

2006 - 2007

University Housing Living Guide

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Welcome to University Housing

Hello and welcome to Southern Illinois University Edwardsville and to University Housing! You have now joined about 3000 students who live on our campus and call it home. This unique living experience, offered by University Housing, provides a community environment which has the potential of offering support in the areas of academic performance, social maturity, community connections, and self-understanding. You will quickly realize that there is more to living on campus than having a place to study and sleep. As a member of the University Housing community, you will have the opportunity to become involved in a variety of activities that will supplement your educational experience.

This document provides you with information that will help you begin to adjust to campus life. For questions you may have that are not answered here, please contact your Resident Assistant, Assistant Hall/Residence Director, or Hall/Residence Director. You can also access the University Housing homepage at www.siu.edu/housing. We want to do all that we can to ensure that life in University Housing will be a rewarding and invaluable experience.

Sincerely,

Michael Schultz
Director of University Housing

SIUE Statement on Diversity

All societies and peoples have contributed to the rich mix of contemporary humanity. In order to achieve domestic and international peace, social justice, and the development of full human potential, we must build on this diversity. SIUE nurtures an open, harmonious, and hospitable climate that facilitates learning and work. Each member of the University is responsible for contributing to such a campus environment.

SIUE is committed to education that explores the historic significance of diversity in order to understand the present and to better enable our community to engage the future. Integral to this commitment, SIUE strives for a student body and a workforce that manifests diversity.

Sexual Harassment Policy

Southern Illinois University Edwardsville does not tolerate sexual harassment of students by faculty, staff members or other students. Students should file complaints of sexual harassment with the Office of Assistant Provost for Cultural and Social Diversity, Room 3102, Rendleman Hall. Students may also obtain a copy of the complete Sexual Harassment Policy from the Office of Assistant Provost for Cultural and Social Diversity. For more information, please go to www.siu.edu/EOP.

University Housing Statements on Mission, Vision, Values, Diversity, and Learning Objectives

Mission Statement

University Housing is dedicated to fostering a quality living and learning environment.

Vision Statement

University Housing seeks to be a progressive organization that creates an engaging living and learning environment and will be recognized for providing quality customer services.

Statement of Values

In addition to the shared values of Southern Illinois University Edwardsville, University Housing values the following:

- Engaging students in active learning;
- Helping students develop coherent values, ethical standards, and social awareness;
- Setting high expectations for students and staff;
- Using systematic inquiry to improve student and departmental performance;
- Providing leadership and efficient use of resources to help achieve the institution's mission and goals;
- Establishing educational partnerships; and
- Building supportive and inclusive living and learning communities.

Statement on Diversity

University Housing is committed to engaging students in educational experiences in an open, civil, and respectful climate that will prepare them for global citizenship and lifelong learning.

Learning Objectives

University Housing is committed to the academic and personal success of every student. The residential experience provides opportunities and experiences that foster learning and growth in the following areas:

- Cooperation -- residential students learn how to work cooperatively with others both in and out of the classroom environment.
- Civility -- residential students learn how to resolve conflicts in a civil manner.
- Communication -- residential students demonstrate enhanced communication and relationship skills.
- Connection -- residential students report a feeling of connection to the campus community.
- Diversity -- residential students learn to respect people of diverse backgrounds and their values, opinions, and skills.

Living in the SIUE Community

Community Expectations

Webster's Dictionary defines community as "a unified body of individuals." As part of the University community, you share in the energy and vitality of a body of individuals who are involved in academia. Moreover, you experience the power of one of the most diverse groups of people with whom you will ever be involved. Being a part of the community of SIUE can be a learning experience that will last a lifetime.

However, with the advantages of living in the community come the responsibilities of maintaining that community. Following are the basic community expectations for SIUE:

As a Southern Illinois University Edwardsville community member, I will strive to achieve...

- **Personal and academic integrity.** A commitment to this expectation suggests honesty and integrity in academic work, as well as personal pursuits and relationships. Academic dishonesty of any kind, including cheating in classes and plagiarizing, lying in athletics or recreational activities, practicing deceit, or being disloyal in personal and academic relationships are directly contrary to this expectation.
- **Respect for all persons.** A commitment to this expectation recognizes the dignity of all individuals. Taking part in or condoning behaviors which demean the dignity of individuals or groups, including hazing, intimidating, taunting, baiting, ridiculing, insulting, harassing and discriminating against individuals or groups is directly contrary to this expectation.
- **Respect for the rights and property of others.** A commitment to this expectation provides for an individual's right to move about freely, to express himself or herself appropriately and an individual's right to privacy. It also provides for respecting the property rights of others. Obstruction or disruption of University programs and activities or infringing on the rights of other members of the University community as well as property damage or theft, are directly contrary to this expectation.
- **Openness to differences among people including their ideas and opinions.** A commitment to this expectation affirms support for equal rights and opportunities for all persons regardless of their age, gender, religion, disability, ethnic heritage, socio-economic status, sexual orientation, political, social, or other affiliation or disaffiliation.
- **A concern for others and their feelings.** A commitment to this expectation causes each person to work toward an environment that promotes intellectual development and a sense of community. It also gives one compassion and consideration and causes one to avoid behaviors which are insensitive or inhospitable.

Association of College and University Officers - International Ethical Standards for the Housing Professional

The HOUSING PROFESSIONAL acts with integrity, dignity, and competence while striving towards improved services, educational programs, administrative procedures, and research.

The HOUSING PROFESSIONAL has a dual responsibility both to the student and to the institution.

The HOUSING PROFESSIONAL has an obligation to understand the educational goals of the institution and to aid in support and realization of these goals through programming, leadership training, student governance, faculty involvement and sound fiscal management.

The HOUSING PROFESSIONAL accepts students as individuals, each with rights and responsibilities, each with goals and needs, with this in mind, seeks to create and maintain a group living environment in which maximum (the most favorable) learning and personal development can take place.

The HOUSING PROFESSIONAL provides a continuing program of development for student staff as well as professional staff.

The HOUSING PROFESSIONAL develops and maintains staff relationships in a climate of mutual respect, support, trust, and interdependence recognizing the strengths and limitations of each professional associate.

The HOUSING PROFESSIONAL develops lines of communication within the campus community so that programs, policies, and procedures are mutually reinforcing, consistent, and operating in support of quality education for students.

The HOUSING PROFESSIONAL seeks to develop new knowledge as the basis for improved programs, policies, and procedures and communicates the results through appropriate channels such as journals, newsletters, and/or consultation.

The HOUSING PROFESSIONAL recognizes both formal training and practical experience as important ingredients in the preparation of any person for effective full-time work in the student housing field.

The HOUSING PROFESSIONAL believes in the educational value of professional associations and encourages staff members to attend appropriate regional and national meetings.

The HOUSING PROFESSIONAL is aware of the political implications of housing as an integral part of higher education and is obligated to maintain effective relationships with the outside community so that programs, policies, and procedures are fully understood.

University Housing Staff

We're Here to Help You!

The staff members of University Housing are available to: answer questions, assist with your concerns, help resolve difficult situations, create activities for your education and enjoyment, and assist with your personal development.

In short, we are here to help you make living in University Housing as comfortable and rewarding as possible. But to make it happen, you need to be willing to work with us. Take the opportunity to get to know your University Housing staff. If you have questions or concerns, begin by contacting the staff member who is most closely involved. For example, if you have a roommate conflict, discuss it with your Resident Assistant. If you have any questions about living on campus, contact your Hall/Residence Director. For maintenance questions, contact the University Housing Facility Management office. For housing contract-related questions, contact the Central Housing Office.

University Housing Staff

University Housing employs approximately 185 people, including professional, civil service, and student staff.

Resident Assistants (R.A.s) are student employees of University Housing. They participate in an extensive training program that enables them to effectively assist all residents in adapting to life in the SIUE community. In the Residence Halls, one RA resides on each wing. At Cougar Village, each single student Resident Assistant is responsible for 2-3 buildings, each Family Resident Assistant is responsible for approximately 5 buildings. Resident Assistants are supervised by Hall Directors in the residence halls and by Residence Directors at Cougar Village.

Assistant Residence Directors (ARDs)/Assistant Hall Directors (AHDs) are full-time graduate students who work for and reside in University Housing. They assist Residence Directors/Hall Directors with management of their respective areas. Responsibilities include the supervision of Front Desk staffs, assisting with disciplinary issues, RA staff training, and special projects to aid individual student development. ARDs and AHDs are supervised by Residence Directors and Hall Directors respectively.

Community (CD) and Hall Directors (HDs) are full-time professional staff members who reside in their area of responsibility. The responsibilities of each include: community development, training and supervision of ACDs/AHDs and Resident Assistant staffs, and special projects to aid individual student development. The Community Director and Hall Directors are supervised by the Associate Director of Residence Life.

Marketing Coordinator - is responsible for University Housing publications, promotions, public relations, UHTV-96, and web site. This person assists in recruitment of new students as well as attends numerous events to represent University Housing. Contact this person at SIUE campus box 1253, Edwardsville, IL. 62026, call (618) 650-4627, or e-mail housing@siue.edu.

Assistant Director for Training & Development (Sheila Coressel) coordinates the planning, implementation, and evaluation of all training and development programs within University

Housing's residential life program. This includes training and development of the Hall/Residence Directors, Assistant Hall/Residence Directors, and student staff. The Assistant Director is also responsible for cultivating student leadership by advising the Residence Housing Association and supporting the Hall/Residence Directors in their role of Hall/Area Council Advisor. Contact Sheila at SIUE, campus box 1254, Edwardsville, IL 62026, (618) 650-4629, or e-mail scoress@siue.edu.

Assistant Director for Academic Programs and Assessment (Kara Shustrin) is responsible for enhancing the academic experience of residential students. She coordinates University Housing's Living & Learning programs, tutoring, faculty involvement, and assistance to students who experience academic difficulties. Assessment of student learning is also one of her responsibilities. Contact her at SIUE, campus box 1255, Edwardsville, IL. 62026, call (618) 650-4253, or e-mail ksnyder@siue.edu

Associate Director of Residence Life (Kathleen Gardner) has full responsibility for developing and implementing the vision and direction of the residence life program and serves as an integral part of the central management team for University Housing. The Associate Director's primary responsibility is ensuring effective daily operations of Cougar Village Apartments and Woodland, Prairie and Bluff Halls. The Associate Director is responsible for budget management; supervision of Residence Life Staff; and ensuring the development of a community that fosters intellectual growth and development for 3,000 residents. Contact Kathleen at SIUE campus box 1254, Edwardsville, IL 62026, (618) 650-4628 or e-mail kagardn@siue.edu.

Associate Director of University Housing Facilities Management (Bob Legate) is responsible for the supervision of the University Housing Facilities Management Staff, initiation of policies and procedures for the maintenance/cleaning of the facilities and grounds of University Housing, and the development of a preventive maintenance and long-term capital improvement program. Contact him at SIUE campus box 1257, Edwardsville, IL. 62026, call (618) 650-2070, or e-mail rlegate@siue.edu.

Associate Director of University Housing (Scott Gluntz) assists the Director of University Housing in the management and operation of University Housing. He supervises the Central Housing Office staff and the Marketing Coordinator. He is directly responsible for the management of the resident application and space reservation processes, monitoring the collections/accounts receivable system, and the enforcement of the terms and conditions of the housing contract. Contact him at SIUE campus box 1056, Edwardsville, IL. 62026, call (618) 650-3931, or e-mail sgluntz@siue.edu.

Director of University Housing (Michael Schultz) is responsible for the management, supervision, and operation of University Housing including fiscal, operations, services, and maintenance functions. He is the person directly responsible for monitoring and implementing the policies and procedures of University Housing. The Director of University Housing is the supervisor of the Associate Directors of University Housing, Residence Life, University Housing Facilities Management, and the Assistant Director for Academic Programs & Assessment. Contact him at SIUE campus box 1254, Edwardsville, IL. 62026, call him at (618) 650-4628, or e-mail mschult@siue.edu.

University Housing Contract

General Conditions of the Housing Contract

Single student housing contracts are issued for the nine month academic year (Fall and Spring semesters) and Summer term. The family housing contract is issued for the 12 month period beginning June 1. Therefore, once the student has signed the contract and paid the advance payment and deposit, he/she is expected to honor this contract for the entire contract period.

By signing the housing contract, the single student agrees during the period of occupation to comply with the rules and regulations of the University and of University Housing relative to preserving order on the premises, use of the premises, protection of the University (State of Illinois) property, and maintenance of student status.

The general rules and regulations of the University are printed in the “Student Conduct Code” document and the University Housing Terms and Conditions. Students are also bound by the State of Illinois statutes, which apply to students and the University, and all registration and contractual agreements signed by the student (and the student’s parent or guardian, if applicable).

Enrollment

Fall and Spring:

1. Undergraduate residents are expected to enroll for at least 9 credit hours per semester.
2. Graduate residents are expected to enroll for at least 6 credit hours per semester.

Summer:

1. Enrollment in at least one course for summer term meets housing eligibility requirement. Continuing residents who meet the minimum enrollment requirements during the preceding spring term, and are enrolled for the following fall term with valid housing contract, are not required to enroll for classes during summer term to live on campus during the summer term.

Contract Cancellation - Single Students

Academic year approved contract cancellations will be considered only in accordance with the Single Student Terms and Conditions in the following instances: **academic suspension, active military induction, counseling considerations, death in the immediate family, graduation, marriage, serious illness, and withdrawal from the University.**

Students submitting requests for cancellation are required to present documentation to substantiate the cancellation request. In cases in which residency is terminated, the resident remains financially responsible for 50% of the remainder of the Housing contract period. Requests for contract cancellation forms are available in the Central Housing Office, 0248 Rendleman Hall or online at www.siu.edu/housing.

All contract payments are determined according to the date the written “Request for Contract Cancellation” is received in the Central Housing Office and are required as follows:

Prior to Fall Term Cancellations

- a. Cancellations submitted in writing prior to May 1, before the start of the full contract, will result in a refund of the advance payment.
- b. Cancellations submitted in writing on or after May 1 and before August 1 will result in forfeiture of advance payment and security deposit.
- c. For cancellations submitted on or after August 1 and before the first day of the Fall contract, a written request must be received. Contract cancellation will be considered for approval only in the following instances: serious illness, graduation, death in the immediate family, academic suspension, marriage, withdrawal from SIUE for the remainder of the contract period, active military induction, or counseling considerations. If the cancellation is approved, the advance payment and security deposit will be forfeited.

Fall Semester Cancellations

- a. For approved cancellations from the first day of the contract period through December 1, the resident must pay the room rent prorated through the end of the week in addition to a \$250 contract cancellation fee.
- b. After the December 1 deadline and before the beginning of Spring Semester check-in, the resident pays the entire Fall Semester housing rent in addition to a \$300 contract cancellation fee.
- c. For approved cancellations for graduation received prior to December 1, the cancellation fee is waived.
- d. For approved cancellations due to academic suspension, the resident must pay the \$75 deposit and room rent prorated through the end of the week of official check-out, if received within two weeks of suspension notification. Otherwise, see above (a. - Fall Semester Cancellations).
- e. The resident must properly vacate University Housing by the end of finals or when academic eligibility ceases, whichever is earliest.

Spring Semester Cancellations

- a. For approved cancellations from the first day of the contract period and through the last day of the contract period, the resident must pay the room rent prorated through the end of the week, in addition to a \$250 contract cancellation fee.
- b. For approved cancellations due to academic suspension, the resident must pay the \$75 deposit and room rent prorated through the end of the week of official check-out.

Summer Term Cancellations

- a. Cancellation will be considered only if submitted in writing prior to the beginning of the contract period.
- b. For approved cancellations due to academic suspension, the resident must pay the \$75 deposit and room rent prorated through the end of the week of official check-out, if received within two weeks of suspension notification. Otherwise, the student is responsible for the full contract.

Contract Cancellation - Family Students

Family residents may cancel their contract provided that the Central Housing Office is advised in writing on the "Request for Cancellation of Contract" form at least thirty (30) days in advance of vacating. Payments will be made for the 30-day period following receipt of the cancellation form or to the indicated date of cancellation, whichever is longer. If a cancellation form is not received by the Central Housing Office, the 30-day period will begin the date the resident is discovered to have vacated. "Request for Contract Cancellation" forms are available in the Central Housing Office, 0248 Rendleman Hall, and online at www.siu.edu/housing.

Late Payment

For single students and families on the Installment Payment Plan, a service charge will be assessed if payment is not made according to the Plan's guidelines. Late payments that result in registration cancellations do not cancel the student's housing contract liability.

Address

Students who live in the Residence Halls will be assigned a mailbox and issued a key to their box. All of the mailboxes are located on the first floor near the main stairwell.

Mailboxes for residents of the 400 side of Cougar Village are located on the first floor of each building. One mailbox key is issued for each apartment. Mailboxes for the 500 side residents of Cougar Village are located on the lower level of the Commons Building. The mailboxes are numbered by apartment number and are opened with your apartment key.

Know your University Housing mail address to ensure proper delivery of mail:

Resident Name	Resident Name	Resident Name
60 Circle Drive	2 Prairie Drive	1 Residence Drive
Bluff Hall Mailstop #	Prairie Hall Stop #	Woodland Hall Stop #
Edwardsville, IL. 62025	Edwardsville, IL. 62025	Edwardsville, IL. 62025

Resident Name
Building # Cougar Village, Apt. #
Edwardsville, IL. 62025

Resident Name
Lockbox # Cougar Village
Edwardsville, IL. 62025

Change of Address

When you check out of University Housing or change spaces, you must change your address. (Note: Persons who space change within their own Residence Hall do not have to fill out a Change of Address Form unless they leave their building.) All residents must also complete an SIUE Change of Address. Billing and local addresses may be updated via CougarNet between 8am and 5pm, Monday through Friday. Permanent addresses may be changed by completing the change of address form available online at www.registrar.siu.edu/forms/addresschange.pdf and returning it to the Service Center in person or by mail. Residence Hall students should complete a change of address form from the United States Postal Service. Cougar Village residents may change their information by logging on to www.usps.com.

Alcohol Policy

Each resident of University Housing is responsible for informing his/her guests of these regulations and ensuring that guests are in compliance with the University policy on alcoholic beverages. The resident may be subject to disciplinary action for guests' non-compliance with these regulations. Non-student guests may be subject to civil and criminal action for violation of these regulations.

Intoxication

Intoxication is not an acceptable or appropriate condition and may be cause for disciplinary action. Intoxication is defined as either (1) not having the normal use of mental or physical facilities due to the introduction of alcohol or other drugs into the body; or (2) having a blood alcohol concentration (BAC) of 0.08 or more.

