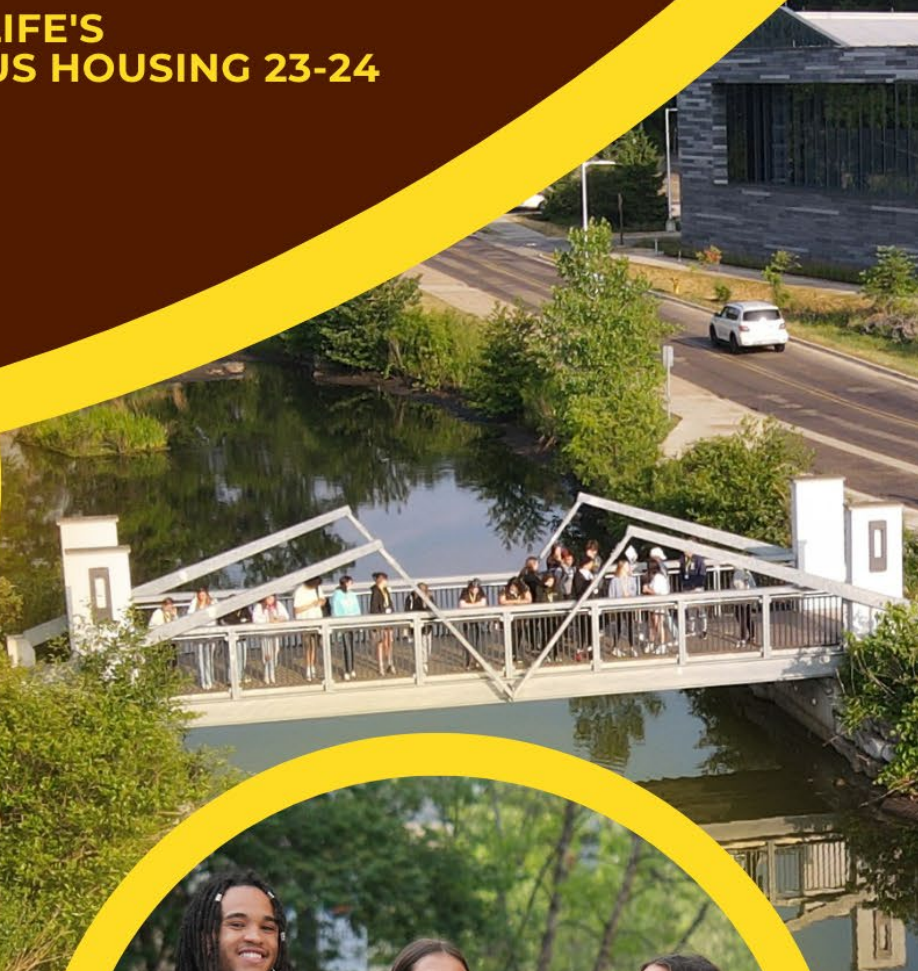


# COMMUNITY LIVING EXPECTATIONS



**HOUSING AND RESIDENCE LIFE'S  
HANDBOOK FOR ON-CAMPUS HOUSING 23-24**



## **HOUSING AND RESIDENCE LIFE**

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**HOURS:** Monday through Friday,  
9 a.m. to 5 p.m.





## We pledge to:

- Be invested in your individual success
- Assist in creating positive living and learning environments that facilitate academic achievement
- Provide programs and opportunities that enhance learning in and out of the classroom
- Be an accessible and knowledgeable resource for you about academic issues and classroom success strategies
- Bring academic resources and services into on campus housing such as tutoring and advising
- Ensure your residence life experience is a fundamental part of your success at Western Michigan University

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## Community Living Expectations (CLE)

### On-campus housing 2023-24 Policy Book

Residential living promotes individual and group responsibility through positive communities. The Community Living Expectations balance the rights of the individual and the rights of the community. In order to carry out its educational mission, the University aspires to create and maintain conditions that are both social and educational. With this in mind, housing staff developed the Community Living Expectations to help each student be academically and personally successful. All WMU on-campus 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 showing consideration for the facilities. All students residing in on-campus housing deserve to live in an environment free from harassment, intimidation or emotional distress. The information provided here specifies the community and behavioral standards that are expected, and also identifies the rights and responsibilities of residents.

In carrying out responsibilities as a student and a member of the on-campus community, it is essential that residents become familiar with, responsible for and abide by the WMU Student Code, as well as the Community Living Expectations.

Your contract/lease is the document that states the contractual obligations for you and the University; **the Housing and Residence Life Community Living Expectations handbook is a legally binding adjunct to your contract/lease.** You are equally responsible for complying with the policies, expectations and regulations printed in the Community Living Expectations as you are for those directly printed in the contract. By signing your housing contract/lease, you have agreed to make yourself aware of and abide by all on-campus housing policies and expectations, the WMU Student Code and all city, state and federal laws. A copy of the WMU Student Code may be obtained online at [wmich.edu/conduct/code](http://wmich.edu/conduct/code) from the Office of Student Conduct or from your hall office. Any questions about the Community Living Expectations may be directed to your hall director or the apartments complex coordinator.

**Please Note: If a student enters an area where a violation of policy is occurring, or a violation is initiated in an area where they are 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 their participation.**

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. Housing and Residence Life or the Office of Student Conduct reserve the right to move a student to another vacant space on campus, 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.

## Housing Staff

At WMU we have different types of live-in staff for every housing experience. Residence Life staff members are committed to providing the best possible living experience for all residents. Residents are encouraged to get to know the staff in the hall or apartment complex. Staff are valuable resources for information about the University and the many services available.

### Residence Hall Directors and Apartment Complex Coordinator

Residence Hall Directors (HDs) and the Assistant Director of Apartments (ADA) are full-time staff members who live in the on-campus facilities. Our HDs and ADA have obtained a master's degree in higher education, counseling or a related field prior to beginning their

position at WMU. The HDs and ADA provide leadership to intentionally and collaboratively create environments that positively influence student learning and development. All HDs hold office hours in their building or the Housing and Residence Life office. Note: The ADA holds office hours only in the Housing and Residence Life office.

*Specific responsibilities include:*

- Supervising the graduate assistant hall director and resident assistant/resident manager staff
- Oversee programming within the community
- Collaborate with others to ensure facilities are safe, secure and maintained
- Oversee and resolve student conduct issues
- Assist with conflict mediation with students
- Provide academic support initiatives, referrals and guidance to their residents
- Meet with students from the building that have questions, concerns or other needs

### Graduate Assistant Hall Directors

Graduate assistant hall directors (GAs) are paraprofessionals who live in the on-campus facilities. Most often our GAs are in the process of obtaining a master's degree in higher education, counseling or a related field while they are working in this position. The GAs assist in providing leadership to intentionally and collaboratively create environments that will positively influence student learning and development. Each GA holds office hours in the office in their building or in the Housing and Residence Life office, located in the Faunce Student Services Building.

*Specific responsibilities include:*

- Advise the leadership council for the building
- Oversee the front desk operations including hiring student staff
- Assist with programming within the community
- Provide academic support initiatives, referrals and guidance to their residents
- Meet with students from the building that have questions, concerns or other needs
- Collaborate with the hall director to maintain a safe, secure, and healthy living environment
- Assist with conflict mediation among students within the building

### Resident Assistants

Resident Assistants (RAs) are part-time student staff members who live on the floors of the residence halls. One of their major roles is to create and maintain an environment that promotes the academic and personal success of residents.



