The following is an alphabetical list of various policies and activities related to on-campus housing at Midwestern University. If you have any questions about on-campus housing that are not answered here, please contact the Office of Residence Life at x6400.

For violations of on-campus housing policies that do not pertain to noise or alcohol, a three strike policy will be in effect to determine sanctions. The policy is as follows:

1st offense – strike 1: meeting with the Manager of Residence Life and written warning
2nd offense – strike 2: meeting with Manager of Residence Life, incident form filed with Dean of Students and housing probation
3rd offense – strike 3: complaint filed with Dean of Students, letter in permanent file and possible voiding of housing contract

The policy for violations of the noise and alcohol policies is as follows:

**Noise Complaint**

<table>
<thead>
<tr>
<th>Offense</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>Warning ticket</td>
</tr>
<tr>
<td>Second Offense</td>
<td>$10.00</td>
</tr>
<tr>
<td>Third Offense</td>
<td>$25.00</td>
</tr>
<tr>
<td>Fourth Offense</td>
<td>$50.00</td>
</tr>
<tr>
<td>Fifth Offense</td>
<td>$100.00</td>
</tr>
<tr>
<td>Next Offense:</td>
<td>$500.00 penalty for breaking housing contract and immediate expulsion from student housing</td>
</tr>
</tbody>
</table>

**Alcohol in public areas**

<table>
<thead>
<tr>
<th>Offense</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>$25.00</td>
</tr>
<tr>
<td>Second Offense</td>
<td>$50.00</td>
</tr>
<tr>
<td>Third Offense</td>
<td>$100.00</td>
</tr>
<tr>
<td>Fourth Offense</td>
<td>$250.00</td>
</tr>
<tr>
<td>Fifth Offense</td>
<td>$500.00 penalty for breaking housing contract and immediate expulsion from student housing</td>
</tr>
</tbody>
</table>

All students, resident and non-resident, and their non-student guests who are present in the room that generated the complaint will be fined. Students will be responsible for the fines of their guests. Fines will be placed on the student University account. All fines must be paid in order for a student to graduate. Noise complaints that involve alcohol will result in levying of a combined fine (noise plus alcohol).
**Activities**
The Manager of Residence Life and the Resident Assistants work together to organize social and developmental activities for you. In addition to this, there are activity opportunities in the Forest Lodge area of the Traditional Residence Halls. We encourage you to get involved!! Please see your RA or the Manager of Residence Life if you would like to assist in planning or implementing an event.

**Alcohol Policy**
The University’s policies on the possession and consumption of alcohol coincide with the municipal ordinances and state and federal laws. For students of legal drinking age (21 years or age or older), the University does not restrict the possession or consumption of alcohol in your private residence (your room or apartment) behind closed doors. **Consumption of alcohol in public areas is prohibited.** Public areas include residence hall lobbies, hallways, lounges, bathrooms, and areas outside the residence halls and apartments.

Alcohol may not be consumed in a room if a person under the age of 21 is present and if the door to the room is open. Kegs of any size are not allowed in the apartments or Residence Halls. If a keg is found, the student will have to empty the keg and the Residence Life Staff and Security will take the keg into possession.

Violations of the alcohol policy will follow the sanctions listed on page one of the Residence Life Handbook.

**Bicycles**
Bikes may not be parked inside campus housing facilities except in individual residence hall rooms/apartments. We encourage you to park your bike in the bike racks provided. Please use a lock for the protection of your property.

**Bulletin Boards**
The material presented on the bulletin boards in your floor/hall or apartment area is designed to provide you with campus information. Notices posted on these bulletin boards are posted not only to keep you up to date on what is happening on campus, but also to keep you informed about on-campus housing notices concerning rules, procedures and important dates. Please read these materials frequently. Vandalized bulletin boards may result in disciplinary action. Students who wish to post personal notices (For Sale ads, etc.) must see the Manager of Residence Life for approval prior to posting.

**Candles**
Use of candles or any open flame device in student rooms / apartments is strictly prohibited.

**On Campus Housing Contract**
You are required to sign a housing contract each year when you reserve a room or an on-campus apartment. It is imperative that you read and understand the terms of the contract. Contract changes will be granted until time of move in. Students may add their name to the waiting list to reserve another room on campus. If you need to cancel your housing contract, please see the Manager of Residence Life for a Housing Appeal Application form and to schedule a hearing with the Housing Appeals Committee. Renewal of the housing contract is not guaranteed and may be at the discretion of the Manager of Residence Life. Students who compromise the academic and community environments of university-owned residences
may be subject to the cancellation of their current housing contract or students may not have the option to renew their housing contract.

