

**Chicago State University
Residence Hall
2009/2010
Student Calendar Handbook**

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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THE HISTORY OF CHICAGO STATE UNIVERSITY

Chicago State University opened its doors as a teacher training school in a leaky railroad freight car in Blue Island, Illinois, on September 2, 1867. Today, in contrast, the university is a fully accredited public, urban institution located on 161 picturesque acres in a residential community on the South Side of Chicago. During the year of its founding, CSU enrolled 62 students. The current student enrollment is nearly 7,000.

The path from then until now has been marked by change. During its 135 years, CSU has changed its name, focus, governance and location. But with each transition the university has kept sight of its mission and enhanced its services to Chicago and its surrounding communities.

Under the name of Cook County Normal School, the school found its first permanent home in 1870. Daniel S. Wentworth was the institution's first principal. The original building contained 27 rooms and a model grammar school. A few years later, Cook County Normal School added a dormitory that earned it a jump in enrollment and a national reputation. The school was acquired by the Chicago Board of Education in 1897, and renamed Chicago Normal School. In 1913, it became Chicago Normal College and later Chicago Teachers College.

A major change, reflected in a broadening of the college's curriculum, came in 1965 when control of the school passed into the hands of the State of Illinois. The revamped institution was renamed Illinois Teachers College: Chicago South. Soon after, the legislature acted to remove the title of "teachers college" from all state colleges and universities. In 1967, the school became Chicago State College. Throughout the 1960s, Chicago State expanded its academic programs and began to move toward fulfilling its new, more comprehensive role as a liberal arts institution. The school was renamed Chicago State University in 1971.



In November 1972, the university made a monumental move from its 6800 S. Stewart Street campus, where it had been located for 102 years, to its present location at 9501 S. King Drive, 12 miles from the Loop. A new student union and a 360-bed residence hall opened in August 1995, giving CSU students an opportunity to experience the convenience of living on campus in an enriched academic, social and cultural environment.

Today, CSU is governed by a Board of Trustees appointed by the Governor of Illinois. The university's four colleges - Health Sciences, Arts and Sciences, Business and Education - offer 36 undergraduate and 20 graduate degree-granting programs. In addition, CSU has a Division of Continuing Education and Nontraditional Programs that reach out to the community with extension courses, distance learning and not-for-credit programs.

From its humble origins, Chicago State University has evolved into an outstanding, nationally acclaimed university that provides a value-added education for all who enter its hallowed halls. Consistently evolving to reflect state-of-the-art trends in higher education, Chicago State University continues to move, with confidence, through the 21st century.

CALENDAR HANDBOOK STATEMENT

Students entering Chicago State University are expected to maintain a high level of maturity, responsibility, and common sense regarding behavioral conduct as resident students in university housing. Resident students are responsible for knowing on campus policies, rules, and regulations as outlined in the CSU Handbook, Residence Hall Calendar Handbook, and all other CSU–Housing related publications.

As a resident student, you agree to abide by all policies and procedures in this calendar handbook as outlined by Housing & Residence Life and Chicago State University. Behavioral and policy violations are subject to judicial action, contract termination and/or separation from the university.

The Department of Housing & Residence Life reserve to make revisions or corrections as deemed in the best interest of the university housing program.

REVISED 5/09

MESSAGE FROM THE DIRECTOR

Dear Resident Student:

On behalf of Housing & Residence Life, welcome to Chicago State University! Our department is committed to providing you a living-learning-service environment that directly supports the academic, social, cultural, and personal development of each student. We are pleased that you have chosen to live on campus and we will make every effort to insure your living experience complements and enhance your academic endeavors. This calendar handbook covers a variety of items including community living standards, things to know while living on campus, policies and procedures, and campus resources.

Community living provides a unique opportunity for you to interact with a variety of people from diverse backgrounds. We believe students can best develop their potential while residing in a living-learning community that offers a supportive environment and resources. You will be exposed to different ethnic cultures, lifestyles, traditions, values, and socioeconomic backgrounds. The university believes this is essential in offering a holistic approach that contributes to the educational and personal development of each student.

There may be times when individuals disagree or personal differences conflict in the residential community. If this occurs, you may choose to discuss these differences in an informal setting with your Resident Assistant (RA) and/or the Housing Staff. In any event, the university expects each student to treat other members of the campus community with dignity and mutual respect. Behavior that is demeaning, degrading or that ridicules others because of their national origin, ethnicity, values, religious conviction, culture, gender, sexual orientation, mental or physical ability, age, or political persuasion will not be tolerated. Anyone who chooses to engage in or to remain silent to acts of hatred jeopardizes their continued affiliation with the university.

The Housing & Residence Life staff stands ready to assist you, and will work diligently to be supportive and help you be successful at Chicago State University. We appreciate you choosing our living-learning community as your home away from home. For that, your patronage is greatly appreciated.

Best wishes for a productive 2009-2010 academic year!

Danielle L. Broadwater

Director of Housing & Student Union



The university has adopted a Code of Excellence that encourages respect for cultural diversity, the preservation of human dignity and the pursuit of academic excellence.

Chicago State University Code of Excellence

As a Member of the Chicago State University Community, I pledge the following:

I will practice personal and academic integrity.

Dishonesty of any kind, including the practice of plagiarism or copying another person's scholarship, lying, deceit, excuse making, and disloyalty in personal relationships is not acceptable.

I will respect the dignity of all persons.

Behaviors which compromise or demean the dignity of individuals or groups, including hazing, intimidating, taunting, teasing, baiting, ridiculing, insulting, harassing, and discriminating are not acceptable.

I will respect the rights and property of others.

All forms of theft, vandalism, arson, misappropriation, malicious damage to and desecration or destruction of property are not acceptable. Any behavior which violates persons' rights to move about freely, to express themselves appropriately and to enjoy privacy is not acceptable.

I will strive for true cultural diversity and learn to accept and value the difference of others.

Denial of equal rights and opportunities for all regardless of their age, sex, race, religion, disability, ethnic heritage, socioeconomic status, affectional preference, political, social or other affiliation or disaffiliation is not acceptable.

I will respect the basic human rights.

Behaviors which are inconsiderate, insensitive, inhospitable, or inciteful, or which unjustly or arbitrarily inhibit another's abilities to feel safe or welcomed in the pursuit of appropriate academic goals are not acceptable.

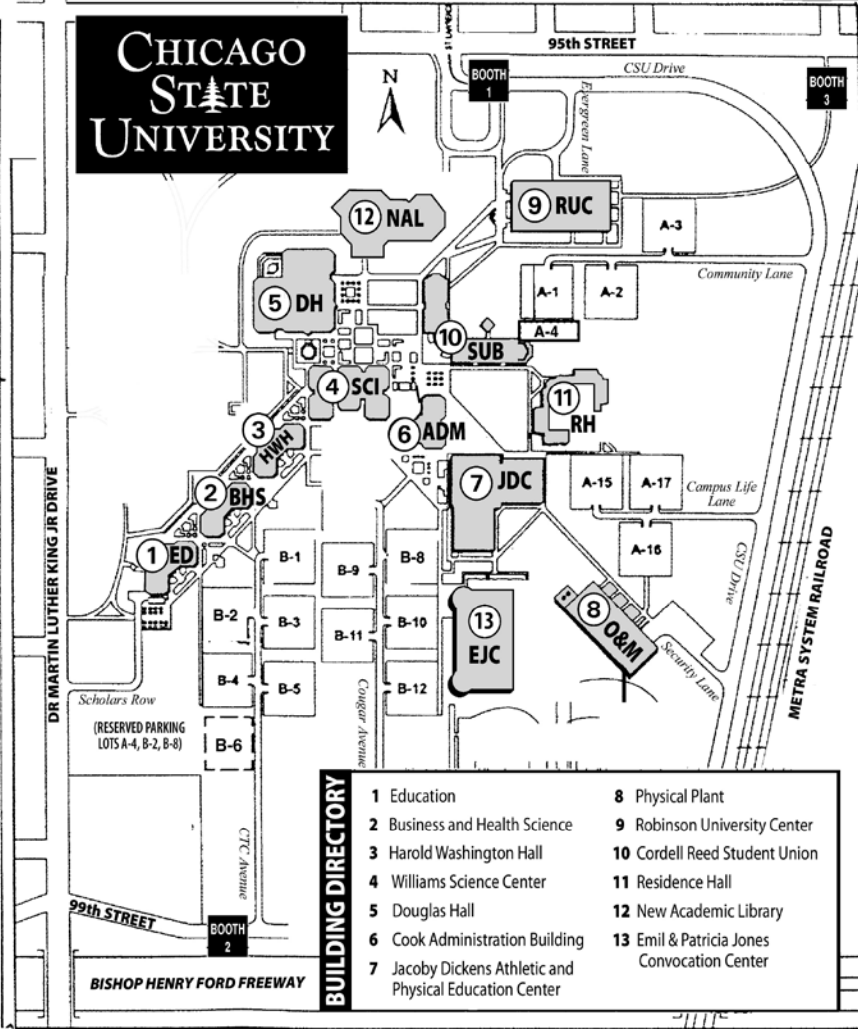
I will strive for personal and academic excellence.

Alliance to these ideals obligates us to be responsible for our own actions and deeds, take ownership of our education, pursue scholarship and abide by all university rules and procedures.

I will strive to abide by the principles of this code and will encourage others to do the same.



CHICAGO STATE UNIVERSITY



BUILDING DIRECTORY

- | | |
|---|---|
| 1 Education | 8 Physical Plant |
| 2 Business and Health Science | 9 Robinson University Center |
| 3 Harold Washington Hall | 10 Cordell Reed Student Union |
| 4 Williams Science Center | 11 Residence Hall |
| 5 Douglas Hall | 12 New Academic Library |
| 6 Cook Administration Building | 13 Emil & Patricia Jones Convocation Center |
| 7 Jacoby Dickens Athletic and Physical Education Center | |

MISSION STATEMENT

The Department of Housing and Residence Life mission is: to provide residential students with a clean, safe, health and attractive living environment that promotes maturity, support academic success, enhances personal growth outside the classroom environment, and uphold the development of the individual throughout their matriculation at Chicago State University. The Department of Housing and Residence Life exists as an integral part of the educational program and academic support services of the Division of Student Affairs. The students living in the Residence Hall facility are provided with many significant opportunities to grow and develop over the course of the academic year and from year to year in the Residence Hall, as a result of the programs and activities of the residential staff members. The programs that are facilitated by faculty, staff and residential staff members are categorized as: Social, Physical, Intellectual, Cultural, emotional and Spiritual. The programs have the potential to profoundly impact the quality of life for the residential community while enhancing a student's individual academic experience and overall college experience at Chicago State University.



COMMUNITY LIVING PHILOSOPHY

In 1990, Ernest Boyer, President of The Carnegie Foundation for the Advancement of Teaching, identified six principles for Campus Life In Search of Community. These six principles engage us to establish our campus environment as a community of learners. The six principles relate to the philosophy of Housing & Residence Life. The six principles are:

- I. A college or university is an educationally purposeful community, a place where the intellectual life is central, and where faculty and students “work together” to strengthen teaching and learning on the campus.
- II. A college or university is a just community, a place where the dignity of every individual is affirmed, and where equality of opportunity is vigorously pursued.
- III. A college or university is an open community, a place where freedom of expression is uncompromisingly protected, and where civility is powerfully affirmed.
- IV. A college or university is a disciplined community, a place where individuals accept their obligations to the group, and where well-defined governance procedures guide behavior for the common good.
- V. A college or university is a caring community, a place where the well-being of every member is sensitively supported, and where service to others is encouraged.
- VI. A college or university is a celebrative community, one in which the heritage of the institution is remembered, and where rituals affirming both tradition and change are widely shared.

OPENING / CLOSING DATES FALL 2009 - SPRING 2010

The University Housing & Residence Life residential student contract does not allow break period housing for resident students who do not sign a Chicagoland Regional College Program contract; therefore, students are required to vacate the Residence Hall during break periods. Students that need housing accommodations beyond the contract terms during the break period will be charged the break period daily rate (\$20.00 per day) and will be guaranteed meals at a cash only basis when dining services are open. Accordingly, students not on a CRCP contract should make travel arrangements prior to the break closings. Additionally, during break periods or the day prior to a break period, the dining service facility may close early.

