



WICHITA STATE
UNIVERSITY

HOUSING AND RESIDENCE LIFE

2020-2021

Housing & Residence Life Handbook

This handbook is a guide. Wichita State University and Housing & Residence Life reserves the right to make other rules and regulations or to modify existing regulations as it may become necessary and appropriate for the safety, care, cleanliness of the premises, and for securing the comfort and convenience of all residents. Residents will be held accountable for all policies and procedures contained within the official Housing & Residence Life Handbook, in addition to the current Housing & Residence Life Room and Board Application/Contract. The official and most current Housing & Residence Life Handbook can be found on our website at www.wichita.edu/housing.

**Last updated 6/17/20
(Updated annually)**

Statement on COVID-19

The list below are all expectations during the COVID-19 pandemic and failing to follow any of these are not a violation of the code of conduct. However, intentionally putting others health and safety at risks may result in disciplinary charges through the Office of Student Conduct & Community Standards.

Additionally, this is a complex, challenging, and fluid situation which continues to evolve rapidly. All information in this statement is subject to change as deemed necessary by Housing and Residence Life in accordance with guidance and recommendations issued by federal, state, and local public health and government officials.

- **Personal Wellness Checks**

- You should check yourselves for one or more of the following symptoms:
 - Temperature greater than 100.4 F/38 C
 - Cough
 - Shortness of breath
 - Difficulty breathing
 - Chills, repeated shaking with chills
 - Muscle pain, headache, sore throat
 - New loss of taste or smell
- If any of the symptoms above apply to you, we ask that you work with [Student Health Services](#) to better determine if you have COVID-19 and develop an Action Plan.

- **Personal Protective Equipment (PPE)**

- Wearing of face coverings is expected while in the residence halls (common areas, hallways, dining hall, etc) and if you are outdoors with other individuals. The only exception to not wearing a face covering is if you are walking alone outside, or if you are in your assigned apartment/suite (as long as that has been pre discussed and agreed to in your roommate agreement).
- You may use other PPE you deem appropriate for yourself, even if you are not expected to do so.

- **Sanitizing/Cleaning and Personal Hygiene**

- The HRL Facilities team will clean all common areas (Laundry, Kitchen, Lounge, Media Spaces, etc) in the residence halls regularly.
- It is good practice to clean the common areas in your apartment/suite daily. These would include bathrooms, kitchens (if they exist), living rooms, etc. in your apartment/suite. This will allow us to minimize exposure to other suitemates who may be using these areas as well.
- Hand sanitizer will be provided at Information Desks and departmental gathering spaces as available. If supplies are running low, please let an HRL Staff member know ASAP.
- It is recommended that you wash your hands regularly.

In accordance with State guidelines, Housing and Residence Life at Wichita State University is ensuring that all individuals follow self-isolation/quarantine measures if they are traveling from any of the places listed on the Kansas Department of Health and Environment Travel & Exposure Related Isolation/Quarantine webpage. More details in regards to this can be viewed [here](#).

For more information on county and state regulations please follow these links:

[Wichita COVID-19 Updates](#)

[Kansas Department of Health and Environment COVID-19 Updates](#)

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ACRONYMN GLOSSARY

Various acronyms may be found throughout this document. For a quick reference, here are their meanings:

- AA = Administrative Assistant
- DA = Desk Assistant
- GRLC = Graduate Residence Life Coordinator
- HRL = Housing & Residence Life
- IR = Incident Report
- LLC = Living Learning Community
- LKL = Lounge/Kitchen/Laundry in Shocker Hall
- MPR = Multipurpose Room in Shocker Hall
- NRHH = National Residence Hall Honorary
- RA = Resident Assistant
- RCI = Room Condition Inventory
- RLC = Residence Life Coordinator
- S-FAB = Suites & Flats Activities Board
- SCCS = Student Conduct & Community Standards
- SHAC = Shocker Hall Activities Council
- UPD = University Police Department
- WSU = Wichita State University

HOUSING & RESIDENCE LIFE

Mission, Vision, & Values

Mission Statement

Housing & Residence Life is committed to providing a positive student experience by creating a safe and inclusive community that promotes personal and academic success.

Vision

Housing & Residence Life will be a significant element of the student experience at Wichita State University.

Values

- Engagement
 - Ensure each student has a connection at WSU
 - Encourage applied learning
 - Create holistic learners
- Inclusion
 - Foster a safe and inclusive community
 - Celebrate the diversity of our students and staff
 - Listen and work to understand and respect others' points of view
- Collaboration
 - Develop partnerships across campus
 - Commit to effective and transparent communication
 - Prioritize team ahead of personal success
 - Offer assistance or request help when needed
- Excellence
 - Provide superior customer service
 - Create efficient and innovative departmental solutions
 - Cultivate opportunities to grow and develop
- Integrity
 - Follow through on promises made
 - Be fair and honest
 - Make fiscally responsible choices
 - Establish sustainable practices

Students who live in the residence halls become part of a community made up of individuals of diverse lifestyles. When each student assumes responsibility as a member of the Housing & Residence Life community, everyone benefits. To ensure that residents can exercise their rights as individuals without unduly infringing upon the rights of others, certain basic policies and procedures have been established to facilitate mutual respect and consideration among community members. The cooperation of all residents is essential to developing an environment of mutual respect and support.

Housing & Residence Life Professional Staff

- **Scott Jensen, Associate Dean of Students**

Scott.Jensen@wichita.edu

- **Katie Austin, Assistant Director**

Katie.Austin@wichita.edu

- **Lauren Wilson, Residence Life Coordinator for Shocker Hall**

- Lauren.Wilson@wichita.edu

- *Shocker A, D, & C4 Hall Resident Assistants*
 - *Engineering, Pre-Medical Professions, Honors, and Women in Engineering Living Learning Communities*
 - *National Residence Hall Honorary (NRHH) Advisor*

- **Carlos Cortés, Residence Life Coordinator for Shocker Hall**

- Carlos.Cortes@wichita.edu

- *Shocker B & C (0-3) Hall Resident Assistants*
 - *Business, College of Applied Studies, Fine Arts, and Health Professions Living Learning Communities*
 - *Shocker Hall Activities Council (SHAC) Advisor*

- **Becca Johnson, Residence Life Coordinator for The Flats and The Suites**

- Becca.Johnson@wichita.edu

- *The Flats Resident Assistants*
 - *Suites & Flats Activities Board (S-FAB) Advisor*

- **Carley Enyart, Residence Life Coordinator for Special Projects**

- Carley.Enyart@wichita.edu

- *Information Desks*
 - *Project Assistants*

- **Megan Brown, Graduate Residence Life Coordinator**

- megan.brown@wichita.edu

- *Assisting with Suites and Flats management*

- **Daryl Gobin, Assistant Director of Facilities**

- Daryl.Gobin@wichita.edu

- *Maintenance Staff*
 - *Custodial Staff*

- **Mandie Craven, Associate Director for Business Operations**

- Amanda.Craven@wichita.edu

- *Administrative Support Staff*
 - *Business Operations Staff*

Note: Shocker Dining and GroundHouse coffee shop employees all work for WSU Dining Services/Chartwells, not the Department of Housing & Residence Life. Contact Information

Housing & Residence Life Office

HRL Phone 316-978-3693
HRL Fax 316-978-6458
Website..... www.wichita.edu/housing
Email..... housing.wsu@wichita.edu

Shocker Hall

Information Desk..... 316-978-3386
Residence Life Coordinator (A, D, C4)..... 316-978-5999
Residence Life Coordinator (B, C0-3)..... 316-978-6720
RA Duty Phone..... 316-210-4773

The Flats

Residence Life Coordinator 316-978-7749
Graduate Residence Life Coordinator 316-978-6616
RA Duty Phone (shared with The Suites)..... 316-210-5912

The Suites

Information Desk 316-978-6600
RA Duty Phone (shared with The Flats) 316-210-5912

University Police Department

Phone Number..... 316-978-3450
Website..... www.wichita.edu/police

Other Contacts

Counseling & Prevention Services 316-978-3440
Campus Recreation 316-978-3082
Career Development Center 316-978-3688
Student Health Services 316-978-3620
Student Involvement 316-978-3022

Communication with Housing & Residence Life

Please note, the Housing & Residence Life staff will primarily use the following means to communicate with residents:

- University-issued email address
- Posters in the residence halls
- Housing & Residence Life website (wichita.edu/housing)
- Roompact Account
- Plunk social media platform (Flats residents)

In some situations, the office may mail a copy of correspondence to a resident's permanent address listed with the University, or call the cell phone number that they provided on their application. It is the resident's responsibility to check University email address regularly for correspondence (and for notification of mail/package delivery).

Housing & Residence Life Staff Position Descriptions

Housing & Residence Life Office Staff

The Housing & Residence Life (HRL) office staff in Shocker Hall can answer questions regarding housing contracts and payments. Residents can stop by the Shocker Hall Information Desk, call (316) 978-3693, or e-mail the office at housing.wsu@wichita.edu.

Shocker Hall Residence Life Coordinators

Due to the occupancy size of Shocker Hall, two professional staff members serve as the Residence Life Coordinators (RLC) for Shocker Hall. These RLCs are responsible for Shocker Hall's operations and the coordination of programs and services for the residents of Shocker Hall, including Living Learning Communities. The RLCs directly supervise the Resident Assistants in Shocker Hall. The RLCs live on campus and serve on a duty rotation to assist residents with emergency issues they might encounter after hours. The RLC offices are located on the first floor in A building of Shocker Hall.

The Flats & Suites Residence Life Coordinator

The Residence Life Coordinator (RLC) is a full-time professional staff member. The RLC is responsible for The Flats and The Suites operations and the coordination of programs and services for the residents. The RLC directly supervises the RAs in The Flats and indirectly supervises the RAs in The Suites. The RLC also serves at the advisor the S-FAB, the Suites - Flats Activities Board. The RLC lives on campus and serves on a duty rotation to assist residents with issues they might encounter after hours. The RLC's office is located behind the Information Desk in The Suites.

Graduate Residence Life Coordinator

The Graduate Residence Life Coordinator (GRLC) is graduate student in the Higher Education/Student Affairs master's program at WSU and works approximately 20 hours per week in HRL. They are the primary supervisor for the Suites Resident Assistants. The GRLC lives on campus and serves on a duty rotation to assist residents with issues they might encounter after hours. The GRLC's office is located behind the Information Desk in The Suites.

Administrative Support

HRL has 2 Administrative staff members. One staff member serves as the department's primary receptionist and Shocker Hall Information Desk staff member during normal business hours. General questions about the department can be directed to this person. The second is the Residence Life Coordinator for Special Projects and she is the staff member who oversees the Information Desks and supervises the Desk Assistants who work the desks. Questions regarding mail or packages can be directed to this person. Both staff members can be reached by stopping by the Shocker Hall Information Desk during normal business hours.

Resident Assistants

Resident Assistants (RAs) are Wichita State students with previous campus experience chosen for their leadership abilities. The RA's primary responsibility is to work toward developing communities on their floor and in their building. RAs provide leadership to residents and work with them in a variety of capacities, including personal interactions, programming, policy enforcement, and ensuring the health and safety of the residents. An RA is on duty every night to assist residents. RAs answer questions, help with problems, and provide assistance with any issue—or they will refer the resident to someone who can help.

Desk Assistants

Desk Assistants work at the Information Desks and provide a variety of services. They can answer questions, help residents get in touch with professional staff, and check out items to residents such as vacuums, cooking equipment, and cleaning supplies. There is to be no loitering at the desks as staff need to be able to provide quality customer service; there is a maximum time allotment of 10 minutes for visitors.

Involvement Opportunities

Activity Councils

Through the residence hall activity councils, students have many ways to become involved in their residential community. The Shocker Hall Activities Council (SHAC) and Suites & Flats Activities Board (S-FAB) are organizations within Housing & Residence Life. Each organization plans events for their individual hall and works to support any resident initiatives that are brought to the council's attention. The activity councils provide residents with numerous opportunities for input and involvement. Whether a student chooses to run for an elected position, serve on a committee, help out with an activity, or simply voice their opinions during floor or hall meetings, the hall councils need residents' ideas and energy to succeed. Talk with an RA about ways to become involved in these groups!

National Residence Hall Honorary

The Shocker Chapter of the National Residence Hall Honorary (NRHH) is a student organization focused on providing recognition and service opportunities for all on-campus residents. NRHH is made up of the top 1% of students in the residence halls, and members must have lived on campus for at least one semester in order to join (first year residents can apply at the end of their first semester for second semester involvement). Interested residents may contact their RA to learn more.

