Resident Handbook

2014-2015

SEATTLE UNIVERSITY
HOUSING
& RESIDENCE LIFE

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http://www.seattleu.edu/housing

Welcome to the Seattle University residence halls! This Handbook has been designed to answer many of your questions about living on campus, so it is very important that you read it thoroughly. Please note that students living in the residence halls are responsible for reading and understanding the contents of this handbook. Be sure to keep this information in a handy place in your room, or bookmark it in your web browser so that you can refer to it when questions arise in the coming months. Of course, you should also feel free to contact your Resident Assistant, Resident Director, or the Housing and Residence Life Central Office at (206) 296-6305 whenever you have questions about living in the residence halls. Our website can be found at: www.seattleu.edu/housing.

We hope that your life in the residence halls will be an exciting experience. You will meet and make friends with many people from different backgrounds and have many opportunities to get involved in programs and activities that will round out your academic pursuits, challenge you to think, and contribute to your learning and development. We strongly encourage you to be involved in floor and hall activities, join your hall council, and take advantage of the many programs and services available to you as a residence hall student at Seattle University.

Housing & Residence Life

Housing and Residence Life is a part of the Division of Student Development and is responsible for the coordination of Seattle University's residential experience. The staff of Housing and Residence Life intend to create a dynamic and healthy residential community that celebrates diversity and engages students in active learning by providing opportunities for student involvement that include social, athletic, intellectual, spiritual and cultural activities. Each residence hall has a full-time professional Resident Director (RD) with extensive training and education in student learning and development. The RD supervises Resident Assistants (RAs) who provide leadership, serve as a student resource, plan social and educational activities, and help develop community on the floor. In addition to the residence hall staff, there are Jesuit faculty or staff members who serve as Jesuits-in-Residence and a Resident Minister in each building. Together, our aim is to provide safe, secure, and well-maintained residence halls with diverse living options that foster student learning, development, and community living.

Vision Statement
We will be a cornerstone of the Seattle University student experience and the model housing and residence life program of our profession.

Mission Statement
The Department of Housing & Residence Life at Seattle University provides safe, secure, and well-maintained residential facilities that support the intellectual, spiritual, and emotional development of our students.

Diversity Statement
We are committed to providing an inclusive community that promotes understanding and appreciation for all races, religions, national origins, socio-economic classes, gender identities and expressions, sexual orientations, physical & learning abilities, and ages. We are dedicated to recruiting, selecting, and retaining a competent staff that reflects the cultural and personal diversity of the residence hall population. Recognizing the essential role diversity plays in

educational excellence, we intentionally provide students and staff with diverse educational and social opportunities so that they may become leaders for a just and humane world.

Housing and Residence Life Staff

Director
The Director of Housing and Residence Life provides overall leadership and direction for the development of the residential community. Responsibilities include developing a vision for the housing strategic plan, developing community on campus, developing and maintaining departmental budgets, planning long and short term capital projects, coordinating departmental assessment initiatives, supervising resident ministers, providing assistance and support for the Jesuits in Residence, and general office administration.

Associate Director for Housing Services & Operations
The Associate Director for Housing Services & Operations is responsible for managing internet and computing systems, coordinating facility projects, supervising the residence hall desk operations, supervising housing systems, managing budgets and facilities, and general office administration.

Associate Director for Residential Education
The Associate Director for Residential Education is responsible for supervising the residential-based living-learning communities; facilitating faculty, staff and student involvement in living-learning communities; research and assessment for the department and coordinating staff evaluations.

Assistant Director for Residential Leadership
The Assistant Director for Residential Leadership is responsible for the design, implementation, and evaluation of programs that focus on social, service, multicultural, spiritual, and wellness activities, and for advising the Residence Hall Association.

Housing Coordinator
The Housing Coordinator is responsible for managing billing, housing assignments, the housing selection processes, and meal plans.

Office Manager
The office manager is responsible for maintaining records, fielding inquiries via phone and e-mail, maintaining the Housing website, and managing the day-to-day operations of the Housing central office.

Resident Directors (RD)
The RD is responsible for the coordination and supervision of one or more of the eight on-campus living options at Seattle University. Their major duties include supervising the Resident Assistants and Desk Assistants, assisting residents with personal or academic concerns, advising the hall council, serving as a resource for programmatic information, coordinating hall front desk functions, dealing with the many and varied administrative functions of the halls, and meeting

with students whose behavior has violated policies and guidelines. The RD lives in an apartment in their respective hall.

Assistant Resident Directors (ARDs) and the Learning Community Coordinator (LCC)
The ARDs and LCC are graduate students at Seattle University. The ARDs main role is to assist the RD with the functions of the building such as desk operations, hall council, and supervision of the RA staff. There is an ARD in Bellarmine, Murphy/Chardin, Xavier, and 2 ARDs in Campion Hall. The LCC works specifically with the Learning Community programs on campus.

Resident Assistants (RA)
Each RA is a peer advisor, role model, community builder, informal listener, facilitator, and program planner for the students living in the residence halls. RAs fit into the total educational picture of the university and residence hall living as they are the day-to-day contact persons with residents and are central to the overall success of the program.

Jesuits in Residence
Most floors have a Jesuit in Residence who is a member of the Jesuit community at Seattle University. They are available for advice, counseling, assistance with conflict resolution, or just listening if you want to talk.

Resident Ministers (RM)
The Resident Minister lives as a member of the residence hall community. They build relationships with residents and serve as a member of the residence hall staff. The Resident Minister is responsible for fostering pastoral care for students and staff in the residence halls in collaboration with Jesuits in Residence, Resident Directors, Resident Assistants, and Campus Ministry staff.

Desk Assistants (DAs)
Desk Assistants are student workers who are responsible for disseminating information, checking out equipment to residents, communicating University and Housing policy, answering questions for students and the general public, monitoring the security of the hall from the front desk, and sorting and distributing mail.

Residence Hall Association (RHA) and Hall Councils
Housing and Residence Life values a residential environment where students experience self-directed learning and personal growth. Since the academic, cultural, social, and recreational needs of students are constantly changing, the Residence Hall Association (RHA) of Seattle University and the individual hall councils serve as representative bodies within the residence hall system that identifies and makes known the needs of residents. RHA seeks improvements in the living environment, provides services for residents, recognizes the contributions of individual residents, and presents programs and activities that meet resident needs and interests. All students living in any of the Seattle University residence halls are members of the RHA.

RHA is concerned with programs, issues, and activities that involve the entire residence hall system. Each hall council is responsible for the governance and activities at the hall level. All halls have floor representatives at their weekly hall council meetings, and all students are

encouraged to attend. Students are also welcome to be present and participate in the monthly RHA Assembly meeting. Times and days for the Assembly meetings are determined at the beginning of fall quarter and will be posted outside the RHA office, located in Campion 100.

Seattle University's On-Campus Living Policy

All full-time first-year and sophomore students are required to live on campus and purchase a meal plan. The policy requires students to live on our campus for six consecutive quarters, not including summer terms, or turn 21 years of age prior to opening day of fall quarter in order to qualify to live off campus.

As a residential campus committed to the education of the whole person, the residential experience is considered an integral part of a student's education. Research over the past 50 years shows that students who belong to a campus residential community have a more productive and more satisfying college experience than those who live off campus. Students who live on-campus are more likely to:

- Take full advantage of campus resources
- Be more involved in campus activities and educational programs
- Take more credits per quarter
- Achieve greater academic success
- Persist to graduate at a higher rate
- Be more satisfied with their overall university experience

Students are required to live on campus and purchase (at minimum) Meal Plan 4 if they fall into any of the following categories:

- Freshman or sophomore *class standing* and under the age of 21.
- First or second *year* SU student and under the age of 21.
- Within two years of high school graduation date as of first day of fall quarter classes, and under the age of 21.

If students fall into any of the above categories (as of the first day of class for the academic year), they are required to live on campus for the full academic year. If student status (class year, age etc.) changes during the academic year, they will not be released from this housing requirement until the following academic year. The summer quarter is not included in the residential requirement.

