaces) is a fire hazard. Students found to be discarding their trash inappropriately will be subject to the student conduct process. Leaving garbage in a non-designated location will result in a warning given to the suite residents. If the behavior continues, there will be a \$10.00 fee per person, per day for every item left. During finals week each semester, dumpsters will be placed on the south side of the Living Learning Center and Lincoln Hall. Students are to use these dumpsters for the majority of their garbage.

Public View

The outside of suite/apartment doors and room windows are public viewing areas. Residents are expected to be considerate of the other members of their community when displaying materials in these areas. Please consider if what you're displaying in a public viewing area could be considered offensive, demeaning, intimidating or could create a hostile environment for other members of your community before it is displayed.

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. No decorations (including, but not limited to, flags, stickers, posters/signs/marker boards, tapestries, plastic, aluminum, and cardboard) may be placed in, on, or over windows. Traditional blinds and cloth curtains are the only items that may be placed over windows. Note: curtains may not include any of the items listed above that are prohibited from being placed on windows. Window screens may NOT be removed except in emergency situations. If removed for a non-emergent reason a charge will be assessed for screen replacement.

Unauthorized Use of Space

Storage of belongings in a vacant room or use of an unoccupied side of a double room will result in a fee for using room space not reserved/paid for.

Sports and Other Activities

To avoid building damage and for safety reasons, residents may not engage in activities designed to take place outdoors or in gymnasiums while inside the facilities.

Examples include but are not limited to:

- Nerf Guns
- Air soft guns
- Gel Blasters
- Remote control cars/helicopters
- Drones
- Sports (e.g. football, basketball, catch, soccer, etc.)
- Water fights or throwing water balloons
- Snowball fights
- Bicycles, scooters, hoverboards, skateboards or rollerblades, etc. being ridden or used inside the residence halls.
- Water Fights and/or water activities of any kind

If you are unsure if an activity is allowed, please contact Residential Living staff. The throwing or propelling of any objects indoors or toward the residence halls is prohibited.

Vandalism

Damage of University facilities or property is prohibited and will result in student conduct action.

Pest Control

Pest control services are scheduled throughout the term regularly. It is important that residents let the 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.

Lounges

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. Residents who move Residential Living furniture without prior approval will be charged and will go through the student conduct process. Please take note of programming, meeting flyers, and signs, as these activities may take place in the lounges.

Other Residential Living Policies

Business and/or Moneymaking Ventures

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

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.

Room Entry

Room Entry Policy

Officials and employees of Washburn University reserve the right to enter student rooms for the following purposes: conducting health and safety inspections, performing repairs or maintenance on University-owned property, responding to emergencies, or maintaining a safe and appropriate living environment within the residence halls.

Whenever possible, entries are made after 10:00 AM and when residents are present—unless a maintenance request has been submitted, which may authorize entry during other times.

In certain circumstances, staff may enter a student room without prior permission, including when:

- There is a reasonable belief that a resident or others are in danger.
- A building issue is actively causing harm or disruption to the community (e.g., water leaks, electrical hazards, or urgent maintenance needs).

Every effort will be made to respect residents' privacy while ensuring the safety and upkeep of the residential environment.

Solicitation

Door-to-door solicitation is not permitted in any residence hall. Students who solicit door to door may be subject to the student conduct process.

Safety & Emergency Procedures

Missing Person

- Students may report a concern that a campus resident is missing to a Resident Assistant or residential living professional staff member
 - “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.
- A student’s listed emergency contact may be contacted by the University if the student is determined to be a missing student.
- Parents of students under 18 years of age and not emancipated will be notified if the student has been missing for 24 hours.
- The University Police Department will be notified immediately after a student has been determined to be missing.

Active Shooter on Campus

An active shooter is a person(s) who appears to be actively engaged in shooting/killing or attempting to shoot/kill people in a populated area. These situations normally evolve rapidly.

Active Shooter Procedure

1. An iAlert will be sent stating shelter in place procedures are in place.
2. If their building is not directly affected, Residential Living staff will lock exterior doors and assist residents as possible.
3. All occupants will lock their respective room doors, close and lock open windows and close blinds or curtains. Employees will lock office/work area doors.
4. All occupants will silence electronic devices, extinguish interior lighting, and position themselves as low to the floor as possible keeping out of line of sight of exterior windows.
5. Once in place, all occupants will remain motionless and silent.
6. Residential Living Staff and/or WUPD will secure all exterior entrances.
7. All occupants will remain in position until notified all clear by law enforcement. Occupants will keep silent in their rooms. In some situations, law enforcement may evacuate the premises.
8. Occupants should not unlock or open doors for any person(s) unless they are certain no threat exists.