Living Learning Communities

A Living Learning Community (LLC) is a group of students who apply and are selected to live together on a floor in Shocker Hall to expand their education through shared learning experiences that go beyond the classroom related to a specific major, college, or interest area. Students enjoy a built-in support system, personal attention and mentoring, leadership opportunities, and an enhanced sense of community. Participating in a Living Learning Community can help you make the most of your time at Wichita State University. Contact the Shocker Hall RLCs to learn more about becoming involved in a living learning community.

Wichita State University Notice of Nondiscrimination

Wichita State University does not discriminate in its employment practices, educational programs or activities on the basis of age (40 years or older), ancestry, color, disability, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or status as a veteran. Retaliation against an individual filing or cooperating in a complaint process is also prohibited. Sexual misconduct, relationship violence and stalking are forms of sex discrimination and are prohibited under Title IX of the Education Amendments Act of 1972. Complaints or concerns related to alleged discrimination may be directed to the Director of Equal Opportunity or the Title IX Coordinator, Wichita State University, 1845 Fairmount, Wichita, KS 67260, telephone 316-978-3187.

Eligibility Criteria

- a) **ENROLLMENT:** Applicants for housing must be enrolled as a student at Wichita State University for each semester of the aforementioned application term, by the last date to register for a full semester course as outlined in the university Academic Calendar. Exceptions may be granted by the Associate Dean of Students or their designee.
- b) **GOOD STANDING:** Applicants for housing must be in good standing with Housing and Residence Life. Applicants who have outstanding debts with the university, who were consistently delinquent in making payments (60 days behind twice during an active housing contract period), who failed to fulfill the terms of a previous housing contract, whose contract was administratively terminated, and/or whose contract was terminated as a result of disciplinary action; may not be allowed to sign a housing contract for the application term. If a resident has applied for a future term and falls out of good standing with Housing and Residence Life, the applicant's future application and/or contract may be administratively terminated.
- c) **VACCINATIONS:** The Department of Housing and Residence Life requires each resident living within university housing facilities to submit documentation of receipt of a Meningitis Vaccination on or after the applicant's 16th birthday in accordance with the Kansas Board of Regents Policy. Receipt of documentation is due within fifteen (15) days of occupancy of university housing facilities. A waiver for students with medical, religious, or other exemptions pertaining to immunizations may be available. Please contact Student Health Services at 316-978-3620 for information on how to request a waiver form. Residents who do not submit documentation of a receipt of the Meningitis Vaccination or obtain a waiver from Student Health Services by the deadline shall be referred to the Director for Student Health Services.
- d) **CRIMINAL HISTORY:** Applicants who are required to register by law as a sex offender are NOT permitted to reside within university housing facilities. Applicants with prior felony convictions are required to provide documentation regarding the convictions to the Housing and Residence Life Department prior to submission of a signed contract. Felony convictions that may threaten the safety or security of other residents may result in a cancelled housing application or contract.
- e) **EXCEPTIONS:** All requests for exceptions to the aforementioned terms of eligibility must be submitted in writing to Housing and Residence Life at least two weeks prior to the anticipated contract start date.

COMMUNITY RESPONSIBILITIES

Roommate/Suitemate Rights & Responsibilities

Without a doubt, your time spent at WSU will be filled with many new experiences and memories. For most of you, simply sharing a room may be a new experience. Roommate relationships are the foundations for community development. It is not necessary to be best friends or share every aspect of college life together, but we do expect you to be fair, honest, and considerate of one another. Everyone needs to take responsibility for their own behavior and share the responsibility for a positive roommate relationship. Developing a positive relationship is a process, and whether you have known your roommate previously or are just meeting them for the first time, developing the positive relationship takes a little effort.

Resident Rights

Residents have the right...

1. To have continual access to their living accommodations.
2. To live in a clean and secure environment.
3. To expect a regionally competitive price on housing accommodations and/or food service.
4. To have access to University Housing rules and regulations or individual building policies that govern individual and group behavior.
5. To the respect and safety of personal property.
6. To study without interruption or interference.
7. To be free from unreasonable noise.
8. To be free of intimidation or harassment.
9. To express themselves creatively within Housing guidelines.
10. To expect enforcement of the housing Agreement / Contract.
11. To have direct access of staff that provides assistance, guidance, and support as needed.
12. To host guests, within established guidelines.
13. To equitable treatment when behavior is in question.
14. To enjoy individual freedoms without regard to age, ancestry, color, disability, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or status as a veteran
15. To individual and group educational and developmental opportunities in their living community.
16. To contribute positively to the community by participating in educational and developmental activities.

Resident Responsibilities

Residents have the responsibility...

1. To know and adhere to rules and regulations of the University and Housing.
2. To abide by all local, state, and federal laws and ordinances.
3. To comply with reasonable requests made by staff or University officials.
4. To meet expected room and meal plan payment schedules.
5. To uphold building security (not propping exterior doors, abiding by safety policies, reporting issues to appropriate staff members, etc.).
6. To monitor and accept responsibility for the behavior of guests.

7. To report violations of rules and regulations to appropriate staff.
8. To respect the rights of others, as stated above.
9. To search for solutions to problems. Attempt to resolve civilly on your own first. If that doesn't work, consult your RA.
10. To be held accountable for their actions.

ADMINISTRATIVE PROCEDURES

Application/Contract

Students should refer to the HRL website for a copy of the current contract terms and conditions, which outlines the contract periods, eligibility, food services, payment, room assignments, cancellation/termination of the contract, vacating, the University's responsibility, upkeep and damage of facilities and property as well as rules and regulations. The application and contract are to be completed through the Campus Housing link on each student's MyWSU Portal.

Abandoned/Confiscated Property Policy

The following procedure will be used when the owner of specific abandoned/confiscated property is unknown:

- A staff member will complete an abandoned property storage tag with an identification number, which will then be attached to the item.
- A description of the item is recorded and listed under the identification number.
- A deadline of 14 calendar days from the date the item was tagged will be established before the item is donated or disposed of by HRL. When a safety hazard is apparent, the item may be disposed of immediately.
- Abandoned property may be claimed by contacting the hall's Residence Life Coordinator and verifying ownership. Any property left on University property after termination of the contract agreement will be disposed of and/or donated to a local charitable organization.

The following procedure will be used when the owner of specific abandoned property is known:

- HRL will make a reasonable attempt to contact the resident. 48 hours after the attempt to contact has been made, the personal property of the resident will be inventoried with descriptions and given ID tags.
- A deadline of up to 14 calendar days from the date the owner was notified of the abandoned item(s) before the item(s) is donated or disposed of by HRL. In almost all cases residents will be notified of items via their official WSU email address. When a safety hazard is apparent, the item may be disposed of immediately.
- Abandoned/confiscated property may be claimed by contacting the RLC and verifying ownership. The RLC will make a reasonable attempt of contacting the person the abandoned item(s) belong to, but it is up to the owner to take responsibility for any property left unattended or confiscated. HRL will not be responsible for any property left unattended or confiscated, nor is HRL responsible for any damage to abandoned property while being inventoried, moved, or stored by HRL. Any property left on University property after termination of the contract agreement will be disposed of and/or donated to a local charitable organization.

The following procedure will be used when the owner of specific confiscated property is known:

- The individual from which the item was confiscated will receive a confiscation form itemizing the objects
- Confiscated items will not be returned until the involved individual meets with the RLC or Associate Director for Residence Life.
- In situations where the confiscated item is illegal or dangerous, the item will be turned over to the University Police Department (UPD) for holding or to be destroyed at the discretion of UPD.
- The RLC or Associate Director for Residence Life will have the discretion to return the confiscated item to

the owner prior to the end of the contact period, if the item was not turned over to UPD.

- Any item that is confiscated a second time will be destroyed or donated to a local charitable organization.
- It is the responsibility of the owner to contact the staff at the end of their contract to retrieve confiscated items.
- Any items unclaimed within 14 days of the end of each contract period will be destroyed or donated to a local charity.

Appeals – Damage

A student has a right to appeal any damage, cleaning, key, or check-out charges that were assessed upon check-out. After check-outs have been completed and damage charges are assessed, students will receive an invoice from housing.wsu@wichita.edu to their WSU email account outlining the charge(s) and the appeal process. A deadline for appeals of no less than 10 days later will be included in the email, and appeals will not be considered after that deadline. The Associate Director for Residence Life will research the appeal, consult with appropriate staff, and make a decision that remains final.

Appeals – Contract

Students who cancel their contract or have their contract terminated per the Housing & Residence Life Application/Contract will have the appropriate cancellation charges applied to their student account. Students have the right to appeal these charges through the HRL Contract Appeals Committee. Requests to appeal cancellation charges must be submitted within 90 days of the contract termination date. Appeals can be sent to Jenny Beyer at jenny.beyer@wichita.edu. The HRL Contract Appeals committee only meets once a month, and they review all appeals submitted prior to the meeting. All decisions made by the HRL Contract Appeals Committee are final and are not subject to additional review. Students who leave the University for reasons of graduation, exchange program, military duty, or other qualifying factors will not be assessed a cancellation fee, but will be responsible for room and meal plan fees while actively residing on campus, and any incidental charges incurred.

Contract Periods

Housing and Residence has adjusted its contract dates to align with the university's plan to discontinue in-person instruction after November 20th due to the COVID-19 pandemic. Students will only be billed for housing through the campus shutdown date of Nov. 20, unless a student chooses to stay after November 20th. Those who stay in student housing after Nov. 20 will be billed the extended winter intersession rate. See our Housing Rates webpage or the current contract online for more specifics regarding dates and rates. Spring semester is planning to operate normally, and residents are not charged extra for staying over Spring Break.

Contract Extensions

The only students who may remain in the residence halls after May 14th, 2021 are those students who are graduating at the conclusion of the Spring 2021 semester, students who have a confirmed summer 2021 housing contract, and athletes who have been approved to stay by WSU Athletics and HRL. Students should keep this in mind as they make plans for departing Wichita, including those students who need to secure flights out of Wichita.

Power & Parking Issues During Break Periods

The following procedures are in place in the unlikely event of a power failure or surge during one of the break

periods. If you leave for Thanksgiving break, winter break, or spring break: turn off the lights, unplug all of your appliances, empty your wastebaskets and close and lock your windows and doors. Residents are encouraged to unplug and clean your refrigerator before leaving for winter break and to leave the refrigerator door propped open to avoid molding. Residents who leave a car on campus during a break period should move their car to a lot that will not be affected by any parking restrictions due to athletic or other university events. If residents are unclear on these locations, they should contact Parking Services.

Check-Out Procedure – Mid-Semester

The procedure for checking out of your room is as follows:

- Prior to checking out, a contract cancellation form must be filled out through the Campus Housing portal on the myWSU website. Checking out without completing that form AND receiving approval from HRL may lead to additional fees/charges.
- Once your cancellation request has been approved, you can schedule a time and date to check out with your RA. Please give your RA advance notice of at least 24 hours to schedule.
- Remove all of your belongings from your room, bathroom, and common space.
- Clean your room by: throwing away trash; wiping off desks, dressers, shelves, and doors; vacuuming; and removing stickers and adhesive from all University property. The room must be empty and clean (to the point where a new resident could immediately move in).
- At the time of your scheduled checkout, your RA will meet you at your room to inspect it. Your RA will also collect your room key(s)/access card(s) at that time.
- Go to the WSU Housing website and complete the mail forwarding form. This will make sure all USPS-delivered mail gets routed to your new address. UPS, FedEx, and other private carriers must be notified by you directly to change your delivery address. After you have left, packages delivered by those carriers will be returned to sender.
- If you fail to check out properly, you will be billed accordingly. Some of the common charges are listed below; for a complete list see your RLC:
 - Improper check-out: \$50
 - Keys/fobs improperly returned or damaged: \$25 each
 - Temporary access cards improperly returned or damaged: \$25
 - Room not properly cleaned: \$60 minimum
 - Re-painting walls: \$90 minimum

Check-Out Procedure – End of Year

In the last two weeks of the spring semester, the procedure for checking out of your room is as follows:

- Information regarding changes to the checkout process will be distributed through mandatory floor meetings that will be hosted by your RA. This includes all information regarding signing up for checkouts.
- Schedule a time to check out utilizing the online process outlined in the floor meeting.
- Remove all of your belongings from your room, bathroom, and common space.
- Clean your room by: throwing away trash; wiping off desks, dressers, shelves, and doors; vacuuming; and removing stickers and adhesive from all University property. The room must be empty and clean (to the point where a new resident could immediately move in).
- At the time of your scheduled checkout, an RA will meet you at your room to inspect it. The RA will also collect your room key(s)/access card(s).