Please note that the Department of Housing & Residence Life and Thompson Hospitality reserves the right to make changes to the Housing Calendar that is in the best interest of the housing and dining program.

FALL SEMESTER 2009 AND SPRING 2010

Residence Hall Opens - Wednesday, August 19, 2009 12 Noon (New Students Orientation) – (Cash only basis for meals in the cafeteria)

Residence Hall Opens - Friday, August 21, 2009 12 Noon (Returning Students) – (Cash only basis for meals in the cafeteria)

Sunday, August 23, 2009 – (First fall semester contract meal (Dinner))

Monday, September 1, 2009 - Labor Day – (Cafeteria open)

Residence Hall Closes - Wednesday, November 25, 2009 – Saturday, November 28, 2009 (Thanksgiving Holiday) – (Cafeteria closed - Thursday, November 26 & Friday, November 27)

Residence Hall Opens - Saturday, November 28, 2009 12 Noon

Saturday, November 28, 2009 - First contract meal post the Thanksgiving break period

Tuesday, December 15, 2009 – (Last fall semester contract meal)

Residence Hall closes for the fall Semester – Wednesday, December 16, 2009 at 5:00 pm

Wednesday, December 16, 2009 – Friday, December 18, 2009 – (Cash only basis for meals in the cafeteria)

Saturday, December 19, 2009 – Sunday, January 3, 2010 – (Cafeteria closed)

Monday, January 4, 2010 – Friday, January 8, 2010 - (Cash only basis for meals in the cafeteria)

Saturday, January 9, 2010 & Sunday, January 10, 2010 – (Cafeteria closed)

Monday, January 11, 2010 – Friday, January 15, 2010 (Cash only basis for meals in the cafeteria)

Residence Hall Opens - Friday, January 15, 2010 12 Noon - (New Students Only) – (Cash only basis for meals in the cafeteria)

January 15, 2010 – (Cash only basis for meal in the cafeteria)

Residence Hall Opens - Saturday, January 16, 2010 (Returning Students) – (Cash only basis for meals in the cafeteria)

Sunday, January 17, 2010 – First spring semester contract meal (Dinner)

Monday, January 18, 2009 – Dr. Martin Luther King, Jr.'s Birthday – (Cafeteria open)

Monday, February 15, 2010 – President's Day – (Cafeteria open)

Saturday, March 13, 2010 - Sunday, March 21, 2010 - Spring Break

Saturday, March 13, 2010 – (Cafeteria open)

Sunday, March 14, 2010 – (Cafeteria closed)



Monday, March 15, 2010 – Friday, March 19, 2010 – (Cash only basis for meals in the cafeteria)
 Saturday, March 20, 2010 - (Cafeteria closed)
 Sunday, March 21, 2010 (First contract meal post the break)
 Sunday, April 12, 2010 - (Easter Sunday) – (Cafeteria closed)

UNIVERSITY HOLIDAYS AND CLOSINGS

Labor Day
 Thanksgiving Day and the day after Thanksgiving Day
 Christmas Day and the day before or after Christmas Day
 New Year’s Day and the day before or after New Year’s Day
 Martin Luther King, Jr.’s Birthday
 President’s Day
 Memorial Day
 Independence Day

OFFICE HOURS

The Office of Housing & Residence Life is open Monday – Friday from 9:00 a.m. to 5:00p.m. The office is closed on weekends and university holidays.

Housing & Residence Life Office..... 773.995.3676
 773.995.4543

RESIDENCE HALL FRONT DESK

The Residence Hall front desk is operational 24 Hours a day, 7 Days a week (except on designated closings) to answer questions and assist anyone entering the building.

Residence Hall Front Desk..... 773.821.2411

CHICAGO STATE UNIVERSITY POLICE DEPARTMENT

University Police: The Chicago State University Police Department is a state police agency responsible for law enforcement duties in and around the campus. Special services are also offered by University Police, including crime prevention and community relations programs.

Telephone Numbers

CSU Police Department 2111
 Chicago Police, Fire, Ambulance..... 9-911

COMMUNITY LIVING STANDARDS

In accordance with the Student Code of Conduct, any Community Living Standards violation will jeopardize your contractual agreement with Housing & Residence Life. These policies apply to all Chicago State University students and their guests, while in the Residence Hall.

Alcohol: Possession and/or consumption of alcoholic beverages are prohibited in the Residence Hall. Inappropriate behavior related to the use of alcohol, or excessive consumption manifested by impaired physical functioning is also prohibited, and will result in judicial actions and/or contract termination.

Activities involving the use or consumption of alcoholic beverages are prohibited. Empty alcoholic beverage containers (cans, bottles) are prohibited. Kegs and “beer balls” are also prohibited in the Residence Hall. The possession or use of paraphernalia in any way associated with the use of alcohol is prohibited (e.g., funnels, beer bong, distillation processes, etc.). Delivery of alcohol by outside vendors is prohibited.

Animals: No animals, with the exception of trained, certified and approved assistance dogs, and fish in properly maintained aquariums of 10 gallons or less, are allowed in the Residence Hall. Health and sanitary precautions necessitate that students strictly adhere to this regulation.

Appliances: All appliances must be plugged into a wall outlet or a power strip containing 15 amps or less with a circuit breaker. Cube adapters and extension cords are prohibited. Any cooking in students' room, with the exception of the Micro/fridge Unit, is prohibited. The following electrical appliances must have approved Underwriters Laboratory (UL) Seal.

Acceptable appliances allowed in student rooms

Surge Protectors	Clocks
Hair Dryers	Computers
Curling Irons	Shavers
Fans	Desk Lamps
Stereo Equipment	Micro/fridge (in every room)
Radio and Television	Halogen Touchier Lamp with a safety guard

Unacceptable Appliances in student rooms

Air Conditioners	Ceiling Fans
Deep Fryers	Microwave Ovens
Broiler Ovens	Sun/Heat Lamps
Hot Plates	Crock Pots
Potpourri Burner	Open Coiled Heating Devices

Babysitting: Residence facilities do not allow babysitting. The facilities are not designed nor equipped to meet the needs of young children. Children in the facility may create a hazard to themselves and create a disturbance for residents; therefore, except during move-in and move-out periods, children are not allowed. Violators will be subject to disciplinary action.

Bicycles: Bicycles should not be left in the hallways, stairways, public areas or courtyard of the Residence Hall. Bicycles should be stored in authorized areas only. Any bicycle found in an authorized area will be moved. A student that brings a bicycle to campus should bring a sturdy lock to keep it secure.

Candles/Incense: The burning of candles, incense, stereo, or other open flame is prohibited in the Residence Hall.

Cleaning: Residents are responsible for maintaining a clean, sanitary, non-hazardous living environment. It is also the responsibility of residents to help keep the common areas and student lounges clean. Fines and/or other sanctions will be assessed for excessive cleaning done by the staff.

Cohabitation Policy: The University does not permit cohabitation in the Residence Hall. Students using the privilege of visitation may not engage in any form of cohabitation. Such behavior will result in judicial action and/or contract termination.

Commercial Business: No student may run a commercial business from her/his Residence Hall room/suite. Nor may a student post commercial related advertisements.

Common Areas: Lobby areas, floor lounges, hallways and the courtyard are considered common areas.



Community Rights: As a member of the Residence Hall community, you have the right to:

- Study and sleep without disturbances from noise and other distractions.
- Maintain your privacy
- Expect others to respect your personal belongings.
- To have a clean room.
- To have access to your room.
- To have guests in your room provided they do not violate Community Living Standards.
- To address community violations which interfere with your right to sleep or study.
- Expect you will be respected at all times by members of the Residence Hall community.

Cooking: For safety reasons, cooking is prohibited in student rooms and public areas.

Damages: Each student is responsible for the room and suite in which she/he resides, and has an equal share of responsibility for the “common areas” (floor/wing lounges, lobby areas, stairways, hallways, the elevator, etc.). Since only residents and their guests (whom they have assumed responsibility for when they signed them in) have access to the building, damage and/or repair costs (including labor) are divided up among community members if the responsible parties do not take responsibility for their involvement. Damages should be reported immediately to the Housing Office.

YOUR ROOM

- You are assessed charges for alterations or damages to your room, and for common areas.
- You are assessed a shared charge for public area changes or damages should your roommate assume no responsibility.
- You may not paint your room. If you do so, it will be repainted and you will be charged for both materials and labor.
 - Do not put holes in the walls and/or doors.
 - Do not use adhesives or tapes on the walls.
 - Do not put self-stick pegs or hooks on the walls, doors, etc.

Billing Policy: Residents will be billed in accordance with the damage or loss, including labor and materials required to return the room to its original condition. Checks/money orders must be made out to Housing & Residence Life and paid to the Cashiers Office. A “HOLD” will be placed on the student’s financial account until payment for all charges is received.

Decorations: Your room will be your home for the next few months. Decorations can add comfort to your room for a more personalized living space. While you decorate, keep in mind that you are responsible for maintaining the condition of your room. You are encouraged to make yourself at home, but some restrictions on room decorations are necessary for safety and to minimize the cost of repairs. Please adhere to the following guidelines:

- Decorations must be nonflammable. They must not hinder or obstruct AC/Heating vents, smoke detectors, sprinklers, or exits in case of fire or other emergencies.
- Room furnishings may not be removed from the room, i.e. under-bed storage, desk, chairs, dressers, and/or bed frame.
- Under bed storage units must remain under the bed frame. Do not stack them below your mattress. They are not designed to withstand body weight.
- Lounge furniture is not allowed in student rooms at any time.
- Do not paint any part of your room.
- Waterbeds are prohibited.
- Window and door decorations may not contain obscenities, references to alcohol, illegal substances or nudity. Writings and drawings that are deemed racist, sexist and oppressive are considered inappropriate. Residents will be asked to remove displays. In the case of noncompliance, judicial actions and/or contract termination may result.
- Constructed or factory-made lofts, risers or other weight supporting structures are prohibited.

- Decorations must not damage walls, furniture, doors or woodwork. If damage occurs and painting or plastering is required, residents of the room will be billed for cost and labor.
- Removal of window blinds is prohibited.
- Empty alcoholic containers as decorations are prohibited.
- The burning of scented candles and incense is prohibited.
- Corridor, room, and community decorations must be of nonflammable materials. Fire retardant decorating materials are available in many stores. Holiday trees must be treated with fire retardant material.
- Message boards or door decorations are limited to two pieces not larger than 8.5" x 14" each, due to fire hazards. No sexually explicit or alcohol/drug related posters are permitted. Markings or writings on doors or walls are prohibited.
- Glow-in-the-dark stars or points are not allowed on the ceilings or walls of the rooms.
- Placing signs, posters, pictures, and/or markings in room/suite windows are prohibited.

Disorderly Conduct: Disorderly conduct is defined as engaging in conduct or fighting, including, but not limited to, acts which breach the peace or are lewd, indecent, or obscene. Examples include assembling to commit or intending to commit any unlawful act by force; carrying out or planning to carry out any action which has the potential to disturb or threaten the public peace, even without unlawful intention; or conducting oneself in a disorderly manner so as to disrupt or threaten to disrupt the public peace, even without unlawful purpose. Disorderly conduct also encompasses interrupting or disturbing the day-to-day academic and operational functions of the University or committing intentional acts that obstruct, disrupt, or physically interfere with the use of the University premises, buildings, or passages.

Drugs: The illegal possession, use, manufacture, sale or distribution of any form of narcotic, hallucinogenic, barbiturate drugs, "pep pills" and other dangerous drugs is prohibited in any form, except under the direction of a licensed physician or as permitted by law. The possession of and/or use of drug paraphernalia is also prohibited. Throughout the year, drug education and prevention seminars will be held. Students found in violation of the policy will face disciplinary actions, restitution, prosecution and/or eviction.

Elevator: Tampering with or misuse of the elevator is prohibited by law and university policy. These behaviors can create serious safety concerns, expensive repair costs, and excessive wear and tear.

