



Resident Handbook

2011-2012



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<http://www.seattleu.edu/housing>

Welcome to the Seattle University residence halls! This section of the Student Handbook has been designed to answer many of your questions about living on campus, so it is very important that you read it thoroughly. Please note that students living in the residence halls will be held responsible for reading and understanding the contents of this handbook. Be sure to keep this information in a handy place in your room, or bookmark it on your web server so that you can refer to it when questions arise in the coming months. Of course, you should also feel free to contact your Resident Assistant, Resident Director, or the Housing and Residence Life Central Office at x6305 whenever you have questions about living in the residence halls. The website is: www.seattleu.edu/housing.

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

HOUSING & RESIDENCE LIFE

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

Vision Statement

Our residential communities empower leaders for a just and humane world by fostering learning, development, and community living. We contribute to a vital and engaged university community by offering student-centered programs and services.

Mission Statement

Using the University's core values as our guiding principles, we strive to provide safe, secure, and well maintained residential facilities with diverse living options that support the emotional, intellectual, and spiritual growth of our students by collaborating with students, staff, and faculty to create a seamless learning experience inside and outside the classroom.

Diversity Statement

Consistent with our Jesuit Catholic identity and mission, the department of Housing and Residence Life is committed to providing an inclusive community that promotes the understanding of and appreciation for all races, religions, national origins, socio-economic classes, gender identities and expressions, sexual orientations, physical and learning abilities, and ages. We are dedicated to recruiting, selecting, and retaining a competent staff that reflects the cultural and personal diversity of the residence hall population.

Recognizing the essential role diversity plays in educational excellence, we intentionally provide students and staff with diverse educational and social opportunities so that they may become leaders for a just and humane world.

Housing and Residence Life Staff

Director

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

Associate Director for Residential Education

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

Assistant Director for Residential Leadership

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

Associate Director for Housing Services & Operations

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

Housing Coordinator

The Housing Coordinator is responsible for managing the housing and meal assignment and billing processes.

Resident Directors (RD)

The RD is responsible for the coordination and supervision of one or more of the eight on-campus living options at Seattle University that include Bellarmine, Campion, Chardin, and Xavier Residence Halls, the Archbishop Murphy Apartments, the Peter-Hans Kolvenbach Community, Logan Court Townhomes and The Douglas Apartments. Their major duties include supervising the Resident Assistants and Desk Assistants, assisting residents with personal or academic concerns, advising the hall council, serving as a resource for programmatic information, coordinating hall desk functions, dealing with the many and varied administrative functions of the halls, and meeting with students whose behavior has violated policies and guidelines. The RD lives in an apartment in their respective hall. They look forward to meeting each resident and welcoming you to Seattle University.

Assistant Resident Directors (ARD)

The ARD is a graduate student in the Student Development Administration program in the School of Education. Their main role is to assist an RD in the functions of the building such as desk operations, hall council, and supervision of the RA staff. There is an ARD in Bellarmine, Campion, Chardin, and Xavier Halls.

Resident Assistants (RA)

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

Residence Assistants must meet the minimum qualifications:

- Good academic standing within their department, a minimum of a 2.5 grade point average.
- The ability to foster and develop an inclusive community on their floors and in their building.
- Leadership experience.
- Genuine concern for people and a desire to work with them.

Residential Ministers (RM)

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

Jesuits in Residence

Most floors have a Jesuit in Residence who is a member of the Jesuit community at Seattle University. They are available for advising, counseling, resolving conflicts, or simply as someone to listen to how your day went.

Desk Assistants (DAs)

As members of the hall staff, the DAs are responsible for disseminating information, checking out equipment, communicating university and Residence Life policy, dealing with student questions and the general public, monitoring the security of the hall from the front desk, and sorting and distributing the mail. Desk Assistants are student workers that may be either on-campus work study or non work study eligible. If you are interested in pursuing a job as a Desk Assistant, please contact your Residence Hall Director.

Resident Lab Technicians (RLTs)

The RLTs are responsible for staffing and servicing the residence hall computer labs. These live-in staff members are first-line resources for residents regarding technological support questions.

Residence Hall Association (RHA)

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

The RHA EC is concerned with programs, issues and activities that involve the entire residence hall system. Each hall council is responsible for the governance and activities at the hall level. All halls have floor representatives at their weekly hall council meetings, and all resident students are welcome to attend. Students are also welcome to be present and participate in the monthly RHA Assembly meeting. Times and days for the Assembly meetings are determined at the beginning of Fall quarter and will be posted outside the RHA office, located in Campion 100.

Seattle University's On-Campus Living Policy

All full-time freshmen and sophomores are required to live on campus and purchase a meal plan. This residency requirement is published in the Undergraduate Bulletin of Information, on the University web site, and in the annual Student Handbook. It requires students to live on our campus for six consecutive quarters, not including summer terms, or turn 21 years of age prior to opening day of fall quarter in order to qualify to live off campus.

As a residential campus, committed to the education of the whole person, the residential experience is considered an integral part of a student's education. Research over the past

40 years shows that students who belong to a campus residential community have a more productive and more satisfying college experience than those who live off campus. Students who live on-campus are more likely to:

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

A related but separate issue is the Student Housing Agreement students sign to live on campus, which hold financial penalties for failure to honor the commitment the entire academic year. While an exemption from the On-Campus Residency Requirement might be awarded in a given case, often this triggers financial penalties under the Student Housing Agreement “Room Rates for Academic Year” clause, up to an including full remaining rates due.