All guests who visit University Housing are subject to the following regulations:

A. Residence Halls

No alcohol, alcohol containers (even if empty), or devices used for rapid consumption of alcohol (i.e. - funnels, bongs, etc.) are permitted in Bluff, Prairie, or Woodland Halls at any time. Controlled substances are also prohibited. Guests must adhere to the no alcohol policy. Anyone found in violation of this policy is subject to University discipline.

B. Cougar Village

1. Residents of Cougar Village and their guests who are 21 years of age or older who choose to possess or consume alcoholic beverages may do so in the following places and/or circumstances, except for the provisions of policy 6C1 paragraphs 2-4 (Regulations Governing Alcoholic Beverages at Southern Illinois University Edwardsville).
 - a. If alcoholic beverages are possessed or consumed, then those beverages must be present only in private living areas, which are defined as the individual living unit of the resident. A private living area does not include such areas as lounges, indoor recreational areas,

breezeways, hallways, stairwells, balconies, parking lots, patios, multipurpose rooms, laundry areas, grounds surrounding any University building, or other public areas.

- b. Those students who are 21 years of age or older may bring alcoholic beverages into apartments; however, alcoholic beverages may only be carried to the apartments in non-transparent bags. If the alcoholic beverages are clearly visible, the alcoholic beverages will be confiscated and destroyed. Violation of this provision of the policy may result in disciplinary sanctions as listed in the Student Conduct Code.
 - c. Alcoholic beverages carried or transported in containers which are open will be confiscated and destroyed. Violation of this provision of the policy may result in disciplinary sanctions as listed under Part D in the Student Conduct Code.
2. Containers holding more than one gallon of alcoholic beverages or devices promoting the rapid consumption of alcohol (i.e. - funnels, bongs, etc.) are prohibited on University property and will be confiscated. **No kegs are permitted.** Possession of a keg(s) may lead to termination of residency.
 3. Unregistered and/or unapproved events in University Housing, where alcoholic beverages are present and where nine or more people are gathered, are strictly prohibited. Unregistered and unapproved events shall be considered a violation of this policy and violators will be subject to disciplinary action in accordance with the Student Conduct Code.

Regulations for Registered Cougar Village Events with Alcoholic Beverages Present

- A. In order to sponsor an event in a Cougar Village apartment with alcoholic beverages present, the following regulations apply.
 1. One host who is a currently enrolled student, who is 21 years of age or older, and a resident of the apartment sponsoring the event must be identified.
 2. An "Apartment Event with Alcohol Application" must be completed by the host and signed by all residents living in the apartment and returned to the Cougar Village Commons desk at least three business days before the event.
 3. The application will be forwarded to the appropriate Residence Director who will approve or not approve the event based on the regulations stated in this policy. The Residence Director will notify the host of the status of the application 24 hours before the event.
 4. If this is the first time the student is hosting an event with alcoholic beverages, the Residence Director will meet with the host and explain the regulations.
 5. The host must agree to satisfy the responsibilities of the hosts listed in the Responsibilities of the Host section (page 10).
- B. Registered apartment events with alcoholic beverages must be limited to no more than 20 people (*including residents, hosts, and/or guests*) for a first floor apartment, and to no more than 11 people for a second floor apartment.

- C. If a minor lives in the apartment where the event with alcoholic beverages is being held, it is his/her responsibility, as well as the host's, to make certain that he/she is not served and does not consume alcoholic beverages. If all the residents of the apartment are minors, an event with alcoholic beverages is prohibited in that apartment.
- D. Registered apartment events with alcoholic beverages are required to end by 1:30 a.m. An event with alcoholic beverages present is prohibited in Cougar Village the entire week of final examinations.
- E. The Director of University Housing, or his/her designee, may approve no more than two (2) events with alcoholic beverages present in any one apartment building during a twenty-four hour period. The Director or designee may approve only one event with alcoholic beverages present in any one apartment during a twenty-four hour period.
- F. In accordance with Illinois state laws, money may not be collected for any reason or donated prior to, during, or after a registered apartment event with alcoholic beverages present unless a valid license issued by the Illinois Liquor Control Commission and the Local Liquor Control Commission has been obtained. All licenses issued by the Illinois Local Liquor Commission must be brought to the attention of the Office of Risk Management. Use of chips, tickets, or similar tokens as substitutes for cash is a violation of this policy and is prohibited.
- G. A student may not serve alcoholic beverages to any person who appears to be intoxicated. Some indicators of intoxication include slurred speech, staggering, the smell of alcohol on the person, bloodshot eyes, and belligerent behavior. This is not to be construed as a definition of intoxication; however, these indicators are intended to be useful to hosts and other students.
- H. No activity that promotes the rapid and irresponsible consumption of alcohol will be tolerated. These activities include, but are not limited to: "chugging" of alcoholic beverages, competitive drinking activities, and activities that employ peer pressure to entice people to consume alcoholic beverages.

Responsibilities of Host(s)

- A. At an event with alcoholic beverages, the host(s) is responsible for ensuring that only those students who are 21 years of age or older possess and/or consume alcoholic beverages at an approved event. Each host must have a plan for ensuring that only those individuals who are 21 years of age or older are served alcoholic beverages. The plan must be explained on the Event with Alcohol Application form.
- B. The host(s) is responsible for ensuring that only those students who are 21 years of age or older possess and/or consume alcoholic beverages at an approved event. Each host must have a plan for ensuring that only those individuals who are 21 years of age or older are served alcoholic beverages. The plan must be explained on the Event with Alcohol Application form.
- C. The host(s) is responsible for the conduct of guests during the event and is expected to exhibit conduct compatible with acceptable standards as defined in the Student Conduct Code. If the guests are students, they shall be expected to follow the acceptable standards of conduct as

defined in the Student Conduct Code.

- D. At a registered apartment event, the host(s) is responsible for compliance with the Illinois State Laws regarding alcoholic beverages.
- E. The host(s) is responsible for ensuring that persons who appear to be intoxicated are not served alcoholic beverages.
- F. The host(s) must remain alcohol and drug-free throughout the entire event.
- G. Non-alcoholic beverages (*other than water*) and food must be provided in appropriate amounts in a clearly visible and accessible area throughout the duration of the event. The amount of non-alcoholic beverages must be at least equal to, if not greater than, the amount of alcoholic beverages present.
- H. Any host(s) who does not comply with this alcoholic beverages policy will be subject to disciplinary action.

For more information on the Sanction and Enforcement of the Student Alcohol Policy at SIUE, see the SIUE Student Conduct Code.

Appliances & Cooking

Residence Halls

Cooking in the Residence Hall student rooms is extremely dangerous and is not permitted. Residents who violate this policy are subject to charges and disciplinary action. Food should be prepared in the kitchenette in each wing and the facility should be cleaned immediately following preparation. Please use the microwave and sink for food preparations only. If food is stored in your room, it should be kept in sealed containers.

Microwaves and any appliances with exposed heating elements are not allowed in Residence Hall rooms. **Refrigerators are limited to those under 5.0 cu. ft.** No other large appliances are allowed. (For more information on items prohibited in University Housing, please refer to pages 32 under “Electrical Appliances” and page 38 under “Prohibited Items in University Housing.”)

Cougar Village

Residents must practice caution when cooking. Any item on the stove or in the oven should be monitored at all times. Due to potential fire hazard, aluminum foil should not be used to cover stove drip pans or the bottom of ovens.

The use of additional freezers, full size refrigerators, washers, driers, dishwashers, or stoves is not permitted.

Asbestos Notification

Southern Illinois University Edwardsville (SIUE) is committed to providing a safe and healthy environment to its students, tenants and contractors. To support this commitment, SIUE has developed and implemented an Asbestos Management Plan for Cougar Village. This plan has been prepared using the most current guidance from the US Environmental Protection Agency

(EPA) and the Occupational Safety and Health Administration (OSHA). The objectives of the plan are (1) compile an inventory of building materials that have been found to contain asbestos and (2) manage these asbestos containing materials in place in a manner that prevents exposure to airborne asbestos.

In order to accomplish the objectives of the plan, it is important for all building occupants to be aware of the types and location of ACM (Asbestos Containing Material) on the site, so that disturbance of these materials and potential release of asbestos fibers can be avoided. The following building materials have been found to contain asbestos:

- Drywall/joint compound
- Floor tile/baseboard mastic
- Pipe fitting insulation

The plan also contains a number of guidelines for building occupants. Some of the main guidelines include the following:

- Do not drill, bore, cut, tear, or otherwise disturb or damage building materials that contain asbestos. If you are unsure if a building material contains asbestos, contact the Asbestos Program Manager (APM), Environmental Health and Safety at x3584, prior to any activities that may disturb the material.
- If it is necessary to disturb building materials contact the APM. The APM will be able to facilitate completing work that may disturb ACM using trained personnel and proper control procedures.
- If you notice anyone disturbing ACM or if the condition of ACM deteriorates, report this information to the APM as soon as possible.

Barbecue Grills

Residence Halls

Barbecue grills are not allowed at Bluff, Prairie, or Woodland Halls, other than those provided by University Housing.

Cougar Village

Barbecue grills should be located on patios or on balconies at the farthest point away from the building to avoid possible fire hazards. Grills should not be placed on or behind air conditioning units or on the grass. Do not place hot coals on the ground or in the dumpster. Residents will be charged if damage occurs. **Liquid propane gas grills are not allowed.**

Bicycles

Residence Halls

Bicycles may not be stored inside the Residence Halls. They must be locked to bike racks located near the buildings. Bikes locked to lampposts, benches, or trees will be removed.

Cougar Village

Bicycles may not be stored in breezeways or hallways. Bicycles stored outside must be locked to one of the bike racks located throughout the complex. Bikes locked to lampposts, air conditioning units, benches, trees, or stored in breezeways or hallways will be removed.

Bicycles and personal property improperly stored in stairwells and breezeways will be removed without notice and held for two weeks by University Housing Facilities Management. If items are reclaimed, a \$25.00 charge will be issued at the time of reclamation. Abandoned property will be donated to charity.

Break Periods

In the Residence Halls, your contract covers the period when the University is in session. Residence Halls will be closed over the Thanksgiving holiday, between semesters, and Spring Break. Halls will reopen at 10 a.m. on the Sunday following each break period.

Cougar Village and Residence Hall residents, when leaving for break periods, remember to:

- Close and lock your windows.
- Empty your trash.
- Make sure that your room/apartment door(s) and bathroom door (RH) are shut and locked.
- Lower your blinds.
- Turn off all lights.

Bus Service

Bus Stops

Cougar Village bus stops include: (before 7:20pm) Shelter in front of Bldg. 519, Lot 4F, shelter adjacent to Bldg. 411, Cougar Lake Drive adjacent to Bldg. 406 and (after 7:20pm) shelter in front of Bldg. 519, Bldg. 526, Lot 4F, shelter adjacent to Bldg. 411, Cougar Lake Drive adjacent to Bldg. 406. Buses will drop off and pick up on the Hairpin Drive in front of Peck Hall.

Fares

Passengers traveling between Cougar Village and the central core of campus travel free. Passengers traveling to Edwardsville or Glen Carbon on MCT must pay the bus fare.

Off-Campus Bus Service

Bus service from SIUE includes Saturday bus service, weekday trips to Edwardsville, and service between the East St. Louis and Edwardsville campuses. MCT routes can be accessed at the Hairpin Drive or by obtaining a transfer at other points. Call Madison County Transit at (618) 931-7433 or www.mct.org for more information on routes.

On-Campus Bus Service

Bus service on the SIUE campus is available free of charge by utilizing Madison Country Transit (MCT). Weekday bus service from Cougar Village to central campus begins at 6:55 a.m. and ends shortly before midnight. Buses will continually run from central campus to Cougar Village and vice versa frequently throughout the day. Times for Saturday bus service from Cougar Village to

central campus and from central campus to Cougar Village vary slightly from the weekday service. Service to the Student Fitness Center and Early Childhood Center is provided with a weekday hourly bus route that leaves from Cougar Village. Please check the MCT bus schedule for stop times. Detailed bus schedules are available at the Commons Building, Bluff, Prairie, and Woodland Halls, University Center Information Desk, and at www.mct.org.

Cable Television/Stereo Wires

In order to make your living environment more enjoyable, University Housing has made cable television service available to each living unit. Expanded basic cable is included in the contract payment of each resident. If you would like to receive premium channels, please contact Charter Communications at 1-888-438-2427.

Wires for televisions and stereos should not be attached to walls, molding, or door frames. This damages University property and repairs will be charged to the resident(s) responsible. These wires should also not be laid in doorways, as this is a safety hazard.

Cable Repairs

Contact University Housing Facilities Management if you have problems with your cable service at 650-2070. This staff person will be able to place a service call for you.

UHTV-96

Residents using cable service receive UHTV-96, the University Housing cable access channel. UHTV-96 broadcasts free current video releases and film classics, University information, educational videos, and student productions. Movie listings may be found on the University Housing web site at www.siue.edu/housing. Movie requests for future broadcasts may be submitted from the UHTV page on the University Housing web site.

Problems with UHTV-96

If you experience a problem with UHTV-96, please try troubleshooting the problem to see if you can fix it before you call in your concern.

Troubleshooting

- Make sure your cable wires are of good quality and hooked squarely and tight against the wall and on the television.
- Unhook video game players before watching UHTV-96.
- Run your television through your VCR, which has its own tuner.
- Try unhooking your TV from your VCR to see if that makes a difference in your picture.
- Purchase a “ghost buster” from an electrical supply store. This will shield your cable coupling more completely.
- If you are only receiving up to channel 13, please check your programming and make sure your

television is set to “cable” and not “antenna”.

- Outlets are meant for one television. If you are using a splitter and experiencing fuzzy channels, try unhooking your splitter and attach the cable from the wall directly into your television.

After troubleshooting, if you are still having problems with UHTV-96, please place a service request. Give complete information, including your name, location, phone number, and availability for repairs to be made.

Candles/Open Flames

Open flames such as those from candles and incense are extremely dangerous and not permitted in any University Housing living unit. Candles are allowed for decorating purposes as long as the wick has been removed. Burnt candles and candles with wicks intact will be confiscated by Housing staff.

Checking Into University Housing

1. To check into University Housing, a student must have completed all required contracting procedures at the Central Housing Office located in the Rendleman Hall. This includes a paid application and contract.
2. Students who are checking-in must report to the front desk or to the location indicated in assignment instructions. Students will receive check-in instructions, their living unit assignments, and keys.
3. A proper check-in will include, among other things, a completed and valid emergency contact form and a “Furniture, Damage, and Cleaning Inventory.”
4. A new resident orientation session designed to acquaint students with University Housing procedures and policies will be held during the first two weeks of each semester.

Checking Out of University Housing

Proper check-out includes the following:

1. A Cancellation of Contract form must be completed (SEE: Contract Cancellation) prior to the end of spring semester.
2. Contact your Resident Assistant for a check-out appointment. Appointments must be made 24 hours in advance to avoid a \$25.00 improper check-out charge. During the last week of Spring Semester, appointments must be made by Wednesday of final exam week to avoid a \$25.00 improper check-out charge. Residents are expected to check-out within 24 hours of their last final exam.
3. You and your roommate(s) will be issued a **cleaning contract**. Your living unit will be inspected thoroughly for cleanliness and damages. If there is a cleaning contract, the resident who signed for a particular area will be responsible for the charges if that area is not cleaned.

All residents are held responsible if no one signs for a particular area (assuming other duties have been fairly and evenly assigned) or a cleaning contract has not been signed.

4. Moving out without giving proper notice to your Resident Assistant or missing a check-out appointment is considered an improper check-out. Charges will be assessed to your account. Improper check-out means a student forfeits any right to challenge inventory, damage, or cleaning charges.
5. Refunds, if any, will be mailed to the forwarding address left with the University. This address can be left in the Admissions and Records office in the Rendleman Hall.
6. Guidelines for approved contract cancellations are covered in the Terms and Conditions.
7. University Housing reserves the right to assess additional charges for an improper check out, cleaning, and damages after the resident has checked out.
8. Upon check-out, all personal items should be out of the living unit and storage area. Residents will be charged for labor involved in removal or storage of any belongings left behind. Items left behind by residents after a check-out will be disposed of. Replacement of missing or damaged University property will be charged at the replacement cost. Damages to floors, walls, ceilings, and grounds will be charged at the cost of labor and materials.

Child Behavior Guidelines for Families

Cougar Village is a living and learning environment composed of people of all ages. The University Housing staff wants each resident to enjoy a minimum of restriction in his/her personal life; however, to help ensure the safety of children (non-students, under 18 years of age, residing in Cougar Village family apartments) and to ensure that apartment living is satisfying for the entire community, the following guidelines have been developed:

1. Parents are responsible for the supervision of their children at all times. Children under 7 must be supervised by an adult at all times and may not be issued a lock out key at any time.
2. Play which is disturbing to residents is prohibited within reason after 9:00 p.m. or anytime during finals week.
3. Children who have not completed the 5th grade are not permitted to play outside of their apartments after the exterior lights come on unless accompanied by an adult.
4. Playing in hallways is prohibited.
5. The use of sports equipment (i.e., balls, bats, etc.) is permitted only on baseball fields and in open areas, away from all buildings.
6. The use of weapons and toys capable of inflicting bodily harm is prohibited (i.e., knives, BB guns, darts, bow and arrows, squirt guns containing anything, pistols, sling shots, etc.)
7. Any damage to University property (i.e., air conditioners, playground equipment, mailboxes, building walls, etc.) caused by children will be charged to the resident parent.

8. Children are not permitted to play in or near garbage dumpsters or air conditioning units.
9. Children are not allowed to climb trees or hang on the limbs.
10. Parents are responsible for cleaning all trash littered by their children. This includes trash left on the grounds of Cougar Village or in Cougar Lake.
11. Parents must accompany all children under age 7 unless otherwise specified by University Housing staff or program fliers to University Housing programs.
12. Cougar Village is state property. All state laws apply.

Enforcement

While primary responsibility for supervision of a child rests with the parent or guardian, members of the community also share responsibility for maintaining a safe, harmonious environment. Should a child be seen violating the "Child Behavior Guidelines," the behavior in question (unless warranting official intervention) should be brought to the attention of the child and his/her parent or guardian and a report should be made to University Housing staff. Depending on the severity of the case, disciplinary action may be taken against the contracted parent/guardian.

Cleaning Contracts

Cleaning contracts will be delivered to all single student living units. Roommates are required to discuss and agree upon an **equal** division of labor regarding cleaning responsibilities. Each roommate will sign his/her name next to the items which he/she has agreed to clean. The Community/Hall Director or Resident Assistant will refer to the cleaning contracts if the residents fail to adhere to the contract.