*Specific responsibilities include:*

- Maintain visibility and availability on the floor as a resource to students in their community
- Serve as a mentor and role model to students
- Provide programming that meets the needs of students and will assist in community development and growth
- Meet with students from the floor that have questions, concerns or other needs
- Collaborate with the hall director and graduate assistant to maintain a safe, secure, and healthy living environment
- Assist with conflict mediation with students on the floor
- Address student conduct issues on their floor and in the hall

**Resident Manager**

Each apartment complex has a resident manager(s) who oversees activity within the complex and often act as a liaison between the residents and Housing 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 a voicemail service, and you can leave a message at the posted telephone number. In complexes where there is more than one resident manager, any of the staff can assist you.

*Specific responsibilities include:*

- Assist with questions about the complex, university, and/or the Kalamazoo community
- Provide programming that meets the needs of students and will assist in community development and growth
- Meet with students from the complex to assist with conflict mediation or other concerns of the community
- Serve as a mentor and role model to students

**Please visit our website at: [wmich.edu/housing/new-students](http://wmich.edu/housing/new-students) for comprehensive information you need to know about your new home.**

## Roommate Relationships

An important part of college is learning to get along with others and developing an awareness of and appreciation for other lifestyles and values. One of the first opportunities you will have to establish close relationships with others and learn about living in a community is when you move into your room. This information is designed to assist you in building a positive relationship with your roommate(s). Having a positive relationship with your roommate(s) depends on each being willing to make an honest attempt to get to know each other. When students are placed together in on campus housing, they must prepare for this new experience with an open mind and an appreciation for those differences that exist in each person's background.



The quality of roommate relationships is related to the communication between roommates. Positive experiences are had by roommates who clearly understand each other's expectations, openly communicate with each other and verbalize each other's thoughts as well as feelings about living together. During all of your discussions with your roommate(s), listen carefully. Try to be unconditionally accepting of what you hear, even though you may disagree. When roommates are accepting, both individuals will feel free to express things honestly. *Key points to remember in establishing a positive relationship are listed below:*

- Spend time getting to know each other
- Be willing to listen and speak openly
- Try to understand rather than evaluate or judge
- Be receptive to different ways of life and different values
- Be willing to make compromises
- Be aware of assumptions and try to get the facts

### A Guide to Handling Conflict:

#### Do

- Address the problem immediately
- Be clear and specific about how YOU see the issue
- Listen carefully to your roommate's thoughts
- Discuss only the CURRENT issue
- Assume your roommate doesn't know that something is bothering you. You need to tell them
- Keep it between your roommate and you
- Look for a solution to the problem together and generate a list of options to pick from
- Be willing to renegotiate the agreement later as needed
- Help create a situation where both you and your roommate can win
- Talk to your RA, RM, GA, or HD

#### Don't

- Wait to address the problem; it will only get bigger
- Involve residents from the floor or greater community in roommate issues
- Bring up past problems with the roommate
- Dictate a solution to your roommate
- Create a situation where only one of you can win and the other loses



Your enjoyment of life in on-campus housing will depend, to a large extent, on the thoughtful consideration you and your roommate(s) demonstrate for each other. Remember, living in a community environment means accepting responsibility for the welfare of others. As a roommate, it is your responsibility to follow the “roommate responsibilities” outlined below.

### **Roommate Responsibilities**

- Be respectful of your roommate’s right to read, study and sleep and are free from undue interference from noise, guests and other distractions. Unreasonable noise and other disturbances inhibit the exercise of this right.
- Ask permission before borrowing or using any of your roommate’s possessions such as a computer, clothes or food.
- Receive permission from roommate(s) before inviting guests to stay overnight. See guest and visitation policy on page 26.
- Keep your living environment clean.
- Allow your roommate(s) free access to the rooms, apartment common spaces, and facilities without pressure.
- Respect your roommate’s right to personal privacy.
- Make sure your guests do not violate/invoke your roommate’s rights.
- Talk to your roommate(s) when something is bothering you.
- Listen to your roommate(s) if there is a problem and try to resolve it.
- Bring unresolved problems to the attention of the residence hall or apartment staff after you have talked with your roommate(s).
- Respect your roommate’s right to be free from fear of intimidation, physical and emotional harm. Violations will result in disciplinary action.
- Treat your roommate(s) as equals: do not give orders, make unreasonable demands or expect favors





# Occupancy

## Residence Hall Information:

### Recess Periods

Students must vacate their hall by the closing date of each academic period. You are responsible for making other arrangements for the period between semesters. Students returning for the spring semester may leave personal belongings in their room during the recess period; however, rooms will not be accessible.

The University reserves the right to make safety checks, inspect, maintain and make repairs in all university owned spaces, and replace damaged or obsolete furniture at any time, including recess periods.

The residence halls remain open during fall, Thanksgiving and spring breaks, but services may be limited. Dining Services are consolidated or open limited hours during these times because of the small number of residents who remain on campus.

### Move-In and Move-Out dates and times (subject to change; [wmich.edu/housing/info/calendar](http://wmich.edu/housing/info/calendar))

Fall 2023		Spring 2024	
August 27	Halls open, 9 a.m.	January 6	Halls open, 10 a.m.
December 15	Halls close, 7 p.m.	April 26	Halls close, 7 p.m.
Fall, Thanksgiving, and spring breaks – halls remain open with reduced services			

Students who are academically dismissed or cancel their contracts during a semester recess period may claim their personal belongings when the halls reopen for the new term.

Any residents found violating quiet hours or exhibiting other disruptive behavior during finals week may be required to vacate the halls within 24 hours (or less, per the discretion of Residence Life) after completing their last final exam.

### Changing Rooms

Changing rooms or halls may be possible as space permits. Transfers are arranged through and approved by the hall directors, not the Residence Life office. Prior approval from the hall director is required for all room changes. Failure to obtain prior approval could be considered a policy violation. There are designated periods at the beginning and end of each semester when changing rooms is prohibited.

### Room Consolidation

Students periodically find themselves in a room with no roommate or in a three or four-person room with one or more open spaces. To be fair to all residents, the University may require the student to participate in a consolidation process. The rooms that become vacant through the consolidation are available for people preferring a single room or to permit two persons in different rooms to move in together.

*The consolidation process requires a student to do one of the following:*

#### **Be ready for a roommate to move in at any time during the academic year**

Having an open space in your room means a new roommate can be assigned to your room at any time without prior notice. You must keep the extra bed, desk and some dresser drawers clear so that a new roommate will have space to put belongings. It is critical to help your new roommate feel welcome. If the room is not ready for a roommate to move in or if you exhibit behavior considered unwelcoming to the new resident, it may result in conduct charges and your student account being charged for the single room.

#### **Elect to change your room to a Super Single (excluding Western Heights)**

If you would rather keep your room to yourself, you can opt to change your room to a single room. There is an additional cost for a single room. You can review the rates at [wmich.edu/housing/info/rates](http://wmich.edu/housing/info/rates). To change to a single room, stop by your hall office to fill out paperwork. If you do not let Residence Life know, we will assume you are requesting a roommate be assigned to your room.

### **On-Campus Apartment Information:**

#### **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.

#### **Transferring Apartments**

Transfers to different apartments within the same complex are allowed to the best of our ability based on availability and the University calendar. Transferring during a contract term is not allowed and is only ever made available at the end of the contract term. Please check the WMU Housing Portal for transfer availability. Please note that you will be required to pay a non-refundable cleaning fee of \$150 for Western View, Stadium Drive, and Arcadia Flats transfers, and \$90 for a Spindler Hall transfer.

