



WESTERN MICHIGAN UNIVERSITY


Residence *Life*

COMMUNITY
LIVING
EXPECTATIONS

2013 | 2014

WMU Apartments Policy Book





Residence Life is
committed to supporting
students in their pursuit
of academic excellence.

WMU Apartments

Many students enjoy the convenience of living in the WMU Apartments and being a part of a diverse community. This booklet is designed to give you an idea of what to expect while living on campus and to acquaint you with the rights and responsibilities of being a member of our community. Signing the WMU Apartments lease or contract indicates you have read and agree to make yourself aware of and abide by all apartment policies and expectations, the WMU Student Code, and all city, state and federal laws.



WESTERN MICHIGAN UNIVERSITY

Residence Life



Residence Life

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Community Living Expectations

In order to carry out our educational mission, Residence Life and the University aspire to create and maintain conditions that are conducive to learning. With this in mind, Community Living Expectations were developed to help you become academically and personally successful. Community Living Expectations balance the rights of the individual with the rights of the community and coincide with your lease or contract.

All WMU Apartment residents and their guests are responsible for conducting themselves in a manner that does not infringe on the rights of others or interfere with the educational functions of the University, as well as shows consideration for the facilities. By signing your lease/contract you agree to abide by the WMU Student Code, WMU policies and all city, state and federal laws. The Student Code is available from the Office of Student Conduct, or online at www.wmich.edu/conduct/code. Anyone violating the Community Living Expectations, WMU Student Code or abusing the facilities is subject to disciplinary actions, prosecution, conduct review and replacement fees as deemed appropriate by University officials. Residents may also be subject to disciplinary action due to the misconduct of their guests. Residence Life or the Office of Student Conduct reserve the right to move a student to another apartment or remove the student from on-campus living entirely if it is in the best interest of the student, University or other students of the University, or in accordance with the University's mission and education goals.

If a student enters an area where a violation of policy is occurring, or a violation is initiated in an area where he or she is present, the student should leave immediately. Otherwise, by choosing to remain, the student assumes responsibility for all behavior and items in that location, regardless of his or her participation.

Resident responsibilities

As a resident, you share the common areas of the apartment complexes and are responsible for helping maintain them and keeping them safe and clean.

You are responsible for:

- Keeping the apartment and stairwells free from dirt, garbage and trash
- Helping keep walks, balconies, stairways, laundry and storage rooms clean and clear of dirt, trash and clutter
- Keeping grounds and other common areas clean and in a safe condition, free of toys and clutter
- Reporting maintenance and pest problems

Roommate relations

Your enjoyment of life in your WMU Apartment will depend to a large extent on the positive relationship you develop with your roommate. Two of the building blocks of relationships are respecting the rights of the other person and communication.

Roommate Bill of Rights

You all have the right to:

- Read and study in your apartment free from undue interferences, including unreasonable noise and other distractions that inhibit the exercise of this right
- Sleep without undue disturbance from noise or guests of your roommate
- Expect that a roommate will respect your personal belongings
- A clean environment in which to live
- Free access to your apartment and facilities without pressure from a roommate
- Redress of grievances
- Live free from fear of intimidation, physical and emotional harm
- Host guests with the expectation that guests are to respect the rights of the host's roommate

Quiet hours

Courtesy hours are in effect 24-hours a day and residents are asked to respect their neighbors' right for a quiet, collegiate atmosphere. Loud music or noise is not permitted at any time, but during quiet hours all sound must be contained within your apartment.

Regular quiet hours are in effect from 8 p.m. to 8 a.m. Sunday through Thursday and from 10 p.m. to 8 a.m. Friday and Saturday. During finals, quiet hours are in effect on a 24-hour basis beginning on the Sunday before finals week and ending the Saturday thereafter. During this time, all sounds must be contained within your apartment.

Smoking

All WMU Apartments are non-smoking units. No smoking is allowed inside any apartment at Elmwood, Goldsworth Valley, Stadium Drive, Western View or Spindler Hall. This policy is consistent with all other on-campus housing at WMU. This will reduce health-related risks for students, potential for fire hazard, and time and costs associated with maintaining apartments. Thank you in advance for your compliance. Please remember to discard of cigarette butts in designated areas.

Pets

The only pets permitted are aquarium fish. Fish tanks over 20 gallons are not permitted. "Visiting" pets from friends and/or family for any length of time are not allowed. This restriction does not apply to animals providing assistance to residents with a physical disability and approved by Disability Services for Students. The pet policy is strictly enforced and violators will be subject to eviction.

WMU Apartments staff

The Residence Life office is located in the Faunce Student Services building. The office is responsible for daily business operations, assignments and leasing activity; coordination of maintenance, cleaning, delivery and landscaping services; enforcement of policies and procedures; rent collection and community development.

Resident manager

Each complex has a resident manager(s) who can help you with questions about moving in and out, the apartment and complex, the University and the Kalamazoo community. They oversee activity within the complex and often act as a liaison between the residents and Residence Life. Their student and family responsibilities sometimes require them to be out of the area, and therefore they cannot always be reached. They do have voicemail service, and you can leave a message at the numbers listed below. In complexes where there is more than one resident manager, any of the staff can assist you. The apartment number and phone number for each resident manager is as follows:

Elmwood Complex, Buildings A-H	(269) 387-6513	Apartment A-6
Elmwood Complex, Buildings J-Q	(269) 387-6916	Apartment Q-12
Spindler Hall	(269) 387-7092	Apartment 001
Goldsworth Valley Complex	(269) 387-6499	Apartment S-20
Stadium Drive Complex	(269) 387-7495	Apartment 268
Western View	(269) 387-1501	Apartment 302-1030
Western View	(269) 387-1502	Apartment 304-1070
Western View	(269) 387-1503	Apartment 303-1050
Western View	(269) 387-1588	Apartment 306-2050

Services and information

Keys and locks

You are issued at least one key when you sign your lease. Families generally receive two keys. Single students each receive one key. Each key opens the main apartment door and mailbox. Keys are numbered with the apartment number and a key number. When you move out, the same number of keys with the same key numbers must be returned as were issued. When single students are transferring or switching apartments, they must return keys to the Residence Life office. If you lose a key, the apartment and mailbox locks are changed, new keys are issued and you will be charged to cover the replacement cost. Locks are also changed and the fee is assessed if all keys are not returned when the apartment is vacated. You may not install your own locks or deadbolts on the main apartment door or on interior apartment doors. The charge to replace keys is \$84 per person.

