



ROOSEVELT
UNIVERSITY

**Office of Residence Life
Wabash Building
Resident Handbook
2014-2015**

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The mission of the Office of Residence Life is to create a safe, happy, and inclusive community that supports academic success and personal growth.

VISION

The vision of the Office of Residence Life is to enhance the living-learning environment for residents to help them reach their fullest potential.

MISSION

The mission of the Office of Residence Life is to create a safe, happy, and inclusive community that supports academic success and personal growth.

CORE PRINCIPLES

The Office of Residence Life supports the academic and social justice mission of Roosevelt University. We focus on 5 main areas that we believe will provide our residents the most benefit and keep us focused on achieving our mission. We believe in:

Academic Success

We maintain an academic environment that enhances and supports student learning. We partner with academic units and campus departments to deliver programs and resources to residents.

Personal Growth and Development

We invest in students' personal development through informal conversations, structured out-of-class activities, and opportunities for demonstrating leadership. We encourage students' development of problem solving skills and self-advocacy in order to be successful in an inter-dependent community.

Embracing Diversity

We strive to affirm the dignity of all individuals and to treat one another with respect, compassion, and understanding so that we may learn from each other's experiences.

Healthy Relationships

We foster healthy relationships by enriching connections with one another and developing communication skills through facilitated and intentional conversations and experiences.

Living Green

We understand that our future is dependent on how we live our lives in the present and encourage students to recycle and reduce resource consumption. We embrace the motto to "Go Green, Live Green!"

STATEMENT ON COMMUNITY LIVING

In support of the ORL mission, standards of behavior have been established to promote cooperation, respect, and orderliness within the Wabash Building (WB). These standards of behavior apply to all residents, community members, and guests while in the Wabash community and surrounding property, or while participating in ORL sponsored activities.

When you apply to live in the WB you are choosing to be a member of this community and therefore are bound by the responsibilities and rights of this membership. It is your responsibility to make yourself aware of and abide by the handbook regulations. These regulations have been developed to support the mission of the Office of Residence Life.

Residents are considered to be maturing adults, capable of making their own decisions, as well as accepting the consequences for those decisions. The conduct process has been established to respond to incidents involving inappropriate behavior within our community. This process provides educational opportunities which encourage students to evaluate their own actions, consider their own decision making, and acquire new skills to improve their choices in the future.

The WB is an exciting place to live, especially when each resident assumes his or her share of community responsibility. RU residents come from many areas of the city, state, country, and world. All are in the midst of academic pursuits at the undergraduate, graduate, or professional levels. In this unique community, residents are rich in knowledge and diversity. RU encourages interaction among residents to make the most of this cooperative and interactive learning opportunity.

With so many residents living in such close proximity to each other, conflicts of various types are possible and common. Residents are encouraged to know suitemates and neighbors in order to facilitate a quick and amicable resolution to conflicts that may occur. Understanding different individual lifestyles forms the foundation of a mutually respectful environment for everyone.

Within any environment, reasonable limits and community standards must be established. Policies within the RU community have been established in the interest of residents (and all others who visit or work within the building), for the preservation of the facilities for future generations and to comply with health, safety and other regulatory expectations.

Therefore, the staff of the WB:

- are concerned with the rights and safety of all residents, visitors and employees
- Limit the physical alterations and use of the facility by residents
- Establish reasonable limits on activities and behaviors
- Enact policies to achieve these purposes and to comply with local, state, and federal fire, safety, health, and code requirements

Living within such a vibrant, academic community is indeed enriching, but also necessitates compromise between individual and community needs. When these needs are in conflict with each other, the needs of the community take precedence. Therefore, RU strives to provide residents with an environment that is conducive to studying and sleeping, especially during established quiet hours, as well as a clean and safe environment in which to live. In addition, RU provides an avenue for residents and staff to address concerns and violations of this handbook.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Roosevelt University complies with the FERPA Act of 1974. All records maintained by Roosevelt University regarding a resident are considered “student records”. Residence Life will not disclose directory or other information about residents without prior written consent, unless otherwise required by law.

THE CLERY ACT: CRIME STATISTICS REPORTING

Roosevelt University staff will report all felonies and serious misdemeanors that are reported or observed to the Chicago Police Department (CPD). For lesser misdemeanors, victims are encouraged and assisted by the staff to report the crime to the CPD. All known crimes occurring within the premises or within a reasonably contiguous geographic area shall be reported by RU staff to be included in its crime statistics report, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 20U.S.C. 1092(f).

RU staff commit to maintaining safety and security within the
Roosevelt University community.

**To report a crime or an emergency in or near campus housing,
contact:**

WB Security Desk in person or via telephone at ext. 2020 or
(312) 341-2020 and/or City of Chicago Emergency at 9-1-1

Additional information about reporting crimes and emergencies may be found at:
<http://www.roosevelt.edu/security>

ROOSEVELT UNIVERSITY STAFF

Roosevelt University staff members provide a variety of services and referrals to help residents maximize their academic and living experiences. RU staff will assist residents during their transition, respond to emergencies, and are available to meet with residents during business hours or through the 24-hour Security Desk at (312) 341-2020.

Resident Assistants (RA)

The RAs are live-in student staff committed to the personal and academic success of our residents and our community. They create community through leadership, programming, and policy enforcement. They are the residents' primary source for information, problem-solving, and support. RAs help organize social, educational, and cultural events for residents, follow up on facility-related requests, and help provide extended office hour coverage. They are responsible for inspecting common areas and conducting periodic room inspections as directed and with appropriate notice. They report to the Assistant Director of Residence Life.

Graduate Residence Hall Coordinators (GRHC)

The GRHCs are live-in professional staff who report to the Assistant Director of Residence Life and supervise the paraprofessional staff. Each GRHC is on-call for emergency response.

Coordinator for Housing Administration

The Coordinator for Housing oversees the assignment process, check-in and checkout procedures, and all processes related to student housing accounts.

Assistant Director of Residence Life (ADRL)

The ADRL is a live-in professional staff member who reports to the Director of Residence Life and is responsible for supervising the GRHCs, the RAs, the judicial process, community programming, leadership development, and advising the Wabash Community Council (WCC). The ADRL is on-call for emergency response.