Electrical Power: The use of too many appliances may result in a loss of power to the room. Students must pay special attention to the directions for using appliances so as not to overload circuits. Items that can be used safely in the room include the following: a television, a stereo unit, an electric fan, a micro/fridge unit, small electrical items such as an, electric clock and lamp. Items such as a hair dryer and curlers are encourage to be used only in the bathroom of the room. All extension cords are to be 14 gauge or better; the lower the number the higher the gauge.) All extension cords are to be intact with no exposed wires or frayed ends. Extension cords cannot be run under carpet. No more than one cord can be plugged in per socket. Safety fused extension cords are permitted. These are the large extension cords with a power strip at one end having six outlets. This must be plugged directly into an outlet. Use an adaptor for a three prong outlet switch if the Residence Hall is not equipped with three prong outlets. Appliances must be plugged directly into the power strip. When a heavy power drain appliance is attached to the socket with an extension cord, no additional appliances should be plugged into a wall socket. The use of more than one heavy power appliance in a socket causes breakers to trip and is a fire hazard. If breakers go off in your room frequently, please inform the Residence Hall staff. No extension cord may be nailed, stapled, or attached to the floor, wall or ceiling.

Emergency Contact Information: Residential students are required to complete an emergency contact information files as part of the application process, upon checking into their assigned Residence Hall room. It is vital that this information be accurate and thorough. This information will be kept confidential and is used only in cases of emergency. By submitting this information to the Department of Housing and Residence Life, the student is providing the Department of Housing and Residence Life permission to contact the named individuals in case of an emergency.

Emergency Exits: The use of emergency exits is strictly prohibited except in the case of an actual emergency. Students found in violation of the policy will face disciplinary actions, restitution, and or prosecution.

CSU Emergency Notification System

Rave is CSU's Emergency Notification System which allows Students, Faculty, and Staff to receive alerts via e-mails, voice, and or text messages when important information i.e. (weather alerts, school closing's, etc.) is to be shared throughout the campus community.

For additional information and to sign up for RAVE go to: <http://www.getrave.com/login/csu> Guardian is an extended service through RAVE, CSU's Emergency Notification System, and is designed to transform Students, Faculty, and Staff mobile phones into a personal alarm beacon. In the event of an emergency, critical information you elect to share will be provided to Chicago State University CSU Police Department to help them more quickly respond and help you. For additional information and to sign up for Guardian go to: <http://www.getrave.com/login/csu>

Explosives or Incendiary Devices: It is a Class 2 Felony to possess, store, or use either on university property.

Failure to Comply: Obstructing University officials includes such actions as failing to positively identify oneself to a Residence Life staff member, Chicago State University Police Officer, or other University official when requested to do so and/or failing to comply with judicial sanctions imposed under the Student Code of Conduct. Students found in violation of the policy will face disciplinary actions, restitution, prosecution and/or eviction.

FERPA (Family Educational Rights To Privacy Act): By law (FERPA), University staff are not able to release certain information about students to anyone without the written consent of the student. This applies to judicial situations, damages charges, academic standing, and financial information. Should questions arise; the student will need to complete a release of information before any information is provided.

Fighting: Fighting by individuals or groups of individuals is not allowed and or tolerated in the Residence Hall. Action will be taken by the Department of Housing and Residence Life Staff and the Chicago State University Police Department to prevent any injury to individuals and damage to the Residence Hall facility. Persons found in violation of the policy will face disciplinary actions, restitution, and/or prosecution.

Fireworks and Explosives: Possession and/or use of fireworks, sparklers, firecrackers, explosives, incendiary devices, bunsen burners, or torches are strictly prohibited on campus and in the Residence Hall. The classes of offenses are as follows:

- A petty offense if it involves up to one pound, exclusive of external packaging.
- A Class B Misdemeanor if it involves an amount greater than one pound.
- A Class A Misdemeanor if it involves an amount greater than three pounds.

It is a misdemeanor to possess, store, or use any fireworks on university property.

Flammable Liquids: Storage or use of any flammable liquids, photo developing chemicals, or corrosive materials in any quantity is prohibited in the Residence Hall.

Floor/Wing Meetings: Throughout the year, RA's will hold floor/wing meetings to inform residents of upcoming events, to explain community living standards and expectations, and to communicate information. It is mandatory to attend these meetings. These meetings provide you an opportunity to ask questions about policies, provide feedback regarding campus living, meet the staff, and interact with other residents in the building. You are expected to inform your RA if you are unable to attend the meeting. Your student account will be charged a **\$50.00 fine** for non-attendance and will be held accountable for the information presented at the meeting.

Furniture: Residents may bring additional furniture as long as safety regulations and the roommate's space are not violated. Existing room furniture may not be removed. Furniture placed in the lobby areas and lounges is for the use of all residents and may not be moved to a student's room. Removing room furniture from your room is prohibited. Residents who move furniture from public areas or use furniture for purposes other than its original intention are subject to disciplinary action and a **\$25 fine per item per day**.

Gambling: Gambling for money or other items of value in the Residence Hall is prohibited.

Guests Behavior: Residents are responsible for the actions of their guests at all times. Residents' guests will also be held responsible for any policy violations that occur. Should your guest violate Community Living Standards, you will be subject to disciplinary action and your guest will be asked to leave. You are responsible for properly and accurately identifying your guest to staff as requested. A room adequately accommodates the people to whom it is contracted and a few of their guests. Overcrowding in rooms is a life safety concern and an issue of community welfare.

Guest Overnight Stay: On Friday and Saturday nights, residents may have a guest of the same gender stay overnight. **Overnight guests may not check in prior to 12 Noon or after 12 Midnight or earlier on designated nights.** No one under the age of 18 may stay in student rooms or stay overnight. Overnight stay does not extend on days where the University has a three-day weekend, or when there is a party taking place on campus. However, prior approval, on an individual basis, may be granted by the Housing Office. When you have overnight guests, please adhere to the following guidelines:

- Guests must be escorted by the host resident at all times. You are directly responsible for their actions and behavior.
- Only two guests per resident are allowed at any one time.
- Overnight guests are welcomed provided they abide by Community Living Standards in the Residence Hall. Guests are not allowed to stay for extended periods. This constitutes a de facto subcontracting of university facilities. Should the guest be a source of complaints to members of the Residence Hall community (residents, staff, etc.), the guest will be asked to leave the premises and not return.
- Guests must be signed in and out by the host resident at the front desk, and must leave a proper (picture) identification (drivers license, current college and/or work ID, etc.) with the front desk staff. ID's will be returned upon exiting the building. Expired or invalid identifications will not be accepted.
- Guests must carry the "visitor's" placard at all times while in the Residence Hall. If the guest is seen without the visitor's placard, or not accompanied by the host resident, she/he will be escorted to the front desk to check out and will be asked to leave the building. Any resistance from the guest to depart the premises will result in Police involvement.
- Residents must check with a roommate if you plan on having overnight guests. Furthermore, the right of the student to sleep or study takes precedence over the right of her/his roommate to entertain guests. Guests will be allowed to stay over no longer than two consecutive nights (Friday and Saturday), provided their stay does not present problems for roommates, suitemates or the staff. Limitations and/or restrictions on guest visitation may be implemented for the building if it is academic and/or operations related (opening, closing, and final exams), or for safety and security reasons.

Guests Policies: To promote an academic atmosphere, adherence to the visitation policy is the responsibility of each resident. Therefore, consideration for privacy and the rights of residents takes precedence and must be respected at all times. Residents are responsible for the conduct of their guest. Housing & Residence Life reserves the right to ban individuals from entering the Residence Hall if they abuse the visitation policy or violates Community Living Standards.

Guest Visitation Hours

- Sunday – Thursday..... 12 Noon – 10 p.m.
- Friday & Saturday 12 Noon – 12 Midnight

Residence Hall visitation privileges will not be granted until two weeks of both the fall and spring semester have passed. Visitation hours will be limited during break periods and/or denied.

On nights in which there is a party, all guests must check in by 8 p.m. and all visitation ends at 12 Midnight. Additionally, there is not overnight visitation.

Harassment and Assault: Individuals are afforded the right to privacy and peaceful existence. In keeping with this, harassment or assault on another individual will not be tolerated. Violators will be subject to disciplinary action in accordance with the University Student Code of Conduct. Assaults or threats of assault on another person whether sexual, physical, written or oral will not be tolerated.

Health & Safety Inspection: In order to maintain proper health and safety standards, residents are expected to keep their rooms and bathrooms reasonably clean and sanitary.

Each semester, RA's will periodically visually inspect each room for:

- Prohibited items
- Reasonable standards of cleanliness, sanitation and safety
- Ensuring that maintenance concerns are reported and repaired.

Each student is responsible for cleaning his/her room and keeping the room in good condition. Inspections will be made periodically to determine the condition of the room or unit, and may be unannounced. The staff member or agent will record non-routine room checks and file results with their supervisor for future reference.

If your room/suite fails a room inspection, it will be re-inspected within 24 hours. Failure to pass inspections will result in judicial action, contract termination, and/or a \$20.00 per day fine.

Identification Card (ID): All full-time students enrolled at Chicago State University are required to obtain an official CSU photo identification card. The card should be kept in their possession while on campus or attending functions and classes at CSU. A valid CSU I.D. card is required to use all University facilities, including the library and the computer center. In addition, it is required to obtain free or reduced admission to University events. This card must be presented on demand for the purposes of official University identification. There is a \$20 fee charged for an I.D. replacement.

In the Residence Hall, every student must possess and carry a CSU/Resident I.D. Card. Upon request, students must provide their I.D. card, when asked, to authorized personnel (University Police, Security, Housing & Residence Life staff, etc.) and comply with the directives of such officials, and are expected to cooperate with university officials in the performance of their duties.

Improper Behavior: No student will participate in a water, food, or shaving cream; or fighting in the Residence Hall. Conduct and/or expressions that are obscene, inappropriate, acts of intimidation, or blatantly offensive to the prevailing standards of the living-learning community are prohibited, and subject to disciplinary actions and/or contract termination.

Irons: Ironing is permitted in students rooms; however, irons must always be used with ironing boards that have a fire-resistant cover. Irons with automatic cutoff mechanisms are required. Irons should never be left plugged in an outlet when not in use.

Liability & Property Insurance: Chicago State University is not responsible for loss in the Residence Hall due to theft, fire, water, heat, or other causes. The University is also not responsible for personal property that is lost, stolen or damaged in or on the Residence Hall property.



A voluntary personal property insurance plan is available to all Residence Hall students in the Housing Office. However, students are encouraged to investigate coverage under your parents' homeowners' policy, which may extend coverage for property in your room. If not, you may want to consider purchasing renters' insurance.

Littering/Trash: Trash from your room should be discarded in designated trash rooms in the Residence Hall, and not in other non-designated areas. If trash from your room is found in non-designated areas, you will be held accountable for its appropriate disposal and any financial costs associated with its removal. Suite and shared trash should be dumped in the designed trash areas.

Lockouts: Any resident locked out of his/her room for the first time will be given (1) courtesy re-entry per semester. A valid Resident I.D. is required before any room opening is performed. However, if the ID was lost or left in the room the resident's identity must be verified by a RA and/or the Desk Staff. The resident of the room will be the only one given access. No family members or friends will have access into the resident's room. During the hours 10 p.m. – 7:30 a.m., all room openings performed by Housing & Residence staff after the first courtesy lockout will incur a **\$5 fine**. Fines must be paid before entry into the room is allowed. **A fine is imposed for each re-entry.**

The only exception to gaining access into a room is in the case of an emergency where human life is in danger, building evacuation, a malfunction of the key card system, if the ID card is worn due to normal use and will not work, or if the student produces a police report indicating the ID card was stolen.

If lost or stolen, residents will receive a temporary room key card for (24) hours. All temporary cards issued will result in a fine of \$5. A new ID card must be obtained by the resident before the temporary card expires. Remember to always carry your ID card. Keep your room and bathroom door locked at all times for safety and security.

Lofts: The construction of lofts or any other structure within the Residence Hall is prohibited.

Motorized Vehicles: No vehicles or machines with combustible fuel, such as motorcycles, mopeds, scooters and jet skis can be brought into or stored in or around the halls. If any motorized vehicle is found in the Residence Hall, it will be impounded.

Noise/Quiet Hours: The minimum quiet hours established for the Residence Hall are as follows:

Courtesy Hours

Sunday thru Saturday
8 a.m. – 10 p.m.

Quiet Hours

Sunday thru Saturday
10 p.m. – 8 a.m.

These hours pertain to the regular academic year, which includes three-day weekends and holidays. During finals' week, quiet hours are in effect 24 hours a day until the last scheduled exam.

Students may ask other residents to observe Courtesy Hours if they need quiet for study or sleep. If noise is heard beyond 1 room door, it is a violation of courtesy hours. A student's right for quiet supersedes another's right to make noise.