- Go to the WSU Housing website and complete the mail forwarding form. This will make sure all USPS-delivered mail gets routed to your new address. UPS, FedEx, and other private carriers must be notified by you directly to change your delivery address. After you have left, packages delivered by those carriers will be returned to sender.
- If you fail to check out properly, you will be billed accordingly. Some of the common charges are listed below; for a complete list see your RLC:
 - improper check-out: \$50
 - keys/fobs improperly returned or damaged: \$25 each
 - Temporary access cards improperly returned or damaged: \$25
 - room not properly cleaned: \$60 minimum
 - re-painting walls: \$90 minimum

Official Check-out

Check-out is officially complete after your room has a final inspection, all keys have been returned to the staff member, and the condition of the room has been verified in writing. The resident will be able to view their room inspection online. In cases of improper check-outs, this information will be kept on file at the Housing office.

Express Check-out

When checking out of your room you have two main options. You can do a traditional check-out with a Resident Assistant or another student staff member where you go through the room together and note the damages in the room. The second option is an express checkout. You can use this if you do not want to or feel the need to do the check-out with the RA. You can get this form from the information desk. (Note: if you choose to do the express check-out, you waive the right to contest charges that are assessed based on the cleaning needs or damage in the room).

Damage

You are responsible for all damages that occur in your assigned suite/apartment during occupancy, and you will be billed accordingly. While student staff members may go through a preliminary check-out with a resident, they are not authorized to assess final charges. All final charges will be assessed by an RLC. An example of final charges would be damages found in a common room after the last suitemate has left, and those charges would be split evenly between all suitemates unless one suitemate takes responsibility for the damage.

Community Damage:

All residents on a floor will be held responsible for damage made to the community space if the individual responsible cannot be identified. All residents will split the cost of the damage and be billed accordingly.

Consolidation

Consolidation requires single occupants who have contracted for a double or triple to move together during the period of the contract. Therefore, if a vacancy occurs in an assigned room/suite, the remaining resident agrees to accept another roommate as assigned, move into another room/suite if requested or pay the additional charges for single occupancy if sufficient space is available. Options depend upon availability at the time of consolidation. These moves must be completed in accordance with the dates and procedures established by HRL. Residents without roommates in these rooms are expected to stay within their contractually assigned space and must keep one half (or third for triples) of their room clean and ready at all times to receive a roommate. Failure to do so

will result in a single room charge from the time the vacancy occurred.

Interession Housing

Interession housing is available on a very limited basis for current residents for the timeframe between contract periods (such as between spring end and summer start contract dates; and between summer end and fall contract periods), who have a completed contract and room assignment for the forth-coming contract session.

Interession residents will be charged a prorated rent amount for their room, as these interession timeframes are not included within the contract term room costs. Please refer to the Contract Extensions section above, for short stay requests outside of the housing contract term. Shocker Dining is generally closed during interession periods.

Keys and Access Cards

When you move into the Housing & Residence Life facilities, you will be issued a key(s)/fob/card (depending on building and room type) to your room. You are responsible for keeping this key(s)/card with you at all times.

There is a charge for losing or damaging this key(s)/fob/card. Each resident will be issued a room access card or key according to the following guidelines:

- Residents of The Flats at WSU & The Suites at WSU will access the exterior doors, apartment door, and bedroom door with their Shocker ID. Temporary cards may be issued at the beginning of the semester and/or upon issuance of a new Shocker ID until Shocker ID Cards are properly registered. All residents agree that they will promptly report all lost or stolen Shocker IDs to the Shocker Card Center in the Rhatigan Student Center. In instances of lost or stolen cards, the resident will be responsible for obtaining a new Shocker ID.
- One programmed key fob will be issued to each Shocker Hall resident for access to their suite. All residents issued a fob will be required to sign an agreement stating that they will return this fob when they vacate. All residents also agree that they will promptly report all lost or stolen fobs. In instances of lost or stolen fobs, the resident will be issued a newly programmed fob at the resident's expense.
- One hard key will be issued to each Shocker Hall resident who has a private room within a suite. All residents issued a key will be required to sign an agreement stating that they will return this key when they vacate. All residents also agree that they will promptly report all lost or stolen keys.

Room Condition Inventory

Room Condition Inventories (RCIs) will be used to evaluate the condition of a room/apartment/suite in all residence halls. Whenever possible, HRL staff will conduct an initial evaluation of a space and record it on the RCI prior to a resident's move-in. Residents will then have the ability to review and add or make changes to the RCI based off their own evaluation once they have moved in. Residents will have 72 business hours to report any changes to their RCI to their RA or RLC once they have taken occupancy of a space. Any damages or issues not listed on the RCI after this time are considered the responsibility of the resident and will likely result in charges being billed to the resident accordingly. For damages in shared spaces (bedrooms, common rooms, bathrooms, etc.), the cost of a charge will be billed to all residents in the relevant space unless a specific resident takes responsibility for the damages.

Room Changes

Adjusting to living with another person is never easy. Your experience with your roommate will be beneficial as you learn important skills that will help you later in life. Make an effort to work out potential problems with your roommate. Your RA will be glad to help you with some of the rough spots.

If you would like to make a room change, first meet with your RA to discuss your situation. If a solution cannot be reached, at that time you may make an appointment with your RLC to discuss this room change process (note that a room change freeze is in effect for August 1 - 31 and the first two weeks of Spring Semester). If the RLC agrees that a room change is the best solution, they will assist you in making an appointment with the HRL Assignments Coordinator. Residents are responsible for all procedures involved in completing a room change. Residents who move without prior written approval from the Assignments Coordinator will be required to move back and will be charged \$25.00 per day, with a cap of 14 days, beginning from the time the move was possible and/or discovered until the resident moves back to their official assignment.

Students may request a room change beginning on September 1st. This includes requests for single rooms. The number of rooms available for single occupancy is limited but the Housing staff will accommodate you if possible. Changes to room types may alter room and/or meal plan costs, resulting either a balance or a credit to your student account suite. Changes in room assignments should be discussed with the RA and RLC before submitting a Room Change Request form online.

Note: due to expected high occupancy, residents seeking a room change should be prepared to not be able to move to their desired room type, especially single rooms. Residents with a high amount of flexibility will experience a more efficient room change process.

Roommate/Suitemate Agreements

The key to getting to know your roommate is communication. You cannot discover who your roommate is unless you talk. You will find it helpful to take some time right after you move in to sit down and learn about each other. You and your roommate will create a roommate agreement as a clarification of your discussion. It is required that each suite/apartment complete a roommate agreement on Roompact.com. It will be beneficial to have these on file in case issues arise throughout the year. Your RA will assist you with this process. Examples of topics to be discussed on roommate agreements include, but are not limited to:

- study time in the room
- visitation and guests
- cleaning the bathroom
- shower schedule
- cleaning the room
- use of stereo/television
- food in the room
- time for socializing
- use of each other's personal property
- space for clothes, etc.
- bed time and wake-up times

If you ever have concerns about your roommate, start by talking with your RA. If your concerns revolve around

your roommate's behavior and/or wellbeing, other helpful resources include using the University's [Reporting Behavior Concerns Guide](#).

Gender-Inclusive Housing

WSU Housing & Residence Life is committed to making each resident feel welcomed and included in our campus communities; including an environment welcoming to all gender identities and forms of gender expression. Students who need special accommodation due to gender identity/expression should contact Housing & Residence Life either through the application process or by directly contacting our office.

Please note that:

- The request will be handled through a confidential process and staff will not ask for more information than is required to meet students' housing needs.
- Placement priority will be given to students who notify our office before April 1 each year and who require accommodations based on their gender identity/expression.
- Later requests will be handled as appropriate spaces become available.

Possible housing accommodations could include:

- Living with a preferred roommate.
- Living in a single room with a private bathroom.
- Having HRL staff seek out possible roommates who would be supportive

We recognize that some students may have a preferred name/nickname different from their birth certificate name and we know that using one name or the other may pose different safety concerns in certain circumstances. Students will be asked to provide a preferred name/nickname. However, please note the following circumstances in which housing staff will use each name:

Birth Certificate Name: all external communications, such as mailings sent to your home

Preferred Name: all internal communications, such as when you speak directly to Housing staff or when RA's make nametags to put on your door (as long as the RA is aware), we will use your preferred name.

Providing your preferred name or nickname is also important if you intend to have mail/packages delivered to your hall as we can only deliver mail to you if the name on the mail matches what we have in our system. Providing this information to HRL will help ensure that our records are accurate and that we get mail to you in a timely manner.

If you have questions, please contact:

Jenny Beyer
Assignments Coordinator
316-978-6734
jenny.beyer@wichita.edu

Or

Mandie Craven
Associate Director for Business Operations
316-978-3692
amanda.craven@wichita.edu

If a student has a conflict with a roommate because of their gender identity and/or expression they can utilize their RA as a resource. If the student should need further help, they can see their Residence Life Coordinator. RLCs are full-time, professional staff members. All Residence Life staff have taken part in training specifically on gender

identity/expression issues provided through Wichita State's Office of Human Resources. Another resource available is the staff at the Office of Diversity and Inclusion, located in the Rhatigan Student Center. Should a student ever experience bias on campus, they are encouraged to submit a Bias Reporting Form found at https://cm.maxient.com/reportingform.php?WichitaStateUniv&layout_id=7 in addition to reporting the incident to a staff member.

Summer Living

During the summer months, Housing & Residence Life plays host to numerous camps and conferences, in addition to housing residents who lived in HRL facilities spring semester of the same year and/or are taking a summer class. Shocker Dining, the RSC, Information Desks, Groundhouse Coffee Shop, and the Game Room/Clubhouse may operate under different hours during the summer months. Conference Assistants (student workers) will work with residents to plan activities and provide individual assistance and support.

SERVICES AND AMENITIES

Accessible Rooms

The accessible rooms in our residence halls have been designated specifically for persons in wheelchairs or for persons with other accessibility needs. These rooms are equipped with roll-in showers, assist bars in the restrooms, and maneuvering space for wheelchairs. The heights of appliances, cabinets, and light switches have been adjusted for persons in seated positions. If you require special accommodations, please contact the HRL office so arrangements can be made.

Cable Television Service

Extended cable television is provided in each student room within Shocker Hall. This cable service is provided to all residents as a part of their established room rates. Additional premium cablevision services: HBO, Showtime, etc. must be arranged through Cox Communications and are the responsibility of the resident. Illegal tapping into existing cable lines is monitored, and any student found responsible for doing so will face disciplinary action and will be charged for repairs and reported to the proper authorities. Maintenance problems with the cable television service should be reported to Cox Communications at 316-262-0661.

Cable boxes, cable box remotes, and coaxial cables will be provided for each bed in Shocker Hall (only 2 box sets in tripled-double bedrooms and doubled-single bedrooms) and should not be damaged or tampered with by anyone. Residents should expect to be billed in excess of \$60 if these items are not present at the end of the year. If these items are missing upon move-in, residents are expected to indicate this on their RCR and notify their hall's RLC immediately.

Cable television service is not provided in apartments/suites in The Flats at WSU or The Suites at WSU. Residents of The Flats at WSU and The Suites at WSU may wish to seek out streaming live television services such as PlayStation Vue, DirecTV Now, Sling TV, Hulu + Live TV, etc. at their own cost. Streaming services such as Netflix, Hulu, HBO Now, etc. are also popular among residents. The Flats at WSU Clubhouse and The Suites at WSU Media Room have subscriptions to DirecTV for the enjoyment of residents in those communities.

Community Kitchens

Small kitchens are located each of the five LKLs (Lounge Kitchen Laundry facilities) in Shocker Hall. The LKL of each floor is located on that floor in Building C. Residents are responsible for cleaning the kitchen and any utensils they use. HRL is not liable for any resident items left in an LKL, including in the community fridge.

Large community kitchens are available in The Flats and The Suites for the residents of those communities. Residents are responsible for cleaning the kitchen and any utensils they use. HRL is not liable for any resident items left the kitchen, including in the community fridge. LKLs and community kitchens may be subject to security video recording.