Director of Residence Life (DRL)

The Director reports to the Assistant Provost for Student Affairs. The Director is responsible for the oversight and development of the Residence Life program and housing administration.

Residence Life Office Staff

The Office of Residence Life, located on the 14th floor of the Wabash Building, is open Monday through Thursday from 9AM to 6PM and Fridays from 9AM to 5PM, and can be reached at (312) 341-2005. You can also contact the office via email at reslife@roosevelt.edu. Scheduling appointments with any professional staff member should be done through the office. It is also the place where you can go to gather information about programs and activities, room change requests, filming requests, and to potentially reserve meeting rooms.

Custodial Staff

The custodial staff is responsible for the cleaning and upkeep of all common areas within the building including, but not limited to, the lobby, hallways, lounges, and recreational spaces.

Engineering & Maintenance Staff

The engineering staff is responsible for the maintenance of all mechanical and electrical equipment in the building and is responsible for the completion of all resident work orders.

Security Staff

Reporting to the Director of Security, the security staff participates in maintaining a secure environment for all who live, work and visit the Wabash building. Security staff monitor and oversee building access 24 hours a day and can be reached at ext. 2020 or (312) 341-2020.

Building Amenities

Roosevelt University's Wabash Building consists of 31 floors. Student residences are located on floors 15 through 31. The mailboxes, Recreation Room, and Office of Residence Life are located on the 14th floor. The laundry room and media room are located on the 15th floor. The dining hall is located on the 2nd floor, and the Fitness Center is located on the 5th floor.

Access

Roosevelt University's Wabash Building is not a public facility. Access to the residence hall portion of the building is restricted exclusively to residents, building employees, authorized staff, and registered guests. Roosevelt University ID cards are provided to every resident and must be used every time upon entrance. Guests of residents must present valid, government-issued photo identification, sign in and out upon entering and leaving the building, and must be escorted by their host/hostess at all times.

The Roosevelt University ID card is issued to the resident and is not to be shared with others to access the facility.

Bicycle Storage

A limited number of bicycles can be accommodated in a locked storage room adjacent to the first-floor lobby. Storage will be provided on a first-come, first-served basis, for bicycles that are registered with the Office of Residence Life. Residents are responsible for providing and securing their own bike locks and nothing else may be left in this room. Bicycles, or bicycle like items, are prohibited anywhere else in the building. Each resident acknowledges that he/she will be solely responsible for theft or damage to any personal property placed in Bicycle Storage. As is the case with all personal property brought on to the premises, residents assume full responsibility for damages or losses of any kind. Bicycles left after residents move out will be handled as abandoned property.

Dining Center

Dining is located on the second floor and provides a quality dining experience for residents and their guests by focusing on variety, convenience and nutrition. From home-baked specialties to many grab-and-go items, residents can enjoy a great dining experience without leaving the building.

Fitness Center

The Fitness Center is located on the 5th floor. Checking in with one's ID provides access to the Fitness Center. The facility is furnished with high-tech cardiovascular equipment and is for the exclusive use of Roosevelt University students, faculty, and staff.

Furnishings

Except as otherwise specified below, each resident is provided with a bed and twin, extra-long (80 inch) mattress. The bed is also loftable, allowing for extra floor space below the bed, but only if ceiling height permits and an optional Roosevelt University approved loft kit is utilized. Limited supplies of these loft kits are available for rental through the Office of Residence Life. Every resident is also provided with a study desk and chair. Dresser drawers, shelves and a clothing rod are provided in a wardrobe for each occupant. Furniture within a residence hall bedroom must remain within that bedroom.

Heating and Air Conditioning

Central heating and air conditioning are provided to each unit at no additional cost. Residents may experience transitional times during the spring and fall when heating and cooling are difficult to balance. Supplemental heating and/or air conditioning devices are prohibited.

Laundry Room

The main Laundry Room is located on the 15th floor. The Laundry Room is accessible 24 hours a day. Machines run through the use of credit or debit cards, or quarters. Roosevelt University is not responsible for lost, stolen or damaged items. Any items left in the Laundry Room more than 24 hours will be removed and stored for 30 days. After 30 days, all items will be donated to a local charity. Please report any issues or concerns with the Laundry Rooms to the Office of Residence Life or follow work order instructions located on the machines.

Loading Dock

With advance permission from the Security office, the loading dock at the rear of the building is available for loading and unloading on a limited basis.

Lounges

Many lounge areas are available throughout the building. Removal of any lounge furniture is prohibited and may result in disciplinary action including financial responsibility. Additionally, residents are responsible for maintaining a clean lounge after usage.

Mail Delivery

Upon move-in, each resident is issued a mailbox combination. To ensure correct delivery, please request that your mailbox number is clearly marked on all mail. Mail is delivered five days a week (except legal holidays) and distributed to mailboxes located on the 14th floor. Hours of distribution will be posted, and residents with a package delivery will receive a note and/or an e-mail to pick up their delivery from the Mail Room located in the lobby of the Auditorium Building. Once a resident moves out of the Wabash Building, first-class mail will be forwarded for up to 30 days contingent upon the resident completing a forwarding address card. Please visit the Mail Room for instructions. All mail should be addressed as follows:

(Name)
425 S. Wabash Ave.
WBRH # (mailbox number)
Chicago, IL 60605

Recycling and Trash Removal

All units are provided recycling bins to allow participation in the single-stream recycling program. Trash receptacles are also provided for waste. Each floor is provided with recycling and trash containers in the trash rooms. All residents are expected to bring their trash and recycling material to the appropriate containers regularly. Trash is normally removed from the floors on a daily basis. Information is available to residents about proper preparation of recycling material.

Smoke-Free Environment

To help ensure a clean and healthy environment for everyone, and in compliance with the Chicago Indoor Air Ordinance, Roosevelt University is a smoke-free community. The Chicago Ordinance also prohibits smoking within 25 feet from the entrance/exit of the building. The use of e-cigarettes is not permitted in on campus housing.

Storage

Aside from space within the residential units, there is no additional storage available in the building. All bicycles must be removed from Bicycle Storage upon move out or it will be handled as

abandoned property.