During quiet hours, noise from stereos, televisions, musical instruments, radios, voices, etc., should not be heard outside of the room by residents in neighboring rooms, corridors, or areas outside of the building. If noise is heard outside of the room door, it is a violation of quiet hours. At no time should amplified music be projected outside through the resident's window. All residents share the responsibility for enforcing Quiet Hours.

A staff member will ask those gathered in a room to lower their voices, stereos, etc., only once. If a staff member is required to visit a room a second time during an evening all except the assigned occupants of the room will be required to leave. Room occupants must realize that they will be held accountable for the actions of their guests. Students consistently responsible for noise problems in the Residence Halls will be subject to dismissal from the Residence Hall.

Painting: Residents are not permitted to paint the interior walls of their room or doors.

Personal Care: Each resident is responsible for his or her own self-care, which is defined as appropriate personal hygiene, mental health, management of medical illnesses and/or disability related personal needs. If a resident needs a personal attendant to assist with these tasks, it is the responsibility of the resident to identify and ask for assistance.

Personal Safety: We encourage all residents to take safety precautions while on campus and in the Residence Hall.

Personal Safety Tips:

- Avoid walking alone. On campus, use the Escort Service, call 995-2111.
- Stay in well-lit areas, away from alleys, bushes and entryways.
- Walk confidently, directly and at a steady pace.
- Walk on the side of the street facing traffic.
- If a driver stops to ask directions, avoid getting near the vehicle.
- If a car appears to be following you, turn and walk in the opposite direction.
- Check inside your vehicle before entering.
- Park in well-lit areas.



Above all, be aware of your surroundings and the people around you, even those you know.

Campus Safety Tips:

- Keep an eye on your belongings while in the library, computer labs, classrooms, lounge areas, and the cafeteria.
- Don't leave your belongings unattended.
- Report suspicious and criminal activity to the police.
- Lock and secure your bathroom door, windows and room door when leaving.
- Don't leave valuables or money out in the open in your room.
- Don't leave your room door unsecured, even if for a short period of time.
- Be aware of the campus emergency phones with the blue lights and on the outside of every building.

When you feel uncomfortable walking on or about campus, call the Escort Service at 995-2111.

Posting, Distribution and Solicitation: Housing & Residence Life's approach is to educate students and their organizations relative to the appropriateness of promoting activities, events and functions in the Residence Hall. Advertisements promoting alcohol, offensive language, photos, graphics or drawings, the degradation of one's cultural, gender or sexual identity are not consistent with the philosophy of residential living.

Part of Housing & Residence Life's mission is to help promote activities, events and functions in the spirit of collegiality, so that the university community can work harmoniously together. Therefore, specific guidelines have been established to insure that advertisements and/or the promotion of events do not compromise the integrity of the residential program. Moreover, all postings must be "Approved" by the Office of Internal Affairs and Events Management. Additionally, all flyers must be approved and stamped by one of the Facilities Managers on campus.

Lastly, all advertisements must be approved by Housing & Residence Life. A violation of the policy that would warrant advertisements to be removed promptly includes advertisements not approved for posting by one of the Facilities Managers, or unauthorized photo-copying of the the approved posting stamp.

Student organizations and/or individuals are responsible for obtaining prior approval for any posting of materials, canvassing, or sales directed at residential students. To insure the privacy of residential students, soliciting and/or the distribution of literature is prohibited unless approved, in writing, by Housing & Residence Life.

The posting and distribution policy consist of:

- A. The Residence Hall has designated bulletin boards for the posting of approved announcements. The distribution and posting on residential bulletin boards require prior approval from Housing & Residence Life. Once approved, postings will be distributed and posted by the hall staff on designated floor bulletin boards.
- B. Posting on windows, exterior doors, walls, or any unauthorized location within the Residence Hall is prohibited, and will be promptly removed. Off campus businesses may leave promotional materials at the front desk of the Residence Hall. However, approval must be granted by Housing & Residence Life prior to placing promotional materials at the front desk and/or the main lobby area.
- C. Official university correspondence may be placed in residents' mailboxes by approval of Housing & Residence Life.
- D. Student organizations and/or individuals may not act as a vendor or sales agent, or set up a commercial business enterprise of any kind in University owned housing.
- E. Door-to-door sale or solicitation is prohibited. If an unauthorized solicitor is in the building, the solicitor will be escorted promptly from the building by the staff and/or with assistance from Campus Police.
- F. Student organizations and/or individuals who wish to distribute questionnaires or undertake in research projects involving residential students or staff, must contact Housing & Residence Life for written authorization. A written proposal along with approval from the faculty chairperson must be submitted at least (15) business days before the project begins, for consideration.

1. Advertisement Guidelines

In order for advertisements to be approved, signs should include none of the following:

- a. The mentioning of any alcoholic beverage's brand or generic name.
- b. The alcohol company's name, logo or slogan.



- c. The illustrations of beer cans, bottles, mugs, wine glasses, kegs, etc.
- d. Language that might suggest “Age, ID Required, BYOB”, or other known alcohol phrases in the advertisement.
- e. Offensive or sexually suggestive language, photographs, graphics or illustrations.
- f. Product logos, pictures, and/or slogans from any company without permission.

Advertisements in question will be treated fairly and with respect. The main goal is to have questionable advertisements modified in order to be approved for posting. Likewise, not all instances are covered in this policy. As a result, advertisements will be handled on a case by case basis when in question.

Organizations sponsoring a “party” will be asked to adhere to the following procedures before approval for posting is granted:

- 1. Inquiries will be made to determine if alcoholic beverages will be present at the function.
- 2. If confirmed that alcohol is present, the advertisement will not be approved for posting in the Residence Hall.
- 3. If a representative of the organization states that alcohol will not be present at the function, the representative will be asked to sign a copy of the advertisement and provide their address and phone number.

2. Administration, Departments, Student Organizations, and Community

Those who are approved for advertisements are permitted to publicize their events, services, announcements, etc., in the Residence Hall include, but not limited to:

University Administration	Academic Departments
Wellness/Health Center	University Police
Academic Support	Postal Services
Counseling Center	Athletics
Career Services	Student Activities
Campus Ministries	Financial Aid
Dining Services	Physical Plant
Bursar’s Office	Registrar’s Office
Telecommunications	Student Government Association
Parking	Off-Campus Services/Events

3. Mailboxes

Mail addressed to residents will be distributed by the Housing & Residence Life staff to your mailbox during the regularly scheduled mail distribution times.

- a. Placing advertisements in mailboxes is prohibited. Mailboxes are used for delivery of postal services and official university correspondence.
- b. Approved postings will be removed 24 hours after the event by the hall staff.

4. Personal Advertisements

Students may have approved postings (sale of textbooks, tutorial service, rides, roommates needed, etc.) displayed in designated posting areas.

- a. Postings will be placed on designated bulletin boards.
- b. Postings exceeding 11" x 17" are subject to approval based on space availability.

5. Food Events

No one may act as a food event vendor (cooking, baking, serving or selling food products) in or around the Residence Hall without proper authorization from the Office of Housing & Residence Life.

6. Requests to Use Residence Hall Space

Forms may be obtained from the Department of Housing & Residence Life.

- a. Forms must be filled out completely, appropriate signatures obtained, and submitted before any consideration of request to use Residence Hall.
- b. Final approval will come from Housing & Residence Life.

Public Areas: For safety reasons, the hallways must be kept free of obstructions. No resident or guest may sleep in the hallways or lounges unless it is in conjunction with an official hall-sponsored event. Use of these areas for group activities requires permission of the hall staff. In the event of a health or safety hazard, and/or vandalism, lounges will be closed until further notice.

Residence Hall Access: For your own safety and security, as well as that of other residents, all visitors to the Residence Hall must check in at the front desk before entering the building. Except for the primary entrance, all other doors are locked and should be used only as emergency exits.

To enter the Residence Hall after 10 p.m. nightly, residents will be required to show their CSU ID Card to the desk staff. Without an ID, the identity of residents will have to be verified by the desk staff and/or the RA on duty.

Use emergency exits only in the case of an emergency. Side doors leading to the exterior are equipped with an alarm to ensure they are used only in an emergency.

Anyone caught using alarmed doors, propping doors or causing other breaches of security will be subjected to judicial actions, restitution and/or contract termination. Do not prop doors open. If you discover a door that is propped open, please close it. Open access to the Residence Hall jeopardizes the safety and security of residents and staff of the building. Never permit strangers to access the building. Do not allow people you do not know to follow you into the building.

Contact the staff immediately if you notice any breach of security in the Residence Hall.

Residence Hall Ban Policy: The Office of Housing & Residence Life reserves the right to ban individuals from the Residence Hall if they are suspected of living on campus illegally, abusing the visitation privilege or any disruptive behavior associated in or on the Residence Hall property.

Resident Behavior: Residents who display appropriate behavior or conduct toward residents or staff, exhibit an inability to live in a residential setting, refuse intervention, and/or are endangering themselves or others in any manner, are subject to judicial action, restitution and/or contract termination.

Behavioral examples include but are not limited to: eating disorders, self mutilation, dependence upon other residents and/or staff for self care, etc. Other administrative responses which may occur include, but are not limited to: intervention, required referrals, behavioral management, or required Release of Information consent to permit discussion between the hall staff, other university personnel, or outside agencies regarding the needs of the resident.

Residence Hall Council (RHC): RHC offers residents an opportunity to develop leadership skills and become involved on campus. The RHC plans and implements social and educational programs for residents to interact together and expose them to new experiences. These programs supplement the programs and activities organized by the Housing & Residence Life staff. RHC also provides a forum for dealing with residents' concerns on campus.

Benefits of Getting Involved with RHC:

- You will have the opportunity to get to know a lot of people, similar to and different from you.
- You will have inside information on upcoming activities.
- You will develop leadership skills, which every employer is seeking.
- You will have the opportunity to influence the community environment of which you are a part.
- You will have the chance to learn the inner workings of a college campus.
- You have the opportunity to be connected to the larger University.
- You will have a chance to show your school pride.
- You will plan activities that you and your friends want.
- You can make your mark!

Rights & Responsibilities: Chicago State University is cognizant of the rights, freedoms, and responsibilities of all students. Housing & Residence Life is committed to maintaining high moral standards within the Residence Hall community.

Policies and procedures have been established to ensure that individual rights and freedoms are protected and responsibilities understood. The Residence Hall community aims to maintain standards conducive to academic, social, and personal growth and development. Students at Chicago State University are expected to:

- Observe laws as well as University regulations.
- Respect the rights and privileges of others.
- Be forthright and honest in all academic and social conduct.
- Share the responsibility of maintaining an environment where individual actions do not violate the community's welfare.

This means that students have both the right and responsibility to confront each other directly in a constructive and respectful manner when problems occur. The Housing & Residence Life staff will support and work with students in an effort to assist, understand and abide by Community Living Standards. Failure to comply will result in judicial action and/or contract termination.

Resident students are contractually responsible for emergency information and policies outlined in the contractual agreement, calendar handbook, and other university postings. The University, however, does not attempt to use formal rules to define every unacceptable form of behavior. In situations not covered by specific regulations, you are expected to use common sense and conduct yourself at all times in a mature, responsible manner.

Room Key Access: Every resident will receive a key card which will allow access entry into individual rooms. Key cards are secretly coded for authorized occupants of each room.

Room Responsibility: Your room is designed to be comfortable and livable. Your room contains the basic furnishings: bed, mattress, desks with attached bookshelves, desk chair, closet and/or wardrobe, dresser, AC/Heat unit, smoke detectors, and window blinds. Room amenities include a computer, printer, Cable access and Micro/fridge. Most rooms have bathrooms that are connected to an adjoining room, while single rooms have private baths. The bathrooms have a shower, toilet, sinks, mirror, and individual drawers for toiletries. Single rooms' bathrooms include a bathtub.

Since students have different needs with regard to room lighting, lamps should be provided by each resident. Common area and lounge furnishings are intended for use by all residents, and may not be taken to furnish individual rooms. Common area furnishing is for your comfort and enjoyment away from your personal living space, and should remain intact. Room furniture should not be removed from your room (**you will be billed \$25.00 per day per item**).