Returning students applying for an exemption to the residential requirement are required to submit a request by May 1st. New students are required to submit a request by August 1st. For more details see Cancellation Fees and Timeline.

By signing the Student Housing Agreement, students will be subject to financial penalties for failing to honor the commitment for the entire academic year. While an exemption from the On-Campus Residency Requirement may be awarded in a given case, a student may still be subject

to financial penalties under the Student Housing Agreement "Room Rates for Academic Year" clause for up to the full remaining rates due.

The Student Housing Agreement is a binding, legal document. Therefore, we will not approve mid-year move-outs after the move-in date without a financial penalty for cancellation.

Exemptions to the residential requirement are limited to the following categories:

- Living with family within a commutable distance and falls within the residential requirement. The student must live with the family member in their primary place of residence (approx. 20 miles or less from campus, please see our map with approved commutable areas).
    - "Family" is defined as a parent, aunt, uncle, grandparent, spouse, or children.
    - "Primary place of residence" is defined as a person's true, fixed, and permanent home and place of habitation, to the exclusion of all others. It is the place where the person intends to remain permanently.
- Commuting from another location (if you are a third or fourth year student or over 21 years of age by the first date of your start term). After moving in, because of the binding Student Housing Agreement, we will not approve mid-year move outs without a cancellation penalty.
- Marriage occurring after the start date of the contract. A marriage certificate to prove legal marriage is required.
- Medical conditions, which the University is unable to accommodate on campus. A letter of support from the Office of Disability Services is required. Contact Disability Services at (206) 296-5744.
- Transfer to another Institution, withdrawal, or hardship withdrawal. Documentation is required. Students who are suspended or expelled for disciplinary reasons will not be released from the financial obligations of their contract. For mid-quarter withdrawals, students may have their housing charges prorated based off of the date of check-out.
- Graduation occurring during the academic year.
- Academic Internship/Exchange/Study Abroad. Documentation is required if this is a non-Seattle University sponsored program.
- Pregnancy. Pregnancy or the birth of a child by the student. Students may have their housing charges prorated based off the date of check-out.
- Military Relocation. Documentation is required. Students may have their housing charges prorated based off the date of check-out.

In order to be approved for release from the residential requirement, the student must complete a Housing Release Request (available through the online myHousing Portal) and submit any additional required documents. **Fulfilling the requirements for exemption will not constitute an automatic release from the residency requirement**. Failure to obtain an approved exemption from Housing and Residence Life will result in the posting of the quarterly housing charges to the student's SU account.

Any student who falls within the residential requirement and fails to sign up for housing, or be approved for an exemption (by May 1st for returning students or August 1st for new students), will automatically be assigned a room and meal plan.

Any student found to be providing false information on the Housing policy exemption request form or during a personal interview will be subject to University disciplinary action.

Residence Hall Housing Agreement

The following information is from the Seattle University residence hall housing agreement. Although it is important for you to be familiar with the entire agreement, this information is emphasized here to assist you in answering some of the more common questions concerning the housing agreement. Read and preserve your copy of the housing agreement as you have assumed full responsibility for complying with its contents. By signing the housing agreement, each resident demonstrates understanding of and agreement with the conditions of the agreement. This agreement is for the academic year. It is also understood that each resident has read and understands all policies in the Resident Handbook and has signed the Redhawk Commitment. For additional information or clarification of any facet of the housing agreement, please contact Housing and Residence Life at (206) 296-6305 or housing@seattleu.edu.

Agreement Period
The term of the housing agreement is for one academic year. The academic year commences at 9 a.m. on the Saturday before classes begin for incoming first-year and transfer students and at 9 a.m. the Sunday before classes begins for all other students. In the case of Winter or Spring move-ins, the housing agreement will begin at 9 a.m. on the Saturday before classes of the term in question. It extends to 24-hours after the student's last scheduled final exam, or noon on the final Saturday of spring quarter (whichever comes first). Students participating in commencement may check out by noon on the Monday following commencement. To stay in the halls over summer break, a separate housing agreement is required.

Students who move into the residence halls early to participate in athletics or other student leadership and paraprofessional activities are also expected to comply with the conditions of the university's housing agreement.

Housing Application Fee
First-time applicants for housing agree to pay a non-refundable $300 housing application fee. ***The fee will be credited to the student's first quarter student account.*** This fee must be postmarked by May 1, or within 30 days of the student's acceptance to the University. If the student elects not to live on campus or does not attend Seattle University, the student forfeits this fee.

Residence Hall Check-In Procedures
When checking into your new room, each of the following steps should be followed:

1. Fill out the online Room Condition Inventory (RCI) for your room as accurately as possible **noting any and all defects found in the room** on the inventory.
2. If you find a considerable amount of defects or any large damage immediately contact your RA and have them inspect the defects.

3. If you have questions about whether something needs to be documented on your RCI, check with your RA. If damage is not documented at the beginning of the year, you will be charged for it after you move out!
4. After completing your online RCI students should submit work orders to correct any room deficiencies.

Residence Hall Checkout Procedures

At the end of the housing period, students will complete their online Room Condition Inventory prior to their departure. Any damages that the student is found responsible for at check out will be charged to their student account with the university. Please follow these steps:

1. Information about end-of-the-year checkout will be provided before the end of the spring quarter. This information will also list all of the proper checkout procedures.
2. For end-of-the-year checkout, make arrangements at the front desk at least two weeks in advance of your checkout time. If you are checking out in the middle of the year, you must coordinate your checkout with your Resident Director.
3. Clean the room. Vacuums and other cleaning supplies are available at the hall front desk.
4. Checkouts **cannot** be completed unless all of the resident's belongings are out of the room.
5. Resident must check their mailbox for any leftover mail and update their address in SUOnline.
6. Turn in room key and mailbox key (If applicable).

These checkout procedures are meant to avoid any confusion during move outs. If you have any questions about these procedures, please see your RA or your RD. Failure to follow established check out procedures will result in a $50 improper checkout charge.

Room Consolidation

All residence hall room rates (with the exception of single occupancy rooms) are based upon two or more students per living area. If there is a situation where several students in a hall are living alone, Housing and Residence Life reserves the right to consolidate these vacancies by requiring students to accept a roommate, move into another room, or be charged the rate for a single room.

Room Change Procedures

Room changes are not permitted on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or political views. There is a two week freeze on all room changes at the start of each quarter to allow Housing and Residence Life an opportunity to evaluate occupancy and identify spaces that may emerge in between quarters.

Unauthorized room changes outside of Housing and Residence Life policies will result in the student(s) involved being charged a $50 fee for an improper room change. The student(s) in question will also be required to move back to their assigned space. See your RA or Resident Director for specific room change procedures.

University Break and Vacation Periods

Residence halls (with the exception of the Murphy Apartments and The Douglas) close during Winter break. It is the responsibility of the student to find other housing during this period of time. Limited space may be available for approved requests. In these cases, an additional housing fee will be charged to the student. Contact Housing and Residence Life with any questions regarding this process.

When you leave your room for breaks, for health and safety reasons, it is important that you do the following:

- Unplug all electrical appliances.
- Remove all garbage and trash.
- Dispose of all perishable food items.
- Close/lock windows and close drapes.
- Lock room/apartment door.
- Turn off faucets.

Residence Hall staff will conduct health and safety inspections in each room during extended breaks. If any of the above needs to be done by staff, you will be subject to a charge.

Release from the Housing Agreement

Your housing agreement with Housing and Residence Life is a contract between you and Seattle University. Any request to be released from a housing agreement must be made in writing to Housing and Residence Life and requires approval. The Request for Release form can be found on the Housing and Residence Life website and in the HRL office. Students are expected to honor the terms outlined in their housing agreement.

Residence Halls & Apartments

Seattle University currently has several residence hall options. Each hall has its own atmosphere and traditions. Common features in each hall include study rooms, lounges, recreational facilities, and computer labs. Coin and Campus Card operated washers and dryers and vending machines are provided in each hall.