Technology

Technology Services in the building include access to basic cable and high-speed Internet connection for residents at no extra charge. Information regarding connecting and upgrades is available at move-in or the Office of Residence Life.

Vending Machines

A variety of vending machines with 24-hour availability are located on the 14th floor by the Community Kitchen. Should there be any issues or concerns with a vending machine, please report it to the Office of Residence Life. An ATM is located on the second floor in the Auditorium Building near the grand staircase

FIRE/LIFE SAFETY

In the event of an emergency, call 911 for police, fire or ambulance from a house phone.

Your location is:

Roosevelt University of Chicago

425 S. Wabash Ave.

Floor # and Room #

Then call Roosevelt University security from an outside line at:

(312) 341-2020 or dial extension 2020

Emergency Telephone Numbers

The safety of residents and the building is always forefront in the minds of Roosevelt University staff. This is why a special publication titled Safety and Security at Roosevelt University has been provided to every resident at move-in. Please become familiar with the safety features and procedures for our community before an emergency arises! We are pleased to have you as a resident, and hope that all residents will put forth the cooperative effort necessary to enhance the safety and security for everyone at Roosevelt University.

Fire Safety

Due to the design of the building, it is rare that a facility-wide evacuation will take place. If residents hear an alarm sound, they should immediately take the stairs to the exits on the 1st floor and evacuate the building. The staff will then work with Emergency Personnel to ensure that their residents' safety is maintained. Fire drills are conducted throughout the year to ensure residents and guests are familiar with the fire safety procedures. Failure to evacuate during a fire drill or an actual fire can be cause for disciplinary action.

Safety Recommendations

- Record the number of all credit cards and bank accounts. Also, keep the phone numbers of these companies and banks so you can notify them if your cards or checks are lost or stolen.
- Keep money and valuables in a secure place.
- Do not keep excess amounts of cash in your room.
- Be alert to the presence of strangers in non-public areas (all resident floors) and report their presence to the Roosevelt University Security Desk, the Office of Residence Life, and/or any staff member. Solicitors claiming to have authorization will have signed documentation on Roosevelt University letterhead and will present photo-identification upon request.
- Keep your suite locked whenever you leave, even if you intend to return momentarily.
- In the event that you are a victim of a theft, notify the Roosevelt University Security Desk or any staff member immediately. You may also contact the Chicago Police Department.
- Insist on seeing identification for any person you do not know seeking access to your room.
- Do not leave messages on your door or voicemail indicating when you are not in your room.
- Keep a list of emergency contacts on your person at all times.

Personal Property Insurance

Roosevelt University does not assume responsibility for theft, damage or loss of money, valuables or personal property of any kind belonging to any resident or guest. You should check with your insurance provider regarding the extent of coverage under existing policies, which you may carry. All residents are strongly encouraged to carry sufficient personal property or renter's insurance to afford the level of protection desired, if they are not already covered under any other personal/family policy.

Community Responsibility

It is important that all members of the community remember that, in conjunction with the protection afforded by Roosevelt University security, all residents share responsibility for overall safety at Roosevelt University. Residents and staff are expected to promptly and accurately report any and all criminal acts, dangerous situations, or suspicious behavior.

HOUSING PROCEDURES

Assignments

Room assignments and corresponding rates are based on full occupancy of each room, suite or apartment, which ranges from one to five residents. Residents who occupy space below the designed capacity will be assigned additional roommates if available, or must promptly move to fill other vacancies to avoid additional housing charges. For more information, refer to the “consolidation” policy. ORL will not make assignments based upon race, sexual orientation, national origin, religion or ability. ORL staff may assign and reassign residents to other accommodations within the building to provide repairs or improvements or as are otherwise necessary for the efficient operation and/or protection of people or of the premises. A resident may be reassigned to another space if he/she fails to check-in and/or occupy the original space unless prior written authorization is provided by Roosevelt University ORL.

Residents who wish to inquire about a room change are welcome to check with the Office of Residence Life. Generally, requests for room changes are not processed during August or during the first three weeks following the start date of the housing agreement/contract that each resident has entered into with his/her institution of record (hereinafter referred to as “Agreement”).

Unit Access

The privacy of each resident’s unit is genuinely respected. However, entry into a unit is sometimes necessary for the following purposes:

- in response to a requested or required facility service

- to perform fire, life and safety inspections

- in response to an apparent emergency or danger to a person’s welfare or to the building or personal property

- in response to a reasonable cause that a violation of policies or law is in progress

- to show the unit to contractors or prospective residents

- to assist law enforcement officers in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure.

HOUSING PROCEDURES

Unit Access (continued)

Entry will be arranged in advance or by invitation with one or more of the occupants when applicable. If reasonable arrangements are impractical or refused, non-emergency entry will be made upon prior 24 hours posted notice. A “Posted Notice” will generally be near floor elevators and/or other central locations when access is needed to many units on certain floors, or on specific suite entrance doors when access to only a few units may be required. Please note that when residents submit work orders for their units, unless otherwise specified, such submittal is an invitation by the resident for service staff to enter and respond to the problem as soon as possible.

Care of Facilities

Residents are expected to maintain their units to high standards of cleanliness and exercise reasonable care for the facilities. Routine cleaning in all units should include bathrooms, showers, and fixtures, regular sweeping of floors, and full cooperation with the building’s pest control program. Alterations to the premises are prohibited. This includes but is not limited to: installing locks, ceiling fans or electrical, voice or data outlets; erecting partitions; or attaching anything to ceilings, walls, floors or exteriors, without the prior written consent of Roosevelt University Office of Residence Life. Residents must pay for any damage (less reasonable wear) within their units, including but not limited to, repainting, extraordinary cleaning costs and replacement for any missing or broken items. Nothing may be placed in a manner that would block, mask or obscure a sprinkler head or smoke/heat detector. If deemed necessary, residents may be charged for any work completed.