Custodial Service

The Custodial staff is employed to clean and maintain public areas. These staff members clean lounges, hallways, stairwells, laundry rooms, public restrooms, and other common areas. However, it is expected that residents will clean up after themselves in these common areas in order to help promote a clean living environment. Cleaning

supplies for residence hall rooms are provided and may be checked out at the Information Desks. Should a resident elect to hire a cleaning service, the resident must accompany the service staff members at all times while in WSU residence halls.

Elevators

The elevators in the residence halls are provided for the convenient transportation of students and staff members. Please report any elevator problems to the Information Desks or to a staff member. Do not try to fix the elevators yourself. Students who attempt to fix the elevators, tamper with them in any way, or purposely overload an elevator will be charged for any servicing or damage repair needed and will be subject to disciplinary action. Elevators may be subject to security video recording.

Should you become stuck in an elevator, do not panic! Do not force the doors open or try to fix the elevator in any other way as such action will damage the elevator. If you cannot close the doors or if they close and refuse to open, press the alarm button and keep it pressed continuously until a staff member arrives to help you. Never use elevators during a fire alarm, because during a fire the elevator shafts act as chimneys. Students with accessibility needs during a fire alarm should report to an area of refuge and contact the University Police Department.

Food Service

Food service is provided by Chartwells and ran by a Director of University Dining Services. Shocker Dining and the Groundhouse Coffee Shop are coordinated by a Dining Services Manager. Chartwells works very hard to meet needs for individuals and groups with special diets for medical or religious reasons. Residents requesting an accommodation to the meal plan (either full or partial reduction), may submit a Meal Plan Accommodation Form through the HRL website. Your request will be forwarded to the Director of University Dining Services for review, and possible consultation of how Chartwells can best meet your dietary needs. This staff welcomes your input. They make themselves available during meal hours and would enjoy talking with you. You may also share your ideas and comments by using the comment board in the cafeteria or by taking part in other open forum discussions that will be hosted by Chartwells.

If you wish to change your meal plan, you must do so by advertised dates. Some restrictions apply. Please do not request more than one change each semester.

Game Room/Clubhouse/Media Room

The game rooms in the Residence Halls are open to the residents of their assigned building and their guests only. Only residents can check out equipment at each information desk and they must provide their Shocker Card as identification.

Grounds

Housing & Residence Life's Facilities team maintains the grounds around the residence halls.

- **Lawn:** Since it is necessary to mow the lawn as part of maintaining the grounds, please store personal items inside the halls at all times and ensure bicycles are not left on the lawn.
- **Snow Removal:** HRL staff removes snow from all the grounds around the residence halls and sidewalks.

Information Desks

The Information Desks exist to assist you. Desk Assistants answer questions, take phone messages, assist residents in filling out maintenance requests and checking out temporary keys/cards, cleaning supplies, cooking supplies, recreation equipment, and other items. Cleaning supplies must be returned within one hour. Please be aware that a late charge may be assessed for temporary keys/cards and other items not returned on time. These charges will be assessed to your University account. Desk hours vary in each building and will be posted at each desk and on the HRL website.

Internet Service

Wireless internet service is available throughout WSU residence halls for residents and their guests, using the university's standard "WSU Secure" and "WSU Guest" networks. Gaming and streaming devices may connect to the WSU Guest network, but please note that not all devices are guaranteed to connect. The wireless networks are serviced by WSU's Information Technology & Telecom departments.

Wired internet service is only available in resident spaces in Shocker Hall. The Media Room in The Suites at WSU offers wired connections for specialized eSports events.

Laundry Facilities

The laundry rooms in Shocker Hall are within the five LKLs. All laundry machines are card or coin operated. The cost to wash one load of laundry is \$1.25. The cost to dry one load of laundry is \$1.00. If you lose money in a washer or dryer, notify the Information Desk Assistant by visiting the Information Desk. Do not attempt to repair any malfunction yourself. Report all malfunctions to the Information Desk.

A washer and dryer is provided in each apartment in The Flats and each suite in The Suites, the costs of which are included room rates. Any malfunctions with either machine should be reported immediately to the Information Desks.

Lock Outs

If you lock your key/card in your room, obtain a temporary access card/loaner key from the Information Desk (or if the Information Desk is closed, the RA on duty). You will be expected to present proof of identity. The resident will be charged \$10.00 for each lockout. Failure to return a temporary access card/loaner key within the time specified at issuance will result in a minimum of a \$25 charge. Residents should never give their key/access card to other residents or their guests. Disciplinary action will be taken if keys/cards are used inappropriately.

Lost Keys – Replacement – Shocker Hall

If you lose your fob, keys and/or temporary access card, be sure to notify the Information Desk or RA staff immediately. Lost or damaged keys, fobs, and temporary access cards cost \$25.00 each to replace.

Lost Keys – Replacement – The Flats at WSU & The Suites at WSU

Shocker ID Cards control access in The Flats at WSU; therefore, residents must visit the card office in the Rhatigan Student Center to obtain a new Shocker ID Card if a resident loses theirs. The Shocker Card Office sets fees for replacement ID cards.

Lounges

In Shocker Hall, lounges are located in the five LKLs, as well as in open areas around the building. Several open

lounge areas are also present throughout The Flats at WSU & The Suites at WSU. Depending on the type of lounge, they are used as study, television, and social areas. Floor lounges are to be used for residence hall-related meetings; they should not be used for any other type of meeting unless approved by the Residence Life Coordinator. Please keep televisions and noise at a reasonable volume. All lounge furniture must stay in the lounge and should not be removed. Residents will be assessed a minimum moving fee of \$25.00 if lounge furniture is found in their room and disciplinary action may be taken. Residents are responsible for cleaning lounge facilities and for returning furniture to its proper place after using a lounge. Residents are not to be sleeping in the lounges as it prevents other residents from using the space.

Mail Service

Two of the three residence hall Information Desks offer mail service for residence of all three halls. Shocker Hall residents will receive their mail at Shocker Hall, while residents of both The Flats & The Suites will receive their mail at The Suites. Mail is delivered Monday through Saturday. An email to your @shockers.wichita.edu email will serve as notification that you have received a package or registered mail ready for pick up at the relevant Information Desk. Please note that the delivery time/notification from any shipping carrier does not reflect the actual availability of your mail/package, as HRL staff must sort and log all mail/packages upon delivery. Residents will be required to present their physical WSU ID card when picking up packages or registered mail. Mail/packages can be picked up during normal Information Desk Hours.

Mail cannot be delivered to non-residents. Mail must be addressed to the resident receiving the mail. Mail will not be given to any other individual. Packages will be held for 14 days before they are returned to sender. HRL cannot forward packages, meaning all unclaimed packages will be returned to sender.

After the end of the spring semester, or whenever a resident permanently leaves on-campus housing, first class mail will be forwarded for up to 30 days (or in accordance with postal regulations) if the resident leaves a forwarding address when he/she checks out of the building. Non-profit mail, pre-sorted standard mail, magazines, and newspapers cannot be forwarded. Please note that you cannot leave the address of a friend living in HRL as a forwarding address. If you do not leave a forwarding address, your mail will be returned to sender. Remember to contact all creditors and companies with your change of address before you move, as many package distributors will not allow us to forward packages, and they will therefore be returned to sender.

Maintenance Service

The maintenance staff makes repairs to the facilities as needed and performs preventive maintenance operations. Please report problems that you observe in your room and public areas at your Information Desk. The Information Desk Assistant will assist the resident in filling out a maintenance request. Routine maintenance and repairs will be completed during regular business hours. Facilities staff members will leave a notice in the room indicating work has been performed if done while no residents are present. If, after a reasonable period of time, you do not see improvement in a maintenance problem you reported, notify your Residence Life Coordinator.

In the case of emergency repairs, contact the RA on Duty or the Information Desk. Emergency repairs, as determined by the HRL staff person or Facilities personnel, will be completed as soon as possible. Residents may submit a Maintenance Request Form to have their beds bunked/lofted by the Maintenance Staff, but may be subject to a fee to do so. Residents are NOT to bunk/loft the beds without assistance from WSU maintenance staff. Please note, during openings, the maintenance staff will respond to bed bunking/lofting requests as soon as

possible. Their immediate concern will be other maintenance issues as they arise.

Meeting Rooms

The multipurpose room in Shocker Hall are used primarily by HRL staff and the hall's activity council. HRL will establish guidelines for use of these rooms for HRL sponsored activities. Other areas around the building, such as floor lounges, cannot be reserved.

When rooms are not being utilized for HRL sponsored activities, they are available for use by residents on a limited basis in compliance with the following general guidelines. More specific guidelines are available through the RLC.

- A WSU professional staff member or a Resident Assistant of Shocker Hall must reserve the room and assume full responsibility.
- The individual reserving the room will be held responsible for ensuring that all instructions and guidelines concerning room use are followed. HRL reserves the right to deny room use to individuals or to any member(s) of the groups represented by individuals who fail to follow the set guidelines and instructions.
- The individual reserving the room will be held responsible for cleaning and returning furniture to the designated floor plan. This individual will be charged for any needed cleaning, repairs, furniture arrangement, or property replacement.
- Noise must be kept to a minimum at all times.
- Events catered by anyone other than Chartwells are not permitted unless the amount of food and beverages combined is less than \$100. A Shocker Hall RLC must clear any event with food or beverages.
- University and Housing policies relating to visitation, alcoholic beverages, drugs, and gambling apply and will be enforced in all meeting rooms and resident rooms.
- Conduct of participants must not interfere with the normal functioning of the hall.
- The HRL Shocker Hall Conference Room is not available for non-HRL related purposes.

The Flats does not have any meeting rooms available for reservation.

The Suites has a Media Room available for reservations on a very limited basis, similar to the guidelines for Shocker Hall. The Media Room is wired with Ethernet connectivity for events like eSports (though not all ports may be active at all times). Reservations for this space must be made through The Suites at WSU Information Desk and are subject to approval by the Residence Life Coordinator.

Table Space

If an organization wants to table in a residence hall lobby, they must reserve this table through the building's RLC. They must be a recognized student group or affiliated with WSU in order to use the table and they have received approval from the appropriate Residence Life Coordinator. If an individual wants to table in Shocker Dining, they must contact Jamie Kraisinger with Chartwells at Jamie.Kraisinger@compass-usa.com to begin the reservation process.

Pest Control – General

Unless otherwise noted, Pest Control services are provided free to the resident. Routine inspections as well as spraying assist in creating a pest-free environment. To assist HRL in keeping your space and the facilities pest-

free, please follow the procedures outlined. Your assistance is not only helpful but is required. Your responsibilities with regard to pest control are outlined as follows:

Student Responsibilities:

1. If pests of any kind are suspected in your room, it is your responsibility to report the suspected infestation immediately to the Information Desk, an RA, or directly to the Office of HRL at 316-978-3693.
2. As a resident, you are expected to comply with any instructions from the HRL Office including, but not limited to, the preparation of your living space for investigation, treatment and monitoring of pests; and/or the temporary or permanent reassignment of housing.

Preventive: All rooms are sprayed for pests on a routine basis. Residents are notified by email 24 hours prior to routine spraying. This is generally completed each semester and NO room will be exempt.

If an attempt is made by the exterminator to treat a room and the resident refuses to allow entry, the resident will be assessed a fee to have the exterminator reschedule. In the event that a resident does not empty his/her cabinets for the exterminator, the resident may be charged for any additional extermination call-outs made. If medical problems exist that prohibit you from having your room sprayed, a letter from your physician must be sent in advance to HRL's Associate Director for Facilities for approval.

Mandatory: Mandatory spraying in a building, floor, or area may be necessary on occasion when a particular problem with insects exists. Cockroaches, for example, are scavengers and are capable of transmitting diseases such as dysentery, typhoid fever, and cholera. When a problem exists with such pests, it may be necessary to spray every room in the area to prevent the roaches from migrating to untreated residence hall rooms. The residents will be notified by email 24 hours prior to the treatment. Mandatory spraying requires that each resident remove all belongings as indicated below:

- Remove all items from the kitchen cabinets.
- Remove all items from under counters.
- Remove all items from under the kitchen and bathroom sinks.

It is imperative that the resident follows the specific instructions as outlined by HRL and that the resident permits entrance to the room even in her/his absence.