Bellarmine, Campion, and Xavier Halls

Students enrolled at Seattle University that are either first-years, sophomores, or under twenty-one (21) will generally live in one of these three halls. Standard double rooms in each hall are carpeted and furnished with the following:

- 2 twin beds that can be bunked. Beds in Bellarmine Hall are extra long twin beds
- 2 modular closets with drawer space for two people
- 2 modular desks with chairs
- 2 bulletin boards
- Bookshelf space
- A sink and mirror
- Micro-Fridge (combination microwave and refrigerator in Bellarmine and Xavier only)
- Data lines for computer access to the university network

- Cable TV

Chardin Hall
Students enrolled at Seattle University with either sophomore or junior class standing are eligible to live in Chardin Hall. Each student room in Chardin is carpeted and furnished with the following:

- 2 twin extra long beds that can be bunked
- 2 built in closets
- Modular 3 drawer chest
- 2 modular desks with chairs
- 2 bulletin boards
- Bookshelf space
- A sink and mirror
- Bathroom (toilet, sink, shower)
- Wireless and data lines for computer access to the university network
- Cable TV

Murphy Apartments
Students enrolled at Seattle University with at least a sophomore standing or that are over the age of twenty-one (21) are eligible to live in the Murphy apartments. Each apartment in Murphy is a little different, however, each resident in Murphy receives:

- A twin bed
- Built in closet
- Night stand
- Desk and chair

Apartments are also equipped with:

- Dining table and chairs
- Living room furniture (loveseat, single chair, etc.)
- Kitchen (sink, stove/oven, refrigerator, dishwasher - only in four bedroom)
- Bathroom (toilet, sink, shower)
- Microwave

The following amenities are included with your license agreement:

- Electricity
- Heat
- Water
- Garbage and recycling
- Internet access
- Cable TV

Kolvenbach Community

Students enrolled at Seattle University with sophomore, junior, or senior class are eligible to live in the Kolvenbach Community. The two houses in Kolvenbach are a little different from each other, however, each resident in Kolvenbach receives:

- A twin bed
- Built in closet
- Desk and chair

Each house is also equipped with:

- Dining table and chairs
- Living room furniture (loveseat, single chair, etc.)
- Kitchens (sink, stove/oven, refrigerator, dishwasher)
- Bathroom (toilet, sink, shower)
- Washer and dryer

The following amenities are included with your license agreement:

- Electricity
- Heat
- Local Phone Service (resident provides long distance)
- Water
- Garbage and recycling
- Internet Access
- Cable TV

Logan Court

The Logan Court Townhomes is an open community for our juniors and seniors from all academic disciplines. While there is no theme for the community, intentional programming and community building are facilitated for residents relating to the six University core values. Each resident receives:

- Bed and mattress
- Desk and Chair
- Closet

Each townhouse is also equipped with

- Living room
- 3-4 bathrooms
- Kitchen
- Fireplace
- Microwave
- Refrigerator
- Stove/Oven
- Dishwasher
- Washer and Dryer

The following amenities are included with your license agreement:

- Electricity
- Heat
- Local Phone Service (resident provides long distance)
- Water
- Garbage and recycling
- Internet Access
- Cable TV

The Douglas
The Douglas, Seattle University's newest housing option, opened Fall 2011. In order to provide more housing for University students on or near our campus, the University has entered into a cooperating arrangement with the owners of the Douglas. Offering apartment suites with one to five bedrooms, the Douglas is an option for 257 upperclass-students, graduate students, and law students desiring the convenience of on-campus living but the privacy and independence of off-campus housing.

For more information about specific amenities at The Douglas, visit http://thedouglasatseattleu.com.

Residence Hall Services

Cable Television Service
Basic cable TV service is provided in residence hall rooms, floor lounges, and lobbies. Students must provide their own television and coaxial cable in their rooms.

Campus Card
Your Campus Card serves as your student ID, meal plan card, access to buildings, and can be used to purchase items in campus vending machines, laundry machines, and at the SU Campus Store (money must be put on the card separately from the meal plan). All Campus Card business can be done in the Campus Card Office located in the Engineering building. You can add money to your campus card using Seattle U eAccounts, located online at https://seattleu-sp.blackboard.com/eaccounts/

If your card starts peeling or is otherwise unreadable, you can get a free replacement card from the Campus Card office. If your Campus Card is lost or missing, a replacement fee will be charged.

Food Service
Seattle University's meal plans provide quality, variety, flexibility, and value for the student, which compliments the residential experience. Items are priced individually so students can choose exactly what they want. Residents who use their campus card to purchase items are not required to pay Seattle's 9.5% sales tax. Cash, credit, and debit cards are also accepted, but are subject to sales tax.

Custodial Service
Custodial service is provided in common areas such as lobbies, lounges, bathrooms and hallways. Kitchen areas are the responsibility of floor or hall residents. Primary attention is given to bathrooms and hallways. Consideration should be given to the custodians; they should not be expected to clean all messes left by residents. Lounges will be closed and the use of other areas limited if students leave unreasonable messes in these areas. Students are responsible for cleaning their individual rooms. Vacuums and other cleaning supplies are available at the front desk.

Laundry
A laundry room is located in each hall. The cost is $1.25 per washer load and $1.00 per dryer load. If you experience a problem or need to report a maintenance issue with the laundry facilities, please consult the front desk of your residence hall.

Lost and Found
If you have lost something in your building, check for it at the front desk of your building. For items lost elsewhere on campus, you may also check with the Department of Public Safety and Transportation at (206) 296-5990.

Mail
Each student has an assigned mailbox; mail is distributed at least once per day, Monday through Saturday by 5 p.m. Mail is not distributed on Sundays or during holiday break periods. Items too large to fit into the mailbox can be claimed at the front desk. ***Upon checking out of the hall, you will need to update your mailing address on SU Online so you will get your mail at your new address***. Mail will be forwarded until the end of the following quarter.

Maintenance
The prompt reporting of maintenance issues can often prevent more extensive problems. Maintenance requests can be filled out online via the Housing website. By submitting the request, you are giving permission for a maintenance staff member to enter your room and complete the work.

Wireless Network & Wireless Connection
The campus network supports Mac, Windows, and Linux PCs. The Office of Information Technology (OIT) recommends OSX 10.6.8 (Snow Leopard) or higher for Macs, and Windows XP or higher for Windows PCs. Residence Hall network access requires a 10/100 network card and Cat-5 cable for wired access or an 802.11b/g/n WiFi adapter for wireless access. Residence Hall network users on Windows PCs are required to install the Cisco Clean Access software provided free of charge at http://seattleu.edu/oit. PCs running OSX or Linux do not require the Cisco Clean Access software to connect to the network. If you have questions, please contact our Information Technology helpdesk at (206) 296-5571, or visit http://seattleu.edu/oit.

Network Login & Email
Your network login serves as your entrance into the Seattle University Network giving you access to the Internet. This same login is used to access your SU e-mail. It is important that you

check your university e-mail regularly as you may receive messages from professors, staff members, and/or university announcements. Your e-mail address can be acquired by contacting the Helpdesk at (206) 296-5571 or http://seattleu.edu/oit. SU Students can also gain access to their personal website space on the university server through the Helpdesk.

Recycling, Composting, and Garbage
Recycling and compost stations for aluminum cans, newspaper, batteries, glass, and consumables can be found on every floor. Please help SU's commitment to the environment by recycling and composting materials by putting them in the proper container on your floor.

Safety and Security
Security is provided to assist with making the residence halls a safer place to live. Department of Public Safety and Transportation personnel wear uniforms and carry identification as they patrol the hallways, parking lots and areas around the halls and apartments, assisting the hall staff with safety and security and assisting with approaching uninvited or otherwise unwanted guests. They are here to serve you and to ensure security safe and secure environment in the halls.