Cooking
There are restrictions against cooking in all residence hall rooms. Microwaves, popcorn poppers, hot plates, George Foreman grills, crock pots, rice cookers, and any type of cooking devices are not to be used in any residence hall room. Students are allowed to use the aforementioned devices in the kitchen areas only.

Check-out
There are a number of steps to follow to help you check out properly, quickly and efficiently. These steps will also help eliminate or minimize any damage charges.

- Establish a check-out time with your RA (if your RA is not available any building RA can check you out) at least 72 hours before leaving.
- Thoroughly clean your residence.
- Return all university property and original furniture to its original location.
- All personal belongs must be out of your room before you have a RA inspect it for the last time. Remember to check all drawers and closets.
- Check over your inventory sheet with a RA and sign it in the space provided for checking out. Give your room key (your apartment mailbox key) to the RA. If you do not return your key, you will be billed for the cost of re-locking and re-placing the key.
- Failure to properly check-out of your residence will result in a $50 fine.
- If you do not check-out before 2pm on the “Last move-out date” on your housing contract, you will be fined $50.

Damages (Private Room)
Each resident is responsible for any damages that occur in their residence hall room or on-campus apartment during their occupancy. If damages are accidental, the resident is required to pay all repair costs. If the student has not taken responsibility for the damage(s) the student will be charged for replacement /repair costs after the room check-out has occurred. In cases where damages are the result of vandalism, the individual responsible must not only pay for all necessary repairs but will also face disciplinary proceedings.

A charge for replacement / repair costs is on file the Manager of Residence Life’s office.

Damages (Public Property)
When hallways, bathrooms, and other public facilities in residence halls or apartment complexes are damaged, we expect the assistance of the residents of that area to identify the individual(s) responsible. When the individual(s) cannot be identified, all residents will be required to pay a prorated fee of repairing such damages.

Decorating
Residents may not add any attachments of any type to a residence hall/apartment light fixture, including paint, tissue paper, crepe paper, tinfoil or any other material. NO materials, whether flammable or non-flammable, may be suspended from, attached to, or draped beneath the ceiling. Residents may not add any permanent fixtures (including lighting fixtures), constructions or wallpaper to their room. Only University curtains or draperies may be used in the student rooms.
Doors
The outside of all room doors or apartment doors, including the wall space around them, are considered common University property. All items displayed on doors must be appropriate for anyone to see or read. Inappropriate materials for posting include, but are not limited to, sexually suggestive pictures, jokes, articles, or any of the aforementioned that contain profanity or language that is inoffensive to any group based on religion, ethnic origin, race or gender. If you are asked to take down any material, you may still display it inside your room.

Drugs
All University officials, including housing officials, will assist and cooperate with law enforcement personnel as they perform their duties in controlling the possession and use of illegal substances on campus. Students convicted of violations of state or federal laws are subject to further disciplinary action by the University through the Office of Student Services in addition to any civil penalties imposed.

Electrical Appliances (EA)
As a result of increased usage of cooking and heat producing appliances in the Residence Hall rooms and the resulting fire safety and energy concerns, the University has determined which items are safe for use in the Residence Halls. MWU permits the usage of the following items in university-owned residences.

**EA – Permitted (approved)**
- hair appliances, mirrors, shavers
- stereo equipment
- TV, VCR/DVD player
- alarm clocks
- contact lens storage/cleaners
- iron
- video games systems
- refrigerators

**EA – Kitchen Areas Only (approved)**
- George Foreman grills (other brands)
- toasters/ toaster ovens
- microwaves
- coffee makers
- pizza ovens
- hot plates
- rice cookers
- other cookware or appliances

The following list of prohibited items is not a complete listing; please see the Manager of Residence Life or Dean of Student Life prior to bringing an item that has not been approved. See appendix (A) for wattage of common household appliances.

**EA – Prohibited (examples)**
- halogen lamps
- private exterior antennas
- fireworks
- any vehicles, except bicycles
- extension cords
- natural Christmas trees
- water beds
- candles and incense
- firearms / weapons
- air conditioners
- pets
- room heaters

The electrical appliance policy also prohibits all energy consuming lighted wall or window signs and all electrically powered tools. Microwaves are not permitted in residence hall rooms. The University provides microwaves, which are located in the Forest Lodge and study rooms in the Traditional Residence Halls, or in the kitchens and kitchenettes on each floor of Redwood Hall.
Elevator
Two elevators for student use are available in Redwood Hall. When an elevator car is damaged or vandalized, all of the residents of the building are inconvenienced. Please keep in mind that elevator repairs are expensive. If an elevator is intentionally damaged and the hall staff cannot identify the responsible person(s), the repair costs are equally divided and billed to all residents of the building through proration.