Lockouts

Keeping the apartments safe and secure is a serious concern of Residence Life. Students are expected to assist in this endeavor by always locking their door and carrying their keys with them at all times. To encourage students' responsible use of keys and to help keep the building secure, the following schedule of charges applies for lock outs. This charge will be applied to your student account:

- 1st and 2nd time: no charge
- 3rd time: \$10
- 4th time: \$15
- 5th time or more: the charge will keep increasing by \$5 each time

If you are locked out during normal business hours, call your resident manager. If he or she is not available, come to the Residence Life office and check-out a spare key. If your resident manager is not available for an after-hours lockout, contact the WMU police at (269) 387-5555.

Resident parking

All motor vehicles, including motorcycles, must be registered and parked in a lot designated by the permit. **For all complexes except Spindler Hall**, the permit is free when you register your vehicle at Parking Services. These permits can be used only for your apartment complex. They will require your identification, state-issued vehicle registration and apartment lease/contract. Residents listed on the lease are eligible for a permit. In the Goldsworth Valley complex, each apartment has one assigned parking place. Second and third cars must be parked in lot 77, at the west end of building "R".

Laundry facilities

Laundry rooms with coin and laundry-card operated washers and dryers are centrally located throughout the apartment system. Since laundry rooms are community facilities, their cleanliness is primarily you and your fellow resident's responsibility. Laundry room locations:

Elmwood complex	Center of each building, either on the upper or lower level depending on the building
Goldsworth Valley complex	North end of buildings R,T and X
Stadium Drive complex	Apartment 538
Spindler Hall	Basement level from main lobby

Storage areas

Effective fall 2012, no storage space is available for residents. All belongings must be stored inside your apartment. Residents who already have property in storage will be allowed to keep current belongings stored until they vacate the unit. The rooms are accessible only through the resident manager from 8 a.m. to 8 p.m. Identification stickers, indicating your name, apartment number and date you are placing items in storage are also available when you check out the key to your storage area. Please contact your resident manager at least 24-hours in advance to schedule an entry time.

Air conditioners

Air conditioners are not permitted at Spindler Hall. Air conditioning is provided in the Western View and Elmwood complexes. In other areas, you may use your own window air conditioner subject to safety and size restrictions. For safety reasons, University maintenance personnel must install all air conditioners. A \$40 penalty is assessed to you if you install your own air conditioner. Call the Residence Life office to request installation or removal of air conditioners. If you have questions or need assistance determining which type or size of air conditioner to purchase, please call the Physical Plant at (269) 387-8514.

Elmwood complex	Air conditioners provided
Goldsworth Valley complex	The dimensions of the window involved will limit size. Unit must not exceed 8,000 BTU's. AC units should not exceed 21" in width.
Stadium Drive complex	Size is limited to the living-room window: Lower levels: 34 ½" w x 13 ¾" h Middle/upper levels: 34 ½" w x 17 ¾" h Unit may be 110 or 220 volts, but must not draw more than 16 amps.

Telephones

Telephones are not provided in the apartments, so you will need to bring or purchase one when you move in. To have service connected, stop by the WMU Telecommunications Office located adjacent to Waldo Library. They will give you dialing instructions and inform you of charges and any special features offered. Report all telephone service problems to the WMU Telecommunications Office at (269) 387-4357. Only one telephone jack is provided in each apartment, and is located in the living room. Please visit the following website for comprehensive information about telephone service in the apartments: www.wmich.edu/it/studentphones.

Mail

All mail is delivered by the U.S. Postal Service and any problems should be reported directly to them. Individual apartment boxes for incoming mail are located in each stairwell. Spindler Hall mailboxes are located at the front desk. The names of all occupants of the apartment must be noted on the mailbox in order for mail to be delivered. WMU Apartment addresses are regular Kalamazoo addresses, not campus mail, so the words "Western Michigan University" should not be listed in your address as this will delay or prevent delivery. Please change your address with the U.S. postal service and on your GoWMU account prior to moving out.

When you move, don't forget to update your address!

Log on to GoWMU and update your address

- The address that is listed for you on GoWMU is where your mail will go when it is forwarded
- Hall staff do not update your address, so it is up to you to log on to GoWMU and update your address

Contact all companies you receive mail from

(i.e. banks, credit card, cell phone, etc.)

- The best way not to have interrupted mail service is to contact people directly with your new address
- Mail forwarded by the residence hall takes longer to get to you
- Some mail like magazines and newspapers do not get forwarded
- Mail only gets forwarded from your old address for one year

Appliance restrictions

Large appliances such as washers, dryers, portable dishwashers and freezers are prohibited because they pose additional demands on utilities.

Internet access

All apartments are connected to ResNet, the high-speed residential computing network at WMU. There is an \$80 charge per semester for fall and spring and \$40 each for summer I and summer II to connect to ResNet. This charge is billed to each student's WMU account. All University policies and procedures apply to the use of ResNet. The University also enforces an Acceptable Use Policy and the Digital Millennium Copyright Act regarding downloading or sharing copyrighted movies and music. Use of ResNet in violation of any University policy or procedure may result in student conduct charges. Routers, wireless access points and combo router/access points may not be connected to ResNet. To connect, you must have an Ethernet card in your computer and a standard Ethernet cable. All rooms are equipped with an Ethernet jack for each resident that occupies a room. Please call (269) 387-4357 or visit www.wmich.edu/it/resnetconnect for more information.

Cable TV

Basic cable television access is provided at no additional cost for all apartments. A complete list of EduCABLE channels is available at www.wmich.edu/it/educablechannels, including special WMU campus events and instructional channels. A standard coaxial TV cable and compatible television is required. Outdoor antennas or satellite dishes may not be used. For more information or to report problems with your EduCABLE, call (269) 387-4357.



Utilities

Western View rent does not include all utilities. Residents are responsible for paying the energy bill. The Consumer's Energy bill must be in one student's name at all times.

Elmwood, Stadium Drive, Goldsworth Valley and Spindler Hall, rent includes all utilities except phone and Internet services. Utilities include: basic cable TV, heat, garbage service, electricity and water.

Light bulbs

Residence Life will make sure all light bulbs are working when you move into your apartment. To replace appliance or fluorescent bulbs, fill out a Bronco Fix-It request online at www.fm.wmich.edu/fixit/

Decorating

You may decorate your apartment to suit your needs and personal taste. Please follow these guidelines to help ensure your safety, to protect University property from damage and to minimize being assessed damage charges when you vacate. No adhesives should be used for hanging objects on any surface. Very small nails should be used for hanging pictures, since large hooks and nails tend to damage walls and ceilings. Hanging plants or other objects from the ceiling is prohibited. If you are unsure of what you can and cannot do, get written consent from the Residence Life office before making any alterations to the apartment. Occupants will be charged for the cost of damages.

