Guide to On-Campus Living
Residence Halls
2016-2017
GREETINGS FROM THE DIRECTOR

On behalf of the entire Residential Life team, I would like to welcome you to on-campus housing at Johnson & Wales University Charlotte. Whether you are new to on-campus living or have been with us before, we are excited to have you as our resident!

On campus living has its obvious benefits, such as location in uptown Charlotte and convenience to campus buildings and services. We encourage you to be actively involved in your residential community and to take full advantage of all that on-campus living has to offer.

Three important tips for a successful residential experience:

Get involved in your building community by participating in programs and getting to know your fellow residents. You have one thing in common with every other person here—your education! Make the most of this diverse living experience by developing friendships that will support you through your time at JWU and possibly throughout the rest of your life.

Get to know your building staff. Your Resident Assistant (RA) and your Residence Director (RD) are here as a resource to all the University has to offer. The RD is a live-in professional who manages the building, ensures your safety and supervises the Resident Assistants. The RA is a student just like you, who is here to offer support, programming opportunities, and ensure a safe, living-learning environment.

Become familiar with this guide. It contains important information you will need before arriving to campus, as well as, policies/procedures in place while living on campus. We also encourage you to stay informed throughout the academic year by reviewing items on bulletin boards and checking your JWU email on a daily basis.

I hope the coming year is one of success and happiness for you. Please feel free to call upon any of us in Residential Life should a need arise.

Sincerely,

James Minton
Director of Residential Life
RESIDENTIAL LIFE

Residential Life is located in Cedar Hall South, off the east breezeway. It is open Monday – Friday from 8:30 A.M. to 4:30 P.M. Always feel free to stop by or contact us by phone at 980-598-1800 or by email at reslife.clt@jwu.edu if you have any questions or concerns.

Our Mission

Residential Life strives to provide students with a home that is safe, dynamic and promotes academic and personal development in a shared living environment. This is accomplished by:

- Providing students with quality living facilities that are comfortable and relevant to the undergraduate experience.
- Fostering academic and non-academic collaborations to create learning opportunities beyond the classroom.
- Encouraging active participation in a diverse and inclusive community.
- Cultivate experiences for students to build camaraderie, community development and campus affinity.

Residential Life is comprised of dedicated professionals who are committed to the safety, success and overall well-being of the students at JWU Charlotte. Here is a listing of the department staff:

**JAMES MINTON**, Director of Residential Life  
james.minton@jwu.edu

**STEPHANIE HEUPEL**, Assistant Director of Residential Life, City View Towers  
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**DIANE MISENHEIMER**, Front Desk Receptionist, City View Towers  
diane.misenheimer@jwu.edu

**MICHELLE PAGE**, Student Affairs/Residential Life Administrative Assistant  
Michelle.Page@jwu.edu
ON-CAMPUS RESIDENCE FACILITIES

Residential Life provides housing for approximately 1,300 students in three residential facilities. Campus residence facilities are divided into two categories: traditional residence halls and apartments. All registered first year and sophomore full-time undergraduate students are required to live on-campus, except those who are 21 or older, residing with an adult relative within 50 miles of the Charlotte Campus, are single parents or married/domestic partnership or transfer student (after high school). Juniors and seniors are eligible to live on campus but their housing is not guaranteed.

Cedar Hall North houses 370 residents and Cedar Hall South houses 382 residents in suite-style rooms with two bedrooms. City View Towers houses 554 residents. Most apartments are in 4-bedroom configurations, with a small number of 2- or 3-bedroom layouts.

Students may also become familiar with the campus by assessing the campus map.

LEARNING COMMUNITIES

Students living in Cedar Hall North can elect to reside in living-learning communities, which are comprised of floors of the building developed around a common theme.

The Hospitality Learning Community is designed for hospitality majors who wish to enhance their experience at JWU by participating in this academically-focused residential community. Students in the hospitality learning community will have the opportunity to participate in programming focused on their major and will have the opportunity to interact with staff and faculty outside of the classroom. Students must be currently enrolled in the Hospitality College in order to live within this community. Students will have the opportunity to participate in on-going programs presented by staff, faculty and floor residents.

The Culinary Learning Community is designed for culinary arts majors who wish to enhance their college experience through programs focused in the field of culinary arts and also to develop collaborative relationships with other students and faculty in the College of Culinary Arts. Student must be enrolled in the College of Culinary Arts in order to live within this community.

The Baking & Pastry Learning Community is designed for baking & pastry arts majors who wish to enhance their college experience through programs focused in the field of baking & pastry arts and also to develop collaborative relationships with other students and faculty in the College of Culinary Arts. Student must be enrolled in the Baking & Pastry Program in order to live within this community.

ROOM ASSIGNMENTS AND RESIDENCY POLICIES

Residency Requirement – First-year and second-year students are required to live on campus except those who are 21 or older, residing with an adult relative within 50 miles of the Charlotte Campus, are single parents or married/domestic partnership or are transfer students. Students falling into one or more of the above exemption categories are required to complete and submit a Housing Contract Release & Exemption Form, available from the Residential Life website. This form must also include documentation to support the reason the student is requesting an exemption from living on-campus. To remain on campus, you must be an enrolled student (part-time).

Housing Contract – Living in campus housing requires that each student electronically agree to the Room Terms Agreement, which confirms the residency period and other important conditions of the contract, through the online housing selection system. This agreement is in effect throughout the entire academic year for which the student has agreed
to live on-campus. Electronic agreements to the terms and conditions of the contract are binding even if the resident is less than 18 years of age. Students are advised to print a copy of this agreement prior to accepting it for their records.

**How Rooms are Assigned** – Housing is generally secured for the full academic year occupancy period. The only exceptions to this are students who are participating in a long distance internship or externship experience, are graduating at the end of the fall or winter terms or withdraw from the university during the academic year. All students are responsible for accessing the online housing selection system at jwuLink and going through the appropriate steps to secure on-campus housing. Returning students (including rising 2nd year students) will participate in a housing selection program during the spring term to apply for housing for the following academic year.

In accordance with state and federal laws, no discrimination in contracting or assignments is made on the basis of race, gender, religion, age, veteran status, color, disability, national origin or ancestry. In addition, Johnson & Wales University welcomes all persons regardless of sexual orientation.

If you have been assigned to a building and then become inactive or decide to go on co-op/internship/term abroad, you will forfeit your assignment. There is no guarantee you will be assigned to the same building or room/apartment upon your return.

A student who fails to occupy an assigned space by the last day of Check-In will forfeit their assignment to a particular room/apartment unless a written statement providing sufficient cause for retention of the assignment is submitted and approved beforehand by Residential Life. The student will be held to the contract and housing charges for the entire academic year as long as he/she is a registered, active student at the University.

**Housing Costs** - Housing charges are assessed to the resident’s account each term. Payments must be made in accordance with university deadlines. Rates are subject to change annually. For info about fees, please refer to the [Student Academic & Financial Services website](#).

**Room & Apartment Changes** – Rooms and apartments are to be occupied only by the person(s) properly assigned to them, according to Residential Life records. Housing assignments are not transferable and subletting is strictly prohibited. Room and apartment changes are permitted after the first two weeks of every term. This is what is called a two-week moratorium or “housing freeze.” Residential Life requires this time period to confirm who is residing in each residential space on campus and make any necessary administrative moves. To request a room or apartment change students should visit the front desk of their residence hall and speak with their Residence Director. The RD will review each request to determine if the change is possible.

Unauthorized room and apartment changes (including relocating within the same room or apartment) are considered a violation of the Student Code of Conduct. Students found in violation will be subject to review through the student conduct process and may be required to relocate back to their original assignment.

