

Welcome

TO UNIVERSITY HOUSING



MISSION STATEMENT

To support the academic mission of the University by fostering a residential environment that provides affordable, safe and comfortable facilities as the foundation for a community that is conducive to academic success and student development in the areas of intellectual, emotional, ethical, social and cultural growth.

Resident Handbook

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Welcome to UNIVERSITY HOUSING

This Handbook is intended to inform residents about the important aspects of living in our residence halls. One of your first responsibilities as a resident is to read and become familiar with information in this book. This will help ensure that your stay with us will be safe, productive and happy for you.

At YSU, we view every facet of the campus experience as educational. This includes the experience of living in the residence hall community. As a member of this community, you are granted many rights and privileges. You will be expected to respect the rights and privileges of others. The Housing & Residence Life staff is here for the purpose of assisting you with problems that might interfere with your progress or happiness at YSU. Our programs are aimed at assisting you in every area of college life. With a willingness on your part, we feel that a positive residence hall experience will add a great deal to the quality of your total education.

The Housing & Residence Life staff would like to take this opportunity to wish each of you a safe, enjoyable and productive stay. Best wishes for a successful year.

HOUSING & RESIDENCE LIFE STAFF

RESIDENT ASSISTANT

The most important staff member to you will be your Resident Assistant. This individual is a full-time student who lives on your floor. The RA has received special training to serve residents as an advisor, peer counselor, leader, and resource person. The RA assists students in their adjustment to college life. They also assist in the total operation of the residence hall. They are given the responsibility of maintaining an atmosphere which will enable you to study without interference and enjoy the residence hall environment without disturbing others or damaging property. Anytime you have a question or problem, please don't hesitate to talk to your Resident Assistant. If you need an RA and your RA is not on your floor, contact the front desk (by phone or in person). The front desk is staffed 24 hours each day.

GRADUATE ASSISTANT

Housing & Residence Life has two Graduate Assistants – a Residential Education GA and a Training & Development GA. These GAs oversee a broad range of educational & social programs sponsored by Housing & Residence Life in addition to helping prepare training opportunities for our staff. Graduate Assistants are full time graduate students and are available at various hours Monday–Friday.

HOUSING COORDINATOR

Cafaro, Kilcawley and Lyden Houses each have a Housing Coordinator who is responsible for that building. This person is a professional, full-time University employee who lives in the building with you. She/he is typically available 9:00 am–12:00 pm & 1:00 pm–5:00 pm Monday–Friday in the office near the front desk. You will also see your Coordinator at other times chatting informally around the Residence Hall.

DIRECTOR AND ASSISTANT DIRECTORS OF HOUSING & RESIDENCE LIFE

The Director and Assistant Directors of Housing & Residence Life are typically available 9:00 am–5:00 pm Monday–Friday and other times as necessary. They are responsible for the overall operation of Housing & Residence Life and will help you with questions or concerns that your Housing Coordinator cannot help you with. The Director and Assistant Directors' offices are located in Kilcawley House and Cafaro House.

HOUSING & RESIDENCE LIFE OFFICE STAFF

The Office of Housing & Residence Life is in Kilcawley House. It is open 8:00 am–5:00pm Monday–Friday. Office Staff can help you with matters such as your account and signing up for housing for next year.

Housing & Residence Life

GENERAL INFORMATION

CABLE SERVICE

Each room is equipped with basic cable channels.

CHANGE AND VENDING

Vending machines and change machines are conveniently located in each residence hall. If you notice that a machine is out of stock, please inform the desk attendant.

CONSOLIDATION

Each term several students paying for a double occupancy room end up with a single room. This usually occurs because of last minute cancellations by their roommate, but it occurs for other reasons as well. At the University's option, one of three things will occur to the student remaining in the room:

1. A new roommate will be assigned to the room.
2. The student may be reassigned to another room.
3. The student may be allowed to pay for a single room and remain in the room with no roommate until the University wishes to fill the space. Students without a roommate (or anticipating the loss of their roommate) should contact their Housing Coordinator immediately to discuss their options. Housing & Residence Life will do what we can to minimize any inconvenience caused by this situation. Wherever possible, changes will be made during the first few weeks of the term (or at the end of the term for changes occurring at the start of the next term).

HOUSING CONTRACT

Your Housing Contract details your rights and responsibilities while living in University Housing. It is important that you are familiar with this document. Please note that the Housing Contract is a year-long contract (see below for details about release from this contract). Additional copies are available online on our website: <http://housing.yosu.edu>.

HOUSING CONTRACT REVIEW BOARD

Your Housing Contract is for the entire academic year (Fall & Spring semesters). This contract is an agreement between you and YSU. YSU has established a review board for students who have a legitimate need to break their housing contract but remain enrolled. Request to Leave University Housing forms are available in the Office of Housing & Residence Life. The Director of Housing & Residence Life is available to assist you with this process. If the Review Board determines that your circumstances do not merit cancellation of the contract, you will be required to honor the contract. Decisions of this board are final. Students who are no longer enrolled at YSU do not need to be released from their contract.

HOUSING DURING BREAKS

Residence halls are closed during breaks. Students requiring housing during breaks may apply for break housing. Applications are available in the Office of Housing & Residence Life or online at the housing website. Applications are due by the Friday two weeks prior to the break. There is a charge for break housing and students may be asked to move to a temporary space during the break. Residents staying in University Housing during breaks receive limited meals (M-F). In addition, restricted guest hours are in effect during breaks. At the end of each semester, students are required to leave within 24 hours of their last final exam with Saturday at noon being the latest a student can stay. Contact the Assistant Director of Housing & Residence Life if you need an exception to this policy.

INSURANCE

YSU is not responsible for damage and/or loss of possessions. Each resident should have renter's insurance to cover any losses or damages that may occur. Many students are covered at school by their parent/guardians' insurance policy. Please ask your parents about this.

INTERNET SERVICE

Each residence hall has wireless access points throughout lounges and hallways. In addition residents may have wireless accessibility in residence hall rooms. Each room also has ethernet jacks for each student to connect to the internet via the University's local access network. Your computer will need a standard 10/100 network card and a CAT-5 cable to hook up. Computers must be running on an accepted operating system to connect to the internet. Contact the computer services Tech Desk at x1595 with questions.