#### **Maintaining Eligibility**

##### **Stadium Drive, Spindler Hall**

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. If you do not meet these requirements, you are in violation of your contract 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.

##### **Western View, Arcadia Flats**

You must be enrolled a minimum of one credit hour at the beginning of your contract, but there are no credit hour minimums for the rest of the contract term.

#### **Check-in Process**

Apartment check-in takes place in the Residence Life office during normal business hours unless otherwise specified. During check-in, you will receive your keys and access to an online inspection checklist. This checklist should be completed online no more than 7 days after check-in. This inspection checklist may be used during the check-out process to assign damage responsibility. Any apartment condition issues should be reflected on the inspection checklist, and you also need to submit a ticket to Bronco Fix-it to resolve mechanical/maintenance issues.

#### **Check-out Process**

Roommates are expected to collaborate to ensure that all apartment common spaces are clean, empty, and returned to a similar condition as the beginning of occupancy. All room(s) must be returned to a condition and safety level comparable to that which existed at the beginning of occupancy; reasonable wear and tear is expected. Residents must return equipment, such as MicroFridges, that have been rented from the University. Residents will be held responsible for and reimburse the University for all damage to their room or furniture. Residents failing to check out properly will be charged \$25 each.

Keys must be returned to the Housing and Residence Life office, or the key drop box located at the front of the Faunce Student Services Building. Unreturned keys will be voided, and new keys and cores prepared. Key charges will be billed to the resident.

### **Final Inspection**

Your resident manager completes the final inspection once your belongings are completely removed from your apartment and you have turned 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. A fee may be assessed for removal of abandoned property or trash.

### **General Occupancy Policy**

#### **Entering Rooms**

In accordance with our educational mission, the University aspires to maintain a healthy and safe environment, as well as respect and preserve your right of privacy. The University, however, reserves the right to make periodic administrative inspections of residence hall rooms and apartments (whether or not the residents of the unit are present) whenever:

- There is a reasonable cause to believe established health or safety regulations are being violated
- There is a threat to the safety or well-being of the room's occupants or other residents
- There is reason to believe the occupants of the room are violating a University rule or regulation, or state or federal law
- There is reason to believe that there is imminent hazard to the property, and removing any hazard discovered
- Disruptive noise violates an individual's need to sleep, study, read, etc.
- To address any needed maintenance repairs or concerns
- There is a question about contractual status

Housing and Residence Life staff will check each room during the recess periods to ensure that no safety hazards exist. Monthly safety checks are also conducted in the WMU Apartments. If a staff member should notice, in plain sight, evidence of a violation of federal, state or local laws, or a violation of University rules and regulations, the staff member will file a report with the hall director, apartment complex coordinator, the Office of Student Conduct or WMU police.

### **Keys**

You are expected to cooperate with the University in efforts to maintain a safe and secure campus. Safety starts with you. In the Residence Halls, you will be issued a room key when you check in. In the Apartments, you will receive a unit key and a room key (for multi-bedroom units) and a mailbox key. Those keys are an integral part of the apartment and hall security system; therefore, you are responsible for carrying your keys at all times. Residence Life strongly recommends locking your room door at all times. If you lose your keys, you will be responsible for all charges associated with replacing your keys, the keys for your roommate(s), and key cores for your room and mailbox. Current charges for replacing lost keys are \$6 for each room key and \$25 for each security key. The charge for a core replacement is \$30 per core. All fees are subject to change and will be billed to your student account. If you have lost your keys, please contact the Residence Life office (for apartments residents) or your hall director (for the residence halls) immediately. Keys are returned to the hall at the end of the contract term. Residents who do not return keys will pay key and core replacement costs.

### **Mail Forwarding**

All mail is delivered by the U.S. Postal Service and any concerns should be reported directly to them.

#### **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. It is up to you to log on to GoWMU and update your address
- Mail only gets forwarded from your old address for one year (moved from below)

#### **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 without a forwarding address will be marked "Return to Sender"



## Services and Information

### Front Desks (Residence Halls and Spindler Hall)

In the lobby of your hall, there are front desk receptionists available to greet visitors and answer any questions you may have. *Desk services include, but are not limited to:*

- Equipment check-out such as vacuums, games and sporting equipment
- Sending and receiving mail
- After-hours emergency maintenance assistance

The desk is open evenings and weekends. When the desk is closed, the hall office or staff on duty will be able to assist you. Spindler Hall Desk is open Monday-Friday from 10 a.m.- 6 p.m. with the exception of holidays and recesses.

### Residence Hall Office

Open from 9 a.m. to 5 p.m. Monday through Friday, the hall office assists with questions, maintenance concerns and scheduling appointments with hall staff. The hall office is also where you can find the hall director.

### WMU Apartments Office

Resident Managers, Graduate Hall Director and the Apartment Complex Coordinator hold office hours in the main Residence Life office, located in the Faunce Student Services Building. Please contact them directly for availability.

### Public Space

- Public spaces in the residence hall are reserved for students of that hall. Residents may reserve public space in the hall by contacting the hall director.
- Outside groups or individuals are not allowed to use residence hall spaces.
- The Western View Community Center is for Western View residents and official WMU use only. Questions regarding use of the space should be directed to the Apartment Complex Coordinator.

### Student Rooms

- Your room is furnished with beds, mattresses, desks, desk chairs, blinds, dressers, and ceiling lights. You may arrange the furniture in your room according to your preference.
- The furniture in your room is your responsibility, and trading furniture with other rooms or storing furniture outside the room is not allowed. If you choose not to build a loft, bed ends must be stored in your room.
- All personal items must be contained and stored within the student's room. Items left in public areas (ex. hallway, study lounge, community bathrooms, etc.) are subject to disposal.
- Public area furniture is for the use of all residents and therefore should not be placed in individual student rooms.
- Students are not permitted to bring their own mattress for use in their room. Waterbeds and other water-filled furniture are not permitted in residence halls. No lofts may block windows, and no furniture may block the entry to a room.
- The University reserves the right to change furniture or discontinue items as needed.

Note: Students living in suite style rooms may not combine rooms to create a living area and sleeping area (no more than two beds per room). No subletting is permitted. In addition, you are prohibited from mounting televisions to the walls of the room.

### Contact Paper

The use of contact paper in your room or on the interior or exterior of your door, on furniture or on floors is not permitted.

## Lofts

- All halls have loft kits provided in student rooms to loft the bed. Lofts may not be fastened to the building walls, floors or ceilings, nor may light fixtures, switches or residence hall furniture be moved or altered to accommodate a loft.
- Lofts cannot be placed in front of the window or doorway. Note: WMU Apartments do not have the option for lofted beds.

## Lock Out Process

### Residence Halls

Keeping the halls 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 to use their keys responsibly and to help keep the building secure, the following schedule of charges applies for lockouts.

*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 of your room, you may go to the hall office or front desk and ask to be let into your room. If a staff member is addressing another issue in the building, you may have to wait for a staff member to become available or for your roommate to return. Students must confirm their residency in that specific room either through showing their ID or verification of personal information. In addition, students must show their keys to a staff member when let into their room or the locks will be changed, and appropriate charges applied.

### WMU Apartments

If you are locked out during normal business hours, call your resident manager. If that individual 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.

Note: If you leave your items in someone else's room, you will not be given access to that room. You will have to wait for a resident of that room to return.

### 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.

For all residence halls, Stadium Drive, Arcadia Flats, and Spindler Hall, rent includes all utilities except long-distance phone and Internet services. Utilities include heat, garbage service, electricity and water.