**Vacancies** – Residential Life strives for full occupancy in each building. If a vacancy becomes available in any room or apartment, the remaining student(s) in that room or apartment agree(s) to accept a new occupant at any time to fill the existing vacancy. Any student who visits a potential new room or apartment assignment to view the space should be welcomed without any suggestion that the space is not available. Discouraging potential room/suitemates from taking the room or interfering with the housing placement process will be considered a violation of the Student Code of Conduct. Behavior that discriminates against a newly assigned occupant will be considered sufficient grounds for reassigning the existing occupant(s) or removing said occupant(s) from the community. Such determination will be made at the discretion of the Director of Residential Life, Assistant Director of Residential Life, or the Director of Student Conduct. Residential Life also reserves the right to remove students from the community—especially those who, by their behavior, have exhibited disregard for the residential community—for the terms and conditions of assignment occupancy or for other university/housing rules and regulations. The University may terminate this agreement and take possession of the room at
any time for violations of the Student Code of Conduct as prescribed in the Student Handbook and this guide. If a violation results in a student’s suspension or dismissal from housing, the student is required to pay housing charges for the remainder of the term during which the suspension/dismissal takes effect.

**Consolidation** - Residential Life reserves the right to move residents for consolidation purposes, disciplinary action, a facility failure, safety reasons, or for other reasons in response to unforeseen circumstances. In the event of a decision to consolidate rooms, students will be informed as soon as possible. Available spaces will be assigned at the discretion of Residential Life.

**Unauthorized Residents** – In the event that a space in a room or apartment becomes available, the remaining resident(s) may not allow another person (JWU or non-JWU affiliated) to reside in this space. For the well-being of all on-campus students Residential Life must have accurate information of housing occupancy at all times. The Department of Residential Life must have all viable open spaces accounted for. **Students found in violation may be referred to Student Conduct for review, pursuant to the Student Code of Conduct.**

**Entering Student Rooms & Apartments** - Residential Life reserves the right to enter student rooms/suites/apartments for any of the following reasons: emergency, maintenance, health and safety inspections, suspicion of inappropriate behavior/policy violation and administrative necessity. **Students refusing to grant entry to any university official (including Residence Directors and Resident Assistants) acting in the performance of their duties may be deemed in violation of the Student Code of Conduct and may be referred to Student Conduct.**

**Interim Housing** – During the Thanksgiving Break and Spring Break all residential facilities remain open for students remaining on campus, however the Student Dining Center is closed. During the winter break, Cedar Hall North and Cedar Hall South will close on **Friday, December 23, 2016 at noon** and re-open on **Sunday, January 8, 2017 at noon**. City View Towers remains open throughout the winter break, but the front office will be closed during this break. Students residing in Cedar Hall North or Cedar Hall South are required to vacate during this break, but are not required to remove all of their personal belongings. Residential Life encourages residents in Cedar Hall North and Cedar Hall South to make alternate housing accommodations during the dates above if they plan to remain in Charlotte.

**Early Arrival to Campus** – For staffing and security reasons, students are not permitted to arrive before their assigned move-in day. If you have extenuating circumstances that result in the need to arrive early, these are addressed on a case by case basis by contacting Residential Life via email: reslife.clt@jwu.edu. Approval of early arrival requests cannot be guaranteed.

**Departing Prior to the End of the Occupancy Period** – Residential students, who withdraw from the University, are dropped from classes, are removed from housing through the Student Code of Conduct process or for any other reason must complete the official check-out process. Generally, students are required to vacate their housing assignment within 24 hours of their notice of being dropped or withdrawing from the University. Removals as a result of sanctions through the Student Code of Conduct process may have stricter deadlines to move out of on-campus housing. Students will be required to participate in a Standard Check-Out process or may complete an Express Check-Out. Students should contact their Residence Director (RD) immediately if they fall into one of the above criteria for further instructions on moving out. Students will be required to remove all personal belongings from their assignment. **Residential Life does not assume responsibility for any personal belongings left in the student’s housing assignment, students may not store personal belongings on-campus nor will Residential Life be responsible for shipping items to students. Items left behind by students will be considered abandoned, regardless of value, and disposed of or donated to a local charity.**
Termination of Housing Contract by the University – Upon reasonable notice and for good cause, the University reserves the right to terminate a student’s housing contract. Should the contract be terminated, the student will be required to vacate the building within 24 hours unless special written permission has been obtained from the Director of Residential Life or his/her designee. Room charges will still be assessed to the student.

Residential Life will, at its discretion, deny on-campus housing to students who have been charged with or convicted of a felony, if it appears they have a personal history, which presents an unacceptable risk to the building community.

In addition, Residential Life will, at its discretion, deny on-campus housing to students who have demonstrated a personal history which presents an unacceptable risk to the building community, including previous student conduct behavioral violations and/or residential life policy violations.

If the decision is made to deny on-campus housing prior to move-in, all housing charges will be credited to the student’s account. If the decision is made to terminate on-campus housing rights once the student is living on campus, the student will be required to pay full or portions of the term’s room charges, depending on the situation and the University’s refund policy, as stated in the Student Handbook.

In rare cases, Residential Life may grant a contract release to a student who is unable to remain on campus—typically due to severe financial constraints or significant medical need which impede the student’s ability to reside on campus and attend the university. Residential Life or the exemption/release committee will only review a contract release request, which has been submitted by completing the Housing Contract Release & Exemption Form, available from the Residential Life website. Request forms must also include relevant and supporting financial or medical documentation. In the exceptional case a release is granted, the student will be responsible for paying room charges for the remainder of the term during which the release was approved.

Damage Charges and Community Charges – Charges for loss or damage to communications wiring, physical structure (walls, windows, doors, ceilings, floors, etc.), furnishings or equipment in a student’s apartment or bedroom will be assessed to the student(s) of that apartment or bedroom. Charges for loss or damages to public area furniture, physical structure and equipment not able to be assessed to a particular individual will be charged against the residential unit (i.e. floor or building community).

Personal Property Liability – Johnson & Wales University and/or Residential Life will assume no responsibility for the loss, damage or theft of personal property belonging to, or in the custody of, the student for any cause whatsoever, whether such losses occur in student apartments or residence hall rooms, public areas or elsewhere in the building. Students are strongly encouraged to carry personal property insurance.

Storage – There is no storage for students’ belongings on-campus during the academic year or over the summer. Students must seek their own arrangements, if necessary, for the shipment and storage of personal belongings.

RESIDENCE HALL COMMUNITY STAFF

Residence Director: (RD) – The RD is a full-time, professional staff member responsible for the building community. Each RD maintains an office within their assigned building in order to meet with students and manage the day-to-day operations of the facility. The RD also supervises all staff assigned to the building community.

Front Desk Receptionist – The front desk receptionist is a full time, professional staff member that assists with many of the administrative duties within our residence halls. Their responsibilities include: overseeing mail and package distribution, supervising work-study students and coordinating maintenance requests with Facilities Management.
Resident Assistant: (RA) – These live-in student staff members know about campus resources, organize and coordinate activities, help maintain a safe and supportive building community and help resolve conflicts that may arise. RAs provide duty coverage on a rotating daily basis. There is a RA on-call during evening week day hours and throughout the entire weekend. In order to contact the RA on duty, students can call Safety & Security at 980.598.1900 or stop by the front office during normal posted operating hours.

Work Study Students: Some students receive a portion of their financial aid award through the federal work-study program, which places them in various positions with departments across the campus. Work study students are used by the Department of Residential Life to assist with administrative tasks in our residential facilities.