KEYS

Every resident will be issued a room key and a mailbox key upon check in. If keys are lost, the room lock will be changed and the resident will be charged \$55. Students are required to turn in room keys for winter break.

LAUNDRY

A laundry room is provided in each residence hall for residents' use. Washers & dryers are available 24 hours a day. It costs 75¢ to wash and 75¢ to dry. Non-residents are not permitted to use these areas. Clothes in washers or dryers should not be left unattended. Machines requiring service should be reported immediately to the front desk.

MAIL

U.S. mail and campus mail is picked up and delivered daily Monday through Saturday. Mail is typically placed in residents boxes by 5:00 pm daily.

Packages/Large Mail Items

Items that don't fit in your mailbox are held at the front desk. A package slip will be placed in your mailbox.

Overnight/Express Mail

Overnight or Express mail should also be sent directly to your address. Items will be placed in your mailbox or held at the front desk if they are too large for your mailbox.

Stamps

Stamps may be purchased at the Candy Counter in Kilcawley Center.

Forwarding Mail

When you move out of University Housing it is important that you leave a forwarding address so mail that comes after you leave can be sent to you. No mail is forwarded during Winter or Spring breaks. Mail will not be held for non-residents. The U.S. Post Office will not forward magazines so it's important to send a change of address to magazines you subscribe to. Once you move out of University Housing, it is important that you file change of address notices so that your mail will get to you. As a courtesy, we will forward mail for two weeks after you leave.

YOUR ADDRESS IS:

Your Name _____

House Room # _____

Street Address _____

Youngstown, OH Your Zip

Cafaro House

205 Madison Ave
Youngstown, OH 44504-1611

Kilcawley House

117 University Plaza
Youngstown, OH 44502-1208

Lyden House

251 Madison Ave.
Youngstown, OH 44504-1611

Weller House

658 Wick Avenue
Youngstown, OH 44502-1215

PARKING

There are four parking lots designated as residence hall only lots, R1, R2, R3 and R4. The R1 lot is located on Elm Street directly across the street from Cafaro House. The R2 lot is located on Madison Avenue adjacent to Lyden House. The R3 lot is located near Kilcawley House off of Bryson Street, next to Buechner Hall behind the Central Utility Building. The R4 lot is located near Kilcawley House off of University Plaza by the F1 and Visitors parking lots. All residents may park in either R1, R2, R3 or R4, or in any other designated parking area on campus. Residents of University Housing will be issued a special parking pass that will allow them access to residence hall only lots, in addition to the other parking lots/decks on campus.

PHONE SERVICE

Each room has phone service with unlimited local calling and caller ID. In addition, each student has an individual voice mail box and personal long distance calling account. Contact Telephone Services in Meshel Hall to activate your voice mail and long distance calling. Receiving collect calls is prohibited and will result in disciplinary action.

RESIDENCE HALL DAMAGES

When you move into your residence hall room, you will be asked to review a Room Condition Report for your room. It is very important that you review this document very carefully to make sure it accurately reflects the condition of your room. When you move out of your room, the condition of the room will be compared to what is recorded on the Room Condition Report. You will be billed for damages to the room that are not noted on the RCR and that exceed normal wear and tear. You may also be billed for suite (Cafaro House only) and floor damages when appropriate.

RESIDENCE HALL DAMAGE APPEALS

If you are billed for damages that you are not responsible for, you may appeal the charges. You must submit a letter of appeal to your Housing Coordinator explaining why you are not responsible for the damages. The Housing Coordinator will either grant or deny the appeal.

ROOM CHANGES

If you feel you need a room change, contact your Housing Coordinator. If you are having a problem co-existing with your roommate, see your RA immediately to discuss the problem.

ROOMMATE BILL OF RIGHTS

The following Roommate Bill of Rights is a reminder to each resident of his/her responsibility to his/her roommate. Your enjoyment of life in a residence hall will depend, to a large extent, on the thoughtful consideration that you demonstrate for each other. If you are having difficulty with your roommate, contact your RA immediately. Basic rights of a roommate include:

1. The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.

2. The right to sleep without undue disturbance from noise, guest of roommate(s), etc.
3. The right to expect that a roommate will respect one's personal belongings.
4. The right to a clean environment in which to live.
5. The right to free access to one's room and facilities without pressure from the roommate(s).
6. The right to privacy.
7. The right to host guests with the expectation that guests are to respect the rights of the host roommate(s) and other hall residents.
8. The right to address grievances. Your Resident Assistant is available for assistance.
9. The right to be free from fear of intimidation, physical and/or emotional harm.
10. The right to expect reasonable cooperation and the use of "room shared" appliances (telephone, refrigerator, etc.) and a commitment to honor agreed-upon payment procedures.

SAFETY & SECURITY

Our facilities have a front desk staffed 24 hours a day 7 days a week whenever they are occupied. If you see something that is a concern, please contact the front desk or University Police (Emergency #911). Our public areas (including corridors) are equipped with video cameras to deter criminal or problem behavior. All fire exit doors are alarmed. Each room has a peephole and a deadbolt lock. Students are encouraged to keep their doors locked at all times. All buildings have modern fire alarm and sprinkler equipment.

SECURITY DEPOSITS

The \$200.00 security deposit is collected prior to your first semester in University Housing. You will be notified in writing of any damages charged against you. You have the opportunity to appeal any charges. Security deposits are refunded after your last semester in University Housing. As long as you are signed up for University Housing, we retain your deposit, rather than refund it and rebill you. It usually takes 4–5 weeks before the check is mailed to you. The check is mailed to you at the address you have listed with the University Records office.

SINGLE ROOMS

Single rooms may be available in some residence halls, depending upon occupancy. Only upperclass students in good standing are eligible for consideration. There is an additional charge for single rooms. If you are interested in a single room, speak with your Housing Coordinator.