Emergencies
In case of emergencies, please contact Campus Security by dialing x7111. Give appropriate information such as type of emergency, location, phone number and any other information requested by Security. If the emergency is of an extreme nature, call 8-911 immediately. The Manager of Residence Life may be reached during the day by dialing 6400 and the RA on duty can be contacted by calling the Forest Lodge office at x6446 from 4:30pm – 12am daily to assist in dealing with the emergency.

For emergencies outside of On-Campus Housing, please use the blue Emergency Call Boxes located throughout campus.

Energy Conservation
Anytime energy is wasted, we are contributing to the rising costs of living on campus. We encourage all students and staff to conserve electricity, water and all types of energy to keep costs down. Please be sure to turn off all lights when leaving a room.

Entry of Student Rooms/Apartments
Residence halls and apartments are the property of Midwestern University. It is the policy of the University to ensure students privacy in their rooms/apartments as much as possible without interference with the basic responsibilities of the institution to fulfill its educational functions and to conduct its day-to-day operations. The responsibilities of the University require the reasonable right to entry into student rooms/apartments for the following reasons: 1) To assure proper upkeep, (2) To provide for the health and safety of all residents of the on-campus housing facilities, (3) To investigate when reasonable cause exists to believe that a violation of residence halls or other University regulations is occurring within student rooms/apartments. As an occupant of a room/apartment, a student is responsible for its upkeep and is liable for damage to or loss from the room.

Finals Week Quiet Hours
Twenty-four (24) hour quiet hours go into effect during finals week each quarter. Residents are permitted to remain in their residence hall room/apartment after completing final examinations up until the designated move-out day providing they maintain behavior appropriate for finals week and consistent with residence hall policies and University regulations.

Fireworks, Firearms, and Explosives
Due to concerns for fire safety and personal safety, both the possession and use of any item that might be classified under these headings is strictly forbidden in or around all University housing facilities. Violations of this policy can result in suspension from the University and/or eviction from University on-campus housing facilities. Eviction as a result of a violation of the fireworks, firearm or explosives policy will carry a minimum fine of $500.00.
Fire Alarms
Residents and their guests must evacuate all on-campus residential buildings upon the sounding of any fire alarm. Please follow evacuation instructions of the Residence Life staff and Security. Failure to evacuate during a fire alarm will result in disciplinary action.

Fire Safety
The issue of fire safety in University housing facilities is a constant concern. On-campus residents can help keep their home and their neighbors safe from fire by following all housing regulations concerning fireworks, explosives and use of electrical equipment and by following general common-sense safety standards. Any student who willfully compromises the safety of fellow residents by tampering with fire safety equipment or sounding false alarms will be subject to criminal prosecution, student disciplinary proceedings, and the cancellation of their on-campus-housing contract with a minimum fine of $500.00.

Furniture
All beds and room furniture must remain in the student’s room at all times. Do not store mattresses, box springs or any room furniture in any area outside of your residence hall room. It is the student’s responsibility to remain accountable for their room furnishings.

Students may not move furniture from the common areas into their rooms. If common area furniture appears to be disappearing, the Housing Staff will conduct rooms check to determine the location of the missing pieces.

Upon the discovery of missing furniture from residence hall rooms or common areas the student(s) responsible will be billed a daily fee of $10 per day until the missing or removed items are returned to the appropriate location. If University furniture is damaged or lost the responsible person will be charged the full replacement cost.

Guests
Residents are responsible for the behavior and actions of their guests and should escort their guests at all times while inside University housing facilities. Guests must comply with all Midwestern University on-campus housing policies and procedures. For the safety of all the residents on campus, do not let students who do not live in the building or non-students into the buildings. Student resident hall housing is only for student residents. While it is acceptable to have visitors, visitors should not be full-time occupants of the Residence Halls as that is a violation of the housing contract and disrespectful to one’s suitemate. ‘Living’ is occupying a residence hall room more than 50% of the time when the student resident is present. Students with visitors who ‘visit’ more than 50% of the time may be asked to move to an area of housing where the housing contract allows for occupation of the unit by more than one resident. The student will be responsible for any cost increases that result from such a move.

Hall/Floor Meetings
Meetings will be called from time to time in your hall or on your floor by your RA. These meetings are usually brief and scheduled when your RA has important information that needs delineated. If you are unable to attend the hall meetings, be sure to contact your RA.
Handbook
Students who reside on campus are subject to all policies, procedures, rules, and regulations stated in this Residence Hall Handbook and the Student Handbook. It is the responsibility of on-campus residents to know the information mentioned in both publications.

