

Welcome to University Housing

Hello and welcome to Southern Illinois University Edwardsville and to University Housing! You have now joined over 3500 students who live on our campus and call it home. The unique living experience offered by University Housing provides a community environment which offers 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 classroom experience.

This document provides you with information that will help you adjust to campus life. For questions you may have that are not answered here, please contact your Resident Assistant, Assistant Community Director, or Community Director. You can also access the University Housing website 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 Shrylene Langston in the Office of Human Resources, Room 3210 Rendleman Hall. A copy of the sexual harassment policy is also available by contacting the Office of Human Resources. For more information, please call x2190.

University Housing Guiding Principles

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 to work cooperatively with others both in and out of the classroom.

Civility – residential students learn to discuss and resolve conflicts in a civil manner.

Communication – residential students learn effective communication skills to enhance relationships.

Connection – residential students learn how to become connected to the SIUE 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 SIUE community 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 him/her self 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 mutual 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 Community Director. For maintenance questions, contact the University Housing Facilities Management office (x3626). For housing contract questions, contact the Central Housing Office (x3931).

University Housing Staff

University Housing employs over 200 people, including professional, civil service, and student staff.

Resident Assistants (RAs) are student employees of University Housing. They participate in an extensive training program to assist all residents in adapting to life in the SIUE community. In the residence halls, one RA resides on each wing. In Cougar Village, each single student Resident Assistant is responsible for 2 buildings; each Family Resident Assistant is responsible for approximately 5 buildings. Resident Assistants are supervised by a Community Director.

Assistant Community Director (ACD) is a graduate student responsible for assisting the Community Director with management of a residential area. Responsibilities include: supervision of a Desk Manager, Commons Manager, or Family Resource Center staff; providing counseling and referral for residents; conducting disciplinary counseling, sanctioning and referral for residents; and contributing to all community development efforts.

Community Director (CD) is a full-time, master's level, live-in professional staff member responsible for the daily operations of a 500-bed residence hall or a portion of Cougar Village. The Community Director directly supervises one Graduate Assistant (Assistant Community Director) and 11-16 undergraduate Resident Assistants (RAs). The Community Director is charged with creating an atmosphere

that promotes academic success, personal development, respect for diversity, and a strong sense of community.

Marketing Specialist (Mallory Sidarous) is responsible for University Housing publications, promotions, public relations, UHTV-96, and web site content. This position assists in recruitment of new students as well as represents University Housing at numerous events. Contact Mallory at SIUE Campus Box 1255, Edwardsville, IL 62026, call (618) 650-0546, or e-mail msidaro@siue.edu.

Assistant Director of Residence Life 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 Community Directors, Assistant Community Directors, and student staff. The Assistant Director is also responsible for cultivating student leadership by advising the Residence Housing Association and supporting the Community Directors in their roles as Area Council Advisors. Contact Sheila at SIUE, Campus Box 1254, Edwardsville, IL 62026, (618) 650-4629, or e-mail scoress@siue.edu.

Assistant Director of Residence Life (Amanda Stonecipher and Sarah Kirkpatrick) is a full-time staff member responsible for administering a residential area of four residence halls (Amanda Stonecipher) or Cougar Village Apartments (Sarah Kirkpatrick). The position includes educational, supervisory, and administrative functions to provide an environment reflective of the University's mission and values and the department's learning objectives. The Assistant Director of Residence Life supervises 2-4 master's level Community Directors and indirectly supervises 2-4 Graduate Assistants and 30-44 Resident Assistants. Contact Amanda at SIUE, Campus Box 1253, Edwardsville, IL 62026, (618) 650-4627, or e-mail astonec@siue.edu and Sarah at SIUE, Campus Box 1256, Edwardsville, IL 62026, (618) 650-2964, or e-mail skirkpa@siue.edu.

