

Guide to  
**Housing &  
Residence Life**

2009 - 2010



**WESTERN  
CONNECTICUT  
STATE UNIVERSITY**

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## Welcome

*Welcome to Housing & Residence Life at Western Connecticut State University.*

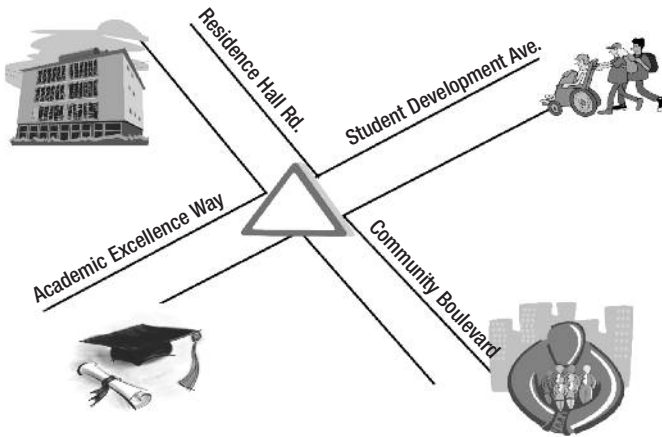
Within the covers of this booklet, you will find much of what you'll need to know to have a successful year on campus. There is information about the staff of your building, how to withdraw from housing, the judicial process, how to resolve conflicts with your roommates, how to get your door code changed — we've tried to think of everything.

Please keep it somewhere that you can access it when you have a question. It will be a big help to you in answering some questions you might have about on campus resources, policies, and many other things.

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## Our Mission

Our **residence halls** are a crossroads where we promote **academic excellence**, build **communities**, and support **student development**.



In order to achieve our mission, we believe there are three guiding concepts that our students must understand and apply in their lives as a result of having lived on campus:

- Students will work to develop a healthy and pro-active self-concept.
- Students will be a responsible community member.
- Students will have knowledge of and apply life skills.

To assess whether we are providing opportunities for our students to understand and apply these guiding concepts, the following learning outcomes will be employed:

- Students will demonstrate self-reliance.
  - Appropriately utilize resources to create positive outcomes for themselves and others.
  - Participate in effective problem-solving.
  - Describe (and utilize when appropriate) services available for issues of substance abuse and addictive behaviors.
  - Demonstrate a personal search for balance.
- Students will be able to distinguish between sound and unsound decision making.
  - Give examples of sound decisions they have made.
  - Associate choices with consequences.
- Students will live in and contribute to diverse communities.
  - Discuss their awareness and/or acceptance of different lifestyles.
  - Describe different lifestyles/choices.
  - Give 3 – 5 examples of different perspectives for why people choose to live in university housing.
  - Actively participate in community development.

# Table of Contents

<b>Our Missions</b> .....	<b>1</b>
<b>Staff</b> .....	<b>4</b>
• Central Office	
• Assistants to the Director / Resident Directors	
• Peer Staff	
• Service Staff	
<b>CULTURE™</b> .....	<b>6</b>
• ARM	
• PASS	
• Faculty Fellows	
• Community Standards	
• Campus Resources	
• Priority Points	
• Academic Initiatives	
<b>Community &amp; Leadership Opportunities</b> .....	<b>8</b>
• Floor/Section Councils	
• Hall Councils	
• Inter-Residence Hall Association	
<b>Living on Campus</b> .....	<b>8</b>
• Roommates	
• Good Roommates	
• Roommate Bill of Rights	
• Things to Remember	
<b>Policies</b> .....	<b>10</b>
• The Discipline Process	
• Prohibited Items & Activities – All Halls	
• Maximum Occupancies	
• Apartment-specific policies	
• University Alcohol Policy	
• Parental Notification for Drug & Alcohol Violations	
• No Smoking Policy	
• Quiet Hours	
• Courtesy Hours	
• Sprinkler Heads	
• Damages	
• Health, Fire & Safety Inspections	
• Lockouts & Code Changes	
• Visitation	

<b>Processes &amp; Procedures</b> .....	<b>21</b>
• Eligibility – The Basics	
• Meningitis	
• Satisfactory Academic Progress (SAP) and Grade Point Average (GPA) Policies	
• Room Selection	
• Leaving Housing	
• Withdrawals	
• Board of Trustees Refund Policy	
• Board of Trustees Cancellation Fee	
<b>Safety &amp; Security</b> .....	<b>23</b>
• Door Access Policy	
• Lost ID Cards	
• Fire Safety	
• Cooking	
• In Case of Fire	
• Your Personal Safety – Keys, Codes, and IDs	
• Safety Hints	
<b>Amenities</b> .....	<b>27</b>
• Mail	
• Vending Machines	
• Meals	
• Data Drops/ResNet Internet Connections	
• Laundry	
• Phones and Voice Mail services	
• Shuttle Bus Service	
• Cable Television	
<b>Important Information</b> .....	<b>28</b>
• Liability & Personal Property Insurance	
• Storage	
• Health Services	
• Eligibility for Housing	
<b>2009–10 Costs per Semester</b> .....	<b>29</b>
<b>2009–10 Open/Closed Schedule</b> .....	<b>30</b>
<b>Web Site</b> .....	<b>31</b>
<b>Fire Maps</b> .....	<b>32</b>

# Staff

## The Central Office

Located on the first floor of Newbury Hall is the central office of the Department of Housing & Residence Life. You'll find the following staff located there:

*Mr. Ron Mason, Director . . . . . x78736*

The director is responsible for the overall operation of the department. From the day you come looking for an application to the day you graduate, all the information and issues of your time in on-campus housing are his concern

*Ms. Maribeth Griffin, Director of Residential Programs and Staff . . . . . x78532*

The Director for Residential Programs and Staff is responsible for all areas of the residence life component of your experience — the CULTURE™ program (read more about this later), all student employment, the supervision of the RD staff, and other programs developed and implemented by the department.

*Mr. Ed Mulvihill, Assistant Director of Housing & Residence Life for Operations . . . . . x78538*

The Assistant Dir. for Operations is responsible for coordinating operational issues associated with the residence halls, such as managing housing assignments, serving as the liaison between the Housing & Residence Life Department and the appropriate facilities departments as well as scheduling and coordinating conference programs

## Assistants to the Director/Resident Directors

Each of the residence halls is managed by a full-time, professional staff member. We call them RD's, or Resident Directors. These staff members are responsible for the daily operation of the buildings to which they are assigned. They hire and supervise student staff: information desk workers, student administrative assistants, resident assistants and academic resource mentors. The RDs work closely with the custodial and maintenance staff to make sure the buildings are cleaned and well-maintained. Most importantly, the RDs work with the students of their buildings on issues of academic success, community building, leadership, and personal and civic responsibility. They have great skills which can really help guide students to a fantastic experience at WestConn

*This year, our RDs are:*

Centennial Hall . . . . .Ms. Melissa Sanders . . . . .x78850

Fairfield Hall . . . . .Ms. Samantha DiFalco . . . . .x78537

Grasso Hall . . . . .Ms. Tara Leighton . . . . .x78548

Litchfield Hall . . . . .Ms. Ayanna Bledsoe . . . . .x79060

Newbury Hall . . . . .Yaniv Harusha . . . . .x78534

Pinney Hall . . . . .Mr. Robert Jost . . . . .x78535

## **Peer Staff Members**

Our operations could not run without the significant assistance of our peer/student staff members. Some of these jobs require innate skills and specialized training — those of resident assistants and academic resource mentors. Others require students who are committed to working hard, and looking out for the safety and welfare of their fellow students. Let's talk about some of the student staff you will come across

### *Resident Assistants*

RAs are students who are selected and trained to work with their fellow residents, offering helping skills, advice, and referrals, as well as working with their floor-mates to build living and learning communities. They will meet with each of you individually over the semester. RAs are available to you for assistance with roommate issues and maintenance needs, as well as helping you to know and uphold university policies and being able to refer you to university resources.