Room Entry: The University reserves the right to have authorized personnel (Resident Assistants, Housing Manager, Director of Housing & Residence Life, or their agents) enter student rooms for the purpose of the following conditions (among others): when there is reason to believe the occupant's life is in danger; when there is cause to believe that the room or unit is being used for illegal activity; when the maintenance staff needs to enter the room or unit to make repairs; when there is a need to inspect for cleanliness; when there is reason to believe hall policies are being violated; when there is a need to remove unauthorized electrical equipment or other items not in compliance with Housing policies, when conducting room inventories, maintenance checks and repairs, when seeking the protection of university property; when there is a need to silence disruptive noise, to adjust temperature controls and to exterminate.

In cases where a thorough inspection of receptacles, drawers, and other personal belongings is necessary, the staff member or agent may request assistance from the Chicago State University Police Department. Any stolen items, contraband, weapons, controlled substances, alcohol, or paraphernalia that are in plain view and or seized will result in Police involvement. The collection of evidence may also be used in student judiciary hearings and/or criminal proceedings.

The following inspection procedure are observed: Resident Assistants, Housing Manager, Director of Housing & Residence Life, or their agents will knock before entering the room. Upon entering the room, the Department of Housing and Residence Life employee or agent will state the specific reason for entering.

Room Inspections: the entry into an occupied room by University authorities in order to ascertain the health and safety conditions in the room, to check the physical condition of the room, to make repairs, or to perform cleaning and custodial operations. During the inspection, there will be no search of personal belongings.

Room Search: the entry into an occupied room by University authorities for the purpose of investigating suspected violations of University regulations and/or city, state, or federal law. During a room search, drawers, closets and personal belongings may be thoroughly searched.

Room Emergency Inspections: an emergency condition exists when there is a danger to persons, property, or the building. In such cases, campus authorities may enter immediately.

Safety & Security: Every resident must take responsibility for keeping the Residence Hall secure, protecting keys from loss, and reporting strangers in the building to the staff immediately. It is also important for you to keep your room door and windows secure at night and when you're not there. For safety as well as security reasons, screens must remain on windows at all times. Doors should not be propped open. The Desk Staff and Resident Assistants will assist in making certain that all exterior doors are locked and secured. To gain entrance into the building, residents must show their CSU/Resident ID card to the front desk staff. If your key card is lost, you are responsible for contacting the staff. In order to maintain security for yourself, your roommate's possessions, and for the community, you have 24 hours to purchase another **ID Card (\$20.00)** at the cashier's Office.

The University, Campus Police, and Housing & Residence Life are committed and work in concert to maintain high standards of safety and security in and around the Residence Hall, and the campus community. Individuals who jeopardize the safety and security of others by violating safety regulations or creating a security hazard in the Residence Hall will be subject to judicial action and/or contract termination. Students should report any safety-related problems and maintenance concerns immediately to the Housing Staff: and/or call the front desk. Students should contact the CSU Police Department if the issue is related to a safety concern.

SAFETY PROVISIONS:

Emergency Preparedness: Residents must comply with all fire and safety regulations and guidelines, and must participate in all emergency drills. Residents must pay special attention to information given regarding emergency exiting from buildings and are expected to know their locations and the procedure for their use.

Security Doors: The Residence Hall front desk is staffed 24-hours a day. The front desk personnel carry radios connecting them to the Chicago State University Police Department. Doors to all outside entrances, living areas and individual rooms in the Residence Hall provide privacy and security for residents. All doors leading to the exterior of the building are locked 24 hours a day. The CSU Police Department makes routine rounds of campus and responds to issues and concerns in and out of the Residence Hall.

Shared Responsibility/Rights of Roommates: All students assigned to the Residence Hall share equal responsibilities and rights for that room; including room condition, visitation/overnight guest access, and policies.

Smoke Detectors: Smoke detectors are designed to sense the presence of a fire and activate the fire alarm system. Detectors can be activated by smoke, steamed water and thrown objects. Smoke detectors may not be dismantled, deactivated, or tampered with in any fashion.

Smoking: Cigarettes, cigars, and pipes are not permitted anywhere in the Residence Hall. Those students who smoke are required to smoke outside the building. Smoking is allowed 100 feet away from the building or further if residents in surrounding rooms are bothered by the smoke.

Solicitation: Commercial door-to-door solicitation of any kind is strictly prohibited. Individuals soliciting or fundraising for business, volunteers, or religion within the Residence Hall are not allowed. Students should report individuals immediately to an RA, the Hall Manager, Residence Hall Front desk, or the Director of Housing. Permission for soliciting/fundraising must be approved by the Provost of Student Affairs or the Director of Housing. Registered student organizations wishing to distribute information or to speak with residents regarding ballot issues or candidates appearing on SGA or RHC ballots should visit the office. Voter registration is also permitted. Approval must be granted by Housing & Residence Life to leaflet information. In this instance, the hall staff will distribute the approved information. Leafletting is defined as the distribution of printed material from door-to-door.

Sports in the Hallways: To maintain a safe, comfortable, and quiet environment, playing sports in the hallways and lobby areas is not allowed. This includes but is not limited to: throwing, tossing, bouncing and kicking balls, wrestling, tossing a Frisbee, roller-blading, swinging golf clubs and/or bats, etc.

Syringe Disposal: Due to the potential injury to employees who handle disposed trash, residents MUST NOT place syringe needles in trash receptacles. Please contact your health provider or the Wellness/Health Center regarding the proper disposal of syringes.

Theft: All accusations of theft, will be treated seriously, and will be subject to investigation by the Chicago State University Police Department. Any student who has been a victim of theft should make a police report to the Chicago State University Police Department. If any student is found guilty of theft, he/she is subject to eviction from the Residence Hall, restitution and/or prosecution. The University is not responsible for the loss of money, valuables, or damages to the property of residents. Although a student may be covered under an existing family policy, it is recommended that he/she purchase renter's insurance. As an added security measure, students are encouraged to engrave an identifying mark on personal property (stereo equipment, textbooks, etc.).

Students are responsible for: Keeping the room door locked, using the proper entry key at the door, never propping an entry door open. Allowing only personally invited guests at all times. Never lending or duplicating room or mail box keys. Residents who violate this policy are subject to disciplinary actions by the Department of Housing and Residence Life staff. Residents should report missing I.D.s, keys, and/or mail boxes keys immediately to the Chicago State University Police Department and the Department of Housing and Residence Life.

Trespassing: Unauthorized entry into a resident's room, behind the front desk, in maintenance areas, and entry into the building when on the "banned list" is prohibited.

University Furniture: Residents are responsible for the condition of their rooms and for all university furniture within their assigned rooms. All assigned furniture assigned to their rooms must remain in their room. Students will be held responsible for any damage to university property and/or missing furniture.

University Property: Theft, tampering, and misuse of personal or Residence Hall property, including but not limited to: video cameras, vending machines, lounge furniture, laundry machines, etc., is not permitted.

Vandalism: Acts of vandalism will not be tolerated in the Residence Hall. Violators will be subject to disciplinary actions, restitution, and/or prosecution.

Vehicle Safety: All residential students' automobiles must be registered with the Parking Department. Parking stickers are available.

Water Devices: Water guns, catapults, balloons or other water devices are not permitted in the Residence Hall. Residents who participate in any unauthorized water activity while in the Residence Hall will be subject to judicial action, restitution and/or contract termination.

Waterbeds: Waterbeds are not permitted in the Residence Hall.

Weapons and Firearms: Possession, use, sale, or distribution in the Residence Hall or under University control of fireworks, firearms, shotguns, rifles, hand guns, switchblade knives, and any type of ammunition, explosives, BB guns, pellet guns, clubs, and martial arts weaponry is prohibited. Additionally, common utensils must not be used as weapons. Violators will be subject to disciplinary action, restitution and/or prosecution.

Windows and Screens: Dropping or throwing objects from a Residence Hall window constitutes a safety hazard and/or littering. Unauthorized entry through a window is also prohibited and subject to arrest. A fee will be assessed for any damage or unauthorized removal of screens. Students are not to display any appropriate images or phases in their windows. Under no circumstances will the throwing of objects from any winds in the Residence Hall be tolerated. Such conduct poses danger to the health and safety of other residents.

HOUSING ASSIGNMENTS

Academic Break and Summer Housing: Semester breaks and summer housing is available, depending upon space availability. Contracts during these breaks are different than regular terms. The Department of Housing and Residence Life reserves the right to make assignments and re-assignments as necessary. Completion of a summer contract does not guarantee a preferred room assignment.

Application Fee: All students applying for housing are required to submit an application and non-refundable processing fee. The application fee is a one-time fee, good as long as the student remains in the Residence Hall.

Assignments: While every effort is made to comply with student preferences, the University reserves the right to assign space, to authorize or deny room and roommate changes, and to require a student to move and/or consolidate to another room. Assignments are made without regard to race, color, religion, national origin, sexual orientation, age, or disability. Students of the opposite gender will not be assigned, nor may they occupy a room together. If your contract is accepted according to the terms and conditions, you will be guaranteed a bed space.

Students who do not show up by the Wednesday of each semester opening, and have not submitted a written cancellation, will be bound to the terms and conditions of the contractual agreement. Room assignments will not be held nor guaranteed for students who arrive late or fail to show up without making arrangements with the Housing Office prior to the opening of the Residence Hall.

Assignment changes are considered after the students involved have made a serious effort to explore alternatives to a change. This includes a meeting with the Housing Office Staff. The Housing Staff approves all room and roommate changes. Room changes will not be granted until after two weeks of both the fall and spring semester have passed. Students who participate in an unauthorized room change are subject to a \$25.00 fine and will be required to move back to their original assigned room. No room or roommate changes may take place before the second week of classes.

We encourage residents who wish to return to the Residence Hall the following year to apply during the advance registration period. Priority for room selection is given to returning students contingent upon review of their housing contract.

Check-In: Every resident receives a room inventory form, ID, room key, mailbox key, laundry card, and a student calendar handbook upon arrival to the Residence Hall. Residents will conduct a complete inspection of their assigned room before moving in, as indicated on the room inventory form. Once the inspection is done, residents assume responsibility for the assigned room.

Check-Out: There is a \$50.00 charge for failure to follow the appropriate checkout procedures when moving out of the hall. Failure to vacate your room by the last day of your contract may result in the removal of your property by the university. Failure to leave your room in a clean and orderly condition will result in a cleaning charge. Residents will also be charged for loss and/or damage to premises, equipment, or furnishings. There is a \$20 charge for a replacement key card, \$10 for a lost mailbox key and \$50.00 charge for rooms with key locks.

Finals Week Check-Out Policy: Residential students are expected to check-out of their room within 24-hours after their last scheduled final exam. Exceptions may be granted only by the Director of Housing, and will be made on a case-by-case basis for the following reasons (not an inclusive list): participation in or volunteering at graduation ceremony, conflicts in travel arrangements, athletic commitments, residing in the Residence Hall for the summer term.

Consolidation: The University reserves the right to move or reassign students to accommodations comparable to those originally assigned at any time during the term of the contract. Students in less than full capacity rooms will be required to move to another room or accept a roommate in a similar situation.

Contract: The housing contract agreement period is for the full academic year (Fall and Spring), excluding vacations and semester breaks. The contract begins from the day the Residence Hall officially opens during each semester, and ends on the last final examination.

Housing & Residence Life reserves the right to terminate a contract if the student is not registered for (12) credit hours, receives a GPA below 2.0 for two consecutive semesters, or is banned or suspended from the Residence Hall.

Contract Cancellation: Students who cancel their housing must notify Housing & Residence Life, in writing, prior to the first day of classes in order to receive a full refund. Students who do not show up the Wednesday of each semester opening, and have not submitted a written cancellation, will be bound to the terms and conditions of the contractual agreement. Room assignments will not be held nor guaranteed for students who arrive late or fail to show up without making arrangements with the Housing Office prior to the opening of the Residence Hall.

Note: Canceling your admission to the University **does not** cancel your housing contract. Also, see Room and Board Contractual Agreement.

Damages: Residents are liable for damage, modification, or excess cleaning in their Residence Hall room. A room condition report will be completed by the resident and a Residence Hall staff member during check-in and check-out. By signing the housing contract and the room condition report, you agree to pay the cost of repair, replacement, or cleaning of any item that you damage, modify, or destroy. Replacements costs include the full, not depreciated value for new materials and labor. If a damage item feasibly can be repaired, you will be charged the cost of repairing this item. All repairs/replacement work will be initiated and accomplished by the University or its designee.