Assistant Director of Residence Life for Residential Education (vacant) is responsible for developing and implementing living and learning programs in residence halls and apartments that support the academic mission of the University. She oversees all academic initiatives for the department and provides direction for both the curricular and co-curricular aspects of all residentially-based communities. Working with faculty and academic staff to create a seamless living and learning environment is another of her responsibilities. Contact Campus Box 1258, Edwardsville, IL 62026, call (618) 650-5296, or email housing@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 Evergreen, 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 3,500 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 Bob 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 Specialist. 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 Scott 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 a 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 where 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 or on May 1, before the start of the full contract, will result in a refund of the advance payment.
- b. Cancellations submitted in writing after May 1 and prior to or on August 1 will result in forfeiture of advance payment and security deposit.
- c. For cancellations submitted 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 use fee 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 room use fee in addition to a \$300 contract cancellation fee.
- c. For approved cancellations for graduation received prior to or on December 1, the cancellation fee is waived.
- d. For approved cancellations due to academic suspension, the resident must pay the \$75 deposit and room use fee 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 use fee 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 use fee 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 use fee 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 residence halls will be assigned a mailbox and issued a mail key at check-in. Mailboxes in Bluff, Prairie, and Woodland Halls are located on the first floor near the main stairwell. Mailboxes for Evergreen Hall are located on the entry level (2nd floor).

Mailboxes for 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 60 Circle Drive Bluff Hall Mailstop # Edwardsville, IL. 62025	Resident Name 2 Prairie Drive Prairie Hall Stop # Edwardsville, IL. 62025	Resident Name 1 Residence Drive Woodland Hall Stop # Edwardsville, IL. 62025
Resident Name 74 Circle Drive Evergreen Hall Stop # Edwardsville, IL 62025	Resident Name Building # Cougar Village, Apt. # 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.) All residents must also complete an SIUE Change of Address. Billing and local addresses may be updated via CougarNet between 8:00 a.m. and 5:00 p.m, 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. Students should also complete a change of address form with the United States Postal Service at www.usps.com. Forms can be submitted online or printed and returned to a U.S. Post Office.

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 faculties 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. Bluff, Prairie, and Woodland 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 and University Housing discipline.

B. Evergreen Hall & Cougar Village

1. Residents of Evergreen Hall and 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 living units; however, alcoholic beverages may only be carried to living units 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, beer pong tables, 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 Events with Alcoholic Beverages Present at Cougar Village or Evergreen Hall

A. In order to sponsor an event with alcoholic beverages present in a Cougar Village apartment or Evergreen Hall unit 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 living unit sponsoring the event must be identified.
2. An “Event with Alcohol Application” must be completed by the host and signed by all residents living in the unit and returned to the Cougar Village Commons front desk or the Evergreen Hall office at least three business days before the event.
3. The application will be forwarded to the Community Director who will approve or deny the event based on the regulations stated in this policy. The Community 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 Hall or Community 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 events with alcoholic beverages must adhere to occupancy limits. In Cougar Village, the limit is 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. In Evergreen Hall, the limit is four times the normal occupancy of the unit (*ex. in a 4-person apartment the limit is 16 including residents, hosts, and/or guests*).

C. If a minor lives in the unit 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 unit are minors, an event with alcoholic beverages is prohibited in that unit.

D. Registered events with alcoholic beverages are required to end by 1:30 a.m. Events with alcoholic beverages present are prohibited in Cougar Village and Evergreen Hall 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 or wing 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 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 (i.e. beer pong tables), 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 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.

C. At a registered event, the host(s) is responsible for compliance with the Illinois State Laws regarding alcoholic beverages.

D. The host(s) is responsible for ensuring that persons who appear to be intoxicated are not served alcoholic beverages.

E. The host(s) must remain alcohol and drug-free throughout the entire event.

F. 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.

G. 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

Bluff, Prairie, and Woodland Halls

Cooking in 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 Bluff, Prairie, and Woodland Halls. The only exception is a coffee pot.