### *Academic Resource Mentors*

Academic Resource Mentors (ARMs) are academic motivators who inspire creativity and provide guidance and direction to help peers focus on their academic goals. ARMs are an integral piece of the residence hall community. ARMs are student peers whose role is to establish an academic environment in the residence halls, as well as to provide resources which will help you achieve your academic goals. An essential part of the CULTURE™ program, ARMs can give you information about majors and programs, study skills labs, and PASS volunteers, as well as other opportunities that are available to you at WestConn. They will work with you individually, and will provide programs for all residents that focus on academic strategies and success

### *Information Desk Workers*

Each building has an Information Desk, which serves as the point of entry for the building. These student staff members make sure people entering provide appropriate IDs to indicate that they are residents, or, if visitors, that they are properly signed in and escorted by residents according to visitation policies. IDWs also loan out games and recreational equipment and distribute your USmail to the mailboxes in your residence hall when delivered from the mail room on campus.

### *Student Administrative Assistants*

These students are hired by each RD to assist with the administrative functions of the residence halls. Their responsibilities include helping to complete paperwork, log maintenance requests, track room inventories, and assist with the daily scheduling and functioning of the Information Desk

### *Student Office Assistants*

The central Housing & Residence Life office, located in Newbury Hall, has several students who run front-line service in the office, including greeting and providing information to walk-ins, answering phones and directing calls, and assisting in a variety of administrative functions in the central office.

## **Service Staff**

### *Custodians*

The buildings have hard-working staffs of custodians who are responsible for cleaning the bathrooms, lounges, and other public areas of the buildings. They work Monday through Friday from 7 a.m. to 3 p.m. A limited staff is here on Saturdays to replace paper products in the bathrooms, and to clean any extraordinary areas that may need special care. Custodians do not clean individual rooms, suites, or apartments, nor do they pick up garbage left outside your doors. They cannot remove furniture from your room, nor store furniture or belongings for you

### *Maintainers*

The university has a staff of maintainers who work for us. They perform minor repairs in the residence halls, and are kept quite busy caring for resident rooms, bathrooms, kitchens, lounges, and all the furnishings contained in them. If there is a job which has more significant issues, our campus plumbers, carpenters, or electricians will assist us. If you have a maintenance problem, please see your RA or the Information Desk to fill out a work order.

## **CULTURE™**

### *Creating Undergraduate Learning Through Unique Residential Experiences*

By choosing to live on campus at WestConn, you have joined the ranks of CULTURE™, an exciting residential experience where you'll take on greater leadership challenges, where your involvement carries rewards, where your academic life is supported by peer assistants and in house staff resources, and where your academic accomplishments are recognized and rewarded

### **What's it all about?**

There are many components to CULTURE™ at WestConn. Let's talk about some of them.

### **ARM – Academic Resource Mentors**

ARMs are student peers who play an integral role in the establishment of an academic environment in the residence halls. They are an essential component of the CULTURE™ program. They provide academic skills building programs (time management, study skills, test taking tips, note taking, etc.) ARMs are available to you as academic resources, assisting you in getting information, providing resources about majors, programs, or how to find your advisor, guiding you through rough patches you may have with classes or professors, pointing you toward study skills labs or people who can help you, and working hand-in-hand with PASS volunteers in your building to make sure that you get whatever assistance you may need to succeed at WCSU. ARMs also work closely with the building's Resident Director to help you if you're having academic difficulties that might affect your Satisfactory Academic Progress (SAP) and GPA for Housing.

## **PASS — Peer Academic Support Services**

Students who have achieved a 3.0 GPA or higher volunteer to tutor fellow students in their best subjects. PASS volunteers are identified in each building by signs posted near their rooms, as well as in a list kept at the information desk and with each building's ARM. If you've tried your math homework 3 times and just can't get it right, look for a PASS volunteer who lists math as a skill. Volunteers are glad to give you some assistance. Keep in mind that PASS members will not do your homework for you. They're just there to help you get to your goals and understand the process.

## **Faculty in the Residence Halls**

Housing and Residence Life continually looks for ways to bring its faculty to our students. Faculty members often volunteer to present programs or participate with students in our halls, including via an exciting new opportunity which may come this fall, our first "Faculty In Residence". Why not invite your favorite faculty member over?

## **Community Standards**

Community standards (or how we'd like to live with each other) work best when everyone actively participates in the process. Don't be afraid to speak up if you have a question or something's happening that you don't like or don't understand. When everyone is involved, the process of community standards works best for everyone!

## **Campus Resources**

The WestConn campus is filled with resources to help you in making your college career a success. If you don't know where to turn for help with an issue, talk to your RD, RA, or ARM, or stop at the information desk. Any one of these folks will be able to put you in touch with the people who can help you.

## **Priority Points**

Another facet of the CULTURE™ program is the awarding of priority points. Throughout the year, your participation in hall events and organizations, as well as your behavior, your academic standing, and other criteria, will determine a "point value" for you. When funding allows, the top 1%, 5% and 10% of priority point earners for each residence hall will earn special awards. The time most of you will know about Priority Points is at room selection time for the next fall, when your points will be totaled. Your point value, combined with those of your selected room/apartment mates, will determine your status for room sign-ups. The goal is to have a highly ranked packet of people, which will determine when you may participate in room selection for the fall semester.

Remember, to get your point value up:

- Get involved, follow the rules, and succeed academically.
- The Priority Points List will be updated and available monthly with your RD and/or SAA.

- A final points tally will occur near the end of spring semester.

In your welcome packet, you will receive a Priority Points brochure which details all the things for which you can receive priority points this year.

## **Community Leadership & Opportunities**

### **Hall Councils**

Hall Councils, which each building has, are student-based organizations that provide leadership opportunities in your residence halls. Each floor or section of your building has a floor council, from which representatives are sent to the building's hall council. Each hall council is responsible for providing social, cultural, educational and other programming for you. They also serve as mediators for issues between sections, helping to resolve concerns with community standards, damages, or other issues that cannot be resolved at the floor or section level. People selected from hall councils attend and represent your building at the Inter-Residence Hall Association.

### **Inter-Residence Hall Association**

The IRHA is a governing body made up of student representatives from each of the WCSU residence halls and their Hall Councils. They work to coordinate the interests of the residence halls, to bring students together through activities involving and benefiting each hall, and to address problems and concerns common to the resident students.

IRHA is also the forum to discuss campus food service. Representatives from the campus food service company frequently attend meetings and respond to student concerns.

IRHA provides recreation equipment for use by residents (e.g., volleyballs, games, ping-pong and pool equipment, etc.) They are also responsible for programming, either as an organization or as a sponsor of other individual's or group's programs.

IRHA is a member of the National Association of College and University Residence Halls and its regional affiliates. Through their participation in this organization, there are opportunities for outside involvement and travel.

IRHA meets weekly. Watch for postings of meeting times. All resident students are encouraged to get involved.

## **Living On Campus**

### **Roommates**

For many of you, this will be your first time living with someone else. Having a college roommate is an experience like no other. But in order for it to be

successful, you and your roommate have to commit to communicating with each other. The following are some thoughts about being a good roommate:

### **Good Roommates:**

- Treat each other with respect.
- Listen to and take each other seriously.
- Make mistakes, but are responsible for them.
- Express their feelings in a manner that doesn't violate the dignity of others.
- Can say "no" without feeling guilty.
- Can have their own preferences and have them be as important as their roommates.

### **Roommate Bill of Rights**

It's not important that you and your roommate are best friends (although it's nice!), but you should have a good "working" relationship and be able and willing to talk with each other. Here are some things to keep in mind. You and your roommate have:

- The right to read and study free from undue interference in the room apartment.
- The right to uninterrupted sleep.
- The right to an equal share of space in the room/apartment.
- The right to a safe, healthy, clean environment in which to live.
- The right to privacy. This includes the right to not have overnight guests without gaining your roommate's specific consent.
- The right to expect roommates will respect one another's belongings.