RESIDENCE HALL COMMUNITY AMMENITIES

Vending Machines – JWU contracts with Canteen to supply quality beverage and snack vending machines conveniently located on every floor of Cedar Hall North & Cedar Hall South. Vending machines accept coins and bills. Need a refund? Contact the telephone number located on the machine. **Vandalism to any machine should be reported to Campus Safety & Security immediately at 980.598.1900. Students found responsible for damage to vending machines will be referred to Student Conduct for review through the Student Code of Conduct process.**

Internet Access – ResNet is the on-campus student residential network, which allows you to connect to university online resources as well as the Internet. The university does not charge a fee for this service.

All you need is a computer with a wired network card for access from your residence hall room. Desktop and notebook computer wired network cards cost between approximately $20 and $40 dollars, and are included on most new computer purchases. You will also need a wireless card for wireless access at specified locations throughout campus. Notebook computer wireless network cards cost between approximately $50 and $80 dollars, and are included on most new notebook computer purchases.

Learn how to set up and access ResNet, steps to take to protect your computer from viruses and spyware, and more details and step-by-step instructions at the [University Help Desk website](#) and clicking "on-campus network".

Wi-Fi Hotspot Locations:
- Academic Center
- Gateway Center 4th Floor
- Cyber Lounge
- Library
- Cedar Hall North
- Cedar Hall South
- Residence Hall Quad
- City View Towers

When you have a notebook computer with a wireless card (or wireless device) in a wireless area, simply connect to the wireless network named “WIFIJWU” (see your particular notebook computer or wireless card user manual for instructions), then open a web browser and follow the instructions listed there to log in with your JWU ID and password.

Telecommunications – There are many changes occurring across the University as we seek to consolidate and improve services for students. Although telephone service is no longer available in residence hall student rooms, there is a courtesy phone located in the common room on each floor of Cedar Hall North and Cedar Hall South. These telephones may be used to call staff, faculty and any JWU office by dialing the 4-digit extension. For medical and other serious emergencies, these telephones may be used to dial 911 for assistance and then Campus Safety & Security at extension 1900.
Cable Television – Standard cable television service is provided throughout campus in all classrooms, lounges, common areas, residence hall bedrooms, and apartment bedrooms and living rooms.

Channel Lineup:

1. Visit the Time Warner Cable website
2. Select "Channel Lineups" under the 'Tools' heading
3. Select “Time Warner Cable - Charlotte, NC” from the drop-down box and click the “See Channel Lineup” button
4. Select/check only “Broadcast Cable” and “Basic Cable” under the 'Package Filter' heading

Laundry – Each residence hall has laundry rooms located on each floor. Laundry rooms are open 24 hours. The University is not responsible for lost or stolen items. We recommend that you do not leave your clothes unattended.

Washing machines and dryers are paid for by credit or debit cards branded with Visa, MasterCard and Discover. There are a limited number of machines in each building that accept quarters. The cost for laundry service is $1.25 per wash or dry cycle. The laundry system will allow students to receive a text when laundry is complete and/or when other machines are available for use. Signage in each laundry room will provide instructions on how to take full advantage of all services the Mac Gray laundry system offers.

To report an issue with any machine, please report a problem through the Mac Gray laundry system or to your front desk.

Mail & Packages – Mailboxes are provided for each student in our residence halls. Each resident will be provided a key which you will need to keep in a safe place. If the key is lost or misplaced, come to the front desk and let us know right away! Students will be charged $50.00 for replacement mailbox keys. NOTE: The mailbox assignment you receive at the start of the school year will remain your mailbox for the duration of the academic year, even if you move to another room or building.

Do not send mail or packages prior to your move-in date. Residential Life will only accept items for students who have officially checked in and are actively residing in the building.

The addresses and front desk/office numbers for all of our residential facilities are listed below.

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>FRONT DESK/OFFICE PHONE</th>
<th>BUILDING ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cedar Hall North</td>
<td>980-598-1851</td>
<td>725 W. 4th Street, Charlotte, NC 28202</td>
</tr>
<tr>
<td>Cedar Hall South</td>
<td>980-598-1871</td>
<td>215 S. Cedar Street, Charlotte, NC 28202</td>
</tr>
<tr>
<td>City View Towers</td>
<td>980-598-1861</td>
<td>425 W. 5th Street, Charlotte, NC 28202</td>
</tr>
</tbody>
</table>

If you receive a package a slip will be placed in your mailbox. Please bring your package slip and student ID to the front desk Monday – Friday, 8 A.M. – 6:00 P.M. to retrieve your package. Packages cannot be picked up outside of these hours, including weekends and holidays when the University is closed.

Below is an example of how your mail should be addressed (assuming Cedar Hall North assignment):

Student Name: Joe Student
Street Address: 725 W. 4th Street, Box ###
City, State and Zip: Charlotte, NC 28202

If you are sending “pre-paid” outgoing packages via carriers such as UPS, FedEx or USPS, please bring them to Printing & Mailing Services, located on the 3rd floor of the Academic Center. Printing & Mailing Services is open Monday – Friday from 7 AM – 4:30 PM. For more information about available services contact Printing & Mailing Services at 980.598.1650.
MOVE-IN DAY

Directions/Parking – for directions to the campus, please visit the Directions & Transportation website. Parking is provided for all students and their families during opening weekend. University representatives will direct you to unloading and parking zones.

Tips

Pack in many small boxes rather than in a few big ones: Although all of our buildings have elevators, they will be busy during move-in and you may be using the stairs.

Bring assistance, but not too many people! A little bit of move in help is always good, but keep in mind that your room/suitemates will also have people coming and the rooms will be crowded with boxes.

Bring your own personal cart/hand truck. This will make moving in much easier. The university does not provide hand trucks and has a limited number of move-in boxes.

Plan for weather. Try to pack items in weather-resistant material, such as Rubbermaid® storage containers, as opposed to cardboard boxes. Bring ponchos in the event of rain (it’s hard to carry boxes with an umbrella ☁️)!

Dress comfortably. Moving is always hard work. Wear light clothing and comfortable shoes.

Contact your roommate before you pack. Make sure you are not doubling up on large items, such as TV’s, stereos, etc.

If you live close by or within a reasonable travel distance, only bring seasonal clothing with you. You can always switch to winter clothing on a visit home.

Don’t worry if you forget something. Residential Life staff can direct you to the nearest stores, grocery and retail outlets. Don’t feel as though you need to bring everything with you.
SUITE LAYOUT AND DIMENSIONS

Cedar Hall North & Cedar Hall South offer 2-bedroom suite configurations housing a total of 4 students, with a small number of 2-person suite layouts. Below is the standard suite layout and dimensions for the furniture provided to each student.