Refrigerators are limited to those 5.0 cu. ft. or less. No other large appliances are allowed. (For more information on items prohibited in University Housing, please refer to page 35 under “Electrical Appliances” and page 42 under “Prohibited Items in University Housing.”)

Cougar Village and Evergreen Hall

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.

Cooking in Evergreen Hall should take place in the designated kitchen area of each unit. Do not use cooking appliances of any kind in the bedrooms. Those residents in suites and any other interested residents have access to cooking facilities in community kitchens located throughout the building.

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

Asbestos Notification

Southern Illinois University Edwardsville (SIUE) is committed to providing a safe and healthy environment for 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

Barbecue grills can become a cause for fire/smoke damage and therefore the following policies have been set regarding their use:

- No gas grills are permitted in University Housing.
- No barbecue grills are permitted inside any housing facilities.
- No barbecue grills may be stored or used on the balconies of Cougar Village.
- Barbecue grills may be used 15 feet from the buildings.
- At Cougar Village, grills may be stored next to the buildings when they are cool; however, they should not be stored between the air conditioning units and the buildings.
- Personal grills should not be secured to buildings or any part of the air conditioning systems.
- Coals should be disposed of in trash dumpsters when cool enough. They should not be dumped on grass or dirt areas.

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. Bicycle racks are cleared on an annual basis. Abandoned bikes are disposed of as abandoned property as noted below.

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 or disposed of as state property through appropriate procurement protocol.

Break Periods

In Bluff, Prairie, and Woodland Halls, your contract covers the period when the University is in session. These halls will be closed over the Thanksgiving break, semester break, and Spring break. Bluff, Prairie, and Woodland Halls will reopen at 10 a.m. on the Sunday following each break period.

Evergreen Hall and Cougar Village will remain open for all breaks with limited staffing and services available.

When leaving for break periods, please remember to:

- Close and lock your windows.
- Empty your trash.
- Shut & lock your room/apartment door(s) and bathroom door (if applicable).
- 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 at no cost. Passengers traveling to Edwardsville or Glen Carbon on MCT must pay the bus fare.

Off-Campus Bus Service

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 County Transit (MCT). Buses run from central campus to Cougar Village and vice versa frequently throughout the day. Times for Saturday bus service vary slightly

from the weekday service. Service to Evergreen Hall, Bluff Hall, 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 University Center Information Desk, Commons Building, and the front desks of Bluff, Prairie, Woodland, and Evergreen Halls or at www.mct.org.

Cable Television/Stereo Wires

In order to make your living environment more enjoyable, University Housing offers cable television in each living unit. Expanded basic cable is included in your contract payment. To receive premium channels, 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. Wires should not be laid in doorways, as this is a safety hazard.

Cable Repairs

If you are having problems with your cable service, submit a Work Order Request to University Housing Facilities Management via www.siu.edu/housing.

UHTV-96

Residents using cable service receive UHTV-96, the University Housing cable access channel. UHTV-96 broadcasts free movies, University information, educational videos, and student productions. Movie listings may be found on the University Housing web site at www.siu.edu/housing. Movie requests 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 Work Order Request via www.siue.edu/housing. 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 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.
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 a term.
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 Spring semester, appointments must be made by Wednesday of the week prior to 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 Service Center in 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 or donated. 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 10 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 10 to University Housing programs unless otherwise specified by University Housing staff or program fliers.
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 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 Director or Resident Assistant to those residents not maintaining a clean and sanitary living unit. A probationary period will be established by your Community 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 are mutually agreeable 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, stoves, and microwaves in 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. Residents

should submit a Work Order Request via www.siu.edu/housing. 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 hourly rates being paid at the state prevailing rate. 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 1-2 times per semester and twice in the summer. 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 Director or Resident Assistant informing them when this inspection will take place as well as guidelines for the inspection.

