

WRIGHT STATE UNIVERSITY RESIDENCE SERVICES SOURCEBOOK

(Updated 10/ 2008)

The Office of Residence Services actively pursues the mission of Wright State University. By effectively utilizing resources, we offer quality student-centered programs, services, and facilities. Through diverse, inclusive, and supportive environments, we intentionally provide opportunities and challenges to foster student growth and learning.
(Mission Statement)

We are committed to our students at differing levels, to their academic success, to their personal development, and to their leadership development. In collaboration with our students and through meaningful assessment and research, we create programs to meet their needs. We build connections between all members of the university community in order to promote a healthy living, learning, and teaching environment for our students. We support and provide oppression reduction initiatives and promote a celebration of all people. We assist in the creation and maintenance of safe, purposeful, comfortable, and clean spaces for the personal and academic growth of our students.
(Vision Statement)

Dear Community Members,

The Residence Services staff, the Residential Community Association (RCA), the African American Residents' Caucus (AARC), and the National Residence Hall Honorary (NRHH) are pleased to welcome you to Wright State University's residential communities! Staff members are dedicated to providing you with a smooth transition into the university community. For the next academic year, you will experience a lot of changes and personal growth. Our community staff members are committed to providing information about supportive tools for academic success, and a complementary set of services for a positive residential experience. We recognize, however, our greatest contribution to your growth is involving you in the development and implementation of these services.

Remember, your participation is essential to make your community dynamic and exciting. We encourage you to get involved in your new community. Use this year to take some risks and try new activities. The students in your community represent a mix of cultures and backgrounds. We hope you will challenge yourself to get to know people who are different from you. Taking this risk will help build the foundation for a living community based on respect, understanding and appreciation.

The Sourcebook has been written as a resource for residents. It contains information that is helpful in facilitating a strong community where people can live, learn, and grow together. It is in your best interest to read the information contained in this resource. Knowledge of the information and policies contained in the Sourcebook is the responsibility of each community member.

The Sourcebook is considered an extension of your Lease/Agreement. If you have suggestions, questions or concerns at any time about the policies, activities, and/or services available, please contact any Residence Services staff member. We are happy to be of assistance.

Best wishes for a successful year!

*The Office of Residence Services reserves the right to make changes in this document at any time. Residents will be advised of any changes made through notice in the Wright at Home or through other appropriate means. The Wright at Home is a periodic, departmental newsletter provided to campus residents by the Office of Residence Services.

RESIDENCE SERVICES

The Office of Residence Services coordinates all campus housing and residence life at Wright State University. Our central office is located in the Community Building (next to Forest Lane Apts). Office hours are 8:30 am to 7:30pm, Monday through Friday. Community offices are located in each residential community. Office hours for community offices are posted in each community but are generally from 10:00 a.m. - 5:00 p.m. Monday through Friday. Our staff consists of a variety of professional, graduate, and student staff members including the Director of Residence Services, Associate Director for Facilities, Associate Director for Residence Life, support staff, custodial and maintenance staff, community staff, and student employees. Our staff members are familiar with the policies, procedures, and services available to WSU students. They also share responsibility for providing involvement opportunities and activities with RCA, AARC, NRHH and the residential community governments. The phone number for the Office of Residence Services is 775-4172. The phone number for the RCA, AARC, and NRHH is 775-5569.

COMMUNITY OVERVIEW

College Park Community

College Park is staffed by a Community Director (CD), seven Resident Assistants (RA's), custodial and maintenance staff. The College Park staff has been trained in a number of areas so that they may be of service to you. If you have a question relating to anything having to do with Wright State University, starting with your community staff is your best bet. The College Park staff members know you and know the University and can point you in the correct direction. The College Park Community Office is located at 2070 Zink Road, on the first floor of the building. The phone number is 775-2089.

College Park offers apartment-style accommodations for students who have attained at least sophomore status, or are at least 21 years of age, or have lived in campus housing for three quarters or more. Each air-conditioned apartment houses four students in independent bedrooms. Apartments are unfurnished. All apartments have a fully equipped kitchen and wall-to-wall carpet. Each College Park apartment also features a washer and a dryer unit for resident use. College Park has an indoor common area for resident use. There is also a basketball court and BBQ grills available for resident use.

Forest Lane Community

Forest Lane is staffed by a senior RA, three Resident Assistants (RA's), custodial and maintenance staff. The Forest Lane staff have been trained so that they may be of service to you. If you have a question relating to anything having to do with Wright State University, starting with your community staff is your best bet. The staff in Forest Lane know you and know the university and can point you in the correct direction. The Forest Lane Community Office is located in the Forest Lane Community Center. The phone number is 775-4209.

Forest Lane offers apartment-style accommodations for students who have attained at least sophomore status, or are at least 21 years of age, or have lived in campus housing for three quarters or more. There are two bedroom apartments housing four students, two bedroom apartments housing two students, and studio apartments housing two students. All apartments are partially furnished, have a fully equipped kitchen, air-conditioning, and wall-to-wall carpet. Wright-One Card/coin-operated laundry facilities are available on site. The Community Center, available to all resident students, houses a TV room with cable and a recreation room with a pool table. An oven/stove is available for use in the community center, and there are BBQ grills and a basketball court available for resident use.