STATEMENT OF NONDISCRIMINATION

Youngstown State University is committed to a policy of nondiscrimination. The University provides housing accommodations for students without regard to race, religion, color, age, gender, sexual orientation or national origin. The University has developed procedures to assist with concerns regarding discrimination. Assistance is available through the Office of Equal Opportunity and Diversity at 330-941-3370.

THEFT/DAMAGE OF YOUR PROPERTY

Valuable items should be kept in a secure place. Campus Police offers engraving and will give instructions on recordkeeping so that items could be recovered if they should be stolen. Student rooms should be deadbolt locked at all times. Textbooks are particularly susceptible to theft. Students should not leave textbooks unattended.

If Theft/Damage Occurs, report any theft/damage immediately to the Front Desk. They will contact Campus Police to take a statement and begin an investigation.

WEBSITE

The Office of Housing & Residence Life website is: <http://housing.yzu.edu>. This website is updated regularly and serves as a resource for current and prospective residents. Upcoming housing events, useful forms and information on signing up for University Housing can all be found on our website.

All the Comforts of Home...

WHAT IS ACCEPTABLE IN YOUR NEW “HOME” and What is PROHIBITED.

RECOMMENDED ITEMS

Bedding/Linen

- Sheets (extra long twin)
- Pillow/Pillow Case
- Blanket(s)
- Towels/Washcloths

Hint: Extra long twin sheets may be difficult to find, but as it gets closer to August, stores such as Wal-mart, Kmart, and Target will begin to carry them in stock.

Toiletry Items

- Soap, Shampoo, Toothpaste, Deodorant, etc.
- Shower caddy to carry toiletry items to the bathroom
- Flip-flops to wear in the shower

Things to make your room more comfortable

- Posters, Pictures of Friends/Family
- Personal Mementos

Convenience Items

- Stereo, Radio, TV, DVD player, Computer
- Refrigerator (2' by 3' maximum)
- Phone

Hint: Consult with roommate(s) to avoid unnecessary duplication. This will save space in the room.

Miscellaneous

- Alarm Clock
- Laundry Aids (laundry bag, soap, dryer sheets, etc.)
- Postage Stamps
- Power Strips (with breaker switch for electrical items)

PROHIBITED ITEMS

- Pets (including fish)
- Coffee Pots
- Microwave*
- Toaster
- Hotpot
- All other cooking devices
- Air Conditioners (all of our buildings are air conditioned)
- Halogen Lamps
- Alcoholic Beverages
- Empty Alcohol Containers
- Extension Cords
- Candles, Incense
- Bed lofts, lofting kits and/or bed risers
- Medusa lamps with plastic shades

* Microwaves are located in the basement and on each floor of Lyden and Kilcawley Houses. A microwave is located in the basement of Cafaro House and each suite common area is permitted one microwave.

Rules & Regulations FOR RESIDENT STUDENTS

Living in campus residence halls is a privilege to be enjoyed by students at Youngstown State University. As a member of this community, you will be granted many rights and privileges. In return you will be expected to respect the rights and privileges of others. These rules and regulations and *The Code* (YSU's code of conduct for each student) are intended to facilitate a comfortable living environment for all resident students. Both of these materials are available to you via the YSU web site. Your responsibility is to become familiar with and observe these rules and regulations. Violation of these rules and regulations constitutes a breach of your housing contract and can result in disciplinary action. All residents are expected to cooperate with members of the residence hall staff and to respect their requests.

NONDISCRIMINATION POLICY

Youngstown State University is committed to a policy of nondiscrimination. The University provides room and board accommodations without regard to race, religion, color, age, gender, sexual orientation or national origin.

RESIDENCE HALL STUDENT CONDUCT

Residence hall conduct is intended to be educational. It is also a method of maintaining a positive community living environment. When your behavior is disruptive to the community environment you will be subject to the student conduct process.

Typically a reminder from your Resident Assistant will be sufficient to correct minor concerns. For situations where a reminder is not successful, the following action will take place:

1. A Resident Assistant will write a description of what occurred on an Incident Report and give it to the Housing Coordinator.
2. Your Housing Coordinator will notify you through a Letter of Concern that a complaint has been received about you. You are expected to meet with the Housing Coordinator to discuss the incident and determine if the matter can be concluded or if you should be referred to the University Conduct Board.

Continued inappropriate behavior beyond the Letter of Concern becomes a serious problem. Corrective action is normally progressive in nature; that is, repeated violations resulting in student conduct action should lead to progressively stronger sanctions. Infractions normally start with verbal warnings, then progress to Letters of Concern, restitution, probation, and up to and including removal from the residence hall, suspension and/or expulsion. It is expected that most cases will be disposed of in this manner; however, the seriousness of certain offenses justifies immediate removal from the residence hall pending the outcome of a conduct hearing. These offenses may include violent behavior, possession of a weapon, possession of illegal drugs, and any form of intimidation of other residents.

AIDING OR ABETTING

Aiding or abetting is helping someone attempting to commit an act or action that would constitute an offense under any of the types of misconduct stated in these regulations or *The Code* and is prohibited.

You will be subject to disciplinary action and/or criminal prosecution. Depending upon the nature of the violation, you may be immediately removed from Housing until your conduct case has been concluded. Acts of violence are considered very serious offenses with the expectation that the resident involved will no longer be afforded the privilege of living on campus and will likely be suspended from the University.

You will be subject to disciplinary action consistent with the severity of the violation.

ALCOHOLIC BEVERAGES

The use or possession of alcoholic beverages in the residence hall and/or disorderly conduct due to consumption of alcohol is strictly prohibited. Empty alcohol bottles are also prohibited. Residents are held responsible for any alcohol containers in their room. Underage drinking is a violation of state laws and will be treated as such by Housing & Residence Life officials and YSU Police.

Please note that residents will be held responsible for the actions of their guests.

Housing staff may inspect your packages if they suspect you have alcohol. Alcoholic beverages will be confiscated and disposed of. If you are so intoxicated that you may be a danger to yourself or others you will be transported to the hospital for treatment. You will also be subject to disciplinary action. It is likely that you will be asked to attend assessment or rehabilitative sessions in addition to other sanctions. Refusal of treatment, assessment or rehabilitative sessions may result in your removal from University Housing. Underage drinking and other criminal violations may be subject to criminal prosecution. Parents of students under 21 will be informed of alcohol violations.