### Vendors

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

### Internet Access

Wireless Internet access is available in all housing public areas and student rooms. In addition, all rooms 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 <https://go.wmich.edu/s/article/Connect-to-WMU-ResNet-5-GHz-Wireless> and <https://wmich.edu/it/movein> for more information.

### **Laundry**

Laundry is free for on-campus residents. If a problem occurs with one of the machines and the failure is a not an emergency, submit a service request via the CSC Serviceworks App or online at <https://www.cscsw.com/request-service/>.

### **Vending**

Vending machines are located in centralized areas in your building. Report broken vending machines and any refund requests you may have by calling (269) 387-2200.

### **Automobiles on Campus**

Parking regulations change on a yearly basis. You are encouraged to contact WMU Parking Services for current parking regulations. If you have guests visit, they must use metered spaces or obtain a parking permit valid for a limited time from WMU Parking Services, (269) 387-4609. The car registration, your guest's driver's license and your WMU Bronco Card will be needed when the permit is issued. You may be assessed a fee or towed at your expense if you do not remove your car from parking lots during periods of snow removal or painting. You are solely responsible for any loss, theft or damage done to your vehicle.

### **Bicycles on Campus**

If you choose to bring a bicycle to campus you should chain your bicycle to the bike racks provided by the University. Do not chain them to stairwells, trees, corridors, public areas or porches. Doing so might result in their removal. You are encouraged to register your bicycle with the Department of Public Safety. The Department of Public Safety will confiscate bicycles not removed at the end of each spring semester.

### **WMU Bronco Card**

Your WMU Bronco Card is issued for your use only, and you will use this card for as long as you are enrolled at Western Michigan University. Your card may not be transferred to another person. Your card may be replaced at Parking Services. A fee will be charged for replacing a lost, stolen, or damaged card.



## Health and 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 halls, 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.

### General Tips

- Keep your doors locked! A common campus crime is theft, and *most thefts are “crimes of opportunity”* occurring when an easy opportunity is provided for theft.
- Always take your keys with you whenever you leave your room. Lock your doors even if you are just going down the hallway for a moment.
- Lock your door while you are IN your room whenever you are not able to observe someone entering through an unlocked door, such as when you are sleeping.
- The door viewing hole should be used before opening a student room door. If a person is unknown or unexpected, the resident should ask the purpose of the visit.
- If you live on the ground floor or roof level of a residence hall, you will receive a wooden rod to place in the window tracking to prevent the window from being opened from the outside.
- Books, book bags or other possessions should not be left unattended in public areas.
- Never let someone into a residence hall or apartment if you do not know them, even if they say they are visiting.
- Never sign someone into the residence hall you don't know.
- Unescorted individuals, including solicitors, should be reported to hall staff.
- Do not prop doors open. Propped doors invite entry by nonresidents and possible criminals. If you see a propped door, close it!
- Do not hold the doors open for people following in behind you. Being polite is appreciated, but politeness does not always equal safety.
- Report anyone tampering with the security doors or electronic security systems.
- Notify Housing and Residence Life staff of any security doors that are damaged or not closing.
- Help your friends! Be a good neighbor and immediately call hall staff or the Department of Public Safety if you observe a suspicious person or activity.
- Follow all Community Living Expectations policies and procedures and the WMU Student Code.

### Weapons

Weapons are not allowed on any WMU property, which includes all WMU residence halls and apartments. See the WMU official weapons policy online at [wmich.edu/policies/weapons-on-campus](http://wmich.edu/policies/weapons-on-campus), or on page 28 of the CLE.

### Cameras

Camera systems are in use in all common spaces in the residence halls and apartments. These recordings may be utilized by WMU personnel, including the Housing and Residence Life office and WMU Department of Public Safety, in the performance of their duties. Residents and guests may be located on these recordings as they move throughout the building.

### **Activity Liability**

Throughout the year there will be opportunities to participate in a variety of extracurricular activities and events sponsored by Housing and Residence Life. These include but are not limited to Residence Life facilities and equipment, educational, recreational and social activities, and programs that occur in on-campus housing, and on or off Western Michigan University's campus; consuming or participating in preparing food and beverages; and travel to and from and participation in events, conferences and other activities on and off campus. You recognize that your participation in such extracurricular activities may involve physical exertion or actions or omissions which could cause or result in injuries or health problems; contact with a variety of individuals, including non-University persons; risk of loss or damage to property; inconvenience and discomfort; exposure to circumstances and presence in locations with no supervision or protection; and other risks inherent in the particular activity or event in which you may be participating. In consideration of being permitted to utilize these facilities and equipment, and to participate in the activities and events available to our students, signing the housing contract means that:

- You understand the above risks may occur and you assume all risks inherent in and which arise from your participation in travel, activity and connected activities and other consequences or events that occur in conjunction with such extracurricular events.
- To the fullest extent permitted on behalf of you and your heirs, intentionally release and waive any and all claims of whatsoever kind or nature against Western Michigan University, its Board, president, officers, employees, advisors, agents and representatives which may arise out of your participation in these activities and events, including, but not limited to, acts, omissions or negligence of other students, advisors and other individuals or organization except for the University's gross negligence or willful and want on misconduct.
- You further agree to be responsible for your own safety, well-being and conduct, and that neither Western Michigan University, its Board, president, officers, employees, agents or representatives will be liable or responsible if you suffer personal injury, death or other damages or losses, except if caused by their gross negligence or willful misconduct.
- You also understand and agree you are solely responsible and assume all risk for damage, loss or theft of personal belongings (equipment, cameras, keys, jewelry, clothes, etc.) brought with you when participating in and traveling to and from such activities or events. Western Michigan University is not responsible for these personal items, and they are not covered by Western Michigan University's insurance coverage.
- You also authorize being taken to a medical facility for treatment in the event of an emergency and consent to emergency medical treatment being administered to you in the event you are unable (or your parent or guardian, if applicable, cannot be reached) to authorize such treatment.
- You recognize that you may appear in photographs, videos, recordings, motion pictures and other records of the extracurricular activities or events in which you participate, and you consent to Western Michigan University using, at its discretion, such photographs, videos, motion pictures, recordings and any other recordings in which you may appear, unless you inform the photographer that you do not wish to be filmed. You also understand that WMU cannot control filming between students.

### **Needle Disposal**

WMU strives to protect students and staff from safety and health hazards. In order to reduce the risk of transmission of blood-borne pathogens, SHARPS containers for the safe disposal of medicinal needles will be provided to you if you are required to administer self-injected drugs. Check with Environmental Safety and Emergency Management (269) 387-5590 for information on obtaining and disposing of SHARPS containers.

### **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 Facilities Management (269-387-8514) promptly.

### **Insurance**

The University is not liable for any loss, theft or damage to you or your guest's personal property. 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.

### Campus is Tobacco-Free

The use of tobacco products is not permitted indoors or outdoors on any University property. Tobacco products are defined to include the following: cigarettes, electronic-cigarettes, cigars, bidis, snuff, snus, water pipes, pipes, hookahs, chew and any other non-combustible tobacco products. Hookahs are not permitted within the residence halls or apartments. The use of tobacco products is only permitted in enclosed personal vehicles.

### Electrical Appliances

All electrical equipment you use in the residence halls and apartments must have an approved UL rating. Appliances or equipment may not be directly wired to your room. See the descriptions below for the information about approved and unapproved appliances.