The cleaning contract should identify the individual responsible for the cleaning deficiencies. Those individuals responsible for not cleaning items listed in a failed cleaning inspection report will be responsible for correcting the deficiencies. Unsigned contracts signify that all roommates are responsible for the consequences.

If your living unit fails to pass the safety inspection, a notice will be left on your dining room table or a desk closest to the door. Contact your Resident Assistant and 48 hours will be allotted for correcting the deficiencies.

When a resident(s) fails to correct the deficiencies in 48 hours, he/she is subject to three unannounced inspections in one week. Continual failure to meet safety and cleaning standards may result in disciplinary action.

Cleaning Guidelines

Cleaning Contracts may be issued by your Community/Hall Director or Resident Assistant to those residents not maintaining a clean and sanitary living unit. A probationary period will be established by your Community/Hall Director and cleaning checks will be conducted at random during the probation period. Failure to maintain a clean and sanitary living unit after a Cleaning Contract has been issued may result in termination of residency.

Residents are responsible for maintaining living units in a consistently clean and sanitary condition. The following standards apply:

1. Living units must be kept clean and free of dirt. Properly dispose of trash and garbage in dumpsters/trash rooms.
2. All roommates will share the cleaning duties equally in the common living area, unless all mutually agree to another arrangement.
3. All walks, hallways, patios, grounds, and balconies within ten feet of a resident's apartment must be kept clean and clear of litter and debris.
4. Halls, lounges, kitchenettes, and microwaves in the Residence Halls must be kept clean and clear of litter and debris.
5. Trash and/or garbage must be placed either in the garbage receptacle within the apartment or in the dumpsters provided in each area near the apartments and in each trash room on each Residence Hall floor.
6. All furnishings, fixtures, walls, ceilings, and living unit surfaces are to be kept clean and free of damage.

Damages

The following information will help you avoid damage charges:

1. Residents are responsible for the care of their living unit and of all furniture, equipment, and attachments within it.
2. All breakage, damage, and the need for general maintenance and repairs must be reported to University Housing Facilities Management (x2070) or the Community/Hall Director. The University will make all such repairs with charges assessed to the resident(s) responsible for the damages.
3. **Misuse of Furniture** - Residents may not alter University furniture in their living unit beyond its intended set-up methods (i.e. - using cinder blocks, etc.). Mattresses and bed springs must remain on their respective frames. In addition, dressers, desks, and bed ends (except to bunk beds) may not be stacked in any way due to safety considerations. All University furniture should remain in the living unit. Persons found in violation of this policy may face disciplinary action.
4. Items for which damage charges are usually assessed are:
 - Broken Cougar Village thermostats
 - Holes caused by decorating; residents are responsible for damages resulting from unapproved decoration.
 - Dirty living units not meeting standards as specified by the check out list.
 - Scarred or broken furniture, fixtures, and equipment, including removal of doors from

bedroom closets

- Burns to University furniture and other damage caused by smoking in the living unit
 - Cost of repairs or replacement resulting from accidental or willful damage
 - Excessive damage to walls, wood and metal surfaces, sink counter tops, floors, and any University property
 - All damage caused by vehicles driven through grass or within the clusters
 - Any damage caused by guests
5. Residents are responsible for damages if they undertake repairs of any nature. Residents tampering with items that require repair by University Housing Facilities Management can be charged for resulting damages. The physical condition of the living unit should not be altered. Additional violations of maintenance policies and regulations could result in the termination of residency.

NOTICE: The cost of repairs is often very high with charge rates from \$12.00 to \$30.59. Overtime and after hours wages range from time and a half or double time dependent upon repair. Parts are also very costly because they usually involve special ordering in small quantities.

Cleaning Inspection Standards

Cleaning inspections are conducted by Resident Assistants twice per semester. The purpose of this inspection is to check the conditions relative to standards required by University Housing.

Residents will receive advance notice from their Community/Hall Director or Resident Assistant informing them when this inspection will take place as well as guidelines for the inspection.

Resident Assistants will open 500 side Cougar Village apartment furnace closet doors in advance of a cleaning inspection. Residents will be notified regarding this entry date.

Bathroom -

- Clean the bathtub/shower, tiles inside and outside the shower, and the shower curtain.
- Clean the toilet inside and out, the bottom of the basin, and around the floor.
- Clean the sink and counter, medicine cabinet, and all mirrors.
- Empty the trash and mop the floor.

Bedroom / Living Unit -

- Empty trash and clean floors.
- Keep the bedroom and living area neat and orderly.

Dining Room and Living Room (CV)-

- Dust all furniture and mop all floors including the hallway.
- Sweep rugs/carpet.
- Clean walls with a non-abrasive cleanser and a soft towel.

Furnace Closet (CV) -

- Wipe down furnace and walls to eliminate dust. Your RA will be around in ample time to open the door on the 500 side.
- Dust off the door to the furnace closet, inside and out, and sweep the floor.
- Do not use this area for storage (400 side).

General Housekeeping

- All trash should be removed from the living unit, balcony or patio, and from around the living unit, including under the stairwell and in the breezeway. Residents will be charged a minimum of \$25 per bag for trash removed and/or pick up of excessive trash outside of the living unit.
- Trash cannot be stored in the building. (CV)
- Electrical outlets are fire hazards if left overloaded.
- Extension cords or speaker wires should not be placed across traffic areas or under rugs.
- There should be no decorations hanging from the ceiling, such as nets or paper.
- Dressers, desks, and bed ends (except to bunk beds) may not be stacked in any way due to safety considerations.
- Residents are responsible for items in the storage closets. (CV)
- Residents are responsible for reporting missing or discharged fire extinguishers.
- The smoke system is centrally monitored. Do not attempt to alter or test the equipment. Call University Housing Facilities Management (x2070) if the smoke system is malfunctioning.

Kitchen (CV) -

- Clean entire stove inside and out, top burners, broiler, oven, and fan filter.
- Do NOT place aluminum foil under drip pans or on the bottom of the stove. This is a serious fire hazard!
- Clean the inside and outside of refrigerator.
- Pull out stove, refrigerator, and moveable counter and thoroughly clean behind and under them.
- Wash all dishes and take out all trash
- Clean off all counter tops, including breakfast bar.
- Make sure the fire extinguisher is charged by checking the gauge. If it is not, report it to University Housing Facilities Management.
- Clean floors, cabinets, walls, and other surfaces.

Clogged Drains

Never pour grease or other thickening substances into a lounge, kitchen, or bathroom drain. You can prevent clogging in your kitchen sink by filling both sinks with hot water once a week and draining them at the same time. Never pour drain cleaner into the drains. Instead, use a plunger to unclog drains. Plungers are available for check out from the Commons Building or any Residence Hall front desk.

Common Area Furniture

Lounge and other common area furniture is there for residents to enjoy. Residents found with common area furniture in their living units will be charged for the removal and will be subject to disciplinary action.

Commons Building

The Commons Building is the gathering point for residents of Cougar Village. It houses staff offices, 500 side mail boxes, information desk, a modern computer lab, a lounge with a large screen television, an ATM machine, laundry facilities, meeting rooms, and the Commons Grill snack bar & convenience store. Most areas may be reserved for meetings, study, or group activities. Space reservation forms are available at the Commons Building front desk. During the hours the Commons Building is closed, the phone is answered by a message system and you may leave a non-emergency message for the University Housing staff.

Hours for the Commons Building

** Hours vary for break periods, holidays, and Summer term.*

Monday - Wednesday / 8am - Midnight

Thursday - Friday / 8am - 1am

Saturday / 10am - 1am

Sunday / 10am - Midnight

Commons Computer Lab

The Commons Computer Lab opens when the building opens and closes one hour before the close of the building. The lab is operated by Academic Computing. Problems with computers or printers should be directed to 650-2711.

Computers have internet access and are equipped with word processing and spreadsheet programs. Users should not attempt to add programs to the computers or alter the system in any way. Academics have priority over games or use of the Internet. When the lab is full, those not doing class work must vacate the computer terminal when asked to do so by a student who needs to complete a class assignment.

Food and drink are not allowed in the computer lab. Children using the computer lab **MUST** be accompanied by an adult.

Commons Grill Snack Bar & Convenience Store

The Commons Grill is located on the lower level of the Commons Building and is open Fall and Spring Semesters: Monday - Friday 11:00am - 11:00pm, Saturday-Sunday Noon - 6:00pm. A wide variety of grill and specialty items are featured, as well as a selection of necessities for student use. Special orders are accepted. Call 650-2959. Meal plans card may be used at the Commons Grill.

Community Agreements

A Community Agreement is a document created by either your wing or your apartment building that outlines the guidelines, expectations, and goals that your community wishes to either adhere to or achieve throughout the academic year. This document is created by the residents of a particular wing/building and the RA for that area. The RA is there to facilitate the discussion and set boundaries as needed. You are strongly encouraged to take part in this process.

It should also be understood that the Community Agreement is not used to change policy. The Living Guide states the policies that University Housing abides by. Issues like alcohol, overnight guests, fire safety, and ID usage, are policies that will not be up for discussion through the Community Agreement process, but it should be noted that policies have changed as a result of student activism through Area Councils and Residence Housing Association (RHA). This is the time to encourage your residents to get involved.

Policies such as noise can be altered to be stricter, but cannot be altered to be more lenient. It should also be understood that if these policies are changed to be more lenient, they become the standard for judiciary action for the wing and/or apartment building.

Community Funds

Would you like to get to know your neighbors? Would you like to have the money to organize a social event for your community? Programming funds are available to residents of each community. These funds have been established to promote interaction between residents in the same living areas. Residents are totally responsible for the activity. They decide on activities to sponsor, and they plan and present those activities. RAs and the Residence Life staff are available for guidance on community fund activities, but responsibility for organizing and presenting the activity belongs to the residents.

Using Your Community Money

Each Cougar Village building is allotted \$100 per semester. Each Residence Hall wing of 48 is allotted \$150 per semester. (Please note that more residents live on hall wings than in Cougar Village buildings. Smaller wings of 32 are allotted the same as Cougar Village, \$100 per semester.) However, to encourage early planning and resident interaction, an extra \$50 is available if the funds are used for a non-food centered event before September 30 for Fall Semester and before February 28 for Spring Semester. The allocation for Fall Semester can be carried over for use in Spring Semester if 75% of the community's residents sign a petition agreeing to a specific, planned event during Spring Semester. The petitioning paperwork is available at the Commons Building, Bluff, Prairie, and Woodland Hall front desks.

In order for the Spring Semester's funds to be used in Fall Semester, the planned activity must encourage interaction with others or support building/wing unity. These funds cannot be combined to pay for meals off-campus or for activities that do not involve all residents simultaneously (i.e. theme parks, distributing a meal to be eaten in separate living units). Community fund packets may be obtained and turned in at the Commons Building, Bluff, Prairie, or Woodland Hall front desks. All paperwork must be completed at least one week prior to the planned event. Fall Semester community fund paperwork must be submitted before December 10 if the event is to be

held during Finals Week. Spring Semester community fund paperwork must be submitted before April 29 if the event is to be held during Finals Week.

Condition Reports

Inventory condition reports are completed prior to occupancy for each resident living in a respective living unit in University Housing. Condition reports provide a record of the condition of the living unit prior to occupancy. Each resident should make sure that all damages and deficiencies are noted on this inventory. When the resident checks-out of University Housing, all damages not listed on the inventory will be charged to the resident(s) of the living unit.

Conference Housing

Conference Housing is available for University guests during the academic year as space permits. To inquire about Conference Housing, contact the Marketing Coordinator at 650-4628.

Controlled Substances

The Student Conduct Code of Southern Illinois University Edwardsville defines social misconduct to include violations of University policies and regulations, local ordinances, and state and federal laws, which include, without limitation, the manufacture, sale or distribution, and or the unauthorized possession or use of controlled substances. The misuse of chemical or controlled substances that may create a hazard to oneself or others is considered a violation of this policy. Such violations may result in termination of residency from University Housing.

COP (Community Oriented Policing)

University Housing staff encourages residents to become involved with the University Police in community safety issues through a program call COP (Community Oriented Policing). Community Oriented Policing is an organization-wide philosophy and management approach that promotes a partnership between the University community and the University Police. Goals are achieved through proactive problem solving and community engagement to address the causes of crime, fear of crime, and other University community issues.

The COP program encourages the University community to work with the police to identify concerns and to find long term solutions. COP officers can often be seen on foot or on bike patrol around the Residence Halls and Cougar Village. In fact, the officers have a police sub-post at the Cougar Village Commons Building.

University Housing residents can get involved by being watchful in their own communities, reporting anything suspicious to the police, getting involved in many activities and projects sponsored throughout the year by the COP program, and requesting safety instruction and training from the University Police.

Damages, Vandalism and Group Billing

Residents are asked to help preserve their communities by reporting incidents of damage or vandalism to the Community/Hall Director or Assistant Community/Assistant Hall Director. In all cases, Housing staff will work to identify the responsible party. If the responsible party cannot be identified, the entire building/wing will be held responsible. Charges associated with excessive cleaning or repair of damages caused by vandalism will be divided equally among all residents of the building/wing and the residents will receive a bill from the University. Residents will be given notice of acts of vandalism and given the opportunity to present any information that would lead to the identification of the responsible party. Please respect your community! If you see anyone attempting to vandalize University property or leaving trash in public areas, please confront them yourself or contact the on-duty staff person for assistance.

You are financially responsible for any damage to your living unit and furnishings other than normal wear and tear. Furnishings must not be dismantled or removed from the living unit. No University Housing furniture is to be outside of the buildings, balconies, or lounges.

Decorating and Painting

To avoid excessive damage and repair costs, which would cause future rents to increase, you are expected to comply with the following guidelines or to pay for the repairs necessitated by non-compliance.

Decorating

1. All material used as wall decoration cannot cover more than 1/3 of a wall.
2. If you want to hang anything on the wall, with the exception of the kitchen and bathroom walls, use tacks, push pins, or small nails on a limited basis. **Do not** use tacks on wooden surfaces! Do not use large nails, tape or other adhesives, except for the approved **480 Removeable Mounting Tabs made by Magic Mount**, for they cause serious damage. Residents will be charged for repairs from excessive use of tacks, push pins, nail damage, and any clean-up associated with using adhesive tape from tape, glow stars, and other adhesive items attached to painted surfaces.
3. The kitchens and bathrooms at Cougar Village apartments have been painted with enamel. You may not paint, puncture, or otherwise mutilate the walls. Puncture marks will cause this paint to peel.
4. Curtain rods/blinds will not support the weight of hanging plants.
5. The use of tape, nails, and adhesives is prohibited on all living unit doors.
6. Do not use tape on any painted surfaces.
7. Dart boards are not allowed on any wall or door in the living units or in the hallways.
8. Residents should contact their Community/Hall Director or ACD/AHD before any decoration or personalizing is done. Decorating which is not approved may result in charges to restore the

living unit to its original condition. The request for approval must be in writing and will be kept in the resident's file.

9. Nets, flags, and/or other items may not be hung from the ceiling.
10. University furniture may not be removed from living units. Personal furniture may be placed in living units with the consent of all the residents of the unit.
11. University property (i.e., outside lamp globes or University traffic signs), other than property of University Housing is not allowed in a living unit. Residents in possession of such material will have items confiscated and may receive fines and/or disciplinary action.
12. Cougar Village residents are responsible for having any special adapters on the kitchen faucet installed at their own expense for washing machines (family area only). Upon checking out, these fixtures must be returned to the same condition as before the installation or charges will be assessed.
13. Venetian or mini blinds may not be installed in Cougar Village apartment windows. The hardware used to hang the blinds damages the walls.
14. Nothing may be hung on the outside of windows, building exteriors, or on the balconies.
15. Windows must be kept clear of tape, stickers, posters, and signs that face outward.
16. University lighting fixtures are not to be altered or substituted for hardwired fixtures such as ceiling fans.
17. Constructions such as panels, dividers, lofts, wall-mounted shelves, and non-university bunks are not permitted.

Holiday Decorating Safety Regulations

1. Only artificial Christmas trees shall be permitted in living units. No lights may be used on aluminum trees since vibrations cut through the wiring insulation and cause the tree to become completely electrified.
2. No lights are permitted around the outside of doors, windows, or balconies/patios, as the power line passing through the door or window frame to an outlet could short the power.
3. All decorations used on the inside of any University Housing building must be flameproof or made from material that is flame retardant.
4. "Christmas Snow" or any decorations such as this may not be used on University property. This includes windows, doors, walls, brick, and siding. This type of decoration has a tendency to be hard to remove and does not come off completely, leaving a stain.

Painting/Adhesive Papers

Residents are NOT allowed to paint their living units. Wallpapering, paneling, contact paper

(including adhesive shelf liners), or any other type of adhesive materials (such as wallpaper borders) are not permitted on any wall or other surface within the living unit.

Discipline Process

Resident Rights & Responsibilities

Resident Rights

As a member of the University Housing community, you are entitled to the right to:

- Read and study without interference, unreasonable noise or other distractions;
- Sleep without undue disturbance;
- Have personal privacy within your living unit;
- Live in a clean and sanitary environment;
- Host guests, but with the understanding that the guest will honor other residents' rights;
- Address grievances to University Housing staff;
- Be free of fear from intimidation and physical or emotional harm.

Resident Responsibilities

Upon moving into University Housing, residents are responsible for:

- Knowing and adhering to the rules and regulations of the University and University Housing as stated in this Living Guide and the Terms and Conditions of your contract;
- Maintaining and controlling their living unit and the activities that occur within;
- Making sure their guests understand and follow the policies of University Housing;
- Responding in a timely manner to requests for information or meetings with the University Housing staff;
- Interacting with all University Housing staff in a courteous and respectful manner;
- Respecting their roommate(s)' belongings;
- Regulating the behavior of their children (See Child Behavior Guidelines, page 18).

Understanding the University Housing Discipline Process

The University Housing discipline process is designed to encourage students' growth and development. Personal growth will result in responsible behavior and the exercise of sound principles for healthy interpersonal relationships. This underscores the importance of self-discipline and respect for the rights and privileges of others.

The total disciplinary effort encompasses correction and prevention rather than punishment alone. Due process is an essential part of this approach to discipline and is emphasized to ensure a fair hearing. Due process entails notice of charges, a fair hearing, and right to appeal.

Thus, no matter which University agent deals with a particular disciplinary situation, consideration is given to all factors and information relative to the case.