Harassment Policy
The Office of Residence Life and Midwestern University neither condones nor accepts harassment, discrimination, and/or suppression of any person or group of any kind and will investigate all allegations of harassment. Should the Office of Residence Life have evidence that an individual has harassed another student or group of students in the residence halls/apartments, the harasser may be relocated or removed completely from all on-campus-housing facilities at the discretion of Residence Life Staff and may also be referred for further disciplinary action to the Dean of Student Services.

Holidays
The University is closed during certain recognized holidays. (Please refer to the academic calendar for a list of these dates). However, the housing facilities will remain open for students who wish to remain in the halls/apartments over holiday break periods. Student remaining in housing over a holiday break period must notify the Housing Manager of the dates they will be on campus. Students who stay beyond the terminal date on a housing contract are subject to per diem charges for housing.

Insurance (Personal Property)
The Office of Residence Life is not responsible for loss of or damage to personal belongings. Students are encouraged to look into renter’s insurance (not offered through Midwestern University) if they wish coverage in this area. There are flyers available outside the Forest Lodge office and the Office of Residence Life located in Student Services.

Keys
Room keys are issued to students upon moving into their residence hall room or on-campus apartment. These keys are the property of Midwestern University and are only loaned to the rightful occupants. Students may not loan or give out their room key. Keys must be returned upon checkout. The University will re-key a room/apartment door at any time.

Keys are not to be duplicated. If you accidentally lock yourself out of your room/apartment, call Security to be allowed access to your room. You will be asked to provide proof of your identity before you are given access to the room. If you lose your key, contact the Office of Residence Life between the hours of 8:00 am and 4:30 pm, Monday through Friday. Cost of replacing the key and re-coring the lock will be the student’s responsibility.

Laundry Facilities
Each resident hall or on-campus apartment complex is equipped with laundry facilities. The Traditional Residence Halls have laundry facilities on the first and third floors in each building. Redwood Hall has laundry facilities on each floor, and the apartments have laundry facilities on the first floor of each complex. Laundry facilities are serviced by Coinmach, and require a separate Coinmach card. Coinmach laundry cards are distributed at move-in, and the machine for placing money on the card is located on the first floor of the Traditional Halls next to the Housing Office. Additional cards are available in the Housing Office.
Limited Access Hours
The residence halls and apartments are locked 24 hours a day. Residents of the Traditional Halls and Redwood Hall can access their building with their student ID card. The elevator in Redwood Hall is also locked 24 hours per day, and residents must use their student ID card to operate the elevator. Student residents must submit a 'Visitor Notification Form' for their guests. The form is accessible online at the mwunet.midwestern.edu site. Security will notify the student resident by phone when their guest has arrived so the student can meet their guest and allow them access to student housing.

Lockdown Procedures and Drills
All student residents should be familiar with lockdown procedures in the case of a violent disturbance or threat of imminent danger. Student residents are required to participate in lockdown drills.

Lost And Found
There is a lost and found located in the Office of Campus Security in Redwood Hall.

Lounges
Lounges are located in both the Traditional Residence Halls and Redwood Hall. The Forest Lodge, in the Traditional Residence Halls, is equipped with a big-screen TV, DVD/VCR, pool table, and a kitchen with a stove, oven, and full size refrigerator. Redwood Hall is equipped with lounges on each floor as well as a large study area on the main floor of Redwood Hall.

Mail
Students are assigned a mailbox number through the Campus Mailroom. U.S. mail is delivered to this mailbox number. Traditional Hall and Redwood Hall residents should use the following address:

Student Name, Mailbox Number (on back of mailbox key)
Midwestern University
555 31st Street
Downers Grove, IL 60515

Apartment residents are also able to receive mail at their apartment complex mailboxes. These keys, and the address of each apartment, are available to apartment residents in the Housing Office.

Maintenance Concerns
Maintenance problems within your residence hall room or on-campus apartment should be reported to the Office of Residence Life through the MWU intranet housing site at http://mwunet.midwestern.edu/administrative/SS/ssHousing_wrkorder.htm

Routine problems are turned in to the campus facilities staff as soon as possible. For emergency work orders or problems of an urgent nature that occur after normal business hours, please call the Housing Monitor Office at ext. 6446. If there is no response, call Security at ext. 7111. Campus facilities staff is available 24 hours a day, seven days a week. Please note: Once a work order has been generated, Campus Facilities has the authority to enter a student's room/apartment for repair purposes. Every attempt will be made to give 24 hours notice for any routine maintenance or non-emergency repair.
Missing Student Policy
Midwestern University recognizes its responsibility to its students, particularly those students residing on campus, and, in compliance with the Missing Student Notification Policy and Procedures 20 USC 1092 C; (Section 488 of the Higher Education Opportunity Act of 2008) has formalized a Missing Student policy and procedure. The Missing Student policy and procedure can be found in Appendix B.