If you have rented a furnished apartment, it is your responsibility to keep the furniture from damage or theft. University furniture must remain in the apartment at all times. Report all broken or damaged furniture to Residence Life. Missing and severely damaged furniture will be charged to your account. The University reserves the right to change furniture or discontinue items as needed.

Waterbeds

Waterbeds and other pieces of water-filled furniture are not permitted in apartments because of weight, possibility of water damage and potential liability.

Area bulletin boards

Watch the bulletin boards in your area for job postings, special announcements and other information. Bulletin boards can be used to advertise personal items for sale or exchange, but the Residence Life office must approve all other posting. Please bring a copy of the posting to Residence Life for approval.

Dining Services

Commuter Meal Plans

Commuter meal plans are available to residents of WMU Apartments, Western View and Spindler Hall. Choose your Meal Plan carefully, as Commuter Meal Plans cannot be changed or cancelled on or after the date Dining Services opens for the semester/session. Commuter Meal Plans are purchased by the semester; meals from one semester do not carry over to any other semester or summer session. Meal Plans may be charged to your student account or a VISA®, MasterCard® or Discover® credit card. To purchase your Commuter Meal Plan, go to www.wmich.edu/dining/mealplans/commuter.html and log in with your Bronco NetID and password.

Dining Dollars

A *Dining Dollars* account is a prepaid account that can be used at Dining Services locations including six campus cafés, and five full-service residence hall dining rooms. To use *Dining Dollars*, have your WMU Bronco Card swiped at the door or cash register and the amount of your purchase will be deducted from your balance. Students can set up a *Dining Dollars* account online using a credit card, or *Dining Dollars* may be charged to your student account online at www.wmich.edu/dining/diningdollars.html. Dollars added to your account are ready to use immediately upon purchase.



Safety

Western Michigan University is dedicated to the safety and security of all people on campus. Several programs and policies are in place to help ensure the safest community possible for you and your guests. It is important that students are security conscious in the apartments, on the campus and in the community. Students should be familiar with these safety precautions. Protect yourself as well as your neighbors.

All students are encouraged to take an active role in ensuring the safety and security of the campus community. Your eyes and ears are valuable tools in the continuing effort to maintain a safe campus environment. Timely, detailed communication between our students and our safety personnel increases the efficiency and effectiveness of our campus safety efforts. Please be observant and report any crime, suspicious activity, or incident to the proper authorities, including WMU Department of Public Safety at (269) 387-5555.

Weapons

Weapons are not allowed on any WMU property which includes all WMU Apartments. See the WMU Student Code for the official weapons policy.

Insurance

Residents are strongly advised to protect themselves against possible loss and theft by securing the appropriate personal liability and property insurance policy. University insurance does not cover personal property or liability.

Fire safety and related equipment

All apartments are equipped with a fire extinguisher. You are urged to check the gauge on the extinguisher regularly. If the extinguisher needs recharging, please contact Residence Life. Smoke detectors and/or carbon monoxide detectors are located in every apartment. Even though the detectors are electronically wired with a battery back-up, you should test the detector once a week to make sure it is operating properly. The smoke detector will beep periodically when the battery is low. New batteries are available for free from the Residence Life office or from your resident manager. Do not disconnect the smoke detector, for in doing so you put the lives and homes of you and your neighbors at risk. A \$50 charge will be assessed to those who disconnect or otherwise disable their smoke detector. The storing of kerosene, gasoline or other combustible or flammable materials is prohibited. Gas grills are not allowed at all. Charcoal grills may not be used within 100 feet of the apartment complex.

Campus lighting

The outer walkways of each complex are kept well-lit for the safety and protection of you and your guests. If you happen to notice that one of the lights is not functioning, please notify Residence Life promptly.

Tornadoes

Tornadoes can occur at any time of the year, but the most likely season in Michigan is April through July. The National Weather Service has two levels of reporting tornado conditions:

- A tornado watch** means existing weather conditions are such that tornadoes are expected to develop.
- A tornado warning** indicates a tornado has been sighted in the area or is indicated on radar.

Because of the risk to people and property by such severe weather, each apartment has a magnet on the refrigerator or emergency instructions sheet on back of the apartment door with information regarding where to go in case of severe weather. Please acquaint yourself with this information before an emergency arises. Western View emergency procedures are located on the back of your apartment's front door.

Residents are urged to keep their radios or televisions tuned to a local station for storm advisories when weather conditions indicate the likelihood of storms. Please do not call the University police for this information. It is imperative that police telephone lines be kept free to receive storm updates and reports. When a tornado warning has been issued, a siren will sound, alerting the community.

When a tornado warning occurs, the University police will open shelter areas if adequate warning time permits them to do so. Regardless of holiday, University closure, day or time, building vacancy or any other condition, these shelter areas will be open and available to apartment residents. **If time does not permit you to reach the shelter area, take cover within your apartment (or a lower level apartment if possible) away from windows as a last resort.** Close all room doors surrounding your shelter area to prevent being struck by flying glass or other objects. The city of Kalamazoo tests these sirens at 1 p.m. on the first Saturday of the month.



Maintenance and cleaning

Reporting maintenance

Please report and enter all maintenance into Bronco Fix-It at:
<http://broncofixit.pp.wmich.edu/student.html>

If maintenance emergencies occur after 5 p.m. during the week, on weekends or University holidays, please call the WMU police at (269) 387-5555.

Emergency maintenance

Typical response time for an emergency maintenance issue is within four hours. An emergency is defined as a threat to the life or safety of apartment residents. For example, an electrical power failure affecting the entire apartment, broken window glass, no heat or lock malfunction.

Entry procedures

Because our maintenance staff responds to thousands of work orders annually, it is not possible to schedule work in advance. Work orders result from residents requesting non-emergency repairs when something breaks or malfunctions, as well as from inspections that occur when residents vacate or when new residents move in. As such, there may be work orders for your apartment that you have not requested and do not know about. Our maintenance staff is authorized to enter an apartment if the resident is not home when they arrive. However, they are trained to strictly observe an established procedure before entering an apartment. The procedure requires that they knock loudly at least three times, pause and listen for a response from inside the apartment, and then open the door slightly and call "maintenance" loudly, again waiting to hear a response. If they do not hear a response, they then enter the apartment. Therefore, we encourage residents to ensure privacy by using the security chain lock on their door when they are home.

Cleanliness and sanitation

You are expected to keep your apartment clean while you live in it. Dirt, garbage and excessive clutter should not be kept in the apartment nor should it be swept or placed out-of-doors or thrown in the stairwells or walkways. Dispose of trash immediately in the dumpsters at each apartment complex. If University staff has to remove trash or other items from outside your apartment, a fine will be assessed. You are expected to clean your apartment thoroughly at the time you move out. Failure to reasonably clean the apartment upon checkout will result in additional cleaning charges equally split among departing residents.

