

WRIGHT STATE UNIVERSITY LAKE CAMPUS HOUSING

Sourcebook

(Updated 03/06/2015)

Mission Statement

Housing at Lake Campus is actively aligned with the mission of Wright State University. By effectively utilizing resources, we offer quality student-centered programs, services, and facilities. Through diverse, inclusive, and supportive environments, we intentionally provide opportunities and challenges to foster student growth and learning.

Vision Statement

We are committed to our students at differing levels: to their academic success, to their personal development, and to their leadership development. In collaboration with our students and through meaningful assessment and research, we create programs to meet their needs. We build connections between all members of the university community in order to promote a healthy living, learning, and teaching environment for our students. We support and provide oppression reduction initiatives and promote a celebration of all people. We assist in the creation and maintenance of safe, purposeful, comfortable, and clean spaces for the personal and academic growth of our students.

*The Office of Student Services at WSU-Lake Campus reserves the right to make changes in this document at any time.

HOUSING AT LAKE CAMPUS

The Lake Campus Office of Student Services works in conjunction with WSU's Office of Residence Life & Housing in coordinating all Lake Campus Housing. The Office of Student Services is located in 170 Dwyer Hall. Office Hours are Monday-Thursday 8:00 a.m. – 5:30 p.m. and Friday 8:00 a.m. – 4:30 p.m. Our staff consists of a variety of professional and student staff members including the Director of Student Services, support staff, maintenance staff, community staff, and student employees. The phone number for the Office of Student Services is (419) 586-0300.

At the Lake Campus, University Housing is staffed by a Community Director (CD), Lucas A. Miller and a Housing Coordinator, Trent Kline. The CD is a full time live-in professional staff member at the Lake Campus. The CD's office is located in room 189A Andrews Hall, at the north end of the building. The CD can be contacted at (419) 586-0392 or x8392 as well as lucas.miller@wright.edu during office hours. The Housing Coordinator can be reached at (419) 586-0314 or x8314 as well as trent.kline@wright.edu.

In the event of a housing emergency, a staff member can be reached on the On-Call Duty Phone at (937) 269-9753.

The Office of Residence Life & Housing at WSU-Dayton coordinates all campus housing and residence life at Wright State University. Our central office is located in the Community Building (next to Forest Lane Apts). Office hours are 8:30 a.m. to 7:30 p.m., Monday through Friday. Our staff consists of a variety of professional, graduate, and student staff members including the Director of Residence Life & Housing, Associate Director for Facilities, Associate Director for Residence Life & Housing, support staff, custodial and maintenance staff, community staff, and student employees. Our staff members are familiar with the policies, procedures, and services available to WSU students. The phone number for the Office of Residence Life & Housing is (937) 775-4172.

Housing Villas

The Housing Villas are staffed by a Resident Assistant. Resident Assistants (RAs) are trained para-professional staff members who live on campus and build community through activities and educational programming. The housing staff has been trained in a number of areas so that they may be of service to you. If you have a question about your experience at Wright State Lake Campus, your RA should be your first point of contact. The Student Services staff members know you and know the Lake Campus and can point you in the correct direction. The Lake Campus Housing Villas are located at 6766 Dibble Road.

The Villas offer apartment-style accommodations for students. One style option is a five-bedroom apartment housing 5-6 students with one bedroom and bathroom on the ground floor and four bedrooms and two bathrooms on the second floor. The second style option is a four-bedroom apartment housing 6 students with two bedrooms and one bathroom on the ground floor and two bedrooms and two bathrooms on the second floor (the front bedroom on each floor houses two students). All apartments are fully furnished, have a fully equipped kitchen, air-conditioning, and wall-to-wall carpet in the bedrooms. Each apartment also features a concrete patio with a lake view.

Housing Villas

Access: Access to individual apartments is provided by *iButton Fobs* issued to each resident during check-in. **To ensure the safety and security of your unit, apartment doors should be locked at all times.** Your *iButton* will provide access to your apartment's front and rear doors along with your bedroom door. You will also have access to the laundry facility located on the west end of the East Villa.

Facilities: Non-emergency maintenance and custodial concerns and questions are handled by completing the Lake Campus Residential Work Request Form available in the Apartment Binder or from your CD. In case of a maintenance emergency during non-office hours (no heat, no water, or no electricity, inability to leave or secure apartment) call (937) 269-9753 immediately. Closets that contain the furnaces, air conditioners, and water heaters are not for personal use. Students using these areas for personal reasons may be subject to student conduct sanctions. Unrestricted access to these areas is needed at all times and personal items may be damaged by heat or water from the systems, especially if there are problems. Unfortunately, we cannot be held responsible for damage should you fail to heed this warning.

Fire Alarms/Safety Equipment: For safety reasons, all residents and guests must vacate the building during each and every fire alarm. The Lake Campus Housing Villa apartments are equipped with a dry chemical fire extinguisher and a sprinkler system. Residents are responsible for making certain that fire extinguishers are not discharged unnecessarily. Community staff conducts periodic inspections of all fire safety equipment to ensure proper working order. Any situation necessitating the use of a fire extinguisher should be reported to staff immediately. Any extinguisher determined to have been discharged or damaged unnecessarily will be billed to the person(s) responsible. Apartment doors must be kept closed except when in use for entry and exit. For individual unit false alarms, call the CD on duty at (937) 269-9753.

Mail: Mail should be picked up at the Student Services Front Desk in 170 Dwyer Hall. Hours are Monday-Thursday 8:00 a.m. – 5:30 p.m. and Friday 8:00 a.m. – 4:30 p.m. All resident mail is delivered to the Student Services office where it is sorted. Residents may only pick up mail addressed to them. Mail sent to residents should be addressed as follows:

Resident Name
Wright State University-Lake Campus
6766 Dibble Road (Apt Number)
Celina, OH 45822

You will need to check for mail on your own. It is your responsibility to retrieve mail. Any mail left for an extended period of time may be forwarded to your home address or returned to sender. Check for mail when you are on campus!

Hospitality Services/The Boathouse: The Boathouse is the on-campus dining hall located in the lower level of Dwyer Hall. Typical hours of operation are Monday-Thursday 7:30 a.m. – 5:30 p.m. and Friday 7:30 a. m. – 1:00 p.m. Hours of operation are subject to change due to holidays and major university events. Wright1 Cards are accepted at The Boathouse and in the vending machines located on campus. Residents living in the Lake Campus Housing Villa are not required to purchase a meal plan; however, students may wish to load money onto their Wright1 Cards. For information about Wright1 Card management, go to WINGS: wings.wright.edu.

Occupancy: For reasons of safety, maximum occupancy in each apartment is limited to 12 persons. Violations of the occupancy code will result in judicial action.

Trash Removal: We want to keep our community looking its best so we request that you place trash in the dumpster provided for collection. Dispose of trash properly; please do not place trash outside apartments at any time. All

residents are responsible for keeping the lawn, sidewalks, and patio outside of the apartments free from litter at all times. **Residents who choose to dispose of trash improperly will be subject to fines and possible disciplinary action.**

The Lake: Swimming in Grand Lake-St. Marys is restricted to designated public beach areas. Residents are permitted to fish on all public property, but must adhere to all Ohio State fishing rules and regulations (i.e., having a valid fishing license).