<table>
<thead>
<tr>
<th>Furniture Dimensions</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) 3-drawer dresser</td>
<td>24”d x 30”w x 29.5”h</td>
</tr>
<tr>
<td>(1) 4-drawer desk</td>
<td>24”d x 42”w x 29.5”h</td>
</tr>
<tr>
<td>(1) 2-position desk chair</td>
<td>24.5”d x 18.5”w x 32”h [Seat height: 17”]</td>
</tr>
<tr>
<td>(1) Adjustable/bunkable twin-size bed</td>
<td>36”w x 75”l [Maximum height: 31”]</td>
</tr>
<tr>
<td>Closet with shelf and rod</td>
<td></td>
</tr>
</tbody>
</table>
THINGS TO BRING

Here are some of the common items you should remember to bring:

<table>
<thead>
<tr>
<th>Appliances</th>
<th>Desk/Study Items</th>
<th>Personal Hygiene</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alarm clock</td>
<td>Computer (with laptop lock if needed)</td>
<td>Bathrobe</td>
</tr>
<tr>
<td>Extension cord or power strip</td>
<td>Desk organizer</td>
<td>Brush/comb</td>
</tr>
<tr>
<td>Hair dryer</td>
<td>Pens/pencils; pencil sharpener</td>
<td>Dental floss</td>
</tr>
<tr>
<td>Iron (automatic shut-off only)</td>
<td>Envelopes and stamps</td>
<td>Deodorant</td>
</tr>
<tr>
<td>Lamp (no halogen bulbs)</td>
<td>Notebooks</td>
<td>Hair care</td>
</tr>
<tr>
<td>TV/VCR/DVD</td>
<td>Stapler and staples</td>
<td>Nail file/clippers</td>
</tr>
<tr>
<td>Stereo</td>
<td>White out</td>
<td>Shaving items</td>
</tr>
<tr>
<td></td>
<td>Scissors</td>
<td>Soap</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shampoo/conditioner</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tissues</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Toilet paper</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Cleaning and Laundry Items</th>
<th>Linens</th>
<th>Room Accessories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broom</td>
<td>Twin sheets (standard or extra long will work)</td>
<td>Posters, pictures</td>
</tr>
<tr>
<td>Detergent and fabric softener</td>
<td>Comforter</td>
<td>Removable adhesive</td>
</tr>
<tr>
<td>Disinfectant</td>
<td>Blanket</td>
<td></td>
</tr>
<tr>
<td>Laundry bag/basket</td>
<td>Pillows</td>
<td></td>
</tr>
<tr>
<td>Trash bags</td>
<td>Mattress pad</td>
<td></td>
</tr>
<tr>
<td>Trash basket</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bathroom cleaning supplies</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional large furniture is NOT permitted (small items require prior RD approval).**

As you settle into your assigned suite, you should remember the following guidelines:

- Do not remove any furniture from your suite
- Building or installing lofts or platforms, placing beds on top of any furniture in the room or using cinder blocks as bed risers is strictly prohibited
- Keeping their room/apartment clean, free of trash and in a general sanitary state, including private bathrooms which are to be cleaned and maintained by the residents of the room.
- If at any time a Residential Life team member determines that the room/apartment is not meeting cleanliness standards, 24 hours will be given to rectify the situation.
- If, after 24 hours, the room/apartment still does not meet cleanliness standards, disciplinary action may be a result.
- Keeping window screens in place and secured. Screens should not be removed and residents are not permitted to exit onto residence hall roofs, to sit on window sills or to hang out of windows.
- Keeping window surfaces clear of all opaque materials, such as aluminum foil, posters, signs, etc.
- Ensuring all furniture assigned to the room remains in the room unless removed by the residence hall team or maintenance team. Missing furniture can result in replacement charges.
- Ensuring unoccupied furniture (beds, dressers, closets, desks, etc.) remains set up and available for use by a new resident at any time during the year.
The following are prohibited:

- Using or attempting to use university property in a manner inconsistent with its designated purpose.
- Subleasing or renting out of rooms/suites/apartments for any duration and in any matter, including but not limited to personal contact, newspaper ads and/or website(s) including but not limited to Airbnb, Craigslist, Homeaway, vrbo.com, etc. that allows for non-university approved individuals to stay in the residence halls.
- Throwing or hanging items, shining lasers/laser pointers out of windows.
- Painting, furniture modification, including the possession of public-area furniture in individual rooms.
- Personal furniture, unless needed for special accommodation and approved by the Center for Academic Support.
- Tampering with wiring, plumbing or hanging items from pipes and fire equipment.
- Nails, paint-removing substances, wall-puncturing, wall decals or permanent-affixing items. Hanging items should be done in a manner that does not damage the walls, appliances (where applicable), windows or doors of the room.
- Hanging items on doors, in the hallways or stairwells of the building without consent from the Residence Director/Area Coordinator.
- Activities or incidents resulting in damage to the ceiling or the floors (carpet, tile, etc.) of the room or the buildings.
- Holiday trees which are real/live or larger than 2 feet in height.
- Positioning or use of speakers in a manner that disturbs neighbors or causes sound to emanate beyond the room. This includes speaker placement in windows facing the outdoors.
- Excessive noise in areas frequented by the public such as adjacent parking lots, building entrance, hallways, stairways.

The following items are not allowed within JWU residence halls due to existing Johnson & Wales University policy, fire safety laws, and federal, state and local laws. Possession of any of the following items may result in seizure and/or destruction of the item(s) by a university representative and may result in student conduct action. This list is subject to change without notice.

- Alcoholic beverages and containers, including empty and decorative items; wine glasses, margarita glasses, martini glasses and shot glasses (possession or use of alcohol is not permitted anywhere on university property, except for legal use at events, operations, programs or facilities sanctioned by the university).
- Narcotics, drugs (including alternative drugs such as synthetic THC and prescription medications that are not in your name) and drug-related items (including hookahs) or items perceived to be for drug use. Refer to the university's Drug and Alcohol Policy for more information.
- Firearms (including realistic replicas of firearms) and airsoft guns, weapons (including realistic replicas of weapons), including, but not limited to knives with a blade over 3 inches (excluding university-issued culinary knife kits), brass knuckles, switch blades and swords; ammunition (not limited to live ammunition), including shell casings, and related paraphernalia, BB guns and air guns are prohibited. Refer to the university's Firearms Policy for more information.
- Flammable liquids, chemicals of any kind, combustible decorations, explosive materials, and other similar materials, except for sealed containers not exceeding one-ounce capacity.
- Fire/open flame materials or unapproved high-heat producing devices, including, but not limited to, candles, lanterns, incense, incense burners, halogen lights/ lamps, lava lamps, camping stoves, fireworks, firecrackers, hookahs, neon signs, rope lights, charcoal grills and sunlamps.
- Hoverboards
- Gasoline, kerosene and other fuels.
- Wall/ceiling tapestries, flags, or other wall or ceiling coverings.
- Mopeds, motorcycles, scooters and other similar vehicles including internal combustion engine and/or gasoline-powered toys or mini bikes are prohibited. Bicycles may not be kept in hallways, stairwells, or public areas inside the residence halls.
- Additional furniture.
- Large power tools, air conditioners, open-coil appliances, heaters.
- Cooking equipment is not allowed in residence halls without kitchens; including but not limited to: immersion heaters/coils, pottery water-warmers, ovens, hot plates, fryers, grills (including George Forman grills), toaster ovens/toasters, hot pots, fry pans, stoves and exposed burners (including popcorn poppers without self-contained heating units), griddles, crock pots, dehydrators, outside grills.
- Additional microwaves or refrigerators.
- Oversized radios or speakers.
- Unlawfully obtained street, traffic and construction signs.
- Antennas or wires extending outside room windows.
- Satellite devices (i.e., Direct TV).
- Items that may affect the safety or security of the residence hall.

The most up-to-date listing of prohibited items may be found by visiting the Residential Life website.

EXTERIOR DISPLAYS

While students do have the freedom to be creative within their suite/bedroom, please note the following regarding exterior displays:

- The University assigns only the interior of suites/rooms for student use
- The University does not grant students permission to decorate, or in any way modify, the exterior or common areas of University buildings
- Students may not hang any banners, flags or other items outside their University windows
- Displays inside the window of a student room are permissible provided they do not interfere with the egress in case of an emergency

The outside of the suite door (not including surrounding wall and doorframe) is considered to be the interior space for the purpose of decoration. Students may decorate their door with items such as a message board and other materials they choose. All displays and messages must be in good taste, to be determined by the Department of Residential Life. All residents are encouraged to be sensitive to the values and beliefs of other residents when choosing what is displayed.