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

Bathroom

- Clean bathtub/shower, tiles inside and outside the shower, and 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 and EH)

- Dust all furniture and mop all floors including the hallway.
- Sweep or vacuum 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 (x3626) if the smoke system is malfunctioning.

Kitchen (CV and EH)

- 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. Do not pour grease outside of buildings. The best way to discard of old grease/oil is to place in a sealed container and discard in the trash. 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 for the enjoyment of all residents. Residents found with common area furniture in their living units will be charged for removal and subject to disciplinary action.

Community Property

Community property owned by University Housing such as pushcarts, shopping baskets, and laundry carts have been specifically placed in each community. The use of these items should be considered a privilege and as such should not be misused or mistreated in any way, shape, or form. After an individual is done using such an item they are required to return it back to the appropriate storage area. The practice of leaving these items in the hallway or on walking paths presents a danger to others living in the community in the event of an emergency and also goes against the idea of shared community property for the benefit of all the residents residing within that area. The storage of such property in one's apartment or room is also strictly prohibited. In the event a resident is found responsible for creating an unsafe

situation by leaving a pushcart, laundry cart, or shopping cart in the hallway or walking path, or by storing such an item in their room, appropriate disciplinary action will follow.

Commons Building

The Commons Building is a gathering place for residents of Cougar Village. It houses staff offices, mail boxes, information desk, computer lab, a lounge with a large screen television, 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 building closes. The lab is operated by Academic Computing. Problems with computers or printers should be directed to x5500.

Computers have internet access and are equipped with word processing and spreadsheet programs. Do not attempt to add programs to the computers or alter the system in any way. Academics have priority over games or 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 12:00pm - 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 x2959. Meal plans 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 contains all official policies for University Housing. 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).

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 restrictive, 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. Most residence hall wings are allotted \$150 per semester. (Please note that more residents live on hall wings than in Cougar Village buildings. Smaller wings are allotted the same as Cougar Village, \$100 per semester.) 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, Woodland, and Evergreen 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, Woodland, or Evergreen 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 30 if the event is to be held during finals week.

Condition Reports

Your living unit has been inspected and any recognized deficiencies have been reported and repaired or are in the process of being repaired. If you find any deficiencies in your living unit, please submit a Work Order Request to UHFM via www.siu.edu/housing within 7 calendar days of checking into your unit. Please reference the issue as a "Condition Report" item when making your request. Items reported after 7 days of check in may result in charges to your student account if repairs are found to be the result of excessive abuse or vandalism.

Conference Housing

Conference Housing is available for University guests during the academic year as space permits. To inquire about Conference Housing, contact the Assistant Director of Residence Life at 650-4627.

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 called COP (Community Oriented Policing). Community Oriented Policing is a philosophy and 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.

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 Director or Assistant Community 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 have 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 Removable 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 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 Director or ACD 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. Venetian or mini blinds may not be installed in Cougar Village. The hardware used to hang the blinds damages the walls.
13. Nothing may be hung on the outside of windows, building exteriors, or on the balconies.
14. Windows must be kept clear of tape, stickers, posters, and signs that face outward.
15. University lighting fixtures are not to be altered or substituted for hardwired fixtures such as ceiling fans.
16. 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 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 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 Residence 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 Director is the appeal officer for actions taken by the Resident Assistant or Assistant Community 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 Community Director.
8. The Director of University Housing will hear all appeals of University Housing decisions after the preceding steps have been followed.

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.

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 as a support person due to the potential for conflict of interest. However, the RA can

Emergencies

911

If the police, fire department, or ambulance are needed call 911. If other assistance is needed, call the Commons Building (x2900), Bluff Hall (x4253), Prairie Hall (x4252), Woodland Hall (x4255), or Evergreen Hall (x4254) front desk. Staff on duty will assist you. For apartment residents, if the Commons Building is closed, call SIUE Police at 911 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 the Cougar Village Commons desk (x2900).
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.

