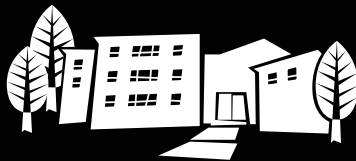


# COMMUNITY LIVING EXPECTATIONS

Residence hall and Dining Services  
policies and procedures



WESTERN MICHIGAN UNIVERSITY

**Residence** *Life*

Residence Halls • WMU Apartments • Spindler Hall

**2010-11**



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

### *We pledge to:*

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- 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 the residence halls such as tutoring and advising.
- Ensure your residence hall experience is a fundamental part of your success at Western Michigan University.



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## *Residence Life*

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Kalamazoo, MI 49008-5312

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Hours: Monday through Friday, 8 a.m. to 5 p.m.



Find us on  
**Facebook**



# *Residence hall staff*

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At WMU we have three different types of live-in staff for every residence hall. Residence hall 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. They are valuable resources of information about the University and the many services available.

## **Residence Hall Directors (HDs)**

Residence Hall Directors (HDs) are full-time staff members who live in each of the living areas. Most often our Hall Directors have obtained a master's degree in higher education, counseling or a related field prior to beginning their position at WMU. The Hall Directors provide leadership to intentionally and collaboratively create environments that positively influence student learning and development. Each Hall Director holds office hours in their building. Specific responsibilities include:

- Supervising the Graduate Assistant Hall Director and Resident Assistant 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 within the building 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 (GAs)**

Graduate Assistant Hall Directors (GAs) are paraprofessionals who live in each of the halls. 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 positively influence student learning and development. Each GA holds office hours in their office in the building. Specific responsibilities include:

- Advise the hall government 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 and healthy living environment
- Assist with conflict mediation within the building with students



# Do's and don'ts when a conflict arises

## 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 when something is bothering you. You need to tell him or her
- 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, GA or HD

## Don't

- Wait to address the problem; it will only get bigger
- Involve residents on the floor 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 a residence hall 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. Only you can assure that your roommate enjoys these rights. As a roommate, it is your responsibility to follow the "Roommate responsibilities" outlined below.

## Roommate responsibilities

1. Make sure your roommate's right to read, study and sleep are free from undue interference from noise, guests and other distractions. Unreasonable noise and other disturbances inhibit the exercise of this right.
2. Ask permission before borrowing or using any of your roommate's possessions such as a computer, clothes or food.
3. Receive permission from roommate(s) before inviting guests to stay overnight (overnight guests of the opposite sex are not allowed). See guest and visitation policy on page 24.
4. Keep your living environment clean.
5. Allow your roommate(s) free access to the room and facilities without pressure.
6. Respect your roommate's right to personal privacy.
7. Make sure your guests do not violate/invoke your roommate's rights.
8. Talk to your roommate(s) when something is bothering you.





## Hall office

Just off the lobby of your hall is the 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.

## 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.

## Elevator

Some residence halls have passenger elevators. Use of the elevators is a privilege and students are expected to use of them in a responsible, safe and respectful manner. In keeping with this expectation, 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 damages 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.



## 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 (whether or not the residents of the room 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 is violating an individual's need to sleep, study, read, etc.
- To address any needed maintenance repairs or concerns
- There is a question about contractual status

Residence hall staff will check each room during the break periods to ensure that no safety hazards exist. 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, the Office of Student Conduct or WMU police.

## Mailing address

All halls receive mail delivery from the U.S. Post Office. Each room has a mailbox in the lobby. Every building on campus has different "plus 4" zip code extensions. The "plus 4" zip code (in addition to 49008) should always be used. If, for example, you live in Bigelow Hall, Room 324, your proper address would be as follows:

**Your Name**  
324 Bigelow Hall  
Kalamazoo, MI 49008-5449

### Mailing address "plus-4" zip code extensions

Ackley/Shilling	5269	Garneau/Harvey	5273
Bigelow	5449	Harrison/Stinson	5274
Britton/Hadley	5270	Henry	5452
Davis	5450	Hoekje	5453
Draper	5367	Siedschlag	5368
Eicher/LeFevre	5271	Smith Burnham	5369
Ernest Burnham	5370	Zimmerman	5455
French	5451		



