

# Residence Life Housing Information Policies Procedures Handbook



**Midwestern University**

The following policies have been developed to facilitate a safe and comfortable living and learning environment. Living in a residential community requires the cooperation and understanding of every individual. It is important to recognize your rights and responsibilities as well as to respect the rights of others. Concern, mutual respect, and maturity are basic to the development of a community that can assist you in your personal endeavors and achievements. It is expected that you will make a contribution to the development of this community. Please note that at the discretion of the Housing Manager, a student's housing placement can be changed to the same or similar space-type based on the needs of university housing. In addition to these housing policies, you are responsible to abide by all University policies outlined in the Student Handbook.

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:

- 1<sup>st</sup> offense – strike 1: meeting with the Manager of Residence Life and written warning
- 2<sup>nd</sup> offense – strike 2: meeting with Manager of Residence Life, incident form filed with Dean of Students and housing probation
- 3<sup>rd</sup> 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**

- First Offense Warning
- Second Offense \$10.00
- Third Offense \$25.00
- Fourth Offense \$50.00
- Fifth Offense \$100.00
- Next Offense: \$500.00 penalty for breaking housing contract and immediate expulsion from student housing

**Alcohol in public areas**

- First Offense \$25.00
- Second Offense \$50.00
- Third Offense \$100.00
- Fourth Offense \$250.00
- Fifth Offense \$500.00 penalty for breaking housing contract and immediate expulsion from student housing

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's 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).

## **Abandoned Property**

The University will not be liable for property left in the building after the student vacates or is expected to vacate at the termination of the contract. Residents must remove all personal property from the residence within 24 hours of withdrawing from the University, upon termination of this contract, or after their last final exam of the semester. The student grants the University the right to dispose of any property left by the student after the student vacates or is expected to vacate the premises, at the student's expense. Said disposal may be by means of donations or any other manner deemed appropriate by the University.

## **Activities**

The Manager of Residence Life and the Resident Assistants work together to organize social activities for you. 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.

## **Aiding and Abetting**

Any student or resident who aids and abets in the violation of regulations or who counsels or encourages the violation of any regulation will be deemed just as guilty as the actual violator or offender. These individuals will be subject to the same liabilities, consequences and sanctions as are prescribed for the actual offender.

## **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. Alcohol may not be consumed in a room when 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**

Bicycles 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. Do not attach your bicycle to a tree, building, handrail or any other manner that obstructs or blocks exits. Bikes found in common areas in Redwood or the apartments will be disposed or donated to a local charity.

## **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 and Other Flammables**

As a fire safety measure, candles, incense, oil lamps and flammable liquids or any open flame device in student rooms / apartments is strictly prohibited.

## **On Campus Housing Contract**

You are required to sign (confirm through the online agreement) 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. Cancellation of housing contracts due to behavioral issues may result in fines and penalties.

## **Compliance with University Officials**

Intentionally furnishing false information to University officials or the failure to comply with the direction of any University official, including Security Officers, RA's and other University Staff is prohibited.

## **Cooking**

There are restrictions against cooking in all residence hall rooms. Microwaves, popcorn poppers, hot plates, George Foreman grills, crock pots, rice cookers, and/or 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.
- ❖ 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 (and your apartment mailbox key if applicable) to the RA. If you do not return your key, you will be billed for the cost of re-coring 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 or replacement 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 in 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, wallpaper, or paint to their room. Only University curtains or draperies may be used in the student rooms. Residents may not use nails or screws to hang objects from the walls. Residents may use 3M Command tape and hooks. Furniture cannot be removed from the residence.

### **Disciplinary Procedures**

The Residence Life staff is charged with enforcing and upholding housing policies. Students who are found to be in violation of any residence hall policy or procedure will be referred to the Manager of Residence Life for disciplinary action. In unusual or extreme incidents, the student may be referred to the Dean of Student Services for additional action.

The basic principles of due process will be followed in the disciplinary process. The first step is generally the filing of an incident report, which is done by a member of the Residence Life staff, Security, or another resident. The report is turned in at the Housing Office and referred to the Manager of Residence Life.

Students will be informed of the incident report and be given an opportunity to defend themselves or make their case to the Manager of Residence Life. The Manager will review the information available, the statement of the involved student (s), and make a decision.