Bluff, Prairie, Woodland, and Evergreen Halls

In the event of a FIRE, residence hall students 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 wings as follows: Prairie Hall should proceed to Woodland Hall, Woodland Hall should proceed to Prairie Hall, Bluff Hall should proceed to Evergreen Hall, and Evergreen Hall should proceed to Bluff Hall.
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 entered.

Tornado or other inclement weather

Cougar Village

In the event of a TORNADO or other inclement weather 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. a downstairs neighboring apartment; or,
 - b. 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.

Bluff, Prairie, Woodland, and Evergreen Halls

In the event of a TORNADO or other inclement weather alert, a long, wavering intermittent civil defense siren will sound. Residence hall students should proceed immediately to the first floor residential hallways or bathrooms (away from lounge windows). The local media will carry ALL CLEAR information.

If the siren sounds, it is usually too late to proceed to a remote protected area. Go to an interior room such as a hallway, closet, or bathroom. Crouch low to the floor, facing down, and cover your head with your hands. A bathtub may offer partial protection. Cover yourself with a mattress, blankets, etc. to protect against falling debris.

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 students should bring Cougar Cards with them when evacuating the building, as they will be required to swipe their Cougar Cards upon re-entering.

When an individual smoke detector is activated in Bluff, Prairie, or Evergreen 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 Bluff, Prairie, Woodland, and Evergreen 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 (x3626) 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. The wiring in Bluff, Prairie, and Woodland Halls is not able to handle high-wattage appliances such as hot plates, broilers, skillets, woks, air conditioners, microwaves, toaster ovens, and the like. The only exception is a coffee pot. Cooking in Bluff, Prairie, and Woodland Hall rooms and bedrooms of Evergreen Hall 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 and Evergreen Hall kitchens and bathrooms and Bluff, Prairie, and Woodland 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 Evergreen Hall unit and in each room of Bluff, Prairie, and Woodland Halls to increase your safety. Smoke detectors in 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, Bluff, and Evergreen Halls, 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 (x3626). 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 (x3626).

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

Front desks at the Cougar Village Commons Building, Bluff, Prairie, Woodland, and Evergreen 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 responsibility 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.

In Bluff, Prairie, Woodland, and Evergreen Halls, guests must be signed in at the front desk and must be escorted by their host at all times while in the living areas of

University Housing. Guests include friends, parents, and relatives. All guests high school age and above must leave a valid picture I.D. Guests in Cougar Village do not need to be registered at the Commons.

A guest may not use a resident's key or Cougar 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. *In all University Housing facilities, guests who are not registered overnight guests must leave by 2:00 a.m.*

Overnight Guests

An overnight guest is defined as an individual who is visiting in any living unit past 2:00 a.m. For those individuals living in residences halls, any individual living in the same hall that does not reside in the room is considered an overnight guest. In Bluff, Prairie, and Woodland Halls the appropriate paperwork must be submitted to host an overnight guest.

In order to have an overnight guest approved in Bluff, Prairie, and Woodland Halls, you must obtain a "Residence Hall Overnight Guest Registration" form from your 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 on the "Residence Hall 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.

In all University Housing facilities, 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 discipline 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 Community 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 Bluff, Prairie, and Woodland 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 Service Center 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 any vehicles and 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. The Evergreen Hall laundry room is located on the second floor of the south wing. Facilities in the residence halls are open 24 hours. At Cougar Village, washers and driers are located in the Commons Building and in the basement of buildings 405 & 429. The 500 side laundry room at the Commons closes one hour earlier than the building closing time. The facilities on the 400 side are open 24 hours a day.

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 CSVT machines in the laundry rooms for use of payment from the Cougar Card. Refunds and service requests for laundry machines must be requested by calling Jetz Laundry Equipment Company at (800) 530-5726. 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 light fixtures should be equipped with working bulbs when residents check in. The University equips University-owned light fixtures with fluorescent or compact fluorescent light bulbs. The intent is to be as efficient as possible and provide optimal lighting for residents.