The Hamilton Hall

Hamilton Hall is staffed by a Community Director (CD), students serving as Resident Assistants (RA's) living on each floor, custodial and maintenance staff. The Hall staff has been trained so that they may be of service to you. If you have a question relating to anything having to do with Wright State University, starting with your community staff is your best bet. The staff in Hamilton Hall knows you and knows the university and can point you in the correct direction. Hamilton Hall Community Director Office is located in the main lobby. The phone number for the community office is 775-3309.

Hamilton Hall provides students with a number of programs and services intended to enhance their academic and developmental experience at Wright State University. Components of Hamilton Hall are designed to augment the classroom experience and enhance each student's personal growth. Living Learning Community Floors, peer tutors, personal counseling, study groups, and faculty involvement may be some of the unique programs offered in Hamilton Hall.

Hamilton Hall provides air-conditioned residence hall accommodations in double- and triple-occupancy rooms. All rooms are fully furnished, and include a combination microwave and refrigerator. A classroom/meeting room, Wright-One Card/coin-operated laundry facilities, lobby, floor lounges, volleyball court, and BBQ grill are provided for resident use. State-of-the-art computers are available in the lobby for resident use. Facilities for disabled students include adapted restroom features, elevators, and an automatic door at the entrance of the building.

The Honors Hall

The Honors Hall is staffed by a Community Director (CD), 11 students serving as Resident Assistants (RA's) living on each floor, custodial and maintenance staff, and student employees. The Honors Hall staffs have been trained so that they may be of service to you. If you have a question relating to anything having to do with Wright State University, starting with your community staff is your best bet. The staff in the Honors Hall knows you and knows the university and can point you in the correct direction. The Honor Hall Community Director's Office is located in the main lobby. The phone number for the Community Director office is 775-3083.

Components of the Honors Hall are designed to augment the classroom experience and enhance each student's personal growth. A faculty member resides in the residence hall while serving in the faculty-in-residence position. The Honors Hall provides students with a number of programs and services intended to enhance their academic and developmental experience at Wright State University. Hall Floors, peer tutors, personal counseling, study groups, and faculty involvement may be some of the unique programs offered in the Honors Hall.

The Honors Hall provides air-conditioned residence hall accommodations in double-occupancy rooms. All units are arranged suite-style (two rooms connected by a bathroom). All rooms are fully furnished and include a microwave, refrigerator, and sink. Wright-one card/coin-operated laundry facilities, a common kitchen, small meeting rooms and floor lounges are available for resident use. A classroom (L150) and computer classroom/lab (L350) are also available for resident use when classes are not scheduled in these areas. Facilities for disabled students include adapted restroom features, 3 elevators, and an automatic door at the entrance of the building.

Unique to our campus, the Honors Hall also offers a special services wing which provides student-oriented and retail services including a campus convenience store, a fitness center, tanning salon, and hair and nail salon. The Bridge Café, a student oriented coffee house is also located in the Honors Hall. All campus students may use the services offered here.

The Village Community

The Village community is staffed by a Community Director (CD) two Resident Assistants (RA's), custodial and maintenance staff. The Village staff have been trained so that they may be of service to you. If you have a questions relating to anything having to do with Wright State University, starting with your community office is your best bet. The Village staff members know you and the university and can point you in the correct direction. The Village Office is located at 2070 University Park 1C. The phone number is 775-2086.

The Village offers apartment-style living to graduate, professional, non-traditional, and traditional students who have attained at least a junior status, or who are at least 23 years of age, or who have dependents, or who are married, or those students who are in an exclusive relationship. Apartments are available in efficiency, deluxe efficiency, one-bedroom, and two-bedroom styles. Apartments are unfurnished. All apartments have a fully equipped kitchen, air-conditioning, and wall-to-wall carpet. Wright-one card/coin-operated laundry facilities are available on site. There is a playground, a picnic shelter, and a BBQ grill available for resident use.

The Woods Community

The Woods Community is staffed by three Community Directors (CD's), students who serve as Resident Assistants (RA's) living on each floor, custodial and maintenance staff. The Woods staff have been trained so that they may be of service to you. If you have a question relating to anything having to do with Wright State University, starting with your community staff is your best bet. The staff in the Woods know you and know the university and can point you in the correct direction. The Woods Community Office is located on the second floor of Hawthorn Hall. The phone number is 775-4551.

The Woods is a residence hall community offering air-conditioned, single, double, triple, and quad-style living accommodations. Most units, with the exception of triples and quads, are arranged suite-style (two rooms connected by a bathroom). All rooms are fully furnished and include a microwave, refrigerator, and sink. Wright-one card/coin-operated laundry facilities and floor lounges are available for resident use. Some lower-level units are adapted for accessibility to persons with physical disabilities. There are outdoor basketball and volleyball courts and BBQ grills available for resident use.