### **Things to Remember:**

Although we try our best to pair roommates well, there may be occasions when some of you may need or want a room change. If you find yourself in that situation, here are some things to remember:

- Room changes are not permitted during the first two weeks of school. Housing needs to check occupancy levels and determine if and where spaces may be available.
- Take some time to get to know your roommate before deciding you can't live with him or her.
- Try to resolve conflicts with your roommate as they arise, and don't forget to ask the RA staff for help. You can also use the Conflict Resolution Center. (Contact person: Dr. Averell Manes, x78452)
- Room changes are all subject to the availability of space. We can only move you if we have somewhere to put you!
- If you have already spoken to your roommate and things haven't gotten better, then talk to your RA or RD. Remember, all room changes require the approval of the resident director of your building.
- You can change buildings if space permits it, but this requires the approval of both buildings' RDs, and there may be certain requirements that need to be met to move to Grasso Hall or Pinney Hall.

- Remember, if you need a room change, ALWAYS work in this order:
  - Talk to your roommate.
  - Ask your RA for help.
  - Discuss your options with your RD.
  - THEN, work with your RD to effect a room change. He or she will work with the Housing & Residence Life staff with you.

## Policies

Communities are groups of people who join together for some kind of common purpose and who develop a set of regulations for behavior so that people can peacefully co-exist. In your case, the residence halls are “pre-formed” communities, with long-established rules and guidelines to follow, the majority of which have been designed and implemented with the safety and security of the residents in mind. Violations of these policies will result in university disciplinary sanctions, which may include fines, restitution, or residence hall separation.

### The Discipline Process

If you are documented for a possible policy violation, you will be notified by mail (in your campus mailbox or delivery from your hall staff), of a time to meet with either the resident director or the *University Judicial Officer* assigned to investigate the case. It is **mandatory** to attend this meeting.

At this investigative meeting, the incident will be discussed with you. Your Resident Director or the University Judicial Officer will tell you if they believe there is sufficient evidence to bring charges and sanctions against you and what those charges and sanctions are. You will then sign an agreement (waiver) form, and be given a copy of it.

If you do not accept responsibility for a violation, or if you have an extensive judicial history, a hearing will be recommended. You will receive notice of the hearing, including the potential charges, and information necessary for you to understand your rights and responsibilities as outlined in the Code of Conduct. At a hearing, the RD who conducted the investigation will present the case to the University Judicial Officer or the University Judicial Board, you will testify if you wish, and a decision will be made as to your responsibility for the violation. Once the decision is made, you will be notified of it in writing, as well as any sanctions you may receive as a result.

You may appeal a hearing decision by picking up an appeal form in the Office of Judicial Affairs in the Westside Campus Center 300D or the Office of Student Affairs on the Midtown Campus. You have within three (3) days of receiving the decision to pick up and fill out this appeal form. The Assistant Dean of Students hears the appeal.

If you have any questions at all about the university judicial process, please contact the Office of Judicial Affairs at (203) 837-8770. Also please refer to the Student Code of Conduct and Statement of Judicial Procedures in your student

handbook for a more thorough explanation of the university judicial process.

While CULTURE™'s Community Standards component allows for flexibility in some of these areas, others cannot be negotiated without endangering people and property. For that reason, here are some regulations that are non-negotiable.

### Prohibited Items and Activities — All Halls:

- Firearms of any kind, or any item that could be mistaken for a firearm. This includes, but is not limited to, water guns and paintball guns.
- Weapons of any kind, legal or illegal, including but not limited to guns, knives, bows and arrows, martial arts types of equipment, BB guns, pellet guns, air guns, or paint guns.
- Explosives or fireworks of any kind.
- Volatile liquids and substances of any kind, including but not limited to fuels, open paints, paint thinner, or turpentine.
- Gasoline motors, including motorcycles and mopeds, in the residence halls.
- Wicker, paper or other types of flammable wastebaskets are not allowed.
- You may not use paper, cloth, and other types of flammable lampshades and covers.
- Prohibited appliances on the Midtown campus and in Centennial Hall include:

George Foreman Grills	Hot plates
Electric frying pans	Immersible heating coils
Toaster ovens	

- and on both campuses:  
Room air conditioners      Space heaters

*This list is not intended to be all-inclusive, and additional items may be added to the list as they become identified. The university reserves the right to limit the usage of any appliance on an as needed basis.*

- You may not have microwaves in rooms on the Midtown campus other than those provided on the Microfridge rental units.
- You are permitted to have refrigerators, but they may not be larger than 6.0 cubic feet, and you may have no more than one per resident in each room or apartment.
- Non-UL approved or faulty appliances are not permitted.
- It is prohibited to have halogen lamps of any kind.
- Octopus outlet plugs and extension cords are not permitted. (UL approved circuit breaker power strips are permitted if necessary.)
- You may have decorations that are UL-approved. These must never be placed outside of the room or in a dangerous position in the room. You may not have flammable or non-UL approved decorations, including Christmas decorations. No decorations may be hung from Pinney Hall balconies.
- Live (or cut) Christmas trees.
- You may not have waterbeds.
- Weight lifting equipment must be less than 20 pounds, and no major equipment is permitted.

- Rooms and apartments must be kept clean of uncovered food, soda or other cans, excess dirt, litter and other unsanitary items or conditions.
- Incense or candles, burnt or unburnt, of any kind, and for any purpose, are strictly prohibited.
- Illegal drugs and/or drug paraphernalia is prohibited.
- With the exception of non-meat-eating fish, which may be kept in containers not to exceed ten (10) gallons in capacity, you may not have pets.
- Objects may not be placed on window ledges or hung from windows. (See Westside Specific regulations for balconies).
- There is no smoking permitted anywhere in WCSU residence halls. Smoking materials of any kind, including BiDi, clove or other scented cigarettes, is a violation of policy.
- Chewing tobaccos (or similar products) are prohibited in the residence halls.
- You may not store alcohol or other beverage containers in rooms or apartments, or use them for decorative purposes. You also may not display alcohol packaging and/or cardboard boxes.
- Water bombs, balloons, squirt guns or water fights are prohibited.
- Snowball throwing in the immediate vicinity of the residence halls (including parking areas and adjacent lawns) is not allowed.
- It is prohibited to play sports in the hallways (for example, playing catch, rollerblading, bicycling, running, etc.).
- You may not remove room or apartment furnishings, nor may you use lounge furnishings at your discretion.
- You may not remove or damage any windows or window screens (including slicing, cutting, ripping). Screens may have tamper-proof stickers installed, and will be inspected in the monthly health, fire, and safety inspections. Screens which have been tampered with will be noted, and residents will be charged in the university discipline process.
- Windows may not have any items thrown, tossed, or otherwise moved through them.
- Erecting exterior clotheslines (this includes Pinney balconies) or placing drying racks in the hallways is not permitted.
- You may not illegally park motor vehicles.
- Using an exit-way for any purpose that will interfere with its use as an exit-way is not permitted.
- Altering or tampering with heating, electrical, fire safety, or security systems, including but not limited to misuses of smoke detectors, sprinklers and sprinkler heads, fire alarms, thermostats, or door lock systems is prohibited.
- Collecting or assembling flammable materials that constitute a fire hazard is prohibited.
- Using rooms or common areas for activities which could be considered parties is prohibited.
- You may not use rooms and apartments as sales rooms or for storage of merchandise, solicitation, or peddling.
- Deliveries to individual student rooms are prohibited.
- Pointing speakers out of residence hall windows, or excessively loud stereos, TV's, video games, etc., is prohibited.