General Information

Air Conditioners: We are energy conscious and attempting to educate individuals about the issues of energy conservation. In order to conserve energy, please keep windows and doors closed when operating the air conditioning. Please set the air conditioning at no lower than 70 degrees, and set the fan on "auto". If the air conditioning is not working correctly, please complete a Residential Work Request Form and turn in to the Community Director or the Student Services Front Desk. For more information on work requests see page 44.

Assistance Dogs: Assistance dogs, for people with visual impairments and other disabilities, are allowed in campus housing. The dog is the complete responsibility of the owner and will reside in his or her assigned unit. Anyone bringing an assistance animal is expected to notify the Office of Student Services in writing prior to his or her arrival. A nonrefundable cleaning deposit may be charged to the owner of any assistance animal. The owner of the assistance dog will be responsible for any cleaning and repairs incurred as a result of the assistance dog. The owner of the assistance dog is also responsible to see that the dog relieves itself only in areas provided in each community. The dog should be bathed outside or taken to a groomer. Failure to do so may result in fines and/or disciplinary action.

Auto Maintenance: It is important to keep our communities looking clean; therefore, residents are prohibited from performing maintenance work, including oil changes, on their vehicles in community parking lots. Due to safety and maintenance concerns we also prohibit vehicles from being elevated on jacks or jack stands. Cars with expired tags or flat tires may be removed and stored at the owner's expense.

Billing and Appeals: All charges, including room fees, residential activity fees, and miscellaneous charges are billed by Enrollment Services on a semester basis. Any unpaid charge(s) will result in a "hold" being placed on student university records, which will prevent registration and potentially initiate collections processes. If a resident feels that inappropriate charges have been applied to her or his account, an appeal may be filed. All appeals must be received in writing and submitted to the Community Director, within 90 days of receipt of disputed bill. Appeals received after the 90-day deadline will not be considered.

Cable Television: Cable television service is supplied to the Lake Campus Housing Villas. Each room is wired and ready to be connected to a cable ready television. For additional information on digital services, students can contact NKTelco, Inc. at (419) 753-5015.

Care of University Property: Students who wish to enhance the appearance of their rooms/apartments with personal decorative items are encouraged to do so, exercising reasonable care for the facilities and its furnishings. Only fire-resistant materials should be used. A condition inventory for each living unit will be maintained by community staff. Community members are responsible for taking care of their living units and the common areas in our buildings. **Any damage to the facility or its furnishings will be charged to the student(s) responsible and disciplinary action may result.**

Wall decorations should be hung in place using Command Strips and approved Command Strip products. **No pins, screws, or nails should be used.** Foam-backed double stick tape and/or duct tape or heavy-duty tape is also not allowed

because it is difficult to remove.

Residents may not attach mirrors, towel racks, or memo boards with screws or nails to the doors inside each unit. Items hung on doors should use a hook system that is placed over the top of the door without damaging it. When using an over the door hook system, padding should be placed between the hooks and the doors to avoid damages. Questions regarding what is acceptable should be directed to the community staff before any nails or screws are placed in walls, ceilings, or doors.

Residents of campus housing are responsible for any damages to university property incurred by themselves or their guests. Residents of campus housing are not allowed to install unauthorized weather stripping or door sealing material on living unit doors. Damage to apartments, university signs, or bulletin boards may result in disciplinary action.

University furniture is provided for use by residents in the villas. Removal of furniture from its proper unit is not allowed and may result in disciplinary action

Construction: There may be construction taking place on campus. Residents should expect some noise and dust as a result; anything unusual should be reported to the Community Director or Mercer County Sheriff's Office. All construction areas and equipment are Off-Limits; students tampering with the site, equipment or any associated behavior will face disciplinary action.

Duty Staff: There is staff on-duty each evening (except during certain holiday periods). Please check with your CD for an updated duty schedule. The duty phone number for the Lake Campus Housing Villas is (937) 269-9753. This number is for emergencies only. If your non-emergency request or question could be taken care of during office hours please call (419) 586-0392 or x8392 and leave a message for the CD.

Energy Conservation: We all need to do our part with regards to energy conservation. Please conserve energy whenever and wherever possible. Turn off all lights and air conditioning when the living unit will be empty. Do not run the heating or the air conditioning with windows open. Please maintain thermostat settings with conservation of energy in mind. Each living unit's energy use is checked monthly to determine where improvement is needed. Excessive use of electricity may result in charge-backs to the residents of the living unit. Student Services or Maintenance staff may turn off lights and electronics when in an empty apartment.

Eviction: Unfortunately, residents who do not vacate their living unit at the request of the Student Services Office will have eviction procedures enacted against them according to procedures.

Grease Disposal: When disposing of used cooking grease, you should pour it in an old jar or container, and wait for it to cool. Once it has cooled, secure the lid and place it in the dumpster. Do not pour it in the front yard, back yard, or mulched areas-this will kill plants and bushes, damage the mulch, and stain the concrete. Do not pour it down the toilet or sink as this will lead to blocked pipes and possible water contamination. If you are found to be disposing of grease improperly, you will be documented and billed for all costs associated with the clean-up of and the repairs to all affected property. The cost for repairing damage from improper grease disposal is minimally \$25 per square foot of affected area.

Group Billing: Any damages incurred by residents to campus housing or furnishings that are determined not to be the result of routine wear and tear will be billed to the responsible resident(s). If a determination cannot be made as to who is responsible, the cost of the damage will be assessed equally among the residents of the unit. Additionally, in the unlikely event that there is excessive vandalism done to common areas on a floor or in a building, in which no one comes forward to claim responsibility, a group billing process may be initiated. This process is a last resort, instituted in an effort to encourage responsible parties to come forward and in an effort to recoup lost moneys that result from excessive damage. In these instances, the cost would be shared equally by the residents of the living area where the

damage occurred. Residents will be notified prior to being billed for damages.

Keys/Lock-Outs/Locking Units: Due to labor and materials charges, residents who lose or fail to return their iButton fob will be billed the replacement charge. For your safety and for the safety of your belongings, you should **always lock your doors and window(s)** when you are not being attentive to the doors and windows. It is each community member's responsibility to carry their iButton with them at all times. Any resident who is locked out may contact his/her CD on duty or the Office of Student Services to be keyed into their residence. **After a resident has been keyed into their apartment or room three (3) times a fee will be charged for all subsequent requests.** A resident will not be keyed into a room that is not theirs for any reason. Duplication of keys is not allowed, and judicial action will be initiated for any inappropriate use of keys.

Mailing Address: Upon a student's arrival to campus, the Office of Student Services will notify Enrollment Services of each student's new on-campus address. This means Enrollment Services will consider each student's residential living unit as his or her local address. Therefore, most bills and university correspondence will be mailed to the student's campus address. Any student desiring to have his or her mail sent to any other address should contact Enrollment Services.

Maintenance: Any requests for repairs in student rooms or in public areas of the communities should be submitted directly to the appropriate maintenance office. (Residents are not permitted to attempt repairs.) Villa students should fill out a Residential Work Request Form and submit it to the CD or the Student Services front desk. After-hours maintenance emergencies should be reported to community staff immediately. **Maintenance emergencies are: no heat, no water, no hot water on a weekend, no electricity, and inability to enter, exit or secure an apartment or room.** All other requests should be directed to respective maintenance office. Residents with questions or comments about repairs or maintenance should call their community office or contact the staff member on duty for their area. Damage caused that is not due to normal wear and tear may be billed back to the residents.