ROOM AND COMMON AREA CONDITION

Private vs. Common Area – All spaces within our residential facilities are categorized as either “private” or “common.” Private spaces include student apartments/bedrooms, apartment/suite bathrooms, living room and kitchen areas. Common areas include the exterior walkways, breezeways and grounds adjacent to University residential facilities, building entries, lobbies, corridors, lounges, common rooms, study rooms, community room, fitness center, stairways and any other University residence areas accessible to all residents of a property except those specifically listed under the private category. The Department of Residential Life reserves the right to enter student apartments/rooms for any of the following reasons: emergency, maintenance, health and safety inspections, suspicion of inappropriate behavior/policy violation and administrative necessity. Students refusing to grant entry to any university official (including Residence Directors and Resident Assistants) acting in the performance of their duties may be deemed in violation of the Student Code of Conduct and may be referred to Student Conduct.

Move-In – At the time a student moves in, they will have the option to complete an online Room Condition Report. Students will be provided with an opportunity to inspect the suite prior to moving their personal belongings into the assignment. Students should be thorough in noting any existing damage to the suite or University furnishings on the Room Condition Report in order to be released from financial responsibility for repairs/replacement at the time of check-out. Failure to note discrepancies on the condition of the suite or its’ furnishings at the time of move-in will result in the student
being financially responsible for the repair/replacement of item/area. If a resident does not complete an Room Condition Report by the prescribed deadline at move-in, Residential Life will assume resident is satisfied with the condition of the apartment.

**During the Year** – Residents are responsible for the care of University property in their suite and the common areas of the residence hall community. Any damage or loss will be assessed to the person(s) responsible. Please note that if you have non-JWU guests, you are responsible for any damages or losses they incur. The University has established policies governing the use of its residential facilities in an effort to protect its property and provide a comfortable living environment for all students. The occupants of each suite share jointly the responsibility for the suite. Occupants are responsible for the condition of the furniture, walls, ceiling, etc. Damage that occurs beyond normal wear and tear is charged to the occupants of each suite. Residents are responsible for keeping their own suite/bedroom clean and must furnish all supplies needed to maintain an acceptable level of cleanliness, as determined by the Residential Life. This responsibility extends to the bathroom areas of the suite as well.

**Move-Out** – For students to properly move out of their assigned suite during the year, they must complete the following:

- Contact your RD via email or by telephone advising that you will be moving out. Your RD will provide you with options for checking out and will work with you to determine a suitable date and time by which you must vacate the building. Generally students are provided 72 hours to complete the check-out process and move out of the building. Your RD will also assign a RA to facilitate the check-out process.
- Remove all personal belongings from the suite. Residential Life does not assume responsibility for any personal belongings left in the student’s housing assignment, students may not store personal belongings on-campus nor will Residential Life be responsible for shipping items to students. Items left behind by students will be considered abandoned, regardless of value, and disposed of or donated to a local charity.
- Clean your bedroom and bathroom areas. This includes sweeping and mopping tiled surfaces and dusting furniture/window sills.
- Remove all trash/unwanted items from the suite and dispose properly in your floor’s trash room. Students who leave trash/other items behind will be subject to a $15.00 per bag trash removal fee.
- Close and lock windows and doors.
- Depending on your check-out option, you will either be provided with an envelope to return your keys in or will turn them into a Residential Life staff member during a check-out appointment. Students who are provided an envelope for their keys should return the sealed envelope to their residence hall front desk upon leaving.

Like to plan ahead? Here is some information about our major breaks and holiday closing. While our residence halls are open during the fall and spring breaks, they close completely during the winter break. Please arrange travel according to the following dates and times:

**WINTER BREAK (Cedar Hall North/South Closed, City View Towers open):** Residence halls close Friday, December 23, 2016 at noon. Halls reopen on Sunday, January 8, 2017 at noon. **Students are not permitted to remain in Cedar Hall North or South during this time.** All students who require housing during the holiday break must make their own arrangements for accommodations.

**BUILDING CLOSING (May):** Students must depart within 24 hours of their last exam or **no later than** 12 noon on Friday, May 19, 2017. Graduating students must sign up to remain in housing until 5 P.M. on Saturday, May 20, 2017.

**Alternative Living Arrangements** – If you need to make alternative living arrangements during the winter term break, we suggest contacting the Doubletree Hotel, located adjacent to the Academic Center. They can be reached at 704-347-0070. Be sure to inquire about student discounts!
Private Area Maintenance – Maintenance issues should be reported as soon as possible so that they can be addressed quickly and to avoid small problems escalating into larger ones. Students may submit maintenance requests via the Schooldude system at the Residential Life website. Complete and submit the online form. Facilities Management strives to respond to maintenance requests within a 24-48 hour period from the time of submission, however major problems, or requests submitted on holidays or weekends may experience longer response times.

In the event of a major maintenance issue in your suite, including: complete loss of power, air conditioning/heat or overflowing sink/toilet; please report the issue immediately to the front desk or Safety & Security by calling 980.598.1900.

Extermination Services – Reports of insects and vermin should be reported through the online maintenance system outlined above.

Common Area Maintenance – A regular schedule for cleaning of common areas including: community rooms, bathrooms, hallways, fitness center, common rooms, study rooms, lounges and other common spaces is maintained by Green’s Cleaning, the University’s housekeeping company.

Common areas are generally serviced between 5-7 days a week under normal circumstances and each area is cleaned 1-2 times per day.

Please note: Green’s Cleaning employees do not maintain a cleaning schedule of suites. Residents are responsible for their own room up-keep.

Keys – All students are provided with room and mailbox keys. It is imperative that students maintain control of their keys for their own safety as well as the safety of others in their community. Students are responsible for reporting lost or stolen keys in a timely manner to the front desk. Students will also be responsible for the replacement fees of each key that is lost, stolen or not returned. The following is a list of key costs:

- Mailbox…………………………………………………………………………………………………………………………..$50.00
- Bedroom…………………………………………………………………………………………………………………………..$50.00
- Student ID (visit Safety & Security for replacement)………………………………………………………………………..$15.00

DUPLICATING JWU KEYS IS STRICTLY PROHIBITED AND WILL RESULT IN FINANCIAL CHARGES AND POSSIBLE STUDENT CONDUCT ACTION.

Lockouts – If a resident is locked out of their assigned suite, they must visit the front desk and be provided a unique pass code to be let into their suite. A resident will receive three (3) complimentary lockouts per year. Additional requests could result in a charge or a lock change, with charges billed to the student.

SUGGESTED CAMPUS SUSTAINABILITY ENERGY GUIDELINES

JWU Charlotte prides itself on its environmental commitments. Here is what students can do to help promote a green environmentally friendly community:

Heating Control – Each suite is on the building-wide heating and air conditioning system, meaning that the entire building is either provided with all heat or all air conditioning, depending on the time of year. You may control the degree and fan speed of heat or air conditioning through the thermostat and fan control in your suite. Keeping your suite thermostat at a constant temperature will prevent the HVAC system from working unnecessarily.
Windows – Please do not leave your windows open during the winter months. If you would like to air out your room, open all windows for about 5-10 minutes to create a cross-breeze and then shut them. The longer windows are kept open during the winter, the more energy is being wasted. In addition to wasting heat, leaving your windows open in the winter may cause pipes to freeze and break, causing water damage to your suite. When opening your windows, shut off your HVAC system through the fan control.

Leaks – If you find a leak in the bathroom area, submit a maintenance request or visit the front desk as soon as possible.