Musical Instruments
Amplified musical instruments may not be used at any time. Amplified sound may be a disturbance to other residents. The Music Room in the Wellness/Recreation Center is the appropriate place to practice musical instruments. Amplified music includes instruments utilizing internal speakers (i.e. electronic keyboards) and those that use external speakers (i.e. electric guitars). Non-amplified musical instruments may also be a source of disturbance, and you may be asked not to play them in your room. Violations of this policy may result in disciplinary action.

Noise
Sound carries easily through residence hall rooms/apartments. Voices, stereos, televisions, and bouncing balls in your room can often be heard in other rooms/apartments on your floor and the floors above and/or below you. Remember that while you have the right to listen to your music, other residents have a right to sleep, study, or listen to their choice of music without disturbance. The Office of Residence Life is committed to creating and maintaining an environment within the residence halls/apartments that allows for a reasonable degree of order and a maximum degree of personal freedom and privacy. Please refer to the Noise Policy on page one of the Residence Life Handbook for additional information.

Quiet hours are listed below (under the heading Quiet Hours) and are used to facilitate study and/or sleep. **Courtesy hours are in effect at all other times.** Residents and guests are expected to be respectful of other residents at all times. Residents who infringe on the rights of others to sleep and study will be referred to the Manager of Residence Life.

Parking
You must register your car with Campus Security. All students who register a car will be issued a University parking decal. Students are allotted one parking space. Students will park vehicles in spaces that have been approved and appropriately marked. Students who live on campus are to park in the parking lots surrounding the residence halls / apartments and **not** in the parking structure on campus.

**Pets of any kind are not permitted in student residence hall rooms or student apartments.**

Quiet Hours
Quiet hours are Sunday – Thursday, 10:00 pm – 8:00 am; Friday and Saturday, 1:00 am – 10:00 am. If quiet hours are violated, a noise complaint will be generated by Security. Please see the fine policy for noise violations on page one of the Residence Life Handbook.

Recycling
Midwestern University promotes an atmosphere where students are encouraged to recycle. Recycling receptacles are available in each residence hall area and outside of the apartment complexes. A recycling bin for paper products and commingled items is available. Improper use of these receptacles results in contamination of these bins and the inability to recycle the
entire contents of the bin. This includes placing food contaminated paper of any kind in the bins. Recycling bins are not trash containers. A list of appropriate recyclable items is located on the lid each bin. Please remember to recycle.

**Refrigerators**

Refrigerators are not furnished but are allowed in residence hall rooms. Refrigerators are provided in campus apartments. Refrigerators cannot exceed 4 cubic feet.

**Residence Violations**

The residence life staff is charged with enforcing and upholding on-campus-housing policies. Students who are found in violation of any on-campus-housing policy or procedure will be documented by the RA staff or Security. Please refer to page one of the Residence Life Handbook for additional information. Violators of on-campus housing policies are disciplined in accordance to the severity of the violation.

**Resident Assistants (RA)**

Resident Assistants are students employed by the Office of Residence Life to serve as a link between that office and all students living in the residence halls or on-campus apartments. RA’s perform many functions such as advisors, mediators, resources for referrals, and programmers. RA’s also provide leadership in planning activities, keep residents up-to-date about University information, and enforce housing policies.

**Room Changes**

Room changes are only granted in extreme circumstances, when all other points of resolution have been exhausted. Students are encouraged and expected to communicate with suitemates and surrounding neighbors.

**Room Occupancy Limits**

Gatherings in student rooms and apartments are permitted only under the following limits: Traditional Residence Hall: 6 persons; Redwood Hall: 5 persons; On-campus apartments: 25 persons. According to the local fire and safety codes, the formula requires 15 square feet per person in a room or area with furniture. No individual or group of individuals may position themselves or any object so that free movement to an exit is restricted or blocked.

**Security**

Campus Security is available 24 hours a day, seven days a week. The University and the Office of Residence Life want to keep you and your belongings as safe as possible. However, each resident must assume the majority of responsibility. Always lock your door, and take your key with you, even if you are leaving for just a brief period of time.