Stairwell and landing

The stairwells, landing, entries, walkways and other public areas should be kept free of trash, toys, garbage or miscellaneous items. Items stored in these areas block access and pose a safety hazard. Violators will be asked to remove such items immediately. You are responsible for the area outside your apartment and are asked to contribute to the community environment by keeping the grounds and surrounding common areas clean and free of litter. If University staff has to remove trash or other items from outside your apartment, a fine will be assessed.

Pest control

Inspection and treatment of each apartment is conducted every semester as part of a preventative pest control program, as well as an inspection prior to move-in. If pest problems develop in the apartment or public areas like stairwells, please notify Residence Life immediately. Participation in pest treatment controls and recommendations is mandatory.

We do not recommend bringing used furniture from yard sales or dumpsters into the apartment because they are more likely to spread pests, particularly bed bugs. If you suspect you have bed bugs on personal or University provided furniture, notify Residence Life immediately. You will receive a copy of the "Bed Bug Treatment Client Preparation" worksheet which contains all of the relevant information from our pest control contractor to prepare your apartment to be treated. If you are in a furnished apartment, do not throw away any university furniture prior to the contractor's arrival. The contractor will confirm whether or not the suspected insect is a bed bug. Any additional direction(s) the contractor provides should be followed closely and exercised promptly.

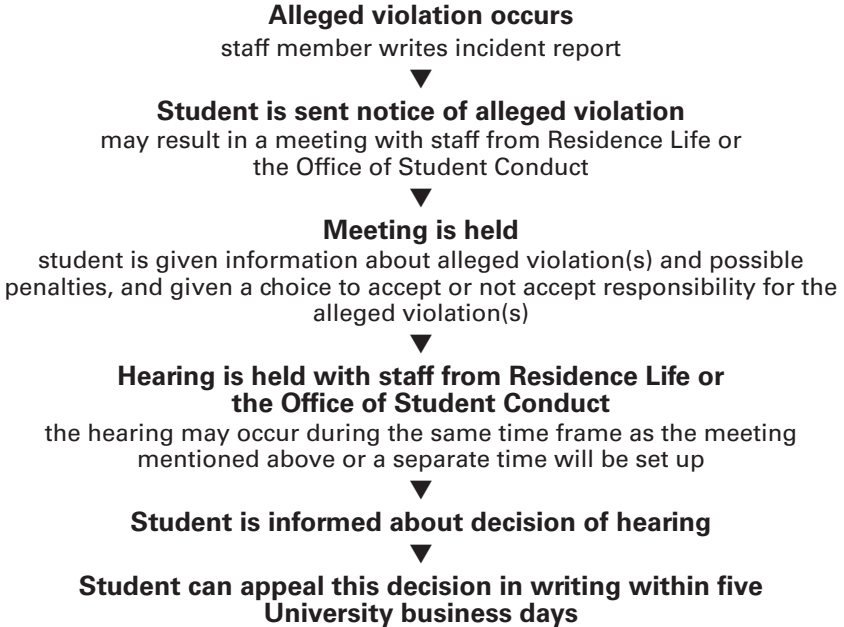


Student conduct process

University staff are not the only people that can hold students accountable for policies and procedures. Part of living in a community requires residents to take an active part and make sure the community is being respected. If you see a violation occurring, depending on the situation, you can try to address it (i.e. loud noise coming from a neighbor - go and ask them to quiet down, someone leaving their trash in the hallway - talk with the student about taking care of it properly, etc.). If you do not feel comfortable with addressing an issue or it is a situation you should not be dealing with, get a staff member to confront the issue. At any time, you can also put in writing a violation you see happening and turn that documentation into apartment staff.

A basic component of living on campus at Western Michigan University is that all students are responsible for their actions and that there are natural consequences for inappropriate behavior. Students will always have the opportunity to speak with a staff member from Residence Life or the Office of Student Conduct if an incident occurs. The Community Living Expectations policy book falls under the umbrella policies of the WMU Student Code. Students looking for further information on the conduct process should contact their resident manager or refer to the Student Code online at www.wmich.edu/conduct/code

Conduct process procedure



Alcohol (B2/B.22.1)

Conduct not permitted: Including but not limited to public intoxication, use, possession, manufacturing or distribution of alcoholic beverages except as expressly permitted by law and University regulations. (B2)

In addition, the following specifics are designed to support this policy in the apartments (B.22.1):

- Open containers of alcohol are not permitted outside student rooms or apartments. Drinking parties are not allowed anywhere in campus apartments.
- If a room is shared by those over and under 21 years old, it must be clear that the alcohol is being consumed only by those 21 years or older. Only one open container of alcohol per person of age is allowed.
- If both occupants of a room are under 21 years old, no alcohol may be consumed or possessed in that room, regardless of the age of the guest or visitor. This includes guests who are of age and live elsewhere in the residence halls.
- "Common sources of alcohol," whether full or empty, including kegs, trashcans, party balls or other large containers holding alcohol, are prohibited. Beer bongs are not permitted in the residence halls.
- Residents and guests violating the policy will be asked to dispose of the alcohol in the presence of a staff member.
- Intoxication is never an acceptable excuse for misconduct or for infringing upon the rights of others.
- Those of age to consume alcohol must do so with the room door closed. Any alcohol being transported by someone of age must be completely covered from open view and be taken directly to the resident's room.

Alcohol and other drug abuse (B.22.3)

Any apartment residents whose use of alcohol or other drug results in behavior that causes concern for other students or staff members may be referred for an assessment to the University Substance Abuse Clinic. Residents may be required to verify attendance or participation in University Substance Abuse Clinic programs.

Alcohol containers (B.22.2)

To avoid any misunderstandings of underage drinking, no alcoholic beverage containers (whether full or empty), may be displayed or in the possession of any student under 21 years of age. In apartments shared by those over and under 21 years old, empty containers are not allowed to be displayed in any common space (e.g. living room, kitchen, laundry room).

Bathrooms (B.22.17)

Students who live in a coed facility must respect fellow residents by always using the bathrooms specified for their sex. This also includes residents' guests.

Students who live in Spindler Hall and have guests of the opposite sex must have the guests use the bathrooms in the lobby that are designated for common use.

Dangerous materials (B.22.11)

Dangerous materials and chemicals such as gunpowder, fertilizer, Drano, laboratory chemicals, ammonia, ether, acid, fireworks, gasoline, lighter fluid, oil, kerosene, propane, charcoal, turpentine and other combustibles are not permitted. Motorcycles and other fuel-driven engines may not be placed or operated anywhere inside residential spaces or stairwells. Natural cut trees, branches or greens, other than potted plants, are prohibited in student rooms.