Check-in and Check-out Procedures

- a. At check-in, each resident is issued a key, a mailbox combination, and a Room Condition Form (RCF). It is the resident’s responsibility to carefully examine his or her unit and its contents to indicate on the report the absence of any appliances or furnishings, to note any damage to the unit and to describe the general condition of each room, and then to return the signed report to a resident staff member or the Office of Residence Life within 24 hours of move-in. Residents will not be held responsible for conditions, damages, or shortages that exist prior to the time he/ she assumed occupancy, provided these items are noted in a timely fashion on the Room Condition Form (RCF). If, at the time of move-out, damages have occurred, the resident is responsible for the cost and will be billed for the damages and/or missing items.

If the room condition form has already been completed by ORL staff prior to check-in, the resident is responsible to report any damages not noted on the RCF within 24 hours of check-in.

- b. Residents may request a move in date that is earlier than their published move in day and time. Early move in requests must be made 72 hours in advance. There is a \$75 per night early move in fee.

Check-out Procedures

Residents are expected to schedule an appointment with a Resident Assistant (RA). The resident will fill out the appropriate paperwork and turn in his/her key. The RA will go through the entire unit with the resident and then collect the appropriate paperwork and key. In the event that it is not possible to complete an appointment and a standard check-out, please contact the Office of Residence Life before leaving to make alternate arrangements. Note that moving out or being absent from Roosevelt University or your unit does not reduce your financial obligations as outlined in your Agreement.

All resident belongings must be removed from the apartment, the bathroom cleaned, and furniture arranged as it was upon arrival, prior to check-out with staff. Additionally, all keys must be returned and the Room Condition Form (RCF) must be signed and dated.

Each room will be inspected by the management staff members for damages and cleaning charges. If damages or cleaning issues are found, a fee will be assessed. All damages will be split equally between roommates/suitemates, unless written notification by the responsible party is provided to their RA before their scheduled move-out day.

Residents are held responsible for any changes in room condition (damages, missing items, etc.) which were not reported or did not exist at the time of move-in. All residents are given the opportunity to report pre-existing conditions to their room via the Room Condition Form provided to them upon move-in.

Failure to check out properly will result in a \$150 administrative fee for the improper check-out. All cleaning, painting and damage charges will reflect actual expenses. [No "fines" are involved.] Typically, should a bathroom shower/tub require deep cleaning, an additional charge of \$50 is assessed.

Please note that private property left after vacating or upon the expiration of the Agreement will be considered abandoned and will be disposed of at the expense and risk of the resident, including bicycles left in the bike storage facility. Each resident must check out no later 24 hours after their final exam. Residents who do not move out by the end of the contract term may be assessed a \$250 per day/night holdover fee.

Consolidation

Rates listed on the Agreement are based on full occupancy in each unit. Therefore, any resident who does not have a full complement of roommates is automatically placed in "consolidation" if ORL is unable to fill the vacancy by a new or wait-listed applicant. If you do not have a full complement of roommates, ORL reserves the right to consolidate you and/or your unit with others in the same or similar situation.

*Should you fall under the consolidation policy; ORL will notify you of your options and the consolidation procedures to move into a different room.

Eligibility Requirements

Residents are expected to maintain eligibility at Roosevelt University during the academic year. Per contract eligibility requirements, residents who fail to maintain eligibility must inform ORL within 48 hours and are subject to cancellation charges. The exception to this rule is that residents do not need to be enrolled during the summer term.

Excessive damages or any violation of Roosevelt University policies, procedures, accepted community standards, or the Housing Agreement may result in a resident losing his/her eligibility for housing at Roosevelt University. Students removed from Roosevelt University through disciplinary action are subject to all normal cancellation charges and are not eligible to reapply to Roosevelt University without written permission from the Director.

Length of Agreement

The dates of occupancy are specified in the contract that residents have signed. The length of all

contracts is binding. Rates cannot be adjusted for late arrival. Requests for extensions, if approved, will be at prevailing rates on a pro-rated basis.

Winter Break

Students must notify the Office of Residence Life in writing if they are planning to be in the building during any part of the winter break while classes are not in session. Students will have to pay a registration fee of \$100 to have access to the building during Winter Break between December 13, 2014 and January 6, 2015. The \$100 fee will have to be paid by December 1, 2014 to be registered to reside in the Wabash Building.

During the university winter break residents may only check in one guest at a time. Residents may request permission to have more than one guest through the Office of Residence Life. Requests must be made at least three business days in advance.

Meal Plans

The Wabash standard and deluxe Meal Plan and University Center meal plans provides access during the academic year while classes are in session for each resident. Hours of operation, effective dates of the Meal Plan, and days of operation will be provided upon move-in and posted at each Dining Center.

Students with special dining needs may contact the Dining Managers to discuss all dietary options available.

The dining dollar balance on the meal plan rolls over from fall to spring. Students must use all of the remaining balance prior to the end of the semester. Any remaining balance on the meal plan will not be refunded, so students are encouraged to use every dollar of their meal plan.

Meal Plan Cancellations

Meal Plans are for the entire length of the agreement. Residents requesting to cancel a required meal plan (including canceling housing, transferring to other campus housing or changing unit types to an apartment where a meal plan is not required) should refer to Roosevelt University Meal Plan policies for process and/or fees. Residents may be responsible for meal plan charges through the end of the term and/or contract length and may be subject to a cancellation fee.

Filming Requests

The Wabash Building or any locations within the building or in the immediate exterior cannot be used in a film without written approval from the Roosevelt University administration.

Lockout Policy

A resident who is locked out of his/her unit or individual bedroom may request lockout service at the Office of Residence Life or the Campus Safety Desk. This service is complimentary the first three (2) lockouts per semester. Beginning with the fourth lockout during a semester, a service charge of \$15.00 will apply and each time thereafter. All lockout fees are posted on student accounts.

Lost Keys

Residents who lose, misplace, or damage a key will be responsible for full replacement cost for corresponding locks and new keys. The cost for replacing a lost key is \$50.00. All charges will be posted on your student account. Only the resident who lost the key will be charged (other residents in the suite will receive replacement keys free of charge).

Notice to Vacate

The Office of Residence Life is notified when students have delinquent financial accounts. Students need to first work with the Office of Financial Aid and the Student Accounts office to set up a payment plan and review their account status. Students who do not fulfill their financial obligation will receive 72 hours to vacate their on campus housing.

Students that are involved in disciplinary matters may receive a notice to vacate. The notice to vacate will depend on the circumstances of the conduct and can include immediate removal.