SPECIAL LIVING PROGRAMS

There are special living options available to residents in our communities:

HONORS HALL PROGRAM

VISION

To support the missions of the University and of the University Honors Program the Honors Hall Program brings together goal-oriented, talented students with a commitment to academic excellence in a supportive, academically focused living and learning environment. In this environment, innovative programs and services that positively influence the culture of learning within the entire residential system are designed and refined. Participation in this program fosters academic success, personal development, leadership development, and commitment to diversity.

STATEMENT

What makes this community so special?

It's certainly good to live with other Honors students who will be able to relate to you academically but there is more to this community than just living together.

A committee of students, faculty, and staff have been working to develop special programs for this special "Hall center". These programs include:

- **Faculty in Residence** - A Wright State faculty member will live and work in the community and will involve her/himself with the residence life staff and with the students outside of the classroom.
- **Floor Themes** - Each floor will have a theme. The themes will include: the environment; health/wellness/fitness; the arts; international issues; politics; spirituality; technology; education/teaching; great books; the media; and choose your own theme. Theme floors will have SOME of their floor decorations and floor workshops revolving around their theme. Philanthropies/Service Projects may also be planned around the themes. Theme floors do not mean that you will eat, sleep, and breathe your theme!
- **Courses offered where you live** - Some of your courses as an Honors student will be taught in one of the building's two classrooms. One classroom is a computer learning lab.
- **"Honors Dialogues"** offered where you live - Honors dialogues are a traditional activity for the University Honors program.
- **Staggered hours** in lounges between study and social time - We all need time for both!
- And of course all of the traditional residence life programs will be offered.

Smoke-Free Housing

Wright State University, Office of Residence Services, maintains a smoke free policy in all facilities. Smoking is not permitted in any residential building or workspace. This includes, but is not limited to, residence hall rooms, apartments (including individual rooms in apartment), bathrooms, laundry rooms, lounges and activity rooms, offices, maintenance rooms and shops, and break rooms. The balconies and stairwells are also considered smoke-free zones. Smoking is not permitted in any public building on the university campus.

Honors Community Floors

Learning Communities take many forms at many college campuses across the nation. In a Wright State Learning Community, students take three common classes together (pending outcomes of placement testing) in a small group of no more than 25 (ENG101, HST 101, and UVC101).

"I know that ENG101 is an English course and HST101 is a history course but I'm unsure about UVC101?"

UVC 101 is a first year student success course which teaches adjustment to college life, academic success strategies, personal development, and career development. In the WSU Learning Communities, it also serves as the course that links the students and their experiences inside the classroom together.

COMMUNITY SERVICES

COLLEGE PARK

Access: Access to individual apartments is provided by keys issued to each resident during check-in. To ensure the safety and security of your unit, apartment doors should be locked at all times.

Community Center. The Community Center is located on the first floor of the 2160 building. It is a place where the staff, the College Park Community Council, and residents hold activities, meetings, and programs. Just ask your College Park staff about upcoming events! There is also lounge furniture and a television with basic cable for your enjoyment. The phone number is 775-2089.

Facilities: Non-emergency maintenance and custodial concerns and questions are handled by calling the maintenance staff at 775-4141. In case of a maintenance emergency during non-office hours (no heat, no water, or no electricity), page the resident assistant on duty at 286-0438 or call University Police at ext. 2111. Please do not store personal items in the attics or in the closets that contain the furnaces, air conditioners, and water heaters. We need unrestricted access to these units at all times and personal items may be damaged by heat or water from the systems, especially if there are problems. Unfortunately, we cannot be held responsible for damage should you fail to heed this warning.

Fire Alarms/Safety Equipment: Procedures for evacuation are posted in resident rooms. For safety reasons, all residents and guests must vacate the building during each and every fire alarm. College Park apartments are equipped with a dry chemical fire extinguisher and a sprinkler system. Residents are responsible for making certain that fire extinguishers are not discharged unnecessarily. Community staff conduct periodic inspections of all fire safety equipment to ensure proper working order. Any situation necessitating the use of a fire extinguisher should be reported to staff immediately. Any extinguisher determined to have been discharged or damaged unnecessarily will be billed to the person(s) responsible. In conjunction with Fairborn fire codes, apartment doors must be kept closed except when in use for entry and exit. For individual unit false alarms, call the Community Office or page the Resident Assistant on duty at 286-0438.

Laundry Facilities: Laundry facilities are located in each individual apartment. Problems with the machines should be reported to 775-4141. Spring and fall fire hydrant flushing may occasionally discolor water. Students should avoid doing laundry during these brief intervals.

Mail: Mailboxes are located between the community buildings. Mailbox keys are issued to residents during check-in. Mail is delivered directly to the boxes by the Fairborn Post Office. Mail sent to residents should be addressed as follows:

Resident Name
(Building Number) Zink Road (Unit Number)
Fairborn, OH 45324

Meal Plan: College Park residents may purchase a campus meal plan. Arrangements can be made for purchasing one of the plans by visiting the Dining Services Office in the Student Union. Call 775-5633 for more information.