BATHROOMS

Entering opposite sex bathrooms is prohibited. There are guest bathrooms in each hall.

You will be subject to disciplinary action if you (or a person you host) enters an opposite sex bathroom. If you are a guest, your guest privileges may be restricted as well.

CABLE TV

Your room is equipped with a cable TV outlet. Tampering with outlets or other cable equipment is prohibited. Extra “tap-ins”, other rewiring, or other schemes designed to take services you are not entitled to are prohibited.

You may be subject to disciplinary action and/or criminal prosecution. You may be required to pay back charges for a service you received improperly. You may be required to pay for damaged equipment or wiring. You may lose your cable TV privileges.

CARE OF YOUR ROOM

It is your responsibility to take care of your room, suite, apartment and its furnishings. This includes keeping your space clean. This includes refraining from defacing the walls, ceilings, floors and room doors by the use of paint, nails, tape, glue, screws, or other damaging fasteners. We recommend that you use masking tape or gummed two-sided tape or “Ticky Tack Tape” (which does not damage walls and is available in the Bookstore). It is a good idea to ask a staff member if there is some question about what can or cannot be done in a room. When you check into your room your Resident Assistant will give you a Room Condition Report (RCR) to complete. You should take care to note all damages and any missing furnishings as you will be responsible for leaving your room in the same condition you found it. If damages are noted at check-out that were not written on the RCR, the resident will be responsible for applicable charges. Intentional damage or defacement of University property (i.e. your room, residence hall public areas) will be considered an act of vandalism.

You will be charged for any damages to your room or furnishings. If you fail to clean your room prior to checkout you will be charged to have it cleaned. (This charge is typically \$50–\$75.) If roommates do not identify the responsible individual, the cost will be equally split between roommates. Billing is made at the time the damage is discovered or when the room is vacated. Any unpaid charges will be deducted from your security deposit prior to your refund. Conduct charges may also result.

COMPUTER USE

Wireless access points are available in each residence hall and Ethernet network ports are provided in your room for your convenience and privilege. Abuse of this privilege including, but not limited to, unauthorized entry into a file, unauthorized transfer of a file, unauthorized use of another individual’s identification and password, sending threatening or harrasing material and or copyright infringement will not be tolerated.

You will be subject to disciplinary action and or criminal prosecution. Use of University network services will be removed. Your computer may be removed and held until you can take it home.

COOKING IN YOUR ROOM

With the exception of Weller House, the University does not allow cooking in student rooms. Each residence hall has a kitchen. It contains a stove, oven, and refrigerator. All cooking must be confined to this area. You are responsible for cleaning the kitchen when you are finished. Suite common areas in Cafaro are each permitted to have one microwave. Each floor of Lyden and Kilcawley House has a microwave for resident use. Residents must remain by microwave at all times when using to cook. Residents must also clean public microwaves after each use.

If you have cooking appliances in your room they will be taken from you and held until you can remove them. You may be subject to disciplinary action. If you failed to clean the kitchen before you left, you will be asked to return to the kitchen and clean it. If you failed to clean out a microwave, you will be asked to go back and clean it. You may be subject to disciplinary action. If you are irresponsible regarding fire safety (repeated fire alarms due to burnt food), you may be subject to disciplinary action.

COOPERATION WITH STAFF

You and your guests are expected to cooperate with Housing & Residence Life Staff at all times. You are to treat all staff with respect. You will be expected to show proper identification when requested by Housing & Residence Life Staff if not already obtained by the front desk. Falsification or misrepresentation of yourself or refusal to provide such information to staff is prohibited.

If you or your guests fail to comply with reasonable requests from staff in the performance of their duties, you and/or your guest will be subject to disciplinary action. Your guest may be told to leave and may not be allowed to visit in the future.

COURTESY HOURS

Courtesy hours are in effect 24 hours a day, seven days a week. Courtesy hours mean that you will respect the rights and privileges of other residents. The noise level must not interfere with those students who want and need to study at any given time. If you are asked to be quiet, you should respond promptly and courteously.

****If an alarm, stereo, or television is left on at a high volume and the resident is not present in the room, Housing & Residence Life reserves the right to enter the room and turn off equipment.**

Your RA will notify you if they feel your behavior is disruptive to the residence community.

Further violations will result in disciplinary action. Sanctions may include community service, removal from a quiet study floor, or more serious sanctions depending on the nature of the violation.

DOOR POLICY

To limit access of non-residents to the living area of the residence halls and as a security measure, the main lobby doors are the only entrance in each residence hall.

All doors are locked in the evening. After doors are locked you must use your key to enter the building.

For your security and protection, the end doors of the residence halls are for exit only. You must enter the residence halls through the main lobbies. You should be prepared to show your identification if asked by Housing & Residence Life personnel.

In Cafaro, Lyden and Kilcawley Houses, your room key will open the main lobby and/or stairwell doors. It is imperative that exit doors on the first floor be kept closed at all times.

If you let anyone enter the residence halls through any entrance other than the main lobby entrance you are subject to disciplinary action. The person you let in will also be subject to disciplinary action.

DRUGS

The use, possession, dispensing, distribution, manufacture, or being under the influence of controlled substances, paraphernalia and/or illegal drugs is strictly prohibited and is a violation of state and federal laws.

YSU Police will be notified immediately. Illegal drugs will be confiscated, you may be subject to arrest and/or criminal prosecution and will be subject to disciplinary action. It is likely that you will be asked to attend assessment or rehabilitative sessions in addition to other sanctions. By refusing to do so, depending upon the nature of the violation, you may be immediately removed from the residence hall until your conduct case has been concluded. Parents of students under 21 will be informed of drug violations.