- Dry and wet erase message boards are not permitted on your door (inside or out). They may be used on other surfaces.
- No materials may be posted or distributed in the residence halls without receiving permission and an “Approved for Posting” stamp from the department of housing & residence life.
- Washers, dryers, and dishwashers are not permitted in individual rooms or apartments.
- Glow-in-the-dark stickers or similar decorations are not permitted. Writing on walls with laundry or other detergents is also prohibited.
- Furnishings must not be within 18 inches of the front of AC/heating units in rooms or apartments.
- Curtains may only be hung using tension rods.
- Table games (such as pool, ping pong, foul shot games, pinball, or other games of chance or skill) are prohibited in rooms and apartments. Poker or other card games and paraphernalia associated with these games is prohibited as well.
- Entering or exiting rooms or apartments through windows or balconies is prohibited, other than in the case of an actual fire or a life-safety emergency.
- Nothing (cloth, beads, etc.) may be hung from ceilings. Also, nothing is ever to be hung on doors, or from overhead pipes and/or sprinklers/sprinkler heads.
- Painting, wallpapering, stamping and/or stenciling walls is not permitted
- Activities that are violations of local, state, or federal laws are prohibited.

### Room and Apartment Maximum Occupancies

There is a maximum of two guests per resident permitted in each residence hall. If your room has

Resident(s)	You may have:	For a <b>total</b> occupancy of
1	2 Guests	3
2	4 Guests	6
3	6 Guests	9
4	8 Guests	12
5	10 Guests	15

### Suite and Apartment Policies

Apartments and suites require some different regulations than the traditional Midtown residence hall rooms. Here are some policies relating specifically to Pinney, Grasso, and Centennial halls.

#### *Furniture*

No “extra” furniture is permitted in Centennial Hall.

The university reserves the right to limit the amount of or refuse to allow unsuitable furniture in your apartments. Each apartment in Grasso and Pinney is limited to the following “extra” furniture:

- One (1) sofa, loveseat, or futon.

- Three (3) upholstered chairs.
- One (1) medium to large entertainment center.
- One (1) nightstand/ end table/ TV stand per person.

#### *Wall Decorations*

- We recommend that posters, unframed pictures, etc., be hung with 3M drafting tape, hooks and poster strips **ONLY**.
- No molly bolts or anchor screws may be used in apartments.
- Framed items or other decorations may be hung on wallpapered walls with finishing nails or small picture hangers only. Items may be hung from cinder block walls with pronged hard surface hangers. No item may weigh more than 3 pounds.

#### *Balconies*

- Nothing may be tossed from your balconies or patios. You and/or the other residents in your apartment may be separated from on-campus housing if you are found responsible for violating this policy.
- You may not use the balconies or patios as an entry to or exit from any apartment, except in the case of a fire or life safety emergency which prevents you from leaving through your apartment door. You may be separated from on-campus housing if you are found responsible for violating this policy.
- Balconies may have:
  - Potted plants not hanging from anything
  - Patio chairs (resin, folding, etc.) Hammocks, particularly those attached to railings, are prohibited.
  - No tables other than a small resin side table are permitted.
  - No permanent (upholstered, etc.) furniture, including university-provided desk or dining room chairs.
  - No laundry lines or drying racks hanging from or placed on the balconies.
  - No decorations of any kind (including banners, holiday lights, etc.) Holiday lights may be strung on or around the interior of the sliding door, but may not be hung on any exterior surface.
  - No grills of any kind (charcoal, propane, hibachi, etc.).
  - No stereo speakers aimed out balconies or windows.
  - No garbage, boxes, or plastic/paper bags are to be left on the balconies.
  - Smoking is prohibited on all balconies/patios.

#### *Garbage disposals*

Please do not use your garbage disposal for inappropriate use, such as dumping fish tank stones or other non-food materials. Any misuse (intentional or not) of these disposals will result in charges for damages to university property and possible other disciplinary sanctions.

#### **The WCSU Alcohol Policy**

A complete version of the WCSU Alcohol Policy is available on the WCSU Student Affairs webpage, as well as the Housing & Residence Life webpage. What follows is the section of the policy as it relates to the residence halls:

### *Residence Halls*

- A. Possession or consumption of alcoholic beverages by persons under the legal drinking age is prohibited.
- B. Students of legal drinking age may not have alcohol in their room/suite/apartment at any time if any of the students residing in the room/suite/apartment are under the legal drinking age. No alcohol will be visible or consumed while anyone under the legal drinking age is in the room or apartment.
- C. It is never permitted to possess an open container of alcohol or consume alcohol in public areas in or around the residence halls. This includes but is not limited to hallways, practice or study rooms, computer rooms, lounges, bathrooms, and lawns or parking areas adjacent to the residence halls (including parking garages).
- D. Common source alcohol containers (such as, but not limited to, kegs, beer balls, punch bowls and wine boxes) are prohibited.
- E. Students of legal drinking age may bring alcohol into the residence halls under the following conditions:
  - i. Alcohol containers, full or empty, may not be used for decorative purposes. Paraphernalia associated with drinking or alcohol-related games (such as, but not limited to, funnels, beer bong, and taps) are not permitted in the residence halls. Possession of such implements or containers is a violation of university policy.
  - ii. The storing, displaying or collecting of empty containers in a room, suite or apartment is prohibited. Failure to remove or return these containers in a timely way is a violation of the alcohol policy. (Please refer to specific restrictions in the Prohibited Items section.)

### **Parental Notification for Drug & Alcohol Violations**

Western Connecticut State University is committed to the elimination of alcohol and drug abuse and misuse within the university community. Accordingly, the university has long held policies regarding the use of alcohol and drugs on campus.

In 1998, the Higher Education Reauthorization Act of 1998 (HERA) amended the Family Educational Rights and Privacy Act (FERPA) to allow institutions of higher education to notify parents or guardians of students under the age of 21 of the final outcome of an alcohol or drug violation.

When this change was made to the rules, there was intense discussion across the country about many issues surrounding parental notification, particularly in regard to student development. Discussions at many levels (students, parents, administration, faculty, and others) and experience at institutions across the country has overwhelmingly concluded that parental notification has played an important role in reducing the amount of repeat alcohol or drug violations among students, as well as strengthened the connection between the student, his or her family, and the institution.

Western Connecticut State University would like to pro-actively address these issues rather than react to them. It is therefore the intent of Western Connecticut State University to adopt the following parental notification policy, both for incidents that occur on-campus and those that occur at off-campus university sanctioned events:

1. Western Connecticut State University will notify by mail parents or guardians of students under the age of 21 (at the time of adjudication) that their son or daughter has been found responsible for violating the university's alcohol or drug policies. This will occur after a finding of responsibility for the second alcohol or drug offense, except in such cases detailed in #4.
2. Students whose parents will be notified of an alcohol or drug violation will be informed of such during the course of their judicial meetings with an investigative officer or the hearing officer after a finding of responsibility is made. This will allow the student to make contact with his or her parents or guardians prior to the letter arriving.
3. Letters will include resources available at the university and the nearby community to assist the student and his/her family should they wish to pursue counseling or other processes.

For resident students, the Director of Residential Programs & Staff will issue a letter detailing the violation to the parents of a student found responsible for an alcohol or drug policy violation.

For non-resident students: This mailing will be from the Dean of Students office.

4. In specific cases, the university will notify the parents or guardians of students under 21 years of age following a first violation. Examples of such cases may be as follows:

The incident involved significant property damage;

The incident involved a reckless disregard for the safety of themselves and/or others;

The incident was accompanied by other serious violations of university policy;

The hearing officer, in conjunction with the Dean of Students, will determine if a letter should be sent to parents/guardians after a first violation.

5. If a student under the age of 21 is transported to the hospital because of drugs or alcohol, the university will contact via telephone the parents or guardians of that student to inform them of the potentially serious incident. The following procedure will be in place for such a situation:

University Police will make the transport determination, in conjunction with EMS personnel.

If the incident occurs at an off-campus, university sanctioned event, the advisor or university representative responsible for the event will contact the campus police, who will follow the procedures below (for non-resident students).

The ADHRL/RD in the case of resident students, or the University Police in the case of non-resident students, will contact first the Dean of Students, or in the Dean's absence, the Vice President of Student Affairs.

The Dean or Vice President will notify parents/guardians that an emergency has occurred with their son or daughter, and that a parent or guardian must come to the hospital to retrieve the student. The student will not be permitted to return to the residence halls or resume classes until the student has met with the Alcohol and Substance Abuse Prevention coordinator (or the Dean, in her absence) to discuss the incident and options for assistance available from the university and community resources.