Occupancy: For reasons of safety, maximum occupancy in each apartment is limited to 12 persons. Rear balconies in College Park have an eight person limit. Front balcony walkways have a 40-person limit. Violations of the occupancy code will result in judicial action.

Trash Removal: We want to keep our community looking its best so we request that you place trash in the dumpsters provided for collection. Dispose of trash properly; please do not place trash outside apartments at any time. All residents are responsible for keeping the lawn, sidewalks, and window wells outside of the apartments free from litter at all times. Residents who choose to dispose of trash improperly will be subject to fines and possible disciplinary action.

FOREST LANE

Access: Access to individual apartments is provided by keys issued to each resident during check-in. To ensure the safety and security of your unit, apartment doors should be locked at all times.

Community Center: The Community Center is located next to the water tower. It is a place where the staff, the Forest Lane Community Council, and residents hold activities, meetings, and programs. Just ask your Forest Lane staff about upcoming events! It contains a TV lounge and a multipurpose room for residential use. The Community Center is open for resident use during posted, regularly scheduled hours. The Community Center may be reserved by residential groups for programs and activities by calling 775-4209. The Community Office is located in the Community Center. Office hours are 10 A.M. to 5 P.M., Monday through Friday, and the Community Office phone number is 775-4209.

Facilities: Maintenance and custodial concerns and questions are handled by calling the maintenance staff at 775-4239. In case of a maintenance emergency during non-office hours (no heat, no water, or no electricity), page the resident assistant on duty at 286-0438 or call the University Police at 775-2111. Additionally, we respectfully request that students not remove university furniture from their units at any time. On a side note, filters for the stove fans in all apartments should be cleaned periodically.

Fire Alarms/Safety Equipment: Procedures for evacuation are posted in resident rooms. For safety reasons, all residents and guests must vacate the building during each and every fire alarm. Forest Lane apartments are equipped with a dry chemical fire extinguisher. Residents are responsible for making certain that fire extinguishers are not discharged unnecessarily. Community staff conduct periodic inspections of all fire safety equipment to ensure proper working order. Any situation necessitating the use of a fire extinguisher should be reported to staff immediately. Any extinguisher determined to have been discharged or damaged unnecessarily will be billed to the person(s) responsible. For false alarms in individual units please contact the Community Office or page the resident assistant on duty at 286-0438.

Laundry: Wright-One Card/coin-operated laundry facilities are in the laundry and maintenance building located between Palms and Aspen. Residents of Forest Lane may obtain access to the laundry room by using their apartment keys. Please keep the door closed and locked at all times. Any washers or dryers that are not working properly should be reported to the maintenance office 775-4239, so maintenance personnel can be notified. Spring and fall fire hydrant flushing may occasionally discolor water. Students should avoid doing laundry during these brief intervals.

Mail: Forest Lane mail is delivered Monday through Friday. Mailboxes are located at the Community Center. Each apartment has its own mailbox with a combination issued to each student during check-in. All Forest Lane mail is delivered to the Community Center and is distributed by Forest Lane staff. Mail sent to apartment residents should be addressed as follows:

Wright State University
Resident Name
(Unit Number) (Building Name)
Forest Lane Apartments
Dayton, OH 45435-0001

Meal Plan: Forest Lane residents may buy a campus meal plan. Arrangements can be made for purchasing one of the plans by visiting the Dining Services Office in the Student Union. Call 775-5633 for more information.

Occupancy: For reasons of safety, the maximum occupancy limit at any one time in each apartment is 12 persons.

Trash Removal: Dispose of trash properly. Please place trash in the dumpster provided for collection. We want to keep Forest Lane looking nice so PLEASE DO NOT place trash outside apartments at any time. All residents are responsible for keeping the lawn, sidewalks, and window wells outside of the apartments free from litter at all times. Residents who choose to dispose of trash improperly will be subject to fines and possible disciplinary action.

Vending Area: The Forest Lane laundry room has a soda machine available for your use.

HAMILTON HALL

Access: Access to individual rooms is provided by keys issued to each resident during check-in. Access to Hamilton Hall is controlled by an electronic access system that is activated by the

magnetic strip on the student ID card. A courtesy phone is provided outside the lobby entrance so that guests may contact their hosts to meet them at the doors.

Emergency Exits: The rear and side exits to Hamilton Hall living areas are designed as emergency exits and are to be used only in the event of a fire evacuation or other similar emergency. A security alarm will sound whenever these exits are used. Please understand that residents using these exits without sufficient cause may be subject to disciplinary action.

Facilities: Maintenance and custodial concerns and questions are handled by calling the maintenance office at 775-4239. In case of a maintenance emergency during non-office hours (no heat, no water, or no electricity), call the resident assistants on duty or call the University Police at 775-2111. Additionally, we respectfully request that students not remove university furniture from their units or from common areas at any time.