Lights – Facilities Management is responsible for replacing light bulbs in University provided fixtures. Shut off lights in your bedroom and suite when you leave. Hallway lights remain on for safety.

Appliances – Please remember to turn off all appliances when not in use.

Computers – Please turn off computers when not in use for several hours and enable the power management feature on computer monitors.

Recycling – Dispose of recyclable glass, plastic containers and paper through the designated containers in your floor’s trash room. One of the largest recycling initiatives Residential Life manages is “Don’t Waste in Haste” – a waste-reduction project which collects unwanted items from departing students in the spring term. Program information for the “Don’t Waste in Haste” collection will be posted in residential facilities prior to the end of the academic year.

GETTING INVOLVED

Your New Community

Our residential facilities house students of various cultures, races, religious beliefs and sexual orientations. All residents will have different thoughts and attitudes about the world in which they live. Interacting with and learning from others who are different from you can be one of the most exciting experiences of your college career. Developing a community spirit in the residence hall can foster these interactions. While respecting individual differences is a key expectation of all JWU students, we hope that you will also take advantage of this opportunity to meet new people and learn what living in a worldwide community is all about.

We understand that it is often hard to adjust to living with other people in such a close-knit environment. If you are feeling frustrated or don’t feel you are fitting in the way you wanted to, talk to your RA! They are here to help you become involved in the hall and other activities around the university. They can also help out with roommate conflicts or other issues that may be making you uncomfortable in your new home.

Campus life at JWU Charlotte is about student development. We understand that our students will become future leaders in their chosen career and we believe leadership comes with a strong understanding of community – learning to live with each other and learning from one another.

There is truly something for everyone at JWU – you simply need to get out there and find it!

Hall Programs

Throughout the year, events or programs are offered in our residential facilities. More casual, social topics may include study breaks, hall movie nights, trips, and other opportunities. Educational and cultural programs may also be offered on a variety of topics, such as study skills, sexuality, relationships, safety, current events and career skills, just to name a few.
These programs are hosted by the RAs in your hall. Let the RA staff know about your program interests by talking to staff members and attending floor meetings. Attend programs offered in your hall and take advantage of the opportunity to learn something or meet someone new.

CHECK FOR ANNOUNCEMENTS ON BULLETIN BOARDS THROUGHOUT YOUR RESIDENCE HALL ABOUT EXCITING THINGS HAPPENING IN YOUR HALL AND AROUND CAMPUS!

Student Involvement and Leadership

At the beginning of the year, many clubs and organizations on campus will be putting up flyers and holding informational meetings for you to find out what they are all about. Make sure you read the writing on the wall – literally! – to find out when groups you are interested in are meeting.

In addition, Student Involvement and Leadership (SIL) sponsors a wealth of activities for you to attend during Welcome Week and throughout the academic year. Residential students will receive monthly calendars in their mailboxes to keep them up-to-date on all of the campus happenings. For more information, visit the Student Involvement & Leadership website or visit them under the service tent on the Academic Center green space during Term Start.

Recreational Services

Recreational Services and Athletics is excited about all that is going on at JWU Charlotte this year! We have so many new and exciting ways for you to get involved. Whether your passion is flag football or poker, we have what you want. If you see that we don’t have a program you are interested in, simply ask us and we will try our best to make it happen! For more information, visit the Athletics website.

ROOMMATE RELATIONSHIPS

The residential life staff at JWU Charlotte is committed to providing residential students with a healthy and comfortable living environment. The staff is available to assist students with many issues including successful roommate relationships. In addition, resident students must be committed to creating healthy and strong relationships with their roommates. Open communication from the very beginning is an integral part of creating such relationships. More often than not, roommate conflicts occur and relationships fail due to the lack of communication between those involved. Students who find themselves in difficulty with their roommate relationship should not hesitate to contact their RA for assistance.

In some cases, students who share a room during the academic year are not able to resolve their issues and find it best to deal with issues by using written agreements. Students who wish to engage in a written agreement may contact their RA for assistance in doing so. Here are some examples of what roommates would discuss to create procedures for in dealing with: communication styles, quiet time, guests/guest hours, room cleanliness, borrowing/lending, personal hygiene, stereo/radio/TV usage, personal habits and other specific topics that are pertinent to a written agreement.

The biggest mistake that roommates can make is not discussing a problem as it develops.
RESIDENTS’ BILL OF RIGHTS

All residents of JWU Charlotte have the following rights:

- The right to read and study in your apartment/room
- The right to sleep without undue disturbances from noise, guests, roommate(s), etc.
- The right to expect that your roommate(s) will respect your personal belongings and honor any agreements you have made regarding their use
- The right to live in a safe, clean, and drug-free environment
- The right to free access to your room without pressure from your roommate(s)
- The right to personal privacy
- The right to be free from fear of intimidation, physical, and emotional harm
- The right to host guests within the context of the university’s policy on guests and host responsibility
- The right to expect reasonable cooperation in the use of the apartment telephone and other equipment
- The right to assistance in resolving issues or concerns you may have

SAFETY, SECURITY AND EMERGENCY PROCEDURES ON CAMPUS

The safety and security of resident students is a vital concern for Residential Life. It is important for students to take responsibility for their own safety and well-being. Crime prevention is essentially being aware of one’s environment and avoiding those situations that could make students vulnerable to crime.

CAMPUS SAFETY & SECURITY

Cedar Hall South, off the east breezeway. 980.598.1900

Campus Safety & Security is headquartered in Cedar Hall South and can be accessed through the east breezeway. The department is lead by the Director of Campus Safety & Security and the Captain of Campus Safety & Security. Campus Safety & Security uses contracted officers to patrol the campus 24 hours a day, 7 days a week. Primary responsibilities include maintaining a safe and secure living and working environment, as well as the enforcement of parking regulations and efficient traffic flow. Security officers do not have arrest powers, however, the university has developed a highly cooperative relationship with the Charlotte-Mecklenburg Police Department to help ensure prompt and efficient action.

Escort Service - Campus Safety and Security will provide a walking escort to any campus building or parking lot 24 hours a day, 7 days a week. Please contact 980-598-1900 for assistance or utilize the Blue Light Call Boxes.

Blue Light Call Boxes – Blue light telephones are generally located near residential facilities and parking areas and can readily be seen at night. Each telephone is connected via radio directly to Safety & Security and officers can be dispatched when needed. All students on campus are encouraged to familiarize themselves with the locations of such call boxes. These boxes are to be used in true emergency situations only. Misuse of emergency call boxes is considered a violation of the Student Code of Conduct.

Project ID is a service that aids in the recovery of lost or stolen items. Valuables are engraved with a unique number, which is then entered into a database with the owner’s information. If you have questions or are interested in this service, contact us at 980.598.1900.
In Case of Emergency (ICE) – In an emergency, time is critical and getting answers quickly could mean the difference between life and death. ICE ensures that emergency service providers and public safety personnel get answers quickly in the event that you are incapacitated.

Crime Alerts are published throughout campus. Any incidents that require immediate notification to the university community are posted in administrative and academic buildings, residential facilities, and other gathering places throughout the campus. These alerts are intended to inform the university community about criminal activity and assist in maintaining a safer environment for all.

Building Security – Building access on the campus is controlled through an electronic card system. When you arrive on campus, you will be given an identification card that will grant you entry to buildings. Improper use of an identification card—for example, allowing unregistered guests to gain access to a building—can result in a suspension of access rights and/or referral to the Department of Student Conduct

DO NOT PROP DOORS OPEN. Propped doors invite entry by non-residents along with criminal activity within the communities. If students see a door propped they should close it immediately. NEVER LEND OUT YOUR KEYS OR ID and do not allow someone into the building or suite that does not belong there. This activity is considered “piggy backing” and it is prohibited. Lock doors while sleeping or out of the suite because this is the single most effective action in preventing crime/theft.