Front Desk
The front desk in each hall serves as a central location for disseminating information, performing various services for residents, and maintaining safety and security. Desk Assistants are a great resource to students and guests. Services include:

- Temporary loaner key to your room when you have locked yourself out (this key must be returned promptly; it is *not* a replacement if you lose your room key).
- Assistance with requesting maintenance on your room.
- Check out games, kitchen equipment and other items.
- Lost and found.
- Emergency assistance.
- Package pickup.

Off-Campus Storage Options
Storage lockers are not available in any of our residence halls. It is recommended that students only bring essential items to campus. Students in need of off-campus storage locations are encouraged to use the University-owned storage facility at 12th and Madison conveniently located minutes from Xavier Hall. The phone number for this storage facility is (206) 322-8408.

Another option is to use STORRAGE, a company that offers personal storage. Go to storrage.com to find out more about their service and to sign up.

Vending Machines
Each hall is furnished with a variety of food and soda vending machines. At times, these machines may not return the proper amount of change or may give improper service. Malfunctions or losses should be reported to the Campus Assistance Center on the first floor of the student center.

Community Living

Your residence hall community consists of you, the residents on your floor, and the residents in your building. A community will begin to develop from the day the halls open. You will have the opportunity to meet people who have a variety of backgrounds and lifestyles. Your interaction with them will be one of the most interesting aspects of your college experience. Each person you meet will have unique experiences to share. You are encouraged to become well acquainted with the people in your community and use these experiences to increase your knowledge of others and to make new and lasting friendships.

Your interaction with others and their interaction with you is the largest factor in the evolution of your community. Your active involvement in the community and your participation in its activities are essential for the community's growth and the formation of positive relationships. With the proper participation and effort, your community has the potential to offer you support in the areas of academic excellence, social maturity, a sense of belonging, self-reliance, and self-understanding.

To help ensure the successful growth of the community, mutual respect and consideration for others is essential. **Before you act, consider the impact your behavior may have upon the lives of your fellow community members**. As a part of the Seattle University residential community, each resident has the following rights and responsibilities that are intended to help students develop healthy community living arrangements.

Rights of a Resident:

- The right to access one's room and facilities at all times;
- The right to feel secure in one's living space;
- The right to live free from physical, emotional, and mental abuse;
- The right to clean living space;
- The right to sleep undisturbed during the night;
- The right to privacy;
- The right to study in one's room free of noise and distractions;
- The right to have one's belongings respected by others;
- The right to be listened to and to be heard.

Responsibilities of a Resident:

- To respect oneself, others, staff, community, and property;
- To respect the rights listed above of every community member;
- To understand and abide by university and residence hall policies and procedures necessary for community living;
- To be open and responsive to reasonable requests of community members;
- To be open, responsive to, and cooperative with residence hall staff members and University officials.

Community Standards

Community standards are not rules or policies, but rather they are agreements that are unique to roommates and each individual community. The community standards model is one in which,

within the framework of university policies and procedures and the Redhawk Commitment, students will have the opportunity to determine, negotiate, and implement the norms for their lives together. Residents commit to learning about and developing their own shared expectations for their community. Since community begins with the smallest living unit and moves outward, the Community Standards Model will involve multiple levels: 1) Roommate Agreement; 2) Floor Standards; and 3) Hall Standards.

Each student shares in the effort to maintain a high quality of life in each living-learning community. In this spirit, each resident is expected to actively participate in the standards for living in community with their roommate and floor peers. Developing community standards is a process by which students begin creating community through dialogue, compromise, and commitment. The agreements made by residents concern how to relate to and treat each other. It is a continual discussion throughout the year that shapes and reshapes the community.

Living with a Roommate

Living with a roommate requires flexibility and a commitment to honest and tactful communication. We encourage all residents to have a conversation with their roommates within the first few days of moving in to talk about living preferences. To assist you with this conversation, roommates are required to complete a roommate agreement that addresses each resident's rights and responsibilities and provides a outline for a conversation about the new living arrangement. RAs will discuss this process during the first floor meeting and will help to facilitate these discussions.

The most important action residents can take when developing relationships with new roommates is to communicate frequently. Even seemingly small issues are worth talking about to prevent them from becoming larger conflicts. One of the many benefits of living with a roommate is the opportunity to practice having discussions about and learning from differences, while also discovering shared interests and passions. The following questions can serve as a starting point for a conversation:

- Do you like to go to bed early or late?
- Do you like to sleep in or get up with the sun?
- Do you require total darkness and quiet to go to sleep, or can the light be left on while your roommate studies?
- Do you study best with the radio or stereo on or off?
- Are you a neat and tidy person or do you tend to take a more "lived-in" approach to cleaning responsibilities?
- Do you like to have visitors all the time, or do you prefer that your room be quiet for study more often than not?
- Do you like to loan or share your belongings? To your roommate only? Your food, car, clothes, money?
- What do you think is important in a roommate relationship?

Strive to keep the lines of communication open between you and your roommate. Chances are that if something about the living situation is bothering you, it is also bothering your roommate, so talk about it. If a problem persists even after discussions about it have taken place, your RA

may be helpful in assisting you to revisit your roommate agreement and to work out an acceptable compromise.

Floor Agreements and Meetings

Each residence hall has multiple floors, and each floor houses approximately 60 residents. In an effort to create a community built on integrity and respect, residents will engage in an interactive process where they share interests, concerns, and ideas with the people living on their floors. Similar to the roommate agreement, the floor community must reach consensus to establish norms and expectations for living on the floor together. The floor will be responsible for helping to ensure that individual rights are preserved within the community and that members are accountable to the floor standards.

- What will the process look like?

  All residents of a floor will participate in opening floor meetings at the beginning of the year to discuss and agree upon their expectations for living together. Floor meetings are led by your RAs. This is a fluid process; you will meet to discuss your standards on a regular basis. Floor standards may evolve over time, so the process of defining standards is never entirely finished.

- Why is this so important?

  This process empowers you to find your own voice to add input and make change. A key difference in this process, compared to the more traditional residence hall experience, is that you are given greater responsibility for yourself and the other members of your community. The role of your Resident Assistant is to give you support and act as a facilitator on the floor. Deciding upon floor standards should not be thought of as a task to be completed, but as a means by which community interactions and conversations occur. It is also an opportunity for you to develop your skills in the areas of decision-making and conflict resolution.

- What can you do to prepare for the first floor meeting?

  Begin thinking now about the type of floor on which you would like to live. What do "respect" and "community" mean to you? What do you have to offer to those around you? With a little forethought on these questions, you will be prepared for the discussion at your first floor meeting.

Policies and Procedures

Community Living Policies

To promote the on-campus community living philosophy espoused above and to ensure the residential experience is conducive to academic and personal enrichment of all students, Seattle University has established the following residence hall community living and facility policies, along with expectations and guidelines. The violation of any of these policies or a failure to meet expectations and follow guidelines is a violation of the Redhawk Commitment and will result in the student being held accountable for their actions.

<u>Advertising/Posting Policy for Banners, Posters, and Flyers</u>

Students may advertise on-campus events through the use of posters/flyers in the residence halls if they are approved. All non Housing and Residence Life flyers and advertisements requiring approval for posting must be submitted to the Housing and Residence Life Central Office, located on the 1st floor of Campion Hall (CAMP 100). Once approved, flyers and/or advertisements will be distributed to the residence halls for posting. ***Posters and flyers may only be posted by a member of the Residence Life staff and must be turned in at least seven (7) days before the date of the event.*** Any poster/flyer turned in within less than seven days of the event will not be accepted; the reduced time is not sufficient to allow staff members to post the materials in a timely manner.

Upon approval by the HRL central office, the flyer will be marked with a department approval stamp. Materials not bearing this stamp and signature will be removed. Events sponsored by Housing and Residence Life, RAs, RHA, and Halls Councils may be posted in the sponsoring building(s) without approval.