### Air Conditioners

Air conditioners are not permitted at Spindler Hall or the residence halls. Air conditioning is provided in Arcadia Flats, and in the Western Heights and Western View complexes. Residents of Stadium Drive Apartments may use your own window air conditioner subject to safety and size restrictions. For safety reasons, University maintenance personnel must install and remove all air conditioners. A Bronco Fix It request must be submitted for both installation and removal of window air conditioner units in these areas. 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.

#### 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.

### Approved Electrical Equipment

- A maximum of two surge protectors/power strips are allowed per room. Linking multiple surge protectors/power strips is prohibited.
- Appliances equipped with an auto shut-off feature and fully enclosed heating elements are approved.
- Small microwaves and refrigerators are allowed if they use less than 1.5 amps of electric current. MicroFridges, a combination refrigerator, freezer, and microwave unit, are available for rent. One can be reserved by following "MicroFridge" from the Residence Life website at [wmich.edu/housing/vendors](http://wmich.edu/housing/vendors).

### Unapproved Electrical Equipment

- Appliances with exposed heating elements or no automatic shut-off pose a safety hazard and therefore are not allowed in the halls.
- If any of these items are found in a resident's room, for the safety of all residents, hall staff will confiscate the item and keep it in storage until the resident can take the prohibited item home.

Common examples include, but are not limited to ...

Approved Appliances	Unapproved for Res Halls only (Approved for WMU Apartments)	Unapproved Appliances (for residence halls and apartments)
Surge protectors	Toasters/toaster ovens	Wax warmers/melters (ex. Scentsy)
Desk lamps	Traditional coffee pots	Lava lamps
Clothes iron	Sandwich makers	Spider lamps (with plastic shades)
Curling iron/Flat iron	"George Foreman"-style grills	Halogen lamps
Window fans	Induction cook tops	Space heaters
Hair dryers	Electric woks/cookware	Air conditioners
"Keurig"-style coffee pots	Hot plates/Mug warmers	Fog machines
Crock pots		Hoverboard"-style scooters



Housing and Residence Life Community Living Expectations 2023-24

Electric rice cookers		Air fryers
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## Emergency Procedures

### Fire safety and related equipment

Fire prevention is of critical importance in an on-campus housing environment because so many lives could be endangered by accidents or careless actions. As a responsible member of the University community, you should become familiar with and abide by evacuation procedures to follow in the event of a fire. Refer to the evacuation guide located on the back of your main door. Routine fire evacuation drills are held each semester.

- Smoke detectors are in every room. 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. Report low batteries to the hall office or enter a Bronco Fix-It.
- Do not disconnect the smoke detector, for in doing so you put the lives and homes of you and your neighbors at risk. A charge will be assessed to repair or replace the smoke detector.
- No personal items are permitted to hang from the fire safety equipment, including the sprinkler lines.
- Fire extinguishers and pull stations are in each hallway, and in each apartment with a kitchen. Pull stations will activate the building-wide alarm system.

## Fire Prevention

### Candles are not allowed in the halls or apartments

- You may not possess lit or unlit candles, incense sticks or any items with an open flame. Candles are not allowed in the residence halls or apartments even as decorations.

### Obstruction and Fire Hazards

- Do not pile anything on radiators. Do not keep trash near heat. Keep waste baskets empty and keep exits clear of possessions and trash.

### Use Approved Appliances According to Instructions

- Don't leave heat-producing appliances unattended. Unplug them when not in use and allow appliances to cool before storing.
- Do not cover ventilation openings on TVs, computers, or electrical equipment.
- Appliances should be used only with proper extension cords.
- Unplug appliances before leaving for vacations.
- Don't overload circuits by plugging too many appliances into one outlet. If you need more outlets, we recommend that you purchase a multi-outlet strip with a circuit breaker. Each room is limited to two multi-outlet strips.
- Make sure you only have approved appliances in your room. For a list of approved and unapproved appliances, please see page 17.

### How To Survive a Fire

**Check the exits** - Learning to survive a fire begins right after you check in. When you get to your room, take a few minutes to identify possible routes of escape. Walk down the hall and locate all the exits. Remember that few people are burned to death in fires. Most people die from smoke inhalation, poisonous gases, and panic. Panic is usually the result of not knowing what to do. If you have an escape plan and adapt it to the emergency, you can greatly increase your chances for survival (moved)

Remember, never use the elevator during a fire. If EXIT lights are out, please report the location to Residence Life staff.

**Check your room** - It is important to know the layout of your room because if smoke in the hallway cuts off your escape, you may have to stay in your room. Many people have lived through fires by remaining in their room, which protects them against smoke and other harmful gases while they wait for rescue.

Always know where your keys are so you can find them easily. You will need to return to your room if smoke or fire blocks your exit. Try the windows to make sure they open. Look out the window to see what is outside. You may be only a few feet from the ground and can exit this way if the hallway becomes blocked by smoke and fire.

#### **If an alarm sound (list)**

- 1) Immediately grab your keys, shoes and a coat then head for the door. If you don't know where they are, don't spend time looking for them. It could delay you being able to leave your room safely. If there is smoke in your room, roll out of bed and stay close to the floor. Remember, smoke and lethal gases rise.
- 2) Feel the door with the back of your hand. If the doorknob is hot, don't open it. If the door is not hot, open it slowly and be ready to slam it shut if smoke or flames rush in.
- 3) Check the hall. If it is clear, close and lock your door behind you to protect your belongings and walk to the nearest exit. If there is any smoke in the hallway stay in your room. Remember: never use an elevator during a fire.
- 4) Take the stairs down to the ground level. Fire generates heat, smoke and panic. Make sure you hold onto the handrail when exiting.
- 5) Once you have exited the building, please go to the re-assembly area, let the hall staff know you are there, and then follow the directions of the hall staff and or University officials. Never reenter the building until instructed by the Fire Department and the Department of Public Safety.

#### **If Your Room Door Is Hot**

If your room door is hot, do not panic. You can stay in your room and still survive a fire. Crack open windows to vent the room if there is any smoke.

Let someone know you are in the room. If your phone works, call for help. Hang a bed sheet out the window to signal fire fighters, but don't try to climb down. If water is available, wet towels and sheets. Place them around the doors if smoke is seeping in.

Get fresh air. Make a tent over your head with a blanket at a slightly opened window to get fresh air. If windows do not open, you may have to break one out with a chair or heavy object. If heat and flames are rising outside the window from a lower level, don't breathe in the smoke-laden air or open the window.

#### **If Clothing Catches Fire**

Don't run – STOP, DROP to the floor and ROLL out the fire. If someone else is on fire, drop them and roll them on the ground, or use a rug, coat or blanket to smother the flames. Cool a minor burn with cool water. Get prompt medical attention if the burn is severe.

#### **If A Fire Begins in Your Room**

Leave your room immediately and close the door behind you to keep smoke and flames out of the corridor. Then, sound the fire alarm. Fire alarm pull stations and extinguishers are located in the hallway. If the fire is small, such as confined to a wastebasket, and you have been trained with or have prior knowledge of how to use a fire extinguisher, you can try to put it out. However, keep in mind that taking time to get the extinguisher may reduce your chances of exiting safely.

To use an extinguisher, pull the pin, aim the nozzle at the base of the fire, squeeze the handle, and sweep from side to side until the fire is out. If you doubt that you can put the fire out, leave your room.

Making a judgment call as to whether or not you can successfully handle a fire can be dangerous. Fires can double in size every 30 seconds. In 90 seconds, a fire can reach temperatures over 1,000 degrees. One breath of air heated to 150 degrees can sear human lungs.