### **No Smoking Policy**

All residence halls at WCSU are tobacco and smoke-free. There are no areas in any residence hall where smoking or chewing tobacco is permitted.

Smoking areas near the residence halls have been identified by your hall councils and IRHA. Benches and receptacles have been placed near these areas. Containers for disposal of smoking materials have been provided, and you are asked to make use of them. Please ask at your information desk for the area(s) near your buildings. *University policy dictates that you must be at least 15 feet away from any residence hall while smoking.*

### **Quiet Hours**

Quiet hours are from 11 p.m. to 8 a.m., Sunday through Thursday, and from 12 a.m. to noon on Friday and Saturday.

During finals, 24-hour quiet hours are in effect. If you violate the quiet hour's policy during the 24-hour quiet period, or if you are documented for a possible Code of Conduct violation, you can be immediately removed without warning from the residence halls. Notifications will be posted around your residence hall, prior to the beginning of the 24-hour quiet period. A disciplinary hearing will follow after the close of the semester.

### **Courtesy Hours**

At all times, WCSU's Department of Housing & Residence Life has a policy of courtesy hours. This policy essentially means that you should be aware of the effect your personal noises have on those who live around you. If you are asked by someone to turn down the volume on your television or to be less noisy, please accommodate him or her. You can and should expect the same treatment from them in return. Commonly, you are considered too loud if you can be heard further than the door next to your room.

### **Sprinkler Heads**

Nothing may be hung from sprinkler heads. In addition, great care should be taken to see that your sprinkler head is not hit or damaged by items or activities in your room, suite, or apartment. In the case that a sprinkler head discharges, police and fire safety personnel will investigate the cause. Be aware that you may be charged with a violation of university policy if it is determined that your actions caused the discharge.

The university is not liable, and will not pay, for damages to your personal belongings caused by sprinkler discharge (or other reasons). Please see the liability statement in this booklet, and make sure that you are covered by personal property insurance.

### **Damages**

You are responsible for any and all damages that occur in your residence hall room. You are also responsible for damages that occur in public areas of the building. Public Area Damages (PAD) are reported to the building's RD when they are discovered. These can be physical damages, such as broken doors or windows, or may be things such as excessive cleaning (urination in a stairwell). Public Area Damages can not be appealed.

When damage occurs, an amount (determined by the Department of Housing & Residence Life and Facilities Management) is based on replacement, supply, and labor costs) is applied to the damage. It is billed to the responsible person when that person can be identified. Often, though, no one can be identified, and the charge is shared by the general community. It is important if you know who is responsible to bring that information forward to the Hall Council Officers or the RA, so it can be discussed at your Hall Council meetings. All charges and assignments are listed in hall council minutes and posted throughout the semester. Bills are generated when you move out and leave campus, generally at the end of each semester.

### **Health, Fire, and Safety Inspections**

Each month, members of the housing and residence life staff will inspect your rooms or apartments for health, fire and safety reasons. The inspection dates will not be posted. Please keep in mind that your room or apartment will be inspected with or without you present. (Be aware that your room or apartment can be entered at any time by housing staff if it is felt that there is an emergency or impending danger to you, your roommate(s) or university property.)

Violation(s) of university policy will be noted on the Health, Fire and Safety Inspection forms and you will be given a written copy of the form in order to allow you to rectify the violation(s). If you have a violation, you will be given 72 hours to rectify it. Dangerous or illegal items may be confiscated during inspections. After this time, your room will be re-inspected by the Resident Director and the Director of Residential Programs & Staff. All initially noted violations will result in a written warning, regardless of whether or not you remedy the situation. If you do not take care of the violation, you will be charged judicially and a further sanction (restitution, probation, community service, and/or separation) may result. Additionally, if violations are found at subsequent inspections, you will be referred to the judicial system immediately to face the possible sanctions listed above. In essence, you are expected to keep your living space in a clean and safe condition at all times.

## Lockouts and Code Changes

Many of us have thoughts of security and safety on our minds these days. Yet, some give out their door codes, forget or refuse to carry their own IDs, or leave their room or apartment doors unlocked. These practices are dangerous. Furthermore, the use of staff resources to unlock doors or perform lock changes for those who refuse to carry an ID or who give out or don't protect their door codes has reached dangerous proportions.

### *Code Changes*

**First time:** If your code needs to be changed — regardless of the reason — you will be charged \$10 for the first change, and you may be processed through the university discipline system. The charge will be posted to your student bill. You will not need to have cash with you.

**Second time:** Should you need a second code change, the fine will rise to \$25, and you may again be processed through the university discipline system. Again, the charge will be posted to your student bill.

**Third time:** If your code has to be changed a third time, you will again be charged \$25, and the recommendation for the university discipline system will be residence hall separation.

### *Lockouts*

**First time:** The first time you are locked out of your room, you will be afforded a “freebie.” When you go to the desk or an RA to be let into your room or apartment, you will need to sign a statement saying that you understand the next lockout will result in a charge to your bill.

**Second time:** The first time you are locked out of your room, you will be afforded a “freebie.” When you go to the desk or an RA to be let into your room or apartment, you will need to sign a statement saying that you understand the next lockout will result in a charge to your bill.

**After the second time:** Again, you will be billed \$25 (to your student account), and you may face progressive university disciplinary actions, which could result in your separation from housing.

Fortunately, the majority of our resident students will never have to worry about these policies. We hope that they will act as a deterrent to those of you who continue to not carry your IDs or who are loose-lipped with your codes. We appreciate the efforts you all are making each day to keep the residence halls at WestConn safe places to live.

## Visitation

During the hours of Information Desk operation, (please see posted operation hours within the halls), all residents and guests will be required to follow the procedures outlined on page 20:

1. All persons entering a residence hall (residents and guests) are required to present an accepted form of identification to the Info Desk staff in order to enter the building. Each time a valid ID is not provided, it will be logged,

and on the third event, you will be documented, with a disciplinary meeting to follow soon afterward.

2. Visitors to the residence hall must stop at the Info Desk immediately upon entering the building. They will:

Inform the staff of their name(s)

Present an accepted form of identification

- CSU School ID card
- State Driver's License
- State Issued ID card
- Passport
- Military ID

Inform the staff of the name and room number of the resident they wish to visit.

3. The Info Desk staff will make an effort to contact the resident via a room phone. If the resident does not answer, it will be assumed that the resident is not in the building. Guests may leave a message for the resident (delivery is not guaranteed). Guests are not permitted to enter the building to "look for" residents.
4. When contacted by the Info Desk staff, residents will come to the Info Desk to meet and sign in the guest(s). Guests will be signed in using the following information:

Resident's name

Resident's room number

Guest's name

Guest's ID information (ID number, form of ID being used)

Date

Birthdate (if given a license)

Time of entry

When a resident signs a guest in, s/he is assuming responsibility for the actions and conduct of the guest(s) while s/he is in the building. Residents are responsible for informing guests of university policies and regulations.

5. Guests must be accompanied by the resident who signed them in at all times while in the building. Any guest(s) found in the building unescorted by the resident who signed them in will be asked to leave immediately, and the resident will face charges in the university discipline process. The guest may also lose the privilege of visitation to campus residence halls.
6. All residents are responsible to escort their guest(s) out of the building, and are encouraged to sign their guest(s) out, thereby terminating their responsibility for the guest(s) actions. Guests may also opt to sign themselves out, protecting themselves. Please remember, although signing out is optional, all guests must be appropriately signed in each time they enter a building.
7. All buildings must be entered via the front or main entrance door(s) near the Info Desk. No one may permit entrance through exit-only doors, windows, balconies, or other means.

8. Guests must be 18 years of age or older, unless the guest is an immediate family member. Guests (non-immediate family members) under the age of 18 may only sign into the building with a signed parental permission form, which is available in the FORMS section of the HRL website. The form must be submitted to the building's RD 24-hours in advance of the visit
9. Guests who violate university or residence hall policy may lose their privilege to visit in or around university residence halls.