Downloading and/or sharing copyrighted materials (B.18.c/B.18.j)

You may not use your Internet connection to download or share copyrighted materials (files, programs, songs, videos/movies, etc.). If you do so, you are in violation of the Digital Millennium Copyright Act (DMCA). This policy is strongly enforced and could include losing your Internet connection. More information about Office of Information Technology policies is at www.wmich.edu/it/policies

Drug possession or use (B.6)

Use, possession, exchange, manufacturing or distribution of marijuana, heroin, narcotics, other controlled substances and paraphernalia, is not allowed except as expressly permitted by law.

The Michigan Medical Marijuana Act of 2008 (MMMA) act notwithstanding, WMU is subject to the Federal Drug-Free Workplace Act of 1988 and the Federal Drug-Free Schools and Communities Act amendment of 1989, both of which prohibit controlled substances on campus, including marijuana. **The use or possession of medical marijuana is not permitted within the residence halls or apartments.**

Marijuana odors from apartments will be reported to the Department of Public Safety.

Failure to comply (B.8)

Failure to comply with direction of University officials or law enforcement officers acting in performance of their duties (i.e. hall staff asks you to give them your ID and name, go back to your room, etc., and you do not do what they ask). University officials include, but are not limited to, hall directors, graduate assistant hall directors, resident managers and desk assistants.

Fire safety (B.9/B.22.8)

- a. Fire or safety equipment misuse – Tampering with or misuse of fire or any other safety equipment, or disregarding, circumventing or disabling any security or safety device or system. (B.9)
{or}
Fire – No student shall intentionally ignite or threaten to ignite any material or substance in or near the University facilities or grounds. (B.22.8.a)
The individual(s) involved may be prosecuted.
- b. Alarm sounding/drills – Fire drills are scheduled as required by state regulations and are conducted in each hall. Whenever an alarm sounds in any residence hall or apartment, persons living within are required to evacuate the building immediately. Re-entry into a building before an “all-clear” signal is prohibited. State law prohibits the use of elevators during a fire alarm. (B.22.8.b)
- c. Unapproved appliances – Possession or use of unapproved electrical appliances, such as hot plates or spider lamps, is a violation of the fire safety policy. For more details about approved and unapproved electrical appliances, see page 7. (B.22.8.c)
- d. Candles and incense – Possession of candles and incense, even if only for decoration purposes, are not permitted within the residence residence halls. (B.22.8.d)
- e. Smoking – Smoking is prohibited in all areas, including student rooms, restrooms, lounges, hallways, corridors, lobbies, entryways, dining rooms and stairwells. Smoking is not permitted near any building and must take place outside more than 100 feet from the residence halls. Hookahs are not permitted within campus apartments. (B.22.8.e)

Gambling (B.22.27)

Any form of gambling is prohibited. Violators may be subject to University, state or federal laws.

Guest and visitation policy (B.22.15)

Only persons listed on the lease/contract are allowed to reside in a campus apartment. No more than two guests per resident are allowed at any one time. Guests are not allowed to stay longer than two nights in a row unless the apartment director grants approval. Where applicable, hosts will incur costs for unapproved guests staying for an extended duration. Roommates who do not report an overnight guest staying longer than two nights may also be responsible for part of these costs.

When a resident serves as a host they are ultimately responsible for the behavior and any damage caused by the guest. Guests are expected to abide by all Community Living Expectations and the WMU Student Code. It is the host’s responsibility to communicate the established expectations to guests. Noncompliance by the guest is grounds for terminating the contract of the resident host. The guest may also be banned from visiting WMU

apartments. In addition, **the host must accompany guests at all times while in the complex.** Guests may visit only rooms/apartments to which they are specifically invited and only in the company of a host. All residents of the apartment shall agree to the visit.

WMU police and/or Residence Life reserve the right to make changes to the guest policy for safety and security purposes, which can include changing guest check-in procedures and protocol, limiting the number of guests a resident may have, banning all guests from an apartment, etc.

Health standards (B.22.19)

Students are required to comply with University health standards and local health codes. Residents are expected to maintain their apartment/rooms in an orderly and sanitary condition. Unhealthy living conditions include but are not limited to: rotting food, unclean bathroom facilities, odors, excessive garbage or clutter that has not been removed, etc. Trash removed from outside of your apartment by staff will result in documentation and could include a potential charge to your student account at a minimum rate of \$25.

Keys and security (B.22.21)

Providing safe and secure environments for living and learning are critical concerns at Western Michigan University. Students are expected to cooperate with the University in efforts to maintain a secure campus. As a community member, students are responsible for:

Securing doors by:

- Closing interior and exterior security doors and not propping or allowing them to be propped
- Using alarmed doors only when the fire alarm is sounding

Cooperating with apartment staff by:

- Entering the building through the authorized doors (in most cases, the front door) only
- Showing proper identification upon entering the building (when applicable)
- Ensuring that all non-residents register upon entering the building during designated times (when applicable)
- Not allowing those who you do not know and who are not a resident of your complex from entering the security doors

Trespassing by:

- Understanding that entry into any completely or partially closed apartment area is prohibited

Residents will be issued a room key and building key where applicable at check-in. Residents of Spindler and Western View will use an ID card access system to enter the building. All students are expected to lock their room door and carry their keys when they leave their room. Loaning keys or swipe cards to guests or leaving them unattended compromises the safety

measures provided and is therefore not permitted. Students who become locked out of their room more than one time per semester may be required to meet with the apartment director.

Posting (B.22.22)

WMU considers the entire exterior apartment entrance, wall surrounding the exterior door and hallway walls to be under the governance of Residence Life. Only postings by Residence Life staff may be placed in this space. Students may not decorate outside of their door.

There are bulletin boards on corridors throughout the complex maintained by residence halls staff to keep residents aware of Residence Life, University and community activities. Only authorized Residence Life personnel are permitted to post on corridor bulletin boards. Postings are not permitted on walls, windows or other non-bulletin board surfaces in public areas. If physical damage results from any posting or when labor time is required to remove postings, the sponsoring organization or individual will be billed.

Individuals wishing to advertise in campus apartments must have all flyers stamped "approved" by Residence Life. Bring an original flyer to the Residence Life office to be approved for distribution. If approved, Residence Life staff will distribute and post the flyers.

At no time may anything be posted on or placed under apartment doors, except for those authorized by Residence Life.