Exemptions to this requirement are limited to four categories:

1. Living with immediate family in the Seattle area (siblings over 21 years of age, parents). This category of exemption is only good prior to moving in. After moving in, because of the binding Student Housing Agreement, we will not approve mid-year move outs.
2. Marriage. A marriage certificate to prove actual marriage is required.
3. Financial burden which would normally require you to leave Seattle University if not allowed to move off campus.
4. Medical conditions which the University is unable to accommodate on campus.

Each of these four reasons require some verification from third parties associated with documentation of the situation. The Request for Release from Housing Agreement form must be accompanied by the documentation before decisions are made on the request.

Fulfilling the requirements for exemption will not constitute an automatic release from the residence requirement. Failure to attain an approved exemption from Housing and Residence Life will result in the posting of the quarter housing charges to the student’s SU account. Any freshmen or sophomore-standing students registered for the fall quarter that fails to sign up for housing during the selection process will automatically be assigned a room and meal plan and will be responsible for those charges unless a request for a release from housing exemption is completed. Nonpayment of this charge could result in the cancellation of classes and restriction from registering for any additional classes. Any student found to be providing false information on the “Request for a Release from Housing Agreement” form or during a personal interview will be subject to University disciplinary action.

Residence Hall Housing Agreement Information

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

Agreement Period

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

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

Housing Application Fee

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

Residence Hall Check-In Procedures

When checking into your new room, each of the following steps should be followed:

1. Fill out the Room Condition Form (RCF) for your room as accurately as possible noting any and all defects found in the room on the form.
2. If you find a considerable amount of defects or any large damage immediately bring your RCF to your RA and have them take a look at the defects.
3. All RCFs should be returned to the Front Desk upon which you will be given your mailbox combination or key.
4. Building staff will keep RCF's until you check out of your room.
5. Upon checkout, you should ensure that your RCF is filled out to avoid improper checkout fees.

Residence Hall Checkout Procedures

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

1. Rooms can only be changed with advance notice of the RHD and Housing and Residence Life.
2. Information about end-of-the-year checkout will be provided before the end of the spring quarter. This information will also list all of the proper checkout procedures.
3. For end-of-the-year checkout, make arrangements at the front desk at least one week in advance of your checkout time. If you are checking out in the middle of the year, you must schedule an appointment with your RA at least 24 hours in advance of your checkout date.
4. Clean the room. To alleviate any cleaning charges, you should wipe down all surfaces, clean refrigerators and garbage cans, and take all of your belongings out of the room. Vacuums are available at the hall front desk.
5. **IMPORTANT:** Checkouts cannot be completed unless all of the resident's belongings are out of the room.
6. An RA will go through the room with your RCF and make notes on damages. The resident will sign the RCF with noted damages.
7. Resident will check their mailbox for any leftover mail and update their Summer address in SUOnline.
8. Turn in room key and mailbox key (If applicable)

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

Room Consolidation

The residence hall room rates quoted are based upon two students per living area. If there is a situation where several students in a hall are living alone, Housing and Residence Life may ask that these students consolidate the vacancies by graciously accepting a roommate, moving into another room, or being charged the rate for a single room.

Room Change Procedures

Seattle University believes the on-campus living experience is an educational one that contributes to the development of each student. The residential experience provides many opportunities for the student to meet new friends, develop personal relationships, and learn to live and communicate with a diverse group of people.

On occasion, roommate choices do not develop well and the people involved desire to change roommates. In these cases, it is expected that every effort will be made by the people involved to resolve their differences and seek harmony prior to requesting a change. A request to change rooms should be viewed as a last recourse. Room changes

are not permitted on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or political orientation. There is a two week freeze on all room changes at the start of each quarter to allow Housing and Residence Life an opportunity to evaluate occupancy and identify spaces that may emerge in between quarters. Unauthorized room changes outside of Housing and Residence Life policies will result in the student(s) involved being charged a \$50 charge for an improper room change, plus possibly moving back to his/her old space. See your RA or Residence Hall Director for specific room change procedures.

University Break and Vacation Periods

Residence halls close during Winter break. It is the responsibility of the student to find other housing during this period of time. Limited space may be available for approved requests. In these cases, an additional housing fee will be charged to the student. Contact Housing and Residence Life with any questions regarding this process. When you leave your room for breaks, for health and safety reasons, it is important that you do the following:

1. Unplug all electrical appliances.
2. Remove all garbage and trash.
3. Dispose of all perishable food items.
4. Close and lock windows, and close drapes.
5. Be sure that your door is locked.
6. Turn off faucets.