Banners, posting, and flyers announcing campus events must indicate the name of the sponsoring organization or group, the nature of the event, the date and time, the location, cost (if any), and a contact number for more information. ***All publicity will be removed by the residence hall staff within 48 hours of the event's conclusion.*** Posting will only appear in designated areas on the bulletin boards marked "announcements" in main lobbies of the residence halls, specific locations in each building and wherever else the Resident Director approves staff to place posting. All other locations are prohibited for posting including:

- Inside elevators, or outside on the elevator doors
- Entryways of any building
- Entrance doors of halls, students rooms, or apartments
- Placing items in student mailboxes
- Glass surfaces
- Lobby bathrooms

Things to Remember:

- Flyers 8½" by 11" are preferred for bulletin board posting. Flyers must not exceed 11" x 17".
- University departments and student organizations are permitted to submit one (1) flyer or poster per floor for posting. Please submit 37 posters/flyers if you wish to have one posted on each residence hall floor and in each residence hall lobby.
- Only blue painter's tape or other non-destructive and removable hanging material may be used to post approved banners, posters, and fliers. Paste, glue, nails, and duct tape are not permitted. Staples and tacks may be used on bulletin boards.
- No chalking is permitted on any of the covered walkways, walls, or anywhere on the buildings. All chalking must be approved.
- Approval from any office on campus does not supersede approval for posting in the halls from Housing and Residence Life

Student Organizations, individuals, or departments that do not comply with the guidelines and procedures may lose their posting privileges in the residence halls.

Alcohol

Students under the age of 21 may not possess, consume, provide, manufacture, sell, exchange or otherwise distribute alcohol. Students under 21 will not participate in events where alcohol is being served or be in the presence of alcohol in a residence hall room. Presence in a room with alcohol may lead to a conclusion that the underage individual was consuming alcohol and the underage student may be held responsible.

Students who are at least 21 years of age may consume alcohol responsibly in the privacy of their room with the door closed. No alcohol may be consumed, stored in, or taken into the room/apartment of a student who is under 21 years of age, even if the student's roommate is 21 years of age or older. Students of legal drinking age may not manufacture or sell alcohol, nor may they provide or distribute alcohol to minors, or consume alcohol in the presence of minors. Kegs, beer bongs, beer balls, and other common source containers of alcohol are not allowed.

Students who are noticeably intoxicated and/or disruptive when they return to the residence hall/apartment may be documented for violation of the alcohol policy. No one may consume alcohol in the public areas of a residence hall. Public areas include lobbies, hallways, bathrooms, and any area other than a student's room. Students are required to promptly dispose of empty alcohol containers; no student may store empty alcohol containers in their room or apartment.

Delivery or shipment of alcohol to a student housing facility is prohibited. Any packages that reasonably appear to contain alcohol will be detained and opened with the student. If the package contains alcoholic beverages, it will be returned to the sender at the expense of the student. The University will not be responsible for any costs incurred to the students by the return of the shipment.

Common Area Space

Bathrooms, lounges, recreation rooms, kitchens, computer labs and hallways are shared by residents and are for the use of the residents of the building. Please be considerate of your fellow residents in your use of the spaces. No personal property may be left in a public area (lobby, lounge, bath, etc.).

Cooperation with University Officials

All members of the university community are expected to comply with official regulations and/or a duly designated authority or agent of the University. Resident Assistants, Desk Assistants, Assistant Resident Directors, Resident Directors and other members of the University staff are authorized by the University to make requests regarding behavior and rule compliance. During the investigation of a possible violation staff may make binding requests of students including (but certainly not limited to) asking for identification, requesting the lowering of the volume on a stereo, and/or asking students to physically wait while information is being gathered.

Intentionally delaying or providing false information to any university official is a violation of the Redhawk Commitment. Calm and considerate behavior with University staff is required and appreciated during any interaction.

Damage – Individual and Community Responsibility

Damage is the responsibility of the person(s) who caused it. Every attempt will be made to identify the individual(s) responsible for the damage. These individuals will be charged for the cost of repairing the damage in addition to other appropriate sanctions determined through the Integrity Formation process. When damage cannot be assigned to an individual or group, all residents of the community will share equal responsibility for the repair costs. Damage charges will be assessed to the student(s) account.

As members of the community, it is a resident's responsibility to be honest and report concerns and vandalism, when appropriate. Rather than use increased room fees paid by all students to recover vandalism costs, individual students and residential communities are held accountable for these damages. The damage costs are split among those students who are in a position to prevent damage from occurring or to identify specific individuals who are responsible.

By expecting students to take responsibility for their environment, we strive to instill a sense of community and pride in their living accommodations.

Doors (Obstructing Locking Mechanism)

To ensure safety and security of yourself and your belongings the University has automatically locking doors in the residence halls. Never use an object to cover and/or obstruct the door locking mechanism as this increases the risk of damage, theft, amd/or assault.

Doors (Propping, Designated Entrances/Exits)

Doors within the residence halls play a primary role in building safety by preventing access by non-residents and by enhancing the building's fire control capabilities. Residents must carry their keys and University ID with them at all times. Do not prop open corridor, stairway, or exterior doors. Opening a secured exterior door to allow access to an unknown non-resident, forcing open a secured door, and/or tampering with door locks is prohibited. All residents and guests must use the designated entrances/exits as directed.

Remember, if you prop open a door or allow an unescorted visitor into your hall, you will be jeopardizing not only your own personal safety but also the security of your fellow residents and your belongings. Report suspicious persons to a Resident Assistant, your Resident Director, or call Public Safety at (206) 296-5911.

Drugs

Students may not possess, consume, furnish, manufacture, sell, exchange, or otherwise distribute any drug prohibited by federal or state law. If the smell of illegal drugs emanates from either the student or their room, the student will be referred to the Integrity Formation process for violation of the Student Code of Conduct. All drug paraphernalia is prohibited in all residence halls and apartment buildings.

Entrepreneurial Enterprises

No business may operate out of, or use as its base of support any room or residence on University property, or through the University network.

Fire Equipment

It is illegal under state and federal law to tamper with any kind of fire safety equipment. This includes setting a fire, pulling or calling in a false alarm, discharging or removing a fire extinguisher or hose, tampering with a smoke detector, breaking the safety glass on the fire extinguisher case, propping fire doors, and/or leaving an area through a locked fire door. **The University supports and upholds this law and will not protect a violator from prosecution**. Students found responsible for tampering with fire equipment are subject to a $500.00 fine, possible criminal charges, and other disciplinary action under the Integrity Formation process.

Guests and Visitation

Guests are welcome in the residence halls at Seattle University but are expected to follow university policies. The individual rights of the resident(s) of the room take precedence over another resident's preference to host a guest in the room or building. The following visitation hours are established to support these rights while facilitating positive social and educational interaction:

Sunday – Thursday:	7:30 a.m. – 1:00 a.m.
Friday – Saturday:	7:30 a.m. – 2:00 a.m.

Hosts are responsible for the actions and behavior of their guests. A current resident, who serves as a host, whenever present in the building, must escort all guests. Guests must remain with their host at all times while in the building. RAs will confront residents and guests who demonstrate behavioral concerns that violate residence hall and University policy. If necessary, the University reserves the right to limit the guest privileges of a student.

At any time, if the presence of a guest violates our Jesuit Catholic values, denies the rights outlined in the Student Rights and Responsibilities, or negatively impacts Community Standards, a resident may ask a resident host to escort their guest out of the building. If the resident host fails to act responsibly and escort the guest out, an RA should be contacted for assistance.

Roommates are encouraged to discuss expectations regarding guests with their roommates. The Roommate Agreement is a useful tool for this discussion. Floormates will discuss guest and visitation expectations through ongoing community standards discussions. If students are not able to reach agreement on this matter, they are encouraged to seek the assistance of the residence hall staff.