In all disciplinary cases, the primary concerns are to hold people responsible for their action and protect the welfare of the students residing in the apartment complex. Sanctions, when imposed, are designed to emphasize the necessity that students change their conduct and use responsible behavior. Sanctions that may be levied on students include but are not limited to:

- Informal verbal warning
- Formal written warning
- Housing probation
- Housing re-assignment
- Revocation of privileges
- Monetary restitution
- Restitution through community service
- Counseling
- Suspension or expulsion from housing
- Fines

- Recommendation for college probation or suspension

**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 offensive 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 | *contact lens storage/cleaners |
| *stereo equipment                  | *iron                          |
| *TV, VCR/DVD player                | *video games systems           |
| *alarm clocks                      | *refrigerators                 |

***EA – Kitchen Areas Only (approved)***

- |                                       |                               |
|---------------------------------------|-------------------------------|
| *George Foreman grills (other brands) | *pizza ovens                  |
| *toasters/ toaster ovens              | *hot plates                   |
| *microwaves                           | *rice cookers                 |
| *coffee makers/Hot Pots               | *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 Students prior to bringing an item that has not been approved. **See appendix (A)** for wattage of common household appliances.

***EA – Prohibited (examples)***

- |                                |                      |
|--------------------------------|----------------------|
| *halogen lamps                 | *water beds          |
| *private exterior antennas     | *candles and incense |
| *fireworks                     | *firearms / weapons  |
| *any vehicles, except bicycles | *air conditioners    |
| *extension cords               | *pets                |
| *natural Christmas trees       | *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 lower level 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 630-515-7111 (or pick up one of the Redwood Hall “red phones” and dial 7111). 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 Redwood Hall office at x6446 from 4:30pm – 12am daily to assist. ***For emergencies outside of On-Campus Housing***, please use the blue Emergency Call Boxes located throughout campus.

Tampering, damaging, or inhibiting the use of emergency equipment in any residence hall is expressly prohibited. Residents may not use emergency equipment for any purpose other than emergency use. This includes the fire extinguisher, heat and smoke detectors, fire hose or water lines, fire doors, exit lights or panels or any other emergency equipment.

### **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 Northwestern 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.

- No apartment or residence hall room will be entered without knocking/ringing the doorbell. Students will be given ample time to respond.
- Authorized personnel will enter the apartment/room with another member of the University staff if the student is not home and/or the circumstance is an emergency.
- If authorized personnel must gain access to a student’s apartment/room when the student is not present, the student will be notified by email or a written notice upon their return.
- University and Non-University personnel contracted to perform maintenance, repair or other services on behalf of the college or resident may enter a room after first checking with the Manager or Residence Life.

### **False Bomb Threat Transmission Policy**

Any student who knowingly and maliciously threatens the existence or placement of a bomb or explosive device in the apartment complex or adjacent areas will be subject to prosecution in civil courts and to serious disciplinary action from the University.

The penalties for the transmission of a false bomb threat are severe. The Office of Residential Life reserves the right to remove anyone found in violation of this policy from the on-campus housing premises and immediately cancels their housing agreement. In addition, the Downers Grove Police Department may pursue criminal charges against the individual(s) responsible.

### **False Fire Alarm Policy**

Any student who tampers with or causes to malfunction any fire safety equipment (e.g., extinguishers pull stations, horns, alarms, exit signs, smoke detectors) is violating Illinois State laws as well as college policies. Violators of this policy will be subject to criminal prosecution, disciplinary action, and the cancellation of their on-campus housing contract.

The Office of Residence Life is committed to preventing disruptive behavior such as this. The staff will work to identify any person(s) responsible for such disruption should it occur. All students with information which can assist in this endeavor are encouraged to contact a residence life staff member or the Downers Grove Police Department.

### **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, Explosives and Weapons**

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, explosives or weapons 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.

**See Appendix (C).**



## **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 hallroom. 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 non-resident students or non-students into the buildings. 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 resulting from 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. In accordance with the Sexual Misconduct policy in the Student Handbook, students and other members of the University Community who believe that they have been sexually harassed or the victim of sexual misconduct should refer to the Student Handbook and contact the Dean of Students, who serves as the Title IX Coordinator for the campus. 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 Students.

## 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. Students 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.

## Housing Rates

Fees for campus housing are billed quarterly and are due at the same time as tuition and fees. Rates are subject to change at the start of the new academic year.