## Electrical appliances

All electrical equipment you use in the residence halls must have an approved UL rating. Appliances or equipment such as ceiling fans may not be directly wired to your room. Coffee makers and electrical tea pots are permitted in your room, as long as they are equipped with an auto shut-off feature **and** fully enclosed heating elements. Irons, which require the use of an exposed heating element to properly function, must be equipped with an auto shut-off feature. Irons are the only appliance with an exposed heating element permitted in the residence halls. Other types of appliances like toasters, toaster ovens, George Forman style grills, etc. are prohibited in the halls for fire safety and ventilation reasons. Since using these appliances and cooking in your room are prohibited, you are encouraged to use the hall kitchen (if your hall has one). Small microwaves and refrigerators are permitted in your room. MicroFridges, a combination refrigerator, freezer and microwave unit, are available for rent on a first-come, first-served basis from your hall office. The cost to rent a MicroFridge for the year is \$80.

## Approved electrical equipment

Coffee makers and electrical tea pots equipped with an auto shut-off feature **and** fully enclosed heating elements (see photo examples), along with small halogen desk lights with a glass cover, are approved. Irons equipped with an auto shut-off feature are also approved. Personal computers and accessories, clocks, desk and window fans, non-halogen floor lamps, answering machines, hair dryers and curling irons, radios, stereos, TVs and DVD players, and gaming systems are allowed. Small microwaves and refrigerators are allowed if they use less than 1.5 amps of electric current.



**Unapproved**



**Approved**

Appliances with exposed heating elements or no automatic shut-off pose a safety hazard and therefore are not allowed in the halls. Examples of these types of appliances are toasters, mug warmers, wax melters, toaster ovens and George Forman style grills. Spider lamps with plastic shades (pictured) and floor halogen lamps are not permitted in your room. Space heaters and air



## 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 the Sindecuse Health Center (387-3287) or Environmental Safety and Emergency Management (387-5590) for information on obtaining and disposing of SHARPS containers.

## Severability

Each resident is considered a responsible member of the residence hall community. Not only are residents responsible and accountable for their own actions, but also for what happens in their room or by 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 [www.wmich.edu/conduct/docs/WMU\\_studentcode.pdf](http://www.wmich.edu/conduct/docs/WMU_studentcode.pdf)

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.

## Refunds

Under certain circumstances, all or a portion of any payment of a residence hall account may be refundable. In the case of denied admission or academic dismissal, a charge will exist only for those days that a space is occupied or keys are issued for a room. If an individual in this circumstance never moves in, a full refund will be approved if the Residence Life office is advised of this matter in writing within one month of the start of the semester or session involved. Refunds are based upon the date that belongings are removed from the room, the keys are turned into the hall director and an official check-out form is signed by the resident. All refunds are issued in the name of the resident and are usually mailed to the resident's home address three to four weeks after the official move-out date. Money due the University is deducted from any refund before it is issued. No refunds are made during the final two weeks of a semester or session.

In the event a resident is sanctioned by Residence Life or the Office of Student Conduct and the sanction prevents the resident from residing in the residence halls or eating at Dining Services facilities, or results in the expulsion or suspension of the resident, the resident will not be entitled to a refund with regard to the residence hall or Dining Services account.

If a student is a first-time attendee of Western Michigan University and is also a first-time recipient of federal financial aid, the student will have their refund calculated using both the WMU refund guidelines and the Department of Education Pro-Rate refund policy. The calculation resulting in the larger refund will be used.

All refund requests and appeals to this policy must be made in writing and submitted to: Residence Life, 1903 W. Michigan Ave., Kalamazoo, MI 49008-5312.



## Check out

A proper check-out consists of having a hall staff member take you through the check-out process: checking the condition of your room, signing the student information card and room inventory form, and returning your keys. This process is done so hall staff will know when everyone has left. Unreturned keys will be voided and new keys and cores prepared. Charges involved will be billed to the resident.