ELECTRICAL APPLIANCES

Certain electrical appliances are permitted in the residence halls (i.e. TVs, CD and DVD players, clocks, irons, hairdryers, shavers, and refrigerators under 4 cu. ft.). However, some appliances can be a health and safety hazard. These items are prohibited and include but are not limited to hot pots, hot plates, microwave ovens (except in designated areas), space heaters, air conditioners, refrigerators over 4 cu.ft., toaster ovens, coffee makers, halogen torchiere' lamps (above 50 watts), toasters and George Foreman grills. Equipment not in compliance with safety standards will not be permitted in rooms. If you have a question about an item, you should ask your Housing Coordinator. Depending on the number of electrical appliances you bring to your room, you may be required to purchase a UL approved power strip with a breaker. Extension cords are prohibited.

You may be asked to remove the appliance from the residence hall immediately or the item may be taken by Housing & Residence Life staff and stored until you are able to take it home. Having a prohibited appliance may also result in disciplinary action.

ELEVATORS

Depending on the volume of use, the elevator may take a few seconds or several minutes to arrive. Nothing you do will make the elevator respond more quickly. Pulling on doors or bouncing on the floor of the elevator will damage it and can be dangerous.

Charges to repair the elevator will be borne by the individual(s) damaging the elevator. If the individual(s) cannot be identified the cost will be paid by all residents. Repeated incidents of damage may result in use of the elevator being restricted or turned off.

ESCORT POLICY

You must meet your guest at the front desk to sign him/her in. You will be expected to escort your guest at all times.

All guests must leave picture identification (a driver's license or college ID only) at the desk.

Your guest must sign out at the desk every time s/he leaves the residence hall. Their ID card will be returned at this time.

Unescorted guests will be asked to leave the residence hall immediately or may be cited for trespassing by Police. Any guest asked by University Staff to leave the residence hall is expected to comply. Failure to comply with these regulations could result in suspension of your guest privileges and/or those privileges of your guest. In addition, both host and guest will be subject to disciplinary action.

FALSE ALARMS/ PRANKS

Students are prohibited from making false 9-1-1 calls, reporting false disturbances and/or making prank calls/sending prank messages. Pranking in all forms is prohibited

Any person who makes false 9-1-1 calls and/or reports false disturbances is subject to criminal prosecution and/or the University Conduct system. Any person found pranking will be subject to disciplinary action.

FIRE, FIRE ALARMS, AND FIRE DRILLS

Illegal or unauthorized use of any fire-warning or fire-fighting equipment on University-owned or -controlled property is prohibited.

All fires must be reported to YSU Police or Housing & Residence Life staff. The fire alarm should be sounded regardless of the nature and the size of the fire. The building will be evacuated each time an alarm sounds even if a false alarm is suspected. You should not return to the building until an authorized all-clear signal is given or you are told by a police officer that you can return.

If you use a fire extinguisher for any purpose you must report it to Housing & Residence Life Staff so that the extinguisher can be refilled. Tampering with or disabling smoke detectors is prohibited. You should familiarize yourself with all building exits so that you can vacate the building by the nearest exit.

Any person who starts a fire through careless or inappropriate behavior will be subject to disciplinary action.

Any person who activates the fire alarm system through careless or inappropriate behavior will be subject to action.

Any person who intentionally activates a false alarm is subject to criminal prosecution and/or the University conduct system. The expected sanction for such a violation is suspension from the University.

Tampering with or disabling fire safety equipment is subject to disciplinary action.

Failure to evacuate the building during a fire alarm will result in disciplinary action.

FIRES

You may not burn or ignite any object. Candles, incense, etc. are a fire hazard and are prohibited. Live Christmas trees and most other holiday decorations (except small lights) are also prohibited.

If you burn or ignite any object you will be subject to disciplinary action and/or prosecution through the court system. Depending upon the nature of the violation, you may be immediately removed from the residence hall until your conduct case has been concluded. The sanction expected for burning or igniting an object is removal from the residence hall and/or suspension from the University. Candles and incense (burned or unburned) will be taken from you.

FIREWORKS, FIREARMS, WEAPONS

The possession or use of firearms, ammunition, knives (of any size/variety), swords, explosives (e.g., firecrackers) or other dangerous weapons or use of hazardous or combustible materials is prohibited in the residence halls.

In addition, paintball guns, pellet/BB guns, handcuffs, or any similar object that may be used to do harm are not permitted in the residence halls. Housing & Residence Life reserves the right to confiscate any object that may be used for inappropriate behavior.

Soft pellet guns, realistic toy guns and water guns are also prohibited from the residence halls.

If you are in possession of a weapon it will be taken from you and you will be subject to disciplinary action and/or prosecution through the court system. Depending upon the nature of the violation, you may be immediately removed from the residence hall until your discipline case has been concluded. The sanction expected for possession of a weapon is removal from the residence hall and/or suspension from the University. Fireworks constitute a fire hazard and have caused fires in residence halls. Possession or use of them will result in disciplinary action and/or prosecution through the court system. These items will be taken from you.

FURNITURE AND EQUIPMENT

You should not modify the furniture (beds, dressers, etc.) in any way. In Kilcawley House the beds must remain bunked and must not be moved in front of the window heaters for safety reasons. Non-university lofts, loft kits and bed risers are strictly prohibited. Furniture and equipment should not be taken from public areas of the building to your room without prior consent of the Housing & Residence Life staff. Existing bedroom furniture must remain in bedrooms. No additional beds/sofa may be added to rooms/suites without permission from your Housing Coordinator.

You will be asked to return the furniture to the proper location. You may be charged for furniture that has to be returned by University Staff. Having unauthorized furniture or equipment in your room may result in disciplinary action. If your bedroom furniture is not in your room you may be charged to replace it.

GUESTS

Guests must be 18 years old and must present a valid photo I.D. Visitors and guests may visit in rooms, suites, apartments, corridors, floor lounges, study lounges, or the basement during guest hours and only when accompanied by you, the host resident. All guests must be accompanied by the host at all times. You will be held accountable for the conduct of your guests. Whenever you see a non-resident unaccompanied by a resident host, you should report it to the front desk.

Violations of guest procedures will be subject to disciplinary action for both you and your guest(s). This can mean the loss of guest privileges or more severe sanctions depending on the nature of the violation.