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

Release from the Housing Agreement

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

Residence Hall Housing Options

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

Bellarmino, Campion, and Xavier Halls

Students enrolled at Seattle University that are either freshmen, sophomore, or under twenty-one (21) will generally live in either one of the three above halls. All student rooms in each hall are carpeted and furnished with the following:

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

Peter Teilhard de Chardin Hall

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

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

Archbishop Murphy Apartments

Students enrolled at Seattle University with at least junior class standing or that are above the age of twenty-one (21) are eligible to live in the Murphy apartments. Each apartment in Murphy is a little different. However, each resident in Murphy receives (all modular furniture except closets):

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

Apartments are also equipped with:

- Dining table and chairs

- Some living room furniture (loveseat, single chair, etc.)
- Kitchens (sink, stove/oven, refrigerator, dishwasher - only in four bedroom)
- Bathroom (toilet, sink, shower)
- Microwave

The following amenities are included with your license agreement:

- Electricity
- Heat
- Local Phone Service (resident provides long distance)
- Water
- Garbage and recycling
- Seattle University internet access

Peter-Hans Kolvenbach Community

Students enrolled at Seattle University with sophomore, junior, or senior class are eligible to live in the Kolvenbach Community. The two houses in Kolvenbach are a little different from each other. However, each resident in Kolvenbach receives (all modular furniture except closets):

- A twin bed
- Closet
- Desk and chair

Each house is also equipped with:

- Dining table and chairs
- Some living room furniture (loveseat, single chair, etc.)
- Kitchens (sink, stove/oven, refrigerator, dishwasher – only in four bedroom)
- Bathroom (toilet, sink, shower)
- Washer and dryer

The following amenities are included with your license agreement:

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

Residence Hall Services

Cable Television Service

Basic cable TV service is provided in residence hall rooms, floor lounges, and lobbies. Students must provide their own TV in their room.

Campus Card

Your campus ID, or Campus Card, serves as your student ID, meal plan card, and can be used to purchase items in campus vending machines, laundry machines, and at the SU bookstore (money must be put on the card separately from the meal plan). All Campus Card business can be done in the Campus Card Office located in the Engineering building. If your card starts peeling or is otherwise unreadable, you can get a free replacement card from the Campus Card office. If your Campus Card is otherwise lost or missing, a replacement fee will be charged.

Food Service

Seattle University's meal plans provide quality, variety, flexibility and value for the student and compliment the residential experience. Items are a la carte and priced individually so students can choose exactly what they want. Residents use their campus card to purchase items and are not required to pay Seattle's 9.3% sales tax, which applies to all cash purchases.

Custodial Service

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

Laundry

A laundry room is located in each hall. The cost is \$1.25 to wash, and \$1.00 to dry. If you experience a problem or need to report a maintenance issue, go to the front desk.

Lost and Found

If you have lost something, check for it at the main desk. Also check with the Department of Campus Public Safety and Transportation (296-5990).

Mail

Each student has an assigned mailbox, and mail is distributed at least once a day (Monday-Friday), usually by 5 p.m. Mail is not distributed on Sundays and during holiday break periods. Items too large to fit into the mailbox can be claimed at the front desk. *Upon checking out of the hall, you will need to update your address on SU*

Online so you will get your mail at your new address. Mail will be forwarded until the end of the following quarter.

Maintenance

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

Wireless Network & Wireless Connection

The campus Network supports both Macintosh and PCs, and the Office of Information Technology (OIT) recommends MAC OS 10 or higher for Macs, and Windows XP or higher for PCs. Residence Hall network access (wireless and ethernet) requires a 10/100 network card and Cat-5 cable. Residence Hall network users are required to install the Cisco Clean Access software provided free of charge. OIT representatives will be available in the residence halls during the beginning of the fall quarter for more information on Internet connections or you can call the helpdesk at x5571. If you have questions, please contact our Information Technology helpdesk at 206-296-5571

Network Login & Email

Your network login serves as your entrance into the Local Area Network giving you access to the Internet and email. It is important that you check your email regularly as you may receive messages from professors, staff members, and/or university announcements. Your email address can be acquired by visiting the Helpdesk in the Engineering Building. SU Students can also gain personal website space on the server through the Helpdesk.

Recycling & Compost

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

Safety and Security

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

Service Desk

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

- Temporarily obtain a 24 hour loaner key to your room when you have locked yourself out, or have lost your room key.
- Request maintenance on your room.
- Check out recreation equipment, games, kitchen equipment and other items.
- Check for lost and found articles.
- Seek help in an emergency situation.
- Pick up packages

Storage Lockers

Storage lockers are not available in any of our residence halls. It is recommended that students only bring essential items to campus. Students in need of off-campus storage locations are encouraged to use the University owned 12th and Madison storage facility conveniently located minutes from Xavier Hall.

Vending Machines

Each hall is furnished with a variety of food and soda vending machines. At times, these machines will not return the proper amount of change or will give improper service. Malfunctions or losses should be reported to the proper office designated on the machines.

Community Living

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

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

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

Rights of a Resident:

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

Responsibilities of a Resident:

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

Community Standards

Resident students are entitled to an atmosphere that facilitates personal growth and encourages pursuit of academic endeavors. Each student shares in the effort to maintain a high quality of life in each living-learning community. In this spirit, each resident is expected to actively participate in the standards for living in community with their roommate and floor peers. Developing community standards is a process by which students begin creating community through dialogue, compromise, and commitment. Community standards include student participation and empower them to assume responsibility for their community. Key attributes are students' involvement in an open dialogue and holding each other accountable for agreed upon expectations. The agreements made by the residents concern how to relate to and treat each other. It is a continual discussion throughout the year that shapes and reshapes the community.