## **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.

Residents are urged to keep their radios or TVs 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, an outdoor siren will sound, alerting the community. In addition, residence hall staff have been instructed to alert residents of a tornado warning by issuing three short blasts on an air horn, followed by a pause and then three more short blasts. Both of these alerts indicate it is time to relocate to a lower place within the building.

When a tornado warning occurs, residents need to take shelter on the lowest level of the building, away from windows and if possible, in a corridor. If time does not permit you to reach the shelter area, take cover within your bathroom, inner hallway or closet as a last resort. Close all room doors surrounding your shelter area and keep away from all windows to prevent being struck by flying glass or other objects. Some buildings have a designated tornado shelter in the basement.

# Facilities Management

## Maintenance Repairs

- You are responsible for the proper care and use of the items in your room and the community facilities. If something breaks, University maintenance personnel will make all replacements and repairs. Routine maintenance repairs are free of charge. Those resulting from carelessness or negligence will be made at the expense of the responsible resident.
- Please enter all maintenance requests by going to [wmich.edu/facilities/fixit](https://wmich.edu/facilities/fixit). If maintenance emergencies occur after 5 p.m. during the week, on weekends or University holidays, please call the RA on duty or contact the front desk. Facilities Management has a “students first” philosophy, which means they will try to address most items within 24 hours.

## Emergency Maintenance

Emergency maintenance problems involving plumbing, electrical, heating or security should be reported immediately to the hall office when open, or to the RA/RM on duty or the front desk on evenings, weekends or on holidays.

## Entry Procedures

- Because our maintenance staff responds to thousands of work orders annually, it is not possible to schedule work in advance.
- Maintenance staff are authorized to enter a room if the resident is not home when they arrive. However, they are trained to strictly observe an established procedure before entering. The procedure requires that they knock loudly at least three times, pause and listen for a response from inside the room, 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 room.

## Elevator

- Some residence halls and apartments have passenger elevators. Use of the elevators is a privilege and students are expected to use them in a responsible, safe and respectful manner.
- Tampering with the alarm, misuse or defacing of the elevators or entering the elevator shaft is prohibited. Actions such as tugging on the doors or jumping up and down in the car are also prohibited. If an elevator door is closing, do not force it back open. Residents of the building or the individual found responsible will incur the costs of any damage to the elevator.
- Inappropriate use of the emergency call button or phone is not permitted. Any of these kinds of actions may result in discipline and legal action. Most elevators employ the use of video surveillance cameras.

## Pest Control

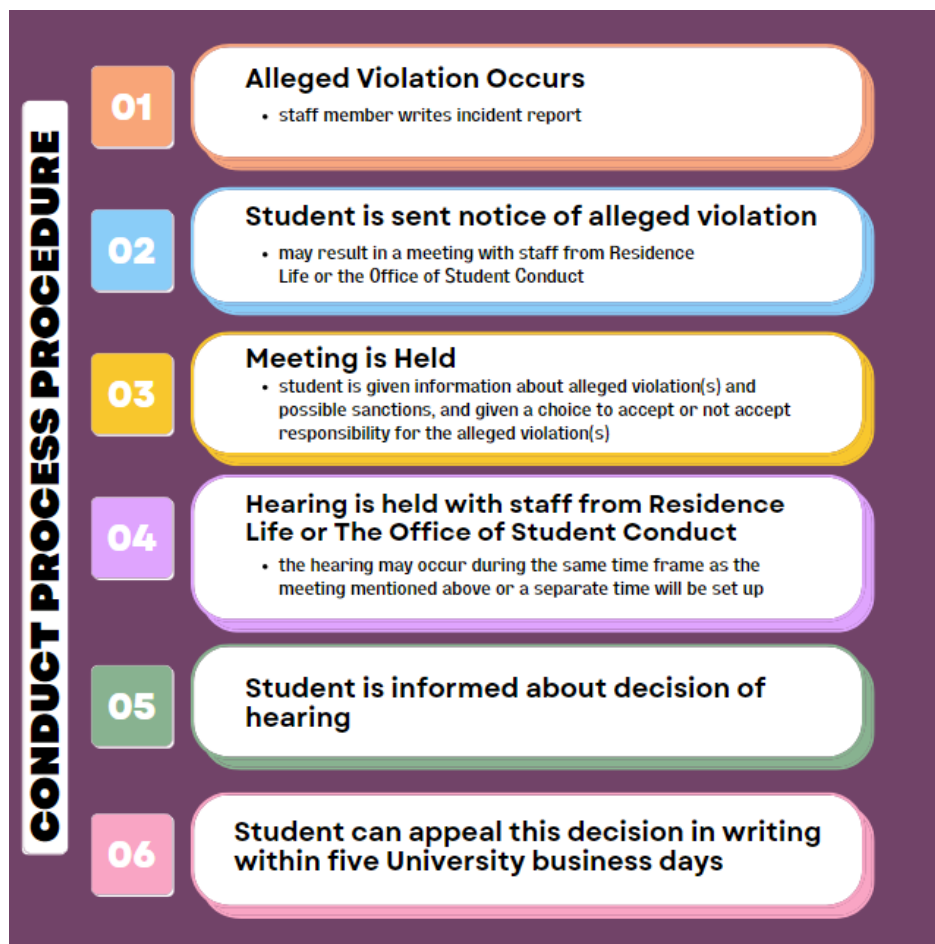
- Inspection and treatment of each room is conducted every semester as part of a preventative pest control program, as well as an inspection prior to move-in. If pest problems develop in the apartment or public areas like stairwells, please notify Residence Life immediately.
- Participation in pest treatment controls and recommendations is mandatory. We do not recommend bringing used furniture from yard sales or dumpsters into the halls and apartments because they are more likely to spread pests, particularly bed bugs.
- If you suspect you have bed bugs, notify Residence Life immediately. 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. If bed bugs are confirmed, you will be responsible for full or partial cost of treatment.

## Student Conduct Process

Housing and Residence Life 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 hall 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 refer to the Student Code online at [wmich.edu/conduct/code](http://wmich.edu/conduct/code) or contact their hall director.



### Severability

Each resident is considered a responsible member of the residence hall or apartment community. Residents are responsible and accountable for their own actions, as well as for what happens in their room or to their guests. The policies and procedures listed in this book are in addition to those listed in the WMU Student Code. The code is available online at [wmich.edu/studentrights/code](http://wmich.edu/studentrights/code). Invalidation of any of the provisions contained herein by judgment or court order shall in no way affect any of the other provisions, which shall remain in full force and effect.



## Policies and Procedures

### 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 residence halls and apartments (B.22.1):

- Open containers of alcohol are not permitted outside student rooms. Drinking parties are not allowed anywhere in the residence halls and 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 old 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 on campus.
- Common sources of alcohol, whether full or empty, including kegs, trashcans, party balls or other large containers holding alcohol, are prohibited. Beer bongos are not permitted in the residence halls or apartments.
- 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 student whose use of alcohol or other drug results in behavior that causes concern for other students or staff members may be referred to the student conduct process. Sanctions could include a referral to Behavioral Health Services for a substance abuse assessment and subsequent treatment program.

### 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. This includes empty containers being used as decorations

### Bathrooms (B.22.17)

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

Students who live in a single-sex residence hall and have guests of a different gender must have the guests use the bathrooms that are designated for the gender of the guest

### 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 residence halls or apartments, or on porches. 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 [wmich.edu/it/policies](http://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 (MMA) 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 on campus, including within the residence halls or apartments.**

Marijuana odors from within the residence halls or apartments may be reported to the Department of Public Safety.