You and your guest must use proper discourse and must be fully dressed when in public areas. Guests may stay a maximum of 3 days/nights in any 7 day period. Longer stays may be allowed but require advance consultation with the Housing Coordinator. Exceptions to guest hours may be made for parents of residents. Check with your Housing Coordinator. Parents are expected to sign in as guests. No more than 5 individuals can be in a room at one time. Residents are expected to sign in guests accordingly. (Max. 3 guests)

GUEST HOURS

Please note that residents will be held responsible for the actions of their guests.

Guest privileges are in effect during the following hours for **FRESHMEN***: Sunday through Thursday 10:00am until midnight. Friday and Saturday 24 hours (Friday 10am–Sunday 10am). Freshmen wishing to have guests spend the night Sunday through Thursday need to fill out an Overnight Pass and get it approved by a Housing Coordinator.

Guest privileges are in effect during the following hours for **UPPERCLASSMEN****: 24 hours.

Guests may not stay longer than 3 nights in a 7-day period, must be 18 years old, and must present a valid photo I.D. It is the

Violations of guest hours will be subject to disciplinary action for both you and your guest(s). This can mean the loss of guest privileges as well as more severe sanctions depending on the nature of the violation.

discretion of Housing & Residence Life staff whether a resident or guest is allowed visitation privileges. Housing & Residence Life officials reserve the right to deny any guest the right to visit the residence halls.

***FRESHMEN:** those residents who are new freshman at YSU who have completed less than two full (Fall/Spring) semesters or those who are transfer students who have not completed at least two full (Fall/Spring) semesters at YSU or another college/university.

****UPPERCLASSMEN:** those residents who meet at least one of the following criteria

- 20 years of age or older
- have completed two full (Fall/Spring) semesters at YSU or another college/university
- served a year in the Armed Forces

GUESTS UNDER 18

All visitors must be a minimum of 18 years of age and have a valid photo ID to be allowed guest privileges. Exceptions to this regulation are:

- a. Underage guests who are accompanied by their parent may visit during regular guest hours. For emergency situations, the Housing Coordinator may make allowances.
- b. In some circumstances, underage guests may stay overnight if proper authorization (an overnight pass) is given. Consult with your Housing Coordinator in advance of the visit to secure permission for this. Parental permission is required.
- c. Members of a resident's immediate family who are not 18 may visit during normal guest hours without special permission. Residents wishing to have a brother or sister stay for an overnite or weekend should consult with their Housing Coordinator one week in advance to secure verbal parental permission. Handwritten notes are not accepted.

If your guest does not sign out he/she is in violation of guest procedures. If you allow an unescorted non-resident (that you didn't sign in) into your room, you are in violation of our guest procedures.

Underage guests without the appropriate authorization will be asked to leave. They may be warned for trespassing. Residents who violate these procedures are subject to disciplinary action and may lose their guest privileges.

HARASSMENT

You are expected to treat all persons with respect and dignity. You should not harass any individual or group. Harassment is defined as a course of conduct which subjects a person or group of persons to unwanted physical contact, or the threat of such contact, or which seriously threatens or alarms a person or group. This includes activity over the phone or via the internet. (Also see Physical or Verbal Abuse.) Display or distribution of material that is offensive to others is prohibited.

You will be subject to disciplinary action and/or criminal prosecution. (Also see Physical or Verbal Abuse.) Depending upon the nature of the violation, you may be immediately removed from the residence hall until your conduct case has been concluded.

HOUSEKEEPING AND ROOM INSPECTIONS

You are responsible for the housekeeping of your room/suite/apartment. A neat, clean room and well organized surroundings are more conducive to effective study. Food must be kept in refrigerators or closed containers. Inspection of rooms will be held periodically to ensure healthy and safe conditions. The University reserves the right of entry into any room for the purpose of inspection, cleaning, repair, or discipline.

Your Housing Coordinator or RA will ask you to clean your room. If you are habitually untidy, you will be given a Letter of Concern from your Housing Coordinator. If the problem persists you will be subject to disciplinary action and/or be refused reassignment to the residence hall. Housing & Residence Life may also have the room cleaned and charge you (\$50-\$75). Should you develop a problem with insects, etc., notify your Housing Coordinator immediately so appropriate measures can be taken to correct the problem.

INSPECTION OF PACKAGES

Housing & Residence Life reserves the right to search any items / packages / bags that enter the residence halls.

Any individuals who fail to comply to a request by a staff member to search a package entering the premises will be documented and YSU Police may be notified.

KEYS

You have been issued a key to your room and for admittance to the building. It is illegal to copy University keys. You should deadbolt lock your door whenever you leave your room. Do not lend your key to anyone, and report any unauthorized persons found in your room. If your key is lost or stolen, report it immediately to your Housing Coordinator.

You will be charged for lost or stolen keys and for any costs associated with rekeying the locks. If you lend your keys to another person you may be subject to disciplinary action.

LOCKDOWN

In the event that a campus and/or residence hall lockdown order is given, residents should immediately move into their residence hall room and lock the door. Lights should be turned off, blinds closed and residents should remain quiet until YSU Police determine the lockdown threat is over

Failure to appropriately respond to a lockdown order will result in disciplinary action.

PETS

No animals of any type may be brought into or kept by you in your room or any place in the residence hall.

You will be asked to immediately remove your pet and may be subject to disciplinary action.

PHONES

Each room has a phone jack with an active line for local service and long distance service. Long distance service requires activation. Call 6000 for information on how to activate your line and set up your voice mail box. Tampering with phones, jacks, or lines is not permitted. Any form of harassment over the phone is not permitted. Using another person's PIN number to make a call is prohibited.

You will be held responsible for any charges billed to your room's line. Disciplinary action may result.

You may be charged for damaged equipment. Disciplinary action may result. You may lose your phone service.

PHOTOGRAPHIC AND RECORDING EQUIPMENT

Unauthorized use of video, photographic, listening device, and recording equipment (including but not limited to web cameras, camera phones, and tape recorders) in common areas (including but not limited to hallways, lounges, stairwells, and restrooms) of residence halls is prohibited.

Video, photographic, listening device, and recording equipment may be used within residents' own rooms and suites only with the verbal consent of all residents and/or visitors of the room or suite. Notification must be made when such devices are in use.