Medical Emergencies: Any resident in need of immediate medical treatment should call 911 from a land line phone or contact the Mercer County Sheriff's Office at (419) 586-7724, if there is no answer at the Sheriff's Office call the CD on duty at (937) 269-9753. Community staff is not available to personally transport residents to and from medical facilities, but can assist in arranging for needed medical attention and/or emergency transportation to a medical facility emergency room. For non-emergency medical problems residents should refer to local clinics and urgent care centers in the area. See a member of the community staff for an updated list. In urgent situations, residents should dial 911.

Pest Control: Residents who notice a pest problem developing should notify their community office. An exterminator will be called to treat the problem.

Posting Materials/Information: Requests for information to be posted in the residential communities must be directed to the Events Coordinator in 237 Dwyer Hall for approval and distribution. Residents wishing to post in their individual residential community need to obtain permission from the professional staff member responsible for their particular area. Regrettably, individuals who post un-approved materials may be subject to fines or to disciplinary action.

Refrigerators: Refrigerators should be defrosted and cleaned each semester. If ice builds up in the freezer it should be carefully removed by thawing. For safety purposes, please do not remove ice with a sharp object because the cooling tubes are fragile and can be easily damaged. The freezer door can be damaged if the ice is not removed. Residents will be held responsible for the replacement of the refrigerator if the cooling tubes in the freezer are damaged.

Respecting the Rights of Others: Campus housing facilities are communities in which individuals are expected to act with regard and respect for fellow students. Roommates and unitmates must agree on an acceptable standard of behavior for their unit that shall not infringe upon the rights of other residents in the community. Because we live in a community of respect, no individual shall infringe upon the right of the community at large whether through repeated

disruptive noise, aggressive behavior, or any other action construed as detrimental by members of the residential community.

Restricted Items: For fire safety reasons, the following items are **NOT PERMITTED** in campus housing: toaster ovens, hot plates, any appliance with an exposed heating element, incense, candles, fireworks, charcoal and gas grills, lighter fluid, or any other open flame device.

Other restricted items include but are not limited to: Firearms, weapons (knives, bows, swords, daggers, etc.), items that look like weapons (cap/pellet/airsoft/paintball guns, toy weapons, simulated weapons, etc.)

Room/Apartment Entry by Staff Members: The University reserves the right for authorized staff to inspect any campus living unit in the existence of any of the following conditions regardless of whether or not the occupant(s) are present:

- There is reasonable cause to believe the health, well-being, and/or rights of any resident and/or guest may be threatened;
- For purposes of maintenance and/or fire, health, or safety inspections. Periodically, community staff conduct fire/health/safety inspections of each unit. Dates and times of these inspections will generally not be posted prior to inspections taking place, although notification may be given before an inspection. Also, during each break, maintenance staff will enter each unit to do inspections;
- Where there is probable cause to believe that illegal activities or violations of university policy are occurring or for purposes of search and seizure (entry will be made only with the approval of the Director of Student Services, the facility owners, or their approved agents);
- In the event noise from a unit is disrupting the living community, including unattended alarm clocks, stereos, and the like. In these instances, the incident will be documented and residents may be held accountable through the judicial process.

Severe Weather: At the sound of the outdoor severe weather siren (a continuous blast of three minutes) all individuals present in the housing area should proceed to the ground level of each apartment and stay away from all windows. The best place to be in the apartment is an interior room such as a closet or bathroom with the fewest number of windows. Student Services staff and/or University Police personnel will not always be available to evacuate residents to safe areas. Residents are responsible to get to safe areas on their own. Residents should remain in their respective locations until the storm has cleared. ***If residents hear a second blast, this is a new alert. Remain in designated spaces.***

Space Reservation: Residential students and student organizations may reserve space in the academic buildings by contacting the Events Coordinator in 237 Dwyer Hall.

Storage: Residents must store all personal belongings in their assigned room or apartment. Additional storage space is not available. Storage of personal belongings or cars after agreement expiration is prohibited due to lack of available space. At the conclusion of the agreement period, all items remaining in the living unit become the property of the Office of Student Services and will be removed/disposed of accordingly.

Vendor Disagreements: The Office of Student Services may not be held responsible for resolving disputes or disagreements with external vendors providing services such as cable television (regarding pay-per-view or digital purchases) vending, and/or mail service. The Office of Student Services is not responsible for associated charges.

Waterbeds: Waterbeds and water-filled furniture are not allowed in student rooms/apartments due to concerns about water damage, weight, and potential liability. Students requiring waterbeds due to a medical condition may request permission for policy waiver by writing the Director of Student Services.

WHAT ARE UNIT STANDARDS?

Unit Standards are negotiated in an apartment unit between roommates. Unit Standards are the agreements made by the residents in a given apartment unit concerning how we will relate to each other and treat each other. Unit Standards are a process by which we begin forming a healthy community through dialogue, compromise, and commitment. Unit Standards evolve and therefore the process is never finished. Because Unit Standards evolve, they should not be thought of as a task to be completed but as a means by which interactions occur.

An important aspect of Unit Standards is discussing and deciding how we **will hold ourselves accountable for agreements and expectations**. Discussing the issue of responsibility and accountability of each roommate to every other roommate can be difficult. This difficulty comes because many of us believe that someone else (i.e., a resident assistant, University Police, Community Director) is responsible for “making sure that I get exactly what I want.” Another way to think of this is that many of us do not want to stand up for ourselves. Equally difficult can be the thought of holding a roommate who is a peer to a standard.

Unit Standards is an on-going process that defines mutual expectations for how the roommates in a unit will function on an interpersonal level. Unit Standards further provide a mechanism for the roommates of a unit to respond to behaviors that violate the agreements of the unit.

WHY HAVE UNIT STANDARDS?

In Residence Life at Wright State University and the Lake Campus we advocate for the fact that you, college students, are maturing adults. This means that you are making choices and learning from the outcomes of your choices. The young adult years are perceived as years of freedom, experimentation, limit finding, and limit testing. If the experiences during these years are to lead to an increased ability to make mature judgments then you must have the opportunity to make decisions so that you can experience the result of those decisions. An important area of decision making for college students concerns lifestyle and personal conduct.

Traditional college-age people typically reject "rules" imposed from the "outside". They may reject authorities who appear to be trying to deny them their "freedom" or "independence". At the very same time they may become angry with authorities who don't meet their needs at the time when they want their needs met. Unit Standards provides a means by which your expectations of the authority to meet your needs are shifted to a recognition that the individual and the community must work together to create an environment that best meets every ones' needs. The authority (CD) becomes a person who helps this process to happen instead of someone who fixes things for you or someone who always punishes behavior that is not in line with expectations.

If every student lived in perfect isolation, he or she could conduct him or herself in any way. In reality, we exist within a tightly networked society. ***This means our behavior impacts other people, and in the same way, the behavior of other people impacts us.*** Because we are affected by one another's behavior, we tend to have expectations about what we consider proper for the other person to do. We may or may not realize that our behavior affects others or we may believe that everyone has the same expectations that we have. This last concept can extend to a point where we believe that everyone has the same expectations at the same time, i.e., “if I want to listen to music now, everyone wants to listen to music now,” or, “if I don't mind dirty dishes in the sink for a night or two then that will be fine with everyone in the unit.”

If we are to live together in reasonable harmony, we must have the opportunity to express our expectations of how we want to be affected by others. By discussing these expectations you hear the range of expectations and therefore have a

harder time holding on to the belief that everyone does "X" or that everyone wants the same thing that you want. Out of an awareness of expectations, you and your roommates can discuss your different expectations and come to agreement on ways that you can live with the differences or compromise around the differences. This process may not be easy because it requires many people to achieve new understandings and new behaviors quickly. One of these is the ability to consider another's point of view as being valid and thus needing to be taken into consideration in one's point of view.