Community standards are not rules or policies, but rather they are agreements that are unique to roommates and each individual community. The community standards model is one in which, within the parameters of university policies and procedures and the Redhawk Commitment, students will have the opportunity to determine, negotiate, and implement the norms for their life together. Residents commit to learning about and developing their own shared expectations for their community. Since community begins with the smallest living unit and moves outward, the Community Standards Model will involve multiple levels: 1) Roommate Agreement; 2) Floor Standards; and 3) Hall Standards.

Living with a Roommate

Living successfully with a roommate requires flexibility and the willingness to communicate in an honest, yet tactful manner. We encourage all students sit down with their roommate in the first few days to discuss the types of situations that can cause most

roommate problems and come to an agreement that is mutually acceptable to each of you. To assist you with this conversation, each roommate pair is expected to complete a roommate agreement that addresses the rights and responsibilities previously mentioned. The RAs will discuss this process during the first floor meeting and help facilitate these discussions. The following questions can serve as a device to get you both talking about getting along effectively with a roommate:

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

Always strive to keep the lines of communication open between you and your roommate. Chances are that if something about the living situation is bothering you, it is also bothering your roommate, so talk about it. If a problem persists even after discussion about it has taken place, your RA may be helpful in assisting you and your roommate to work out an acceptable solution.

Living on a floor

Floor community includes approximately 60 residents and your participation plays a large role in the success and functioning of the floor community. In an effort to create a community built on integrity and respect, residents are expected to engage an interactive process where they share interests, concerns, and ideas with the people living in their community. Similar to the roommate agreement, the floor community must reach consensus to establish norms and expectations for living on the floor together. They will be responsible for helping to ensure that individual rights are preserved within the community and that members are accountable to the floor standards.

- What the process will look like?
All residents of a floor will spend time together at the beginning of the year discussing and agreeing on their expectations for living together. This is a fluid process. You will meet to discuss your standards on a regular basis. In other words, you will make decisions, live by those decisions, and then meet again to revisit how your decisions are working. Floor standards will evolve over time, so the process of defining standards is never entirely finished.
- Why is this so exciting?

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

- What can you do to prepare for the first floor meeting?
Begin thinking now about the type of floor you would like to live on. What does respect and community mean to you? What do you have to offer to those around you? Think specifically of things or situations that you know need to be addressed when living in a community such as Bellarmine Hall. With a little forethought on these questions, you will be prepared for the discussion at your first floor meeting.

Policies and Procedures

Community Living Policies

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

Advertising/Posting Policy for Banners, Posters, and Flyers

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

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

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

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

Things to Remember:

- Flyers 8 ½ by 11 are preferred for bulletin board posting. Flyers should not exceed 11 x 17.
- University departments and student organizations are permitted to post one (1) flyer or poster per floor. This number is 37 which includes each residence hall floor and each residence hall lobby).
- Only blue painter's tape or other non-destructive and removable hanging material may be used to post approved banners, posters, and fliers. Paste, glue, nails, and duct tape are not permitted. Staples and tacks may be used on bulletin boards.
- No chalking is permitted on any of the covered walkways, walls, or anywhere on the residence hall facilities. All chalking must be approved by HRL
- Approval from any office on campus does not supersede approval for posting in the halls from Housing and Residence Life

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

Alcohol

Students under the age of 21 years may not possess, consume, furnish, manufacture, sell, exchange or otherwise distribute alcohol. Students under 21 should not participate in events where alcohol is being served or be in the presence of alcohol in a residence hall room as it is difficult to determine who was drinking and who was not. Presence in a room with alcohol may lead to a conclusion under a preponderance of evidence standard that the underage individual was consuming alcohol and the underage student may be held responsible. Students who are of legal drinking age may consume alcohol responsibly in the privacy of their room with the door closed. However, no alcohol may be consumed in or taken into a room/apartment of a student who is under 21 years of age, even if the student's roommate is 21 years of age or older. Students of legal drinking age may not manufacture or sell alcohol, nor may they furnish or distribute alcohol to minors or consume alcohol in the presence of minors. Students who are noticeably intoxicated and/or disruptive when they return to the residence hall/apartment can be documented for violation of the alcohol policy. No one may consume alcohol in the public areas of a residence hall. Public areas include lobbies, hallways, bathrooms, and any other area other than a student's room. Kegs or common sources of alcohol are not allowed. No student is allowed to possess empty alcohol containers (ie. trophies).

Common Area Space

Bathrooms, lounges, recreation rooms, kitchens, computer labs and hallways are shared by many residents. Please remember that tidiness and consideration are of great importance. No personal property may be stored in a public area (lobby, lounge, bath, etc.)

Cooperation with University Officials

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

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

Damage – Individual and Community Responsibility

Any damage that is the result of accidental or deliberate actions of an individual or group is the responsibility of the person(s). Every attempt will be made to identify the individual(s) responsible for the damage. These individuals will be charged with the cost of the damage in addition to other appropriate sanctions determined through the Integrity Formation process. However, when deliberate or accidental damage is not assigned to an individual or group, all residents of that living unit or section will share equal responsibility for the repair costs and common area damage (CAD) charges will be assessed to the student(s) account.

At the foundation of this program is the notion that it is the responsibility of all residents to be aware of their environment and to hold others accountable who vandalize property. Housing and Residence Life believes that residence hall living is a privilege and students need to be aware of concerns within their community. As citizens of the community, it is a resident's responsibility to be honest and report concerns and vandalism, when appropriate.