Quiet and courtesy hours (B.22.4)

You will share close quarters with many people in an apartment complex or residence hall. Consideration with regard to noise is vital to maintaining the quality of your environment. Noise created by an individual or group greatly affects other members of the community. Quiet hours for all apartments are in effect from 8 p.m. to 8 a.m., Sunday through Thursday and 10 p.m. to 8 a.m. on Friday (Saturday morning) and Saturday (Sunday morning). Each resident is responsible for keeping noise levels to a minimum at all times. During this period, all sound must be contained within a resident's apartment room. In addition, beginning with the Saturday night prior to finals week each academic semester, quiet hours are in effect 24-hours a day.

Courtesy hours are in effect 24-hours a day. If you encounter a noise problem during quiet or courtesy hours, you have the right and the responsibility to respectfully let others know that their activity is disruptive. If a disturbance persists, notify a staff member. The University expects residents to decrease the volume of any noise disturbing other residents when asked by either residents or staff.

The use of sound equipment such as stereos, subwoofers, televisions, etc. must not infringe upon the rights of others. Such equipment should never be played so loudly as to disturb other residents. At no time should amplified sound be directed out windows or room doors. Speakers and sound systems are not permitted in the windows. Students may be required to remove such equipment from the apartment.

Recreational equipment (B.22.7)

Bicycles, skateboards and inline skates are not to be used in apartments. In addition, students may not play basketball, football, hockey, frisbee or any other type of activity in the apartments that may injure others or damage property.

Registered offenders and criminal history (B.22.12)

If it comes to the attention of the University that an individual required by law to register as a sex offender or has a criminal history related to other crimes applies to reside, or is currently staying, in a University-owned residence hall or apartment, the Dean of Students or her/his designee will convene a University housing review committee to determine if the individual will be allowed to reside or continue to stay in University housing. The Dean of Students or her/his designee will determine membership of the committee. The individual shall be given an opportunity to provide information to the committee and may be requested to appear before this committee. The Housing Review Committee shall determine whether it is in the best interest of the University community that the individual be allowed to stay in University housing, and if so, under what conditions, if any.

If the committee concurs, by majority vote, that the individual will not be allowed to stay in University housing, the Dean of Students or her/his designee will notify the individual in writing. The decision of the committee will stand, unless the affected individual submits a written appeal within seven calendar days of the decision. Such appeal must include supportive reasons and shall be made in writing to the Vice President for Student Affairs/Dean of Students with a copy to the Office of the Vice President for Legal Affairs and General Counsel. If appealed, the Vice President for Student Affairs/Dean of Students will make a final determination as to whether the individual shall be allowed to reside or stay in University housing.

Solicitation and selling (B.22.26)

For the protection and privacy of residents and to prevent the interruption of studies, all forms of solicitation including but not limited to commercial transactions, political and social solicitation are prohibited in all areas of the residence halls. Apartment numbers and phone numbers may not be used or listed as a place of business.

Trash and littering (B.22.28)

Students are expected to take their trash to dumpsters provided outside their apartment building. Leaving trash, lofting materials, furniture, etc. in the hallways, stairwells, elevators and public areas is a violation of University policy. Littering inside or around the apartments is also a violation of University policy. Trash removed by staff will result in a documentation and could include a potential charge to your student account at a minimum rate of \$25.

Unauthorized use/destruction/defacing of property (B.17/B.22.18)

Attempted or actual removal of, use of, and damage to property of the University, property of another, or the removal of other personal or public property without proper authorization is prohibited. Leaving or placing unauthorized materials on University property or defacing University property is also prohibited. (B.17)

Residents are expected to exercise care in the use of the building and furnishings. They assume responsibility for supervising the care of the building, identifying offenders and notifying residence hall staff members or the Department of Public Safety when vandalism or damage occurs. When responsibility for public area damage cannot be determined, the financial amount to repair the damage may be charged back to all members of the community. This policy is designed to encourage resident pride and ownership for the community the student resides within, and to reduce the amount of damage that occurs. If a student is found responsible for destruction of University property through the student conduct process, restitution will be utilized as a sanction. (B.22.18)

Weapon possession or use (B.23)

The possession, use or storage of firearms, explosives, other lethal and non-lethal weapons, dangerous chemicals or compounds is prohibited on University owned or controlled premises and at University sponsored events without authorization from the appropriate University official. Using or possessing a weapon, even with proper authorization, in a manner that harms, threatens or causes fear in others, or is otherwise in violation of the Weapons on Campus Policy contained in the Registered Student Organization Handbook, is also prohibited. Weapons may include but are not limited to pellet guns, BB guns, airsoft guns, paint ball guns, nunchucks, throwing stars, bows and arrows, knives, firecrackers and ammunition. (B.23)

The only exception to this policy in the apartments is culinary knives used solely for cooking purposes. Residents taking a class or involved in a Resident Student Organization that involves using weapons such as ROTC and archery should talk to their instructor or the dean of the relevant college for a storage location for their weapon.

See the official weapons policy online at www.wmich.edu/housing/pdfs/WMU-weapons-policy.pdf

Windows and window screens (B.22.20)

For safety purposes, windows and screens must not be removed. To protect residents and maintain the environment, do not throw or drop anything out of an apartment window. No one is permitted to enter or exit a building via a window. Apartments have screens that are permanently secured in place, and a replacement charge will be assessed if the screens are removed. WMU personnel must do all re-installations.

Your apartment lease/contract

For all information listed below regarding the lease, see your official apartment lease kept in the Residence Life office located in Faunce Student Services building.

Maintaining eligibility

You remain eligible to reside in a WMU Apartment as long as you are enrolled in at least one credit hour fall and spring semester, or are a faculty or staff member employed by the University. If you do not meet these requirements, you are in violation of your lease and must request written permission to stay from the Residence Life office. Active enrollment is not required during the summer I and II sessions, however, you must be in active admission status at WMU. If you are a single occupant and wish to have a roommate or roommates, they must meet the eligibility requirements. Western View and Spindler Hall are allowed one person per bedroom. All other apartment capacities are set at a maximum of two people in a one-bedroom apartment and four people in a two-bedroom apartment.

Transferring apartments

To transfer to a different complex or type of apartment, you must complete a Transfer Request Form in the Residence Life office. Requests to transfer are only accepted for the following reasons:

- To move to a different size apartment
- To move from a furnished to an unfurnished unit
- To move to a different apartment complex
- For extenuating circumstances

Transfers are not permitted within Spindler Hall because all rooms have a similar layout and all are furnished. Assignments are made on a first-come, first-served basis, based on the date of application. Transfer applicants have priority over off-campus applicants. Families are assigned before single students, and families with children are given priority for two bedroom units over those without children. Western View residents are able to transfer to a different complex only after their contract has expired.