Responsibility for Maintaining University Housing Discipline Process

Whenever a number of people live together in a community, it becomes necessary to formulate procedures and regulations to provide for an orderly environment. University Housing procedures and regulations have been developed by students and staff to ensure equality of opportunity for each student and student group in the attainment of academic and personal objectives. SIUE considers students to be mature individuals who are responsible for establishing and accepting appropriate standards of conduct. All students are expected to conduct themselves in accordance with the regulations of University Housing, the University, and such laws of the city, state, and federal government that apply, and particularly, to respect the rights of other citizens in the University Housing community.

If self-responsibility and self-discipline are not exercised by each individual residing in University Housing, it becomes necessary for University Housing to exercise its responsibility for the maintenance of individual discipline as delegated by the Chancellor and the Board of Trustees of SIU.

Discipline Process

The University Housing discipline process consists of five steps.

1. Notice of a possible violation should be reported to a Community/Hall Director (Conduct Officer). Notice of a possible violation can be submitted in writing by anyone in the University community.
2. After reviewing the notice of a possible violation, the Conduct Officer or Assistant Community/Hall Director (Conduct Officer) will request in writing an initial conference with the student or students involved. The notice must contain: The request for a conference by a specified deadline, and the alleged conduct of the student or guest; i.e., charges. The purpose of the meeting is to make the student aware of charges and discuss his/her involvement in order to determine whether further action is warranted.
3. The Conduct Officer manages the initial conference. Should the Conduct Officer be one of the parties involved in the matter at issue, another Conduct Officer will be appointed by the Director of University Housing to manage the initial conference. At the conference, the Conduct Officer will:
 - a. Explain the charges and request information from the student.
 - b. Determine if further action is warranted.
 - c. Request a plea from the student.

- d. Determine if the Conduct Officer can decide the case or if the student must be charged with social misconduct as outlined in the Student Conduct Code.
 - e. If students are non-residents or the incident may jeopardize the student's enrollment status, the case will not be decided by the Conduct Officer.
 - f. If the student does not attend the initial meeting/hearing, the case is decided based on the information the Conduct Officer has at the time.
4. If it is determined that the Conduct Officer will decide the case, he/she may do so at the initial conference. He/she has the following options:
- a. Dismissing the case. A letter will be sent to the student to confirm the decision. A copy of that letter will be placed in the student's University Housing file.
 - b. Sanctioning the student. The Conduct Officer will apply the appropriate sanction (see Sanctions). The decision concerning an appropriate sanction may be discussed in the initial conference. However, a decision may or may not be made during the initial conference. A written decision will be made during or after the initial conference.
 - c. Referring the case to the Office of the Vice Chancellor for Student Affairs as social misconduct. The case will be processed through the Student Conduct Code. The Conduct Officer will provide the Director of University Housing with the incident report and notes from the initial conference. This information will be forwarded to the Vice Chancellor for Student Affairs or designee.
5. A student has the right to appeal the decision of the Conduct Officer. Appeals should be submitted in writing to the Director of University Housing within two working days of the date of the sanction letter.

Standard of Evidence

Formal rules of evidence are not applicable to the University Housing Discipline Process. If a student denies responsibility for an alleged policy infraction, the Conduct Officer must make his/her decision based on the preponderance of the evidence. After weighing all of the available evidence, the Conduct Officer will decide whether there is more evidence (greater than 50%) that the student is responsible for the misconduct than evidence that they were not.

Sanctions

This section defines the sanctions which may be imposed for violating University Housing Terms and Conditions or living guidelines. The sanctions listed in this section may be imposed independently or in combination. Sanctions should be selected and imposed with two goals in mind: (1) to protect the members of the University Housing community and (2) to assist in the education of the person responsible.

1. **Disciplinary Reprimand.** An oral conference or written reprimand noting the seriousness of the violation of the University Housing rules and regulations.
2. **Disciplinary Warning Status.** A written warning noting that repetition of violations or additional violations will subject the student to further sanctions. This warning shall last for a stated period of time and until the conditions of any other imposed sanctions have been met.

3. **Assessment for Restitution.** Payment for the restoration of property. Failure to pay the assessed amount in a specific period of time will prevent the student from obtaining transcripts and registering for classes, and may subject the student to further sanctions.
4. **University Residence Probation.** The requirement imposed by the hearing officer that the student demonstrate, for a specific period of time, the capacity of conduct in conformance with the University residential (housing) standards. Any violation of University and Housing policies while on University Residence Probation may result in separation from the University residence and/or other sanctions.
5. **Parents Notification.** The University may notify parents of students under the age of 21 years for violations of Federal, State, or local law or institutional disciplinary rule or policy regarding the use or possession of alcohol or controlled substances.
6. **University Residence Transfer.** The transfer of a student from one University residence (living unit or building) to another by the Director of University Housing or designee.
7. **Community Service.** Any violator of the University Housing Terms and Conditions and/or Housing policies may be required to perform community service. A student may choose to perform community service in lieu of an assessment for restitution for damage to University property.
8. **Referral to Intervention Program.** If the Hearing Officer, Associate Director of Residential Life, or Director of University Housing perceives that it is necessary that a student be referred to an intervention program, he/she may choose to do so. Refusal on the part of the student may result in further disciplinary action. The student may be required to attend or participate in a workshop, program or creative sanction (such as a paper, bulletin board, etc.).
9. **Loss of Privileges.** Denial of specified privileges for a designated period of time, including, but not limited to: loss of participation in certain activities and/or loss of access to designated facilities or areas.
10. **Suspension.** Excludes a student from University Housing facilities for any reason during the stated period of suspension and disallows a student from all activities sponsored by University Housing, whether on or off campus. A resident student under a weekend suspension is prohibited from being in University Housing facilities following his/her final class on Friday through 5:00 p.m. on Sunday.
11. **Notification of Termination of Residency.** A student will be required to properly check out *72 hours* after notification. In cases in which a resident's behavior constitutes a significant threat to the safety of the residents or other persons or to the property of others or the University, a maximum of 24 hours notice will be given. The resident will be held financially responsible for 50% of the remainder of the contract.
12. **Charged with Social Misconduct as outlined in the Student Conduct Code.** A student may be charged with social misconduct in case of a serious infraction, or any incident relating to the University Housing policies, rules, and regulations.

Consistency and Fairness

Conduct Officers must evaluate each situation and student individually to arrive at the most appropriate sanction. As a result, a sanction for one student may differ from one for another with a "similar" policy infraction. The Conduct Officer must consider multiple factors, including the details of the current incident, the student's previous conduct history, attitude, and other factors in his/her decision.

Appeals

Students should follow these guidelines carefully when appealing a University Housing charge, payment extension, a staff member's decision, or contract cancellation:

1. **All appeals must be made in writing.** It is important that the appeal be clear, concise, factual, and thorough.
2. The student who wishes to appeal a decision must submit a written appeal along with any supporting documentation. Each case will be considered on its own merits.
3. All disciplinary appeals must be made within two (2) business days of the decision.
4. All damage charge appeals must be made within ninety (90) days of the decision if the resident has vacated. Appeals for damages of current residents must be made within two (2) business days of charge notification.
5. The Community/Hall Director is the appeal officer for actions taken by the Resident Assistant or Assistant Community/Hall Director.
6. The Associate Director of Housing is the appeal officer for decisions made by the Central Housing staff.
7. The Director of University Housing or designee is the appeal officer for disciplinary actions taken by the Residence/Hall Directors.
8. The Director of University Housing will hear all appeals of University Housing decisions after the preceding steps have been followed.

Proceedings

All proceedings, including the initial conduct meeting are carried out in a manner which is informal and at the same time assures fundamental fairness. Records regarding conduct proceedings, including incident reports, conduct letters, notes for conduct meetings, and records from appeal proceedings, will be maintained by University Housing. These records may be reviewed by the student who is involved, during normal business hours. A request to review these records must be made 24 hours in advance, so records may be prepared for viewing. Personal information of other students will be omitted to protect privacy. Records will not be available to any member of the public except upon written consent of the student involved.

Statement of Student Rights

1. The student has the right to a thorough conduct meeting.
2. The student has the right to a fair conduct meeting. In cases of obvious and/or significant bias, the student may request an alternate Conduct Officer.
3. The student has the right to review the incident report(s), sanction letter(s), and any other notes or documents pertaining to his or her case.
4. The student has the right to one level of appeal within the University Housing judicial process.
5. The student has the right to be informed of all allegations made against him/her prior to the conduct meeting.
6. The student has the right to have a student, faculty, or staff support person in any conduct meeting pertaining to his/her case. (This individual serves as an advisor to, rather than a representative for, the student.)
 - a. The support person's role is to observe the process and provide support and guidance to the student, as needed. The support person does not "represent" the student or speak on his/her behalf.
 - b. Resident Assistants may not serve in support-person role due to the potential for conflict of interest. However, the RA can always serve as a resource for students prior to and after the conduct meeting.
 - c. The support person may not have a conflict of interest with the case being investigated.

Emergencies

911

If police, fire department, or ambulance is needed call 911. If other assistance is needed, call the Commons Building (x2900), Bluff Hall (x4253), Prairie Hall (x4252), or Woodland Hall (x4255) front desk. Staff on duty will assist you. For apartment residents, if the Commons Building is closed, call SIUE Police at x911 for emergencies or x3324 for non-emergencies. SIUPD will contact the RA on duty.

Fire

Cougar Village

In the event of FIRE, Cougar Village residents should proceed in the following manner:

1. Call University Police at 911 and immediately notify University Housing staff and other residents of the building or floor of the location of the fire.
2. When the alarm is given, all residents, except fire crews and others with specific assignments, must leave the building immediately. Try the nearest exit. If the door or door handle is

extremely hot, do not open; remain in your living unit keeping doors tightly closed and go to the balcony or window to await rescue by the fire department.

3. Do NOT put water on a grease fire! Try covering it with a lid to smother.

Residence Halls

In the event of a FIRE, Residence Hall residents should proceed in the following manner:

1. When the alarm is given, all residents, except fire crews and others with specific assignments, must leave the building immediately. Every alarm must be treated as an emergency.
2. Evacuate using the stairwells closest to the wing you are in. If the door is hot, return to your room and close the door. Wait by the nearest window for rescue from the fire department.
3. Persons leaving the building for evacuation purposes should take an I.D., jacket, and shoes with them. They should not try to take any other personal items.
4. All persons evacuating the building should meet at the activity wing of the other residence hall for Woodland & Prairie Halls. Bluff Hall residents should go to the Engineering Building.
5. The circle drives in front of the residence halls are non-parking areas designated for EMERGENCY VEHICLES ONLY. The fire department may use force to remove unattended vehicles blocking the way of the emergency vehicles.
6. When fire and police officials arrive on the scene, they are automatically in charge of the situation. They will give the "ALL CLEAR" when the buildings are safe to be reentered.

Tornado

Cougar Village

In the event of a TORNADO alert, a long, wavering intermittent civil defense siren will sound. Cougar Village residents should proceed in the following manner:

1. When the civil defense siren alert is sounded, residents in the **500 area** should proceed immediately to:
 - a. the basement of the Commons Building;
 - b. a downstairs neighboring apartment; or,
 - c. the kitchen area of your apartment under the breakfast bar.
2. When the civil defense siren alert is sounded, residents in the **400 area** should proceed immediately to:
 - a. the kitchen or bathroom areas of a first floor apartment; or,
 - b. the center of the first floor of your building under the stairwell.
3. The local media will carry ALL CLEAR information.

Residence Halls

In the event of a TORNADO alert, a long, wavering intermittent civil defense siren will sound.

Residence Hall residents should proceed immediately to the first floor residential hallways or bathrooms (away from lounge windows). The local media will carry ALL CLEAR information.

Medical Emergency

In case of serious injury at the University, observe the following procedures:

1. Contact University Police by dialing 911.
2. Give your name, describe the nature and severity of the medical problem and the location of the victim.
3. Do not move the injured except for protection from further injury.
4. Stay with the victim until the police and ambulance arrive.
5. If blood is present, contact University Housing Facilities Management to clean the blood spot. **Do not administer first aid except for the following:** Flush any chemical and/or fire burns with cold water or immerse the affected area in cold water if possible.

Fire (See Emergencies)

Fire Alarms

Residents are expected to evacuate the building immediately for a fire alarm or when directed to do so. Failure to quickly and promptly obey the direction of a University Housing or civil official during an emergency will result in disciplinary action. Residence Hall residents should bring I.D.s with them when evacuating the building, as they will be required to swipe their I.D. cards upon re-entering.

When an individual smoke detector is activated in Bluff or Prairie Halls, a horn will sound when the alarm is activated. A signal will be sent to the fire alarm panel at the front desk. At Woodland Hall, the horn will sound when the alarm is activated; however, no signal will be sent to the fire alarm panel at the front desk. Staff will enter the living unit upon hearing the alarm to verify the conditions.

Fire Extinguishers

Fire extinguishers are located in each Cougar Village apartment, in building hallways, and in the Residence Hall hallways. These may be used in case of a fire. If a fire extinguisher is discharged or below accepted levels (needs recharging) you must report it to University Housing Facilities Management (x2070) immediately so that it may be recharged. **Tampering with fire extinguishers or other safety equipment is prohibited.** Depleting the safety device can leave residents defenseless in the event of a fire. Residents responsible for destructive use of an extinguisher will be charged the cost of recharging or replacing equipment and will be subject to disciplinary procedures.

Fire Safety

Electrical Appliances

A reasonable number of electrical appliances may be used if they are electrically safe and do not have exposed wires or heating elements. Residence Hall wiring is not able to handle high-wattage appliances such as hot plates, broilers, skillets, woks, air conditioners, microwaves, toaster ovens, and the like. Cooking in the Residence Hall rooms is not permitted. **Halogen lamps are not permitted in any University Housing living unit.**

Residents may have an electric alarm clock, electric blanket, study lamp, hair dryer, razor, curler, radio, television, stereo (headphones are encouraged), and refrigerator, provided it is less than 5.0 cubic feet, no more than three amps, and only one per resident. If an extension cord is used, it should only have one appliance attached to it. Cords should not be used for refrigerators or appliances over 100 watts. No electric cords are allowed through doorways or windows.

Overloading Outlets

All living units are wired to provide ample outlets in each room. Overloading outlets with multiple plug connectors or extension cords is very dangerous. If this happens, circuits may become overloaded, cause the wires to melt, and possibly start a fire. Cougar Village kitchens and bathrooms and Residence Hall bathrooms have Ground Fault Circuit Interrupter outlets. These devices are designed to protect against hazardous electrical shocks that can happen when one touches an appliance or cord that is “live” through a faulty mechanism, or damp/worn insulation. The circuit interrupter cuts the electricity to that outlet to protect against serious electrical injury.

Smoke Detectors

Smoke detectors are located in the living room and bedrooms of each Cougar Village apartment and in each Residence Hall room to increase your safety. The smoke detectors in the Cougar Village apartments have a light that will illuminate when the signal is in alarm. When the alarm is activated, an audible sound will occur in the hallway, breezeway, and/or living unit.

The smoke detectors in Woodland Hall have an alarm horn and a red light. The light should be on at all times. This indicates that it is in working order. At Prairie Hall and Bluff Hall, the light blinks and is green to indicate that it is working properly.

Do not tamper with smoke alarms. If the alarm is tampered with or removed, an audible signal will occur in the hallway or breezeway. If you hear this sound, call 911 immediately.

The smoke detector is designed to detect the smoke that results from an actual fire. If the smoke detector is not working, report it to University Housing Facilities Management (x2070). Dismantling, turning off, or otherwise covering this appliance is prohibited and will result in termination of your residency.

Fire Safety Equipment

Tampering with fire equipment is a violation of the SIUE Student Code of Conduct as well as state and federal law. People found guilty of tampering with fire equipment (alarms,

hoses, extinguishers, smoke detectors, sprinklers, door closures, emergency exits, fire alarm pull stations, etc.) for other than actual emergency situations or intentionally setting false fire alarms face a jail sentence, fines up to \$10,000, and expulsion from the University.

Burning any substance or setting fires in the halls, including fliers or other posted material, will also result in criminal prosecution. Housing staff will enter your living unit during Safety Inspections and some breaks to check door closures and smoke detectors for proper working order. Should these items be found missing, inoperative, or dismantled in any way, they will be repaired immediately and charges will be assessed to the residents of the appropriate living unit. If the smoke detector is not working or fire extinguisher needs to be recharged, residents should report it to University Housing Facilities Management (x2070).

Firearms, Weapons and Combustibles

Firearms, ammunition, BB guns, stun guns, air guns, pellet guns, paint guns, firecrackers, bows and arrows, knives more than 3" long, martial arts weapons, and gasoline (or other combustible items) are not permitted in University Housing. State Law requires that students, faculty, and staff must be granted written permission from the chief security officer on campus before bringing firearms, weapons, and ammunition to University properties. Any firearms, weapons, and/or ammunition must be stored with the SIUE Police Department on campus. The SIUE Police Department provides twenty-four hour accessibility.

Front Desks

The front desks at the Cougar Village Commons Building, and Bluff, Prairie, and Woodland Halls are staffed by student workers who answer the phone, distribute keys, provide information, and are responsible for the management and security of the facility.

Guest Policies

Residents are responsible for the actions of their guests (including financial responsibilities for damages) at all times. Residents should inform their guests of University Housing policies and make sure they adhere to them. A guest is defined as anyone (friend or family member) who is not an assigned resident of the living unit they are visiting and is voluntarily allowed admittance by a contracted resident of that living unit.

Guests must be signed in at the front desk and must be escorted by their host at all times while in the living area of University Housing. Guests include friends, parents, and relatives. All guests high school age and above must leave a valid picture I.D. A guest may not use a resident's key or ID card. Failure to properly register and/or escort visitors may result in loss of hosting privileges. Guests who violate University Housing policies may be asked to leave at any time.

Residence Hall & Cougar Village Overnight Guests

An overnight guest is defined as an individual who is visiting in any living unit past 2:00am. For those individuals living in the residences halls, any individual living in the same hall that does not

reside in the room is considered an overnight guest, and the appropriate paperwork must be submitted.

In order to have an overnight guest approved you must obtain a "Residence Hall/Cougar Village Overnight Guest Registration" form from you residence hall or Cougar Village front desk. The form must be completed and submitted either upon or prior to your guest(s) arrival on campus. You will need your roommate's signature(s) on the "Residence Hall/Cougar Village Overnight Guest Registration" form. Please note, these signatures are verified by the staff and forgery of your roommate(s) signature constitutes a violation of the overnight guest policy and will result in disciplinary action being taken.