Fire Alarms/Safety Equipment: Procedures for evacuation are posted in resident rooms. For safety reasons, all residents and guests must vacate the building during each and every fire alarm. Each hallway in Hamilton Hall is equipped with a dry chemical fire extinguisher. Residents are responsible for making certain that fire extinguishers are not discharged unnecessarily. Community staff will conduct periodic inspections of all fire safety equipment in and outside of units to ensure proper working order is maintained. Any situation necessitating the use of a fire extinguisher should be reported to staff immediately. Any extinguisher determined to have been discharged or damaged unnecessarily will be billed to the person(s) responsible.

Floor Lounges: Each floor in Hamilton Hall is equipped with its own lounge. These rooms are open 24 hours a day and offer a casual environment in which students can relax and study. Each lounge is furnished with furniture; some are equipped with a color television and basic cable TV. Other lounges are designed for individual and group study. In the event that the Office of Residence Services should require space to temporarily house residents or for other purposes, the lounges may be used as temporary rooms and/or for other purposes.

Laundry Room: A laundry room is located in the basement of Hamilton Hall. All washers and dryers are both coin-operated and/or WRIGHT 1 CARD operated. Facilities are available 24 hours a day. Please observe all printed instructions on the machines for their proper use. Any machines that are not working properly should be reported to the maintenance office at 775-4239. Spring and fall fire hydrant flushing may occasionally discolor water. Students should avoid doing laundry during these brief intervals.

Lobby: The lobby of our Hall is a gathering area for residents to greet guests, talk, work on computers, and study. Since this is a public area, meetings other than all-hall activities may not be held without advance approval of the Community Director. This is our home and the lobby is the first part of our home that people see when they visit. Your cooperation is needed to keep the lobby attractive.

Mail: Mailboxes are located in the lobby. Each room has its own mailbox with a combination issued to each student during check-in. All resident mail is delivered to the building and is sorted and distributed by student employees. Hamilton Hall mail is distributed Monday through Friday. Each resident's mailing address is:

Wright State University
Resident Name
(Room #) Hamilton Hall
Dayton, OH 45435-0001

Meal Plan: Hamilton Hall residents must purchase a campus meal plan. Arrangements can be made for purchasing one of the plans by visiting the Dining Services Office in the Student Union. Call 775-5633 for more information.

Occupancy: For reasons of safety, the maximum occupancy limit at any one time in each room is 10 persons.

Community Office: Hamilton Hall Community Office hours are 10 am to 5 pm, Monday through Friday. The Community Office phone number is 775-3309.

Trash Removal: Please place trash in the trash room. All residents are responsible for keeping the hallways outside of their units free from litter at all times. Residents who choose to dispose of their trash improperly will be subject to fines and possible disciplinary action.

Vending Area: Vending machines are located adjacent to the lobby and contain a variety of food and beverages. If a machine malfunctions, please notify the Community Office so maintenance personnel can be notified. Refunds for money lost in any vending machine may be processed at the Student Union Administrative Offices.

THE HONORS HALL

Access: Access to individual rooms is provided by keys issued to each resident during check-in. To ensure greater security in the living areas, the hallway doors at the end of each hallway are locked 24 hours a day. Residents should carry their access keys at all times. All students and guests must enter Honors Hall at the main building entrances at Zink Road, College Park Drive or at the outdoor Plaza. In order to keep our community safe, we ask that you please not prop open hallway doors, or provide access to unknown individuals without keys. In late evening and early morning, main building entrances may be locked and only accessible to residents with keys. Outdoor courtesy phones are provided at the Zink Road and College Park Drive entrances so that guests may call their resident host to request access. The C-store convenient store, fitness center, Bridge Café, hair and nail salon, and tanning salon located in the Services Wing of Honors Hall will be accessible to all students whenever these areas are staffed. Each service area may have different operating schedules.

Reception Desk: The Honors Hall reception desk and Community Director's office are located on the third floor in the center of the building. The Resident Assistant staff at the Honors Hall reception desk can be of assistance regarding a number of issues including telling you about involvement opportunities and upcoming programs. Stop by and see them! The phone number is 775-3083.

Facilities: Maintenance and custodial concerns and questions are handled by calling the maintenance staff at 775-4141. In case of a maintenance emergency during non-office hours (no heat, no water, or no electricity), call the resident assistant on duty for your area or call the

University Police at 775-2111. Additionally, we respectfully request that students not remove furniture from their units or from common areas at any time.

Floor Lounges, Meeting Rooms and Common Kitchen: Most residential floors have a lounge with cable TV for resident use. Requests to reserve floor lounges, meeting rooms and the common kitchen for community events should be directed to the Community Director at 775-3083. In the event that the Office of Residence Services should require space to temporarily house residents, the floor lounges may be used as temporary resident rooms. All these spaces may be needed by the Office of Residence Services for other purposes. The Office of Residence Services reserves the right to utilize floor lounges, meeting rooms and the common kitchen for other purposes as well.