Please refer to the Maximum Occupancy chart for information on numbers of guests permitted.

### **Late Night Guests**

There may be occasions for which a resident may request that a guest be permitted to remain in the building after the desk closes, perhaps overnight. The following policy shall apply:

Students are permitted to have guests or overnight guests in their rooms only if there are no objections from all roommates. A guest may stay overnight for more than two nights in a seven day period. Misconduct on the part of any guest or violation of any University or Housing policy are the ultimate responsibility of the host resident. The Resident Director must be notified 24 hours in advance of all overnight guests, and they also have final approval of all overnight guests.

Violations of these visitation procedures will result in university discipline, including the loss of visitation privileges.

## **Processes & Procedures**

### **The Basics**

In order to live in on-campus housing, you must be a matriculated student enrolled in at least 12 credits each semester. Graduate students are permitted to live on campus if they are full-time (9 or more credits per semester). Married students may be accommodated in apartment housing if both students are fulltime, matriculated students.

### **Meningitis**

You are also required by law to be vaccinated and to provide proof of the inoculation for meningitis to the University Health Services office.

### **Satisfactory Academic Progress (SAP) and Grade Point Average (GPA) Policies**

In order to maintain eligibility to live in the residence halls, WestConn's Housing and Residence Life Department monitors your GPA (which must remain at 2.0 or higher), and your Satisfactory Academic Progress (SAP), meaning you must complete 24 credits per academic year.

Throughout the course of the year, your Academic Resource Mentor will be in contact with you regarding your GPA/SAP status. If it appears that you are in danger of not meeting either your credit limit and/or the necessary GPA, your ARM/RD will work with you to make an action plan so that you can meet these requirements. Part of this plan will probably include meeting with your building's ARM or your RA. If you believe you may not be able to meet these requirements, you are strongly encouraged to make an appointment to see your RD and make a plan immediately.

Generally, students who do not meet the SAP or GPA policies' requirements will be permitted to remain in on-campus housing for a semester if they: attend intersession or summer classes and achieve the necessary credits or GPA; or if they have an action plan approved by their resident director which they follow through with. If you're in danger of not meeting GPA or SAP, and if you do neither of these things, you will not be eligible to live on campus.

Please remember that there are different kinds of SAP for your college or major, as well as for your financial aid eligibility. Don't assume that because you are OK with any one of these areas or with housing that you are OK with another one. Always take the time to visit the Financial Aid Office, your advisor, your dean, or your RD to be sure you are meeting everyone's requirements and regulations.

Your student handbook and WCSU catalog will be helpful to you as well.

## **Room Selection**

Room selection has changed a great deal over the last few years, and we continue to improve upon it. The most important thing for you to know is that there is ALWAYS something you will have to do to reserve your space EACH SEMESTER while at WCSU.

The first thing you must do to reserve a space is to pay your non-refundable housing deposit. \$250 deposits are generally billed to you in October (to reserve a space for the spring semester) and in March (for the fall semester).

You will be given specific instructions with your deposit bill which will outline what the room selection process is for the following semester. It is our intent to make the Fall-to-Spring selection process as smooth as possible, and there will be very little that you will need to do to be able to remain in your own room or apartment at that point. However, the spring-to-fall process is more involved. Your CULTURE™ Priority Points will determine a date for you to participate in selection. You and your selected roommate(s) will sign up as a pair or group according to your Priority Point totals, and you will actually select the room or apartment you will be living in for the Fall.

Please be aware of postings and handouts in the residence halls regarding how to reserve a space for the next semester. If you have any questions, please stop by the Housing & Residence Life Office, or call x78531.

## Leaving Housing

### *Withdrawals*

If you find that you need to leave WestConn's on-campus housing, you are required to fill out a withdrawal form in the housing office, whether or not you've withdrawn from the university. Until you've turned in the withdrawal form, you are not considered officially withdrawn from housing.

**Note:** Make sure you sign out with a staff member in your residence hall. Sign your RIF (Room Inventory Form) and hand in keys (if applicable).

You are able to print a withdrawal form at the WCSU housing Web site ([www.wcsu.edu/housing](http://www.wcsu.edu/housing)) in the forms section.

Refunds, if any are applicable, are determined based on the date of your withdrawal, and whether or not you are withdrawing from WCSU as well (or simply leaving housing). Your housing deposit (\$250) is always non-refundable.

### *BOT Refund Policy*

Upon withdrawal from the university up to and including the first day of university-wide classes as defined by the published university calendar,

- 100% of the balance paid, (less the housing deposit) will be refunded,
- 60% of the balance paid, less the housing deposit, will be refunded during the first two weeks of university-wide classes,
- 40% of the balance paid (less the housing deposit) will be refunded during the third and fourth weeks of university-wide classes,
- No refund after the fourth week of university-wide classes.

### *Cancellation Fee*

If you are withdrawing from housing prior to the start of the semester, but remain enrolled in the university, there is a cancellation fee that will be imposed. According to Board of Trustees Policy:

- Upon withdrawal from a residence hall 15 to 28 days prior to and including the first day of university-wide classes as defined by the published university calendar, a 10% housing cancellation fee based upon the housing fee after deducting the housing deposit will be assessed.
- Upon withdrawal from a residence hall 1 to 14 days prior to and including the first day of university-wide classes, a 20% housing cancellation fee based upon the housing fee after deducting the housing deposit will be assessed.

## Safety & Security

### **Door Access Policy**

To enter a residence hall on the WestConn campus you must have a valid WESTCONNECT identification card. WESTCONNECT cards are available at the WESCONNECT Card Office located in the Old Main Administration building. Normal business hours are 8 a.m. to 4 p.m., however the office does offer extend-

ed hours 8 a.m. to 8 p.m., Monday through Thursday for the first two weeks of the fall and spring semester. The Card Office staff may be contacted at (203) 837-9311.

Each main door to the residence halls has a card reader; this reader uses a technology called proximity technology, in order to read the card and grant you access to the building. Proximity technology means the card is read when held in proximity to the reader, therefore it does not require you to swipe your card through the reader. The read range for cards is about 4 inches from the reader. Although there is a PIN pad on the reader, that function is not being utilized at this time.

Your card is your key to the building; it is issued to you and intended solely for your use. The card is non-transferable, and you should never loan or give your card to another individual.

Procedure to access the residence hall:

1. Present your card to the reader, and wait for the light to flash green.
2. Pull open the door and enter.

It's that simple!!

Never hold open a door/prop open a door in the residence hall. This will cause an alarm. Be aware that every time you present your card to a reader, there is an audit trail of activity. If an alarm is activated, the University Police will respond.

**WARNING:** You should never let anyone into the residence hall without a card or being properly checked in at the front desk. Safety is a shared responsibility and you must be conscious of who is accessing your place of residence.

### Lost Cards

**Report a lost card immediately to your resident director.** Your card can be temporarily marked as lost, so even if you are not sure if the card is permanently lost, notify your resident director.

Lost cards may be replaced at the WESCONNECT Card Office during normal business hours. There is a \$15 charge for the replacement of a lost card, the fee is billed to your student account and is payable at the cashier's office.

If you lose your card after-hours, your resident director will be able to provide you with a temporary card to be used until the next business day that the card office is open. Temporary cards must be returned to the residence life office.

### Fire Safety

Fire is always a danger in residence halls. Using your common sense is the best weapon to avoid fires. Here are some other tips and information.

- Candles, incense, and clove or other scented cigarettes, tobacco (including chewing tobacco) or other smoking products are prohibited in all residences halls at WCSU.