## Identification Badges

Photo Identification Badges (ID) are issued during orientation to students. Non-student residents residing in an apartment with a student must also have a Photo Identification Badge. The Dean of Students will work with Security to issue a Photo Identification Badge to a Non-student. Students and Non-student residents must wear their badges to gain access to campus and housing. Failure to provide proper Non-student resident identification may result in a member of the security staff requesting that the Non-student resident leave a University facility, denying the Non-student resident access to the University, or referring the Non-student resident to the Dean of Students.

If an ID badge is lost or damaged a fee of \$25.00 will be required to replace it. If the ID badge is found after purchasing a new badge, the money will not be refunded. The old ID badge has been deactivated. ID badges can be replaced by Security in the Security office.

## Inappropriate Language/Behavior

Inappropriate or abusive language or behavior toward any student, college employee (including Security Officers) or guest will not be tolerated. Individuals who are found to be in violation of this policy may be subject to disciplinary action in accordance with the Student Handbook.

## 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.

## Keeping Residence Clean

It is the student's responsibility to keep the apartment/residence room clean. Failure to comply may result in being subjected to weekly or monthly inspections. Further penalties such as eviction may apply if a student(s) fails to follow housing policy.

## 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. 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. There are 2 Valu-Add machines for placing money on laundry cards; the first floor of the Commons (CASH ONLY) building near the security office and in the elevator / vending area of the lowest level of Redwood Hall (CODE ONLY). 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 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](http://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 the Commons building.

## **Lounges**

Redwood Hall is equipped with lounges on each floor as well as large study areas on the main floor and lower level of Redwood Hall. Students are expected to pick up after themselves and leave the lounge area clean.

## **Mail**

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

Student Name, Mailbox Number (on back of mailbox key)  
Midwestern University  
555 31<sup>st</sup> 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

<https://app.webtma.net/GenerateRequest.aspx?key=8fMN5Hy6FywdBGVfahdUsFdCZI2NcT54YtcWMc1LZHWP3IOsIILRzRcnzBobIRvyXkPOm3EcSW1E8Y34INqqCpNXBDPgSQTA>

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.

The University will not be liable for any interruption in service including but not limited to air conditioning, electricity, internet access, cable, and phone service resulting from causes beyond the university's control. Such interruptions will not relieve the student in whole or part from the obligation of the housing contract.

### **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**

Drums and amplified instruments are not permitted in Redwood Hall nor the Pines apartments.

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 encourages respect, 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.

### **Noxious Odor Policy**

A noxious odor is any aroma of such intensity that it becomes apparent to others. When a noxious odor can be localized to a particular apartment or room, the residents or guests of that room may be in violation of on-campus housing policy.

### **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. Non-student residents must also acquire a university parking decal.

## **Pets**

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 of 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 the connection 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: 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. Campus Security phone number is 630-515-7111.

### **Smoke Detectors**

Smoke detectors are available in student rooms and apartments as well as in hallways. It is the student's obligation to test the 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 Redwood Hall 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 (Pines Apartments)**

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.

Emotional support animals are available to students in their campus apartment or residence hall through the Fair Housing Act. ESA's are not allowed in public spaces such as campus buildings, classrooms, labs, or dining facilities.

The owner of the ESA has the following responsibilities:

- a) to ensure appropriate and responsible care for your ESA including feeding, grooming, and veterinarian needs
- b) to ensure humane treatment of your ESA(s)
- c) to control the behavior of you ESA(s)
- d) to ensure the animal is housebroken
- e) to ensure the safety and containment of your ESA(s) when you are not directly present in your campus housing

**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 room/apartment 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 charged a monetary fine each time it has to be removed by the cleaning service or staff member. The fine schedule is as follows:

1 <sup>st</sup> Offense:	\$10.00
2 <sup>nd</sup> Offense	\$25.00
3 <sup>rd</sup> Offense	\$50.00

Recycling bins are available throughout each of the residence halls/floors and outside the apartment complexes for recyclable items.

**Utilities**

All on-campus housing units offer wireless internet service and DirecTV satellite television. A coaxial cable is required to connect to the satellite service.

Apartment Residents will need to set-up utility service with NICOR Gas and Commonwealth Edison for electricity the day that they move in. Use the apartment address as the point of reference. Once the accounts are set up, email the Manager of Residence Life your account numbers. Utility service can be established by calling the utility companies or going on-line.