IMPORTANT NOTE:

The \$180 non-refundable cleaning fee is charged every time you transfer to a new apartment.

Roommate changes

(Elmwood, Goldsworth Valley and Stadium Drive only)

There are two general periods when roommates can be added or taken off an apartment lease – between semesters or at the end of each month. Forms for requesting roommate changes are available in the Residence Life office. All individuals affected by the change must sign the paperwork before it can be processed. This includes all departing, incoming or transferring residents from all apartments affected. Only one change is allowed per semester. There are often several weeks between semesters, but as long as even one person continues to live in the apartment during this time, full rent must be paid for that period. If one person moves out at the end of the lease and another does not move in until the beginning of the next semester, the remaining roommate(s) are responsible for the rent for the period between semesters. Leases for roommate changes, additions, or deletions are processed effective the first day of the new lease period or the beginning of the next semester. For example, if the lease ends December 11, the new lease would begin December 12. New roommates moving in from off-campus can be added on, provided their student account balance is current with all payments by their due date.

Early contract/lease termination

Western View residents are responsible for rent until their contract expires.

All other residents, if you wish to terminate your lease prematurely, forms from the Residence Life office must be completed prior to vacating. One of the following conditions must exist to terminate your lease:

- Academic dismissal
- Disciplinary suspension
- Withdrawal from WMU

In these cases you are responsible for rent for 30 days from the date you notify the Residence Life office in writing, or until the apartment is re-rented, whichever comes first.

When one roommate cancels his or her lease for one of the reasons listed above, the remaining roommate(s) are responsible for the total rent after the 30-day notification period.

Summer storage program

(Elmwood, Stadium Drive, Goldsworth Valley and Spindler Hall)

If you are planning to leave campus for the summer and return for the fall semester, you may want to consider storing your apartment at a greatly reduced rental rate. If you choose this option you must sign the current and fall lease, sign a storage agreement, pay the fees and turn in your keys when you leave. You will not have access to your apartment during the storage period, except for an emergency. Call the Residence Life office at (269) 387-2175 to find out current storage fees.

Paying your rent and late fees

After you move into your apartment (**Elmwood, Goldsworth Valley and Stadium Drive**), rent is due on the first day of every month, as is stated in your apartment lease in the following language:

“Rent is due the first day of every month and is considered late if it is not paid by the 5th (fifth) day of the month for which it applies.” If you fail to pay rent by the close of business on the fifth day of the month, a late rent fee of \$30 is charged. Single residents will see the \$30 late rent fee applied to their student account, and roommates will see the charge equally split among all occupants and applied to their student accounts.

Elmwood, Goldsworth Valley and Stadium Drive: The Joint and Several Liability clause in our lease agreement states: “If one or more persons sign this lease as tenant, their liability for any breach of this lease, without regard to which person caused the breach, shall be joint and several...”

This means that each roommate will be assessed an equal portion of the late fee unless all roommates have paid the rent in full. We understand obvious frustration experienced by a roommate who pays his or her rent on time but is charged a late fee because another roommate fails to pay rent on time. We see this same frustration when roommates are charged for damages another roommate may have caused in the apartment. The importance of the Joint and Several Liability clause is emphasized before you sign a lease agreement. We encourage the honest and complete conversations required among potential roommates before a lease agreement is signed, and we remain willing to assist with mediation in situations of roommate difficulties. However, all parties who sign a lease agreement enter a legal and binding relationship with Residence Life and with each other. We encourage our residents to communicate with each other in hope of building lasting and equitable relationships as roommates. **If you have roommate difficulties, we are available to listen and advise, as well as direct you to other resources available on campus.**

Direct payment methods

Rent is due on the first of each month. The recommended payment method is to go to Bronco Express in the Bernhard Center. At Bronco Express, please tell the cashier you are making your rent payment so your payment can be accurately applied to your WMU Apartment rent. If you utilize the web or telephone credit card methods of payment, you need to BE AWARE that neither of these methods is currently capable of direct-specific payment. Instead, payments made via the web or telephone automatically apply to all charges on a student account, beginning with the oldest and proceeding to the most recent. For example, if you have charges from tuition, parking services, Sindecuse Health Center or the like, although you may submit payment in the exact amount of rent due, the payment will be applied to all charges on your student account. By the time all older charges have been deducted, there may not be a sufficient amount left of your payment to cover your monthly rent in full, leaving you open to a late fee charge.

Moving-in

Apartments at WMU are available by lease dates that match semester dates for the academic calendar, except Western View. Due to the limited amount of time between semesters and the large number of people moving in and out, it is not possible to move in before your effective move-in date.

Spindler Hall MicroFridge rental

All microwave-refrigerator combination units are available for rental through www.bedloft.com. If you have any trouble navigating the website, please contact Bedloft directly at (866) 651-5638.

Necessary payments

A non-refundable cleaning fee (NRCF), in the amount of \$180 per apartment, must be paid before your lease is signed. If you share an apartment with another student, each of you will pay an equal portion of the total NRCF. In addition to the NRCF, the prorated portion of the first month's rent from the move-in date until the end of the month must also be paid at this time.

Moving permits – Stadium Drive

If you are moving into a Stadium Drive apartment, you may request a moving permit to drive inside the courtyard area for unloading large items. These permits are free and available at the Residence Life office. This is the only way and time you are allowed to drive vehicles inside the courtyard. You may notice the gate is open for maintenance or landscaping personnel at times. An open gate does not allow permission for your vehicle to be driven in the courtyard. Exercise extreme caution and drive very slowly! Children often play in the courtyard.

Move-in inspection checklist

When you move in, you will receive a move-in inspection checklist. It is in your best interest to be thorough when completing this form as it will be used to assess any damages at move-out time. You are responsible for returning your move-in checklist within seven days to the Residence Life office.



Moving-out

Giving advance notice at least 35 days before the date your lease expires, conducting a pre-vacate inspection with your resident manager, thoroughly cleaning your apartment and returning your apartment keys on the listed vacate date are the essential steps for properly vacating your Elmwood, Goldsworth Valley or Stadium Drive apartment.

Pre-vacate inspection

Your apartment requires an inspection to determine how much time is needed for painting, carpet replacement or any other long-term maintenance work required before your apartment can be reassigned to the next resident. Your resident manager will conduct this pre-vacate inspection. If you wish to be present during this inspection, you must contact your resident manager and schedule a time during that week. If you do not contact your resident manager, she or he will post a notice 24-hours prior to entering your apartment and complete the pre-vacate inspection according to his or her schedule. Even if you are unable to coordinate a time to be present for the pre-vacate inspection, you must contact your resident manager to arrange a time to meet before you are ready to move out. He or she can assist you with helpful guidelines as to what or how well you are expected to clean.