Tips for being safe on and around campus:

- Avoid walking alone at night
- Call Safety and Security for an escort, 980.598.1900
- Walk briskly and confidently in the center of the sidewalks
- Do not talk on cell phones or listen to music (remove ear buds)
- Note possible hiding places (i.e., building corners, shrubs, or parked cars)
- Use the campus blue light call box system for rapid emergency communication with Campus Safety & Security
- Please utilize the safety escort service by calling Campus Safety & Security at 980.598.1900
- In the event that a student is being followed on foot, he/she should attempt to cross the street, change direction and vary the speed in which they walk. If the following persists, the student should go to a lighted building and call Campus Safety & Security or 911
- When being followed by a car, turn around in the other direction or go up a well-lit one way street. If the situation persists, attempt to record the license plate number and call Campus Safety & Security or 911

FIRE AND LIFE SAFETY

As of July 1, 2015 Johnson & Wales University is proud to be a tobacco free institution. As such, all outside areas owned by JWU, all buildings used by the university including, but not limited to, the residence halls are designated as tobacco-free. This includes, but is not limited to, smoking, chewing, snuffing of tobacco products, electronic cigarettes (“e-cigs” or “e-cigarettes”), and vapor cigarettes.

- Room doors must be kept free of flammable materials, particularly loose paper. Doors cannot be wrapped or covered with flammable materials. Dry erase boards are the only items allowed to be posted on the outside of doors. Any items posted on the inside of doors must not obstruct view of the path of egress signs or peepholes.
- Electrical outlets must be appropriately used and electronic equipment (computers, stereos, televisions, hair-styling tools, etc.) must not overload circuits or be improperly wired or have damaged wiring to create a safety hazard.
- High-heat generating items such as curling irons, clothes irons and hair dryers should never be left on or unattended while plugged in. In addition, these items should be monitored until they have cooled to avoid potential fire hazards. These appliances should only be used for their designed purpose.
Room decorations must not overload electrical outlets and, if appropriate, must be fireproofed in accordance with environmental health and safety standards.

Fire pull box alarms and extinguishers are placed in the residence halls for your safety and the safety of others. Misuse of this equipment is a serious criminal offense under state laws. In addition, it jeopardizes the safety of all residents and violators will face disciplinary action by the university (up to and including dismissal from the university).

Students must exit the building whenever a fire alarm sounds, during routine fire drills and when illegal or unauthorized use of this equipment has occurred. (Be sure to take your JWU ID with you so that re-entering the building is orderly.) Residential Life team will direct you to a safe location once you are out of the building. Drills will be performed each term to ensure that all residents are aware of fire exits.

Residents are required to keep belongings out of the main walkway and doorway to the room/apartment. By keeping the room tidy, residents can ensure that a clear path of egress is always available in the event of an emergency or drill.

Residence hall fire escapes are to be used in the event of actual emergency conditions and must be kept clear of obstacles and impediments at all times. Fire exits and escapes are off limits except during emergencies. Violators are subject to fines and disciplinary action.

The following actions are prohibited:

- Tampering with any fire safety equipment, including, but not limited to, fire alarms, fire extinguishers, fire hoses, exit lights, smoke detectors, and sprinkler systems (this is a serious criminal offense under state laws).
- Propping open fire doors or exterior doors of residence halls.
- Unauthorized entry to areas of residence halls, including, but not limited to, roofs, window ledges, balconies, offices and dining halls.
- Failing to vacate the residence hall when directed to do so by residence hall team members, emergency staff, or the sounding of a fire/smoke alarm (this violates state laws).
- Improper use of kitchen/cooking facilities.
- Blocking hallways with furniture or personal belongings.
- Tampering with or damaging mobility and hearing impaired equipment (e.g., door knockers, bells, lights, door arms, etc.).
- Removal or blocking of door peepholes.
- The possession of halogen lights/lamps

It is a violation of North Carolina State Law to shut off, disconnect, obstruct, remove, or destroy fire protection equipment. This includes the tampering of smoke detectors, fire extinguishers, and horn/strobe warning devices. Students found in violation of this policy will be immediately referred to Student Conduct and possible local law enforcement authorities.

COMMUNITY STANDARDS, POLICIES AND PROCEDURES

University policies: (Please note that this is not an inclusive list. Refer to the Student Handbook for a complete list of university policies.)

Johnson & Wales University seeks to provide all on-campus residents with a living experience that will allow students to gain self-awareness, function interdependently, and responsibly engage in a supportive campus community. To maintain a standard of living that is fair and consistent, Residential Life requires all students to adhere to policies governing on-campus housing. Violations of the Student Code of Conduct and/or Residential Life policies may result in a student conduct hearing through Student Conduct.
Guest Policy

It is the responsibility of the resident(s) to ensure that all guests comply with this Guest Policy and any rules and regulations specific to each individual residence hall.

- Residents may sponsor a maximum of two guests in a residence hall, provided that the residents advise their guests of, and the guests agree to comply with, all university rules and policies, including the behavioral expectations set forth in the Student Code of Conduct.
- A guest is any individual who does not reside in the residence hall to which the individual is requesting access.
- Overnight guests are permitted in the residence halls; however, overnight guests are limited to no more than three (3) visits in any calendar week.
- Any guests under the age of 18 years must be approved at least one week in advance by the residence director, and guests under the age of 16 years are not permitted to spend the night in the residence halls.
- Sponsoring residents must accompany their guests at all times and are responsible for their guests’ actions and behaviors, including ensuring that the rights and privacy of the other room and hall occupants are respected.
- Residents may be subject to disciplinary action and suspension of guest privileges for any conduct by their guests that violates university rules and policies, including this Guest Policy and the behavioral expectations set forth in the Student Code of Conduct.
- Roommates must work out their own arrangements for guests in advance of guest visits. If a student and roommate cannot agree, they should contact a Residential Life staff member for help.
- Guests must have a temporary permit to park vehicles on university property. It is the responsibility of the resident to inform the guest of the rules and regulations regarding university parking. Visit jwuLink for information on parking permits.
- Providing keys or access cards to guests is strictly prohibited.
- Residential Life reserves the right to amend this Guest Policy and to deny and/or limit guest access at any time, in its sole discretion.

Additional Guest Policies

- All guests must sign-in & sign-out of the building at the residence hall front desk.
- The sponsoring resident must escort their guest(s) to and from the residence hall front desk.
- Both the guest and the sponsoring resident must leave a valid, government issued picture ID card with the residence hall front desk while the guest is in the building.
- Residential JWU students visiting another residence hall may do so at any time without an escort provided they have their student ID with validation sticker. He/she will be required to sign-in and sign-out at the residence hall front desk and leave a valid, government issued picture ID card.

IMPORTANT NOTE: The comfort and rights of the roommates supersede the rights of the visitor. Therefore, if a hardship is caused to the roommates by the frequency or the guest spending the night, a Residential Life staff member may intervene to mediate the situation, including establishing days/times for visitation that are fair to all roommates involved.

Quiet and Courtesy Hours

- Residence hall community quiet hours are in effect Sunday – Thursday (or any day preceding scheduled classes) 10 P.M. – 8 A.M. and Friday & Saturday, 12 midnight – 8 A.M. During quiet hours, noise is to be at a level conducive to studying and sleeping.
- Quiet hours are applicable to behaviors inside the building and outside the residential area.
  - During final examination weeks, 24-hour quiet hours are in effect. Quiet hours will begin at 8 P.M. on the evening prior to the start of exams and end at 8 P.M. on the last scheduled exam day.
Courtesy hours are in effect 24/7 and provide an environment conducive to studying and sleeping in one’s room. Residents should respectfully confront neighboring suites when they believe it is too noisy and in turn, respect fellow residents’ requests to hold the noise level down.