Roommates are jointly responsible for damages and associated charges and will be divided equally among all contract holders of the assigned space, unless one person takes responsibility or the Hall Manager or Director of Housing determines responsibility. Residents are also responsible for damage caused by their guests.

Final room inspections will be conducted by the Hall Manager and the Director of Housing after residents have vacated their room and completed their room conditions report. Additional damage charges may result from these inspections. Final billing authority rests with the Hall Manager and Director of Housing.

If a resident disagrees with the damage charge assessed, he/she may submit an appeal, in writing, to the Director of Housing. The deadline for appeal is one week from the date of the bill. If you are appealing a charge and the result is not known prior to the deadline, you must pay the bill in order to avoid a late charge. Should your appeal be granted, the damage charge will be credited to your student account. The Department of Housing and Residence Life cannot remove late fees assessed to your account. Only one appeal will be considered per damage charge.

Dates of Occupancy: Residents occupy their assigned space prior to the first day of classes until the end of final examinations. Residents are required to vacate the Residence Hall in accordance with published closing information.

Eligibility: To be eligible to live in the Residence Hall, a resident must be enrolled as a full-time CSU student taking (12) semester credit hours for undergraduate, (9) for graduate students, and maintain a cumulative GPA of 2.0 to remain in the Residence Hall. If a resident's cumulative GPA is less than 2.0 for two consecutive semesters, the resident will not be issued a housing contract for the next academic term. Likewise, if the resident falls below the required credit hours, or has no credit hours on record, her/his housing contract will be terminated.

The resident may reapply for housing once she/he reestablishes a cumulative GPA of 2.0 before the attending term. If the resident is no longer enrolled at the university, he/she will be required to depart the Residence Hall within 24 hours.

Housing Fee: All fees must be paid before receiving a housing assignment. The Residence Hall fee is paid every semester. Housing fee is not covered by Financial Aid.

Illegal Residence: Students in the Residence Hall must pay the required room rent according to the University fee schedules. Any student found illegally living in the Residence Hall will be removed from housing, charged for the length which he/she stayed, charged with trespassing and or added to the Residence Hall banned list.

Immunization Requirement: Illinois Public Health Act 85-1315, specifies that any student registered for six hours or more after January 1, 1957, who is a first-time freshman, a transfer student, or re-entering the university after an absence of more than one semester, will be required to show documented proof of immunizations. Documentation of immunizations and testing must be verified by a registered health care provider. **Students who are not medically compliant will not be allowed to apply for housing.**

In order to be medically compliant, students must have:

1. Documented proof of two (2) doses of measles, mumps, rubella (MMR), or a test verifying immunity of the above.
2. Diphtheria and tetanus (TD) - must have been done within the last ten years.
3. Physical Exam. - completed by a health care professional within the last year. History and physical should be included.
4. A tuberculin (TB) skin test - done within the last year.

A medical compliance card (green) will be issued once compliance is verified by the Wellness/Health Center. The Housing Office should have the compliance card two weeks prior to moving into the Residence Hall. Residents will not be allowed to physically move into the Residence Hall until a completed and approved compliance card has been submitted to the Office of Residence Life.

Proof of required immunization may be obtained at the Wellness/Health Center. Students who wish to prove immunization requirements must complete the Certificate of Immunity form and send it to: Wellness/Health Center, ADM 131, Chicago State University, 9501 South King Drive, Chicago, IL 60628, or call 773.995.2010.

Interim Housing: Student housing is for the academic year when Chicago State University classes are in session. It is recommended that students take their valuables home with them during the holiday and break periods. Students do not have to completely vacate their possessions from the room at the end of the first semester. Students who do not leave by the scheduled departure dates and times will be charged a \$20.00 fee per day.

Storage: All student property must be stored in the students' room. Chicago State University will not store excess personal property. Additionally, Chicago State University will not store students' personal property over the summer break period.

Occupancy: Students must be enrolled full-time each semester, with a minimum of 12 credit hours for undergraduate (9 for graduate;) have and maintain a cumulative grade point average of 2.00, and be in full medical compliance with the Wellness/Health Center in order to be in the Residence Hall. Housing is not assigned to students who have a hold on their account.



Refund Policy: Resident students who withdraw between the First and Fourth week of classes will be refunded based on a percentage rate. **There are no refunds of application fees or housing fees.** There is no room and board refund after the fourth week of classes.

Cancellation

Move-In or First Day of Classes

Refund

100% of Room/Board

Withdrawal Schedule

During First Week of Classes

80% of Room/Board

During Second Week of Classes

60% of Room/Board

During Third Week of Classes

40% of Room/Board

During Fourth Week of Classes

20% of Room/Board

After The Fourth Week of Classes

0% of Room/Board

Room and Board Payment: Room and board charges are subject to settlement in accordance with the terms and conditions, and will be due according to the University payment deadline schedule. Failure to pay room and board amounts will result in the cancellation of your room assignment and immediate removal from the Residence Hall. Students who have outstanding debts at Chicago State University will not be permitted to register until such debts have been paid.

Master Card, VISA, Discover, Telecheck, cash, money orders, cashier's checks, certified checks, personal checks and traveler's checks will be accepted in payment of tuition and fee charges.

Your Money Responsibilities

In the event of your failure to meet the terms of your deferred payment agreement, you will not be eligible for academic credit for enrolled courses. In addition, Chicago State University may report your account to the credit bureau, place your student account with an outside collection agency and assign the account to the State of Illinois Off-Set System. It is further understood that all reasonable collection costs, fees or legal expenses incurred by Chicago State University and any outside agency in securing payment is your responsibility. These fees could range from 25% to 50% of your unpaid balance.

Note: Chicago State University is under no obligation to send individual bills to students. Reminder notices will be placed in University publications.

It is the responsibility of the student to maintain his/her current address in the Records Office. **Note: all dates, fees, and charges are subject to change without notice.**



Room and Board Rates: Rates are based on double occupancy and single rooms, **per semester**, for the academic year. **Note: Rates are subject to change.**

Roommates: An important realization during one's stay in the Residence Hall is that students do not just have a roommate, they are a roommate as well. For many residents, sharing a room is a new experience. The roommate can be someone to share opinions, interests, and good times. However, sharing a room can sometimes result in problems or misunderstandings.

If conflicts do arise, one should talk with the roommate first before the situations get out of hand. Give the roommate the courtesy of speaking about the problem first, before getting it second-hand from someone else.

If communication does not work and the problem cannot be resolved, then one should talk with the resident assistant. The Residence Life staff member has experience in dealing with these problems and can give advice.

Discuss with the roommate what his/her reactions would be to different situations. Successful roommates who enjoy living with one another usually have a good ability to understand each other's feelings. Try these situations out with one another: When I am happy I..., If I am under pressure, I usually... When I want to be alone, I'll ...; I get annoyed when ...; The best way to tell how you feel is to....

It is important to agree on how to deal with visitors. Roommates may not have problems with this, but the students should come to terms about guests at the beginning of the semester before it becomes an issue. The students should determine when guests should not be in the room and figure out how to let each other know if someone has overstayed his/her welcome. Make certain the roommates set ground rules for visitors when a roommate is studying.

TIPS ON BEING A GOOD ROOMMATE:

Communicate: The roommate should sit down and discuss habits, preferences, moods and values. Even if the person is a best friend, surprises do occur when discovering his/her preferences regarding personal items, stereo volume, telephone messages or borrowing items. Talk directly to one another about concerns at an early stage in order to come to a mutual agreement. Initially it may be awkward, but a quick discussion often saves hurt feelings and big problems.

Established Rules: Develop a basic set of ground rules regarding the use of the room, going to bed, getting up, using each other's belongings, room cleaning, entertaining guests, or all-night studying. This is a joint effort and requires some compromise and flexibility from both people.

Respect Privacy: Sharing ideas and discussing situations are an integral part of life in the Residence Hall, but be aware that excessive interruptions can sometimes result in irritations and frustrations. Give the roommate space when it is needed.

Resolve Conflicts: If conflicts arise, speak to the roommate first; talk the problem through before it becomes a major conflict. If the roommates cannot agree on a compromise, select a third party to lend some assistance to mediate a solution. The roommates can get such assistance from the floor Resident Assistant and/or the Hall Manager. While the hall staff cannot always solve the problems, they are experienced and trained to assist the students.

Room Change: Room change occurs during the second week of each semester. Room changes will not be granted until after two weeks of both the fall and spring semester have passed. Residents interested in changing rooms or rooming with someone else, should contact their RA. Official approvals must be granted before room changes are made. No room change will be made before the second week of classes. Room changes after the second week will be granted on an emergency basis, as determined by Housing & Residence Life. There is a \$25.00 fine for unauthorized room changes and judicial action may follow.

If you and your roommate or suite mates are having difficulties you cannot resolve, you should discuss the situation with your RA. You and your RA may come up with some new ways to approach the situation. However, if there is no resolution, then you may wish to consider a room change. The room change process starts with your RA, and is approved by the Hall Manager and/or the Director of Housing and Student Union. The Hall Manager/Director of Housing and Student Union will consider your request to change rooms, if warranted, and if room space is available. If the room change request is approved, the student shall check out his/her present assignment with a Residence Hall staff member.

Approval for requests that are based on the following will NOT be granted: Considerations of race, nationality, or religious preference, conflicts related to an individual's personal habits or lifestyle preference that is discriminatory and/or deemed resolvable. The Department of Residence Life is committed to helping residential students resolve conflicts by use of conflict mediation. Therefore, students are encouraged to attempt to resolve disputes by working with staff before requesting a room change.

Room Inventory: Every resident will inspect his/her assigned room by going over the Room Inventory Form, which is completed by your RA before moving in. Ensure that the inspection of the room coincides with the room inventory items, because you assume responsibility for the room's condition and its contents upon signing the inventory form.

Subletting: Rooms designated for occupancy may not be transferred or assigned to any person other than the named herein on the Housing & Residence Life Contractual Agreement.

Withdrawals: Students who withdraw or are dismissed from the Residence Hall are required to remove belongings from the Residence Hall and return their resident I.D.s, mail box key, etc. to hall staff within 24 hours of the time the withdrawal or dismissal. Students should also complete a change of address with the U.S. Postal Office. Students who withdraw from the Residence Hall should complete the Residence Hall withdrawal form and process prior to check-out of the Residence Hall.

RESIDENCE HALL SERVICES

Announcements: The Residence Hall facility has bulletin boards in public and appropriate areas so that students are aware of campus activities and important messages from the Department of Housing and Residence Life and/or Thompson Hospitality.

Building Service Workers: BSW's provide custodial service only in public areas such as the restroom, lounges, trash rooms, laundry room, hallways, stairways, and lobbies. Although this service is provided, students are expected to clean up and throw away your own trash. Residents are responsible for cleaning their own living space and bathroom when occupied. Cooperation with the staff members will aid them in making the environment a more attractive and pleasant place to live.

Cable Television: All Residence Hall rooms are wired for cable television with standard cable channels. This service is provided by Campus Televideo, but may be changed without notice. The Student Residence Hall provides cable television to all students residing in our dormitory. Each room is equipped with dual connectors so that students can watch programmed channels simultaneously. The channel lineup consists of 72 channels to include mtvU and CSU's Radio station. For additional information or repair issues contact the Hall Manager.

Carts: There are a number of carts available for residents to use during move-in and move-out, or when needed to haul other personal belongings. Residents may sign out carts at the front desk by leaving a driver's license or picture ID. Carts may not be stored in student rooms and are to be returned to the front desk as soon as possible, so that other residents may use them.

Ethernet/Internet Access: Students living in the Residence Hall have the opportunity to connect directly to Chicago State University's Residence Hall network. This connection will give you direct, fast, full-time access to the internet, your university e-mail account, and library databases.

Equipment Checkout: Residents may checkout vacuum cleaners, carts and etc. at the front desk. A picture ID is required before checking out equipment. Equipment in the Residence Hall is for student use only.

Front Desk: The Residence Hall operates a 24/7 front desk to assist students. The desk serves students by providing information, security, equipment check out, and various other services. If you have a question and don't know where to get an answer, the desk staff will point you in the right direction.