**Smoke Detectors**

Smoke detectors are available in student rooms and apartments as well as in hallways. It is the student’s obligation to test your smoke detector periodically to ensure that it is functioning properly. It is a Federal Offense to tamper with any fire safety devices, including smoke detectors. Report any maintenance concerns regarding these devices to your RA, the Office of Residence Life or via an on-line work order. If you hear a beeping noise, the battery needs replacing. Call the Forest Lodge Housing Office at ext. 6446 so that it can be replaced immediately.
Smoking
Smoking is not permitted in the residence halls or on-campus apartments. By Illinois State law, students who are smoking outside the residence halls or apartments must be a minimum of 20 feet from the building entrance. Office of Residence Life staff and Security staff are responsible for enforcement of this policy; violating this policy will result in disciplinary action.

Sports (rough-housing) in the Halls/Apartment Complexes
Residents may not engage in any sports or sport related activities within the residence hall rooms or on-campus apartments, lounges, hallways, stairwells or other public areas. Playing any sport in a confined area such as a hallway can lead to student injury and/or damage to private or University property. Violations will result in disciplinary action.

Storage Rooms
All apartments are provided one storage closet. These storage closets are located on the second floor of each complex. You are responsible for securing your personal belongings in these storage rooms. Items placed in an unassigned locker will be disposed of at the discretion of the Manager of Residence Life. Summer Storage is not available on campus.

Students with Disabilities
Students with disabilities who find they may require special accommodations in their residence hall, including special assistance to evacuate their buildings in case of emergencies, should contact the Manager of Residence Life at ext. 6400.

Summer Housing
Summer housing is available to for students taking classes or on rotations. See the Manager of Residence Life for more information. Summer Storage is not available on campus.

Telephones
Each room/apartment is equipped with one telephone. All residents must call collect, use a calling card, or use a cell phone to call off campus. Maintenance issues with your telephone should be handled through an on-line work order.

Theft
If you believe you have been a victim of a theft, notify Campus Security immediately. It is also important to inform your RA and the Manager of Residence Life of the situation. When reporting a theft, be very specific in regards to date, time, and location of the theft as well as a description of the stolen item(s). An incident report will be generated by Security and kept on file in the Residence Life Office. The Downers Grove Police may be called in by Security.

Trash Disposal
Trash receptacles are located outside of the residential areas. Students must dispose of their trash only in these receptacles. If you leave garbage in the hallway or other common areas, you will be charge a monetary fine each time it has to be removed by the cleaning service or staff member. The fine schedule is as follows:

- 1st Offense: $10.00
- 2nd Offense $25.00
- 3rd Offense $50.00
Recycling bins are available throughout each of the residence halls/floors and outside the apartment complexes for recyclable items.

**Games/Videos**
The Office of Residence Life provides various items for residents to check out for a 24-hour period. Residents must leave a student ID card or driver’s license in the office while checking out these materials. Damage to the items checked out will be the responsibility of the student.

**Withdrawals (academic)**
If you must withdraw from the University due to academic reasons and you live on campus, please notify the Manager of Residence Life to ensure proper room/apartment check out.

**Windows**
It is a Federal Offense to throw anything from a window. Screens are to be in place at all times. Students who throw things from a window will meet with the Dean of Student Services.
## APPENDIX (A)

### Wattage of Common Household Appliances

<table>
<thead>
<tr>
<th>Appliances</th>
<th>Resistive Load</th>
<th>Reactive Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blender</td>
<td>375 watts</td>
<td>500 watts</td>
</tr>
<tr>
<td>Clock Radio</td>
<td>5 watts</td>
<td>---</td>
</tr>
<tr>
<td>Coffee Maker</td>
<td>900 - 1,700 watts</td>
<td>---</td>
</tr>
<tr>
<td>Cuisinart</td>
<td>450 watts</td>
<td>650 watts</td>
</tr>
<tr>
<td>Deep Fryer</td>
<td>1,800 watts</td>
<td>---</td>
</tr>
<tr>
<td>Frying Pan</td>
<td>1,250 watts</td>
<td>---</td>
</tr>
<tr>
<td>Microwave</td>
<td>1,050 - 2,500 watts</td>
<td>---</td>
</tr>
<tr>
<td>Toaster (4 slot)</td>
<td>1500 watts</td>
<td>---</td>
</tr>
<tr>
<td>Range Burner</td>
<td>800 watts</td>
<td>---</td>
</tr>
<tr>
<td>Refrigerator</td>
<td>200-700 watts</td>
<td>---</td>
</tr>
</tbody>
</table>