Reporting a Crime

Emergencies can be reported directly to WUPD at 785-670-1300, or to Residential Living Staff, who will then call WUPD. If WUPD or 9-1-1 are your first call, it is encouraged to contact your RA or the RA on Duty next so they can assist you until WUPD arrives.

Residential Living Staff are often asked to assist the police because of their knowledge of campus and the residence halls. Crimes such as theft or vandalism may also be reported, especially if you know who may be responsible. Reporting suspected crime or other problematic behavior does not necessarily mean you must agree to prosecute. The report itself can help WUPD or the Topeka Police follow crime patterns, etc. even if you are uninterested in pressing charges in a particular instance. RAs will respect your concern for confidentiality, whenever possible, when filing reports.

Feel free to reach out to your RA, another member of Residential Living Staff, or WUPD for more information on campus safety.

Safety & Security

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. Residential Living facilities are designed to provide you with a safe environment (secure locks, outside lighting) but many of the necessary precautions are ones everyone must take.

Take the Following Precautions

- Lock your doors. Your suite and bedroom doors are the first line of defense against most crimes.
- Always carry your key/card and do not leave a door open for your roommate, suitemate, or other guest. Guests should be greeted at the front desk (Lincoln, Living Learning Center & Village, West).
- 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 or into your suite, direct them to the front desk at Lincoln Hall, the LLC and/or Village, West Hall.
- Report potentially dangerous individuals to WUPD at 785-670-1300.
- Be mindful when out after dark. Take a friend with you while walking on campus or call WUPD for an escort rather than return alone. Stay on well-lighted sidewalks
- 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.
- Use a U-Lock on your bike.

How to Get Help

Don't be afraid to call for help when you need it. It is important to report all crime or reasonably suspicious activity to Washburn University Police. 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 (open Monday – Friday from 8:00 a.m. to 5:00 p.m.), the RA on Duty, or WUPD. There is always someone close who can help with any situation.

You may also text Washburn Police using the same number (785-670-1300) if you are in a situation where you cannot call.

To report an incident of discrimination, harassment, or sexual violence, contact the Equal Opportunity Director/Title IX Coordinator/ADA Coordinator at 785-670-1509 or by email at eodirector@washburn.edu.

Shelter in Place

This "Shelter in Place" policy will be used to manage the response during and after an incident. "Shelter in Place" is triggered primarily by current events on campus, such as a suspected criminal/ criminal activity on campus, severe weather, or chemical spills. If an active threat exists, a Shelter in Place announcement may be issued via iAlerts, phone, email, and/or website announcements.

Severe Weather

Tornado shelters are equipped with red emergency (9-1-1) phones. Once the handset is lifted, it will automatically dial 9-1-1 and reach Shawnee County Emergency Dispatch. The phones should only be used for reporting emergencies such as health or safety issues and not for personal use. WUPD is able to call the phones to announce to occupants of the area when a tornado warning has been lifted and it is safe to exit the tornado shelters.

A severe thunderstorm watch is when conditions are favorable for severe thunderstorms.

A severe thunderstorm warning is when severe thunderstorms are occurring in the area. Be prepared to move to a place of shelter if threatening weather approaches. Stay indoors away from windows until the storm passes. If large hail begins to fall, seek shelter.

A tornado watch is when conditions are favorable for tornadoes. One may continue normal activities, but residents should monitor the situation as it progresses.

A tornado warning is when a tornado is occurring in the area. Seek shelter immediately! Proceed to the designated tornado refuge area in the building; if there is no designated tornado refuge area in your building, go to an interior hallway or other enclosed area on a lower floor, away from windows. Avoid auditoriums, gymnasiums, or other large rooms where roof collapse may be more likely. Seek shelter if outside or in a vehicle.