Damage and vandalism to residence halls is a problem with financial, psychological, social, and academic impacts on those affected. Consequences to the community include inconvenience, safety hazards, and extra work for building maintenance and custodial staff and lower morale. In addition, resources set aside for enhancement items (i.e., furniture, microwaves, etc.) and improvement projects must be spent on repairs due to vandalism. Therefore, Seattle University cannot assume complete fiscal responsibility for excessive levels of vandalism in residence halls. Rather than use increased room fees paid by all students to recover vandalism costs, individual students and residential communities are held accountable for these damages. The damage costs are pro-rated among those students who are in the position to prevent damage from occurring or to identify specific individuals who are responsible.

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

Doors (Obstructing Locking Mechanism)

To ensure safety and security of yourself and your belongings, students should lock their room door at all time. Never use an object to cover and/or obstruct the door locking mechanism as this increases the risk for damage, theft, or assault.

Doors (Propping, Designated Entrances/Exits)

Doors within the residence halls play a primary role in building safety by preventing access from non-residents and intruders and by enhancing the building's fire control capabilities. Residents should carry their keys and University ID with them at all times. Propping open corridor, stairway fire/smoke doors or exterior doors, opening a secured outside door of a residence hall to allow access to an unknown non-resident, forcing open a secured door, and tampering with door locks are prohibited activities. All residents and guests must use the designated entrances/exits as directed. Remember, if you prop open a door or allow an unescorted visitor into your hall, you will be jeopardizing not only your own personal safety but also the security of your fellow residents and your belongings. Report suspicious persons to a Resident Assistant, your hall director, or call Public Safety (296-5990).

Drugs

Students may not possess, consume, furnish, manufacture, sell, exchange, or otherwise distribute any drug prohibited by federal or state law. If the smell of illegal drugs emanates from either the student or their room, s/he will be referred to the Integrity Formation process for consumption of an illegal drug. Drug paraphernalia is prohibited from the residential community.

Escort Policy

All non-residents of a particular residence hall must be escorted by a current resident of that residence hall whenever present in the building. Students of either gender are allowed access to the kitchen areas in their building of residency, even if those areas reside on floors occupied by the opposite gender. Students of either gender are also allowed access to hall staff as needed. Hosts of unescorted residents will be held responsible for their unescorted guest's conduct. Guests must be escorted into and out of the building. You must remain with your guest at all times while in rooms, public areas, TV lounges, hallways, etc. See the guest policy for further information about your responsibilities as a host. Hall staff is allowed access to the entire building as necessary to perform their duties.

Fire Equipment

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

Guests and Visitation

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

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

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

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

All guests must be escorted by a current resident, who serves as a host, whenever present in the building. Guests must remain with their host at all times while in rooms, common areas, TV lounges, hallways, etc. Resident hosts are responsible for the actions of their guests and will be held accountable for any violations of University policies, procedures, or standards by the guest regardless of whether or not the guest is escorted. RAs will confront residents and guests who demonstrate behavioral concerns that violate residence hall and University policy. If necessary, the University reserves the right to limit the guest privileges of a student.

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

Hall Access

Residence hall entrance doors are open from 8:00 a.m. to 5 p.m. Monday – Friday for Bellarmine, Champion, and Xavier halls. The Bellarmine south door will open at 7:30 a.m. Monday - Friday to provide access to the Student Health Center. The entrance doors for the Murphy apartments, the Champion Hall south entrance, and Chardin Hall are locked

24 hours a day. This action is an important crime prevention and safety effort and we ask for your support. Remember to carry your ID at all times as this allows you access to your residence hall and to the elevators. If you discover that any entrance door is propped open, shut it or seek assistance from a staff member. ***Never open an entrance door for someone else.*** Courtesy phones are located on the exterior of most halls so that your guests can easily contact you, arrange for access and be escorted when they come to visit. Hall staff will discuss other safety strategies with you. We encourage all students to become actively involved in maintaining the safety and security of each residence hall. Residents should not tamper with or damage any feature of the residence halls that may hinder safety and security.

Harassment

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

Hookahs

Hookahs are not permitted inside any University facility including all residence halls, the Murphy apartments, Logan Court Townhomes and the Kolvenbach Community (*see smoking policy*). If a resident is found to have hookahs either in their rooms or on their persons, the hookah will be confiscated and will not be returned.

Open Flame, Candles and Flammable Items

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

Pets

For health, sanitary, and safety reasons, pets are not permitted to live with residents in the residence halls. However, students may have trained guide dogs for visually/hearing/mobility impaired residents or guests. Fish in tanks not larger than a 10 gallon capacity are also permitted.

Posters and Signs in Student Rooms

Posters and signs in student rooms are permissible provided they are not offensive or demonstrate disrespect to others. Space beyond the interior of one's assigned room (e.g., windows and door exteriors) is considered to be public space and, therefore, is maintained under the jurisdiction of Housing and Residence Life. Residents have the right to approach anyone who displays a decoration which they believe to be offensive or obscene in order to discuss their concern. Students will be asked to remove material from public view if it is considered offensive, obscene, or a continual disruption to the University.