The context of learning that is created by the Unit Standards discussion can be a powerful tool to encourage student development and a healthy community. We have already identified how the process can cause an awareness of others. It can also encourage you to build self-esteem through declaring oneself, through assertive interactions, and through the empowerment that comes from group agreement. By establishing Unit Standards and shared responsibility, you and your roommates are empowered to deal with problems before they occur.

WHAT ABOUT HOUSING AND UNIVERSITY POLICIES AND PROCEDURES?

The University has policies and procedures by which all residents must abide. They represent the basic safety and management issues necessary to assure reasonable quality-of-life for all residents. Primarily they establish minimum behavioral expectations and are in agreement with local, state, and federal laws. Unit Standards do not replace these, nor may they be in violation of these. For example, a unit may not form a standard that their quiet hours will begin at 2:00 a.m. as Student Services and Residence Life & Housing have an established policy about quiet hours. However, these policies and procedures are of such basic nature that they should not impede a unit's ability to create the standards they desire. See the "policies" section of this Sourcebook for a full list of policies.

HOW ARE UNIT STANDARDS DEVELOPED?

Unit Standards are developed through group discussion and consensus. Through this format each resident is afforded the opportunity to assert his/her point of view. An underlying tenet of this system is the belief that in order to have one's needs met, one must accept responsibility for participation in the system designed to negotiate one's needs. Through implementing the Unit Standards model, we are providing the opportunity for you to learn that you are responsible for your experience, and that you are not simply passive recipients of your experience. Recognition of this concept can lead to personal empowerment.

The staff persons in your community know a great deal about Unit Standards. It's a long but beneficial process. Please feel free to ask questions and by all means, get involved!

Resident Agreement/Lease Information

The following information clarifies your legal obligations to your Campus Housing Agreement, and the procedures to request release from your Campus Housing Agreement.

It is assumed that signers of the Wright State University Lake Campus Housing Agreement will abide by all Terms and Conditions. Persons signing and accepting a residence space should read the Terms and Conditions carefully prior to signing the Campus Housing Application/Agreement.

Checking In and Checking Out

Residents who leave during the term of their agreement or who change units during the academic year should complete the following requirements to avoid improper check-in/ -out fines and maintenance/cleaning charges.

Check-in

After a move has been approved through your community director:

- Go to the Community Director's office in 189A Andrews Hall to pick up your keys and check-in packet.
- Look over, update, and sign unit check-in form (if you fail to complete or return your unit check-in form within a 24-hour time period, you waive your right to use that check-in form in an appeal of damages at the end of your contract period and agree to all charges assessed by Student Services staff upon the time of check-out).

Check-out

- Pick up a checkout packet from your CD or the Office of Student Services in 170 Dwyer Hall.
- Read and follow the instructions in the check-out packet.

Changing Units

- Complete both Check-out and Check-in procedures
- Double check your bill to ensure information is correct. If information is not updated in a timely manner, contact your Community Director

The facilities audit team will complete a final check of each living unit following check-out. This team will finalize damage assessments for each unit.

When residents leave a campus housing unit, move off-campus, or change living units, whether they have been released from their Campus Housing Agreement or not, they are required to check out properly. This allows residents to avoid being billed for damage to the room that occurs after they leave. If former residents still have access to a unit by possession of a key to the unit, they will be held liable for such charges.

Improper Check-in/-out

Residents who fail to follow proper check-in/-out procedures will be subject to fines from \$25 to \$150. Additionally, if their agreements have been cancelled but students do not turn in their keys, they will be charged for the cost of replacing the lock on their former units. They will also be issued an improper check-out fine of \$25.

Break Housing

Wright State University Lake Campus Housing will not be available during winter break, spring break or during times when the University is Officially Closed. Keys will be turned into the Community Director when Campus Housing is closed. During these times the community offices generally have limited office hours and staff availability is minimal.

Continuing residents in transition from spring to summer housing, or summer to fall housing, must comply with distributed procedures for relocation for the following term. **All policies are in effect during break periods.**

Room Changes

If residents wish to move from one unit to another, they should go to the Student Services Office after talking with their CD. Residents may need to participate in conflict mediation sessions prior to being allowed to change units. Also, changing units during the first two weeks of any academic semester or during the last two weeks of any academic semester will not be permitted. Failure to follow the proper procedure for a room change can result in a fine, additional fees, and a possible forced move back to the old unit. ***Each resident is allowed one living unit relocation at no charge.*** Additional moves initiated by the resident will result in a service charge. For any living unit changes required by the Office of Student Services, there will be no relocation charge. Moves are permitted only on a space-available basis. Unless circumstances prevent it, existing occupants will be given a 24-hour advance notification prior to a new roommate moving in.

Under-assigned Units/Consolidation

The Office of Student Services will consolidate campus residents who are in under-assigned units. Energy costs and other expenses preclude allowing under-assigned units. This also allows available units to be used more effectively. The Office of Student Services may offer residents in under-assigned units the option to pay an extra fee to keep the unit under-

assigned, helping to defray some of the costs. However, the Office of Student Services reserves the right to move residents who do not choose the option to pay. If residents become aware that their roommate is moving, they should consult their community office.

Expanded Occupancy

Dependent upon demand, the Office of Student Services may implement an expanded occupancy plan. This plan may consist of, but is not limited to, reevaluating and changing any living unit occupancy to accommodate student demand and refurbishing space used for other purposes into resident living units. Students assigned to or directly affected by temporary or expanded occupancy spaces will be advised.

Non-Present Residents

"Non-present residents" are defined as resident students who have not obtained release from their Campus Housing Agreement, but who are not actively occupying their assigned living space. The Office of Student Services reserves the option to "float" or relocate non-present residents to a similar living unit for purposes of efficiency, space utilization, and increased resident satisfaction. Every effort will be made to notify relocated residents of any changes in their assignments. In all cases a comparable space will be held for non-present residents and will be available for their occupation at any time. Non-present residents are responsible for any mail or correspondence forwarded to their campus address.

Community Room/Board Fees

The university will mail a semester bill for the resident's room fees on a regular basis as noted in the Campus Housing Agreement. Fees must be paid by the specified due dates stated on the billing or installment payment plan.

Community Policies and Information

Wright State University Discipline Process

These policies exist to aid in the creation of a healthy community environment. Wright State University is a place where people are proud to learn, live, and work. These policies serve to maintain this positive spirit at Wright State University. Wherever possible we have tried to provide an explanation of why each policy exists so that you may better understand each policy's reason for existence. Please contact your CD or any Student Services Staff member if there is a policy that you feel you would like to discuss.

As an addendum to the Residence Agreement, all residents are expected to follow the rules and regulations as defined in the *Residence Life Sourcebook*. Community policies are formulated and enforced with consideration being given to the security, comfort, and safety of our community members, the protection of our academic environment, and in accordance with federal, state, and local laws.

It is the responsibility of each community member to be aware of and to comply with all federal, state, and local laws and to abide by Wright State University rules and regulations, parts of which you may find in the Code of Student Conduct printed in your *Wright State University Student Handbook* (<http://www.wright.edu/students/handbook/>), and parts of which you may find in this *Sourcebook*. Naturally, any student involved in illegal activities may face university disciplinary procedures and/or civil or criminal action.