Pest Control – Bed Bugs

We recommend that you take preventative measures to minimize the chance of a bed bug infestation. Bed bugs are brought into our facilities by residents and guests. They move from room to room via residents, guests, furniture, and clothes. If there is any question regarding the condition of your room or your furniture and whether or not it is infested with bed bugs, please contact your Information Desk, Resident Assistant (RA) or the HRL Office to arrange for a free inspection from our pest control services. Furniture to be inspected should be sealed in a plastic bag, and remain sealed until inspected and cleared by a pest control expert. Large plastic bags can be obtained at the Information Desk. The following is a list of steps you can take to help reduce your risk of being exposed to bed bugs.

- As a resident, you are not to bring any stuffed furniture thicker than 3 inches into the housing facilities.
 - This includes bedding, mattresses, mattress toppers, etc.
- When traveling, inspect your sleeping accommodations and luggage for bed bugs. Do not stay where bed

bugs are present. This includes some apartment buildings surrounding WSU in Wichita.

- Items stored under your bed should be in plastic, “bug proof” containers.

If you believe you have bed bugs:

1. HRL will have our pest control service company inspect, monitor and treat any room suspected of having any kind of pest.
2. If a room is confirmed to have bed bugs, the room will be treated. Depending upon the severity of the infestation, and space availability, you may or may not be temporarily relocated during treatment. Whether or not you are relocated, and to where, is solely the decision of HRL.
3. If you are temporarily relocated due to bed bugs, you will need to follow our established procedures for the treatment of your clothing and other personal belongings. We may require the disposal of infested furniture/mattresses, the purchasing of specific plastic encasements for your items or the laundering of all clothing. You will be informed of all available options at the time of treatment as well as the anticipated cost associated with disposal or mattress encasements. You will not be charged for any pest control services or on-going treatment and monitoring of your residence as long as you follow established procedures.
4. With regard to compensation during your temporary relocation, it is at the sole discretion of HRL whether or not any compensation will be offered to you. There will not be any compensation for items that need to be discarded due to infestation.
5. Per section VIII.B of the Room and Board Application/Contract titled: UNIVERSITY RESPONSIBILITY, PROPERTY: “The university is not responsible for theft, loss, or damage to resident’s personal property, including, but not limited to loss from fire, flood, tornado, windstorm, earthquakes, winter storms, or bug infestation.... When a safety hazard or threat exists to other residents or to university property, as determined by the Director in his/her sole discretion, the university reserves the right to require immediate removal of a resident’s personal property from the residence hall.” This provision includes loss of property due to bed bug infestation. You will not be reimbursed for property that cannot be treated and must be destroyed or permanently removed from the residence. However, most items are treatable and if the infestation is confirmed early enough, most items are salvageable.
6. Regardless of whether or not you have a confirmed case of bed bugs, permanent room changes are permitted so long as space is available and the room change follows our standard policies and procedures. However, if your room is infested with bedbugs, your belongings will need to be treated before they can be moved to another residence and you will need to follow our established procedures for their treatment.

With the proliferation of travel, bed bugs are going to continue to be a persistent pest. The best way for us to eliminate this pest is to be proactive about the choices we make. A five-star hotel can have bed bugs just as easily as your friend’s apartment off-campus, so being careful about where you choose to sleep and what you choose to sleep on, is as equally important as the immediate reporting of bugs or bites to HRL for investigation.

Study Areas

The study rooms in both Shocker Hall and The Flats at WSU are open 24 hours /day as a study area for residents. Since the purpose of the study areas is to promote an environment conducive to studying, talking must be kept at a minimum in the study room. Anyone disturbing other residents will be asked to leave the study area. These spaces are utilized on a first-come, first-serve basis and cannot be reserved.

Vending Machines

Snack and beverage machines are located in the lobby of Shocker Hall, the C3 LKL in Shocker Hall, and community spaces in The Flats at WSU and The Suites at WSU. Please report malfunctions to the Information Desk; do not attempt to fix it yourself. Refunds for money lost in the vending machines may be obtained through Shocker Sports Grill and Lanes by calling the number located on the front of the machine.

SAFETY, SECURITY, & EMERGENCY INFORMATION

In case of any emergency situation on HRL property, notify your RA, RLC, or Information Desk. If the situation warrants, call the University Police Department at 316-978-3450 or 911. Students are encouraged to register for the WSU Rave Alert System to receive e-mails and text messages notifying them of severe weather and on-campus emergencies. This service is available for sign up through the *myWSU* online portal. The scrolling marquee located in each building will also notify students of severe weather and on-campus emergencies. Students are expected to follow the instructions of all HRL staff as well as University staff/responders.

Bomb Threat

If notified to evacuate, exit quickly and quietly and move at least 400 feet from the building. Follow the instructions of staff members and emergency personnel.

Chemical Safety

Used motor oil, antifreeze, turpentine, or oil-based paint may not be disposed of on the ground or in the University dumpsters. They should be disposed of at the Household Hazardous Waste Facility at 801 Stillwell, Wichita, KS. Hazardous materials may be taken to the location Tuesday through Friday between 9 a.m. and 5:00 p.m. or on Saturday between 9 a.m. and 3 p.m. You may contact the facility by calling (316) 660-7464.

Emergencies On or Near Campus

The signal for weather emergencies is a loud, steady pulsating sound that continues for several minutes. All classes will be dismissed. Persons on campus should tune to any local radio station for information and instructions. Persons may also refer to the Emergency Management website: www.wichita.edu/emergency. Persons not on campus should not come to campus.

Missing Person Contact Information

Pursuant of the Higher Education Opportunity Act of 2008, Housing & Residence Life must advise every student who lives in on-campus student housing, regardless of age, that he or she may register one or more individuals to be a contact strictly for missing persons purposes. The contact person can be anyone. Students must be provided this option even if they have already identified a general emergency contact. A student may identify the same individual for both general emergency contact purposes and missing persons purposes, but WSU will not assume that a general emergency contact is also the missing person contact. Students will be offered the option to provide both emergency contact information and missing person contact information annually through the housing application process. If a student wishes to add or change this information at any time throughout the year, they may contact the Housing Office at 316-978-3693 or via email at housing.wsu@wichita.edu.

Fire

If you become aware of a fire in the building, follow these directions:

- Activate the fire alarm and call the University Police Department (316-978-3450 or 911 from any campus landline). Contact a staff member as you leave the building.
- Please use the stairwell closest to your room and exit the building immediately as required by state law.
- Any time you hear an alarm, exit immediately and quickly move at least 400 feet from the building. Follow all instructions from staff members (RA, RLC, and others) and rescue personnel.

- Remain outside until staff members give the signal or rescue personnel to return to your room.
- If you encounter heavy smoke in an area, exit another way if possible. Staying low or putting a towel over your nose and mouth will help you minimize smoke inhalation.
- Never use elevators during a fire. The shafts act as chimneys. A malfunction could trap you.
- If you become trapped in a room, report or signal your location by calling the University Police Department (911) or by waving or calling to fire fighters. Jamming wet towels or clothing under doors, keeping a wet towel or clothing over your head, and staying low may help you avoid smoke as you await rescue.

Residents must obey all fire regulations. Failure to evacuate a hall when an alarm sounds for any reason represents grounds for disciplinary action. Residence Life staff and the University Police reserve the right to enter student rooms to locate the source of the problem and to ensure that everyone has evacuated the building.

Each semester, two planned fire drills will be scheduled. HRL will schedule all planned fire drills during business hours, except when required by law to be outside these hours. This will provide an opportunity for residents to practice evacuating the building. All alarms that sound should be treated as a potentially life-threatening situation.

Smoke Detectors:

Smoke detectors, provided for your safety in each room, should not be tampered with, covered, or disconnected. Smoke detectors become activated when too many combustible particles accumulate in the air. A loud, high-pitched noise will alert you and allow you time to reach safety. If your smoke detector goes off repeatedly when there is no fire or makes other unusual noises, please contact the Information Desk. It will be checked to determine if the unit needs to be adjusted or replaced. The WSU Fire Marshall is responsible for checking the general operation of the smoke detectors on a regular basis.

Illness or Injury

Contact a HRL staff member for assistance in case of illness or injury. Obtain emergency assistance or transportation to a hospital by calling the University Police Department (316-978-3450) or by calling 911. HRL staff members are not permitted to transport students.

Safeguarding Possessions

Residents should use discretion about leaving large amounts of money or objects of great monetary or sentimental value in their room. Residents are expected to lock their rooms at all times. Wichita State University does not assume responsibility for the loss or damage to personal property due to theft, fire, water, or any other reason. Residents are advised to carry personal property insurance (renter's insurance), or check with family members to see if their homeowner's or renter's insurance policies has a "students away at college" clause. Residents should report any theft that occurs on HRL property to their RA, RLC, and to the University Police Department. HRL has a limited number of safes available to rent for a nominal fee.

Security

Several measures have been developed for your protection. Emergency Exit doors are generally locked and alarmed 24 hours each day. Residence hall entrances other than the main lobby entrances are locked 24 hours a day. Main lobby doors are unlocked during regular business hours and monitored by the desk staff. RAs and UPD officers walk the residence halls and parking lot areas on a regular basis.

All visitors must be escorted by a resident or staff member at all times. If you see an unescorted non-resident (guest or stranger), note their behavior and appearance and contact HRL staff immediately. Unescorted visitors will be asked to leave HRL property.

Please be aware that security depends on you. Do not allow people to walk through doors behind you unless you are sure they are residents. In addition, the accessible button should not be used to open doors unless absolutely necessary. Unwanted visitors may enter when this door is opened. Please take responsibility in closing common area windows on the first floors. This reduces the temptation of outside intruders. Report any strangers to a staff member or the University Police Department immediately.

Individuals who misuse personal protection devices will be referred for disciplinary action. Residents who tamper with alarms or locks, prop doors open, assist others in gaining unauthorized entry into the residence halls, or endanger the safety of residents will be referred for disciplinary action.

Severe Weather

When you see a funnel cloud, hear the tornado siren, or receive directions from HRL staff, move to the bottom floor or lowest floor of the building and/or designated shelter areas. Stay away from glass windows or doors, and protect your face from flying debris. Stay in designated areas until HRL Staff give the “all clear”.

During emergency situations, residents and guests are required to move to the designated shelter areas. If you choose not to go to these locations, you will be required to leave WSU property until WSU Police give the “all clear”.

Traffic Regulations

All members of the University community will be held responsible for reading, knowing, and complying with all traffic regulations. Outlined below is general information on WSU Traffic Regulations. Current and complete WSU Traffic Regulations are available at the University Police Department.

Motor Vehicles: Each motor vehicle operated or parked on University property by any student, faculty member, staff member, or visitor must be registered with a valid WSU parking permit. Special permits are distributed by HRL during move-in to all residents.

Bicycles: The University encourages and supports the use of bicycles as a means of transportation on campus. Bikes on HRL property must be registered with HRL and stored on the bike racks provided outside your building. HRL will provide the registration information to the Wichita State University Police Department, and provide residents with registered bikes a registration sticker.

Bicycle racks are available at all residence halls and must be used to secure bicycles outside. Bicycles shall not be parked in stairwells, stairways or chained to shrubs, trees, fences, railings, signs, or lamp poles. This includes the courtyard fence and gate at The Flats at WSU. Bicycles, unicycles, and the like are not permitted to be stored inside any residence hall.

Motorcycles: Motorcycles and mopeds must be parked in parking spaces. They are not permitted on sidewalks or

grassy areas. Due to fire safety regulations, gasoline-powered motorcycles/mopeds are not allowed inside any building at any time.

Skateboards/Roller Skates/Roller Blades/Scooters: The use of skateboards, roller skates, in-line skates, roller blades, scooters, or other skating devices on campus is limited to paved right-of-ways; they shall not be worn inside any University building and/or shall not be used for skating on any steps, retaining or landscape walls, benches, handrails, or for stunts of any kind. Hover boards are not permitted to be used or stored on the WSU campus.

Vaccinations

The Department of Housing and Residence Life requires each resident living within university housing facilities to submit documentation of receipt of a Meningitis Vaccination on or after the applicant's 16th birthday. Receipt of documentation is due within fifteen (15) days of occupancy of university housing facilities. A waiver for students with medical, religious, or other exemptions pertaining to immunizations may be available. Please contact Student Health Services at 316-978-3620 for information on how to request a waiver form. Residents who do not submit documentation of a receipt of the Meningitis Vaccination or obtain a waiver from Student Health Services by the deadline shall be referred to the Director for Student Health Services.