Damages

We strongly encourage you to check out in-person with your resident manager. During the final inspection of your apartment, the move-out checklist will be compared with the move-in checklist. The costs of repairs will be charged to your student account.

Cleaning

You are expected to clean your apartment thoroughly at the time you move out. Failure to reasonably clean the apartment upon checkout will result in additional cleaning charges equally split among departing residents.

Keys

You are considered to be in possession of your apartment and are responsible for rent and penalty fees until the keys are returned to either the Residence Life office, to your resident manager or the drop box outside of Faunce Student Services building.

Final inspection

Your resident manager completes the final inspection once your belongings are completely removed from your apartment and you are ready to turn in your keys. If you would like to be present for this final inspection, you will need to schedule an appointment at least one week in advance with your resident manager. Items left of value will be held for 30 days and, if not claimed, will either be disposed of or sold at auction. A fee may be assessed for removal of abandoned property.

Move-out cleaning guidelines

A cleaning and replacement price list can be provided upon request.

General

Tile floors:	Sweep and mop, scrape the edges and corners if there is wax or dirt build-up
Carpet floors:	Vacuum
Walls and ceilings:	Brush away cobwebs. Wash off scuffmarks and dirt. Patch and paint as needed to repair damage or numerous nail holes
Windows:	Wash off dirt, loose paint and mold from glass, sills and frame
Closet shelves:	Wash off dust, dirt and mildew

Furniture and window coverings

Blinds:	Wash both sides. It is easiest to take down and wash in the tub
Drapes:	Wash on cool setting. Hang to dry
Furniture:	Vacuum cloth/wipe off vinyl. Use furniture polish on wood furniture, including chair arms and drawers
Hide-a-bed:	Wipe off vinyl, including cover between cushions and mattress. Open bed and make sure mattress is free of loose dirt
Bed mattress:	Remove all loose dirt
Table and chairs:	Clean all surfaces, including edges and legs

Kitchen

Countertops:	Wipe free of dirt. Remove stains with baking soda
Cupboards and drawers:	Clean inside and out, including tracks. Remove contact paper if ripped or stained
Stove backsplash:	Remove grease
Sink faucet:	Use non-abrasive cleaner
Range hood and fan:	Remove dirt and grease with non-abrasive cleaner, paying particular attention to area under hood and around fan

Bathroom

Toilet:	Clean bowl with toilet bowl cleaner. Wash all outside surfaces
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Tub/sink/faucets:	Use non-abrasive cleaner
Medicine cabinet:	Wash all shelves and surfaces, including mirror
Shower walls:	Spray general cleaner and use nylon scrubber to remove soap film
Shower curtain:	Throw out

Miscellaneous

Main door:	Clean off marks, dirt and mildew
Heater cover:	(Stadium Drive only) Sweep and mop underneath
Baseboards:	Remove all dirt, scuffmarks and built up wax
Fire extinguisher:	Clean off grease
Recycling bin:	Clean off all surfaces

Stove (except Western View)

1. Pull the range from the wall, clean sides and back of range, and the floor and wall behind. If you have a gas stove, be careful not to pull the gas connection line loose when you move the stove.
2. Clean oven according to directions on oven cleaner container. Do not use oven cleaner on the stove.
3. Clean rings, drip pans and the area under the drip pans. On electric stoves, the elements tip up and pull out. The top tilts up to clean out the burners. Be sure the unit is turned off and is cool before removing elements. Do not immerse elements in water.
4. On gas stoves, take off the grates and the top of the stove, then lift out the burners. Soak the burners in hot detergent water. While they soak, clean the top of the stove and the area below the burners. Clean the burners with a brush or cloth. If the holes in the metal rings are stopped up, clean them with a fine wire or hairpin. Rinse the burners in hot water. Put in a 300° F oven to dry for fifteen minutes.

Refrigerator

1. Turn freezer and refrigerator controls to off and leave doors open while cleaning. Defrost and clean freezer section with baking soda and water. To speed the defrosting process put a large pan of hot water in the freezer and another pan under the freezer section to catch the water. Never use sharp or heavy objects or hair dryers to defrost the refrigerator. You may puncture the evaporator lines causing damage for which you will be charged.
2. Move refrigerator away from the wall and clean top and all sides with general purpose cleaner. Clean all refrigerator racks, shelves, inside and under the vegetable bins.
3. Wash and dry the inside and outside of the refrigerator making sure to remove any marks or stickers. Turn the controls back to medium setting. Do not leave the refrigerator turned off.

Information for families

Child supervision

You are responsible for the behavior of your children. Children are an integral part of our apartment community and their safety and well-being are of utmost importance. Children may not be left for any period of time without your supervision.

The Children's Place Learning Center

WMU Children's Place Learning Center is a child care center located on campus that serves the WMU and Kalamazoo communities. The Center provides care for toddler through school-age children. Children's Place activities meet the physical, emotional and creative needs of your children while providing a safe and secure environment.

2210 Wilbur Street, WMU
Kalamazoo, MI 49008
Phone: (269) 387-2277
Fax: (269) 387-2391
www.wmich.edu/childcare



Respect, Learning and Relationships

Public schools

If you have questions regarding the school your child will attend or bus pick-up information, please contact:

Kalamazoo Public Schools
Administration Building
1220 Howard Street
Kalamazoo, MI 49008
(269) 337-0100

Children of WMU Apartment residents attend the following schools:

Elmwood and Goldsworth Valley complexes

K-6 Woodward Elementary School, 606 Stuart
7-8 Hillside Jr. High School, 1941 Alamo
9-12 Kalamazoo Central High School, 2432 N. Drake

Stadium Drive complex

K-6 Woodward Elementary School, 606 Stuart
7-8 Maple Street Magnet School for the Arts, 922 W. Maple
9-12 Kalamazoo Central High School, 2432 N. Drake

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Important numbers to know

Bronco Express	(269) 387-6000
Dining Services	(269) 387-4844
Financial Aid	(269) 387-6000
Residence Life	(269) 387-4735
IT Help Desk	option 1, (269) 387-4357
Sindecuse Health Center	(269) 387-3287
University Counseling and Testing Center	(269) 387-1850
WMU Police	(269) 387-5555
Student Recreation Center	(269) 387-4732

It is the policy and commitment of Western Michigan University not to discriminate on the basis of race, sex, age, color, national origin, height, weight, marital status, sexual orientation, gender identity, religion, handicap or veteran status in its educational programs, activities, admissions or employment policies in accordance with Title IX of the 1972 Education Amendments, Executive Order 11246 as amended, Section 504 of the Rehabilitation Act of 1973, and all other pertinent state and federal regulations.