Because members of healthy communities care for one another and care for the community as a whole, each community member has the right and responsibility to file a report with his or her community office about any person who is in violation of a community rule or who is infringing on another person's rights. While we understand that for

some of our community members it is difficult to consider filing a report about one of her or his peers, it is important to do so for the overall wellness of our community. The disciplinary process is designed to be caring and educational for any resident or student that becomes a part of the process. By filing a report about a fellow community member, a resident is both caring about the community as a whole and about their fellow community member.

The disciplinary process for resident students at Wright State University is as follows:

- A) Any student referred for disciplinary action as a result of a complaint filed by the university or local law enforcement agencies for incidents involving possible violation of federal, state, or local laws will be referred directly to the Lake Campus Office of Student Services and/or the Office of Community Standards and Student Conduct. Students are required to participate in disciplinary process as outlined in the WSU Code of Student Conduct.
- B) Any residential student referred for disciplinary action as a result of a complaint being filed will be handled in the following manner:
 - 1) The Director of Student Services and/or Director of Community Standards and Student Conduct or designated conduct officer will review the incident report. Based on the type of infraction and the student's cumulative disciplinary history, the reviewing conduct officer will determine the most appropriate type of response. Options available include: no action, a conduct conference, or disciplinary hearing with a Judicial Review Panel.
 - a) Conduct Officer. Conduct Officers are staff members who meet with students to hear violations of the Code of Student Conduct and/or the Residence Life Sourcebook. Any resident requested to attend a conduct conference must attend as directed.
 - b) Judicial Review Panel. The JRP is comprised of selected students, faculty, and staff who meet to hear violations of the Code of Student Conduct and the Residence Life Sourcebook. Any resident requested to attend a disciplinary hearing with the JRP must attend as directed.
 - 2) If found responsible for a violation(s) of the Code of Student Conduct, disciplinary action may include one or more of the following: **disciplinary warning, educational sanctions, disciplinary probation, restitution of damages, restriction of visitation privileges, fines, change in housing assignment, cancellation of residence agreement/lease, recommendation of removal from the university.**
 - 3) Any hearing result and/or sanction may be appealed within five business days by filing a written appeal as directed. Failure to respond to Notice of Incident Meetings, Conduct Conference notices or Judicial Review Hearing notices for any reason will result in non-appearance fines and the possibility of additional judicial action. In some cases, a "hold" may be placed on the student's records until the student seeks resolution to the incident. While in effect, this "hold" prevents the student from obtaining transcripts, receiving a diploma, or registering for additional course work.

Notes: For additional information regarding student rights and responsibilities related to the conduct process, please refer to the current *WSU Code of Student Conduct*.

Policies

All items below will be handled according to the conduct/disciplinary process outlined in the *Residence Life Sourcebook* and the *WSU Code of Student Conduct*.

Administrative Request: We realize that most college-aged adults will comply with any reasonable request, however we must have a policy for those few persons who will choose not to during the year. Failure to comply with an administrative request when a staff member is acting in his/her official capacity, such as to appear/meet, to vacate unit, to cease inappropriate behavior, to produce identification, to exit a facility, etc., are considered violations of this policy.

Alcoholic Beverages: Because the Ohio Revised Code clearly regulates the use or possession of alcoholic beverages by a minor, **our residents who are under the age of 21 are not permitted to consume or possess alcohol.**

ONLY residents **above the legal drinking age** may possess and consume alcohol under the following guidelines:

- A. in the privacy of a resident's own unit with the door closed.
- B. in the privacy of another student's unit who is also at least 21 years old, with the door closed.

We also insist that no person sell or furnish liquor to a minor, because it's a state law and because it isn't healthy for our community. To ensure the wellness of our community and to ensure that alcohol is not the primary focus of our community, open containers of alcohol are not permitted in public areas or surrounding grounds by anyone, no matter what age.

Large-group drinking parties are not permitted in student rooms/apartments even if the residents are of legal age. Kegs (empty or filled in any portion), trash cans, or other large containers or quantities of alcohol are prohibited in campus housing for many of the same reasons mentioned under the personal consumption guidelines.

There are a few additional things that are of concern to the community. Because we would like to ensure that alcohol is not the main focus of our community, alcohol related paraphernalia and alcohol related decorations ("beer bong", beer/alcohol neon signs, bottle caps on the ceiling, beer cartons on the walls, etc.) and empty containers (beer can pyramids, alcohol bottle collections, alcohol bottles filled with highlighter fluid with "black lights" behind them, etc.).

Student Alcohol Policy

Preamble

Wright State University prohibits the use of alcohol that is inconsistent with state, local, or university regulations. It is the goal of Wright State University to establish and sustain an environment on campus that is conducive to the intellectual, emotional and social growth of all members of its community. The university is committed to the preservation of individual freedoms and the promotion of the health, safety, and welfare of the community. Pursuant to these commitments, Wright State University has established the following policy governing the possession, sale, and consumption of alcoholic beverages on the university's campuses. It is the university's goal, through these policies and related programs, to encourage community members to make responsible decisions and to promote safe, legal, and healthy patterns of social interaction. The university will enforce all state and local laws relative to the consumption of alcohol.

Students are advised that Section 4301.632 of the Ohio Revised Code states that "...no person under the age of 21 years of age shall order, pay for, share the cost of, or attempt to purchase any beer or intoxicating liquor, or consume any beer or intoxicating liquor, either from a sealed or unsealed container or by the glass or by the drink, or possess any beer or intoxicating liquor, in any public or private place." The complete text of state liquor law and related regulations can be found in the Ohio Revised Code.

The university permits the use of alcoholic beverages in licensed university facilities and at policy-specified social events. **The misuse or abuse of alcohol will not be tolerated on campus.** Violation of state laws, local laws, or university policy may result in disciplinary action. Additionally, the appropriate law enforcement authorities may be contacted. Violators will be subject to university sanctions, which may include suspension from the university and/or referral for treatment. This policy also applies to any location where university-related activities occur or when using university vehicles, or when using private vehicles on university business.

Residential Communities

All appropriate university, local, and state regulations, as well as the following govern the use of alcohol in the residential communities:

- A resident of the legal drinking age may possess and consume alcohol in his/her residential unit with the door closed.
- A resident of the legal drinking age may possess and consume alcohol in the residential unit of another resident who is at least 21 years of age. The host resident must be present and the door must be closed.
- If some residents of a room are of legal age and some are not, those residents over 21 years of age are prohibited from drinking with, serving, or in any way providing alcohol to those residents who are not of legal drinking age. Students of legal age will be held responsible for violating the Complicity policy if they do not take reasonable steps to ensure the underage residents do not gain access to the alcohol. An underage student is in violation of this section if there is reasonable suspicion to assume that the student consumed alcohol.
- Open containers of alcohol are not permitted in any public areas or surrounding grounds.
- Large-group drinking parties are not permitted in student rooms/apartments even if the residents are of legal age. Kegs, beer balls (empty or filled in any portion), trash cans, or other large containers or quantities of alcohol are prohibited in campus housing. Characteristics of large drinking parties could include the following: The amount of alcohol in the room exceeds personal consumption limits, the focus of the gathering appears to be mainly for the purpose of consuming alcohol, there are several containers, empty or otherwise in the residence that are in close proximity to the individuals present, etc...
- Certain alcohol-related paraphernalia and alcohol related decorations that contain or once served as containers for alcohol are not permitted in the apartments. Bottle caps on the ceiling, beer cartons on the walls, beer can pyramids, "beer bong", alcohol bottle collections, alcohol bottles filled with highlighter fluid with "black lights" behind them and similar paraphernalia are included in this prohibition.
- All guests in campus housing must comply with all Wright State University policies. See the Visitation Policy in the Student Services Sourcebook for more information.