When a tornado warning has been issued, it means TAKE COVER IMMEDIATELY. Outside sirens will sound when a warning is announced (for those not familiar, Shawnee County Emergency Management conducts a test of the sirens at noon each Monday. 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:

- Lincoln Hall Residents
 - 2nd and 3rd floor: Go to the basement on Lower Level of Lincoln Hall
 - 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
- Living Learning Center Residents
 - 4th Floor: Go to the Mechanical Room in the Lower Level of the LLC
 - 3rd Floor West: Go to the Boiler Room in the Lower Level of the LLC
 - All other 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
- Washburn Village Residents: Go to the basement of the Commons building
- Phi Delta Theta House Residents: Go to the basement of the building (see tornado diagrams that are located in the building for locations)

- West Hall Residents: Go to Plass basement.

Please Note: There are no severe weather alarms within the residential buildings. Tornado sirens are on campus and in the city of Topeka.

Fire Safety

In case of Fire Alarm

- *Don't panic.*
- Quickly grab your keys and iCard, shoes and a jacket if necessary. These items should be kept in an easily accessible place at all times.
- 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 or Residential Living Staff will designate a meeting point for your floor/building ahead of time. Upon exiting, go to this point. If you cannot remember where the designated meeting point is, listen to RA instructions, and stand at least 200 feet away from the building. Do NOT remain in stairwells or on walkways
- You are not permitted to go to your car during a fire alarm. You must go to the designated meeting area and follow reasonable commands of RAs and emergency personnel.
- University Police and the Topeka 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 the building will be subject to the student conduct process and possibly a fine. Failure to comply with a University official (including Residential Living staff) may result in student conduct action. For evacuations taking longer than 5 minutes, it will be assumed that the student was not making a conscious attempt to leave.
- Residential Living Staff and WUPD will be notified of residents with visual, physical, or hearing impairments and of their location in the buildings.

If You Are Aware of a Fire

- 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.
- If unable to leave the room. 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 785-670-1300 and/or the Topeka Fire Department at 9-1-1 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 and belongings 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.

Fire Equipment

Residents are to respect fire equipment (including fire extinguishers, smoke detectors, strobe lights, sprinklers and alarms) within all the Residential Living facilities. Tampering with such equipment or setting off false fire alarms will result in student conduct and/or legal action. It is a misdemeanor to tamper with fire equipment.

False Fire Alarms

Washburn University and the Topeka Fire Department take false fire alarms very seriously. 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 \$2,500. Washburn students will also be adjudicated through the University's student conduct process.

General Housing Procedures

Accommodations Requests

Students who require accommodation should contact the Student Accessibility Services Office to begin the request process. After registering with their office and submitting the appropriate documentation, your request will be reviewed and verified. Once approved, the Student Accessibility Services Office will collaborate with Residential Living for next steps, including the Animal Agreement, to ensure the appropriate accommodations are provided."

Student Accessibility Services Office

www.washburn.edu/studentaccessibility
accommodations@washburn.edu

Voice: 785-670-1622

TDD: 785-670-1025

Plass Educational Center Room 317

Abandoned Property and Improper Check-Out

Residents not following the check-out procedures outlined in this handbook are subject to an improper check-out fee, 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 re-coring of the locks.

Washburn University, the Residential Living Office and/or any of its staff are not responsible for any student property left in public areas. If a student abandons property in their residence hall room or apartment after leaving the University, Residential Living staff members will make reasonable efforts to contact them via phone or e-mail in an attempt to have that student retrieve their belongings.

- If it is determined that the former resident will not be returning (for example, if the student has not registered for classes, has cancelled their housing contract, etc.) hall staff will pack the student's belongings and store them for 48 hours.
- Residential Living reserves the right to dispose of items in the room that may pose a threat to storage spaces or other belongings (perishable foods, items that may attract bugs or rodents, etc.). If arrangements to retrieve belongings have not been made after 48 hours, items will be donated or disposed of at the discretion of Residential Living staff (any costs of removal will be at the owner's expense).
- Residential Living will not ship items to owners. Owners may have another individual pick up their belongings during office business hours by contacting the Residential Living Coordinator to set up a date and time. The owner will be required to send a letter to Residential Living prior to pick-up with the following information: a photo of the former resident's student ID, the former resident's ID number, the former resident's signature, clear instructions on who can pick up the items, and a descriptive list of what items can be retrieved. The individual retrieving the items will be required to show a photo ID to verify their identity when picking up the items.