A maximum of (2) two guests may be approved for the same night, with no more than two single guests in a single living unit per night. Guests will not be able to stay any more than three consecutive nights. If a guest stays for three consecutive nights, a time period of no less than seven days, starting from the last day the guest was registered, must elapse before that same individual may be registered as an overnight guest again. Residents are responsible for any damages or conflicts caused by their guests. When Residence Hall guests arrive, their hosts are required to sign them in at the front desk. Overnight parking passes may also be requested on this form and may be picked up at your area front desk upon the guest's arrival.

Unauthorized Guests

All residents of a living unit are subject to the discipline procedure if unauthorized guests are discovered by University Housing staff. All overnight guests are considered unauthorized unless the resident makes a written request that is signed by his/her roommate for approval to the Hall/Residence Director.

Halogen Lamps

Due to fire safety hazards, halogen lamps (including desk lamps and free standing lamps) are not allowed in University Housing living units.

Individual Wing/Building Policies

Individual wings or buildings may have specific policies or procedures governing behavior for that area that are binding on members of that community and their guests (i.e. - substance free wings/buildings). Information about these may be obtained from your Resident Assistant.

Indoor Air Quality

Southern Illinois University Edwardsville (SIUE) is committed to providing a safe and healthy environment to its students, tenants, and contractors. To support this commitment, SIUE has developed and is implementing a Mold Management Plan for the Residence Halls. This plan has been prepared by a certified Industrial Hygienist. Individuals that are recovering from recent surgery or people with immune suppression, hypersensitivity pneumonitis, severe allergies, or other chronic inflammatory lung diseases should contact the Director of Housing at (618) 650-4628.

Information Release Policy

If it is your desire to have personal information including local address and phone number withheld from the public, complete and sign a "SIUE Directory Information Hold Request/Cancellation Form." These forms may be obtained at the Commons Desk or any Residence Hall front desk. The completed form must be returned to the Commons Desk or the Residence Hall front desks by the end of the first week of classes. Failure to return this form will result in released information. If problems arise, an information release form may be submitted at any time.

Insurance

In case of loss, theft, natural disaster, equipment malfunction, or other damage, University Housing does not insure your personal property. Residents are encouraged to check their parent(s)' insurance coverage. If residents are not covered by their parent(s)' homeowner policy, they should check with their insurance agent about renter's insurance. Also, make sure your car and its contents are insured.

Items Left Outside of Storage Closets and in Hallways/Breezeways

Bicycles and other personal property left outside of or improperly stored in the storage closets on the Cougar Village 500 side, in any hallway, breezeway, or stairwell will be removed without notice and held for two weeks by University Housing Facilities Management. These items present a fire hazard in the storage areas due to the electrical equipment housed there and a safety hazard in hallways, breezeways and stairwells. If items are reclaimed, a \$25.00 charge will be issued at the time of reclamation. Abandoned property will be donated to charity.

Keys

The living unit key you receive at check-in is the principle means of security for your belongings and those of your roommate(s). Keep your living unit locked at all times to prevent theft. The key is University property and may not be loaned or duplicated. Lending a key to anyone or attempting to obtain another resident's lock out key is a security violation and will be treated as a disciplinary matter.

Laundry Facilities

Laundry facilities are available at Cougar Village and in each Residence Hall. Facilities are located on the ground floor of the south wing of Bluff Hall, the east wing of Prairie Hall, and the west wing of Woodland Hall. Facilities in the Residence Halls are open 24 hours. At Cougar Village, washers and driers are located in the Commons Building and in the following locations on the 400 side of Cougar Village: 405 & 429. Hours for the 500 Side Laundry at the Commons one hour less than the hours for the Commons Building. The facilities on the 400 side are open 24 hours on Thursday, Friday, and Saturday, from 8:30am - 11:00pm Sunday - Thursday. Buildings will not be unlocked for you to retrieve laundry that is left in the machines after hours.

Washers are \$1.00 and dryers are \$1.00 per load. Depending on the load size, \$1.00 should dry

one load of laundry. A debit account may be established at the Service Center or at any of the teller machines in the laundry rooms for use of payment from Student I.D. cards. Refunds of dollars lost and service requests for laundry machines must be requested by calling Coinmach Laundry Equipment Company at 1-800-227-2418 or 314-991-3040. Please make sure to report the machine number. Monies placed in the CVST machines, but not added to your Cougar Card, should be reported to your building or Commons secretary. A receipt of your transaction is helpful but not mandatory.

Light Bulbs

All lighting fixtures should be equipped with bulbs when residents check-in. After that point, University Housing will replace only fluorescent lighting fixtures. Residents must replace the incandescent bulbs that burn out. Replacement bulbs for lighting fixtures that do not have bulbs or have burned out bulbs when a resident checks out of his/her living unit will be charged to the resident.

Incandescent light bulbs used in desk lamps and the range hood should not exceed 60 watts. The incandescent bulb located in the refrigerator should be a 40 watt appliance bulb. If higher wattage bulbs beyond these specifications are found, they will be removed and replaced with the correct bulb with charges assessed to the respective living unit. Using the wrong wattage of bulb is a safety issue that could cause overheating.

Light Poles and Other Exterior Lighting

University Housing attempts to provide the safest environment possible for its residents. Part of that effort is providing adequate lighting for all residential areas and parking lots. To assist in that effort, residents are asked to call University Housing Facilities Management (x2070) when they find lights that are not working. When calling in, please identify the light pole by the number on its base or building light by building number and building side (A/D or B/C).

Lock-outs/Key Control

Residence Halls

If you live in Bluff, Prairie, or Woodland Halls, you will have one room key and one separate mailbox key. Your room key will also open your bathroom.

Cougar Village

If you live at Cougar Village, the keys for your assigned apartment, mailbox, and storage closet are issued to you when you check in. Separate keys open the mailboxes on the 400 side and your apartment door key also opens your storage closet. On the 500 side, your apartment key also opens your mailbox. There is a separate key for the storage closet that is located in your apartment.

Family Residents Note: A key will only be issued to the contracted resident. To receive another key, you must see your Community Director. Keys (including lock-out keys) will not be issued to children under 12 year of age.

In any area, if you lose your key, you have two or three options:

1. You may check out a file key from the Commons Desk for thirty minutes or the Residence Hall front desks for fifteen minutes while you search for your key. If the file key is not returned within time designated for your area, you may be charged for a core or a \$10.00 late return fee, depending on the length of time a key is checked out. No one except assigned residents may check out a key for a living unit. Any inappropriate use of the key privilege will result in referral to the Community/Hall Director for disciplinary procedures.
2. You may request a lock change at the front desk if you believe your key was lost or stolen. If the lock is recored, you will be charged for the replacement. The cost varies upon the type of living unit. A temporary core will be installed within 24 hours during regular business hours.
3. If you are locked out of your Residence Hall room, a housing staff member cannot let a resident or anyone else into another resident's room for any reason. If you are locked out of your apartment when the Commons Building is closed, call the University Police (x3324). A member of the University Housing staff will meet you at the Commons Building to assist you. You must have a picture I.D.

Lofts/Waterbeds

Due to safety and weight limitations, bed lofts and waterbeds are not allowed in University Housing. Lofting includes the use of additional structures and supports other than those provided by University Housing. Additionally, extra bed posts may not be used to loft a bed.

Lounges

Lounges must be kept clean by the residents of the floor. University Housing Facilities Management will vacuum the floors and empty the trash can. Cleanliness of the microwaves is the responsibility of residents. Lounges are a privilege and should be treated as such. If the lounges or lounge furnishings are misused or mistreated, they will be closed and locked. Lounge furniture is to be left in the lounges for all residents to enjoy. Residents who are found to have lounge furniture in their rooms will be charged for the removal and will be subjected to disciplinary sanctions.

Mattress/Upholstery Replacement

If residents feel that the mattress or furniture upholstery in their living unit is in need of replacement, they may call University Housing Facilities Management. A member of the UHFM staff will come to the living unit and evaluate the condition of the item(s).

Noise

Noise Restrictions

Noise levels in and around University Housing are expected to be moderate and conducive to a positive study environment. The right to study is clearly greater than the right to make noise. Roommates and neighbors should reach a general agreement about acceptable noise levels to prevent conflict.

If you are having difficulty with a neighbor regarding noise, please attempt to talk to the person and resolve the problem. If you have further difficulty, please call the Front Desk/Commons Desk. The desk worker will then contact the RA on duty or an RA to follow up with the situation.

Guidelines for noise in University Housing:

1. Noise levels in and around University Housing are expected to be moderate and conducive to a positive study environment. The right to sleep and study is clearly greater than the right to make noise. Roommates and neighbors should reach a general agreement about acceptable noise levels to prevent conflict.
2. Conversation and sound from stereos/radios, televisions, etc. should be kept subdued so that it cannot be heard outside of the living unit.
3. Conversations in the stairwells, lobbies, hallways, breezeways, or lounges should be conducted quietly.
4. University Housing Staff may confront residents who are making too much noise even if they have not yet received a complaint.
5. Residents who are confronted by University Housing Staff or other residents because of noise levels are expected to reduce the noise level immediately.
6. **Courtesy hours** should be observed 24 hours a day. If someone complains about noise; it is noise. Residents who are frequently confronted about noise complaints may be subject to discipline.
7. **Quiet Hours** are established for more intense "quietness." From Sunday-Thursday, quiet hours are from 10pm - 9am. On Friday and Saturday, quiet hours are from Midnight-Noon. All noise should be kept to a minimum during these times. This includes common areas such as stairwells, lobbies, hallways, breezeways, and lounges.

Finals Week and Noise

Twenty-four hour quiet hours begin at **5 p.m.** the Friday before exams begin and continue until Noon the following Saturday. During this time no noise should be heard coming from any room, apartment or common area at any time, day or night. Please be respectful of your neighbors during this stressful time!

Occupancy Limits

These limits have been defined for the safety of residents. Exceeding the capacity may result in structural damage to floors, ceilings, and balconies. The cost of repairs will be the responsibility of the resident.

Residence Halls

A maximum of 9 persons may occupy a room at any time.

Cougar Village

A maximum of 20 persons may occupy a first floor apartment, a maximum of 11 persons may occupy a second floor apartment, a maximum of 5 persons may occupy a balcony.

Operation I.D.

University Housing facilities are similar to other communities; crimes such as burglary and robbery occur here as in other communities. **Ninety-five percent of all thefts involve unlocked and unattended living units. Lock and deadbolt your door and sliding glass door when you leave, even for short periods of time. Be sure that windows are closed and locked when you leave.**

The University does not accept responsibility for loss, damage, or theft of personal property. University Housing does offer an Operation Identification program that helps to protect valuables. Contact the SIUE Police Department and they will provide an engraver, a record keeping packet, and Operation Identification stickers for your living unit. It is very important that you keep an inventory and list serial numbers of your valuables including watches, cameras, radios, television sets, etc. This precautionary measure will greatly aid police in recovering your property if it is stolen, and in apprehending the criminal.

Package Delivery & Postal Service

You will notified with a Postal yellow slip in your mailbox whenever a package arrives for you. You must present the slip and some form of identification to receive your package.

Residence Halls

Packages delivered to the Residence Halls will be available for pick up at the respective front desk. In order to pick up your packages, you must present your Postal Service yellow slip and identification at the front desk. You must also sign the package log located at the front desk acknowledging that you picked up your package. Packages delivered by other services such as UPS will be accepted for residents of the Residence Halls and the resident will be notified to pick up the package.

Cougar Village

Packages delivered by the U.S. Postal Service for both the 400 and 500 side of Cougar Village are available at the Commons Front Desk during regular business hours. In order to pick up your packages, you must present your Postal Service yellow slip and identification at the mailroom. Packages delivered by other services such as UPS will not be accepted at the Commons front desk. It is the responsibility of residents to make arrangements for the delivery of these packages.

Mailboxes for residents of the 400 side of Cougar Village are located on the first floor of each building. The U.S. Postal Service requires nametags for these mailboxes. It is your responsibility to maintain the nametag for your mailbox. Mail will not be delivered to mailboxes without nametags. One mailbox key is issued for each apartment. The key should be hung on the hook located next to the front door to allow all residents of your apartment access to it. Any concerns with mail service on the **400 side** of Cougar Village should be addressed with the Edwardsville Post Office.

Mailboxes for the 500 side residents of Cougar Village are located on the lower level of the Commons Building. The mailboxes are numbered by apartment number and are opened with your apartment key.

Private Mailboxes

Private mailboxes for the residents of Cougar Village are available for those who prefer to have mail delivered to a private locked box. Private boxes are located near the 500 side mailboxes in the Commons Building. The rental cost is \$15.00 for three months. Contact the Mail Clerk (Phyllis Brake) or Commons Building Secretary to rent a mailbox.

Painting & Decorating (see Decorating)

Parking Regulatory Policies

Cougar Village Residents

All contracted single and family residents with a vehicle on campus are required to purchase parking permits from Parking Services (1113 Rendleman Hall) in order to park in areas reserved for residents. Only one residential permit may be issued for each single student; two permits may be issued per family apartment. Residents may not park in areas reserved for staff or University vehicles. Cougar Village permits are also honored in any of the red and RH lots.

Woodland/Prairie/Bluff Hall Residents

Students living in Woodland, Prairie, or Bluff Hall who choose to have vehicles on campus must purchase residential permits from Parking Services (1113 Rendleman Hall). These permits allow students to park their vehicles in WH, PH, or BH lots. Residence Hall permits are also honored in any of the red lots and lots 4A and 5A at Cougar Village.

Hang Tags

Residents may use the same hang tag for each vehicle that they drive to campus. The hang tag must be obtained and displayed on each of the residents' vehicles' rearview mirror by the second week of the semester. Students checking into University Housing during the term should display the hang tag on the day they move into Housing. Residence Hall permits may be used during summer months at Cougar Village without exchanging them at Parking Services.

Residents are subject to all provisions of the Motor Vehicle Regulatory Policies of Southern Illinois University Edwardsville. Vehicles that are improperly parked anywhere on campus will be ticketed. Abandoned vehicles, vehicles which present a danger, and vehicles parked in emergency drives, in front of dumpsters, or that are illegally parked may be towed at the owner's expense.

Disability Hang Tags/Permits

Members of the University community who have state issued disability hang tags, parking cards or plates are also required to purchase parking hang tags from Parking Services in order to use parking spaces on University property. A verification process to ensure that the requester and the person to whom the parking card/license plate has been issued are one and the same will be conducted. For short-term problems, a temporary disability permit may be issued by the

University. Certification by Health Service is a prerequisite to receiving a temporary disability permit. If you have a Doctor's note, you may go directly to Parking Services. The purchase of a current SIUE hang tag is also required. A temporary disability permit does not authorize an individual to park in a space for the disabled or in staff parking. It only provides an "upgrade," such as being able to park in a regular space in a green lot when you have a red or yellow hang tag.

Guest Parking - Drop-In Guests

Guests will be able to pick up a permit for a four-hour time period at the Residence Hall front desks and the Cougar Village Commons Building desk. Guests may park in any residential parking space with that permit.

Guest Parking - Overnight Guests

All residential overnight guests will be allowed to park in residential parking spaces with appropriate guest permits issued in accordance with the overnight guest policy.

Motorcycles & Mopeds

Motor vehicles such as motorcycles and mopeds are not allowed on patios, balconies, breezeways, hallways, or in living units. Motorcycle parking areas are available for parking motorcycles. They are permitted to park in motorcycle parking spaces in any red, yellow, or green permit required lot on University property. Parking in restricted areas will subject a motorcycle owner to ticketing and towing expenses.

Replacement Hang Tags

An individual is allowed one replacement permit per year at the rate of \$15.00. If a permit is lost, an individual must sign a form in the Parking Services office stating that fact. If a permit is stolen, an individual must file a police report at the University Police Department. These procedures will allow an individual to get a replacement permit for \$15.00. Anything less, the individual would pay full price.

In the case of motorcycle decals, scrapings of the entire original decal, including the decal number must be presented to Parking Services for a replacement to be issued for \$2.00.

Reserved/Handicapped Parking Spaces

There are a number of reserved spaces and handicapped spaces at Cougar Village and at each Residence Hall. Spaces are also reserved for Housing staff members, University Staff, and University Vehicles. No one else is permitted to use these spaces. Handicapped spaces are to be used only if you have a valid state issued license plate or tag as a handicapped person and have the proper University hang tag. **University Issued temporary Disability permits do not entitle you to park in Reserved or Handicapped Spaces.** If you choose to park in either of these spaces without the required identification, your vehicle will be ticketed and possibly towed at the owner's expense.

Residence Hall Circle Drives

The Circle Drive is an emergency vehicle access drive and should remain clear. Residents may use it as a pick-up and drop-off point, but no vehicle may be left unattended or it may be towed at the owner's expense. Residents may use the 30-minute parking spaces located in the Circle Drive for pick-up and drop-off. These metered spaces have a 30-minute time limit. After 30 minutes,

your vehicle will be ticketed and possibly towed at the owner's expense.

As this is a residential area, loud music, yelling and honking horns are considered disturbing the peace and will be handled by the SIUE Police Department. Please be courteous of your neighbors!

Short-term Parking

If an individual forgets or misplaces her/his permit, a temporary permit maybe purchased at Parking Services. Residents bringing a temporary vehicle to campus may purchase an occasional driver permit at Parking Services.

Pest Control

Call University Housing Facilities Management at 650-2070 if pests are discovered in your living unit. The pest control company inspects living units on a routine basis. No living unit is exempt from treatment when required unless a doctor's note is provided no less than 48-hours in advance of scheduled treatment. If you request treatment for any pest problem, you should know the location of the problem before you call. The more information you provide, the more successful the treatment will be.

University Housing subscribes to pest control referred to as Integrated Pest Management (IPM). IPM is a multifaceted system of pest control that prioritizes sanitation to halt the breeding cycle of pests. The pest control service is contracted to a local company that utilizes a five step approach to IPM: Inspection, Identification, Recommendation, Treatment, and Evaluation. If you have any questions about this process, please contact University Housing Facilities Management.

What you can do to prevent roaches:

- Report all water and air conditioning leaks immediately.
- Clean grease daily around the stove and sink area. (*Get in the habit of cleaning the stove and cooking area after each use.*)
- Pull out the stove, cabinet, and refrigerator at least once per semester. Wash the floor under these appliances. Wash all dirt and grease that collects on the sides.
- Do not collect any paper bags, magazines, newspapers, etc. in the kitchen area. Roaches love to make nests in paper. Pick-up any paper that might have fallen behind or between the stove and cabinets.
- Cabinets and counter tops should be kept clean, dry, and grease free. Do not use contact paper because roaches eat the glue.
- Dishes and cooking utensils should be promptly cleaned after each use.
- Towels, dish cloths, and wet cloths should be kept in a tight container until cleaned. Items should be washed as soon as possible.
- Store all opened food (*cereal, salt, rice, sugar, etc.*) or fresh fruits and vegetables in glass or

- plastic containers with lids.
- All garbage should be disposed of daily to a trash room in your hall or a trash dumpster at CV.