If replacement bulbs are needed, submit a Work Order Request to UHFM via www.siu.edu/housing for bulb replacement. As fluorescent bulbs contain a very small amount of mercury, the Environmental Protection Association (EPA) recommends specific clean up procedures if bulbs are broken. Contact UHFM for clean up assistance.

University Housing encourages residents to utilize compact fluorescent light bulbs (CFLs) instead of regular light bulbs. CFLs use 60% less energy than a regular bulb. This simple switch will save about 300 pounds of carbon dioxide a year. If every

family in the U.S. made the switch, we'd reduce carbon dioxide by more than 90 billion pounds!

Light Poles and Other Exterior Lighting

University Housing attempts to provide the safest environment possible for its residents. Part of this effort is providing adequate lighting for all residential areas and parking lots. Residents are asked to report to UHFM via www.siu.edu/housing lights that are not working. When placing a Work Order Request, please identify the light pole by the number on its base or building light by building number and building side (AB/AD or B/C, 400 and 500 side).

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. Residents of Evergreen Hall will have a key to open the living unit and a separate mailbox key.

Cougar Village

If you live in Cougar Village, the keys for your assigned apartment, mailbox, and storage closet are issued to you when you check in. On the 400 side your apartment door key also opens your storage closet and your mailbox. 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 years of age.

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 your residence hall front desk for fifteen minutes while you search for your key. If the file key is not returned within the time designated for your area, you may be charged for a recore or a \$10.00 (\$12 CV) 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 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. and a \$25 charge will apply.

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 and stoves/ovens (if applicable) 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 submit a Work Order Request to University Housing Facilities Management via www.siu.edu/housing. A member of the UHF staff will come to the living unit and evaluate the condition of the item(s).

Natural Gas Safety

Carbon Monoxide Detectors

CO2 detectors are located in the 400-side units at Cougar Village to monitor carbon monoxide. The alarms are centrally monitored such that an audible sound will occur if dangerous levels of CO2 are detected within the living unit. CO2 detectors are only needed on the 400-side as these units utilize natural gas for heating and cooking. If your CO2 detector goes into alarm, move immediately to a spot where fresh air is available, preferably outdoors. Find a phone in an area where the air is safe and call 911.

In case of a gas leak:

Do

Evacuate the premises
Leave the door open on your way out
Leave the area if you are outside
Call outside to report the leak (911)
Stay away until the fire dept. clears area

Don't

Operate switches/electrical devices
Turn on any lights
Use any matches
Use the phone in the unit
Use a flashlight
Turn on TV or radio
Use cell phone or pager

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 confronted by University Housing staff or other residents due to 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 10:00 pm – 9:00 am. On Friday and Saturday, quiet hours are from 12:00 am – 12:00 pm. All noise

should be kept to a minimum during these times. This includes common areas such as stairwells, lobbies, hallways, breezeways, and lounges.

8. Students who repeatedly violate the Quiet Hours policy may have their residency terminated.

Finals Week and Noise

Twenty-four hour quiet hours start at **5:00 pm** the Friday before exams begin and continue until 12:00 pm 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.

Bluff, Prairie, and Woodland Halls

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

Evergreen Hall

A maximum of 4 times the number of residents who live in the unit may occupy the unit 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 can occur here. **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 be notified with a Postal Service 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 students in 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 mail room from 8:00 a.m. – 5:30 p.m. Monday – Friday and 11:00 a.m. – 1:00 p.m. Saturday. 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 be available at the Commons mail room, after attempted delivery at the apartment. It is the responsibility of residents to track the delivery of these packages for notification for pickup.

Mailboxes for 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.

Painting & Decorating (see Decorating)

Parking Regulatory Policies

Cougar Village

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.