Release of Resident Information

Except for information required in the performance of the duties of Roosevelt University staff, room assignment and roommate information will only be released in writing to assigned residents and their roommates, and when required by law.

All inquiries for directory information must be directed to the resident's respective school. In the event of an emergency, notification of a resident's emergency contact may occur based on the policies and procedures of his or her respective school (See FERPA Policy on page. 6)

CODE OF STUDENT CONDUCT

Subset: Residence Hall Policies (Code #12)

As an On Campus resident you are responsible for abiding by the On Campus Residence Hall Policies as well as the Roosevelt University Code of Student Conduct. These regulations have been designed to create safe, supportive and inclusive living-learning communities that engage residents in order to foster their academic success, personal growth and commitment to social justice. These regulations have been categorized into 4 sections:

- A. General Conduct Regulations
- B. Facilities Regulations
- C. Residential Restaurant and Dining Service Regulations
- D. Activities Regulations

A. General Conduct Regulations

A.1 Alcohol

Regulations regarding the possession, consumption, or distribution of alcoholic beverages within or on grounds immediately adjacent to the On Campus Housing facilities include the following:

- a. Possession of visible containers, opened or closed, (e.g. cups, cans, bottles, cases/boxes, on which alcoholic beverage insignia appear) anywhere within or on grounds immediately adjacent to the On Campus Housing facilities except in an assigned student room when the door is closed and the alcoholic beverage cannot be detected from outside the room/suite, is prohibited. If alcohol possession or consumption can be detected from outside the room/suite, it is considered public, visible and in violation of this policy.
- b. Alcohol may only be consumed when everyone in the room is 21 or older
- c. Possession of bulk alcoholic beverages, that is, amounts for storage or use that is excessive under the circumstances for personal use is prohibited. Devices used or intended for the rapid consumption of alcoholic beverages are prohibited. Any type of keg or other beverages with an equivalent amount of alcoholic content in any form of container are considered bulk alcohol.
- d. Violation of any other regulation while under the influence of alcohol is considered an

additional infraction of On Campus Housing Regulations.

e. Inability to exercise care for one's own safety, the safety of others or the safety of property owned by the university or residents due in whole or in part to being under the influence of alcohol is considered an infraction of On Campus Housing Regulations.

f. Providing, selling, or causing to be sold any alcoholic beverage to any person under the age of 21 is prohibited.

g. If alcohol is present, the hosting of a room/suite gathering (e.g. party, celebration) where there are more than two (2) guests for each resident of that room who is present is prohibited, not to exceed 10 people total including both residents and guests. Hosting of multiple room gatherings, that is, an activity taking place primarily for the consumption of alcoholic beverages where people move from one room to another is prohibited. This regulation applies even if all rooms involved are within allowable guest limits.

h. Staff members may require residents to dispose of alcoholic beverages if the possession of the beverages is a violation of State Law or University/OCH Regulations.

A.2 Controlled Substances/Illegal Drugs

Regulations pertaining to the possession, use, misuse or distribution of controlled substances within or on grounds immediately adjacent to the On Campus Housing facilities include the following:

a. Unlawful manufacture, distribution, dispensing, possession, use, misuse or sale of, or the attempted manufacture, distribution, dispensing, or sale of controlled substances, identified in federal or state law is prohibited. The use of marijuana, including medicinal, is illegal under federal law and is prohibited. In addition, the use of any prescribed medication or over the counter drugs in an abusive manner is prohibited.

b. Possession or use of drug-related paraphernalia is prohibited.

c. Violation of any other regulation while under the influence of a controlled substance is considered an additional infraction of On Campus Housing Regulations.

d. Inability to exercise care for one's own safety, the safety of others or the safety of property owned by the university or residents due in whole or in part to being under the influence of a controlled substance is considered an infraction of On Campus Housing Regulations.

A.3 Disruptive Behavior

a. Behavior that disrupts or interferes with the orderly functions of the On Campus Housing community is prohibited. Additionally, acts or behaviors that disrupt or interfere with others' normal use of facilities or privileges are prohibited.

b. Encouraging or permitting others in the commission or attempted commission of misconduct is a violation of the On Campus Housing Regulations. Students are expected to notify an appropriate university official of the misconduct and/or remove themselves from the situation.

A.4 Explosives, Chemicals, or Highly Combustible Materials

Chemicals, explosives, or highly combustible materials that are potentially dangerous or damaging to the buildings or their occupants are prohibited in and around the On Campus Housing facilities. These include, but are not limited to, firecrackers, gasoline, vehicle batteries, and/or unauthorized pesticides.

A.5 Failure to Comply

Students are required to comply with directions of University personnel (such as Resident Assistants, Professional Staff, Campus Safety Officers, etc.) while in the performance of their duties. Resisting or interfering with University personnel while in the performance of their duties is prohibited.

A.6 Fire Safety

Students are required to evacuate any On Campus Housing facility immediately upon the sound of an alarm and may not re-enter until authorized by University personnel. Room doors, fire doors, hallways and stairwells may not be obstructed. Activating false fire alarms or misusing or safety equipment is strictly prohibited.

A.7 Gambling

Illegal gambling in On Campus Housing facilities is prohibited, i.e., activities played for money, checks, credit, or any other item representative of value (e.g. chips or markers to be traded in later for cash).

A.8 Guests

a. RU housing is provided exclusively for the residents and their authorized guests. Resident hosts are expected to be present with their guests at all times. Allowing a person entrance into a building and leaving them unattended is prohibited. Residents are fully responsible for the conduct of their guests and for informing their guests of University rules and On Campus Housing regulations pertaining to conduct within the On Campus Housing community. Residents may be documented in lieu of the guest for violating University regulations. A guest is any person who accompanies a resident within or around the On Campus Housing community. Guests, or those wishing to be guests, may be required to leave the On Campus Housing community for violating University regulations or causing a disruption within the On Campus Housing community.

b. Residents are allowed to sign in no more than 3 guests at one time during daytime hours. Daytime hours are defined as the hours between 6am-2am.

c. Residents may accommodate overnight guests. Residents are expected to communicate with their roommates if they are inviting guests over. Roommates have the right to request that no guests are allowed in the room or suite. Resident are allowed no more than 2 overnight guests per resident. Overnight hours begin at 2am and end at 6 am. Guests may stay no more than 3 consecutive or non- consecutive nights within a ten day period starting from the first day of their guest check in.

d. During the university winter break residents may only check in one guest at a time. Residents may request permission to have more than one guest through the Office of Residence Life. Requests must be made at least three business days in advance.