Appliances: You may use the following electrical appliances in your unit: radio, TV, personal computer, blender, sewing machine, tape recorder, shaver, clock, typewriter, fan, electric blanket, heating pad, hair setter, hair dryer, popcorn popper, hot pot, electric potpourri burner, and refrigerator of a size not to exceed a total of 3.3 cubic feet storage capacity. Due to fire safety concerns, cooking with appliances other than those mentioned, particularly those with exposed heating elements like toaster ovens, hot plates, personal outdoor grills, oil fryer, and electric frying pans, are not permitted in campus housing.

Cleanliness: Because we live in community and in close proximity to one another, **all residents are expected to maintain a minimally acceptable standard of cleanliness and hygiene in their living units.** We realize that a "minimally acceptable standard of cleanliness" is somewhat ambiguous. Some causes for concern would include, but are not limited to: anything creating a significant foul odor; debris (clothing, garbage, other personal items) on the floor that would make entering and exiting the room difficult; rotting or spoiling food left in the room; and/or soiled clothing and unsanitary personal items not disposed of properly. Fire/Health/Safety checks are done periodically by the staff in all of our residential communities. If your unit is found to be in violation you may be documented for a possible violation of our cleanliness policy.

Destruction of Property: Destruction of property in our community will be treated as a very serious issue. Our community members need to feel safe and secure. In order to achieve this, we need to feel like all members respect the surroundings of our community. Taking out one's frustrations on our community property is inappropriate behavior for any college-age adult. **Any student who maliciously or accidentally damages property will be held responsible for the cost of the item or damage and/or the cost of the labor to restore or repair the item to its original condition.** Resident

students will be held responsible for the actions of and/or damages incurred by their guests as well. To ensure quality repairs, residents are not allowed to repair damages themselves. If property is damaged accidentally, please report the damage to Residence Life staff immediately; your honesty and sense of self-responsibility will be appreciated. If you are aware that another community member has damaged property, please encourage him or her to be honest about the damage and/or please let a staff member know.

Drugs, Narcotics, and Paraphernalia: Because they are illegal, and because we are a community of wellness, we take the use and possession of illegal drugs very seriously. No resident shall illegally use, possess, sell, or distribute drugs, narcotics, and/or any controlled substance. If a community member is suspected of using illegal drugs (i.e., marijuana odor emanating from a unit, drug paraphernalia seen in a room, etc.) that community member will be confronted by staff members and/or by civil authorities. Additionally, you are not to possess any drug-related paraphernalia while on campus.

Fire Safety: We take fire safety very seriously, for the protection of our community. For your information, specific instructions about safety and evacuation procedures are located in the kitchen area of every apartment. Because we take fire safety so seriously, tampering with fire equipment, ringing a false alarm, or failure to evacuate a building during an alarm is prohibited and constitutes a breach of discipline and a violation of federal law. Violators will be prosecuted. Additionally, considerable fines, through the Fire Department, are associated with each of these violations. Again, Fire/Health/Safety checks are done periodically by the community staff to ensure that proper fire and safety policies are being followed in individual units. Possible violations found during these checks may result in documentation.

Furniture Displacement: Public area furniture is intended for use by all members of the unit or community. Because of this, all public area furniture should remain in respective locations throughout the year and should not be placed in student rooms. Living unit furniture may be moved to accommodate hospital beds, etc. Arrangements should be made in advance of arrival with the Office of Student Services.

Gambling: All forms of gambling are prohibited in on campus.

Harassment: Verbal, written, electronic, or other types of harassment - including, but not limited to, sexual, racial, ethnic, or religious harassment that causes injury to, distress, or emotional or physical discomfort of Student Services staff members and/or other community members will be considered a violation of this policy.

Indoor Recreational Activity: To maintain a safe environment, to maintain the facilities of our community, and to avoid excessive noise, students and guests are prohibited from engaging in sports activities inside of the buildings. Individuals should not throw, bounce, kick, or use basketballs, baseballs, Frisbees, bicycles, footballs, skateboards, roller blades, softballs, tennis balls, etc., inside apartments and other public areas.

Outdoor Recreational Activity: To maintain a safe environment, to maintain the facilities of our community, and to avoid excessive noise, students and guests are prohibited from engaging in sports activities within 20 feet of the apartment buildings or on sidewalks in the residential areas. Individuals should not throw, bounce, kick, or use basketballs, baseballs, Frisbees, footballs, skateboards, roller blades, softballs, tennis balls, etc. unless in designated recreational areas. Outdoor recreational activity should be confined to the open grass lawns and volleyball courts.

Also, playing games or sports in community parking areas, which may damage parked vehicles or increase safety hazards, is not permitted without approval from the Office of Student Services, the Event Coordinator, and/or Lake Campus Police.

Water Activities: To maintain a safe environment, to maintain the facilities of our community, and to avoid excessive noise and inconvenience to others, community members are not allowed to possess, use, or engage in activity that entails squirt guns, high pressured water guns/games/fights, water balloons, etc., in or near any of the apartment

buildings. Individuals found to be in possession of water guns/balloons will have those items confiscated with subsequent initiation of judicial action. Confiscated items will be subject to destruction.

Individuals and/or organizations who desire to have a water related activity should seek approval via the normal university and Student Services activity process.

Inappropriate Behavior: For our community, inappropriate behavior is defined as any behavior by a community member deemed to be inappropriate or in violation of the general community standards.

Intolerance: Acts of intolerance or bias-related incidents are behaviors, which by intent, action, and/or outcome harm or threaten to harm a person or a group of people. The behaviors are motivated by prejudice toward a person or a group of people because of their race, religion, ethnicity, disability, national origin, age, gender, and/or sexual orientation. Acts of intolerance include overt actions such as verbal attacks and physical assaults on students and their property, as well as covert actions such as jokes, posters, and comments.

Examples of acts of intolerance or bias related incidents include but are not limited to:

- During an educational program, the presenter consistently called upon the few African American students attending the program to speak for African American people in general.
- A fraternity pledge is sent to a gay men's party as a pledge task.
- A group of men whistle and make comments about the body of a woman who jogs by them.
- An unknown student paints a swastika on the door of another student.
- Someone makes a joke that your Chinese friend must have a great GPA because "all of those Orientals sure are smart."

Each of these incidents is insensitive in different ways. Some are the display of negative and painful images or statements that work to hurt someone. Others limit people based on stereotypes. Each example very effectively sends people the message that they are not valued, not important, and not as good (adapted from *Bias Related Incidents* pamphlet, University of Georgia).

Acts of intolerance based on race, gender, sexual orientation, culture, ethnicity, or disability disrupt the educational environment necessary for furthering the mission of the university. Acts of intolerance cannot be a part of our community of caring.

Littering/Trash Removal: Because we like to keep our community an attractive place to live, littering, inappropriate disposal of trash, and/or sweeping debris into a public walkway or area in the residence communities or the surrounding grounds is not permitted. Fines may be issued for violations of this policy.