#### Computers / TV’s

<table>
<thead>
<tr>
<th>Appliances</th>
<th>Resistive Load</th>
<th>Reactive Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desktop Computer &amp; 17” CRT monitor</td>
<td>140 - 330 watts</td>
<td>---</td>
</tr>
<tr>
<td>Desktop Computer &amp; monitor - in sleep mode</td>
<td>1-20 watts</td>
<td>---</td>
</tr>
<tr>
<td>17” CRT Monitor</td>
<td>120 watts</td>
<td>---</td>
</tr>
<tr>
<td>17” LCD Monitor</td>
<td>40 watts</td>
<td>---</td>
</tr>
<tr>
<td>Laptop Computer</td>
<td>45 watts</td>
<td>---</td>
</tr>
<tr>
<td>TV - Color</td>
<td>300 watts</td>
<td>---</td>
</tr>
</tbody>
</table>

#### Video games

<table>
<thead>
<tr>
<th>Appliances</th>
<th>Resistive Load</th>
<th>Reactive Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video games</td>
<td>4-165 watts</td>
<td>---</td>
</tr>
<tr>
<td><strong>While playing game machine</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PS 2</td>
<td>30 watts</td>
<td>---</td>
</tr>
<tr>
<td>Xbox</td>
<td>70 watts</td>
<td>---</td>
</tr>
<tr>
<td>Xbox 360</td>
<td>165 watts</td>
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#### Other

<table>
<thead>
<tr>
<th>Appliances</th>
<th>Resistive Load</th>
<th>Reactive Load</th>
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</thead>
<tbody>
<tr>
<td>Electric Blanket</td>
<td>400 watts</td>
<td>---</td>
</tr>
<tr>
<td>Electric Curlers</td>
<td>300 watts</td>
<td>---</td>
</tr>
<tr>
<td>Hair Dryer</td>
<td>1,875 watts</td>
<td>---</td>
</tr>
<tr>
<td>Iron</td>
<td>1,200 watts</td>
<td>---</td>
</tr>
<tr>
<td>Light Bulbs</td>
<td>see marking on bulb</td>
<td>---</td>
</tr>
<tr>
<td>Floor/box fan</td>
<td>100 watts</td>
<td>---</td>
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</tbody>
</table>
APPENDIX (B)

Missing Student Policy and Procedure

Midwestern University recognizes its responsibility to its students, particularly those students residing on campus, and, in compliance with the Missing Student Notification Policy and Procedures 20 USC 1092 C; (Section 488 of the Higher Education Opportunity Act of 2008) has formalized a Missing Student policy and procedure. It is required that all students complete the ‘Emergency Notification’ form that is accessible through the online.midwestern.edu website. The student must enter the name of a person or persons whom they would wish to have contacted if there is a concern that they are missing. The contact will be made no later than 24 hours after a student is determined to be missing. Emergency contact information is confidential, is password protected and is accessible only by qualified individuals. If the student is under the age of 18, and is not emancipated, a parent or custodial guardian will be notified that the student is missing, even if the student has not listed their parent/custodial guardian as their contact. Midwestern University will also notify the local police department and any other appropriate law enforcement agency no later than 24 hours after the student is determined to be missing.

Process for campus-based students:
Campus-based students are those students whose activities are primarily based on campus.

A missing student is any student who:

1. is reported to have an unexplained absence from a mandatory class activity or examination. Course directors are required to notify the Office of Student Services and the appropriate Academic Dean immediately if a student is absent from a mandatory activity and has not contacted the course director with a reason for the absence. Course directors must notify Student Services of any student absence, regardless of whether or not the student is living in student housing.

2. is reported to have a prolonged unexplained absence from campus, either from academic activities or from student housing. Resident advisors and fellow students should direct their concerns to the Manager of Campus Housing, who will contact the Office of Student Services.

3. has been reported to have been the victim of possible criminal activity.

Procedure when a student is reported missing from campus, but not a victim of possible criminal activity:

When the Office of Student Services receives a notice that a student is missing, the following procedure will be followed:

1. The student’s registered telephone number will be obtained from the CARS system and the student will be called. The student will also be sent a text message and email via University student email. If there is no response, the Office of Student Services will proceed to Step 2. The Office of Student
Services will continue to call, text and email the student while the procedures outlined below are conducted.

2. It will be determined if the student lives in campus housing. If the student lives in housing, the following process will be followed:
   a. The Office of Safety and Security (Security) will be contacted.
   b. The Manager of Campus Housing, Dean of Students or other representative of the Office of Student Services, in company with a member of the Office of Safety and Security, will proceed to the student’s on-campus housing unit to determine if the student is present.
      If the student fails to respond after the University representatives have knocked on the door three times, the door will be opened with a master key to determine whether the student is present in the unit.
   c. The Office of Media Resources will make a copy of the ID photo of the student available to Security.
   d. Security will search campus locations to find the student. These locations may include the library, classrooms, student center and gymnasium. Security will use student vehicular registration to determine whether the student’s car is parked on campus.
   e. Academic Departments will be contacted to determine if the student has been attending class. The Office of the Academic Dean of the college in which the student is enrolled will be notified that the student is missing.
   f. Building access logs will be examined to determine when the student last used his/her ID card to access campus grounds and to enter campus buildings.
   g. Information Technology Services may be asked to provide records documenting student use of the University network server and student email program.
   h. In the event that the student is not found after implementing the procedures outlined above, the individual listed on the Emergency Contact form will be contacted. The President, Chief Operating Officer and Emergency Response Team will also be notified.