### **Failure to comply (B.8)**

Failure to comply with directions by University officials or law enforcement officers acting in performance of their duties, i.e. Residence Life staff asks you to give them your WMU Bronco Card and name, go back to your room, etc., and you do not do what they ask. University officials included but are not limited to, hall director, graduate assistant hall director, resident assistant, resident manager, and front desk workers.

### **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 building. Whenever an alarm sounds in any building, persons within the hall 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 19. (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 halls or campus apartments. (B.22.8.d)
- e. Campus is tobacco-free. The use of tobacco products is not permitted indoors or outdoors on any University property. Tobacco products are defined to include the following: cigarettes, electronic-cigarettes, cigars, bidis, snuff, snus, water pipes, pipes, hookahs, chew and any other non-combustible tobacco products. Hookahs are not permitted within the residence halls and apartments. The use of tobacco products is only permitted in enclosed personal vehicles. (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)**

Guests are permitted to stay overnight with prior consent of all roommates and suitemates, if applicable. No more than two guests per resident are allowed at any one time. Guests are only permitted to stay for a maximum of two consecutive nights. Cohabitation is not allowed. All guests are required to follow all WMU policies related to COVID-19 at all times.

No overnight guests will be permitted during the week preceding the start of the fall semester ("Fall Welcome" week) or during any final exam period. This restriction is designed to be respectful to all students as they become acclimated to living on campus at WMU and/or as they study and prepare for the end of the semester.

Guest privileges, including overnight visits, may be further limited as necessary by the hall director. Violations can result in guest privileges being revoked. Where applicable, hosts will incur costs for the actions of unapproved guests. Roommates who do not report an overnight guest staying longer than two nights may also be responsible for part of these costs. This policy also applies to students who have single rooms.

A guest is defined as any person a resident allows to enter the residence hall or apartment complex. To ensure the safety of residents, the front doors of each hall are locked at all times. Those who are under the age of 18 and are not WMU students are not allowed in the residence halls and apartments after 5 p.m. unless designated by Housing and Residence Life.

When a resident serves as a host, that resident is 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 residence halls and apartments. In addition, the host must accompany guests at all times while in the residence hall or apartment. Guests may visit only rooms to which they are specifically invited and only in the company of a host. All residents of the space shall agree to the visit.

### **Health standards (B.22.19)**

Students are required to comply with University health standards and local health codes. Residents are expected to maintain their 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 your room 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
- Only using alarmed doors when the fire alarm is sounding

#### **Cooperating with residence hall staff by:**

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

#### **Trespassing by:**

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

Residents will be issued a room key at check-in. Residents of Valley I, II and III, as well as Western Heights, will use an WMU Bronco Card access system to enter the hall. All students are expected to lock their room door and carry their keys when they leave their room. Loaning keys 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 will be charged for the lockout, and may be required to meet with the hall director. Please refer to page 11 of the CLE for further information.

**Pets (B.22.24)**

The only pets permitted are aquarium fish, not including piranhas. Fish tanks over 20 gallons are not permitted. This restriction does not apply to animals providing assistance to residents with a disability and approved by Disability Services for Students.

**Physical or Verbal Misconduct (B.14)**

Unwanted physical contact, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health, well-being or safety of any person is prohibited.

**Posting (B.22.22)**

WMU considers the entire exterior student room door, 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. Examples would include decorative lights, “welcome” mats, and holiday decorations.

There are bulletin boards on corridors throughout the residence halls maintained by residence hall staff to keep residents aware of Residence Life, University and community activities. Only authorized Residence Life personnel are permitted to post in the residence halls. Postings are not permitted on walls, windows or other non-bulletin board surfaces in public areas, including elevators. 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 the residence halls 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 postings be slid under residence hall room doors, except for those authorized by Residence Life.

**Quiet and courtesy hours (B.22.4)**

You will share close quarters with many people in a 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 residence halls are in effect from 10 p.m. to 8 a.m., Sunday through Thursday and 1 a.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 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, 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 residence hall. Subwoofers are not permitted in the residence halls or apartments.

**Recreational equipment (B.22.7)**

Bicycles, skateboards, scooters, and inline skates are not to be used in the residence halls and apartments. In addition, students may not play basketball, football, hockey, frisbee or any other type of activity in the building that may injure others or damage property. Students may not use or possess “Hoverboard”-style scooters in the halls or apartments at any time. Nerf style guns may not be used in the halls or apartments.

**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 a 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 a 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 a 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.

**Sexual misconduct (B.15.)**

Please see the Western Michigan University Sexual and Gender-Based Harassment and Violence, Intimate Partner Violence, and Stalking Policy at [wmich.edu/sexualmisconduct](http://wmich.edu/sexualmisconduct) for information regarding sexual misconduct complaints and their resolution.

**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 and apartments. On campus addresses 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 the 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 building 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 Housing and Residence Life 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)**

Western Michigan University is a weapon free school. By order of the Board of Trustees “no person shall possess on university property any firearms or other dangerous weapons with the exception of police officers, transfer agents licensed to carry weapons and persons using any such weapons for class instruction when authorized by the dean of the appropriate college” (Approved June 11, 1971). The possession, use or storage of weapons 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. Prohibited weapons include, but are not limited to, the following:

- Any firearm either long gun or handgun, or any device which fires any type of projectile using gunpowder as a propellant.
- Any bb or pellet gun, or a device that fires a projectile using compressed air, CO2 or other gas as a propellant. This includes “airsoft” and paintball guns.
- Edged weapons including any of the folding or fixed blade knives, daggers, dirks, swords, axes, machetes, bows and arrows, or any other sharp object fashioned or used as such objects.
- Martial arts devices such as nun-chucks, bokken, throwing stars, throwing knives, bow staffs, sai, tonfas, or any other device considered a dangerous weapon.
- Stun gun or taser, or any device that produces electrical current intended to disable or injure a person either permanently or temporarily.
- Any device made specific, crafted, or used with the intended purpose of causing harm to a person.
- Kitchen knives are permitted as long as they are used for the intended culinary purposes.
- Pepper spray or any chemical irritant that contains 10% or less of oleoresin capsicum is permitted on campus property.

### **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 a residence hall or apartment window. No one is permitted to exit the building via a window. Halls 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.





## Dining Services policies

### Using Your Meal Plan

Your meal plan is redeemable at the Valley Dining Center, Student Center Dining and Late-Night Carryout, as well as the five Campus Cafes that accept Meal Exchange. The Dining Centers offer customizable dine-in only selections, and Meal Exchange and Late-Night allow you to take meals with you across campus. Check out the [online menu](#) to see what is available from the dining centers, as well as find nutritional and allergen information.

The **Bronco Gold** and **Bronco Gold Plus** meal plans include three components: (1) accesses/swipes into the Dining Centers, Late-Night and for Meal Exchange; (2) Dining Dollars; (3) Guests Passes. The **Bronco 14** includes the first (1) component only: accesses/swipes into the Dining Centers, Late-Night, and for Meal Exchange. The Bronco 14 provides 14 accesses each week; your Bronco Card balance is refreshed to 14 every Monday morning prior to breakfast service. Unused meals do not carryover.