Room(s) must be returned to a condition and safety level comparable to that existing at the beginning of occupancy; reasonable wear and tear excepted. Residents must return equipment such as MicroFridges rented from the University. Residents will be held responsible for, and reimburse the University for all damages to their room or furniture. Residents failing to check out properly will be charged \$25 each.

## 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

## Break 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 break period; however, rooms will not be accessible. The University reserves the right to make safety checks, inspect, maintain and make repairs in residence hall rooms, and replace damaged or obsolete furniture at any time, including break periods.

The residence halls remain open during 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.



- 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.

## *Safety*

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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.

### **General tips**

- Keep your residence hall room 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 person should be asked the purpose of the visit.
- If you live on the ground floor or roof level, 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 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!
- Report anyone tampering with the security doors or electronic security systems.
- Notify residence hall 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 residence hall policies and procedures and the WMU Student Code.

## Weapons

Weapons are not allowed on any WMU property.

## Insurance

The University is not liable for any loss, theft or damage to your 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. Many students choose to use National Student Services, Inc. NSSI works with college students to provide solid coverage with low deductibles. For more information, visit [www.nssinc.com](http://www.nssinc.com) or contact NSSI at (800) 256-6774.

## Fire safety and related equipment

Fire prevention is of critical importance in a residence hall 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 residence hall door. Routine fire evacuation drills are held each semester.

Smoke detectors are located 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. 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.

Fire extinguishers and pull stations are located in each hallway. Pull stations will activate the building-wide alarm system.

## **Fire prevention**

### **Candles are not allowed in the halls**

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 even as decorations.

### **Halls are smoke-free**

Smoking is not allowed in the residence halls. Students and guests wishing to smoke must be outside at least 100 feet from the building.

### **Do your housekeeping properly**

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, stereos, radios or computers. 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 11.

## **How to survive a residence hall 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, never use the elevator during a fire. If EXIT lights are out, please report the location to the hall office.

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.

### **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 sounds**

Immediately grab your keys, shoes and a coat and head for the door. If you



## 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, hall staff has 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. Either of these alerts indicates it is time to relocate to a lower place within the building (your designated shelter area in your 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 halls have a designated tornado shelter in the basement.

The city of Kalamazoo tests these sirens on the first Saturday of the month at 1 p.m.

## *Maintenance*

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### 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

[www.wmich.edu/housing](http://www.wmich.edu/housing) and clicking on the Bronco Fix-It icon. 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.



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.

## **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 a single-sex residence 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 residence halls 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 [www.wmich.edu/oit/policies](http://www.wmich.edu/oit/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.

Marijuana odors from residence hall rooms 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 Director, Graduate Assistant Hall Director, Resident Assistant and Desk Assistant.



extended duration. 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.

When a resident registers a guest, or serves as a host before designated registration hours begin, that resident is designated as the host and 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. In addition, **the host must accompany guests at all times while in the residence hall.** Guests may visit only rooms to which they are specifically invited and only in the company of a host. All residents of the room shall agree to the visit.

Residence Life reserves 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, 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 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
- Using alarmed doors only when the fire alarm is sounding

### Cooperating with residence hall staff by:

- Entering the building through the authorized doors (in most cases, the front door) only
- 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



- \* Ackley/Shilling hall has extended quiet hours. Extended quiet hours are in effect from 8 p.m. to 8 a.m., Sunday through Thursday and midnight to 8 a.m. on Friday (Saturday morning) and Saturday (Sunday morning).

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 residence hall.

## **Recreational equipment (B.22.7)**

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

## **Registered offenders (B.22.12)**

If it comes to the attention of the University that an individual required by law to register as a sex offender 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.



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, paint ball guns, nun chucks, throwing stars, bows and arrows, knives, firecrackers and ammunition. (B.23)

The only exception to this policy in the residence halls 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.

## **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 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

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## Accessing Dining Services

Any residence hall dining room on campus accepts your meal plan. You are encouraged to try each dining hall since each location has a unique specialty menu, or a particular dining hall may be conveniently located near your classes or activities.