Pets

The ONLY pets that are allowed in University Housing are fish in an aquarium. Aquariums are limited to 30 gallons. Residents may not volunteer to watch a pet nor have one visit. If it is confirmed that you have an animal in your living unit, your residency may be terminated.

Play it Safe!

- Lock your door even if you are away for short periods of time.
- Lock all windows, storm windows, and sliding doors with latches and security sticks.
- Close all curtains/blinds.
- Check the stove; make sure the burners and oven are off.
- Turn off all faucets firmly.
- Turn off exhaust fans; these can catch fire!
- Use personal locks on storage closets on the 500 side of Cougar Village.
- Do not store valuables in your car.

Posting Policy

All fliers to be posted in University Housing facilities must have the approval of the Hall or Community Director prior to posting. Unauthorized postings will be removed and the responsible party will be charged for removal and damages. Once the fliers are approved at Cougar Village, they should be placed on bulletin boards with a thumbtack. Fliers posted on bulletin boards may not cover any fliers already posted. The RAs will post fliers in the Residence Halls. No fliers may be taped on the back of the doors, on walls, or on windows. At the end of an event, the event sponsor must remove all fliers at Cougar Village. The bulletin boards near the front desks of the area offices are reserved for University Housing use only.

Programming

Participating in programs, whether by attending events or helping plan and present them, is a great way to become involved in the University Housing community. Programming offers residents a chance to meet new friends, learn new ideas, and have fun. A wide variety of programs are offered. Programs are presented for the residents of University Housing by RAs, Cougar Village and Hall Councils, Residence Housing Association, Family Resource Center, and residents of each Cougar Village apartment or Residence Hall wing utilizing building/wing funds. These programs are funded by student fees through the Campus Housing Activity Fee.

Prohibited Items in University Housing

The following items are not allowed in University Housing:

- full-sized refrigerators (only units up to 5 cu. ft. are allowed - RH)
- pets (other than fish in an aquarium)

- firearms or explosive devices
- controlled substances
- alcohol or alcohol containers empty or full (RHs)
- candles with wicks intact/incense
- liquid bleach (RHs)
- ceiling fans
- cooking appliances with open elements (i.e.-hot plates, toasters, toaster ovens, Foreman Grills, etc.) (RH)
- halogen lamps
- high volume squirt guns (i.e.-Super Soakers)
- single and multiple use extension cords (must be U.L. approved outlet strip with fuse or breaker)
- microwaves (RH only)

Recreational and Sporting Equipment

In order to maintain a reasonable level of safety and noise, playing with sporting equipment of any kind (including roller blading, skateboarding, scooters, and bouncing balls) is prohibited in all University Housing buildings. This equipment may be stored in the living unit, but must not be used until they are outside of the building.

Super Soakers, sling shots, laser tag, and other recreational equipment that can injure another or cause damage to property will not be allowed in any University Housing facility or on University Housing property.

Rollerblades (Inline Skates) and skateboards may not be used inside of *any* building, on the Commons Building deck, on bike racks, or on the tennis and basketball courts.

Water fights are hazardous to personal safety and damaging to University property and are not allowed inside any University Housing building. Those participating in water fights inside are subject to disciplinary action.

Recycling

Recycling receptacles are located on each floor of the Residence Halls, Cougar Village 400 and 500 side courtyard areas, and the first floor breezeways and hallways of Cougar Village apartment buildings. Each living unit is provided with a recycling bin for resident use. These bins must be emptied into the recycling collection area. University Housing collects aluminum/tin, glass bottles, #1 and #2 plastic containers, paper, and newspaper. There is a Recycling Attendant employed by University Housing to collect materials and assist residents in their recycling efforts.

Residence Housing Association (RHA)

If you would like to be involved in decisions regarding University Housing, you may become a member of the Residence Housing Association (RHA).

RHA serves as a mentor organization to the Hall and Cougar Village councils and as an advisory board to the Director of University Housing. Its members make recommendations relative to University Housing policies, rental rates, Campus Housing Activity Fee, user fees, damage

charges, fines, and similar charges. The association provides programming for residents and makes recommendations on facilities, operation, maintenance, programming, and evaluation of University Housing policies.

Any resident may become a member of RHA. Residents interested in joining RHA should contact their Hall/Residence Director.

Councils

The Cougar Village Council (CVC) and the Residence Hall Councils (RHC) are appointed, elected, and volunteer residents. They develop programs, discuss and institute policies and procedures on issues pertaining to the needs of residents within the Council's respective areas of University Housing.

CVC and RHCs are organized to allow the maximum resident input into University Housing. Residents may express their views and also show their creative side by helping develop programs. Residents are encouraged to use the Councils as a stepping stone to many other campus leadership roles, such as Student Government, Resident Assistants, and serving on many campus wide committees. For more information on CVC and/or RHCs, please contact your Residence or Hall Director.

Resident Assistants

Your Resident Assistant (RA) can be one of the most important people you will interact with at SIUE. Your RA is a full-time student who resides in your area. Each RA is typically responsible for two-three Cougar Village apartment buildings or one wing in one of the three Residence Halls. The RAs are selected because of their leadership potential, interpersonal skills, positive attitudes, and a commitment to students and their needs. Your RA is an experienced resident as well as a student.

As a peer, your RA will not only be a source of basic information, but will also help guide you and your neighbors living in the University community. Your RA will fulfill many different roles including problem solver, helper, and administrator. The RA's basic role is to provide leadership and support to you and your neighbors. Take maximum advantage of your living situation--get to know your RA and utilize his or her knowledge and skills.

Contacting your Resident Assistant

The RAs are the primary people that you, as a resident, can contact for help with any problem or concern. Each resident in University Housing is assigned an RA. This is the person who you may call to assist you in dealing with roommate conflicts, maintenance concerns, answering programming questions, or any other issue. To contact your RA, please check for his/her availability which is posted on their respective doors. You may also contact your Resident Assistant by phone or the Front Desk of your Hall or the Commons Building should also be able to contact them for you.

On Duty Resident Assistants

In addition to having an RA assigned to your area, you will also have access to an "on duty" RA. An RA is on duty every evening to assist you when your RA is not available. On weekdays, RAs begin their duty shift at 5:00pm and are available until 8:00am the following morning. On weekends, an RA is available 24 hours. You may call the Commons Building (x2900), Bluff Hall

front desk (x4253), Prairie Hall front desk (x4252) or the Woodland Hall front desk (x4255) during hours of operation to reach the RA on duty. After hours, you may call the University Police (x3324) to access the RA on duty. You will be provided a schedule of the hours of operation for the Commons Building and a staff listing each semester. The Residence Halls are staffed 24 hours a day.

Safety Inspections

A safety inspection is conducted in every living unit each term. The purpose of this inspection is to check for conditions relative to standards required by the University for the safety of the residents. Residents are expected to follow the procedures listed below in order to ensure that their living unit passes the safety inspection. Violations of University Housing Guidelines will be noted.

Residents will receive advance notice from their Community Director or Hall Director informing them of the date when the safety inspection will take place as well as preparation guidelines for the inspection.

For Cougar Village, prior to the safety inspection, a cleaning inspection will be performed by Cougar Village Resident Assistants in order to aid residents in correcting possible safety deficiencies. NOTE: This inspection is not the safety inspection - only a preliminary check by your Resident Assistant.

Cleaning and safety inspections for the Residence Halls are held at the same time. If you have any questions regarding this procedure you may contact your Resident Assistant.

Satellite Dishes

Satellite dishes that attach to any University Housing facility (including balcony railings) are prohibited.

Security in the Residence Halls

If you live in the Residence Halls, your student ID will open the main doors that are locked from 11:00 pm to 7:00 am. These doors are designed to keep non-residents out and help prevent theft and vandalism. Never open a door for strangers. Do not admit the people the locks were intended to exclude. If they have any business inside, they will either have an accessible ID or be accompanied by a host resident.

Residents of the hall are required to carry their ID cards at all times and to show/swipe the card each time they enter the living area of the building. We expect your patience and consideration during busy times. When a visitor comes into the building, the guest must stop at the desk and register. The guest must leave a valid picture ID and must be escorted by a resident host. This visitation policy allows you to have guests between the hours of 8:00 am - 2:00 am. Anyone staying past 2:00 am is considered an overnight guest and must be approved 24 hours in advance (see overnight guest policy).

Service Requests

When there is a maintenance problem within your living unit, you may notify University Housing Facilities Management personally by calling x2070 or by entering a work order online at www.siu.edu/housing. If you are calling after hours, a message may be left on the answering machine. If it is an emergency situation, contact the Resident Assistant on duty by calling the Commons (x2900), Bluff Hall (x4253), Prairie Hall (x4252), or Woodland Hall(x4255) front desks, or University Police (x3324). The RA will contact the appropriate person.

Service requests are completed on a priority basis. Priority is assigned by emergency status, availability of necessary equipment and parts, and work schedule of the particular craftsperson that must be assigned to the job. While every service request is important, it only stands to reason that a malfunctioning refrigerator will need to be serviced before a small faucet drip. If you have questions about the status of your service request, please call the Facilities Management office during business hours - 7am to 3:30pm, Monday through Friday.

Entering Living Units

When you call in a service request, you are giving permission for a University Housing Facilities Management staff member to enter your living unit whenever they are ready to make the requested repair. A 48-hour notice will be given to the residents before staff enters living units for University Housing initiated preventive maintenance. The staff member will knock on the door and wait for a response. If no response is given, the staff member will use a master key to enter the living unit and attempt to complete the repair.

When the staff member exits the apartment, a slip will be left for work orders initiated by the resident(s). An evaluation is included on the back of this form. **Please record your responses and return the evaluation to the Commons Desk or one of the Residence Hall front desks.**

Sidewalk Policy - Cougar Village

Sidewalks are closed for all normal traffic. Sidewalks can be used for vehicles or for moving in or out of apartments if the following guidelines are followed:

- Sidewalk access is allowed during check-in/out and during Winter Break only.
- Any vehicle parked on the grounds or sidewalk may be charged for damages and towing. All vehicles must stay on the wide service roads.
- Unauthorized vehicles blocking service drives and entrances will receive a ticket and be towed by SIUE Police Department.
- All vehicles must use the flashers and must not exceed 5 miles per hour when traveling on the sidewalks.
- All vehicles are limited to 15 minutes on the sidewalks during move-in and move-out.

Emergency access gates have been installed on the 400 side of Cougar Village. Residents may request access from the Community Director or designee at Cougar Village during move-in, move-

out or for space changes. Any resident found to be not in compliance with these procedures will face disciplinary action from University Housing, and possible ticketing and towing by the SIUPD.

Smoking

Smoking is a privilege, not a right. In compliance with the University's Clean Air Policy, smoking is prohibited in any area of University Housing, including the apartments at Cougar Village. Persons who smoke outside of their building are responsible for proper disposal of cigarette butts. Cigarettes should not be disposed of on the ground.

Snack, Soda, and Ice Machines

Snack and soda machines are located on the first floor of the Commons Building and on the ground level and each floor landing of the Residence Halls. Refunds for snack and soda machines are available only at Union Station in the University Center. Ice machines are located in each Residence Hall laundry room.

Snow Removal

The University Housing Facilities Management staff will make every attempt to remove snow and ice from the Cougar Village complex and Residence Hall areas as efficiently and effectively as possible.

The primary concern when inclement weather occurs is to keep emergency lanes and main arteries of University Housing facilities open. The next priority is to make sure that the Commons Building, Woodland and Prairie Hall north walkways and the Bluff Hall east walkway to the central campus and physically challenged students' apartments are accessible. Following this, one sidewalk entrance to each building at Cougar Village (preferably on the courtyard side) and other residence hall walkways will be cleared so that residents have access to parking lots. Remaining parking lots and sidewalks at Cougar Village will then be cleared. In the event of ice, salt will be spread in parking lot areas and ice melt will be placed on sidewalks. Please call University Housing Facilities Management at x2070 if ice or snow accumulation is endangering residents.

Social Gatherings

Residence Halls

You may have social gatherings in your room within the following guidelines:

1. A maximum of 9 persons may occupy a room at any time. (This limit has been defined for the safety of residents.)
2. Your gathering may not disturb others in the residence hall.
3. You will be held responsible for the behavior of your guests.

Alcohol is not allowed in the Residence Halls.

Cougar Village

You may have social gatherings in your apartment within the following guidelines:

1. A maximum of 20 persons may occupy a first floor apartment, a maximum of 11 persons may occupy a second floor apartment, a maximum of 5 persons may occupy a balcony. (These limits have been defined for the safety of residents. Exceeding the capacity may result in structural damage to floors, ceilings, and balconies. The cost of repairs will be the responsibility of the resident.)
2. Your gathering may not disturb others in the Cougar Village community.
3. All gatherings with over 9 people present should be registered with University Housing. Gatherings with alcohol present must adhere to the University Housing Alcohol Policy (see Regulations for Registered Apartment Events with Alcoholic Beverages Present).
4. You will be held responsible for the behavior of your guests.

Solicitation/Resident Businesses

Off-campus vendors are not allowed to solicit business in University Housing. Residents should call University Police when a vendor tries to sell items or distribute materials on University property. Residents are not allowed to conduct businesses from their residences. These businesses include advertised services such as nail design and hair styling where money is exchanged. Demonstrations, such as Mary Kay or Avon, may be conducted in University Housing as long as orders are not taken on the premises.

Special Interest Housing

Focused Interest Communities

Focused Interest Communities (FICs) are groups of students living together who share similar academic or special interests. Living in a *FIC* provides a supportive and stimulating environment that enhances the classroom experience and allows participants the chance to develop closer relationships with fellow students, faculty, and staff. *FICs* are an instant support network!

Some *FICs* are designed to support academic program like pre-pharmacy, engineering, business, and more. Others explore exciting topics like leadership, wellness, and the arts. There is even a *FIC* to help students investigate majors and careers.

For more information about these programs, contact the Assistant Director of Academic Programs and Assessment at (618) 650-0550 or e-mail ksnyder@siue.edu.

Horizons First Year Experience Program

Horizons is a program specifically designed for first-year residents that helps make the transition to college life a little easier. Living on the same wing in Prairie Hall, members receive specialized attention that encourages them to do their best both academically and socially. *Horizons* students become active community members by participating in various University programs and

by interacting with faculty and staff. Key components of *Horizons* include:

- ♦ Academic support
- ♦ Social support
- ♦ Peer mentors to “show you the ropes”
- ♦ Faculty Fellows
- ♦ Community service
- ♦ Attendance at University Housing and University events
- ♦ Participation in an SIUE student organization

Previous *Horizons* members have said they felt a sense of connection that remains well beyond the first year of college. Students can also earn incentive prizes for participation in *Horizons*. For more information, contact the Prairie Hall Director at (618) 650-4654 or e-mail lisrael@siue.edu.

Second Year Experience Program

Designed for second year freshmen and sophomores, the *Second Year Experience (SYE)* program provides support as students make the transition from the first year of college into the next phase of their academic careers. The *SYE* offers:

- ♦ *Leadership* - though mentoring, event planning, and seminars
- ♦ *Guidance* - through academic and career advising, job and graduate school seminars, and faculty/staff connections programs
- ♦ *Personal development* - through goal setting, community awareness activities, and other programs

Graduate Buildings

Building 430 is available for students pursuing graduate degrees. Residents who desire roommates and neighbors who are graduate student may choose to reside in this building.

Families - Couples Only Building

For residents who do not have children and desire to live in an atmosphere with only other married couples, they may choose to live in the couples only building if space is available and enough married couples request it.

Stolen/Illegal Items

Stolen or illegal items in plain view by a University Housing staff member upon entering a living unit on official business will be confiscated and held as evidence in disciplinary actions or reported to SIUE Police Department for legal actions.

Swiping I.D.s in the Residence Halls

Before entering the residential area, all residents must swipe their I.D. card in the electronic card reader at the front desk. Front Desk Managers/Housing Staff reserve the right to inspect an SIUE student I.D. when swiped at the front desk. This is to confirm the bearer of the card is the rightful possessor of the I.D. card. **If you do not have your I.D. upon entering**

the residence hall or your I.D. will not properly scan, you must fill out a Resident Without I.D. form to be verified by the Front Desk Manager. Excessive use of this form may result in disciplinary action as students should be able to identify themselves as an SIUE student at all times. It is considered fraud to allow another person to use your I.D. card to gain entry into the building or to use your I.D. card for your meal plan. Staff members also reserve the right to inspect bags, backpacks, and bookbags to check for alcoholic beverages and other prohibited items. Guests will be signed in at the front desk and I.D.s from the guests and host will be kept at the desk. Any resident or guest who behaves in an inappropriate manner toward the desk manager or other staff member will be referred for disciplinary action.

Telephone System

An active telephone jack is installed in each living unit. This can be used to call campus numbers and other living units by merely dialing the last four digits. Dial “9” for an outside line.

All calls off-campus must be made with a calling card. You must have a **Student Telephone Account Number (STAN)** from SIUE Telecommunication Services, a calling card from any long distance company, or call collect to make local and long distance calls. Collect calls cannot be accepted on living unit phones.

Personal Telephone Lines (PTLs) are available to all residents for an extra charge. Information on STANs or PTLs is available during Fall check-in or by calling Telecommunication Services at 650-3373.

If you are having trouble with your telephone, please check the following items before calling Telecommunication Services:

- Check to make sure the telephone cord is not cut or exposed in any way.
- Make sure your telephone cord is plugged in properly and that it is not plugged into the computer data jack. Data jacks are the bottom jack.
- Try a cord from another phone to determine if the cord is causing the problem.
- If the phone fails to work, try plugging the phone into a different phone jack.

Telephone line repairs must be reported to Telecommunication Services. Please provide your telephone number, apartment/room number, and the nature of the problem. Hours for this office are 8:00am - 4:30pm, Monday through Friday. For more information on using the residential telephone system at University Housing, please refer to the “Guide to University Housing Telephone Services” brochure available at Cougar Village, Bluff Hall, Prairie Hall, or Woodland Hall front desks. You may also visit their web site at www.siu.edu/TELECOM.

Thermostat Damage

Damaging or trying to alter thermostats or Residence Hall temperature control units will result in damage charges and disciplinary action against the residents of a living unit. Any attempt to “trick” the thermostat by exposing it to abnormal heat or cold will also be cause for disciplinary action.