Misuse of Keys/Unauthorized Use of Keys: For the safety of our residents, the duplication of living unit iButtons is specifically prohibited. Also, community members may not lend their iButton to any other person for the sake of safety and security. Any student who allows their iButton to be used by another individual will be subject to judicial sanctions.

Open Flame Devices/Combustibles: For fire safety reasons, gasoline, charcoal fluid, and other combustible items are not permitted in the residential communities. Also, fuel-driven engines are not allowed to be stored in student housing or on the front or back patio areas. This includes storage of motorcycles, mopeds, etc. These items are to be kept in the parking lot with proper documentation. Open-flame devices are not allowed for safety reasons. This includes: candles, kerosene lamps, incense, gas-powered lanterns, and/or camping stoves, personal gas or charcoal grills, propane torches, etc. Fire safety concerns also prohibit live or cut evergreen trees and/or boughs in student rooms/apartments.

Pets: While we realize that pets are an important aspect of some peoples' lives, for reasons of cleanliness, health, and sanitation, animals are not allowed in campus housing at any time (with the exception of fish and approved assistance

or seeing- eye dogs). Fish tanks may not exceed a total capacity of 20 gallons for each living unit.

Posting: Residential community members and Residential Student groups may post materials with the permission of their Community Staff. Nonresidential individuals and groups must obtain permission from the Events Coordinator in 237 Dwyer Hall.

Psychological Distress: Emotional and psychological distress are natural occurrences in human life. When approached correctly, opportunities to learn and to change present themselves. This policy is designed to promote the wellness of individual community members while ensuring the integrity of the campus community as a whole. Therefore, any community member who demonstrates evidence of psychological distress that may pose danger to that community member or to others in our community, or that may interfere with the normal functioning of the university community, will likely be required to see a therapist on a regular basis. In addition, if the community member does not secure the required psychological help, or if her or his behavior warrants it, he or she may be removed from campus housing and/or suspended from the university. These situations will be handled with the utmost care for the student who is experiencing the psychological distress.

Quiet Hours: Our community is primarily a community of learning. With this in mind, we offer a quiet hours policy that will promote learning through quiet study time as well as quiet time so that all community members may sleep in a peaceful atmosphere. The quiet hours policy applies to all indoor and outdoor areas of the Lake Campus. Quiet hours mean that community members should keep noise at a very minimal level. Courtesy hours are in effect at all other times. Courtesy hours mean that residents are expected to maintain a reasonable noise level. During quiet and courtesy hours, requests for less noise from roommate(s) and/or neighbor(s) will be respected in our community. Additionally, beginning Saturday, at 12:01 A.M., before the last week of each academic semester (Finals Week), quiet hours are in effect on a 24-hour basis.

When a community member needs to approach another community member to request a lower level of noise, this should naturally be done in a respectful manner. Floor/Unit Standards should be consulted at this time for what will be your appropriate response to someone who is, in your opinion, being too loud. We expect all community members to ask each other for compliance with this policy prior to involving Residence Life staff. If a community member is unable to resolve the disturbance through conversation, she or he may contact a Residence Life staff member for assistance. In the case of a serious disturbance, the University Police should be called immediately. However, the University Police should only be called in the event that all other methods of quieting a situation have been attempted.

Quiet hours are observed during the following times: Sunday through Thursday 10 P.M.-9 A.M., Friday through Saturday 12 A.M.-9 A.M.

Smoking: Wright State University maintains a smoke-free policy in all facilities. Smoking is not permitted in any residential building or workspace. This includes, but is not limited to apartments (including individual rooms in apartment). The balconies and walkways are also considered smoke-free zones. Smoking is not permitted in any public building on the university campus.

Solicitation: For safety purposes, and to avoid harassment situations for members of our community, door-to-door solicitation for commercial purposes is prohibited. Residents may invite a salesperson to their room or apartment with permission of all roommates. Students may host parties such as plastic-ware, cosmetics, linen, etc..., however, the university assumes no responsibility for commitments made by or losses incurred by students. Sales presentation parties are not allowed in public areas. Any nonprofit, political, and/or campus organization/group desiring to solicit in campus communities must secure permission in advance from the Community Director and/or the Director of Student Services.

Visitation: This visitation policy is designed with the safety and consideration of our community members and property

in mind. For the convenience of our community members, visitation hours in campus housing units are not limited. Residents are permitted to host guests at any time so long as the rights and privacy of the other persons living in that environment are taken into consideration. The definition of a guest is any person who does not hold a residence contract or lease for the particular unit. Due to safety concerns, at no time should there be more than 12 persons in a campus apartment. All roommates must be in mutual agreement about a guest before a guest may be hosted in the unit. At the beginning of the academic year (and when a new student moves into the unit) all students will be required to participate in the Unit Standards process wherein typical roommate issues, including the hosting of guests, will be discussed and written in contract form. In cases where roommates cannot agree, the right of a person to occupy her or his room/apartment without the presence of an overnight guest must take precedence over the right of a roommate to host guests.

A resident who hosts a guest is responsible for the guest's conduct at all times and any damages incurred by that guest. All guests must comply with all university and community policies. The host must be with the guest at all times. Guests are not permitted to be unescorted, and may not be left unattended in the host's living unit. If a guest violates a policy and is asked to leave the community by a staff member, the guest must comply. Failure to do so will result in a request for police assistance. ***Violation of this policy may include, but is not limited to, relocation of the violating resident or cancellation of the violating resident's housing contract.***

Visitation - General Policy

This visitation policy is designed with the safety and well-being of our community members and property in mind. Visitation hours in campus housing units are not limited. Residents are permitted to host guests so long as the rights and privacy of the other residents are taken into consideration. A "guest" is defined as any person who does not hold a residence contract or lease for the particular room/apartment.

Expectations

- All residents are required to participate in the Unit Standards process wherein typical roommate issues, including the hosting of guests, **must be discussed, agreed to, and written in contract form**. In addition to this formal process, roommates are encouraged to talk to one another about their equitable use of the room.
- The right of a resident to occupy her or his room/apartment without the presence of a guest takes precedence over the privilege of a resident to host guests.
- A resident who hosts a guest is responsible for the guest's conduct at all times, as well as any damages incurred by that guest. The host must be with the guest at all times. Guests are not permitted to be unescorted, and may not be left unattended in the host's living unit. Violation of this policy may result in, but is not limited to, loss of visitation privileges, relocation of the violating host(s), or cancellation of the housing agreement of the violating host(s).
- Guests must comply with all university and community policies. Guests who violate a policy may be asked to leave the community and/or university property, and may be subject to further university action.
- Residents are encouraged to host no more than two guests, and are expected to be considerate of the rights of their neighbors.

Visitation - Overnight Guest Policy

The Visitation - Overnight Guest Policy is an extension of the Visitation - General Policy. Unless otherwise noted, all general visitation expectations apply. An "overnight guest" is defined as any person who does not hold a residence contract or lease for the particular room/apartment and intends to occupy the room/apartment overnight. The university recognizes that residents may wish to occasionally host overnight guests, however, the presence of overnight guests requires consideration of the rights of all roommates. Residents must adhere to the following:

- The residents' unit standards agreement must reflect an acceptance and willingness to occasionally host overnight guests. The right of a resident to occupy her or his room/apartment without the presence of an overnight guest takes precedence over the privilege of a resident to host overnight guests.
- The privilege of hosting an overnight guest is intended for **infrequent, special occasions only**. Under no

circumstances are residents permitted to host overnight guests on consecutive weekdays or weekends as this is an imposition on the rights of the roommate(s) whether the roommate(s) is present or not.