Pranks

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

Quiet Hours

Since studying is an important aspect of life for the university student, it is expected that residents and their guests will respect the rights of others by maintaining a reasonable limit on noise at all times. "Quiet Hours" are from 10:00 p.m. to 9:00 a.m. Sunday-Thursday and 1:00 a.m. to 9:00 a.m. on Friday and Saturday. It is during these hours that students should avoid loud talking or disturbance in the halls. Keep radio, TV and stereos at a low volume, and otherwise avoid unnecessary noise. Quiet hours also extend to lounges, recreation rooms, hallways and bathrooms, as well as student rooms. Students who continually violate quiet hours may be asked to remove their stereo, TV or radio as may be applicable in their situation, or may have their Housings canceled.

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

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

Smoking

Seattle University strives for an environment as close to smoke-free as practically possible. The University is concerned about the health and safety of all faculty, staff, students and visitors. Smoke is offensive to many non-smokers, and can be a detriment to

community living. Smoking and hookahs are not permitted inside any University facility including all residence halls, the Murphy apartments, Logan Court Townhomes and the Kolvenbach Community. Therefore, smoking is prohibited in all public and private areas of the residential community. These areas include elevators, lobbies, bathrooms, lounges, hallways, stairwells, kitchens, and residence hall rooms. When smoking outside, please remember to remain fifty feet from any doorway, window, or air intake and dispose of cigarette butts in proper receptacles. Smoking preferences will be considered when making room assignments.

Solicitation

To protect the privacy, safety, and personal space of residents, door-to-door solicitation is not permitted in the residence halls unless approved by Housing and Residence Life. Solicitation is defined as any activity that seeks to make contact with residents to collect information, sell items, or gain support from residents at Seattle University. This policy applies to a wide range of activities that may include: advertising, selling, petitioning, campaigning, distributing flyers, and surveying residents by telephone, mail, e-mail, or in person. Individuals who solicit in the halls are violating University regulations. For the safety of fellow residents and their belongings please immediately report any one soliciting in the halls to a Residence Life staff member, Public Safety, or the police. Groups who wish to set up tables in a hall lobby for such purposes may do so only with prior explicit approval of the RHD or Housing and Residence Life.

Sports in the Hall/Building

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

Trash/Recycling/Composting

Improperly disposed of trash is a nuisance for other residents and housekeeping staff. Students must bring their personal garbage, recycling, and compost to the designated trash area. All trash and recycling materials should be disposed of in appropriately marked containers. Personal trash should not be placed in bathroom, lobby, or kitchen trashcans.

Throwing Objects

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

Weapons and Firearms Policy

All members of the Seattle University community, including faculty, staff, students and visitors are prohibited from possessing, discharging, or otherwise using firearms, explosives or weapons on University premises without the expressed authorization of the

Director of Campus Public Safety and Transportation, whether or not the person has been issued a federal or state license to possess such weapons. ***Any firearms, explosives, or weapons found in the residence halls will be confiscated and not returned.***

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

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

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

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

Room Care Guidelines

Certain guidelines and standards concerning room care and safety aspects have been established by Housing and Residence Life. Be sure to read this section as residents are responsible for the following information:

- Do not to stack furniture that is not meant to be stacked. Students have been seriously injured and furniture damaged.
- Do not disassemble any furnishings, or remove items from their moorings (such as closet doors, sinks, beds, etc).
- Bed risers are not allowed in any of the Seattle University residential communities. Residents are encouraged to sign up at their respective buildings front desk to get their bed bunked or lofted.
- Residents are responsible for all of the furniture that is currently in their room/apartment. Under no circumstance will Housing and Residence Life remove and/or store any furniture from the facilities.
- Lounge and lobby furniture is meant to be enjoyed by the residence hall community as a whole, and should not be moved into student rooms. Violators face disciplinary action, a charge for removal of the furniture, or both.
- Waterbeds or other water filled furniture is not allowed.
- Exercise caution in the decoration of room windows, as the University has a role of service to many “publics.” We reserve the right to ask you to remove from public view any signs or objects deemed offensive to others or prejudicial to the overall goals of the University.
- At the time of check-out students are expected to leave their rooms in the same condition as when they moved in.

Facility Policies

Appliances

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

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

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

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

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

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

Bikes

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

Computer Use and Computer Labs

The Residence Hall Education Centers and Computer labs are available for the use of the residents who live in the building. The computer labs are staffed and maintained by a live-in Resident Lab Technician. The computer labs offer internet access, productivity software, and offer printing services. Students are not able to save documents to the computers in the lab, but should bring portable storage (pin drive or other storage). Students may print papers in the computer lab, but they will be charged \$.05 per page. The charge for printing goes towards paper and toner replacement.

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

1. Installing additional hubs or routers in your room/apartment.
2. Accessing another student's computer without permission.
3. Installing software on a lab computer.
4. Saving files to the hard drive of a lab computer.
5. Deleting or disabling software on a lab computer.

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

Decorations

Students are encouraged to personalize their rooms but need to recognize that for building maintenance and fire safety reasons they are restricted from excessive interior decorations as determined by University personnel. Exterior door decorations should be limited to 20% of the door surface (including dry erase boards and name tags).