Temperature Control

Residence Halls

Each Residence Hall is on one heating and cooling system, which means that you will only have heat or air conditioning at any one time. The switch from heat to air is done as the weather dictates. On the heating and cooling units in each room, there is a warmer and cooler dial and a fan speed switch.

Cougar Village

Air conditioners for Cougar Village apartments cannot be used before May or after October. In an effort to conserve energy, preset thermostats are installed in all apartments. These thermostats range from 68 to 74 degrees. Do not attempt to turn thermostats beyond the pre-adjusted limits. Charges will result if these thermostats are damaged in an effort to go beyond the established limits or alter the operation of the thermostats. Do not sit or place personal items on the condensing units located outside the apartment buildings.

Toilets

Do not attempt to flush paper towels, cotton swabs, personal hygiene products, or anything plastic down the toilet. Plungers are available at the front desks of the Residence Halls and at the Commons Desk. All bubbling or gurgling toilets should be referred to University Housing Facilities Management as soon as possible. If a toilet becomes clogged, the use of water anywhere in the living unit should be discontinued until the toilet is unclogged. This may prevent possible flooding.

Trash Containers/Trash Disposal

Trash containers in your living unit should not exceed 10 gallons in size. Containers larger than this allow trash to accumulate to an unreasonable amount, which raises cleaning and health concerns.

Trash must be secured in plastic bags and place in Residence Hall trash carts or Cougar Village dumpsters. Trash rooms are located on each floor in the Residence Halls. For your convenience, trash receptacles are located in the parking lots near buildings 404, 406, 416, 421, 422, 426, 505, 508, 512, 513, 515, 520, 527, and 531 at Cougar Village. Trash should not be left in hallways, breezeways, stairways, public trash barrels, recycling containers, or anywhere on the grounds of University Housing. Residents disposing of items improperly will be charged \$25 per bag for its removal and will be subject to discipline.

University Housing Facilities Management (UHFM)

University Housing Facilities Management (UHFM) is the department of University Housing assigned to the development and maintenance of facilities and grounds of University Housing. It is the department responsible for repairing University Housing property within units, upkeep of the grounds surrounding University Housing facilities, snow removal, maintaining the cleanliness of common areas and offices in University Housing buildings, pest control, development and upgrade of facilities within University Housing, and much more. Hours of operation at 7:00 a.m. -

3:30 p.m. Monday - Friday. Beyond these times, a message may be left at extension x2070 or you may contact the University Police at x3324 if an emergency exists. In addition, you may request a work order at anytime by accessing the University Housing web site at www.siue.edu/housing.

Vacancy Consolidation

Residence Halls

Students who have not contracted for a single occupancy room, otherwise known as a deluxe private, and do not have a roommate at any time during the semester must either begin paying a deluxe private rate or obtain a roommate from a list of students from the hall who do not already have roommates. In the latter case, they must have a change in rooms and roommates approved in writing by the Hall Director and completely accomplish the change in rooms within seven days after being notified by the Hall Director. If the entire process has not occurred within this seven day period, the student(s) shall automatically begin to be charged and be legally obligated to pay for their room(s) on a prorated basis at the higher single room rate. Exceptions from the requirement are as follows:

- 1) If there is an uneven number of students without roommates within a given residence hall, one of the individuals selected by the Hall Director will not be required to consolidate or pay a single room rate until the next vacancy occurs in that building or until the University re-assigns the space. This individual is selected based on the earliest application date on file in the Central Housing Office. The housing staff is available to assist in the location of roommates and the coordination of changes.

Cougar Village

- 2) If an apartment has only one resident and no other student is available for assignment to it, the Community Director will consolidate by moving the resident to another apartment. Any vacancy remains under the jurisdiction of the Community Director for assignment, reassignment, or room changes. **A resident of a living unit with a vacancy who in any way discourages another resident(s) or prospective resident(s) is subject to administrative review of assignment or contract status and may be subject to disciplinary action and/or be required to move.**

Washers and Dryers

Residents and families moving into Cougar Village are not allowed to have washers and dryers in their living units. Residents who hold occupancy prior to Fall 2005 are allowed to keep appliances until their contract has expired.

Windows

Windows with window safety stops must be intact at all times. Hanging, dropping or throwing anything from an open window, including using the window for entry or exit purposes, will result in disciplinary action. Windows must be kept clear of tape, stickers, posters, and signs that face outward.

Window Screens

Leave all screens attached to your windows. If staff members observe a missing or unfastened screen, they will request a new screen and the residents will be charged for the replacement.

Local Services

Child Care Services

Early Childhood Center

Northwest Road
650-2556

The Early Childhood Center is a licensed child care facility which provides an educationally enriched environment for young children through a variety of programs and services. Educational programming is provided at two campus sites.

Hours: Monday - Friday
7:00 a.m. - 6:00 p.m. (Pre-school)
Ages: 2 - 5 years
Fee: varies

Child Care Resources and Referrals

1-800-467-9200

Schools

Glen Carbon Elementary (grades K - 2)

141 Birger Ave.
692-7460

LeClaire Elementary (grades K - 2)

801 Franklin Ave.
656-3825

N.O. Nelson Elementary (grades K - 2)

1225 West High Street
656-8480

Columbus Elementary (grades 3 - 5)

315 N. Kansas St.
656-5167

Woodland Elementary (3 - 5)

59 South State Rt. 157
692-8790

Liberty Middle School (6 - 8)

#1 District Drive
655-6800

Lincoln Middle School (6 - 8)

145 West St.
656-0485

Edwardsville High School

6161 Center Grove Road
656-7100

St. Boniface Catholic Grade School

128 North Buchanan
656-6917

St. Mary's Catholic Grade School

1802 Madison Ave.
656-1230

Trinity Luthern Grade School

600 Water
656-7002

Metro East Lutheran High

6305 Center Grove Rd.
656-0043

Student Services - SIUE

Counseling Services

House at Cougar Lake Road 4 way
650-2197

The Counseling Services Office provides a variety of counseling services for students. Professional counselors help students resolve personal problems, overcome academic difficulties and select a career that fits their interests, abilities and personality. The counseling staff helps students develop academic interpersonal skills and resolve personal difficulties. Walk-in appointments are available. They also provide rape and sexual abuse counseling services.

Escort Service

650-3324

Through the SIUE Police Department, an escort service is available to all members of the University community who request to be

accompanied. The purpose of the service is to ensure that all students, faculty and staff get to their destination on campus safely. Escorts are provided on campus from any building to a person's car, from the person's car to any building and from one building to another including Cougar Village. The escort can be arranged by calling the SIUE Police Department at 650-3324.

Student Fitness Center

Vadalabene Center
650-2348

Available to students, faculty, staff, alumni and family. Call for hours of operation. Friday evening is Family Night.

Health Services

Rendleman, Room 0224
650-2842

Health Services includes a primary care clinic, a sexuality awareness clinic, a pharmacy and a laboratory. All SIUE students, faculty, and staff may use the services. Appointments are necessary.

Lovejoy Library

Stratton Quadrangle
650-2603

Hours:

Monday - Thursday 7:30 a.m. - 11:00 p.m.
Friday 7:30 a.m. - 6:00 p.m.
Saturday 10:00 a.m. - 6:00 p.m.
Sunday 1:00 p.m. - 9:00 p.m.

Student Legal Services

Dennis Orsey, Attorney
3388 Maryville Rd., Suite A, Granite City
(618) 797-2800

Post Office - SIUE Branch

Rendleman, Room 0232
650-2028

The SIUE Branch Post Office conducts business in a manner similar to that of any

United States Post Office, with most of the same services offered (packages and letters mailed, USPS money orders processed, USPS lock boxes rented and stamps sold).

University Center

Central Campus
650-2300

Focal point of activities and student involvement. Features include: Center Court, Pizza Hut, Starbucks, Auntie Anne's Pretzels, Freshens, University Restaurant, Cougar Den, Print and Design, Union Station, University Bookstore, Recreation Center, Art Gallery, University Hair and offices of the Kimmel Leadership Center, Student Government, University Center Board, and the *ALESTLE*.

Youth Programs & Facilities

Big Brothers / Big Sisters

6400 W. Main, Belleville
398-3162

Boy Scouts Trails West Council

1055 Harrison Ave., Wood River
259-2145

Children's Home and Aid Society of IL Child Care Resource & Referral Programs

2133 Johnson Road, Suite 101, Granite City
1-800-467-9200, 452-8900

River Bluff Girl Scout Council

4773 Girl Scout Rd., Edwardsville
307-3777

YMCA

1200 Esic Dr., Edwardsville
656-0436

7348 Goshen Road, Edwardsville

655-1460

Local Services

Churches

First Assembly of God

417 St. Louis Street, Edwardsville
656-6436

Baha'i of Edwardsville

Edwardsville, 656-4142

Center Grove Presbyterian

6279 Center Grove Road, Edwardsville
656-9485

Cornerstone Assembly of God

129 Steiss, Glen Carbon
288-6988

Glenview Church of the Nazarene

400 Glen Carbon Rd., Glen Carbon
288-5037

Eden United Church of Christ

903 N. Second Street, Edwardsville
656-4330

Esic University Baptist

1000 University Drive, Edwardsville
656-0680

First Baptist Church of Edwardsville

534 St. Louis Street, Edwardsville
656-1008

First Christian (Disciple of Christ)

310 S. Main, Edwardsville
656-7498

First Presbyterian

237 N. Kansas, Edwardsville
656-4550

Immanuel United Methodist Church

800 N. Main, Edwardsville
656-4648

Jehovah's Witnesses

3825 Blackburn Rd., Edwardsville
656-1216

LeClaire Christian

1914 Esic Dr., Edwardsville
656-0918

Metro Community Church

3551 Ridge View Rd., Edwardsville
692-9863

Mount Joy Baptist

327 Olive Street, Edwardsville
656-0845

New Bethel United Methodist Church

131 N. Main St. Glen Carbon
288-5700

Newman Center

Religious Center, Box 1059
650-3246

SIUE Religious Center

SIUE Box 1059
650-3246

St. Andrews Episcopal

406 Hillsboro Ave., Edwardsville
656-1929

St. Boniface Catholic Church

325 E. Vandalia, Edwardsville
656-6450

St. John's United Methodist

201 St. Louis Street, Edwardsville
656-1853

Trinity Lutheran (Missouri Synod)

600 Water Street, Edwardsville
656-2918

Wesley Chapel A.M.E.

418 Aldrup Street, Edwardsville
692-1019

Hospitals

Anderson Hospital

6800 State Rt. 162, Maryville
288-5711

Anderson Hospital Express Care

17 Ginger Creek Meadows, Glen Carbon
656-9777

Cardinal Glennon Children's Hospital

1465 S. Grand Blvd., St. Louis, MO
314-577-5600

Gateway Regional Medical Center

2100 Madison Ave., Granite City
798-3000

Memorial Hospital

4500 Memorial Dr., Belleville
233-7751

Saint Anthony's Hospital

1 Anthony's Way, Alton
465-2571

St. Elizabeth's Hospital of Belleville

211 S. 3rd, Belleville
234-2120

St. Mary's Hospital of East St. Louis

129 N. 8th, East St. Louis
274-1900

Banks

The Bank of Edwardsville

300 Montclair Ave., Edwardsville
656-0057

Clover Leaf Family Bank

200 E. Park, Edwardsville
2143 S. State Rt. 157, Glen Carbon
656-6122 or 692-9900

First Federal Savings & Loan

300 St. Louis St., Edwardsville
656-6200

Regions Bank

1 Cottonwood Rd., Glen Carbon
656-6500

US Bank

101 N. Main, Edwardsville
692-7000

Shopping

Alton Square Shopping Center

200 Alton Square, Alton
465-5500

Blockbuster Video

3024 S. State Route 159, Glen Carbon
659-0534

Cottonwood Mall

300 Junction Dr., Glen Carbon
656-7020

Market Basket

447 S. Buchanan, Edwardsville (off 159)
656-9055

Schnucks

2222 Troy Road, Edwardsville
659-0010

Shop 'N Save

2122 Troy Road, Edwardsville
692-9000

St. Clair Square

I-64 & Rt. 159, 134 St. Clair Square,
Fairview Heights
632-7566

Target

2350 Troy Road, Edwardsville
659-3200

Local Services /Resources / Tourism

Wal-Mart

400 Junction Dr., Glen Carbon
659-9471

Walgreens

120 W. Vandalia, Edwardsville
692-7110

2 Cottonwood Rd., Glen Carbon
288-4670

Movies

Cottonwood Cinema

Cottonwood Mall, Glen Carbon
656-6390

Kerasotes Showplace 12

Center Grove Road
659-SHOW

Petite 4 Cinemas

2002 Mall, Collinsville
344-1708

St. Clair 10 Cinema

50 Ludwig Dr., I64 & IL Rt. 159
Fairview Heights
800-595-2463

General Information

Chamber of Commerce - Land of Goshen

200 University Park Dr., Edwardsville
656-7600

Drivers License Examination Station

Secretary of State
1538 Troy Rd., Edwardsville
656-8956

Madison County Historical Museum

715 N. Main, Edwardsville
656-7562

Time and Temperature

692-4011

Transportation

Amtrak

3400 College Ave., Alton
1-800-872-7245

Greyhound Bus Lines

1-800-231-2222

Madison County Transit

1 Transit Way, Pontoon Beach
931-RIDE (7433), www.mct.org

St. Louis Regional Airport

8 Terminal Dr., Bethalto
259-2531

Taxi Cabs - Checker (24 hour)

692-0033

Social Services

Illinois State Employment Services - Job Service

90 Northport Dr., Alton
466-8111

Child Care Resources & Referral

1-800-467-9200

Child Support Region

27 E. Main, Belleville
277-3310

Children's Home & Aid Society of Illinois

6 Crossroads Ct., Alton
462-2714 / 800-467-9200

Community Counseling Center

2615 Edwards, Alton
24 hour number: 462-2331

Dept. of Children and Family Services

10 Collinsville Ave., East St. Louis
reporting neglect & abuse: 800-252-2873
after hours emergency: 875-3120

Equal Employment Opportunity

10 Collinsville Ave., East St. Louis
583-2075

Illinois Department of Public Aid

201 South Grand Ave. East, Springfield, IL
(217) 782-1200 / 1-800-526-5812

Planned Parenthood of the St. Louis Region

4529 N. Illinois, Fairview Heights
277-6668

Poison Control Center

4500 Memorial Dr., Belleville
233-1935 / 1-800-222-1222

Pregnancy Care Center

220 W. Lincoln, Belleville
233-2273

Visiting Nurses Association

550 Landmarks Blvd., Alton
1-800-443-7862

Youth Emergency Shelter

9400 Lebanon Rd., East St. Louis
394-2910

Restaurants

*In compliance with Illinois State Law,
patrons must be 21 years of age in order to
consume alcohol served in public places.*

88 China

4 Club Centre Ct., Edwardsville
655-9888

Alfonzo's Restaurant

2 Schiber Ct., Maryville
288-5701

Andria's Countryside Restaurant

7415 St. Rt. 143, Edwardsville
656-0281

Angel's Ice Cream & Great Food

1001 Century Dr., Edwardsville
656-2950

Applebee's Neighborhood Grill & Bar

3600 S. St. Rt. 159, Glen Carbon
656-7096

Arby's

1800 Troy Rd., Edwardsville
656-7400

Bandana's Bar-B-Q

4 Commerce Dr., Collinsville
344-4476

Bella Milano

1063 South St. Rt. 157, Edwardsville
659-2100

Bigelo's Bistro

140 N. Main, Edwardsville
655-1471

Blimpies

439 S. Buchanan, Edwardsville
659-0500

Burger King

2204 Troy Road, Edwardsville
656-1581

Captain D's Seafood

1960 Troy Rd., Edwardsville
692-1611

China Restaurant

310 Junction Dr., Cottonwood Plaza
Glen Carbon
656-0538

China Town

218 N. Main, Edwardsville
656-0847

The Coffee Talk Cafe

310 Hillsboro Ave., Edwardsville

Local Services / St. Louis Tourism

Dairy Queen

3903 S. State Rt. 159, Glen Carbon
288-5720

Denny's

27 Junction Dr., Glen Carbon
659-1922

Domino's Pizza

120 E. Vandalia, Edwardsville
692-1515

Fox Crossing Restaurant

6555 Fox Creek Drive, Edwardsville
692-9400

Hardee's - Edwardsville

235 S. Buchanan
656-8831

Hardee's - Glen Carbon

4207 S. State Rt. 159
288-7239

House of China II

138 N. Main, Edwardsville
692-9638

Imo's Pizza & Omi's Ice Cream & Coffees

1100 S. State Rt. 159, Edwardsville
692-6100

Jack in the Box

300 S. Buchanan, Edwardsville
Cottonwood Plaza, Glen Carbon
692-1414

Jimmy John's

1063 S. State Rt. 157, Edwardsville
656-5700

Kentucky Fried Chicken

3202 S. State Rt. 159, Edwardsville
692-0770

Klingel House Tearoom

1801 N. Main St., Edwardsville
655-0650

Krieger's Pub & Grill

1071 S. State Rt. 157, Edwardsville
656-0771

La Fonda Mexican Restaurant

2310 Troy Rd., Edwardsville
655-0399

Laurie's Place

228 N. Main, Edwardsville
656-3944

McDonald's

1704 Troy Rd., Edwardsville
656-1220

6091 Center Grove Rd., Edwardsville

659-3532

Neruda

4 Club Centre Court, Edwardsville
659-9866

Nori Sushi & Japanese Grill

1025 Century Dr., Edwardsville
659-9400

Oak Grove Inn

7352 St. Rt. 140, Edwardsville
656-6379

The Orient

1518 Troy Rd., Edwardsville
656-0044

Pantera's Pizza

1522 Troy Rd., Edwardsville
692-6000

Papa John's

3592 S. State, Rt. 159, Glen Carbon
659-7272

The Pasta House Co.