Residence Halls

Students living in Bluff, Prairie, Woodland, or Evergreen Halls 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 BH, PH, WH, or EH 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. 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. Designated areas are available for parking motorcycles. University Housing residents must purchase a yellow or green permit which will also allow access to red lots. 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 \$20.00. 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 \$20.00. Otherwise he/she must 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 \$20.00.

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 may be purchased at Parking Services. Residents bringing a temporary vehicle to campus may purchase an occasional driver permit at Parking Services.

Pest Control

Submit an online Work Order Request via www.siu.edu/housing if pests are discovered in your living unit. If you have an emergency situation during business hours (Monday-Friday, 7:00 a.m.–3:30 p.m.), contact UHFM at x3626. 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 UHFM.

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 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 people, be exposed to new ideas, and have fun. A wide variety of programs are offered. Programs are presented for the residents of University Housing by RAs, Area 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-size refrigerators other than those already provided (only units up to 5 cubic feet are allowed)
- pets (other than fish in an aquarium)
- firearms or explosive devices
- controlled substances
- alcohol or alcohol containers empty or full (Bluff, Prairie, and Woodland only)
- candles with wicks intact/incense
- liquid bleach (all residence halls)
- ceiling fans
- cooking appliances with open elements (i.e.-hot plates, toasters, toaster ovens, Foreman Grills, etc.) (OK in Cougar Village and Evergreen Hall kitchens only)
Coffee pots are the only exception.

- 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 (Bluff, Prairie, and Woodland 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 can 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 Community 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 maximum resident input into University Housing. Residents may express their views and also show their creative side by helping develop programs. Students are encouraged to use the Councils as a stepping stone to 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 Community 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 Cougar Village apartment buildings or one wing in each of the four residence halls. The RAs are selected because of their leadership abilities, interpersonal skills, positive attitudes, and a commitment to students and their needs. Your RA is an experienced resident as well as a student.

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 can call to assist you in dealing with roommate conflicts, maintenance concerns, answering 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 via the front desk of your hall or the Commons Building.

On Duty Resident Assistants

In addition to having an RA assigned to your area, you will also have access to an "RA on duty". An RA is on duty every evening to assist you when your RA is not

available. On weekdays, RAs begin their duty shift at 5:00 pm and are available until 8:00 am 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), Woodland Hall front desk (x4255), or Evergreen Hall front desk (x4254) 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 when classes are in session.

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 informing them of the date when the safety inspection will take place as well as preparation guidelines for the inspection.

In Cougar Village, a cleaning inspection will be performed by Resident Assistants prior to the safety inspection 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 a residence hall, your Cougar Card (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 are required to carry their Cougar Cards at all times and to show/swipe the card each time they enter the living area of their building. We expect your patience and consideration during busy times. Visitors must stop at the front desks 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 if you live in Bluff, Prairie, or Woodland Halls.

Work Order Requests

When there is a maintenance problem within your living unit, please use the online Work Order Request at <http://odyssey.siu.edu/>. If it is an emergency situation during business hours, contact UHFM at x3626. After hours, contact the Resident Assistant on duty by calling the Commons (x2900), Bluff Hall (x4253), Prairie Hall (x4252), Woodland Hall(x4255), or Evergreen Hall (x4254) front desks, or University Police (x3324). The RA will contact the appropriate person.

Work Order 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 craft person 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 UHFM during business hours Monday-Friday, 7:00 a.m.-3:30 p.m.

Entering Living Units

When you submit a Work Order 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 you have requested service through the UHFM online service desk, you will receive an e-mail that the work order has been completed. This e-mail will contain a link to fill out a customer service survey electronically. Please record your responses and submit the survey.

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 in violation of 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 Illinois State law, smoking is prohibited in any area of University Housing and within 15 feet of building entrances, windows, or ventilation intakes, including the apartments at Cougar Village. Persons who smoke outside of their buildings 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 main 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/Prairie/Evergreen Hall north walkways, and the Bluff Hall east walkway to the central campus are accessible. Pathways to apartments of students with physical disabilities are also made 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 x3626 if ice or snow accumulation is endangering residents.