Your meal plan is for your use only. To use your meal plan, present your WMU Bronco ID card for scanning by the dining room checker. To use your *Dining Dollars* to purchase a guest meal in the dining room, let the checker know that you will be using *Dining Dollars* to purchase a meal and the checker will scan your WMU Bronco ID card. Similarly, if you would like to use your *Dining Dollars* to make a purchase at a WMU campus café, the cashier will scan your WMU Bronco ID card to deduct the purchase amount from your *Dining Dollars* balance.

Do not transfer your WMU Bronco ID card to another person or allow your card to be in another's possession. If your card is transferred to another person, with or without your consent, it will be kept by the dining service checker or cashier and a \$25 fine will be charged to the legal cardholder. The legal card holder may be processed in accordance to the WMU Student Code. If your card is lost or stolen, call WMU Dining Service immediately at 387-4844.

## Guests in Dining Services

Guests may purchase meals at the checker's table at the dining room door during serving hours at the guest meal rate. All guests must comply with all rules, policies and procedures set by WMU Dining Service.

## Required attire in dining facilities

Proper attire is required to enter the dining room for the comfort and safety of all. Proper attire includes a shirt, pants, shorts or skirt, and footwear to include a full sole covering the bottom of each foot. The director of Dining Service will determine if any particular garment or footwear is considered improper attire.

## Dining room procedures

Dining Service is largely self-serve and begins by picking up a plate or bowl (Hoekje/Bigelow has trays available at the door) and ends when you return your dishes and utensils to the proper dish return area. While self-serve offers flexibility to students, students must be mindful of food safety, eliminating food waste and maintaining a pleasant and tidy environment. Each person in the dining hall is responsible for:

- Proper hand washing before coming to the dining hall or utilizing hand sanitizer
- Practicing proper cough and sneeze etiquette
- Using the serving utensils provided
- Avoiding waste: make selections carefully and in reasonable amounts; go back for additional portions if desired
- Always get a clean dish when returning for additional food



## Draper Dining Service Carryout Express

Draper Dining Service is open Monday through Friday, and no advance order is needed. It is open from 7 a.m. to 7 p.m.

## Late-night Carryout

Available Sunday through Thursday in Hoekje/Bigelow and Valley II Dining Service. No advance order is needed.

**Hours:** Sunday: 6 to 10 p.m.  
Monday – Thursday: 8 p.m. to midnight

Students on the Gold Plan may access Late-night Carryout once per evening.

Reusable tote bags are encouraged in place of a disposable bag from Dining Services at Draper Dining Service and Late-night Carryout. Your reusable tote bag is left at the checker stand and picked up at the time you leave the serving area. Please label your tote bag with your name.

## Meal equivalency at Parkview Café

Parkview Café at the College of Engineering and Applied Sciences (CEAS) offers a meal equivalency option. Students may use one meal from their meal plan for breakfast, lunch, snack or dinner while at CEAS. As Parkview Café is a convenience retail operation, the choices and portion sizes are very limited in comparison to the dining halls, and the pricing structure does not correlate to guest meal prices in the dining halls.

### Parkview Café meal equivalency value

Meal period	Time	Cash value
Breakfast	8 - 11 a.m.	\$3.50
Lunch	11 a.m. - 2 p.m.	\$5.75
Snack	2 - 4 p.m.	\$5.75
Dinner	4 - 7 p.m.	\$5.75

One meal equivalency allowed per meal period per day.

## How it works

Make your choices in the Parkview Café and go to the cash register with your WMU Bronco ID card in hand. The cashier will total your bill. Let the cashier know that you would like to use your meal plan equivalency; the cashier will scan your Bronco ID Card. If your bill is greater than the cash value of the meal, you may use cash or *Dining Dollars* to pay the difference. A cash refund is not given if your bill is less than the cash value.

Students on a Gold Plan may use either one meal equivalency at Parkview or access the dining rooms on main campus at any given meal period on a particular day. Therefore, meal equivalency is not allowed on the Gold Plan if the student has already accessed the main campus dining hall(s) during a given meal



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