3. If the student does not live on campus, the following procedure will be followed:
   a. The Office of Safety and Security will be contacted.
   b. The Office of Media Resources will make a copy of the ID photo of the student available to Security.
   c. Security will search campus locations to find the student. These locations may include the library, classrooms, student center and gymnasium. Security will use student vehicular registration to determine whether the student’s car is parked on campus.
   d. Academic Departments will be contacted to determine if the student has been attending class. The Office of the Academic Dean of the college in which the student is enrolled will be notified that the student is missing.
   e. Building access logs will be examined to determine when the student last used his/her ID card to access campus grounds and to enter campus buildings.
   f. Information Technology Services may be asked to
provide records documenting student use of the University network server and student email program.

g. In the event that the student is not found after implementing the procedures outlined above, the individual listed on the Emergency Contact form will be contacted. The President, Chief Operating Officer and Emergency Response Team will also be notified.

4. If the location of the student has not been determined after a 24-hour period, the University will notify local police authorities. If extenuating circumstances come to light during the investigation that raise issues of concern, local authorities may be brought before 24-hours have elapsed.

**Procedure when a student is reported missing from campus, and may be the victim of possible criminal activity:**

1. The student’s registered telephone number will be obtained from the CARS system and the student will be called. The student will also be sent a text message and email via University student email. If there is no response, the Office of Student Services will proceed to Step 2. The Office of Student Services will continue to call, text and email the student while the procedures outlined below are conducted.

2. The Office of Student Services and the Office of Safety and Security will be notified.

3. The Office of Safety and Security will call the local police department to report a possible crime. The Office of Safety and Security will contact all witnesses and make them available for interview by the local authorities.

4. The Office of Student Services will notify the President of Midwestern University, Chief Operating Officer, Emergency Response Team and Academic Dean of the situation. The individual listed on the Emergency Contact form will be contacted.

5. The following procedures will be followed. Any information gathered will be transmitted to the local authorities to assist them in their investigation.
   a. The Office of Media Resources will make an ID photo of the student available to local authorities and Security.
   b. Security will search campus locations to find the student. These locations may include the library, classrooms, student center and gymnasium. Security will use student vehicular registration to determine whether the student’s car is parked on campus.
   c. Building access logs will be examined to determine when the student last used his/her ID card to access campus grounds and to enter campus buildings.
   d. Information Technology Services may be asked to provide records documenting student use of the University network server and student email program.

**Process for students on rotations:**
A student on rotation is any student whose primary activities are conducted at an off-campus site.
Definition:
A missing student is any student who:
1. is reported to have an unexplained absence from a rotation or other clinically based activity. Preceptors are required to notify the appropriate clinical coordinator immediately if a student is absent and has not contacted the preceptor with a reason for the absence.

Procedure:
1. The clinical Coordinator should contact the Office of Student Services.
2. When the Office of Student Services receives a notice that a student is missing, the following procedure will be followed:
   a. The student’s registered telephone number will be obtained from the CARS system and the student will be called. The student will also be sent a text message and email via University student email. If there is no response, the Office of Student Services will continue to call the student at regular intervals throughout the day.
   b. The Office of Student Services will notify the President of Midwestern University, Chief Operating Officer, Emergency Response Team and Academic Dean of the situation.
   c. If the student has not returned the call within 24 hours, the individual listed on the Emergency Contact form will be contacted.
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<tr>
<th>Channel #</th>
<th>Program</th>
<th>Channel #</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>CBS-WBBM-HD</td>
<td>49</td>
<td>ARTS &amp; ENTERTAINMENT</td>
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<tr>
<td>3</td>
<td>PBS-WYCC</td>
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<td>CARTOON NETWORK</td>
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<td>4</td>
<td>IND-WCIU</td>
<td>51</td>
<td>COMEDY CENTRAL</td>
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<td>COURT TV</td>
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<td>E! ENTERTAINMENT</td>
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<td>GAME SHOW NETWORK</td>
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<td>MWU BULLETIN BOARD</td>
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<td>15</td>
<td>OPEN (POSSIBLE GUIDE)</td>
<td>62</td>
<td>REELZ</td>
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