Fire Alarms/Safety Equipment: Procedures for evacuation are posted in resident rooms. For safety reasons, all residents and guests must vacate the building during each and every fire alarm. Living units are equipped with a sprinkler system. Each hallway is equipped with a dry chemical fire extinguisher. Residents are responsible for making certain that fire extinguishers are not discharged unnecessarily. Community staff conduct periodic inspections of all fire safety equipment to ensure proper working order. Any situation necessitating the use of a fire extinguisher should be reported to staff immediately. Any extinguisher determined to have been discharged or damaged unnecessarily will be billed to the person(s) responsible.

If individual unit doors are propped open, an occupant of the room must be inside the unit. In conjunction with Fairborn fire codes, unit doors may not be propped open by unlatching the automatic closure mechanism on each door. Because of the need to comply with Fairborn fire codes, unlatching automatic closure mechanisms on doors or propping individual unit doors and having no one inside may result in a fine or disciplinary action. The strict exceptions to this policy include Office of Residence Services staff member doors and doors of students with disabilities when required to be unlatched for purposes of access to the student's unit.

Please do not prop individual room doors during posted quiet hours.

Laundry: The laundry room is located on the first floor and has coin-operated washers and dryers. The laundry room is open 24 hours a day. Residents are asked to follow all rules and regulations regarding equipment use so that the washers and dryers may remain in use for all community members. Equipment problems and requests for refunds should be directed to facilities at 775-4141. Spring and fall fire hydrant flushing may occasionally discolor water. Avoid doing laundry during these brief intervals.

Mail: Mailboxes are located on the third floor near the Reception Desk. There is one mailbox per room. Mailbox keys are issued to residents during check-in. Mail is delivered directly to the boxes by the Fairborn Post Office. Mail sent to residents should be addressed as follows:

Resident Name
2100 Zink Road
(Unit Number) Honors Hall
Fairborn, OH 45324

Meal Plan: Honors Hall residents must purchase a campus meal plan. Arrangements can be made for purchasing one of the plans by visiting the Dining Services Office in the Student Union. Call 775-5633 for more information.

Occupancy: For reasons of safety, the maximum occupancy limit at any one time in each room is 10 persons.

Trash Removal: Because we want to keep the Honors Hall looking its best, please do not place room trash in common area trash cans (lounges, hallways, outside cans). Please place trash in the dumpsters provided for collection. All residents are responsible for keeping the hallways, lawn, sidewalks, and window wells outside their units free from litter at all times. Residents who choose to dispose of their trash improperly will be subject to fines and possible disciplinary action. Residents may also utilize the recycling bins located behind the East Wing for paper, plastic, glass and aluminum recyclables.

Vending Machines: Vending machines are located on the first floor of the Services Wing, the first floor just outside the classroom, and on the second floor (plaza level). If machines malfunction or if money is lost please notify the facilities office at 775-414.

THE VILLAGE

Access: To ensure greater security in the living areas, the hallway doors at the end of each hallway are locked 24 hours a day. Residents should carry their access keys at all times. In order to keep our community safe, we ask that you please not prop open hallway doors, or provide access to unknown individuals without keys. Outdoor courtesy phones are provided so that guests may call their resident host to request access.

Facilities: Maintenance and custodial concerns and questions are handled by calling the maintenance staff at 775- 4141. In case of a maintenance emergency during non-office hours (no heat, no water, or no electricity), page the resident assistant on duty at 286-0438 or call the University Police at ext. 2111.

Fire Alarms/Safety Equipment: Procedures for evacuation are posted in resident rooms. For safety reasons, all residents and guests must vacate the building during each and every fire alarm. Village apartments are equipped with a dry chemical fire extinguisher and a sprinkler system. Residents are responsible for making certain that fire extinguishers are not discharged unnecessarily. Community staff conduct periodic inspections of all fire safety equipment to ensure proper working order. Any situation necessitating the use of a fire extinguisher should be reported to staff immediately. Any extinguisher determined to have been discharged or damaged unnecessarily will be billed to the person(s) responsible. In conjunction with Fairborn fire codes, apartment doors must be kept closed except when in use for entry and exit.

Laundry Facilities: Coin-operated laundry facilities are located in the 2040 building on the first floor. Residents of the Village may obtain access to the laundry room by using their hallway key. Please observe all printed instructions on the machines for their proper use. Any washers or dryers that are not working properly should be reported to 775-4141. Spring and fall fire hydrant flushing may occasionally discolor water. Students should avoid doing laundry during these brief intervals.

Mail: Mailboxes are located in the hallways of the lower floors. There is one mailbox per apartment. Mailbox keys are issued to residents during check-in. Mail is delivered directly to the boxes by the Fairborn Post Office. Mail sent to residents should be addressed as follows:

Resident Name
(Building Number) Village Drive (Unit Number)
Fairborn, OH 45324

Meal Plan: Village residents may buy a campus meal plan. Arrangements can be made for purchasing one of the plans by visiting the Dining Services Office in the Student Union. Call 775-5633 for more information.