Housing During Breaks

Break housing is available during Thanksgiving Break, Winter Break and Spring Break with prior approval from the Residential Living Office. To receive prior approval, residents must complete an online break

housing form. You will receive this via your Washburn email prior to break. 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. Residents will be charged a daily rate according to their residence hall assignment. Students leaving during these breaks do not need to move out their belongings. However, it is recommended that students remove items of value such as laptops, TVs, iPads, etc.

Equipment Check-Out

Board/Card Game equipment, vacuums, brooms, and limited cleaning supplies are available at the front desks of Lincoln Hall, the Living Learning Center, and the Washburn Village. To check-out these items, you must leave a valid driver's license, Washburn ID, or other state approved identification. If a resident does not have access to a government issued photo ID, your information will be logged into an Equipment Checkout Log. When you return the item, your ID will be returned. Do not pass these items on to someone else without first having the person check with the front desk. You are responsible for any items you check out that are lost or damaged. Please report any problems with equipment right away so it can be repaired.

Exterior Doors

At the Living Learning Center, the south door near the front desk, the east door near Memorial Union, and the door in the breezeway connecting the Union to the LLC are the only doors unlocked for entrance. After 11:00pm, the south door and east door will be locked and will only be accessible to residents. All other doors are exit-only. Any student entering the building after 9:00pm is required to swipe in at the LLC desk.

At Lincoln Hall, the south door near the front desk and the door in the breezeway connecting Lincoln Dining to Lincoln Hall are the only doors accessible to residents for entrance. The Lincoln Dining door will be locked after 11:00pm. The north door on the lower level is exit-only. Any student entering the building after 10:00pm is required to swipe in at the Lincoln Front Desk.

The door to the Village Commons and the Village Gates are swipe access at all times.

Improper Check-in/Move-in

Students who move into a space they are not assigned to, or who have not received permission to reside in that location will be charged for using room space not reserved/ paid for.

Insurance

The University does not carry insurance covering personal property and is not liable for losses, damages, and injuries of any sort occurring in the residence halls. As a result, residents are strongly encouraged to obtain personal property insurance. You should contact your insurance agent or an agent in the Topeka area for further information.

Keys/Card Access

Living Learning Center and Lincoln Hall residents, access their individual rooms by hard key and access suite doors and exterior doors of the building by iCard followed by a four-digit PIN. Washburn Village residents will need to use their ID cards and their PIN to get through the exterior gate that surrounds the Village courtyard. Each resident has their own individual PIN.

**Note: If after entering your PIN, a blue 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. Reporting a low suite door battery early helps to prevent inconvenience later in the semester.*

Students who have checked-out a temp card/key from the Residential Living Office/Washburn Village front desk and fail to return them by the next business day will be charged \$25. It is important to report lost keys or an ID IMMEDIATELY to either your RA or to the Residential Living Office.

Please report any non-working or broken door locks or access card mechanisms to the Residential Living Office immediately. 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 the student conduct process.

Only keys issued by the Residential Living Office and cards issued by the Ichabod Service Center (iCard) are permitted. Duplication of keys is strictly forbidden. To ensure safety of the community, residents are not permitted to let anyone else use their room key or iCard. Unauthorized keys or cards will be confiscated, and the student in possession of these item(s) as well as the rightful owner will be subject to the student conduct process,

Lock-Outs

Residents should carry their keys/iCard with them at all times. If a resident is locked out, they will need to go to the front desk and let the Desk Assistant know. If the desk is closed contact the RA on Duty and meet them in the main lobby. The RA on Duty will let them into the room. Because forgetting keys may turn into a habit, residents 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: \$15 for each replacement through iCard

Mail Forwarding

It is very important that a forwarding address is provided when you check out. To change your address, a student can go to the Self-Service menu on the MyWashburn website.

Postings and Mailbox Stuffers

Flyers and signs to be posted in the residence halls (with the exception of Residential Living and the SWRC, must first be approved by the Office of Student Life (Morgan 240) or Office of Student Involvement & Development (MU 106) and then by the Residential Living Office. 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 in designated spots, will be removed.

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 subject to the

student conduct process. 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.