Cohabitation and Overnight Guests

Given the values of Seattle University, cohabitation is not permitted in University residence halls or apartments. Only guests of the same gender as their resident hosts are permitted to stay overnight in the residence halls, provided that the guest is not in an amorous relationship with the resident host. It is expected that anyone housing an over-night guest has received explicit permission from his or her roommate(s). For reasons of safety and accountability and in case an emergency should arise, hosts must inform their resident assistant if they have an overnight guest. A guest is limited to staying over-night in a residence hall three nights per month. If any guest intends to stay longer than three nights, s/he must obtain permission from the Resident Director of the building.

Hall Access

Residence hall entrance doors are open from 8:00 a.m. to 6 p.m. Monday – Friday for Bellarmine, Campion, and Xavier halls. The Bellarmine south door will open at 7:30 a.m. Monday - Friday to provide access to the Student Health Center. The entrance doors for the Murphy apartments, the Campion Hall south entrance, and Chardin Hall are locked 24 hours/day. Residents should carry their ID at all times in order to be able to access their residence. If you discover that any entrance door is propped open, shut it or seek assistance from a staff member. ***Never open an entrance door for someone else***.

Harassment

Seattle University and the residence halls are a community of diverse individuals. Amidst our diversity, we must strive to understand the individuality and uniqueness of those around us. We need to learn from one another in an atmosphere of positive encouragement and mutual respect. Housing and Residence Life believes that we are individually and collectively responsible for our behavior and are fully accountable for our actions. Bigotry has no place within the residence hall community, nor does the right to denigrate another human being. All of those within our residence hall community should be aware that any form of harassment and any form of illegal discrimination against any individual is inconsistent with the values and ideals of the University community. Harassment includes (but is not limited to) stalking, the use of abusive language, insults, taunts, or challenges directed toward another person. Residence Life will not accept ignorance, humor, anger, or alcohol, as an excuse, reason or rationale for such harassment.

Hookahs

For health, safety, and fire concerns, hookahs are not permitted inside any University facility including all residence halls *(see smoking policy)*. If a resident is found to have a hookah either in their rooms or on their person, the hookah will be confiscated.

Open Flame, Candles and Flammable Items

Due to the risk of fire, the burning of candles, incense, and other open flame items is prohibited in residence hall rooms and common areas. The smoke and smell created by burning these objects may also pose a health concern for many residents. Candles, even un-burnt, are prohibited. Products that are listed as flammable or combustible (e.g., paint products, charcoal lighter fluid) are not permitted in student rooms. As a reminder, room occupants are strongly discouraged from storing excess paper or similar items in their rooms as these items can catch fire easily.

Pets

For health, sanitary, and safety reasons, pets are not permitted to live with residents in the residence halls. Students may have trained service animals when approved through the Office of Disability Services. Fish in tanks (not larger than a 10 gallon capacity) are permitted.

Posters and Signs in Student Rooms

Posters and signs in student rooms are permissible provided they are not offensive and do not demonstrate disrespect for others. Space beyond the interior of one's assigned room (e.g., windows and door exteriors) is considered to be public space and, therefore, is maintained under

the jurisdiction of Housing and Residence Life. Residents have the right to approach anyone who displays a decoration which they believe to be offensive or obscene in order to discuss their concern. Students will be asked to remove material from public view if it is considered offensive, obscene, or a disruption to the University.

Pranks

Pranks which result in disturbances or distress to others, or cause damage to University or personal property (or those that foreseeably could have caused such disturbance, distress, or damage), are prohibited. Examples include water fights, shaving cream fights, and other actions that cause disturbances, damages, or potential injuries.

Quiet Hours

Since studying is an important aspect of life for a university student, it is expected that residents and their guests will respect the rights of others by maintaining a reasonable limit on noise and disruptions *at all times*. Quiet Hours begin at 10:00 p.m. on Sunday-Thursday and 11:00 p.m. on Friday and Saturday evenings and end at 7:00 a.m. This is in accordance with City of Seattle Municipal Code. It is during these hours that students should avoid loud talking or causing disturbances in the halls. Keep radio, TV and stereos at a low volume, and otherwise avoid unnecessary noise. Quiet hours also extend to lounges, recreation rooms, hallways and bathrooms, as well as student rooms. Students who continually violate quiet hours may be asked to remove their stereo, TV, or radio as may be applicable in their situation, or may be removed rom housing.

Courtesy hours are *always* in effect as the university is first and foremost a place for learning and study. At no time does anyone have the right to make as much noise as they may want to make while on campus because an atmosphere conducive to study must be maintained. Due to the close living conditions in the halls, respect for neighbors and others on the floor or in the hall should be exercised at all times. Should the amount of noise any group or individual is making become offensive to other persons/groups in the hall, or in neighboring buildings, students will be asked to lower the noise level, and/or discontinue the loud activity. **Any resident may make such a request at any time**. ***Residents must comply with these requests***.

Students who own amplifiers for musical instruments must ensure that those amplifiers are not in use after quiet hours begin. Those who own powerful stereo systems may be asked to limit the volume of those systems *at any time* if the volume is deemed to be too high by the residence hall staff.

Smoking

Smoking is prohibited in all public and private areas of the residential community. These areas include elevators, lobbies, bathrooms, lounges, hallways, stairwells, kitchens, and residence hall rooms. When smoking outside, please remember to remain fifty feet from any doorway, window, or air intake and dispose of cigarette butts in proper receptacles. Smoking preferences will be considered when making room assignments.

Seattle University strives for an environment as close to smoke-free as possible. The University is concerned about the health and safety of all faculty, staff, students and visitors. Smoke

presents a health and safety risk and may cause a specific safety concern for those who are allergic to smoke. Smoking, e-cigarettes, and hookahs are not permitted inside any University facility including all residence halls.

Solicitation

The residence halls are a solicitation free environment. This is to protect the privacy, safety, and personal space of residents.

Solicitation is defined as any activity that seeks to make contact with residents to collect information, sell items, or gain support from residents at Seattle University. This policy applies to a wide range of activities that may include: advertising, selling, petitioning, campaigning, distributing flyers, and surveying residents by telephone, mail, e-mail, or in person. Individuals who solicit in the halls will be referred to the Integrity Formation process for violation of the Student Code of Conduct. For the safety of fellow residents and their belongings please immediately report anyone soliciting in the halls to a Residence Life staff member, Public Safety, or the police. Groups who wish to set up tables in a hall lobby for such purposes may do so only with prior explicit approval of Housing and Residence Life.

Sports in the Hall/Building

Residents may not engage in sports (Frisbee, golf, soccer, riding skateboards or bikes, etc.) within the residence halls.

Trash/Recycling/Composting

Students must bring their personal garbage, recycling, and compost to the designated trash area. All trash and recycling materials must be disposed of in appropriately marked containers. Personal trash may not be placed in bathroom, lobby, or kitchen trashcans.

Throwing Objects

Throwing or dropping any objects from the residence halls is strictly prohibited. Students who throw or drop objects from the residence halls place the welfare of others in danger and demonstrate disrespect to others, community, and property. Students found responsible for throwing objects out of a room will incur a $150 clean up fee and disciplinary action will be taken. Potted plants should not be placed on window ledges, and Frisbees, softballs, etc., should not be thrown down hallways.

Weapons and Firearms Policy

All members of the Seattle University community, including faculty, staff, students and visitors are prohibited from possessing, discharging, or otherwise using firearms, explosives or weapons on University premises without the expressed authorization of the Director of Campus Public Safety and Transportation, whether or not the person has been issued a federal or state license to possess such weapons. ***Any firearms, explosives, or weapons found in the residence halls will be confiscated and not returned.*** This includes large kitchen knives, paintball markers, or any air rifle.

All members of the Seattle University community are also prohibited from possessing weapons while working or attending University or University-related events, whether or not the event is on University premises.

Any person violating this policy will be subject to disciplinary action including but not limited to suspension, expulsion, termination of housing contract, and/or removal from University premises or events and/or criminal prosecution.

Suspected violations of this policy should be reported immediately to the Department of Campus Public Safety and Transportation at (206) 296-5911.