Photographic and recording equipment in a student room or suite may not be used to view, eavesdrop, broadcast or record any material from another student room or suite or non-public area. Such equipment in a student room or suite also may not be used to view, record, eavesdrop, broadcast or record any material from any residence hall common area without the verbal consent of all students, visitors, and/or employees.

You will be asked to immediately discontinue the use of the photographic and/or recording equipment and turn over any unauthorized material to Housing & Residence Life staff. Photographic and recording equipment may be confiscated and held by staff until you can take it home. You will be subject to disciplinary action.

PHYSICAL OR VERBAL ABUSE

You are expected to treat all persons with respect and dignity. You are not permitted to physically or verbally assault any resident including yourself. This includes sexual assault, harassment and/or threats. Slurs regarding a person's racial, ethnic, or sexual orientation are considered verbal abuse. All forms of physical or verbal abuse are prohibited, including over the phone or via the internet.

Any person who harasses another is subject to prosecution through the criminal courts and/or the University conduct system.

You will be subject to disciplinary action and restitution.

QUIET HOURS

Quiet hours are in effect Sunday–Thursday from 11:00 pm–10:00 am in Kilcawley and Lyden Houses and from 9:00 pm–10:00 am in Cafaro House. On Friday and Saturday quiet hours are from midnight to 10am in all houses. During finals week, 24-hour quiet hours are in effect in all residence halls.

The following regulations are in effect during quiet hours:

- a. The volume of stereos will be kept at a level that cannot be heard outside the suite/room or outside the building.
- b. There will be no loud talking or other noise which will disturb residents who wish to study or sleep.
- c. Running, yelling, or other inappropriate behavior is not permitted in the corridors.
- d. Bicycles, skateboards, scooters, rollerblades, hall ball, or other similar behavior that may cause damage to the halls or cause a disturbance to other residents is not permitted in the residence halls.

Your RA will ask you to respect the quiet hours. Repeated violations will result in your receiving a Letter of Concern from the Housing Coordinator.

Further violations will result in disciplinary action. Sanctions may include community service, removal from a quiet study floor, or more serious sanctions depending on the nature of the violation.

The use of stereos, radios, and other audiovisual equipment is a privilege which may be revoked if used in such a way as to interfere with the maintenance of courtesy and study hours. Repeated violations are likely to include your having to remove your objectionable equipment from the building. If necessary, Housing & Residence Life staff will remove the item and hold it for you until you are able to take it home.

ROOM CAPACITY

For health and safety reasons, you will be asked to keep the number of individuals in your room to no more than 5. Housing Staff has the right to monitor the number of guests and room capacity at any given time.

You may be asked to have large gatherings in a lounge rather than your room. Depending upon the circumstances (noise, etc.) you may be subject to disciplinary action.

ROOM ENTRY/ ROOM SEARCHES

Entering rooms other than your own without the permission of a resident of that room is not allowed. No RA is authorized to let you enter any room other than your own. The University reserves the right of entry to any room for the purpose of inspection, cleaning, repair or discipline. Housing & Residence Life staff may perform visual searches of any resident room.

You will be subject to disciplinary action if you are in another resident's room without permission of the room occupants.

SEXUAL HARASSMENT (DEFINITION)

Offensive materials including posters, signs etc. are not allowed in public areas (suite doors & walls, hall walls and outside of room doors).

You will be subject to disciplinary action and/or criminal prosecution. Depending upon the nature of the violation, you may be immediately removed from the residence hall until your discipline case has been concluded.

SINGLE ROOMS/CONSOLIDATION

If your roommate moves out at any point in the year the University may, at its option, fill the space, have you move to a room with another student, or have another student move in with you. You may be given the option of paying for a single room. In most cases, if two students of the same sex do not have roommates they will be consolidated into one room. When suites and apartments develop vacancies the entire suite or apartment may be consolidated.

You may be required to accept a new roommate or you may be required to move to another space.

SMOKING

Smoking is prohibited everywhere except in the designated areas. The designated areas are outside of the breezeway off the stairs on the campus side only of Kilcawley House, and outside on the Madison Ave. side only of Cafaro and Lyden Houses. Cigarettes must be disposed of in the appropriate containers (not in trash cans and not on the ground). Containers are available outside each building.

You will be asked to extinguish your cigarette if you are smoking in a prohibited area. In addition, you will be subject to disciplinary action which may include removal from University Housing.

SOLICITING OR SELLING

Door-to-door or other solicitations, selling, or non-university event advertising is prohibited in the residence halls and Christman. Student organizations who wish to promote their organization or event in residence halls must get permission to do so from the Director of Housing & Residence Life.

You will be asked to cease your soliciting in the residence hall. If you invite or help unauthorized salespersons to contact residents or assist unauthorized salespersons to gain entry into the residence hall, you will be subject to disciplinary action.

STUDENT INSURANCE

You are required to have health and accident insurance comparable to the University policy in case of an emergency. You must provide the Office of Housing & Residence Life with the name of your carrier. The University is not responsible for damage and/or loss of your possessions. We recommend that you have renters or homeowners insurance to cover any loss or damage.

If you do not provide the Office Housing & Residence Life with the name of your health and accident insurance carrier, you will not be allowed to move into the residence halls.

TORNADOES/SEVERE WEATHER

In the event of severe weather watches/warnings, YSU Police will notify Housing & Residence Life Staff. If a tornado is reported, YSU Police will sound the Tornado Alarm in your residence hall. Residents should report to the basement or tornado shelter immediately and wait for the all clear signal from YSU Police.

Failure to report to the basement or tornado shelter during a tornado alarm may result in disciplinary action.

TRASH

Your room has a trash container. Liners are available from your RA and the cleaning staff. Room trash from your container should be dumped in the trash containers in the hallway. Weller residents must take their trash to the dumpster.

If you throw trash or liquids out the windows or onto the floor or walls you will be subject to disciplinary action.

UNAUTHORIZED PROPERTY/AREAS

Unauthorized possession or use of University property, or property of a member of the University community, or property of a campus visitor is prohibited. This includes taking public area furniture into residence hall rooms.