Residents have the right to sleep and study in their rooms at any time without interference from those around them. During quiet hours, sound must not be audible beyond the limits of any individual apartment/room, hallway or common space. Residents are expected to demonstrate courtesy and consideration toward others at all times and if reminded to respect this right, residents are expected to comply promptly.

A resident whose primary rights to sleep and study in his/her room are being violated, should:

- Speak to the person(s) causing the interference
- If this action does not produce satisfactory results, contact Safety & Security

Residential Life reserves the right to amend quiet and courtesy hours if needed to address floor or building behavior.

Activities Resulting in Disturbance, Distress or Damage

Individual or group activities that result in distress or disturbance to others are prohibited. Individual or group activities that can cause damage or destruction to property are also prohibited. Types of behavior that fall into this category include, but are not limited to: hall sports, hallway disruptions and/or impromptu gatherings, unsanitary conditions, pranks, use of water guns in public areas and placing furniture and/or trash in public areas, including stairwells.

Using or attempting to use university property in a manner inconsistent with its designated purpose is prohibited.

Individuals are not allowed to remove window screens, to exit or access building roofs, to sit on window sills or to hang out of windows.

Individuals are not allowed to yell, throw or hang items out of windows. Lasers and laser pointers are not to be shined out of the window opening.

As a respect to others living in and around our community, excessive noise in areas frequented by the general community (such as the lobby, building entrances, community room, hallways, stairwells and elevators) is prohibited.

Health & Safety Inspections

Johnson & Wales University reserves the right to key-into rooms and search bags (upon entry), residence hall rooms/apartments, MicroFridges, refrigerators, room safes and packages at any time for fire, health and safety hazards for prohibited items and for maintenance and inventory reasons.

The university also reserves the right to inspect and search residents’ rooms/apartments in the event that a violation of the Student Code of Conduct occurs or is believed to have occurred. Room searches are conducted by members of Campus Safety & Security.

Health & Safety Inspections are conducted once a term or more if deemed necessary by Res Life team members and are announced in advance. These inspections are designed to ensure that your room/apartment is in working order and no health, safety, sanitation or maintenance concerns exist. If at any other time during the year you have a concern with your room/apartment it should be reported right away. If violations of the Student Code of Conduct or policies within this guide are discovered during the course of an inspection, residents may be subject to student conduct review and disciplinary action. (Note: rooms in pet-friendly communities will be inspected once a month at a time determined by Residential Life.)
Selling & Soliciting

Student organizations registered with Student Involvement and Leadership (SIL) may obtain permission to sell items or promote fundraising drives (i.e., clothing and non-perishable food items) in the public areas of the building with prior permission from the respective Residence Director. Such activities must conform to other building policies and standards established university contracts with private vendors or suppliers.

- Door-to-door solicitation is not permitted.
- Solicitation for off-campus events not sponsored or approved by Student Involvement and Leadership is prohibited.

Alcohol & Drug Use

As stated in the university's Drug and Alcohol Policy, possession or use of alcoholic beverages anywhere on university premises is prohibited, with few exceptions. Any resident found responsible for violation of the University Alcohol and Drug Policy could face sanctions through Student Conduct.

- Alcohol is permissible for lawful use at events, operations or programs sanctioned by university officials.
- Residents of City View Towers who are age 21 years or older who have signed a “Special Agreement Regarding Residents of City View Towers Ages 21 or Older” and participated in a required university alcohol workshop may possess and use alcoholic beverages in their own apartment/room in accordance with the Special Agreement and applicable laws. The Special Agreement sets forth detailed requirements for such residents, including approved types of alcohol, the amount of alcohol permitted per resident and rules on hosting guests. Empty alcohol containers are not permitted to be displayed or kept in an apartment/bedroom.
- Alcohol beverages and containers are prohibited for students under the age of 21 regardless of campus location, including Cedar Hall North and Cedar Hall South.
- Residents found responsible for alcohol-related violations could be relocated to another residence hall or removed from housing.
- Illegal drugs, including unlabeled medication bottles or bottles of medication that are not prescribed to the person who possesses them, are prohibited.
- Items intended to aid in the use of illegal drugs or excessive alcohol consumption (i.e., bongs, pipes, hookahs, and funnels) are prohibited.
- Behavior resulting from possible intoxication that affects the community (i.e., loud noise, destruction of property and non-compliance) is prohibited.
- Please refer to the Student Code of Conduct for details regarding alcohol and drug violations.

FREQUENTLY ASKED QUESTIONS

Can I change my room assignment now?
Room assignments cannot be changed prior to move-in.

Can I change my room after I arrive?
Room changes do not occur earlier than three weeks into the school year; however, moves could take longer as they are dependent upon available space. Residential Life will attempt to honor room/building change requests as space allows, but they cannot be guaranteed. To inquire about a room change, please speak with your Residence Director.

After I arrive, can I just switch rooms with another person if they also want to move?
Room swaps cannot be permitted. By completing room changes through our staff, we ensure all parties are comfortable with the move; it also preserves the accuracy of our housing records for security reasons. (Important: If you make an unauthorized room change, you’ll be required to return to your originally assigned room and could face additional sanctions.)
Can I move in early?
For staffing and security reasons, we do not allow students to arrive before their assigned move-in day.

Can I have belongings shipped ahead?
Mail and packages cannot be accepted prior to move-in weekend. If you send any mail or packages ahead of time, they will be returned. Please plan for any and all shipments to arrive after you have moved into your suite.

What’s in my room?
The university provides each resident with a standard twin bed (regular and extra-long twin sheets will fit), a desk and chair, dresser and closet space.

Sheets must be used on the beds for hygiene reasons.

What’s in my residence hall?
Each residence hall has particular areas reserved for student use including study rooms, lounges, common rooms, game rooms, laundry rooms and a full kitchen. These areas are furnished and equipped for use by all members of the community.

What does my meal plan include?
The Student Dining Center is located in Cedar Hall North. You must have your student ID in order to eat in the dining center. There are a variety of meal plan options available for purchase. For more information on meals plans visit the Student Dining Center or via the Dining Service's website. Guests may purchase meals directly from the front counter at the dining center.

Is there a nurse or doctor on campus?
Health & Counseling Services is located on the second floor of the Academic Center. A doctor is available on specific days. Please refer to Health & Counseling Services website for more detailed information.

Can I park on campus?
Parking permits are issued through Campus Safety & Security. All students must have a university issued parking permit to park on campus. Parking permits may be purchased on a yearly or term basis. There is no visitor parking on-campus. For more information about parking on campus, please refer to Safety & Security's website.

Can I have pets?
Fish in a bowl or tank under five gallons are permitted but only one per room, suite or apartment. For the 2016-17 academic year, Residential Life will have small pet-friendly communities in Cedar Hall North/South and City View Towers. Your pet must be approved through the RD, Even though you may live on the pet-friendly floor, it does not guarantee permission of a pet. Types of animals permitted will be dogs* (up to 40 pounds and at least 1 year old), domestic cats (over 1 year old), small caged mammals limited to guinea pigs, hamsters and rabbits (cage no larger than 16 sq. ft.). No more than one approved pet per person is allowed. *Restricted breeds: Pit bulls, Akitas, German Shepherds, any wolf hybrid, or any breed not permitted by city or county ordinances. See FAQs for more details.)