A.9 Identification

All persons within the On Campus Housing community must be in possession of and present valid photo identification to University personnel upon request. Residents and RU students must present RU student identification and guests must present a government issued ID that is kept at the security desk. RU ID cards are the property of RU and are non-transferable. Persons who fail to provide appropriate identification may be required to leave the On Campus Housing community. Children under 16 years of age and accompanied by their legal guardian or resident host who has valid photo identification are an exception.

A.10. Misuse of Property/Theft/Vandalism

Unauthorized possession, use or misuse, removal, defacing, tampering, damage or destruction of university property or the property of others is prohibited.

A.11 Noise

a. All residents and guests are expected to be considerate of noise levels, 24 hours a day, seven days a week. Noise (including but not limited to voices, amplified music, televisions, musical instruments, radios) must be maintained at a level which does not disturb any other resident at all times. Residents are expected to comply with the requests of others to reduce noise levels at all times.

Specifically designated Quiet Hours:

Sunday – Thursday	10:00PM – 9:00AM the following morning
Friday – Saturday	Midnight – 9:00AM the following morning

During Quiet Hours, it is each resident’s responsibility to be certain that no noise can be heard outside of their room/suite or in neighboring rooms, halls, or outside of the building. Exceptions may be made for Office of Residential Life approved programs.

b. Quiet Hours are extended to twenty two (22) hours 7:00 p.m. to 5:00 p.m. daily beginning on the first Sunday proceeding finals or midterms. Extended quiet hours shall be observed by all residents and guests of any floor which chooses to designate additional quiet hours. During the summer sessions, extended quiet hours must be observed when posted.

A.12 Security and Emergency Systems

Tampering with, or bypassing the safety and security systems of On Campus Housing facilities (including but not limited to, propping open, forcibly opening, or unauthorized use of emergency and exterior doors) is prohibited.

Room doors must be closed and locked when the room is unoccupied and no resident of that room is in the immediate vicinity or when occupants are sleeping

A.13 Threatening Behavior

Conduct that threatens the health and safety of oneself or any other person in or around the On Campus Housing community is prohibited.

A.14 Throwing Objects

Projecting objects or substances from or within facilities is prohibited within the On Campus Housing community.

A.15 Weapons

Unauthorized use or possession of firearms or replicas, ammunition, knives, potentially dangerous sporting equipment (including but not limited to pellet guns, paint guns, sling shots, air soft guns, swords, foils, archery equipment), or other weapons is prohibited within the On Campus Housing community. Martial arts weapons and such potentially dangerous sporting equipment may not be stored in the On Campus Housing community.

B. Facilities Regulations

B.1 Bicycles, Scooters, Skateboards, Roller Skates/Blades

Bicycles, scooters, skateboards, and roller skates/blades may not be ridden in buildings and may only be stored in designated areas (bicycle racks for bikes, student rooms for small “Razor” scooter, skateboards, and roller skates/blades). The aforementioned items may not be stored in stairwells, lounges, lobbies or hallways or attached to handrails. Outside, these items are prohibited for purposes other than transportation from one place to another.

B.2 Cable Use

Residents may not use or share any cable signal outside the room in which it is provided.

B.3 Computer Use

Residents agree to abide by acceptable use agreements when they activate the computer port in their room or when they get a computer lab account. Residents also agree to abide by the Digital Millennium Copyright Act Policies.

B.4 Fire Hazards

Open flames (including candles and incense), combustible decorations and chemicals, multiple (“octopus” or “daisy chain”) electrical adapters and ungrounded electrical appliances are prohibited in student rooms. Barbecues are permitted only in designated outdoor areas with prior staff authorization. Electrical heating/cooking appliances such as coffee makers, hot pots, hot plates, toasters, toaster ovens, immersible heating coils, and rice cookers are not permitted. Microfridges are permitted. Refrigerators greater than 6 cubic ft. are not permitted. No cooking other than use of a microwave unit, no larger than 700 watts, is allowed. Electrical heating appliances, such as space heaters, as well as portable air conditioning units are also prohibited. Halogen lamps are not permitted for fire safety purposes.

B.5 Furniture/Lofted Beds

Furniture (including mattresses) may not be removed from student rooms of original assignment in the On Campus Housing facilities without proper authorization from the Office of Residence Life. Furniture may not be assembled atop bricks, bookcases, or other structures not originally designed to support it. Lofted or bunked beds may only be assembled by certified On Campus Housing Staff and manufacturer trained installers/movers assigned by the University. No other person or entity may install or construct lofts or bunk beds in a room. Bed adjustment requests will be assessed a Housing fee per request and processed while supplies last. This fee covers both the cost of the requested alteration and the returning of the bed to the original configuration upon move-out. Contact the Office of Residence Life to request beds to be bunked. To ensure proper stabilization and anchoring for safety, lofts in rooms must not be altered. Removal of guard rails on elevated beds is prohibited. If the guard rail breaks, residents must immediately notify the Office of Residence Life. Armoires in suites must remain secured to the wall in order to prevent injuries. Waterbeds are not permitted in the residence halls/suites.

B.6 Hallway Use

For health and safety reasons, hallways, stairwells, and walkways are to be kept clear of furniture, equipment, trash, and any other obstacles that might obstruct passage. Games and other recreational activities are prohibited in these areas, as are skateboards.

B.7 Inspections

The On Campus Housing staff reserves the right to inspect all rooms in order to ensure compliance with occupancy, maintenance, and health and safety regulations. Residential Life staff conduct routine Health and Safety Inspections per room throughout the year as necessary.