- Prior to hosting an overnight guest, the host resident must obtain the consent of the roommate(s) and inform the Community Director of the guest for safety purposes. Registration of overnight guests is required throughout the duration of the housing agreement or lease, including break periods.
- Failure to register overnight guests will result in, but is not limited to, loss of overnight guest visitation privileges, relocation of the violating host(s), or cancellation of the housing agreement of the violating host(s).

Weapons, Firearms, Ammunition, or Fireworks: Prohibited items include, but are not limited to, pistols, rifles, shotguns, BB-guns, pellet guns, bow and arrow, spears, machete, hunter knife, paint guns, etc. For fire and general safety reasons the possession of firearms, ammunition, firecrackers, explosive or combustible materials, and/or injury-threatening weapons are strictly prohibited. Individuals found to be in possession of a firearm will be subject to immediate cancellation of their Residence Agreement and will face further university disciplinary and/or criminal action.

Windows: *Window screens in all residence communities may not be removed for safety/security reasons (except for evacuation due to a fire).* All residents of a living unit may be held responsible for a \$5/person fine if a screen is removed for a non-emergency purpose. Again, for general safety reasons, community member may not drop or throw any item out of an apartment window and/or may not remove/open the screen to gain entry/exit to their living unit.

Resident Telephone and Voicemail Systems

TELEPHONE SYSTEM

General Information

Resident students are provided exclusive telephone service by the Wright State University Department of Telecommunications. Telephones are not provided. Students need to provide their own quality touch-tone phones.

In order to access and utilize the phone system, residents must contact their CD or Community Office to receive their Authorization packet, which must be signed and returned. Authorization packets are sent via Lake Campus courier to and from the Telecommunications Office at WSU's Dayton campus in 015 Library.

Local Service

On-Campus Calls (BOTH Lake and Dayton Campuses)

Calls can be made to any campus phone by dialing the last four digits of the phone number or the extension of the Lake Campus phone number.

Off-Campus Calls

To dial off campus, within the local area, dial 9, followed by the ten digit phone number. Check a local phone directory for communities that are included in the local area.

Long Distance Service

Options

Residents have several options when making long distance phone calls:

1. Use a calling card for any nationally recognized long distance service providers.
(It is important to use your permanent address for billing for this to avoid surcharges)
2. Call collect. (Surcharge assessed)

Other Long Distance Carriers

Residents can use other long distance carriers provided they have a calling card for that carrier. To place such a call, the student should dial "9-0" plus the area code and the seven digit phone number. The caller will hear a tone that sounds like a busy signal. At this time the student should enter their PIN. After a second tone is heard, the student should enter their calling card number.

Residents are not to make arrangements for any other long distance carriers whether through mailings, internet or phone promotions. Prices offered by such promotions will not be honored by the carrier as current long distance contracts prevent eligibility. If monthly charges for any of these carriers appear on WSU's telephone bill, they will be charged back to the student along with a surcharge of \$24.00.

800 and 900 Numbers

Students can dial 800 numbers. PLEASE BE AWARE THAT SOME 800 NUMBERS CAN RESULT IN A CHARGE BACK TO THE CALLER. ANY SUCH CHARGES WILL BE PASSED ON TO THE STUDENT.

In most cases, 900 numbers are blocked from use in the residential telephone system. If one should happen to go through however, charges will be billed back to the resident making the call plus a \$24 surcharge for processing.

Collect Calls

Collect calls to the 775 exchange are blocked by most long distance carriers. However, units where collect calls are accepted will receive an itemized statement listing all calls and charges accepted. ANY COLLECT CALLS ACCEPTED ON THE WRIGHT STATE UNIVERSITY PHONE SYSTEM MUST BE BILLED BY HAND. FOR THIS REASON, A SURCHARGE OF \$24 IS MADE FOR ANY COLLECT CALL THAT IS ACCEPTED. The person who accepts the call(s) may claim them by signing the

itemized billing statement and returning it to the Office of Student Services in 170 Dwyer Hall where it will then be sent via courier to the Computing and Telecommunications Office, located in 015 Library. That person will then be charged for the amount of the calls and a \$24 surcharge per call accepted. If the charges are not accepted by an occupant of the room, the charges for the calls themselves will be divided between all the occupants of the rooms. Each occupant will also be charged the \$24 surcharge per call.

Special Needs

If a resident has any special needs due to a disability, please contact the Computing and Telecommunications Office for assistance at (937) 775-6200.

Telephone Repair

If a resident experiences problems with his or her telephone service, the resident should contact the Computing and Telecommunications Office at (937) 775-6200. The following are some common problems encountered with the phone system, and their solutions:

Telephone Tips

Listed below are some common problems with telephones:

1. Cordless telephones may get interference from other callers and other people may be able to hear your conversations.
2. Telephone plugged into the wrong jack. (Plug into the ivory jacks, not the grey or black).
3. Use of a poor quality phone.
4. If a phone has a problem and is hooked in with a modem, unplug the modem to make sure it isn't the problem.

Helpful tips to prevent problems:

1. Plug a friend's phone in your jack to see if it's working.
2. Make sure cords are not broken or have exposed wires.
3. Use a good quality touch-tone phone.
4. Charge batteries sufficiently before use of cordless phones. If you hear static or buzzing, try changing the channel.
5. Hang up all phones.

Personal Identification Number (PIN)

1. Do not have your PIN # in your desk or other area where it can be found. People will steal it. Keep it confidential!
2. If another roommate or friend needs to use your PIN #, do not give it to them. Place the call yourself. Then give them the telephone.
3. Commit your PIN # to memory.
4. Do not put your PIN # on speed dial.

Telephone List

THE OFFICE OF STUDENT SERVICES, LAKE CAMPUS*

Sandi Holdheide, Director of Student Services/Public Relations	(419) 586-0300
Jill Puthoff, Admissions/Public Relations Specialist	(419) 586-0363
Teresa Bienz, Administrative Specialist, Student Services	(419) 586-0330
Enrollment Services	(419) 586-0232
Student Success Center	(419) 586-0326
Office of Disability Services	(419) 586-0366
Ed Morris, Supervisor of Buildings and Grounds	(419) 586-0365
Trent Kline, Coordinator of Housing & Athletics	(419) 586-0314
Lucas Miller, Community Director Office	(419) 586-0392
Lake Campus Housing Duty Phone	(937) 269-9753

**On-campus, add "8" in place of "0" for the 4-digit extension, ex: x8300 for the Front Desk Area*

Lake Campus Housing Villas

Knapke Villa

- 1- 419-586-0250**
- 2- 419-586-0251**
- 3- 419-586-0252**
- 4- 419-586-0253**
- 5- 419-586-0254**
- 6- 419-586-0255**

East Villa

- 1- 419-586-0256**
- 2- 419-586-0257**
- 3- 419-586-0258**
- 4- 419-586-0259**
- 5- 419-586-0260**
- 6- 419-586-0261**

THE OFFICE OF RESIDENCE LIFE AND HOUSING - DAYTON CAMPUS**

Jennifer Attenweiler, Associate Director for Residence Life	(937) 775-4543
Carol J. Rader, Assistant Director for Information Systems	(937) 775-4174
Ashley Collein, Technology & Records Coordinator	(937) 775-2645
Dan Bertso, Director of Residence Life and Housing	(937) 775-4177

**On-campus, dial the 4-digit extension to reach Dayton Campus, ex: x4177 for the Director*