Apartment dwellers are subject to a \$35 fee if the account numbers are not sent promptly to the Manager of Residence Life. If the Manager of Residence Life receives a bill from an occupied apartment, they will pay the bill and charge the student’s account for the bill and a service fee of \$15 for each payment. If the utilities are shut off due to lack of payment, the Manager will contact the utility company, pay the entire bill, charge the student account the amount of the entire bill, plus a \$15 service fee and a \$35 utility shut-off fee.

NICOR 1-888-642-6748

<https://nicorgas.com/business/start-stop-transfer-service/start-service/start- service-form>

Commonwealth Edison 1-888-334-7661

[https://www.comed.com/SiteCollectionDocuments/ComEd\\_Start\\_Service\\_Guide.pdf](https://www.comed.com/SiteCollectionDocuments/ComEd_Start_Service_Guide.pdf)

**Withdrawals (academic) and Leave of Absence**

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.

Students on Leave of Absence may remain in housing. Please notify the Manager of Residence Life with the decision to stay or leave.

**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 Students.



APPENDIX (A)

Wattage of Common Household Appliances

Appliances	Resistive Load	Reactive Load
Blender	375 watts	500 watts
Clock Radio	5 watts	---
Coffee Maker	900 - 1,700 watts	---
Cuisinart	450 watts	650 watts
Deep Fryer	1,800 watts	---
Frying Pan	1,250 watts	---
Microwave	1,050 - 2,500 watts	---
Toaster (4 slot)	1500 watts	---
Range Burner	800 watts	---
Refrigerator	200-700 watts	---
<b>Computers / TV's</b>		
Desktop Computer & 17" CRT monitor	140 - 330 watts	---
Desktop Computer & monitor - in sleep mode	1-20 watts	---
17" CRT Monitor	120 watts	---
17" LCD Monitor	40 watts	---
Laptop Computer	45 watts	---
TV - Color	300 watts	---
<b>Video games</b>		
Video games	4-165 watts	---
While playing game machine		---
PS 2	30 watts	---
Xbox	70 watts	---
Xbox 360	165 watts	---
<b>Other</b>		
Electric Blanket	400 watts	---
Electric Curlers	300 watts	---
Hair Dryer	1,875 watts	---
Iron	1,200 watts	---
Light Bulbs	see marking on bulb	---
Floor/box fan	100 watts	---

## 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](http://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



**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.

**APPENDIX (C)**

**Midwestern University's Fire Safety Plan for Campus Housing**

1. Stay Calm
2. Locate nearest fire alarm pull station and activate
3. Warn other residents by knocking and shouting on your way to the nearest exit
4. Before opening your door, feel it with the back of your hand. If it is hot, do the following (if it is not hot go to step 5)
  - Open the windows
  - Seal cracks around the door with towels, clothing, sheets, blankets, or similar items to keep the smoke out of the room
  - If you are trapped, hang a sheet, jacket, or shirt or other object out the window that will attract attention. Shout for help. Contact Security by phone @ 7111, make them aware that you are unable to get out of your room (e.g. Redwood 641) – make sure you tell them your exact room number or apartment. Security will inform the Fire Department that you are trapped. Stay calm. The Fire Department will reach you from the hallway or window.
5. If you are able to leave the room, do so immediately and:
  - Close the door behind you and do not lock it. By closing the door will slow the spread of smoke and lessen damage.
  - Do not return for personal belongings.
  - Proceed immediately to the nearest exit. DO NOT USE THE ELEVATOR. The elevator will be locked in an alarm situation.
  - If smoke, heat or fire blocks your exit, go to an alternate exit.
  - If all exits from a floor are blocked, go back to your room and follow the procedures described above in step 4.
6. If smoke is present, keep low to the floor. Take short breaths to avoid inhaling any more smoke than necessary.
7. After exiting the building, report to the assigned areas:
  - Redwood Hall 1 residents will meet at the front entrance of the Commons
  - Redwood Hall 2 residents will meet in the Redwood parking lot
  - Apartment 3 residents will meet in the parking lot east of the building
  - Apartment 4 and 5 residents will meet near the dumpster along the fenced area
  - Apartments 6, 7, and 8 will meet in the parking lot across from building 7 and 8
8. A resident advisor will be assigned to each floor of each building. Resident advisors are not obligated to make sure all residents vacate the floor. Each resident is responsible for their own safety.
9. After leaving the building, stand clear. Do not re-enter the building for any reason until the Fire Department has declared it safe to do so.