- 1) Accessing/swiping into the Dining Center may be used by the meal plan holder only. To use, provide your Bronco Card to the cashier at the entrance of the Dining Center, who will swipe your card. If on the Bronco 14 meal plan, one swipe deducts your meal balance by one count. Alternatively, if you are “enrolled” with Morphowave, you may scan your hand instead of presenting your Bronco Card to the cashier to utilize your meal swipes. Learn more about Morphowave in the next paragraph.
- 2) Dining Dollars are pre-loaded cash onto your Bronco Card, which are equivalent dollar for dollar. Present your Bronco Card to the cashier at a Campus Cafe to purchase items, or in any Dining Centers to pay for a meal for yourself or a guest at the door rate. Dining Dollars that come with the meal plan roll over from semester to semester but expire on June 30 (after Summer I).
- 3) Guest Passes may be used for any individual the meal plan holder invites into the Dining Center with them. Present your Bronco Card to the cashier and indicate you would like to use your Guest Pass. Guest passes expire at the end of each semester.

[Morphowave](#) is a biometric, touchless entry system that allows "enrolled" students, faculty or staff to enter the dining center without having to swipe their Bronco Card! Instead, students can wave their hand under the scanner, which identifies a pattern of biometric points and allows them access. Enrollment into this entry system is optional. Students, faculty and staff can choose to enroll by attending an Enrollment Table. See additional information at the Morphowave link above.

Students are expected to bring their Bronco Card every time they want to use their meal plan or get enrolled into Morphowave. If a student does not have their card and is not enrolled in Morphowave, the cashier or a manager will allow each student one opportunity for a "look-up" each semester to be allowed into the dining center. After this one look-up, students will be denied entrance because the "look-up" process is time-consuming process and Morphowave provides a simple solution for students who frequently lose or do not carry their Bronco Card.

Do not transfer your WMU Bronco Card to another person or allow your card to be in another's possession. If your card is transferred to someone else, with or without your consent, it will be kept by the Dining Services cashier and a \$30 fine will be charged to the legal cardholder. The legal cardholder, and the person using the Bronco Card that does not belong to them, may be processed in accordance to the WMU Student Code. If your card is lost or stolen, call WMU Dining Services immediately at (269) 387-4844.

Students who require dietary accommodations are encouraged to reach out to the Nutrition Specialist to determine if their specific dietary needs can be met on campus. Please email Emily Hazel Mitchell, RDN at [Emily.v.hazel@wmich.edu](mailto:Emily.v.hazel@wmich.edu) or call 269-387-4888 to discuss how your needs can be met.

### **Door Rate for Guests in the Dining Centers**

Guests may purchase meals at the cashier's stand at the Dining Center entrance during serving hours at the door rate (breakfast \$9; lunch, snack and dinner \$13). All guests must comply with all rules, policies and procedures set by WMU Dining Services.

### **Required Attire in Dining Facilities**

Proper attire is required to enter dining locations for the comfort and safety of all, including: shirts, pants, shorts or skirt, and footwear that fully covers the sole of each foot. The Director of Dining Services will determine if any particular garment or footwear is considered improper attire.

### **Dining Center procedures**

Students must be mindful of food safety, eliminating food waste and maintaining a pleasant and tidy environment by returning their used dishes and utensils to the proper dish return area to help ensure positive dining experiences. Each person is responsible for:

- Consuming food from the dining center inside the dining area; guests are strictly prohibited from taking food to-go in personal carryout containers
- Staying home when sick – students may utilize the Sick Tray Meal Request system
- Proper hand washing before entering dining locations or utilizing hand sanitizer
- Practicing proper cough and sneeze etiquette
- Following posted rules regarding safety precautions.
- Using the serving utensils provided, when self-serve is available.
- Avoiding waste: make selections carefully and in reasonable amounts; go back for additional portions if desired
- Always get a clean dish or cup when returning for additional food or beverages
- Returning dishes and utensils to the proper dish return area
- A purse and/or a backpack or a similar tote containing items needed for classes or activities is allowed in the

dining center with each student. Any other bags or boxes or totes are not allowed in the dining center. Students are reminded to be watchful of their backpack and other belongings, especially laptops or cell phones, in the dining centers.

### **Café 1903 Late-Night Carryout:**

Late-Night provides a carryout meal option Monday through Thursday from 8 – 11 p.m. Late-Night includes one (1) entrée, one (1) side, one (1) beverage and one (1) piece of whole fruit.

Students are encouraged, but not required, to use **reusable carryout containers** to align with WMU's commitment to sustainable practices:

1. Opt in by swiping your card at the cashier stand at Café 1903 to receive your first container (You will also need to swipe for your meal as well).
2. Select your food to be placed in your reusable container.
3. Enjoy your meal on WMU's beautiful campus!
4. Return your container (empty, please) back to Café 1903 and exchange for a clean, sanitized gold carabiner to take with you, or get a new container with your food selections.
5. Repeat as often as once every meal period!

### **Meal Exchange – Fall 2023**

Meal Exchange enables students to use their meal plan swipes to get a meal once per meal period on weekdays from the one of the five participating Campus Cafes:

- Flossie's Café (Sangren Hall)
- Bookmark Café (Waldo Library)
- Bella Vita (College of Health and Human Services – East Campus)
- Parkview Café (Engineering Campus)
- Bistro BTL (Aviation Campus)

Check [hours](#) online! Students may swipe their Bronco Card once per meal period (breakfast, lunch, snack, dinner) to receive a meal, which includes your choice of one (1) entrée, one (1) side, one (1) beverage and one (1) whole fruit choice from the posted menu.

Please review the [Meal Exchange](#) website for specifics.

### **Sick Tray Meal Request**

There are temporary options available to students who are sick or unable to pick up a meal themselves from the dining center to continue to be able to use their meal plan:

- If you test positive for COVID-19 or have another contagious illness, please wear a tight-fitting mask (like KN95 or N95) at all times in public spaces.
- If you are too sick or injured to get your own food from the dining center, you are encouraged to enlist help from your roommate, friends or RA who can pick up food for you by following the below process.

### **During open Dining Center hours:**

1. Be sure to bring your Bronco Card, or provide your enlisted help with your Bronco Card, as a meal will be deducted in order to get a carryout meal.
2. Request a "carryout order form" from the cashier stand at the dining center.
3. Make your selections from the options available on the carryout order form.
4. A Dining Services employee will collect your items while you wait in the lobby area. Your selections are dependent on what is available at the time of your request. (No special requests are possible.)

## Information for Families

### **Child Supervision (bullets)**

- 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.

### **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:**

#### *Stadium Drive Complex*

- K-5 Woodward Elementary School, 606 Stuart
- 6-8 Maple Street Magnet School for the Arts, 922 W. Maple
- 9-12 Kalamazoo Loy Norrix High School, 606 E. Kilgore

## Important numbers to know

ACKLEY/SHILLING	Hall Office: 387-4755	Front Desk: 387-4754
BRITTON/HADLEY	Hall Office: 387-6603	Front Desk: 387-6602
EICHER/LEFEVRE	Hall Office: 387-4770	Front Desk: 387-4771
ELDRIDGE/FOX	Hall Office: 387-6619	Front Desk: 387-6625
GARNEAU/HARVEY	Hall Office: 387-4763	Front Desk: 387-4764
HARRISON/STINSON	Hall Office: 387-6612	Front Desk: 387-6611
HALL-ARCHER-PICKARD – West	Hall Office: 387-6652	Front Desk: 387-6650
HALL-ARCHER-PICKARD – East	Hall Office: 387-4777	Front Desk: 387-4779

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

Maintenance requests [wmich.edu/facilities/fixit](https://wmich.edu/facilities/fixit)

*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.*

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