As you move into your new room we would like to make you aware of the residence hall decoration guidelines. It is the expectation of Housing and Residence Life that the condition of your room upon checkout is the same as when you moved in. To avoid damage charges it is important to take a few precautions when decorating your room. These guidelines have been established for your safety, the safety of other residents and to help you avoid damage charges. Environmental safety checks will be conducted each academic quarter to ensure all guidelines are being followed.

- Do not put holes in the wall.
- ***Only use painter's tape to affix decorations to your walls.*** Painter's tape does not damage the paint or leave marks on the wall. Your RA has a limited

supply of tape for you to use. *Any marks left on your walls by tape or other adhesives will not be considered normal wear and tear* when you check out because we are providing blue tape for you to use.

- Do not use any kind of tape on the floors.
- When moving furniture, lift it to move it, don't drag it.
- When you place furniture against a wall, check to see that it will not rub/scrape the wall when in use.
- Fire alarm pull stations, fire extinguisher cabinets, smoke detectors, sprinkler heads and exit signs cannot be covered and exits cannot be blocked.
- Decorations, unless nonflammable, cannot be used to cover entire hallway areas, walls, or doors due to the fire hazard these decorations present. Some portion of the hallway, wall or door must be left uncovered.
- Decorations cannot be hung from the ceilings. Ceiling tiles cannot be moved or removed. (Nothing should be hung from the metal frame around the ceiling tiles.)
- Any supplemental lighting such as holiday lights or lights on a string must be UL approved and low wattage. No more than 4 strings of lights per room.
- Light bulbs in permanent fixtures cannot be removed and replaced with colored lights.
- Light fixtures that are incandescent (with bulbs) cannot be covered with any material.
- Light fixtures that are fluorescent (long tubes) can have materials draped around them.
- Halogen floor lamps (torchere lamps) are prohibited.

Decorations (Holidays)

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

- Fire alarm pull stations, fire extinguisher cabinets, smoke detectors and exit signs cannot be covered and exits cannot be blocked.
- Decorations, unless nonflammable, cannot be used to cover entire hallway areas, walls, or doors, due to the fire hazard these decorations present. Some portion of the hallway, walls and doors must be left uncovered.
- Decorations (streamers, string, etc.) cannot be hung from the ceilings. Ceiling tiles cannot be moved, or removed. Nothing should be hung from the metal frame around the ceiling tiles.
- Holiday trees and other greenery must be artificial. (Unless sprayed with fire retardant spray by the fire department) They should only be in lounges/lobby areas, not in student rooms.
- Holiday lights must be UL-approved and low wattage.

- Holiday lights hung in resident rooms must be kept to a minimum - No more than 4 strings of lights per room. This includes the door to the room.
- Light bulbs cannot be removed or replaced with colored lights. (Not without permission from the RHD and Facilities.)
- Light fixtures that are incandescent (with bulbs) cannot be covered with any material. (mostly in student rooms)

Food Service Silverware and China

Food service is offered to compliment the residential experience. Students may not remove silverware or china from any of the food service locations. Replacing these items is cost prohibitive and makes it difficult to maintain low food prices in the various food service locations. Students that need to take the food “to-go” may use the paper and plastic products provided. Students found responsible for removing the silverware and/or china will be charged a \$25.00 fine and may be subject to discipline for violating the Redhawk Commitment.

Furnishings

Students residing on campus are welcome to keep personal furniture/items such as sofas, tables, lamps, etc. to make the room feel more like home. Any room furnishing added by a student must be free standing, and no part of one's personal furnishings may be attached, wedged, or secured in any manner to the ceiling, floor, or walls of the room. No item may be located so as to obstruct direct access to the door or windows so that evacuation is hindered. No room furnishings may be altered from their intended design or removed from the room by the student or his/her guest(s). For safety reasons, none of the furniture should be stacked on cinder blocks. *No lofts are permitted.*

Keys (Lock-outs and Lost Keys)

Residents share in the responsibility of maintaining a safe and secure living environment. With this in mind, students are encouraged to close and lock their door whenever they leave their room and to never give neither their room or apartment keys nor their student ID to another person. Please take your room key when you leave the room. Never leave your keys or valuables out in the open.

If you become locked out, go to the front desk to check-out a 24-hour loaner key. Residents may receive one loaner key at no cost each quarter. Thereafter, residents will be assessed a \$20.00 charge for each additional loaner key that is checked out during the quarter. If a resident needs a loaner key after the front desk is closed, please contact the hall RA on duty. The loaner key must be returned within 24 hours. Failure to return the key within 24 hours will result in an immediate lock change. The cost of the lock change will be assessed to the student's account.

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

Lamps

In the interest of safety students may only use lamps that use compact fluorescent, incandescent, or metal halide bulbs for room lighting other than the existing room fixtures. Halogen lamps are not allowed. All lamps must have a UL label. Light bulbs must be 100 watts or less and must not exceed wattage limitations for the lamp.

Microfridges and supplied appliances

The microfridges and other supplied appliances in student rooms are for the convenience of the residents. Because of the damage that occurs to these appliances and for the safety of the residents, the microfridges and other appliances may not be disassembled or taken apart in any manner. Disassembling microfridges will result in minimum of a \$100 fine.