RESIDENCE HALL POLICIES AND PROCEDURES

Any resident who engages in any specifically prohibited act (as outlined in this Handbook or in the [WSU Student Code of Conduct](#)), encourages/enables other residents to do so, and/or is present when violations are occurring, will be subject to disciplinary action and referred for legal action as appropriate.

Some regulations are necessary to promote safety and security in the residence halls. Wichita State University assumes no liability except as specifically provided by law. University administrators consider the safety of residents to be an ongoing concern and have developed the following policies with safety and security in mind.

This section outlines the Housing & Residence Life policies and procedures. These policies are a supplement to the [Wichita State University Student Code of Conduct](#). This means the following policies are in addition to the policies laid out in the WSU Student Code of Conduct, and residents must comply with the policies of both documents. Residents also agree to all policies and regulations as stated in the Housing Contract Terms and Conditions.

Alcohol & Other Drug Policies

Many of the policies in this section are confirmation of policies outlined in the WSU Student Code of Conduct and an explanation of HRL's response. For full policies regarding alcohol, tobacco, illegal substances, etc., please review the [WSU Student Code of Conduct](#).

Alcohol

No alcohol is allowed to be in the possession of or consumed by any individual in Shocker Hall, The Suites, or The Flats, regardless of age. Any evidence of use or possession will be considered a violation of the alcohol policy. The university reserves the right to confiscate and dispose of alcoholic beverages and/or containers found on the premises. Brewing equipment is similarly prohibited. Residents found to be hosting guests with alcohol present should expect to receive more severe consequences during the conduct process.

Alcoholic Beverage Containers

Rooms may not be decorated with alcoholic beverage containers. This includes, but is not limited to: shot glasses, using an alcoholic beverage container as a flower vase or using an alcoholic beverage bottle as storage for coins. The university reserves the right to confiscate and dispose of alcoholic beverages and/or containers found on the premises. Brewing equipment is similarly prohibited.

Illegal Substances

By definition, illegal substances such as marijuana and other drugs are not permitted in HRL facilities, including paraphernalia. Suspected possession and/or use of these substances in HRL facilities will likely lead to immediate UPD involvement.

Prescription Medication

Prescription medications other than those prescribed to and in possession of the resident are prohibited in HRL facilities. Residents or guests found in possession of medications not prescribed to them should expect involvement from UPD.

Shared Responsibility – Alcohol & Other Drugs

All students in a room or area where an Alcohol & Other Drug policy is being violated will be held responsible for behavior or objects in the area, even if they are not engaging in alcohol consumption. For example, if a student or resident is present in a room where underage possession or consumption of alcohol is taking place, but is not consuming or possessing them self, the student should immediately confront the behavior and/or leave and report the incident. Allowing others to consume alcohol in the room, allowing the collection of empty containers, or storing alcohol in the room for others are also violations of the alcohol policy.

Tobacco and Paraphernalia

HRL buildings are smoke-free, just like every building at WSU. Reference University [Policy 11.11 Tobacco Free Campus](#). Any evidence of use related to electronic cigarettes or smokeless tobacco products will be considered a violation.

Noise

One of the primary rights of students in the residence halls is the right to study in one's room free from undue interferences. Thus, noise and other distractions that inhibit the exercise of others' rights are strictly prohibited.

Courtesy Hours

Courtesy hours are in effect at all times in all HRL communities. This means that stereos, speakers, radios, televisions, and other equipment should always be played at moderate volume. Residents should refrain from making loud noises in their rooms, the hallways, and other public areas at all times. Remember that residents often try to study or sleep before quiet hours begin and they deserve your courtesy.

Quiet Hours

Quiet hours have been established to provide a suitable atmosphere for residents as they study, prepare class assignments, sleep, and enjoy some solitude. Quiet hours are in effect from 10:00pm until 8:00am. Sunday through Thursday, and from 12:00am until 8:00am Friday and Saturday. During finals week, all buildings observe 24 hours of quiet. While quiet hours are in effect, no noise should be heard outside your room. You should refrain from conversation or noise in the lounge areas, common kitchens, and LKLs. Noise in the courtyard area and parking lots should not unduly disturb others. Please understand that the lack of quiet hours at other times is not an endorsement of chaos. Residents are expected to show consideration for the needs of others at all times and uphold courtesy hours.

Excessive Bass

As a means of noise prevention, the use of bass must be closely monitored due to the vibration that it causes in a residence hall environment. Residents and HRL Staff reserve the right to request bass be turned down or off. Continued issues of excessive bass, regardless of time of day, may result in disciplinary action.

Noise Outside the Residence Halls

As noise outside the residence halls can affect students' abilities to sleep or study, noise outside the hall should be kept to a minimum. Directing speakers from windows or balconies outside of resident spaces is not allowed. This includes the Shocker Hall and The Flats at WSU courtyards except for approved events. HRL Staff and/or UPD

Officers may confront residents if they are talking loudly outside the building, yelling out or up to windows, directing noise outside of their spaces, or disturbing residents of the hall.

Enforcement

It is important that each resident assume some responsibility for enforcing quiet hours and courtesy hours. You should make every effort to talk with your neighbors in a polite, tactful manner when they do not realize they are disturbing others. They will appreciate you coming to them rather than immediately contacting a staff member. When you encounter residents who will not cooperate with your requests to reduce noise, be sure to contact the staff member on duty or the Information Desk. The HRL staff member will work with you to resolve the situation by helping you explore options and by helping you develop your communication and confrontation skills.

Guests

Guests

In order to preserve the atmosphere and security of the residence halls, guest policies have been established. Violations of any of the provisions of the policies concerning guests may subject any resident involved in the violation to suspension of guest privileges and to other disciplinary action. Residents are responsible for all actions of their guests. Additionally, residents and their guests are expected to cooperate fully with HRL Staff and to treat them with respect. Residents and guests who are unwilling to do so may have their visitation privileges revoked and appropriate disciplinary action will be taken. All guests 16 years or older must have a picture ID with them at all times while in the residence halls. Individuals living in single rooms must also abide by guest and overnight guest policies. HRL reserves the right to restrict residents from having guests.

Housing is making a change to its guest policy for the 2020-21 academic year due to the COVID-19 pandemic. Each resident will be limited to having **a maximum of 2 guests** in their room/apartment at any given time. This is to ensure that we are following the social distancing and gathering size limits in place by our County Health Department.

Disclaimer for Guest Policy

Due to COVID-19, this is a complex, challenging, and fluid situation which continues to evolve rapidly. All information discussed in the Guest Policy is subject to change as deemed necessary by Housing and Residence Life in accordance with guidance and recommendations issued by federal, state, and local public health and government officials.

Any changes made to the guest policy will be sent out to your @shockers.wichita.edu email account and will also be posted on all exterior doors of the residence halls.

Please keep in mind, that at all times you are responsible for your Guest and their behavior in the residence halls.

Implied Consent

Students are responsible for all activities that occur in their residence hall room. By allowing the existence of behaviors or items that violate Residence Life or University policy, students demonstrate an implied consent for the violations. As a result, students are responsible for taking an active role in ensuring that inappropriate behaviors or items do not exist in the residence hall room. Residents should report behaviors or items that violate

residence hall or University policy to a staff member. Passive participation in events that violate the Student Code of Conduct or the policies in this Housing handbook will be viewed as a policy violation.

Visitation

All residence halls have 24-hour visitation privileges: however, non-residents staying in the building after 2:00 am must abide by the following conditions:

- The host's roommate and suitemate(s) must agree to have a visitor in the room.
- A resident may have a maximum of two overnight guests in any 24-hour period.
- A guest may stay a maximum of three nights within a 30-day period, unless the Residence Life Coordinator gives special permission for other arrangements.
- Guests must abide by the same rules that apply to the residents. They will be asked to leave immediately if they violate any rules.
- Residents must accompany their guests at all times and are responsible for the behavior of their guests. Residents should never give their keys/cards/fobs to their guests. Disciplinary action may be taken if keys/cards are used inappropriately.

Residents as Guests

Although residents are encouraged to study and spend time together, some limitations on visiting privileges are necessary to protect the rights of roommates and suitemates. Residents who are present in another resident's room are considered guests of that room owner while in the room/suite. Residents may have other residents in their rooms only if the presence of the guest does not interfere with the right of the roommate(s) to study and sleep and does not inconvenience suitemates. Guests must return to their own rooms to sleep, shower, and bathe.

Room Capacity

Shocker Hall: No more than 10 people are allowed to be in a Shocker Hall bedroom at a time, and no more than 20 residents total should be in a Shocker Hall suite at a time. Shocker Hall Single Room Suites are not to exceed a capacity of 10 people at a time.

The Flats: No more than 10 people are allowed to be in a Flats at WSU bedroom at one time. Flats 1 bedroom apartments should not exceed a capacity of 10 people at a time. Flats 2-4 bedroom apartments are not to exceed 25 people at a time.

The Suites: No more than 10 people are allowed to be in a 1 or 2 bedroom suite at one time. The Suites 4 bedroom suites are not to exceed 20 people at a time.

Cooking and Appliances

Cooking

The following policies apply to community kitchens as well as apartment kitchens in The Flats at WSU:

1. Never leave a stove, oven, or microwave with active heat sources unattended.
2. Utilize the venting features through either a vent hood or microwave vent when using the stove to cook.

3. Exercise an abundance of caution when cooking with any type of oil. Cooking vessels must not be filled more than 25% with oil.
4. Properly dispose of oil and grease leftover from any cooking. Never dispose of grease or oil down a sink drain. Allow grease and oil to cool before attempting to dispose of it.
5. Do not put metal or part-metal containers or utensils in microwaves. Always verify a dish/vessel is rated for use in a microwave before placing it in a microwave.

Electrical Appliances

Due to local fire codes and the limitations of the wiring systems, there are restrictions on the kinds of appliances that are allowed in the residence halls. Certain types of electrical appliances are permitted, provided they carry the Underwriters Laboratories (UL) approval on both the appliance and the cord; they do not disturb the electrical circuits by overloading, shorting, or creating line disturbances; and they do not disturb other residents. Permitted items include stereos, televisions, computers, hair dryers, heating pads, typewriters, curling irons, Keurig-type coffee pots, slow cookers with removable stoneware, rice cookers, oil-free air-fryers, and popcorn poppers (all must be with enclosed heating elements), microwaves that do not exceed 700 watts, and refrigerators that do not exceed 4.9 cubic feet. Pressure cookers of any variety, space heaters, halogen lamps, sun lamps, barbecue grills, dishwashers, freezers, personal washing/drying machines, electric blankets, electric mattress pads, exterior antennas, and satellite dishes are prohibited.

Cooking appliances with open heating units, such as toasters, George Foreman grills, hot-plates (including induction style), etc. are not permitted. Traditional coffee makers without an automatic shutoff feature and any type of deep fryer that uses oil are also prohibited. Your Residence Life Coordinator must approve any other appliances before use.

Since electrical outlets are not always conveniently located, UL approved power strips with built-in surge protectors are permitted, provided outlets are not overloaded and the cord location does not create a safety hazard. Additionally, surge protectors are not rated for heat-producing appliances. This means that any small or large appliance with a heating element must be plugged directly into a wall.

Room Personalization

Furniture

No university-owned furniture or equipment may be removed from the room or suite. Removal of lounge furniture from its appropriate place in the building is also prohibited. Residents can be fined up to \$25 per item removed, as well as charged an additional amount for any damage. These actions may also result in disciplinary action. Residents may not bring in any stuffed or 'soft' furniture in to the residence hall rooms except for seating designed for single use and that has no more than 3 inches of padding as this decreases the likelihood of bedbugs and other pests. This includes mattress toppers and memory foam mattresses. This means that no futons, couches or recliners are allowed. Residents may bring approved hard furniture from home. Any additional furniture must not restrict exiting from any portion of the room or be a safety hazard to persons walking around the room. Furniture containing liquid of any kind is prohibited in all Housing facilities. The desk and dresser units may not be disassembled.

Walls

Nails, screws, double-stick tape or duct tape on or in the walls, ceilings or furniture is prohibited. Removable blue tape/painters tape is recommended for hanging posters and other decorations. Although recommended, these mounting devices do not excuse any damages done to the room. Residents will be charged for any damages or residue left on walls or surfaces of their rooms. An example of common damage would be residents who utilize 3M Command products and do not properly remove the product from the wall, causing damage to paint and drywall. Simply leaving these products attached to a wall is also considered damage during the checkout process.

Painting walls or other surfaces is prohibited. Decorations are encouraged as long as they do not create health hazards, fire hazards or damage to the room. No more than 20% of each wall space may be covered.