Playground: A unique feature for the Village community is our playground. It is provided for use by Village residents and their dependents. For their safety, children should be supervised when using the playground at all times.

Trash Removal: Because we want to keep the Village community looking its best, place trash in the dumpsters provided for collection. Please dispose of trash properly; please do not place trash outside apartments at any time. All residents are responsible for keeping the lawn, sidewalks, and window wells outside their apartments free from litter at all times. Unfortunately, residents who choose to dispose of their trash improperly will be subject to fines and possible disciplinary action.

Occupancy: For your safety, the maximum occupancy limit at any one time in each apartment is 12 persons.

Village Office: The office is located in University Park 2070 1C. All requests for maintenance, assistance, and information should be directed to the Community Office during posted hours. The phone number is 775-2086.

THE WOODS

Access: Access to individual rooms is provided by keys issued to each resident during check-in. To ensure greater security in the living areas, the hallway doors at the end of each hallway are locked 24 hours a day. Residents should carry their access keys at all times. In order to keep our community safe, we ask that you please not prop open hallway doors, or provide access to unknown individuals without keys. Outdoor courtesy phones are provided so that guests may call their resident host to request access.

Community Office: The Woods Community Office is located on the second floor of Hawthorn Hall. The staff in the Woods Community Office can be of assistance regarding a number of issues including involvement opportunities and upcoming programs. Stop in and see them! Office hours for the Woods Community Office are 10am to 5pm, Monday through Friday. The phone number is 775-4551.

Facilities: Maintenance and custodial concerns and questions are handled by calling the maintenance staff at 775-4141. In case of a maintenance emergency during non-office hours (no heat, no water, or no electricity), call the Resident Assistant on duty for your area or call the University Police at 775-2111. Additionally, we respectfully request that students not remove university furniture from their units or from common areas at any time. The Woods Community also has a basketball court, a sand volleyball court and several BBQ grills available for resident use.

Floor Lounges: Most floors have a lounge with cable TV, along with tables that can be used for group study, for resident use. Requests to reserve floor lounges for community events should be directed to the Community Office. In the event that the Office of Residence Services should require space to temporarily house residents the lounges may be used as temporary resident rooms. The Office of Residence Services reserves the right to utilize lounges for other purposes as well.

Fire Alarms/Safety Equipment: Procedures for evacuation are posted in resident rooms. For safety reasons, all residents and guests must vacate the building during each and every fire alarm. Living units are equipped with a sprinkler system. Each hallway is equipped with a dry chemical fire extinguisher. Residents are responsible for making certain that fire extinguishers are not discharged unnecessarily. Community staff conduct periodic inspections of all fire safety equipment to ensure proper working order. Any situation necessitating the use of a fire extinguisher should be reported to staff immediately. Any extinguisher determined to have been discharged or damaged unnecessarily will be billed to the person(s) responsible.

If individual unit doors are propped open, an occupant of the room must be inside the unit. In conjunction with Fairborn fire codes, unit doors may not be propped open by unlatching the automatic closure mechanism on each door. In compliance with Fairborn fire codes, unlatching automatic door closure mechanisms, or propping individual unit doors open and having no one inside, may result in a fine or disciplinary action. The strict exceptions to this policy include Office of Residence Services staff member doors and doors of students with disabilities if it is required for the student's entry.

Laundry: Each building has at least one laundry room with Wright One/coin-operated washers and dryers. Laundry rooms are open 24 hours a day. Residents are asked to follow all rules and regulations regarding equipment use so that the washers and dryers may remain in use for all community members. Equipment problems and requests for refunds should be directed to the facilities office at 775-4141. Spring and fall fire hydrant flushing may occasionally discolor water. Avoid doing laundry during these brief intervals.

Mail: Mailboxes are located on the 1st or 2nd floor in each building. There is one mailbox per suite. Mailbox keys are issued to each resident during check-in. Mail is delivered directly to the boxes by the Fairborn Postal Service. Mail sent to residents should be addressed as follows:

Resident Name
(Building Address) Springwood Lane
(Unit Number) (Building Name)
Fairborn, OH 45324

Meal Plan: Woods residents must purchase a campus meal plan. Arrangements can be made for purchasing one of the plans by visiting the Dining Services Office in the Student Union. Call 775-5633 for more information.

Occupancy: For reasons of safety, the maximum occupancy limit at any one time in each room is 10 persons.

Trash Removal: Because we want to keep the Woods community looking its best, please do not place room trash in common area trash cans (lounges, hallways, outside cans). Please place trash in the blue dumpsters provided for collection. All residents are responsible for keeping the hallways, lawn, sidewalks, and window wells outside their units free from litter at all times. Residents who choose to dispose of their trash improperly will be subject to fines and possible disciplinary action.

Vending Machines: Vending machines are located on the first floor of nearly all buildings. If machines malfunction or if money is lost please notify the maintenance office located at 775-4141.