The discharge of fireworks or firearms may result in a fine of $500.00 or more and ***will be grounds for automatic cancellation of the Residence Hall contract and interim suspension from the University***.

Room Care Guidelines

Housing & Residence Life has established certain guidelines and standards concerning room care and safety. Be sure to read this section, as residents are responsible for the following information:

- Do not to stack furniture that is not meant to be stacked. Students may be seriously injured and/or furniture damaged.
- Do not disassemble any furnishings, or remove items from their moorings (such as closet doors, sinks, beds, etc).
- Bed risers are not allowed in any of the Seattle University residential communities. Residents are encouraged to sign up at their respective building front desk to get their bed bunked or lofted.
- Residents are responsible for all of the furniture that is currently in their room/apartment. Under no circumstance will Housing and Residence Life remove and/or store any furniture from resident rooms.
- Lounge and lobby furniture is meant to be enjoyed by the residence hall community as a whole and may not be moved into student rooms. Violators face disciplinary action, a charge for removal of the furniture, or both.
- Any water-filled furniture is not allowed.
- We reserve the right to ask you to remove from public view any signs or objects deemed offensive to others or detrimental to the overall goals of the University.
- At the time of check-out, students are expected to leave their rooms in the same condition as when they moved in.
- When taping items to the walls, students should use painter's tape.

Facility Policies

Appliances

Residence halls have varying design and construction. The University reserves the right to impose reasonable requirements with respect to the use of appliances or equipment in the residence halls. Some examples of items not permitted in the residence halls are listed below, however, this list is not all-inclusive:

- Any appliance exceeding 1200 watts
- "George Foreman" type electric grills
- Power tools (i.e., drills, saws, sanders, etc.)
- Refrigerators with internal dimensions larger than 3.2 cubic feet
- Air conditioners, ceiling fans, fixed window fans, washing machines, freezers, or other high voltage equipment
- Mopeds, motorbikes, and/or motorcycles
- Hot plates, toaster ovens, toasters, coffee pots, deep fat fryers, high wattage microwaves (University provided micro-fridges or microwaves under 700 watts are the only microwaves permitted in student rooms), open flames (candles), combustibles, open coil appliances
- Heaters (kerosene, gas, electric, etc.), electric blankets, candles or incense, open flame self-igniting or explosive apparatus
- Halogen lamps

Microwave/refrigerator units are provided in Bellarmine, Chardin, and Xavier Hall rooms. Residents in Campion are allowed to have mini refrigerators and microwaves in their rooms so long as they do not exceed 3.2 cubic feet and draw less than 700 watts.

Each hall has a kitchen in which meal preparation is allowed. Cooking is not allowed in student rooms, and devices using open heating elements, such as toaster ovens or hot plates are not allowed for fire safety reasons.

Coffee makers and rice cookers with automatic shut-off are permitted in the residence hall lounges and apartments.

Some three-pronged kitchen appliances are allowed in the Murphy Apartments, Logan Court Townhomes, and The Douglas Apartments. Please consult the RD or hall staff for specifics.

Bikes

Bikes may be stored in a student's room or apartment. Bikes, however, may not be stored in hallways or other common areas within the halls. ***For safety reasons and to meet fire codes, bikes must not be attached to stairways or entry/exit areas***. Bikes located outside the buildings may only be locked to designated bicycle racks. Students must register their bikes with the Department of Public Safety.

Computer Use and Computer Labs

The Residence Hall Education Centers and Computer labs are available for the use of the residents who live in the building. The computer labs offer internet access, productivity software, and printing services. Students are not able to save documents to the computers in the lab; students should bring portable storage (USB drive or other storage) in order to save any

work. Students may print papers in the computer lab, but they will be charged $.05 per page. The charge for printing goes towards paper and toner replacement.

In accordance with university guidelines, please note that Seattle University maintains a Computer Acceptable Use Policy that can be viewed at http://www.seattleu.edu/oit. Students are responsible for reading and complying with this policy. The policies listed below apply specifically to the use of computers in the residence halls. Any violation of these policies is grounds for having network access removed from your room and/or lab privileges revoked. The following activities are some of those that are prohibited:

- Installing additional network hubs, switches, or routers in your room/apartment.
- Accessing another student's computer without permission.
- Installing software on a lab computer.
- Saving files to the hard drive of a lab computer.
- Deleting or disabling software on a lab computer.

In addition, students needing to complete course work in the labs have priority over e-mail, recreational Web browsing, or game playing.

Decorations

Student are encouraged to personalize their rooms, but for building maintenance and fire safety reasons there are certain restrictions on the amount and type of decorations that may be used. Exterior door decorations should be limited to 20% of the door surface (including dry erase boards and name tags).

As you move into your new room, we would like to make you aware of the residence hall decoration guidelines.

- Do not put holes in the wall.
- ***Only use painter's tape to affix decorations to your walls***. Painter's tape does not damage the paint or leave marks on the wall. Your RA has a limited supply of tape for you to use. ***Any marks left on your walls by tape or other adhesives will not be considered normal wear and tear*** when you check out because we provide "blue tape" for you to use.
- Do not use any kind of tape on the floors.
- When moving furniture, lift it to move it, don't drag it.
- When you place furniture against a wall, check to see that it will not rub/scrape the wall when in use.
- Fire alarm pull stations, fire extinguisher cabinets, smoke detectors, sprinkler heads and exit signs cannot be covered and exits cannot be blocked.
- Decorations, unless nonflammable, cannot be used to cover entire hallway areas, walls, or doors due to the fire hazard these decorations present. Decorations cannot be hung from the ceilings. Ceiling tiles cannot be moved or removed. (Nothing may be hung from the metal frame around the ceiling tiles.)
- Any supplemental lighting such as holiday lights or lights on a string must be UL approved and low wattage. No more than 4 strings of lights per room.
- Light bulbs in permanent fixtures cannot be removed and replaced with colored lights.

- Light fixtures containing incandescent bulbs cannot be covered with any material.
- Halogen lamps are prohibited.
- Do not hang any items on or decorate the sprinkler heads. This may result in the activation of the sprinkler system for which the student would be responsible for all damages to the building and other students' property.

Decorations (Holidays)

Specific guidelines regarding Holiday trees and public area decoration (which are only allowed in lounge/lobby areas) are available from the Resident Director. In order to ensure the safety of everyone, please adhere to the following guidelines when decorating service desks, hallways, stairwells, room doors, bathroom doors, etc. These guidelines also apply to resident rooms and doors. If you have any questions beyond these guidelines, please contact the Resident Director of your building.

- Fire alarm pull stations, fire extinguisher cabinets, smoke detectors and exit signs cannot be covered and exits cannot be blocked.
- Decorations, unless nonflammable, cannot be used to cover entire hallway areas, walls, or doors, due to the fire hazard these decorations present. Decorations (streamers, string, etc.) cannot be hung from the ceilings. Ceiling tiles cannot be moved, or removed. Nothing may be hung from the metal frame around the ceiling tiles.
- Holiday trees and other greenery must be artificial. (Unless sprayed with fire retardant spray by the fire department). Greenery should only be in lounges/lobby areas, not in student rooms.
- Holiday lights must be UL-approved and low wattage.
- Holiday lights hung in resident rooms must be kept to a minimum - No more than 4 strings of lights per room. This includes the door to the room.
- Light bulbs cannot be removed or replaced with colored lights.
- Light fixtures containing incandescent bulbs cannot be covered with any material.

Food Service Silverware and China

Food service is offered to compliment the residential experience. Students may not remove silverware or china from any of the food service locations.

Replacing these items is cost prohibitive and makes it difficult to maintain low food prices in the various food service locations. Students that need to take the food "to-go" may use the compostable paper and plastic products provided. Students found responsible for removing silverware and/or china will be charged a $25.00 fee and may be subject to disciplinary action for violating the Redhawk Commitment.