Door

Covering more than 20% of a door surface by hanging flammable materials such as fishnet, parachutes or large flags is prohibited. Any material you wish to post concerning an event sponsored by a recognized campus organization may be placed on the outside of your door. Other items may include housing information, nametags, and appropriate decorations. Please be considerate of those around you and the differences we all share. The outside of the room doors is considered a public viewing area. If anyone feels an item in a public viewing area is inappropriate, an incident report should be completed and turned into your RLC for review.

Residents may decorate the area of no more than 12 inches from the doorframe outside of their room/suite/apartment, as long as the decorations obey established fire code. The “Objectionable Materials” policy below still applies. Wall areas more 12 inches from a resident’s doorframe may only be decorated by HRL staff members unless expressed written consent has been provided by the hall’s RLC.

The installation of any “smart” doorbells and other video monitoring and/or recording devices is strictly prohibited on any part of suite/apartment doors and areas around the doors.

Exterior and hallway facing suite/apartment doors should be closed and locked if the resident is not present. This includes sliding glass doors in The Flats.

Holiday Decorations

If residents decorate their rooms or floor for the holidays, these guidelines must be followed:

1. All materials used (i.e. paper, foil) must be flame resistant.
2. Trees and other greenery must be artificial and flame resistant.
3. Lights must be UL- approved, of low wattage, and be battery operated.
4. Fire alarm pull stations, fire extinguisher cabinets, smoke detectors, and exit signs must not be covered and exits must not be blocked.
5. The hall’s RLC must approve all hallway decorations outside of the “Door” policy above.
6. No cords for electricity or other purposes are allowed under doors or across/in hallways.
7. The 20% door/wall covering rule still applies.

Objectionable Materials

Pictures and other materials that may be considered objectionable are not to be displayed in areas that may be visible outside a residence hall room/suite (including viewed from outside of room through window or door).

Incidents will be handled on a case-by-case basis.

Darts and Dartboards

Due to the potential for personal injury and property damage, darts and dartboards are not permitted at any time in hallways or residents' rooms.

Weights and Fitness Equipment

Due to the damage and inconvenience they cause, no weights/dumbbells/fitness equipment in excess of 25 lbs. or exercise/fitness equipment is permitted in the Residence Halls. Students are responsible for any damage caused by their dumbbells. Residents are encouraged to utilize the Heskett Center for physical fitness activities.

Sales, Solicitation, and Posting

Sales and Solicitation

Regulation of sales and solicitation on residence hall property is necessary to protect the residents' rights to privacy and safety, to maintain an environment conducive to studying, and to insure reasonable protection for University and student property. Therefore, policies and procedures have been developed to govern sales and solicitation on residence hall property. These regulations govern all activities except those sponsored by SHAC, S-FAB, or NRHH.

Any vendor and their product(s) that competes directly with any WSU department or their services will not be allowed to promote or solicit to the residents in the halls. HRL does not provide mailing lists, room numbers or other contact information to non-approved vendors. The Director of HRL may grant exceptions. Persons wishing to contact residents for the purpose of sales and solicitation are advised to use means outside of the residence halls such as the U.S. Postal System, the telephone system, the student newspaper, or to take advantage of opportunities established by the University for sales and solicitation in areas of the campus other than HRL property.

General Regulations for Sales & Solicitation

Door-to-door sales or solicitation in the residence halls is prohibited. Conducting any enterprise for profit on HRL property is prohibited with two exceptions:

1. Wichita State University recognized student organizations and departments may solicit on a limited basis in the common areas of the residence halls with prior written approval from each building's RLC.
2. Parties or other activities held to promote, sell, or advertise merchandise or service are prohibited in public areas of HRL property. Residents may promote legal merchandise or services in their own rooms but may not sell or take orders in their rooms.

Lectures, concerts, demonstrations, displays, or exhibits may not be used to sell, promote, or advertise merchandise or service on HRL property.

Non-profit solicitation on behalf of charitable, religious, political, civic, or University-registered student organizations will be permitted on residence hall property with prior approval from the Director of HRL.

HRL will accept donations from organizations, businesses, groups, or individuals only if the donations

appropriately and positively contribute to the HRL program in the judgment of the Director of HRL. Donors whose donations are not accepted may contact the WSU Foundation for information about other ways to make a contribution to the University. The donor's name may appear on donated material, and the HRL staff may recognize the donor through verbal or published announcement. However, the donor must not use the donation as a means of sales or solicitation in any other manner.

Distribution of Written or Printed Material Approval

Posting or distributing any signs, posters, pictures, flyers, brochures, newspapers, or other material of any sort on HRL property is prohibited except in accordance with the following regulations:

- Persons wishing to post or distribute material on HRL property must leave the material with the RLC rather than posting or distributing it on their own. Material without approval posted or distributed by any person other than a member of the HRL staff will be destroyed. Items can be left at the Information Desks to be routed to the RLC.
- Posting and distributing material will be limited to permanent bulletin boards and to designated areas on or near the Information Desks unless special authorization is given by the Director of HRL. Only materials submitted by a University office or registered student organizations will be approved for posting, unless given explicit permission by the Director of HRL.
- Because of space limitations, material submitted for posting or distributing should be limited in size. In all cases, material will be posted and distributed only if space permits. Additionally, due to the volume of posters and signage received, these items will only be posted within the immediate period relevant to the event/information.
- The maximum quantity of material that will be accepted for posting or distributing will be limited in proportion to the number of residents.

The Housing & Residence Life staff assumes no responsibility for materials left for posting or distributing on residence hall property.

SGA Election Campaigning

SGA candidates will be allowed to campaign on HRL property with the following guidelines:

- Campaigners must have approval from an RLC or Associate Director of Residence Life for any and all campaigning that takes place on HRL property.
- No individual is allowed to campaign by going door to door.
- All postings will be at the discretion of the RLC over that building and must be submitted to the RLC for approval and for posting.
- Postings will be limited to one poster per platform.
- Posting of signs will be allowed in the lobby areas only.
- Residents are allowed to post signs on their own doors, pending the sign is able to be removed without damage to the door and meets the 50% rule for door decoration.
- Residents are not allowed to post signs throughout the hallway or on other people's doors.
- Each building may allow one opportunity for all candidates to address the interested residents of the building. This will be coordinated through the RLC.
- Any violation of established policies will result in removal of all campaign material for the particular party, as well as referral to the office of Student Conduct & Community Standards and/or SGA Election Board.

Additional Policies

Common Areas

Certain areas of the residence halls such as the lobbies, lounges, hallways, community restrooms, LKs, laundry rooms, study rooms, and community kitchens are intended for the use of all residents. Residents must not leave personal property in these areas or engage in behavior which restricts use by others. Residents who create conditions requiring more than the routine cleaning provided by the Custodial staff must clean the affected area themselves. Residents using public areas should refrain from any behavior which might prove offensive to others, conduct themselves in an orderly manner, and respect the rights of others. Indecent exposure, sexual acts, and sleeping are prohibited in common areas of all residence hall facilities.

Cleanliness and Sanitation

It is the responsibility of all residents to:

- Keep their room clean and free from dirt, garbage, and trash.
- Share in the proper care, cleaning, and use of community facilities, including laundry rooms.
- Keep the area in front of the resident's room clean and clear of clutter.
- Keep the stairs, hallways, stairwells, and railways clean and clear of clutter.
- Keep the ground of commonly used areas clean and in a safe condition, free of toys and clutter. Special attention is necessary at all times so as not to interfere with snow plowing or lawn mowing.
- Do not sweep dirt, trash, garbage, or waste out of your doors or throw such from windows. All trash and garbage must be disposed of either in the disposal, trash rooms (Shocker Hall only), or in the dumpsters provided in each building. A minimum charge of \$25 may be assessed for improper disposal of trash (refer to Trash Removal for complete policy description).
- Contact the Information Desk immediately after use of a fire extinguisher or if it needs to be recharged.
- Do not hang clothes or any other objects over railings or on sprinkler heads.
- Do not store personal property outside your room.

Computer Usage and Wireless Networks

Students wishing to have a computer in their room must provide their own, subject to the following policies. The following practices are prohibited:

- Personal networks (wireless networks, wireless routers, etc.)
- Viewing pornography
- Running a business
- Hacking
- Creating and running servers
- Using a computer with malicious intent
- Illegal file sharing or downloading

This policy is adapted from [University Policy 19.01](#).

Condition of Premises

Residents are responsible for the care of the room and all appliances/equipment inside and attached to the dwelling unit. The resident accepts the indicated room in its present condition and agrees to keep the premises in good, clean condition.

No window display may be permitted if it substantially detracts from the aesthetics of the residence hall. Decisions regarding appropriateness are up to each facility's Residence Life Coordinator. Removal of screens is prohibited. If a screen is removed, a charge of \$25.00 will be assessed whether or not damage is done and whether or not the resident replaces the screen. The cost for replacing a damaged screen starts at \$45.00 (depending on the size).

A room number is placed on or next to your door to identify your room. Covering, altering, or removing your room number is prohibited.

Dining Services

Behavior in Shocker Dining is expected to mirror behavior in the residence halls. All violations of residence hall policies or student code of conduct in Shocker Dining will be referred to the Office of Student Conduct and Community Standards for review.

Drones

Housing & Residence Life recognizes that the operation of unmanned aircraft systems, also referred to as "drones," are popular for both recreational and educational usage. To assist with compliance with Federal Aviation Administration requirements, state laws, local ordinances and University policies and procedures, HRL defers to [University Policy 11.03](#) regarding the usage of drones on campus. In addition to seeking permission through the policy, the Director of HRL or their designee must also approve any drone usage in residential areas.

Dumpster Diving

Due to the risk of bed bugs, items marked for disposal, or disposed of in, or by the trash, dumpsters, or recycling bins, may not be salvaged, removed from the trash/dumpsters/recycling bins, or brought back into housing facilities.

Eavesdropping

Eavesdropping, surveillance, or intruding upon the privacy of another person or group by means of bugging devices, concealed recorders, cameras, camera phones, magnifying optics, etc. is prohibited.

Explosives, Firearms, Weapons and Dangerous Chemicals

Except as expressly permitted by law, explosives (including firecrackers, fireworks, homemade explosives and pyrotechnics), firearms and other weapons are not permitted on campus. Weapons used for decoration are not permitted in university housing. This includes, but is not limited to, simulated weapons, disabled weapons, dangerous chemicals, any explosive device, nun chucks, swords, brass knuckles, butterfly knives, paintball guns, toy guns, pellet guns or any other material that can be used to threaten or endanger others. For a full list of prohibited items on campus in addition to those above, please see [University Policy 11.19](#).

Note regarding concealed weapon holders: If you do not want to live with a concealed weapon holder, please alert the Housing & Residence Life office and we will work to accommodate a room change. Concealed weapon holders should be aware that they will need to follow State of Kansas law regarding the possession of a concealed handgun. Residents will be responsible for properly securing their handgun when not on their person. Students interested in renting a safe from HRL should request this optional rental through their application on the housing

portal.

Extended Access

Providing extended access to your room to a non-resident, including transferring or duplicating keys/access cards is prohibited.

False Identification

Possessing or presenting false identification, including but limited to Shocker ID Cards, Drivers Licenses, State IDs, Passports, etc. are prohibited and will be confiscated by HRL staff upon discovery.

Fire and Safety

Prohibited acts include:

- Use of any open flame including candles, lighters, etc.
- Tampering with or misusing elevators
- Tampering with smoke detectors or alarms
- Climbing into or out of, or scaling the sides of, or occupying the: roofs, window ledges, or outside structure of HRL facility or property
- Skateboarding, riding a scooter/bike or hover board down the concrete steps, or attempting tricks on HRL property (Shocker Hall courtyard, etc.)
- Injuring or destroying any animal on HRL property
- Throwing, or dropping, or shooting any object within HRL property
- Hanging, throwing or dropping items out the window of a HRL building
- Hanging items from the ceiling or sprinkler heads
- Hanging electrical items outside of your door
- Storing or possessing: lighter fluid, fuels, paint, charcoal, other combustible items, or piles of flammable materials in Housing facilities
- Storing or possessing scuba tanks, propane tanks, or other pressurized items on HRL property

Possession and use of candles with a wick, any type of hookah device, lava lamps, open filament devices, and incense are prohibited. The university reserves the right to confiscate and dispose of all such items due to the potential fire hazard they create. Open flames of any kind are prohibited at all times. Decorative wax figures are allowed only if they do not have a wick. Candles that have never been burned, have the wick removed or cut down, and cannot be lit are allowed for decorative purposes.