Painting

Painting of student rooms is prohibited. Residents wishing to paint public areas (e.g., floor lobbies and hallways) should submit a proposal to the Director of Housing and Residence Life that includes a drawing, colors, dimensions and purpose. If approved, the proposal will be referred to the maintenance staff for consideration. Upon final approval, painting public space is subject to general guidelines and supervision of the maintenance staff.

Removal of Lounge Furniture

Lounges are designed for the use and enjoyment of all residents. As such, no common area furniture may be taken from the lounges or designated areas and placed in student rooms or moved to other locations. Students found responsible for removing lounge furniture will be charged a \$100.00 fine and the cost to repair or replace damaged or missing furniture.

Restricted Areas

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

Room Entry & Safety Inspections

Room entry and safety inspections will occur periodically. The University balances the right to privacy of the resident students with the responsibility to maintain a safe environment for all students and staff in the residence halls. The University will take all reasonable steps to ensure the residents of a room receive adequate notice prior to entry by University personnel for the purposes of verifying occupancy, repair, inventory, construction, and/or inspection. The University also reserves the right to enter a residence room without notice for responding to real or reasonably perceived health and safety emergencies, and/or to ensure evacuation during fire alarms, during vacation period and/or to respond to situations where there is a reasonable suspicion that a violation of the law or University policies is occurring or has occurred inside a particular room. Under such circumstances, it is not necessary that the room's resident(s) be present; nor will a resident's refusal, either verbal or physical, prevent an entry or inspection. By entering into the Student Housing Agreement, the student consents to the room entry and inspection under those circumstances indicated.

Sprinklers

Sprinklers have been installed in all of the residence halls to provide maximum protection from fire. It is imperative that this equipment be properly respected and maintained. A student tampering with sprinklers, which includes hanging things from pipes or sprinkler heads, places the residence hall at risk and the disciplinary actions are severe. Students found responsible for tampering with sprinklers will result in a minimum of \$150 disciplinary fine being charged to the student's account, additional disciplinary action will be taken. The Seattle Police department may also investigate such activity and may prosecute offenders. Students are responsible for any damages that may occur from tampering with a sprinkler system.

Vandalism

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

Windows

Removal of windows or screens is prohibited. Individuals are restricted from entering a room or building through windows, even with the consent of the resident residing in said room. For health and safety reasons, nothing may be thrown into or out of windows (nothing includes water, water balloons, snowballs, books, animals etc.). Removal of window screens will result in applicable charges (minimum charge is \$50.00) to cover labor, materials, etc. and the student will be in violation of the University Code of Student Conduct.

Residence Hall Student Conduct Procedures

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

To assist you in making appropriate choices, the University publishes a Student Code of Conduct and posts it on the University web page. Residents are expected to adhere to the policies previously described in this publication and in the residence hall housing agreement. If you have a question about a specific policy, please ask your RA, RD, or a staff member of Housing and Residence Life

Seattle University and Housing and Residence Life are sensitive to your rights and freedoms. Laws, regulations, and guidelines represent our best efforts to create a livable society and ensure that freedoms are protected. Students living at Seattle University are expected to be mature, law abiding, and responsible in their general behavior. Accordingly, they are expected to obey national, state and local laws, respect the rights and privileges of others, be forthright and honest in their entire social and academic conduct, and in general conduct themselves in such a manner which brings credit to them and to the University.

As a residence hall student at Seattle University, you have the potential for governing yourself. At all times, your behavior and conduct should never be such as to impair or prevent the University from accomplishing or making progress toward its established goals. In addition to national, state and local laws, students are expected to obey University regulations. These regulations are derived from laws or statutes of our society, and have been established by Seattle University and Housing and Residence Life. These regulations state some of the expectations that students must follow and some specific behaviors they must not do if they intend to remain associated with the institution. The University, however, does not attempt to define by formal rules every unacceptable action. In situations not covered by specific regulations, a student should use common sense and be sure that his or her conduct is at all times consistent with that which is expected of a mature, responsible individual.

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

designed to ensure due process but should not be confused with a court of law. The Director, Associate and Assistant Directors, and Resident Directors (RDs) serve as the conduct administrators for the residence life system.

Emergency Procedures

If any emergency, such as fire, sickness, accident, or any other threatening situation occurs on your floor, contact the on-duty Resident Assistant immediately. The RA has the necessary information on whom to call. If no RA is available, call 296-5911. This is Security's emergency number. DO NOT call 911 directly, as they will refer the call to Campus Public Safety, thus wasting possibly precious seconds in an emergency.

Earthquakes

Experts tell us that in the event of an earthquake that the following procedures should be followed:

During the Quake:

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

After the Quake:

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

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

Fire

When you move into your room, you will notice the emergency evacuation procedures posted in your hallway, on the back of your room door, and on each stairwell door at the end of the hall. They are here for your protection, so read them thoroughly and carefully. SU and the City of Seattle view fire regulations as most important. Alarm boxes, which are located throughout the building, and other fire equipment must not be disturbed except in case of actual emergency (Seattle Fire Code #93 is tough on offenders), and tampering with them will subject you to immediate termination of your housing, plus civil penalties. Please refrain from “playing” with the fire extinguisher on the floor. A game could have tragic consequences if people are hurt needlessly because an extinguisher couldn’t be used because it was empty.

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

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

To ensure against possible causes of fire, no flammable materials such as fireworks, fuels for oil lamps, candles and cleaning solvents may be kept in the halls.