Laundry Facility: Fully equipped washers and dryers are located on the main floor in the Residence Hall. Mac-Gray washers and dryers utilize a cash key card to operate. Residents are issued an "add-value" laundry key card at check-in. Proceeds from laundry revenue are used to provide activities and sponsored programs, purchase magazines, equipment, and building improvements for students in the Residence Hall.

Do not leave your laundry unattended. Housing & Residence Life is not responsible for unattended or attended laundry. The washing cycle is 36 minutes, while the drying cycle takes 60 minutes. Remove your laundry from the machines as soon as the cycles are completed. Remember to be respectful of other residents who need to do their laundry as well.

Lost and Found: If you lose something in the Residence Hall, go to the front desk for assistance. You may also contact University Police Department for lost or stolen property.

Mail Service: Each resident will be assigned a mailbox when room assignments are made. Mail is delivered to the Residence Hall by the Campus Postal Service, Monday – Friday. Mail is placed in your mailbox by 5:00 p.m. To ensure that your mail reaches you and is delivered timely, please have your mail addressed as follows:

**Your Name
Chicago State University
Post Office Box 286230
9501 South King Drive
Chicago, IL 60628-1598**

If you move out of the Residence Hall, your mailbox will be cancelled. A Change of Address Form must be filled out at the Housing Office before departing the Residence Hall. If mail is delivered to the Residence Hall and the student no longer resides in the Residence Hall, the mail will be sent to the students' address as indicated on the Change of Address Form, or Returned to Sender.

Packages delivered by United Parcel Services (UPS), FedEx, and other package delivery services are received at the front desk. To ensure proper delivery of packages, the address should read as follows:

Your Name
Chicago State University
Residence Hall, Room #
9501 South King Drive
Chicago, IL 60628-1598

Your Residence Hall room number is not a mailing address except for package delivery services.

Maintenance: Work repairs are handled by the Physical Plant staff. A work order system is in place to communicate maintenance concerns to the facility's staff. Maintenance and/or repair problems should be reported to the Housing Office staff in Room 105 during normal business hours. Every effort is made by the maintenance staff to respond to your repair request in a timely fashion. If the problem cannot be fixed immediately, you will be notified by the Housing Office as to the status of the repair. Work orders typically take at least 5 – 7 business days to repair. After hours and weekend emergency work orders should be reported to the Residence Hall front desk.

Below is a list of conditions requiring a submitted work order to RH 105 and written in the work order log book:

Plumbing: Commode blockage is considered an emergency. A sink overflowing is considered an emergency. Request to unblock sinks or showers will be tended to by the availability of maintenance personnel. A broken water line is an emergency. A water leak is considered an emergency when it cannot be contained.

Heating/Air Conditioning: Loss of heat is considered an emergency only when the outside temperature is below 32 degree Fahrenheit. Loss of air conditioning is considered an emergency only when outside temperatures is above 90 degree Fahrenheit.

Carpentry: Broken windows are considered emergencies when they affect the safety of residents and property. Structural damage is considered an emergency when it affects the safety of residents and property.

Electrical: Request for electrical power outages will be tended to by the availability of maintenance personnel. Broken light fixtures (light bulbs), switches, and receptacle will be tended to by the availability of maintenance personnel.

Pest Control: The University has a contract with an off-campus vendor for pest control. Any problems with pests in individual rooms should be reported to logged in the log book at the front desk of the Residence Hall for service. Food items must be wrapped and surfaces cleaned. Store garbage in plastic trash bags and discard immediately.

Programming: RA's provide a variety of SPICES (social, physical, intellectual, cultural, emotional and spiritual) programs and activities for residents throughout the year. Many of these programs are held in the lobby areas, lounges and on the floor/wings. In addition, the staff plans excursions to concerts, cultural and sporting events, theaters, tours, and other off-campus activities. Residents are encouraged to attend these programs, which cost little but provide the time to enjoy and have fun with your fellow residents. RA's are not the only members on the floor who can plan programs. Residents are also encouraged to help plan programs for the floor. Contact your RA for further details.

Study Lounges: Study lounges are available on each floor/wing for residents who want to relax and watch TV or study. Furniture in the lounges is for the residents of the building. Therefore, it is prohibited to take out any lounge furniture to student rooms.

Telephone Service: '**Connections**' is the university based telephone system and services for Residence Hall students provided by our Telecommunications Department. Our goal is to provide you with-state-of-the-art, digital telephone service in an efficient and cost effective manner. We have done everything possible to ensure that our prices are competitive. Our primary local carrier is SBC. Our primary long distance and international carrier is AT&T. It is our hope that you enjoy the quality of the services we have provided. '**Connections**' operates as follows:

Line Charge

Each student room in the Residence Hall will be charged a \$25 non-negotiable line charge fee (\$12.50 per student in double rooms) for dial tone per semester. This cost is included in your Residence Hall expense. The charge covers telephone maintenance of the line in the room that allow for incoming calls, in-house calls and emergency out-going calls. Dial tone is to allow each student to receive incoming calls and to dial internal calls only. **This fee is neither for third party nor collect calling. Please see the section under Unauthorized Calling.**

Authorization Codes

For a service activation fee of ten dollars (\$10), you will receive an authorization code per semester that is used to make out-going calls. **This code is provided for you alone. It should not be shared with a roommate. You will be held responsible for all charges placed with your authorization code. We cannot make your roommate pay you.** We have made the code cost effective so that every student in the Residence Hall can obtain a code. Your code will only work from your room. This will protect you from misuse of your code should your card be lost or stolen.

Direct-Dial Calls

Please be advised: **There are no 'free calling areas'!** Every local, suburban, long distance, international, directory assistance and per use call made with your authorization code will incur a per minute cost (see rates). Only toll-free calls with 1-800, 1-888, 1-877 area codes will remain free of charge if you have an assigned authorization code. Third party calls, 1-900- calls, collect calls and 976- calls are restricted on this telephone system and are not authorized by the university.

Unauthorized Calling

Third party calls, 1-900- calls, collect calls and 976- calls are restricted and are not authorized by the university. If this policy is violated, the student residing in the room will be responsible for payment of the call (s), plus an additional fee of \$30.00 for processing services associated with calls charged to the university. This fee will be forwarded immediately to the Bursar Office and applied to your university bill. For payment, please refer to the section entitled Payments. Connection has selected AT&T to handle its international call and long distance. It is our hope that you enjoy the quality of the services we have provided.

Billing Cycle

The billing cycle for your telephone service will be from the 1st of the month through the last day of the month. Student invoices are processed and available for viewing on-line via "TIMS" by the 5th of each month. Payments are due by the 15th of the month. A late fee of \$10 will be assessed to your bill and forwarded to the Bursar Office to be applied to your university bill if payments are not received on or prior to the 15th of the month and **your authorization code will be deactivated. A charge of \$10 is required to reactivate your authorization code. This fee is non-negotiable.**

Student using authorization codes can access "TIMS" at www.csu.edu. Go to the Quick Link and select Telecommunications from the menu. On the left hand side of the Telecommunications web page click on the "TIMS" link, then click on the "customer portal" link. The User ID and password is your CSU email user name.

Payments

Bring your billing summary page (not the call detail) and your payment by cash, check, money order or charge to the CSU Cashiers Office located in the Cook Administration Building, Room 211. **Please note that all bills must be paid in full before submitting your paid receipt to the Telecommunications Dept. The Telecommunications Dept. will not accept partial payments.** Bring a copy of your paid receipt along with your billing summary page to the Office of Telecommunications located in the Cook Administration Building, Room 106. This last step is to ensure that your telephone service will not be interrupted.

Rates

Line Charge (Dial Tone)	\$25.00 Per student room/Per semester
Authorization Code Activation	\$10.00 Per student/Per semester
Late Fee	\$10.00
Reactivation of Service	\$10.00
Lost/Stolen/Move	\$5.00
Collect/Third Party call service fee	\$30.00
Local Calls (312), (773) area codes	.03 per minute
Suburban Calls (630), (708), (847)	.03 per minute
Long Distance/Zone 1 (309), (217), (815), (618)	.07 per minute
Long Distance/Zone 2 (all other area codes)	.18 per minute
International Calls	(pass charge + \$1)
Per Use Calls	(pass charge + \$.50)
Directory Assistance/Information	(\$2.50 + \$.50)

Applying to 'Connections'

Fill out the application form completely. Pay the Cashier the \$10.00 activation fee. **Bring the application and the paid receipt to the Telecommunications Department.** You will receive an activated authorization code.

Questions

Any questions that may arise regarding your bill and/or services should be directed to the Telecommunications Department at extension 2559, option 3. Telecommunications is located in the Cook Administration Building, Room 106.

Our office hours are 8:30 a.m. until 3 p.m. for student services.

Televisions: Some of the Residence Hall's lobbies are equipped with color television set for use by the residents and their guests. Personal televisions may be used in each room. Televisions are not to be moved from the lobby.

Vending Machines: The Residence Hall has vending machines from which snack foods and beverages may be purchased. These are maintained for students' convenience and will be removed if they are abused. Please report damaged machines to the main office, so that a sign can be posted and the appropriate official(s) can be contacted.

DINING SERVICES

We can provide you with a variety of exciting and value-oriented dining experiences! We are proud to offer one of the area's best college dining programs. Our quality, variety, flexibility and convenience make our program dynamic!

We hope to enrich your dining experience by making it eventful and enjoyable. Chicago State University Dining Services will continue to make adjustments in order to keep pace with your ever-changing schedules, lifestyles, preferences and nutritional needs. In addition to American cuisine, we offer ethnic dishes, low fat and vegetarian options and special events. We encourage your involvement and input through our surveys, Dining Service Committee, suggestion box, and with the Food Service Manager.

Catering Service: It is our intention to provide a wide variety of services tailored to your individual needs. We offer a full range of catering expertise. Our catering staff will work closely with you to provide quality products and services. We provide a catering guide to serve as a beginning to plan your event. We welcome the opportunity to provide service for your event. Contact the catering department minimum of three (3) business days prior to your event, to ensure proper planning. It can be reached at extension 3891.

Dining Behavior: The dining area is an extension of the Residence Hall, and as such, all persons are required to abide by university policy and campus regulations. Residents and their guests are expected to follow the directives from the dining services staff and other university personnel. The following behaviors are appropriate and grounds for immediate removal from the dining area along with judicial action and/or contract termination and police involvement if needed.

- Verbally abusive behavior to staff, including physically threatening gestures, verbal threats, use of profanity, name-calling, or noncompliance to university officials' requests.
- Throwing any food, dangerous items, inciting or participating in a "food fight".
- Vandalism or theft of plants, artwork, dishware, silverware, equipment, or other University property.
- The possession or use of alcohol and other drugs in the dining area is prohibited.
- Sneaking into or trespassing in the cafeteria.
- The removal of food items (except cash items), dishes, utensils, and trays from the dining area are prohibited.
- Smoking in the cafeteria area is prohibited.

Misuse of ID/Meal Card: The meal card may not be used by anyone except the resident to whom the card is issued. Lending, selling or otherwise transferring the use of a resident's ID/Meal Card by anyone other than its original contract holder is prohibited.

Residents are not allowed to feed family members and/or guests by using meals off their ID card. Any misuse of the ID card or meal service is subject to judicial action, restitution and/or contract termination from the Residence Hall. **Residents will not be allowed meals without a CSU Resident ID Card.**

Meal Hours: The first contract meal of the semester is dinner on the first Sunday after the Residence Hall officially opens. The last contracted meal of the semester is the meal before the last scheduled final examination. Hours of operation are:

Monday – Friday:

Breakfast: 7:30 a.m. – 10:15 a.m.

Lunch: 11 a.m. – 2:15 p.m.

Dinner: 4:30 p.m. – 7:15 p.m.

Saturday and Sunday:

Brunch: 10 a.m. – 2:15 p.m.

Dinner: 4 pm – 7:15 p.m.

Meal Plan: The meal plan includes nineteen (19) meals per week during the seven-day week period. Specifically, the meal plan consists of three (3) meals per day (breakfast, lunch and dinner), Monday through Friday, and two (2) meals on the weekend, (brunch and dinner), Saturday and Sunday. Each resident will receive one card swipe for each meal.

Meal Open and Close Dates: Cafeteria open and close dates are distributed to students during the academic year.