Irons & ironing boards are allowed to be used in LKs in Shocker Hall and on hard surface in The Flats at WSU apartments. While these items are allowed to be stored in bedrooms in both buildings, they are not allowed to be used in bedrooms in The Flats or suites in Shocker Hall.

The University reserves the right to direct residents to remove any hazardous materials from their room. The Director of HRL or his designee will make the final decision regarding removal of such materials.

Fire Alarms

If the fire alarm sounds in your building, follow these directions:

- Exit immediately and quickly move at least 400 feet from the building. Follow all instructions from staff members (RA, RLC, and others) and rescue personnel.
- Remain outside until staff members give the signal or rescue personnel to return to your room.
- Never use elevators during a fire. The shafts act as chimneys. A malfunction could trap you.
- Failure to evacuate a hall within 5 minutes when an alarm sounds for any reason represents grounds for disciplinary action.

Hall Sports

In order to maintain an environment that is conducive to studying and does not cause damage to the facility, sports are not to be played inside the residence halls. This includes, but is not limited to: basketball, football, soccer, frisbee, water fights, “tag,” “chase,” golfing, wrestling, skateboarding, longboarding, rollerblading, or riding a bike, hover board, or scooter in the hall. Students should also not be engaging in this type of risky behavior on the sidewalks or steps outside of the buildings.

Health & Safety Room Checks

Throughout the semester, health and safety checks are conducted two separate times in Shocker Hall and once per month in The Flats at WSU and The Suites at WSU in every unit to ensure that the room/suite is in a safe and sanitary condition. In most cases, HRL staff members post notice at least 24 hours in advance. Policy violations will be documented and disciplinary action will be taken. The room will be checked for general cleanliness. In preparation for health and safety checks, please clean your whole room, including common areas and bathrooms, and take out your trash. If your room is deemed unsanitary, you will fail your Health and Safety Inspection and have a minimum of twenty-four hours to remedy the situation. Members of the Residence Life Professional Staff team will conduct the second inspection, if the second check is failed, the resident(s) of the room will be referred to Student Conduct & Community Standards.

Laser Pointers

The use of laser pointers is strictly prohibited within WSU residence halls and the areas immediately adjacent to residence halls. This includes pointing a laser pointer in and/or out of windows, in private rooms, common rooms, hallways, etc. Students found to be in repeated violation of this policy may result in confiscation of the object.

Personal Property/Renters Insurance

You are responsible for your personal property. Wichita State University does not carry insurance on personal property. You should arrange for coverage under your parents or guardian’s policy or obtain your own insurance through a company such as National Student Services.

Pets

With the exceptions of policies related to service, assistance, and support animals defined later in this document and non-dangerous fish, residents are not allowed to keep pets of any kind on campus. Fish must be kept in a clean, odor-free, aquarium no bigger than 20 gallons. “Fish” are defined as animals that live and breathe entirely under water. No birds. No reptiles. No rodents. Feeding and temporarily keeping animals in or around living areas is also prohibited. Residents who do so may be subject to a fine, cleaning and fumigation fees, as well as possible disciplinary action.

Plants and Planting

Due to difficulties with grounds upkeep, i.e., mowing, spraying for dandelions and weeds, etc., residents are not permitted to plant flowers or vegetables outside without special permission from the Residence Life Coordinator. Live plants are permitted in the buildings as long as there is at least 1 inch of sand placed on top of any soil. This prevents fungus from growing in the soil, which can attract insects such as gnats and mites.

Public Property as Decoration

Possession of stolen property, including university, city, county, or state government property, such as road signs, or dishware from the dining center, is not permitted. Students wishing to display public road signs, traffic cones, real-estate signs, etc., in their rooms may be asked to provide proof of ownership by a receipt or some other official means. Possession of stolen property is a violation of state law and university policy. Stolen or unauthorized property is subject to confiscation.

Right of Entry Policy

Residents shall permit University Personnel access to their room for inspection within a reasonable time after written notice has been given to one of the room residents. Whenever possible, University Personnel will attempt to give the resident 24 hours prior notice before room entries.

Residents shall permit University employees to enter their rooms at all reasonable times to inspect, repair, or replace property and equipment in the absence of any and/or all residents.

The University's authorized representatives may enter all University housing units with an access card in the following situations without prior notice being given to any residents:

- Personal Emergency—when the personal welfare, health, or safety of any individual is suspected or known to be in danger
- Maintenance Emergency—when a suspected or known emergency exists (i.e., fire or broken water pipe)
- Service—to complete needed or requested repairs, maintenance, inventory checks, pesticide spraying, etc.
- Safety—to conduct safety inspections
- Violation—when a violation of the contract or University policies is suspected. This may include a search of the housing unit.

Service, Assistance, and Support Animals

Any resident needing the assistance of a service, assistance, or support animal must contact the WSU Office of Disability Services and the Office of Housing & Residence Life so that proper accommodations can be provided. An assistance animal (which provides emotional support or comfort to a person with a disability) is permissible only if approved as a reasonable accommodation by the Office of Disability Services and the Office of Housing & Residence Life. *See the HRL website for "[Guidelines for Service Animals/Assistance Animals](#)" for additional information.*

Shared Responsibility – General

All students in a room or area where an active policy violation is occurring may also be held responsible for that policy violation. For example, if a student or resident is present in a room where the noise policy is being violated even though they themselves are not being loud, they are still participating in an environment in which the noise

policy is actively being violated. To avoid any implication of involvement, residents/students should remove themselves from situations where policy violations are occurring, and alert an HRL staff member immediately if possible.

Sharps Disposal Policy

All students living on HRL property are required to dispose of all medical needles and/or syringes in proper Sharps Disposal Containers. This requirement is intended and designed to help prevent an accidental injury that could occur to other persons from improper disposal. Proper Sharps Disposal Containers are labeled biohazard containers and are OSHA-approved. Sharps Disposal Containers are available at Student Health Services for a nominal fee. When the Sharps Disposal Container is three-fourths full, the student should close the Container as instructed and return to Student Health Services, located in Ahlberg Hall, for proper disposal. Sharps Disposal Containers must not be placed in a regular trash receptacle. For more information or assistance, please contact HRL at 316-978-3693 or Student Health Services at 316-978-3620.

Storage

There are no University community or individual storage facilities available. All personal belongings are to be stored in each individual room. Outside sheds are not allowed. Common entrances, stairways, and halls are for entrance and exit travel only and state fire regulations require that they be clear at all times. They are not to be used for storage purposes. The University reserves the right to remove and dispose of all items without liability when residents leave items in the above areas.

Subleasing

Subleasing of any room in HRL facilities is prohibited. This includes offering your room/apartment on Airbnb and other short term leasing platforms during break periods, etc.

Terms of the Housing Contract/Code of Conduct

Violation of any term or condition of the Housing & Residence Life Contract Terms & Conditions, or of policies specified in the Wichita State University Code of Conduct is prohibited. Likewise, violation of any policies instituted by HRL staff during the term of the housing contract is prohibited.

Trash & Recycling Removal

In Shocker Hall, trash and recycling must be disposed of in the trash rooms located in select locations in Shocker Hall D building. All trash and recycling items must be disposed of in designated receptacles in the trash rooms. If the receptacles are full, these items must be taken outside directly to the trash/recycling dumpsters outside of D Hall. It is not acceptable to leave items on the ground or on top of receptacles in trash rooms.

For The Flats & The Suites, all trash and recycling must be taken to the exterior dumpsters adjacent to the parking lot.

Leaving trash in the hallways, stairwells, elevators, or other public areas may result in a minimum \$25.00 fine, cleaning charges, and further disciplinary action. Large items such as furniture, appliances, mattresses, etc. may not be placed in the dumpsters. Residents are responsible for the proper removal of such items.

Unauthorized Moving

Residents who move without prior written approval from an RLC will be required to move back and will be charged \$25.00 per day beginning from the time the move was possible and/or discovered until the resident moves back to their official assignment.

Utility Panel, Pipe, and Maintenance Access

Students will not use, tamper with, or otherwise touch valves, breaker boxes, and other utility access points even when they can be found in public spaces.

Vandalism

All forms of vandalism, defined as the unauthorized destruction, damage, or alteration to public or private property, are prohibited. Examples include, but are not limited to, the following: damaging bulletin boards; water and/or food fights; tampering with washing machines/dryers, vending machines, and game machines in order to avoid paying for services; elevator misuse/abuse; damaging a roommate's personal items, etc.

Water Spigots

Residents only pay for water used within the privacy of their rooms. Outside water spigots are to be used by University personnel only.

The Flats Addendum

Balconies

Balconies and patios shall be kept clean at all times. Only appropriate porch furniture and potted plants will be permitted. No bicycles, motorcycles, shopping carts, couches or other furniture not intended for outdoor use are to be stored on patios, balconies, under stairways or in other areas except as designated by HRL. Flowerpots and other objects shall not be placed on the patio or balcony railings. Potted plants are to be kept inside the boundaries of the balcony or patio and shall be hung/secured in such a way as to prevent them from falling from/outside of the railing and possibly causing injury to someone on the grounds. Items should not be hung off of balconies or items thrown from them. Local fire ordinances and insurance company regulations prohibit storage and use of barbeque grills on balconies, patios, or in apartments. Barbeque grills are prohibited on the balconies; there are common use grills available on the grounds.

Electrical Appliances

Due to local fire codes and the limitations of the wiring systems, there are restrictions on the kinds of appliances that are allowed in the apartments. Space heaters, halogen lamps, sun lamps, barbecue grills, freezers, exterior antennas and satellite dishes are prohibited. Certain small appliances such as toasters which are not allowed in Shocker Hall are permitted in the kitchens of The Flats, provided they are monitored while in use. The Flats Residence Life Coordinator may allow additional electrical appliance usage upon request and their review.

Pool/Basketball Court

Alcoholic Beverages are prohibited in all areas of The Flats, including the courtyard. There is no staffing of the pool, residents and guests swim at their own risk. Noise from the pool and courtyard areas should not carry into the apartments. Bathing suits must be worn on the deck and in the water. Men's bathing suits must have mesh or equivalent linings.

No urinating or defecating in the pool. Children under 16 must be at least eight inches taller than the maximum water depth to enter the pool without adult supervision. No person will be permitted in the pool having: skin lesions, sores, or inflamed eyes, mouth, nose or ear discharge, carrying communicable disease, or having any type of bandage, adhesive tape, etc. on their body. All bathers are asked to take a shower to remove loose dirt, cosmetics, deodorant, etc. before entering the pool. Residents and their guests are responsible for taking care of their own personal items; HRL assumes no responsibility for lost or damaged articles. HRL reserves the right to limit the use of swimming aids, water toys, and flotation devices. Eating or drinking is permitted only in designated areas. Rough housing, ball playing, running, jumping, using profane language, or other forms of disruptive and/or disorderly behavior are prohibited. No diving is allowed. No smoking, pets, or glass bottles permitted.

The basketball court is available on a first come, first serve basis. While other residents are waiting, sessions are limited to thirty minutes for group of two or sixty minutes for larger groups. Profanity or obscene language is prohibited. Glass is not permitted on the grounds. It is the players' responsibility to ensure that the play area is free and clear of all dangerous objects and hazards.

STUDENT CONDUCT PROCEEDINGS

Philosophy

Housing & Residence Life at Wichita State University strives to maintain a community which values academic excellence; institutional integrity; and justice, equity, and diversity. Each member of the community shares responsibility in maintaining conditions that support the University's purpose. The WSU Student Code of Conduct and the Housing & Residence Life Handbook outline the standards of behavior expected of every student living in campus housing. The policies and procedures outlined have been designed to assist students in their pursuit of knowledge and personal development. A student voluntarily joins the Wichita State University community and thereby assumes the obligation of abiding by the standards prescribed in the Student Code of Conduct and the Housing & Residence Life Handbook. Housing & Residence Life, through the Director of Housing & Residence Life, maintains exclusive authority to impose sanctions for behaviors that violate the policies and procedures outlined. All proceedings will follow the conduct process as laid out in the WSU Student Code of Conduct.

General Provisions

All students, regardless of their status in the Housing & Residence Life community, shall be afforded the rights and privileges of due process when accused of violations of the Housing & Residence Life Handbook and/or the Student Code of Conduct.