Furnishings

Students residing on campus are welcome to keep personal furniture/items such as sofas, tables, lamps, etc. to make the room feel more like home. Any room furnishing added by a student must be free standing, and no part of one's personal furnishings may be attached, wedged, or secured in any manner to the ceiling, floor, or walls of the room. No item may be located so as to obstruct direct access to the door or windows thus that evacuation is hindered. No room

furnishings may be altered from their intended design or removed from the room by the student any guest(s). For safety reasons, none of the furniture may be stacked on cinder blocks. ***No lofts are permitted.***

Keys (Lock-outs and Lost Keys)

Residents should never give their room/apartment keys or their student ID to another person. Please take your room key when you leave the room. Never leave your keys or valuables out in the open.

If you lock yourself out of your room or apartment, go to the front desk to checkout a spare key. Residents may use the spare key once at no cost each quarter. Thereafter, residents will be assessed a $20.00 charge for each additional lock-out during the quarter. If a resident needs a spare key after the front desk is closed, please contact the hall RA on duty. The spare key must be returned as soon as possible hours. Failure to return the key within 24 hours will result in an immediate lock change. The cost of the lock change ($125) will be assessed to the student's account.

If a resident loses a key, the resident is required to obtain a spare key immediately from the building front desk. A work order will be submitted to change the resident's lock for security reasons. The cost of the lock change ($125) will be assessed to the student's account. New keys can then be obtained at the Front Desk.

Painting

Painting of student rooms is strictly prohibited.

Removal of Lounge Furniture

Lounges are designed for the use and enjoyment of all residents. As such, no common area furniture may be taken from the lounges or designated areas and placed in student rooms or moved to other locations. Students found responsible for removing lounge furniture will be charged a $150.00 fine and the cost to repair or replace damaged or missing furniture.

Restricted Areas

Residents are restricted from accessing elevator shafts, roofs of buildings, mechanical rooms, and other non-public areas where they are not clearly and willfully allowed. Students who enter these areas will be subject to disciplinary actions as they place themselves in jeopardy and are trespassing.

Room Entry & Safety Inspections

Room entry and safety inspections will occur periodically. The University balances the right to privacy of the resident students with the responsibility to maintain a safe environment for all students and staff in the residence halls. The University will take all reasonable steps to ensure the residents of a room receive adequate notice prior to entry by University personnel for the purposes of verifying occupancy, repair, inventory, construction, and/or inspection.

The University also reserves the right to enter a residence room without notice for responding to real or reasonably perceived health and safety emergencies, and/or to ensure evacuation during

fire alarms, during vacation period and/or to respond to situations where there is a reasonable suspicion that a violation of the law or University policies is occurring or has occurred inside a particular room. Under such circumstances, it is not necessary that the room's resident(s) be present, nor will a resident's refusal, either verbal or physical, prevent an entry or inspection.

Sprinklers

Sprinklers have been installed in all of the residence halls to provide protection from fire. A student tampering with sprinklers, which includes hanging objects from pipes or sprinkler heads, places the residence hall at risk and is subject to disciplinary action. Students found responsible for tampering with sprinklers will incur a minimum $150 fine and additional disciplinary action will be taken. The Seattle Police department may also investigate such activity and may prosecute offenders.

Students are also responsible for any damages (i.e. water damage to the building or other residents' property) that may occur from tampering with a sprinkler system.

Vandalism

Students may not damage or deface student rooms or public areas of the residence hall. Students involved in vandalism will be promptly referred for appropriate disciplinary action and will be held financially accountable. The community damage billing system is employed when whenever there are unaccountable common area damages due to vandalism and/or theft.

Windows

Removal of windows or screens is prohibited. Individuals are prohibited from entering a room or building through windows. For health and safety reasons, nothing may be thrown into or out of windows (this includes but is not limited to water, water balloons, snowballs, books, trash, food, etc.). Removal of window stops and screens will result in applicable charges (minimum $50.00) to cover labor, materials, etc. and the student will be subject to disciplinary action.

Residence Hall Student Conduct Procedures

When a student's conduct is considered to be in conflict with the University's standards, a conduct review board or university official having jurisdiction will review the facts and take appropriate action (see the Seattle University Student Code of Conduct for more specific student conduct procedures and information). It is important to point out that violations of national, state, or local laws make a student liable not only to prosecution by civil or criminal courts, but also to concurrent disciplinary action by the University, which could include suspension or expulsion from the University and/or termination of the residence hall Housing agreement.

Seattle University encourages students to act independently and maturely while living on campus. Living in a group situation is not always easy, since everyone comes from a different background and has different expectations for living in the hall. Students are responsible for their actions and will be held accountable for violations of state and federal law as well as University policy and/or procedure. The policies and procedures are established to outline standards by which all members of the community can live together. The University has designed an integrity formation process that addresses inappropriate or illegal behavior with the goal of changing

future behavior. Please refer to the Code of Student Conduct in this Student Handbook. The procedures outlined here are designed to ensure due process but should not be confused with a court of law. The Director, Associate and Assistant Directors, and Resident Directors (RDs) serve as the conduct administrators for the residence life system.

Emergency Procedures

If any emergency, such as fire, acute sickness, accident, or any other threatening situation occurs on your floor, contact the department of Public Safety at (206) 296-5911 immediately. For issues that may require assistance but are not emergencies (sickness, noise, etc.) please contact the RA on duty in your building.

Earthquakes

In the event of an earthquake that the following procedures should be followed:

During the Quake:

- Keep calm. Do not panic or run.
- Remain where you are – indoors, outdoors, or in a car.
- If indoors, immediately get under a heavy table, desk, or bed, brace yourself in a doorway or inside corner away from windows, mirrors, or heavy objects. If possible watch for objects that could fall on you such as light fixtures, furniture, or chunks of plaster.
- Wait a few minutes after the shaking stops before leaving your cover.
- Do not dash for exits, since stairwells may be jammed with people, and elevators will probably shut down.
- If outdoors, avoid high buildings, walls, power poles and other objects which could fall and if possible, move to an open area.
- If you are in a car, pull over and stop the car. Do not park under bridges, overpasses, or power lines. Do not try to cross over structures that may have been damaged.

After the Quake:

- Check yourself first. Sometimes people are injured without realizing it.
- Think through the consequences of any action you plan to take. Use common sense and don't take any foolish risks out of panic.
- Be prepared for aftershocks. Do not run downstairs. Do not run outside. Wait until all motion has stopped before exiting cautiously.
- Evacuate if there is immediate danger. Use stairs, not elevators.
- Do not light a match or turn on a light switch. At night, use a flashlight.

In the event of a major earthquake, when major damage makes a building uninhabitable, go to the east field (Championship Field) just east of Campion Hall. Try to stay in hall or floor groups, so that a determination can be made as quickly as possible about people who may be missing. You will receive further directions and information from residence hall staff and security personnel at those locations.

Fire

When you move into your room, you will notice the emergency evacuation procedures posted in your hallway, on the back of your room door, and on each stairwell door at the end of the hall. They are here for your protection, so read them thoroughly and carefully. SU and the City of Seattle view fire regulations as most important. Alarm boxes, which are located throughout the building, and other fire equipment must not be disturbed except in case of actual emergency. Tampering with this equipment will subject you to immediate termination of your housing contract, plus civil and criminal penalties (i.e. minimum $500 fine for tampering with fire sprinklers). Please refrain from tampering with the fire extinguisher on the floor. A game or prank could have tragic consequences if people are hurt needlessly because an extinguisher couldn't be used because it was empty.

Every student and their guests are required to evacuate the building when an alarm sounds. Evacuations should be executed via the instructions posted in all hallways and stairwell doors. Evacuations will be via stairwells, as elevators are shut down when a fire alarm goes off.

In drills, as in actual emergencies, residence hall staff have the same authority as representatives of the Fire Department. Students who refuse to follow evacuation procedures will be referred to the Resident Director for disciplinary action.

To prevent fires, no flammable materials such as fireworks, fuels for oil lamps, candles, and/or cleaning solvents may be kept in the halls.