Roommate & Room Changes

If you are having an issue with your roommate and a respectful conversation is ineffective, contact your RA. They can help you work through conflicts. Room changes will not be permitted until two weeks after the first day of classes each semester. Room changes are made only after a sincere effort has been made to work out a successful roommate relationship. The Residential Community Coordinator (RCC), in consultation with the RA involved, will make any necessary room changes. Room/Roommate changes that have not been approved will result in a \$100 unauthorized room change fee.

Room/Roommate changes that have not been approved and/or storage of belongings in a vacant room, or vacant half of the room will result in a \$100 Improper Room Change fee per resident involved in the change (See above section named Proper Room/Roommate Changes for additional details on process).

Room Inspections

Regularly scheduled room inspections will be conducted throughout the year (minimum of one a semester). Inspection dates and times will be posted in the halls a minimum of 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, damages, policy 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 and residents of the room will be documented and sent through the student conduct process. Any illegal or prohibited items found in plain view during room inspections will be documented and appropriate conduct procedures will be followed.

Reporting Alleged Policy Violations

There is no time limit on reporting violations of the Residential Living Handbook; however, the longer someone waits to report an offense, the harder it becomes to obtain information and witness statements and to make determinations regarding alleged violations. Though anonymous complaints are permitted, doing so may limit Washburn University's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to your building's RA, RCC, the Residential Living Office (785-670-1065) and/or to the Washburn University Police Department (785-670-1300).

Summer Housing

Summer housing is available for Washburn students enrolled in classes over the Summer, or who will be living on campus the following Fall semester. Summer contracts are available online via [MyWashburn](#) beginning in April. Residents who are contracted for the following academic year will have reduced summer housing costs.

Parking

Most of campus is considered open parking. Parking is 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, and north of Lincoln Hall, there is no overnight parking (2:00 a.m.-5:00 a.m.). Vehicles parked overnight will be ticketed. The circle drives to the north and south of Living

Learning Center and south of Lincoln Hall are fire lanes and parking is not permitted. During move in and move out someone should always be present with the vehicles in this space.

Laundry Facilities

Laundry rooms are located in the commons building of the Washburn Village, on the second floor of the Capitol Federal Center for Learning in the Living Learning Center, and 2nd West and Lower Level of Lincoln Hall, and West Hall. The machines are WUID-operated. Please report any broken or vandalized machines to the Residential Living staff at the front desk. 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. We offer a Laundry Alert system which shows how many machines are currently available and can notify you when your machine is done. However, it is beneficial for residents to sit with their laundry if able. Clothes left in the laundry room for more than one week will be considered abandoned property and will be treated as such by staff. Please see the abandoned property section for more details. The University is not responsible for the loss and/or damage to students' belongings. Laundry rooms are for the residents who live in that hall.

Mail Services

Mail is delivered to the halls, and outgoing mail is picked up Monday through Friday. Generally, the mail arrives early in the afternoon and is distributed to each resident's mailbox. Packages that do not fit in mailboxes will be logged and the resident who is to receive the package will be notified via email. At Washburn Mail first goes to a central processing location and then is distributed to the residential halls Monday through Friday. It is common for your tracking number or app to say your package has been delivered but this does not mean it is available at the front desk. Even if your tracking number shows the item is delivered it will not be available for pick up until you receive the email from Residential Living. The mailing address to provide friends and family is as follows:

Living Learning Center
1801 SW Jewell Ave.
Mailbox #
Topeka, KS 66621

Lincoln Hall
1801 SW Washburn Ave.
Mailbox #
Topeka, KS 66621

Phi Delta Theta
1810 SW Mulvane Ave.
Mailbox #
Topeka, KS 66621

Washburn Village
2001 SW Jewell Ave.
Mailbox #
Topeka, KS 66621

West Hall
1821 SW Jewell Ave.
Mailbox #
Topeka, KS 66621

When receiving letters or packages, your mail should be addressed in the following format:

Resident First & Last Name
Residence Hall Street Address (see above)
Resident mailbox number
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 First & Last name and 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.

Temporary change of address cards may be filled out during semester or summer breaks if you are returning to the halls but are expecting mail in the meantime. To change the current address a student can go to the Self-Service menu on the [MyWashburn](#) website.