B.8 Keys and Locks

A room key is the responsibility of the assigned resident. A room key is not to be duplicated, modified, loaned, or furnished to any other person. Doors, door jambs, and locking mechanisms are not to be altered or tampered with, especially in ways that would prevent doors from latching. This includes, but is not limited to, doors on resident rooms, lounges, bathrooms, and exits/entrances. Lost and missing keys and altered or damaged locks can result in lock replacement at the expense of the resident. Installation of additional door locking mechanisms (e.g. deadbolt latches, chains, etc.) is prohibited and will be removed at the expense of the resident. Residents agree to notify the Office of Residence Life (or Campus Safety) immediately if their key is lost or damaged, as this is a safety concern for the resident, for other residents of the suite, and the floor community.

B.9 Motor Vehicles

Motorized vehicles may be parked in designated areas only. No motorized vehicle may be parked or stored inside or adjacent to the On Campus Housing facilities. Improperly stored vehicles will be removed and the removal cost, along with any related charges, will be the responsibility of the owner. If you have questions about mopeds and where they may be parked off-campus, see your RA.

B.10 Pets

Students may not bring or maintain pets in residence halls/suites except fish in small tanks not to exceed ten gallons. Roommates/Suitemates must agree to have a fish tank. There cannot be more than one fish tank per bedroom and tanks may not be kept in bathrooms. This policy does not apply to service animals since service animals are necessary as an accommodation for people with disabilities.

B.11 Public Area Care

Persons are to place waste products in appropriate recycling and waste receptacles. Residents may not use the public area trash receptacles to dispose of their room trash. Furniture, and other public area furnishings, i.e., floor mats, etc., should only be used in the manner for which it has been designed and must remain in the public areas to which it has been assigned. Residents with public area furniture found in rooms are subject to Housing fees. Furnishings which are not officially designated as part of the residential room's accessories may not be moved into resident rooms at any time. Residents who observe facilities being damaged or furnishings being removed have a responsibility to seek staff assistance. Damage charges not readily assignable to a particular individual may be charged to a group or floor of residents. Sleeping in lounges or other public areas is not permitted.

B.12 Refrigerators

All refrigerators must not exceed six (6) cubic feet, be U.L. Approved, and be in good working condition. Refrigerators must be emptied and unplugged during the winter recess. Refrigerators are the sole responsibility of the resident. Additional information is available at the Office of Residence Life regarding rental micro-refrigerators while supplies last.

B.13 Restricted Areas

Unauthorized presence on rooftops, in other resident's rooms or suites, in administrative offices, service areas, or University facilities after business hours, or areas marked as restricted within the On Campus Housing community is prohibited. Unauthorized entrance into and presence in construction sites in the vicinity of the On Campus Housing community is prohibited.

B.15 Room/Suite Behavior

- a. Residents are responsible for all behavior which occurs in their respective Residence Room/Residential Suite. Room/suite occupants will be required to pay for any damage or excessive cleaning to any part of their room or suite, including but not limited to furniture, fixtures, doors, and screens. Report any damages promptly so that repairs may be made.
- b. Residents are required to complete a roommate agreement upon moving into their On Campus Housing room or suite. Roommate agreements are designated to facilitate discussion and compromise around issues of individual preference. Stipulations in the roommate agreement supplement the On Campus Housing Regulations; in any conflict between the terms of a roommate agreement and the On Campus Housing Regulations, the On Campus Housing Regulations will prevail. A roommate agreement is to be completed each time there is a change in roommates. The completion and signing of a roommate agreement is facilitated by designated Resident Assistants. These same regulations apply to Suitemate Agreements.

B.16 Room/Suite Changes

Residents who wish to change their accommodations must make proper arrangements with the Office of Residence Life prior to any move or change to their assignment. Occupancy changes include room or suite changes, roommate changes, and termination of housing contracts. All of these changes are regulated by specific procedures. Some changes are limited to certain time periods and some changes require an administrative fee to be paid at Housing Services. Students who participate in unauthorized room/suite changes may be subject to disciplinary action. It is important to consult with ORL well in advance of your anticipated occupancy change in order to clarify procedures and receive authorization to initiate the process.

B.17 Room/Suite Occupancy

- a. Unauthorized gatherings of more than 10 people are prohibited in suites.
- b. The Office of Residence Life will continue to sell available space in assigned rooms and may fill this space at any time. Residents are required to keep the open space clean and ready for the student assigned to the space.

B.18 Smoking

Smoking of any kind is not permitted inside the building or within twenty five (25) feet of all entrance doors. Residents found in violation of the smoking policy will be fined \$100 for every infraction (posted to the student's account) and will be placed on residence hall probation. E-cigarettes are not allowed in on campus housing.

B.19 Walls, Doors and Vents (Decorating)

To prevent any damages, scotch tape, nails, or screws may not be applied to any part of the premises. TVs may not be mounted on walls. Painter's tape, mounting putty, or non-marking adhesives are recommended for any items attached to walls.

B.20 Windows and Exterior Surfaces

Laser or other type of light displays through windows, as well as the positioning or attachment of any materials on windows, or outside walls is prohibited. Exiting or entering or dropping objects through windows is prohibited.

C. Dining Center Regulations

C.1 Busing Trays

Individuals are responsible for taking (busing) their own tray or dishes to the tray return area at the end of each meal.

C.2 Disturbances Disturbances in the Dining Center, including food fights, the throwing of any objects, and the destruction of property are prohibited.

C.3 Dress Code

Shoes and shirts are required in the Dining Center.

C.4 Food and Dining Service Equipment

Food may not be brought in from outside sources. Exceptions to this are clearly posted in the residential restaurants. Dining service equipment, including china and silverware, may not be removed from the Dining Center.

C.5 Meal Plan Use

a. The only person authorized to use a Meal Plan card is the owner of the card. Meal Plans are non-transferable. Meal plan holders may not pass, loan or sell meals or their ID card to anyone for any reason.