Sick Tray: In the event a resident student is unable to eat due to illness or injury, arrangements can be made to have a sick tray delivered to the resident's room. Items such as soup, juice and hot tea may be requested. Residents must call the Housing Office to make arrangements for a sick tray. Dining service will prepare a sick tray only at the request of the Housing Office. To pick up the tray, either the resident or another Residence Hall student must take their CSU ID Card and have the cashier swipe the card. The sick tray can then be picked up and taken to the room. If you have special dietary needs, please inform the Housing Office at the time arrangements are being made.

Special Meal Arrangements: Special meal arrangements for resident students can be made for required class outings or scheduled athletic events by contacting Thompson Hospitality at least three (3) working days prior to the event at ext. 2264.

Student Employment Opportunities: Chicago State University Dining Services offers employment opportunities for students within our dining facilities. Positions offer a competitive rate and an opportunity for advancement.

EMERGENCY PROCEDURES

Emergency Exits: Emergency exits which are located on each wing/floor are used to depart the building, and not for entering onto the wing/floor. Emergency exits (except on the first floor) remain locked at all times. Emergency exits are not to be propped open, tampered with, or used as an entrance open for any reason. Propping emergency exits is a violation of the fire safety code. Remember to use the nearest exit when departing the building during an evacuation. Side doors leading to the exterior are equipped with an alarm to ensure they are used only in an emergency. Do not enter through the courtyard during an emergency evacuation.

Emergency Exits: Anyone caught propping, tampering or entering emergency exits will be subject to judicial actions, restitution and/or termination from the Residence Hall, and subject to arrest by University Police.

Emergency Telephone Numbers

CSU Police Department	2111
Chicago Police, Fire, Ambulance	9-911
Residence Hall Front Desk	1-2411

False Alarms: False alarms inconvenience residents, endanger emergency personnel, deprive the Chicago community of adequate fire protection, and breed a lack of credibility for the alarm system in the building. Pulling fire alarm stations, tampering with smoke detectors, etc., will lead to an investigation, judicial and/or criminal actions.

Fire Safety: There are two planned fire exercises during the academic year. The exercises will insure the evacuation of the Residence Hall is timely; prepare residents to respond in case of a fire; and help the Department of Housing & Residence Life staff handle evacuating the Residence Hall in an emergency situation.

If you discover a fire...

- Pull the nearest alarm.
- Dial 9-911. Give as much information as you can to the dispatcher.
- Leave the building by the nearest exit.
- Do not attempt to put out fires or rescue others unless you can do so safely.
- Proceed at least 500 feet away from the building once evacuated.
- The Cordell Reed Student Union is designated for Residence Hall students to seek shelter during evacuations.

If you are alerted by a fire alarm...

- Grab your shoes, jacket, and keys before evacuating, if possible.
- Test your door for heat or smoke before exiting.
- Lock your door, use stairways, do not use elevators. (Elevators will automatically shut off)
- **DO NOT ENTER OR EXIT THROUGH THE COURTYARD!**
- Once outside, maintain 500 feet of clearance from the building.
- Reenter the building only after receiving instructions from the Fire Department and/or Law Enforcement to do so.

If unable to leave your room because of heat or smoke...

- Should the door be warm or the hallway impassable, place wet towels or blankets at the base of door.
- Dial 9-911 to report that you are trapped, provide your exact location; give your name, building, and room number.
- Hang an object (white sheet, blanket, etc.) out of the window to attract the attention of the Fire Department and/or Law Enforcement.
- If the door is cool and the hallway clear, exit the building immediately by the route taught during fire exercises.

Every alarm must be treated as a genuine emergency. It is the responsibility of each resident to leave the building when the alarm sounds. Failure to evacuate immediately will result in disciplinary action.

Fire extinguishers are located in every corridor of the building.

Life Safety Equipment: It is a misdemeanor to tamper with or interfere with fire alarm pull stations, smoke detectors, fire extinguishers, and EXIT signs and lights. Violators are subject to judicial action, restitution, and/or prosecution.

Medical Emergencies

If a life threatening event occurs, call Campus Police immediately by dialing 2111. Proceed to call the front desk, your RA and/or the Housing Management Staff for additional support.

Snowstorm Safety: As much as we enjoy snow, history has shown that snow can be dangerous. Students should use common sense when enjoying the snowfall and consider his/her own safety and that of others. Dial 773-995-2000 for information regarding the cancellation of classes.

Tornado

It is important that residents distinguish the difference between a "TORNADO WATCH" and a "TORNADO WARNING".

A **TORNADO WATCH** means that conditions for a tornado are present in the area. Residents should monitor both television and radio weather bulletins and take precautionary measures.

A **TORNADO WARNING** means that Chicago is in the path of a tornado. Everyone should take cover in the designated area of the building. Close your windows but leave a small opening. Do not use the elevator and avoid areas with large windows. Residents should proceed in an orderly manner to the interior hallway or lower level and remain there until the staff announces the end of the alert.

RESIDENCE HALL DISCIPLINE

Living in a Residence Hall at Chicago State University means one is living in a community of students. This community is a dynamic group made up of many different people, values, cultures, and attitudes. This community, like most communities, is maintained by policies and regulations, which are designed to protect the students' rights and privileges. Community living requires a high degree of consideration on the part of each resident living in the community.

As long as there is more than one person occupying space in a community, an individual does not have the right to total freedom of behavior. Behavior that violates the regulations of the community and/or infringes upon the rights of any single member of that community is considered inappropriate and irresponsible.

The basic assumption of discipline in the Residence Hall at Chicago State University is that the student is accountable for his behavior. In cases where individuals make errors in judgment, decisions and/or actions, it is important that these errors be corrected with the help of the community and its staff. What is expected, however, is that the student takes responsibility for his own behavior and makes corrections or restitution for behavior which violates the rights and privileges of the community and its members. As a member of a community, students share part of the responsibility to ensure effective community growth.

The Department of Housing and Residence Life at Chicago State University expects the disciplinary process to be educational. Discipline is not seen as punishment, but rather as prevention, correction, accountability, and re-education. In order to accomplish these educational goals, the department has set up a series of behavioral standards. These standards include processes and procedures that address individuals and groups who may forfeit certain privileges due to appropriate behavior.

The Department of Housing and Residence Life at Chicago State University has arranged a process that will allow the residents fair evaluation. This is accomplished by giving the resident an option on hearing processes. One process will be with a Judicial Officer or through a Student Judicial Board. Behavioral standards are very important in a community setting.

STUDENT RIGHTS & RESPONSIBILITIES

It is Chicago State University's right to establish policies pertaining to the standard of students' conduct and behavior. It is the university's responsibility to protect the rights of all members of the university according to the rules, regulations and laws that govern the institution. To ensure a collegial and cooperative educational environment is maintained, Chicago State University (CSU) has the right to investigate allegations, conduct hearings and levy sanctions (penalties) against any student found responsible for violating the University's *Code of Excellence* and/or the *Student Code of Conduct*. Maintaining these standards, established by the university, is critical to providing an optimum learning, living and working environment that impacts all members of the CSU community. As a result, all university members have the right and responsibility to submit a written Incident Report to the Office of Judicial Affairs when there is evidence to demonstrate that a violation has occurred.

THE UNIVERSITY'S CODE OF EXCELLENCE & THE STUDENT CODE OF CONDUCT

The Chicago State University Code of Excellence represents a value system established by members of the university campus community symbolizing each member's right to live and learn in an environment that respects individual differences. The Student Code of Conduct is the university's formal policy that governs the administrative process pertaining to standards of behavior and conduct expected of students enrolled at CSU.

The Office of Judicial Affairs is responsible for overseeing the administrative process for protecting students' rights to live and learn in a safe and crime-free environment. The Office administers CSU's student judicial process and follows the procedural guidelines established by the university. A judicial hearing officer or hearing committee, representing faculty, staff and students, is responsible for hearing student judicial matters and levying sanctions in matters where a student has been found responsible for violating the *Student Code of Conduct*.

Any student accused of violating the *Student Code of Conduct* has the right to a hearing before any final determination or sanctions are levied. However, an immediate temporary sanction will be issued, until a hearing is scheduled, for any alleged violation that threatens the safety of the student or safety of other campus members. In addition, any student found responsible for conduct violations has the right to appeal the decision to the Office of the Vice President for Student Affairs.

Sanctions for violating the *Student Code of Conduct* are intended to provide educational experiences that will develop behavior and conduct demonstrative of responsible citizenship. Therefore, sanctions are levied relative to the nature and scope of the violation.



OFFICE CONTACT INFORMATION

Office of Judicial Affairs
Director, Shannon L. VanSlyke
Cordell Reed Student Union Bldg. 263
(773) 995-2150
svanslyk@csu.edu

Office of Student Affairs
Assistant Vice President, Dr. Rosalyn Brown
Cordell Reed Student Union Bldg. 160
(773) 995-2448
rbrown21@csu.edu

Visit us on the web at www.csu.edu/studentaffairs



CAMPUS DIRECTORY

Abilities Office/Disability Service	CRSU - 190 X-4401
Academic Computing	LIB - 122 X-3963
Academic Support	CRSU - 158 X-4510
Admissions	ADM - 200 X-2513
Alumni Affairs	ADM - 321 X-2050
Athletics	JDC - 201 X-2295
Board of Governors	RUC - 210 X-2457
Bookstore	LIB - 120 X-2323
Bookstore – Textbook	BHS -102 X-2323
Breakey Theatre	LIB - 102 X-2232
Bursar	ADM - 213 X-2470
Cafeteria	CRSU - X-2264
Campus Ministry - Catholic	LIB - 304 X-3869
Career Development Center	CRSU - 180 X-2327
Cashier	ADM - 211 X-2029
College of Arts & Sciences	HWH - 330 X-2105
College of Business	BHS - 602 X-3976
College of Education	ED - 320 X-2472
College of Health Sciences	BHS - 607 X-3987
Copy Services (Duplicating Services)	ADM - 130 X-2013
Counseling Center	CRSU - 190 X-2383
CSU Foundation	ADM - 322 X-3839
Distance Learning	LIB - 330 X-2583- 329
Division of Continuing Education	RUC - 200 X-2545
Engineering Studies	HWH - 129 X-2357
Enrollment Services	ADM - 210X-4445
Evaluations and Advisement	ADM - 128 X-2520

Examinations	ADM - 126 X-2481
Extension Services	RUC - 200 X-2214
Facilities Management	O&M - 204 X-2407
Financial Aid	ADM - 207 X-2304
Fitness Center	JDC - 210 A X-2254
Graduate Studies	NAL - 234 X-2404
Gwendolyn Brooks Center	LIB - 210 A X-4440
Health Insurance (Students)	CRSU - 247 X-4533
Hispanic Programs	CRSU - 230 A X-2526
Housing & Residence Life (Office)	RH - 105 X-3676
Housing & Residence Life (Front Desk)	RH - Lobby 1- 2411
Information Technology	LIB - 122 X-3963
International Programs	CRSU – 203-C X-2582
Writing Center	LIB - 315 X-2273
Lost and Found	O&M - 210X-2111
Media Services (Identification Card)	LIB - 120 X-2211
Military Science (ROTC)	LIB - 204 X-2273
Neighborhood Assistance Center	SCI - 212 X-3844
Ombudsperson	CRSU - 180X-2496
Options (non-credit classes)	RUC - 106 X-4466
Parking	O&M - 103 X-2141
Pre-Medical Education Program.	SCI - 221 X-3981
Project F.A.M.E/Upward Bound	LIB- 308 X-2566
Project SUCCESS	LIB - 132 X-2371
Registrar	ADM - 128 X-2522
Student Conduct	CRSU - 247 X-2150
Student Government Association	CRSU - 260 X-2300
Student Support Services	LIB - 302 X-3864
Teacher Certification	ED - 208 X-2519
Transitional College Prep	RUC – 240-C X-2272
University Postal Service	O&M - 107 X-4516
University Police	O&M - 210X-21 11
Veteran Affairs	ADM - 207 X-3549
Wellness/Health Center	ADM - 131 X-2010

BUILDING DIRECTORY

ADM	Cook Administration Building
BHS	Business & Health Sciences
ED	Education
HWH	Harold Washington Hall
JDC	Jacoby Dickens Physical Education & Athletic Center
LIB	Douglas Hall
O&M	Physical Plant
RH	Residence Hall
RUC	Robinson University Center
SCI	Williams Science Center
CRSU	Cordell Reed Student Union
NAL	New Academic Library

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