Maintenance

Residents can complete maintenance requests by going to the Housing Portal through their [MyWashburn](#). The maintenance request tab will be located across the top, and you need only complete the listed prompts. Try to be specific about the problem and report it as early in the day as possible, so the work can be scheduled, and the issue can be repaired as soon as possible. Residents should complete maintenance requests for problems while they are small (e.g., a drain becoming clogged) so they may be addressed proactively. Please understand that submitting a maintenance request does give permission for maintenance personnel to enter your room in your absence to address the concern. Maintenance personnel typically enter rooms between 10:00 a.m. and 5:00 p.m. to complete requested maintenance work orders and/or to address emergency situations (electrical problems, etc.) that may arise.

Important Note: Please submit only one issue per request and report any urgent issues or emergencies to the RA on Duty immediately. Concerns of requests that have not been completed within a reasonable amount of time can be sent to resliving@washburn.edu.

Heating/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 suite mates to discuss heating and cooling preferences. Please notify the Residential Living Office of any temperature needs, after checking with all suite mates/roommates. Thermostats in the Washburn Village and Lincoln Hall can be changed by the residents once everyone in the suite has discussed and agreed upon a temperature setting. The units in West Hall are individual to each living area. Suitemates should discuss the temperature regulation. Phi Delta Theta has a building units that are managed by the residents.

Vacating Due to Conduct Process

Residents who are required to vacate their room as a sanction for conduct, will be charged 100% of their room and board balance for the academic year. Residents may be eligible to use the balance of their meal plan. If the Resident has been expelled from Washburn, or restricted from entering campus dining facilities, they are not eligible for a refund of the meal plan.

Student Conduct Process

Philosophy

The student conduct 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 RCCs, or possibly the Director of Residential Living and/or Associate Vice President for Student Life depending on the violation.

Process

When an alleged policy violation occurs, the student(s) will be confronted by a residence hall staff member regarding inappropriate behavior. Students are asked to cooperate fully with the directions of the Desk Assistant (DA), Resident Assistant (RA), Washburn University Police, House Director, Residential Community Coordinator (RCC) or any University Official. After the incident, the staff members will complete an Incident Report. Students also have the opportunity to complete Incident Reports if they witness a violation(s) of policy. 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 Associate Vice President for Student Life, bypassing normal residence hall student conduct procedures. Examples include, but are not limited to, alcohol violations, the possession or selling of narcotic drugs, the use of an operable firearm or explosive material, acts of gross misconduct, or multiple policy violations. Please visit washburn.edu/knowthecode for more information on the Student Code of Conduct or to report an alleged policy violation.

Sanctions/Obligations

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/apt/house. For a complete list of sanctions, please refer to the Student Conduct Code.

Appeal

A decision reached by, or sanction imposed by, the Student Conduct Administrator may be appealed by the student to the Director of Residential Living or Associate Vice President for Student Life within five (5) school days of the decision, barring exigent circumstances. Any exceptions are made at the discretion of the Associate Vice President for Student Life. Failure to file an appeal within the required time period will constitute, and will be construed as, full acceptance of the findings by all parties. Appeal requests must be made in writing and shall be delivered to the Associate Vice President for Student Life. The University reserves the right to require a student to move from a Residential Living facility prior to and/or during an appeals process. This will only be done in cases where, in the judgment of Associate Vice President for Student Life and Director of Residential Living, the student's continued residency may jeopardize the physical well-being of him/herself, other residents and/or staff.

Important After-Hours Contacts

There is a front desk located in the lobby of Lincoln, LLC (Living Learning Center), and the Village. The desks are staffed with Residential Living employees who are available to answer any general questions you may have about Residential Living or campus life.

Desk Numbers:

Lincoln Hall: (785) 670-3900

Living Learning Center (LLC) (West Hall): (785) 670-1016

Washburn Village: (785) 670-1076

The RA on Call can provide assistance for issues that need immediate assistance, e.g. noise complaints, safety concerns, emergency maintenance issues, etc. For less immediate issues such as roommate disagreements, please contact your RA.

In an emergency, please call WUPD (Washburn University Police): (785) 670-1300.

Non-Discrimination

Washburn University prohibits discrimination on the basis of race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status, sexual orientation/gender identity, genetic information, or other non-merit reasons, in university programs and activities, admissions, educational programs or activities, and employment, as required by applicable laws and regulations.

Questions

For questions or concerns about a policy or information included in this handbook, please contact the Residential Living Office at resliving@washburn.edu or 785-670-1065.