1097 S. St. Rt. 157, Edwardsville
655-9955

Pizza Hut

2386 Troy Rd., Edwardsville
656-1110

Pizza World

3013 S. St. Rd. 159, Glen Carbon
656-6646

Ponderosa Steakhouse

4233 Rt. 159, Glen Carbon
288-0480

Qdoba Mexican Grill

2108 Troy Rd., Edwardsville
659-4036

Quizno's Classic Subs

4219 St. State Rt. 159, Glen Carbon
288-3900

Rally's

1501 Troy Rd., Edwardsville
692-4700

Rusty's Restaurant

1201 N. Main, Edwardsville
656-1113

Sacred Grounds

233 N. Main, Edwardsville
692-4150

Sgt. Pepper's Cafe

1027 Century Dr., Edwardsville
692-1345

Shangri-La Restaurant

1039 Century Dr., Edwardsville
656-9888

Shenanigan's

Two 157 Center, Edwardsville
656-8363

Stagger Inn

104 E. Vandalia, Edwardsville
656-4221

Steak 'N' Shake

2382 Troy Road, Edwardsville
659-1840

Subway

4 Club Centre Shopping Center, Edwardsville
656-6056

Sunrise Diner

146 N. Main St., Edwardsville
655-9577

Taco Bell

1710 Troy Rd., Edwardsville
692-0744

Vanzo's

132 N. Main, Edwardsville
656-9706

Wendy's

6104 Center Grove Rd., Edwardsville
692-8160

Wise Choice Coffees & More

1063 IL Rt. 157, Suite #1, Edwardsville
655-1611

St. Louis Tourism Tour Information

Gateway Arch Riverboats

800 N. First St., St. Louis
1-877-982-1410
www.gatewayarchriverboats.com

The new Belle of St. Louis offers a day cruise and a moonlight Dinner Dance Cruise with live bands. Step aboard a Gateway Paddle Wheeler, replica of a 19th-century Steamboat; cruises run daily March through November.

The Arts

Bissell Mansion Restarant & Dinner Theatre

4426 Randall Place, St. Louis, Missouri
(314) 533-9830/800-690-9838
www.bissellmansion.com

St. Louis' oldest home is a participatory murder-mystery theater with a four-course dinner served. Reservations required. Performances are Friday and Saturday at 7 p.m., Sunday at 2 p.m. Private shows available. Open lunch Tuesday - Friday 11:30 a.m. - 2:30 p.m..

City Museum

701 North 15th Street, St. Louis, Missouri
314-231-2489
www.citymuseum.org

In addition to housing some of the most captivating interactive art, City Museum unleashes the fascinated, childlike spirit stored within every explorer who passes through its doors. This is a place you've only imagined in dreams. Museum hours are Sunday - 11:00 a.m. - 5:00 p.m., Monday - Closed, except for certain holidays. Check web site for more information. Tuesdays - Closed, Wednesday - Thursday - 9:00 a.m. - 5:00 p.m., Friday - 9:00 a.m. - 1:00 a.m., Saturday - 10:00 a.m. - 1:00 a.m.

Eugene Field House & St. Louis Toy Museum

634 S. Broadway St., St. Louis, Missouri
(314) 421-4689
www.eugenefieldhouse.org

What child or adult has never heard Eugene Field's poem "Little Boy Blue?" Field's childhood home has been turned into a children's museum, with extensive collections of antique toys and dolls. It is a National Historic Site. Open Wednesday - Sunday. Check the web site for hours of operation.
Mildred Lane Kemper Art Museum
Steinberg Hall near the corner of Forsyth & Skinker Boulevard

(314) 935-4523

www.kemperartmuseum.wustl.edu
Holding one of the finest university art museum collections in the U.S., the Museum exhibits works from its permanent collection by such masters as El Greco, Bingham, Picasso and Pollock on a rotating basis and features special temporary exhibitions. Open daily except Mondays and University holidays. Closed mid-May through August.

Goldenrod Showboat

1000 Riverside Drive, St. Charles
(314) 946-2020

Broadway revivals, Off-Broadway productions, children's theater, special events and sumptuous buffet on this National Historic Landmark showboat.

Magic House, St. Louis Children's Museum

516 S. Kirkwood Road at Lindbergh Blvd.
(314) 822-8900
www.magichouse.org

Don't forget your shadow! You left it here on a wall at The Magic House. It will take several hours to sample all the amazing exhibits here.

Rendezvous Room

Frontenac Grand Hotel, 1335 S. Lindbergh
(314) 993-1100

Four talented young performers belt out medleys from hit Broadway musicals. A musical revue featuring twin baby grand pianos. Four shows nightly, Wednesday - Saturday, 8 p.m. - Midnight.

Royal Dumpe Dinner Theater

809 N. Second St. (Lacleade's Landing)
(314) 621-5800
www.royaldumpe.com

Join King Henry VIII, his court jester and his favorite serving wenches for a five-course dinner and musical comedy review specializing in audience participation.

The Fox Theater

527 North Grand Blvd.
(314) 534-1111 / 1-800-293-5949 (Box Office)
www.fabulousfox.com
The Fabulous Fox opened in 1929 as one of the most beautiful movie palaces in the country. In 1982, the theater was restored and now features Las Vegas entertainers, county superstars, rock and jazz concerts and Broadway shows. Tours available Tuesday, Thursday and Saturday at 10:30 a.m. Private rental of theater is available.

The Muny

Forest Park
(314) 361-1900
www.muny.com

This beautiful 12,000 seat outdoor amphitheater in Forest Park is a world leader in outdoor musical theater. Current hits and traditional favorites meet with the biggest names in entertainment on the Muny's stage. Outdoor season runs from June through August. September through May, The Muny presents a Broadway Series at The Fox Theater.

The St. Louis Art Museum

Forest Park, #1 Fine Arts Drive
(314) 721-0072
www.slam.org

The museum was the Fine Arts Palace of the 1904 World's Fair, and is today considered to be among the top 10 art museums in the country. Visit the museum shop, view films, attend classes and lectures, and dine at Wolfgang Puck's. Open Tuesday through Sunday and admission is free.

UMB Bank Pavilion

14141 Riverport Drive, Maryland Heights
One mile west of Highways 70 and 270
(314) 298-9944
www.umbbankpavilion.com

Built in 1991, one of the finest entertainment facilities in the country. The amphitheater has 7,000 reserved seats and seating for 13,000 on the lawn. The state-of-the-art sound system and four video screens allow concert-goers to experience a front row view at all times while enjoying artists an assortment of top artists. There are several meeting areas to accommodate any size group. Open May through October.

Wax Museum / Laclede's Landing

720 N. Second St.
(314) 241-1155

More than 180 authentically-costumed wax figures from London, England, can be viewed. Figures include royalty, presidents, movie stars, world leaders, scientists, monsters and medieval tortures. Open daily.

Westport Playhouse

635 West Port Plaza
(314) 878-3322
www.playhouseatwestport.com

This theater-in-the-round is configured so that no seat is more than 30 feet from the stage. A specially designed lighting and sound system creates perfect viewing, sound and comfort. A variety of entertainment is featured, ranging from top comedians to the most current musical performers.

Attractions

Alton Belle Casino

1 Front Street, Alton, IL
800-711-GAME
www.argosy.com/stlouis

The Alton Belle offers unlimited stakes gambling, slot machines, video poker, blackjack and craps. Food available at the Alton Landing.

Anheuser-Busch Brewery Tours

I-55 & Arsenal
(314) 577-2626
www.budweisertours.com

Complimentary tours of the world's largest brewery include a visit to the Budweiser Clydesdale Stables, Brewing Video Gallery, packaging plant, hospitality room and gift shop. Groups of 15 or more need reservations. Open seven days a week.

Busch Stadium

420 South 8th Street
(314) 241-3900

This ultra-modern, circular stadium seats more than 54,000 and allows unobstructed viewing from every seat. Two multi-level garages provide ample parking for various events. It is the home of the National League Baseball St. Louis Cardinals. Tours available.

Cahokia Mounds Historic Site & Interpretive Center

Rt. 111, Exit from 55-70, 30 Ramey St.
Collinsville, IL
(618) 346-5160
www.cahokiamounds.com

The site of the largest prehistoric Indian city north of Mexico. Archaeological finds date from 700 A.D. to 1400 A.D. Various aspects

of prehistoric life at Cahokia are on display. Guided tours are available seasonally; groups by appointment only. Special events, lectures and craft classes. Open 9 a.m. to 5 p.m. Wednesday-Sunday. Admission is free.

The Cathedral Basilica of St. Louis

Lindell Blvd. & Newstead Ave.
(314) 373-8200
www.cathedralstl.org

The Mother Church of the Archdiocese of St. Louis blends an exterior of Romanesque style and an interior of Byzantine design. The mosaics form the largest collection of mosaic art in the world. Rare marble, alabaster and rose windows all add to the beauty of the 1907 structure. Open Monday - Friday; admission is \$1.

Laclede's Landing

Between Eads and Martin Luther King Bridges on the Riverfront
(314) 241-5875
www.lacledeslanding.com

Cobblestone streets and cast-iron street lamps line this revitalized 19th century neighborhood. Small shops and boutiques, unusual restaurants, a collection of nightlife spots and special events make this one of the city's premiere shopping and entertainment districts.

Meramec Caverns

Stanton, MO,
one hour west of St. Louis on I-44, Exit 230
800-676-6105
www.americascave.com

Guided tours of historical and scenic caverns that were used as Jesse James' hideout in the 1860s. Large gift shop, restaurant, motel campground, riverboat rides and canoe rentals available.

Missouri Botanical Garden

4344 Shaw Boulevard
(314) 577-9400 / 1-800-642-8842

www.mobot.org

Said to be one of the most beautiful and unique botanical gardens in the U.S., this National Historic Landmark was founded in 1859 by Henry Shaw. The world's first geodesic domed greenhouse houses a tropical rainforest; features woodland and scented gardens and the largest traditional Japanese Garden in North America. Open daily.

Old Cathedral

209 Walnut Street
(314) 231-3250

St. Louis' earliest church, officially named the Basilica of St. Louis, had Basilica status decreed in 1961 by Pope John XXIII. The present structure is 155 years old and is a National Monument. The museum contains the tomb of the first bishop of St. Louis, original church bell and countless religious artifacts. Open daily and daily masses.

Raging Rivers

100 Palisades Parkway, Grafton, IL
(618) 786-2345
www.ragingrivers.com

This 20 acre, family-oriented water park features a half-million gallon wave pool, complete with 4 foot waves, body flumes and white water rafting. Kids will love a one-half-acre area designed just for them. Located just minutes from St. Louis.

St. Louis Cardinal Hall of Fame

111 Stadium Plaza by Busch Stadium
(314) 231-6340

The Cardinals Hall of Fame is the official repository for more than 100 years of baseball history in St. Louis, presenting history through photographs and memorabilia from the 1880's to the present. Located inside the International Bowling Museum (right across the street from Busch Stadium), visitors see two sports halls of fame for one admission. Hours vary.

Central West End

Central West End Association
403 N. Euclid, 2nd Floor
(314) 367-2220
www.centralwestend.com

A lively, cosmopolitan neighborhood just east of Forest Park with sidewalk cafes, nightclubs and shopping amid turn-of-the-century retail and residential buildings.

Forest Park

by I-64, Kingshighway, Lindell and Skinker
(314) 289-5300
www.stlouis.missouri.org/citygov/parks/forestpark

Larger than New York's Central Park, Forest Park's 1,300 acres contain many of St. Louis' important cultural attractions, including the St. Louis Art Museum, the Science Center, the History Museum, the Muny Theater, the Jewel Box greenhouse and the St. Louis Zoo. The historic park was the site of the 1904 World's Fair. Walkers, runners, and rollerskaters enjoy the park's paths and golfers can choose between two golf courses. Steinberg skating rink and the Dwight Davis Tennis Center are also located in the park.

Gateway Arch

Jefferson National Expansion Memorial
(877) 982-1410
www.gatewayarch.com

The 630 foot Gateway Arch is the nation's tallest memorial. Designed by the noted architect Eero Saarinen, it commemorates the role St. Louis played in our nation's epic surge westward. Under the Gateway Arch, the Museum of Westward Expansion contains extensive exhibits of the frontier American West. A passenger tram carries visitors to an observation room at the top of the Arch. Open daily.

Grant's Farm

10501 Gravois Rd.
(314) 843-1700
www.grantsfarm.com

Anheuser-Busch Co., Inc. operates and maintains this picturesque showplace on land once farmed by our 18th president, General Ulysses S. Grant. Ride aboard a trackless train through the game preserve and past Grant's Cabin, built by Grant in 1856. Visit the Bauernhof, containing the trophy room, the riding horse stables and a collection of horse-drawn carriages and sleighs. Enjoy a miniature zoo, bird and elephant shows, small animal feeding area and Clydesdale stallion barn. Open mid-April through mid-October. Admission is free and parking is \$8. No reservations required.

Jewel Box

Forest Park
(314) 531-0080
<http://stlouis.missouri.org/citygov/parks/jewelbox/>

A unique floral conservatory housing a dazzling array of flowers and plants. Open daily. Admission is \$1, except Mondays - Tuesdays between 9:00 a.m. - Noon. Facility available for weddings and other special functions.

St. Louis Science Center

5050 Oakland Ave.
(314) 289-4400/(800) 456-7572
www.slsc.org

Free exhibit galleries, including hands on activities in aviation, technology, ecology and environment, the human adventure. Experience the OMNIMAX Theater, Alien Research Project Theater and Discovery Room, and see life-size animated dinosaurs, all for nominal fees. There is also a Space Science gallery, underground tunnel display, planetarium

shows and more.

Saint Louis Zoo

Forest Park
(314) 781-0900/1-800-966-8877
www.stlzoo.org

One of the few free zoos in the country houses more than 6,600 animals. New exhibits include River's Edge with Anheuser-Busch Hippo Harbor & the Insectarium. Natural habitat areas include Big Cat Country, Jungle of the Apes, and Children's Zoo. Open daily except Christmas and New Year's Day.

Six Flags St. Louis

Eureka, MO, 30 minutes southwest of St. Louis on I-44, Exit 261
(636) 938-4800
www.sixflags.com/stlouis

Attractions at the 200 acre theme park include the Hurricane Harbor, Tornado, Xcalibur, "The Boss", and everyone's favorite rides including the Screamin' Eagle, Tidal Wave, Ninja, Mr. Freeze, Batman the Ride, Thunder River, Log Flume, Looney Tunes Town, and more! Two-day & season passes are available. Open daily in Summer, weekends only in Spring and Fall; call for schedule.

Yogi Bear's Jellystone Park

I-44 & Allenton Exit, Eureka, MO
636-938-5925/ 1-800-861-3020
www.eurekajellystone.com

Spend the day in the "Great Outdoors" and meet Yogi Bear in person. Ride the Yogi Express Train to see where Yogi and Boo Boo live. Swim, picnic, play mini-golf and other games or test your skill in the video arcade. Browse in Yogi's souvenir and T-shirt shop. Stay for the day or bring your RV and camp with Yogi among 35 scenic acres. Rental tents and air conditioned camping cabins too! Just one half mile from Six Flags. Call for more information.

Spectator Sports

St. Louis Blues Hockey

The Savvis Center, 1401 Clark Ave.
(314) 421-4400 - Savvis Cntr. and Ticket Info.
(314) 241-1888 (MO.) - St. Louis Blues
(618) 222-2900 (IL.) - St. Louis Blues
www.stlouisblues.com

St. Louis Cardinals Baseball

420 South 8th Street, Busch Stadium
(314) 421-3060 - ticket and general info.
(314) 421-2400 - charge ticket
www.stlouis.cardinals.mlb.com

St. Louis University Billiken Basketball

The Savvis Center, 1401 Clark Ave.
(314) 977-4SLU
www.slubillikens.collegesports.edu

St. Louis Rams Football

Edward Jones Dome
(314) 425-8830 / 1-800-246-7267
www.stlouisrams.com

Horse Racing

Fairmount Park, Collinsville, IL
(618) 345-4300
www.fairmountpark.com

St. Louis Shopping

Westfield Shoppingtown - Northwest

St. Charles Rock Road at Lindbergh
(314) 298-0071
www.northwest.shoppingtown.com

Missouri's largest shopping center includes 160 retail shops and services including Dillard's, Famous-Barr, and Sears, plus a nine-screen theater, restaurants and a 40,000 square-foot family entertainment center.

Plaza Frontenac

Lindbergh Blvd. & Clayton Rd.
(314) 432-0604
www.plazefrontenac.com

Home to more than 60 national and international stores, including Neiman Marcus, Saks Fifth Avenue, Gucci, Polo/Ralph Lauren, Waterford, Wedgwood, Rodier, Paris and more.

Saint Louis Galleria

I-170 at I-64, Brentwood Blvd. & Clayton Rd.
(314) 863-6633
www.saintlouisgalleria.com

This 1.2 million square-foot shopping center features 180 stores, a six-screen theater, 19 restaurants and covered parking. Retailers include Dillard's, Famous-Barr, Ann Taylor, Brooks Brothers, GAP, American Eagle, and countless others; restaurants include Casa Gallardo Grill, California Pizza Kitchen, The Cheesecake Factory and the Atrium.

St. Louis Center

515 N. 6th Street
(314) 231-5522

St. Louis Center is the largest enclosed, urban shopping center in the United States and features four levels of shops and restaurants beneath a vaulted glass roof. It connects two major department stores, Famous-Barr and Dillard's.

St. Louis Mills

555 St. Louis Mills Blvd., Hazelwood, MO
(314) 227-5555
www.stlouismills.com

St. Louis' newest landmark! St. Louis Mills, the value shopping and entertainment destination, combines manufacturers outlets, specialty retail, restaurants and entertainment just 16 miles northwest of downtown St. Louis. Over 200 of the best names in retail and entertainment - OFF 5TH Saks Fifth Avenue Outlet, The Children's Place Outlet, Marshalls MegaStore, Guess Factory Store, Off Broadway Shoe Warehouse, Oshkosh B'Gosh Outlet, Nine West Outlet, NASCAR SpeedPark, ESPN X Games Skatepark and the Ice ZONE, the official practice facility of the St. Louis Blues.

Important Numbers & Notes

St. Louis Union Station

Market Street between 18th and 20th streets
(314) 421-6655
www.stlouisunionstation.com

This renovated train station, now a festive marketplace, features specialty shops both nationally known and locally loved, including Talbots, The Disney Store, The Nature Company, John Pils and Mary Engelbreit, plus restaurants, entertainment, special events, nightclubs, a 10-screen theater, festivals and street performers.

West Port Plaza

Page and I-270
(314) 576-7100
www.westportstl.com

West Port Plaza is 42 acres of shopping delight, restaurants and entertainment including a live theater, two cinemas and a comedy club. Two elegant Sheraton Hotels anchor the beautifully set complex.

Transportation

Metro-Link

The Metro-Link is St. Louis' newest public transportation. The cost is \$1.25 for a single adult and \$1.50 for a single adult with transfer. Easy and convenient. The line goes from Southwest Area College, Scott's Air Force Base, and MidAmerica Airport in Belleville, Illinois to St. Louis's Lambert International Airport in Missouri. You can find more information on routes, fares, and schedules at www.bi-state.org.

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