- Microwaves are not permitted in student rooms on the Midtown campus other than those provided on the Microfridge rental units.
- Tampering with life safety equipment (extinguishers, smoke or heat detectors, hoses, alarms, sprinkler heads, etc.) is against state and federal laws, as well as university policy. Formal legal and university action will be taken, and the penalties may be severe if you are found to have tampered with life safety equipment in any manner.
- Fire alarms and drills may occur during the semester. Be sure to familiarize yourself with evacuation routes and policies. Evacuation routes (maps with “You are here” stickers) are posted on each residence hall room or apartment exit door.
- Evacuation is mandatory for all fire alarms. The fire or police department may call for all rooms to be searched, and you will face civil and/or university action if you are found in the building during an alarm.
- Evacuation gathering areas are posted near each residence hall. When an alarm sounds and you exit the building, you are required to move to the evacuation area in order to allow fire and police personnel to be able to get in and perform their jobs. If you do not evacuate to the appropriate areas, you will be documented and charged in the university discipline system.

### **Cooking**

Cooking is not permitted in rooms on Midtown. There are facilities throughout your building where you may cook, using appropriate caution. In Centennial Hall, microwaves are provided, but other cooking apparatus (other than toasters) is prohibited. Apartments in Pinney and Grasso are equipped with kitchens, but cautious cooking should be the rule. This includes making sure your ovens, microwaves, and appliances are kept clean, and that any malfunctions are promptly reported for repairs. Sloppy or dangerous cooking procedures and facilities (greasy buildup, inappropriate appliances, etc.) that result in fire, smoke or excessive heat damage and alarms will result in the filing of university charges against the residents responsible for the conditions which caused the damage or alarms. Restitution for resulting damages will be a minimum sanction in such cases and housing separation could also result in a sanction.

### **In Case of a Fire**

If you hear an alarm, or if you discover a fire and pull an alarm, prepare for exiting the building by doing the following:

- Take a towel to cover your face in case there is smoke.
- Close all windows. Oxygen feeds the fire.
- Check your doorframe for heat. If it is hot to the touch, stay inside and call the police emergency number (911) to notify them that you are in your room.
- Close your door behind you.
- Take your ID or room keys with you.
- Walk quickly don't run to the nearest accessible exit.
- Wear shoes and warm clothes. You can be outside for a long time with some alarms.
- Remain calm.
- Report to the identified evacuation area for your building.

## Your Personal Safety

### *Keys, Codes & IDs*

These items are your lifelines to your rooms and the buildings you live in. At this time, all rooms or apartment doors on campus operate with a code or your ID. Keys are only issued if there is a problem with your door lock or if you request one for your bedroom in your apartment (Pinney Hall). You, your roommates, and all of your possessions are protected almost solely by the fact that no one else knows your room codes.

Doors from rooms or apartments to public hallways must never be left in the unlocked position or propped open. Staff members have been instructed to check hallway doors on their rounds and to lock any doors found in an unlocked position and to close propped-open doors. Disciplinary action may be taken if room or apartment doors are found left in an unlocked position or propped open.

If you believe someone has found out your code, tell your RD immediately so that your code can be changed. If you live in a building which requires card access to your room/apartment and lose your ID, you must tell the desk immediately so that your card can be shut off. You must replace your card as quickly as possible and notify the desk again so that the proper code can be assigned to your new ID.

Code changes can be done in a relatively immediate manner if we are aware they need to be done. Please don't let things go until it's too late and something is stolen. There are charges associated with code changes.

### *Safety Hints*

Issues of personal safety are important to each of us. In order to make sure that each of us is safe and our belongings secure, it is imperative that you follow these policies at all times.

- All exit doors should remain secure at all times. Never prop doors at any time. (during check in and check out you may request to prop a door while moving your belongings in. Make sure you close it again as soon as you finish.)
- Remember to keep your room door locked at all times. If you have a room code, do not give it to anyone else, even a boyfriend or girlfriend. If you suspect that someone knows your code, let your RA or RD know immediately so that a code change can be done.
- When you travel across campus at night, use the university escort service (x79300) or go in groups. If you are coming back to campus late, you may call ahead and have the escort meet you at your car to walk you back to your room.
- Keep your car locked at all times, and park in a well lighted area.
- Emergency phones are located all over campus. Most have a blue light to make them easy to find. There are also yellow emergency phones. All you need to do is get to the phone and push the button. Police will immediately be notified of your call and location and can communicate with you over the phone (with no hands).
- Mark personal item with identifying numbers. Equipment is available at campus police to facilitate this project.
- Let a staff member know immediately if you see a stranger in the halls.

- Carry your ID on you at all times. You will be asked to provide it to enter any hall, even the one you live in. You may be asked to show your ID to the police or the staff, and your guests will always have to show a picture ID to visit in a building.

## Amenities

### Mail

Each student has a mailbox in his or her residence hall. Mail is delivered Monday through Friday only. Address all mail to:

Your Name  
Building and Room #  
WCSU  
181 White Street  
Danbury, CT 06810

### Vending Machines

Most buildings have candy and soda machines. Several buildings have other machines and prices vary by item. Most campus vending machines will also be able to accept ConnectCash on your student ID. ConnectCash is loaded on your card that can be used for laundry, Sodexho venues, vending machines and the University Bookstore.

### Meals

Sodexho is the current food service provider. You must present your ID card or pay cash to eat. Midtown and Centennial residents are on the Ultimate Dining plan, an “all you can eat” plan in the midtown dining room. Ultimate diners may also eat in the Westside cafeteria on a meal equivalency program, and have \$150.00 Flex Points to spend at any food service facility each semester. Grasso and Pinney students have a Blue 75 plan, which provides 75 meals in either Westside or Midtown, along with \$75 in Flex dollars. Grasso and Pinney students can opt to purchase the Gold 125 or Ultimate Dining plans, as well. The Gold 125 plan consists of 125 meals and 425.00 Flex Points. Flex Points are “dollars” linked to your meal plan that allow you to purchase items in any of the Sodexho locations on both campuses.

### Data Drops/ResNet Internet Connections

Each room provides data drops for your computer, with free internet access. It’s as simple as plugging in and following the instructions for logging into the system. All residence halls provide wireless access to the internet. If you have questions, please call the Help Desk at x78467. You will find complete information on the university Web site at [www.wcsu.edu/resnet](http://www.wcsu.edu/resnet).

## **Laundry**

Our laundry machines operate from your ID (WestConnect card when you have ConnectCash on it). Machines are available in each building. If using cash, the price is \$1.50 per wash/dry. If using ConnectCash on your ID, the cost is \$1.25 per wash/dry.

## **Phones and Voice Mail Services**

Your rooms are equipped with phone jacks and local service, as well as voice mail. Long distance service is no longer provided, but you may use a calling card or cell phone. Students are encouraged to set up their voice mail boxes, and to bring a phone to plug in. This is the number the 911 system works from, so it is important to set up this phone for emergencies.

## **Shuttle Bus Service**

Shuttle service is supplied between both campuses. Schedules are available on line and in your information desk. Stops are located at the Westside Classroom Building, in front of Pinney Hall, in front of Grasso Hall, in front of Centennial Hall, in front of Brookview Commons, on 5th Ave. near White Hall, and on Roberts Ave. next to the Student Center. This is a free service, but you must have your ID.

## **Cable Television**

Each room is equipped with cable TV access. Basic service is provided by Comcast Cable. Premium services may be available directly through Comcast Cable.

## **Important Information**

### **Liability and Personal Property Insurance**

The university shall not be liable, directly or indirectly, for loss and/or damage to personal property by fire, theft, water damage due to any source of water contamination, or any other cause. Every resident is encouraged to hold personal property insurance coverage since the University Insurance Program.

is limited to coverage of only university-owned property. You may be covered by your parents' homeowners' policy. Please check into insurance coverage immediately.

### **Storage**

Residence halls are designed mainly for living and programming spaces. There is extremely limited storage available, and it is confined to Housing and Residence Life storage only. There is no space available outside your room to store any of your belongings. You may also not move any university furniture from your rooms (beds, dressers, desks, chairs). Please plan accordingly and utilize your space well. Do not move your furniture out of your room and leave it in the hallways. Please do not ask a custodian or maintainer to remove furniture for you. Assisting you could jeopardize their jobs.

## Health Services

The University Health Service is located on the Midtown campus, across from the parking garage and in front of Litchfield Hall. Health Service provides treatment to all full time students, regardless of the health insurance they carry. Emergency care only is provided for part time students, faculty and staff. Appointments are recommended. Please call x78594 to schedule an appointment.