Social Gatherings

Bluff, Prairie, and Woodland 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 Bluff, Prairie, or Woodland Halls.

Cougar Village and Evergreen Hall

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

1. In 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. (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. In Evergreen Hall, a maximum of 4 times the number of people residing in the living unit may occupy the unit.
3. Your gathering may not disturb others in the community.
4. 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 Events with Alcoholic Beverages Present).
5. 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 may not 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 no orders are taken on the premises.

Special Interest Housing

Focused Interest Communities

Focused Interest Communities (FICs) are groups of students living together in Bluff Hall 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 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, etc. 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 for Residential Education at (618) 650-5296 or e-mail lisrael@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

For more information, contact the Assistant Director of Residential Education at (618) 650-5296 or e-mail lisrael@siue.edu.

Students Improving Society (SIS)

Students Improving Society (SIS) is a living learning community for students who desire a more cohesive community and want to make a difference by experimenting with "green lifestyles" to promote sustainability at SIUE. Located in Woodland Hall, SIS is open to first-year students in any major. SIS is first and foremost about education. It is an example of learning by doing. Residents learn valuable lessons in sustainability through everyday activities and shared experiences.

SIS residents have the benefit of receiving recognition at the end of the year Kimmel Awards Ceremony, taking part in one-on-one interaction with university administrators, and living in a community with people who share the same interests and values.

For more information, contact the Assistant Director of Residential Education at (618) 650-5296 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 you make the transition from the first year into the next phase of your college career. 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 service activities, and other programs

For more information, contact the Assistant Director of Residential Education at (618) 650-5296 or e-mail lisrael@siue.edu.

Graduate Buildings

Buildings 430 & 431 are for students pursuing graduate degrees. Residents who desire roommates/neighbors who are graduate students may reside here.

Families - Couples Only Building

Residents without children who would like to live in an atmosphere with only other couples may choose to live in the couples only building if space is available and enough 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 action.

Swiping I.D.s in the Residence Halls

Before entering the residential area, all residents must swipe their Cougar Card in the electronic card reader at the front desk. Front Desk Managers/ Housing staff reserve the right to inspect a Cougar Card 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 Cougar Card 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 Cougar Card to gain entry into the building or to use your meal plan. Staff members also reserve the right to inspect bags, backpacks, and book bags 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 in University Housing, please refer to the “Guide to University Housing Telephone Services” brochure available at the Cougar Village Commons or any residence hall front desk. 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 A/C is

done as the weather dictates. On the heating and cooling units in each living unit, 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 placed 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 assigned to the development and maintenance of facilities and grounds of University Housing. UHFM repairs University Housing property within units, cares for the grounds surrounding University Housing facilities, performs snow removal, maintains the cleanliness of common areas and offices in University Housing buildings, oversees pest control, develops and upgrades facilities within University Housing, and much more. Hours of operation are 7:00am - 3:30pm, Monday - Friday. You may submit a Work Order Request anytime [via](http://www.siu.edu/housing) www.siu.edu/housing. If an emergency exists,

contact UHFM at x3626 during business hours or you may contact the University Police at x3324 after hours.

Vacancy Consolidation

Bluff, Prairie, and Woodland 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 in the hall who also do not have roommates. In the latter case, they must have a change in rooms and roommates approved in writing by the Community Director and completely accomplish the change in rooms within seven days after being notified by the Community 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 Community 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 reassigns 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 and Evergreen Hall

If a living unit 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 living unit. 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

Washers and dryers are not permitted in the living units. Laundry facilities are available in all residence halls, the Cougar Village Commons Building, and in buildings 405 & 429 of Cougar Village (see page 38).

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. Windows should remain closed if the heating or cooling system is running in your living unit.

Window Screens

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