D. Activities Regulations

D.1 Campaigning

Campaigning is defined as any display on the part of any person for the purpose of convincing another to vote for a candidate, initiative, referendum or recall. Distribution of materials, posting literature, speeches, and debates are examples of campaign activities. Campaigning in the residence hall is limited to resident student governments and undergraduate and graduate student governments only. Candidates are responsible for their campaign conduct and activities, and they are responsible for the conduct and activities of the others who campaign for them. Specific campaign activities regulations include the following:

Campaigning may occur in public areas. Campaigning may only occur on residents' floors as part of a program sponsored by the Office of Residential Life or Residents' Associations and in accordance with procedures determined by the Residents' Association. Campaign literature must conform to regulations determined by the appropriate election committee. Campaign posters may only be posted on bulletin boards. Posters may not be attached to painted, wooden or carpeted surfaces. Campaign posters may not exceed 24 inches by 22 inches in size. Candidates must remove campaign materials from the halls/suites within 24 hours after the voting results are reported. Campaign procedures within each residence area must apply consistently to all candidates. Additional campaign activities regulations that apply to undergraduate and graduate student governments include the following:

Campaign activities are restricted to the public areas, except during meetings upon the specific invitation of the Residents' Association. Campaign posters in the public areas must be approved by the ORL. Posters will be limited to one per candidate and may not exceed 24 inches by 22 inches in size. Campaign posters are not permitted on residence floors, with the exception of a resident's door. Use of residents' mailboxes is permitted only through the regular US Mail postage and distribution process.

RU funds, properties, and materials may not be donated to charitable or other organizations.

D.6 Facilities Care

The sponsoring student organization is responsible for compliance with established security procedures as well as prevention of damage to any furniture or equipment at a program. Keys for locked rooms may be issued according to specific procedures at the Office of Residence Life.

D.7 Petitions

Student initiated petitions related to On Campus Housing or the University may be placed in the hall lobby only after approval by ORL.

D.8 Posting, Advertising, and Distribution of Materials

All materials for posting, advertising, or distribution within the On Campus Housing community must comply and be approved by the Office of Residential Life. All materials from outside of On Campus Housing must be approved, stamped and disseminated by the Office of Residential Life and must be received at least five(5) business days prior to the event date. On Campus Housing materials must be approved by the appropriate On Campus Housing Staff or Residents' Association.

- a. Materials may only be posted on designated bulletin and at established dining service areas.
- b. Materials not posted on bulletin boards will be removed.
- c. No obscene or libelous material will be posted.
- d. Materials should be single-sided, not smaller than 4.25 inches by 5.5 inches, and may not exceed 11 inches by 17 inches in size.
- e. All postings must clearly identify the sponsoring organization, affiliation, date / time / location, and contact email or phone number. Any programs co-sponsored with the Office of Residential Life must list the Residential Life sponsor in a format no smaller than the name, trademark, logo or symbol of the non-Residential Life entity.
- f. The maximum duration allotted for publicizing a service is two weeks from the date of posting. The maximum duration allotted for publicizing an event is two weeks prior to the event with the exception of long-term programs sponsored by or through the Office of Residential Life. All posted materials will be removed within 24 hours of the conclusion of the event

D.10 Products or Services

Advertising or selling of products or services is prohibited in or around public areas of On Campus Housing facilities unless it is part of an On Campus Housing sponsored event. Advertising and promotion of non-university goods, services or organizations is allowed in On Campus Housing facilities only with approval from the Office of Residence Life or as part of an On Campus Housing sponsored event.

Process for the Resolution of Violation of the Code of Student Conduct

Statement of Purpose

The development of community standards for a compassionate, respectful, civil community of individuals is central to residential living. The preceding policies, procedures and community standards of acceptable conduct assist the creation of a residential environment conducive to personal and educational development.

The ability to effectively address unacceptable behaviors and conduct in an educationally based residential setting provides recourse for students, staff and community members to participate in the maintenance of standards established for the community.

Each member of the community bears responsibility for the creation of a compassionate, respectful, civil community. By voluntarily joining the Roosevelt University community, each resident is expected to be in compliance with all policies, rules and procedures, and accepted community standards at Roosevelt University. Additionally, each resident also remains subject to the institutional policies, rules, procedures and standards at all times.

Reporting Process

Any person may file a complaint against a student for alleged violation of the Code. For incidents that do not happen in the Residence Halls, incidents may be reported in one of two ways: submitting a [Conflict Resolution Form](#) or by filling out an Incident Report Form with Campus Security. It is encouraged to submit a complaint as soon as possible following an incident; however, complaints may be submitted at any time following an incident. In the case of incidents or reports within the Residence Halls, Residence Life staff members are responsible for taking the report and submitting it to be reviewed for conduct action.

Notification to Parents or Legal Guardians – notification to parents may occur if residents are under 21 years old when violations involve:

- illegal activity, including violation of the alcohol and/or drug policies
- destruction or damage to property belonging to others
- physical abuse or self-endangerment
- sexual assault policy
- unauthorized removal, use or possession of property belonging to others
- sanctions that include (temporary or permanent) suspension or termination of accommodations at Roosevelt University

IMPORTANT ROOSEVELT UNIVERSITY PHONE NUMBERS

Academic Success Center	312-341-3818	CTA U-Pass	312-341-3535
Admission	312-341-3515	Counseling Center	312-341-3548
Advising & Assessment Center	312-341-4340	Disability Services	312-341-3810
Bookstore	312-341-3592	English Language Program	312-341-3717
Campus Safety	312-341-2020	Financial Aid	312-341-3565
Career Services	312-341-3560	Fitness Center	312-341-2430
Center for Student Involvement (CSI)	312-341-2015	Information	312-341-3500
Computer Labs	312-341-3892	International Programs	312-341-3531

Learning & Support Services	312-341-3810	Project Prime (TRIO Programs)	312-341-3875
Library	312-341-3643	Registrar	312-341-3535
Ombudsperson	312-341-2004	Residence Life	312-341-2005
		Schaumburg Campus	847-619-7300
		Security	312-341-2020
		Student Accounts	312-341-3570
		Student Government Association	312-341-3666
		Student Services	312-341-2004
		Study Abroad	312-341-3531
		Technology Help (24 hours)	312-341-4357
		Transcripts	312-341-3535
		Tutoring	312-341-3818
		Work Study	312-341-3565
		Writing Center	312-341-2206
		Colleges/Departments	
		Arts and Sciences	312-341-3670
		Business Administration	312-281-3293
		Education	312-341-3700
		Performing Arts	312-341-3780
		Professional Studies	312-281-3134