### *After Hours*

If it is an emergency, you should go to the emergency room at Danbury Hospital. For non-emergencies, contact your private health care provider. The charges for these services will be billed according to your insurance company. If you are covered by the Sickness Plan through the university, you will need to submit a claim form.

## 2009-2010 Costs per Semester

The room rates that are reflected below are those which have been approved by the CSU Board of Trustees. They do not indicate that each type of space is available. All assignments to specific room types are made at the sole discretion of the Department of Housing & Residence Life. Costs each year are determined by the Board of Trustees, and have generally been increased 5% each year.

### **Midtown campus:**

Double . . . . .	\$2,739.50
Single . . . . .	3,302.00
Designed Triple . . . . .	\$2,574.50

### **Board (Meal) Charges:**

(Board is required of all students who live on the Midtown campus or in Centennial Hall.)

Full Board . . . . .	\$2,019.00
Grasso and Pinney "Blue 75 Plan" . . . . .	\$722.00
Grasso and Pinney "Gold 125 Plan" . . . . .	\$1498.00

### **Westside campus:**

#### *Pinney Hall:*

3 bedroom, double in 5 bed apartment . . . . .	\$3,360.00
1 bedroom, 2 bed apartment . . . . .	\$3,646.50
1 bedroom, 1 bed apartment. . . . .	\$4,102.00
3 bedroom, single in 5 bed apartment . . . . .	\$3,646.50

*Grasso Hall:*

2 bedroom, 4 bed apartment	.....\$3,074.00
1 bedroom, 2 bed apartment	.....\$3,360.00
1 bedroom, 1 bed apartment	.....\$3,646.50

*Centennial Hall:*

2 bedroom, 5 bed suite	.....\$3,074.00
1 bedroom, 2 bed suite	.....\$3,600.00
1 bedroom, 1 bed suite	.....\$3,816.00

**Social Fee:**

Per student:	.....\$17.50/per semester
Telecommunication fee	.....\$80/per semester

**Break Housing**

For Thanksgiving and Spring Breaks, housing is available at no additional charge for all resident students, regardless of the reason for the stay. Students must, however, register with the HRL department/your RD in order to have access to the building.

During Semester Break/Intersession, housing is available on a limited basis and at an additional charge for those who might need it. Information will be available about these breaks on the HRL website and in your buildings approximately 1 month prior to the break.

Summer housing information (rates, buildings in use, employment and scholarship opportunities) is generally available from the department’s offices in April.

**\* Open/Close Schedule**

**Academic Year 2009-2010**

Freshman	Friday, Aug 28	Freshmen/Transfer students move in at 9 a.m. First meal on meal plan — lunch
Opening	Saturday, Aug 29	Residence halls open for returning students at 10 a.m.
Thanksgiving	Tuesday, Nov. 24 Wednesday, Nov. 25 Sunday, Nov. 29	Last meal — dinner Residence halls close — 10 a.m. First meal — dinner Residence halls open — 1 p.m.
*Semester break	Friday, Dec. 18  Sunday, Jan. 24	Last meal — lunch Residence halls close — 6 p.m. First meal — dinner Residence halls open — 1 p.m.

Spring break	Friday, March 19 Saturday, March 20 Sunday, March 28	Last meal — dinner Residence halls close — 10 a.m. First meal — dinner Residence halls open — 1 p.m.
End of year	Saturday, May 22 Sunday, May 23	Last meal — dinner Graduation is at 10:30 a.m. Residence halls close — 6 p.m.

- Students must leave immediately upon completion of their last final exam. Exceptions are granted, based upon reason and at the discretion of the Housing Staff involved. *Students with Saturday exams on December 19, 2009 will be allowed to stay overnight Friday. They must return for their belongings and move out one hour after the end of their last exam.*

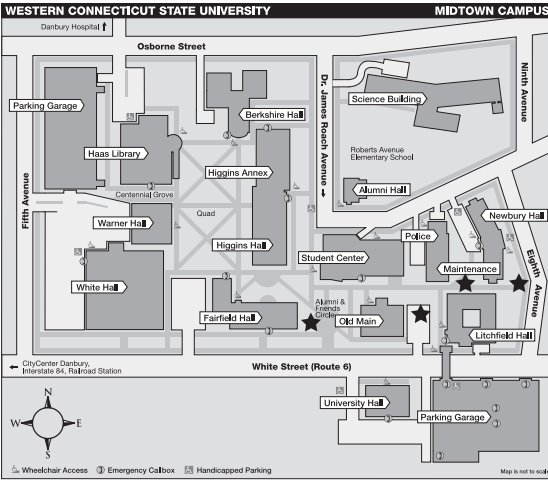
The last regular exam at the end of the year is on Saturday, May 22, 2010. Students with Saturday exams may stay until their exams are over. Students who are graduating may stay until the building closes after graduation.

*All others must explain their reason to the resident director of their building and get permission to stay overnight Friday, or Friday and Saturday.*

- For Thanksgiving, and Spring breaks, all buildings will remain open. However, students wishing to stay during these breaks must register with HRL in order to secure access to the buildings. During Semester Break/Intersession, select halls will be open at additional cost. Information and applications for staying during semester break will be available after Thanksgiving.

If you would like more information about the Department of Housing and Residence Life, please visit us on the Western Connecticut State University Web site. <http://www.wcsu.edu/housing>

# Fire Maps



**Newbury Hall:** From the rear (parking lot) side of the building, residents should move toward the boiler house and Litchfield patio area. You must clear the parking lot entirely, as this is where the fire trucks will access the building. *If you exit from the 8th Ave. side, please move to the grassy area by Litchfield Hall.*

## Westside campus

### Pinney Hall:

**Front:** If you leave through a front door, please head to the right as you exit. The area of the parking lot that is set aside for handicapped parking is the appropriate area. Be sure that you are clear of the sidewalks, entryway, and doors to the building.

**Rear:** If you leave from the rear exit to Pinney, walk down the stairs and away from the building into the parking lot area. Move as far away from the access drive to the building as possible.

### Grasso Hall:

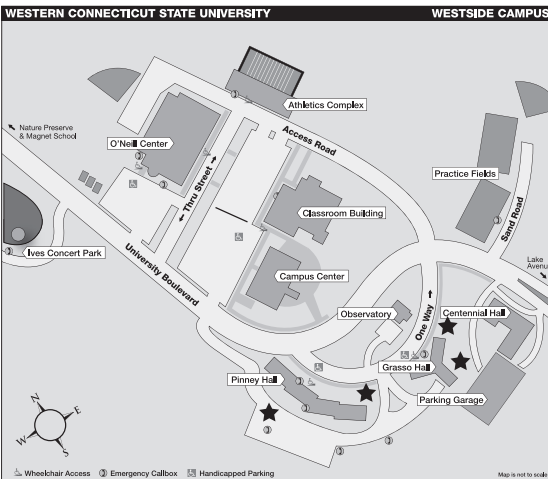
**Front:** If you leave from the right or front of the building, move to the lawn/hill to the right of the building.

**Rear:** If you leave to the left or back of the building, exit to the lower back parking level or the lower front level of Pinney's parking (handicapped) area.

### Centennial Hall:

**Front:** Please exit to the left of the building and move to grassy areas beyond the access roads.

**Rear:** Please move to the far end of the courtyard, beyond the access roads and closer to the parking garage area.



## Midtown campus

**Fairfield Hall:** From whatever door you exit, please make your way to the Alumni Circle area between Fairfield and Old Main. Do not go into the parking area between Fairfield and White Hall, as this is where fire trucks will access the building.

**Litchfield Hall:** Residents should make their way to the Old Main parking lot or to the far end of the patio area near the boiler house. Please stay away from the main entrance to the building and the White Street (Health Services) side, which is where the trucks will access the building.





**Western Connecticut State University**  
Department of Housing & Residence Life  
181 White Street, Danbury, CT 06810

**(203) 837-8531**