Unauthorized entry into restricted areas (e.g. residence hall maintenance rooms) is prohibited

You will be asked to return any unauthorized property (or it may be taken from you) and may be subject to disciplinary action and/or prosecution through the criminal court system. You may be assessed a per day fine for public area furniture found in your residence hall room. If found in a restricted area, you will be subject to disciplinary action.

VANDALISM AND DAMAGES

You are responsible for damages to, or loss of, University property in your room, suite and/or apartment. In addition, you are expected to report stolen or damaged property. In the case of damages in the hallways or other public areas of the building, charges will be assessed to those responsible. In the event that it is impossible to determine responsibility, the charges may be divided equally among all residents. Requests for maintenance or repair should be reported immediately to your RA or front desk.

You will not be charged for normal maintenance required to maintain the facility. You will be charged for damages caused by negligence, vandalism or carelessness. If you are responsible for a toilet overflowing, you will be charged for the cleanup.

WINDOWS AND SCREENS

Windows and screens are an important part of building security and appearance. Tampering with windows and screens will not be tolerated. Screens may not be removed from windows for any reason. Any damage to windows or screens should be

You will be charged for any damage you cause and/or the cost of replacing your window or screen and may be subject to disciplinary action. This may include removal to another floor or house. If you throw items from your window or bring items through the window you will be subject to disciplinary action.

YSU Network Services

STUDENT NETWORKING PROTOCOL

1. Do not connect anything to the campus network but your PC. (No wireless access points, no hubs, etc.)
2. Do not configure a modem to auto-answer. This could create a security breach for our campus network.
3. Do not download copyrighted materials. This is illegal.
4. Do not impair or interfere with another person's use of the campus network or the internet.
5. Do not harass others or send threatening, offensive, or obscene materials or messages to others. Altering of email headers is prohibited.
6. Do not leave your PC unattended after you have logged on to the campus network. Sharing accounts is prohibited. You are responsible for all activities that transpire under your password and user ID. Promptly logoff when finished to limit your liability.
7. Do not use University network or PC lab facilities as a base for a personal business.
8. Do not access a machine or service for which you have not been authorized.
9. Do not scan one or more machines to see what is running.
10. Do not participate in peer-to-peer file sharing programs. This is prohibited.
11. Do password protect any local file sharing that you may do.
12. Do conduct yourself in a professional manner and seek to conform to a high moral standard.

For questions regarding this protocol, contact the Tech Desk at x1595.

Housing & Residence Life

DISCIPLINARY ACTIONS

INCLUDE ANY OF THE FOLLOWING PROCEDURES:

Incident Report: When a violation of policy occurs in the residence halls, the violation is documented, typically by a Residential Assistant, in the form of an incident report. This report is given to Housing & Residence Life staff.

Letter of Concern: This is a written notice from Housing & Residence Life Staff that a report has been received indicating you may have violated a University regulation. You will be asked to schedule an appointment with Housing & Residence Life Staff to discuss the alleged violation.

Conduct Conference/Hearing: A meeting between the alleged violator(s) and either Housing & Residence Life staff or the University Conduct Officer/Board.

MAY INCLUDE ANY OF THE FOLLOWING SANCTIONS:

Removal/Restriction of Property: You may be asked to remove objectionable property (or it may be taken from you) such as a stereo that has been repeatedly played too loudly, unsafe electrical appliances, etc.

Education/Community Service Assignment: You may be given a supervised community service/educational assignment appropriate to the situation.

Room/House Transfer: You may be required to transfer houses and/or rooms.

Termination/Restriction of Privilege: Your privileges may be terminated or restricted for violating certain regulations. For instance, your visitation and/or your guests' visitation privileges may be restricted or terminated for violation of visitation regulations.

Restitution: You may be asked to make compensation for any loss, damage, or injury your violation causes. This may take the form of additional service as well as monetary or material replacement.

Warning: You may be given a written notification that you have violated institutional regulations. This written warning means that further problems may result in more serious sanctions being placed on you. You may be placed on disciplinary warning for a period not to exceed one academic year.

Disciplinary Probation: You may be placed on disciplinary probation which is notice in writing that any subsequent violation(s) of University regulation may result in suspension or expulsion and/or imposition of restrictions or conditions consistent with the offense committed and your rehabilitation.

Removal from University Housing: You may be removed from the Residence Hall for a specified period of time. You may not be allowed to visit the Resident Halls or Dining Facilities following your removal.

Disciplinary Suspension: You will be separated from the University for a specified period of time (not to exceed one academic year) after which time you are eligible to return.

Disciplinary Expulsion: You will be separated from the University under circumstances in which readmission would be rare.

Parental Notification: The University may notify parents of students who are under 21 years old when they are found responsible for violating alcohol and/or drug policies.

HOUSING & RESIDENCE LIFE STAFF:

| | |
|---|------|
| Danielle Meyer | 3539 |
| Director of Housing & Residence Life dlmeyer@ysu.edu | |
| Harry Meyer | 7444 |
| Assistant Director for Technology, Conferences, & Facilities hcmeyer@ysu.edu | |
| Erin Driscoll | 7249 |
| Assistant Director for Residential Education eedriscoll@ysu.edu | |
| Jacqueline Clifton..... | 3582 |
| Assistant Director for Residential Education & Development jrclifton@ysu.edu | |
| Josh Mays | 4739 |
| Cafaro Housing Coordinator jamays01@ysu.edu | |
| Ernie Calderon..... | 7445 |
| Kilcawley Housing Coordinator eicalderon@ysu.edu | |
| Jacob Stanley | 2555 |
| Lyden Housing Coordinator jrstanley@ysu.edu | |
| Charlene Yusko | 3550 |
| Administrative Assistant chyusko@ysu.edu | |
| Maggie Naples..... | 3547 |
| Account Clerk mjnaples@ysu.edu | |

GRADUATE ASSISTANTS :

| | |
|--|------|
| Scott Patton (Residential Education GA)..... | 1354 |
| Sarah McKinley (Training & Development GA) | 2711 |

FRONT DESKS:

| | |
|-----------------------|------|
| Cafaro House..... | 4742 |
| Kilcawley House | 2187 |
| Lyden House | 1981 |