GENERAL INFORMATION

Air Conditioners: We are energy conscious and attempting to educate individuals about the issues of energy conservation. In order to conserve energy, please keep windows and doors closed when operating the air conditioning. Avoid setting the air conditioning on any setting higher than six because this may cause the unit to freeze-up. In Forest Lane and College Park, set the air conditioning at no lower than 70 degrees, and set the fan on "auto". If the air conditioning is not working correctly, please call the maintenance office.

Assistance Dogs: Assistance dogs, for people with visual impairments and other physical disabilities, are allowed in campus housing. The dog is the complete responsibility of the owner and will reside in his or her assigned unit. Anyone bringing an assistance animal is expected to notify the Office of Residence Services in writing prior to his or her arrival. A nonrefundable cleaning deposit may be charged to the owner of any assistance animal. The owner of the assistance dog will be responsible for any cleaning and repairs incurred as a result of the assistance dog. The owner of the assistance dog is also responsible to see that the dog relieves itself only in areas provided in each community. The dog should be bathed outside or taken to a groomer. Failure to do so may result in fines and/or disciplinary action. Please inquire with your community office for further information.

Auto Maintenance. It is important to keep our communities looking clean; therefore, residents are prohibited from performing maintenance work, including oil changes, on their vehicles in community parking lots. Due to safety and maintenance concerns we also prohibit vehicles from being elevated on jacks or jack stands. Cars with expired tags or flat tires maybe removed and stored at the owners expense.

Billing and Appeals. All charges including room fees, meal plans, residential activity fees, and miscellaneous charges are billed by the Office of the Bursar on a regular basis. Any unpaid charge(s) will result in a "hold" being placed on student university records, preventing registration and collections processes being initiated. If a resident feels that inappropriate charges have been applied to her or his account, an appeal may be filed. All appeals must be received in writing and submitted to the Director of Residence Services in the Office of Residence Services, Community Building, Forest Lane, within 90 days of receipt of disputed bill. Appeals received after the 90-day deadline will not be considered.

Cable Television. Cable television service is supplied to all communities. Each room is wired and ready to be connected to a cable ready television. A cable lineup is listed on the CaTS website (<http://www.cats.wright.edu/catsweb/residence/cable.html>). For pay per view or

additional information on digital services, students can contact Time Warner Cable (937) 294-6400.

Care of University Property. Students who wish to enhance the appearance of their rooms/apartments with personal decorative items are encouraged to do so, exercising reasonable care for the facilities and its furnishings. Only fire-resistant materials should be used. A condition inventory for each living unit will be maintained by community staff. Community members are responsible to take care of their living units and the common areas in our buildings. Any damage to the facility or its furnishings will be charged to the student(s) responsible and disciplinary action may result.

In Forest Lane, the Woods, College Park, the Village, the Honors Living Learning Community, and University Park wall decorations should be hung in place with pins, small tacks, or staples since double-face tape is often damaging to the drywall. In Hamilton Hall, residents are not allowed to use nails because they are damaging to the cinder block walls. Foam-backed double stick tape is also not allowed because it is difficult to remove. Masking tape and hanging putty are allowed on Hamilton Hall walls.

Residents may not attach mirrors, towel racks, or memo boards with screws or nails to the doors inside each unit. Items hung on doors should use a hook system that is placed over the top of the door without damaging it. Questions regarding what is acceptable should be directed to the community staff or to the Associate Director for Facilities before any nails or screws are placed in walls, ceilings, or doors.

Residents of campus housing are responsible for any damages to university property incurred by themselves or their guests. Residents of campus housing are not allowed to install unauthorized weather stripping or door sealing material on living unit doors. Damage to residence halls, university signs, or bulletin boards may result in disciplinary action.

Duty Staff. There is staff on duty each evening for each community area (except during certain holiday periods). Please go to your community office for an updated duty schedule or look around your building for flyers posted alerting you to which staff member(s) to contact for the evening.

Energy Conservation. We all need to do our part with regards to energy conservation. Please conserve energy whenever and wherever possible. Turn off all lights and air conditioning when the living unit will be empty. Do not run the heating or the air conditioning with windows open. Please maintain thermostat settings with conservation of energy in mind. Each living unit's energy use is checked monthly to determine where improvement is needed. Excessive use of electricity may result in charge-backs to the residents of the living unit.

Eviction. Unfortunately, residents who do not vacate their living unit at the request of the Residence Services Office will have eviction procedures enacted against them according to procedures.

Group Billing. Any damages incurred by residents to campus housing or furnishings that are determined not to be the result of routine wear and tear will be billed to the responsible resident(s). If a determination cannot be made as to who is responsible, the cost of the damage will be assessed equally among the residents of the unit. Additionally, in the unlikely event that there is excessive vandalism done to common areas on a floor or in a building, in which no one comes forward to claim responsibility, a group billing process may be initiated. This process is a

last resort, instituted in an effort to encourage responsible parties to come forward and in an effort to recoup lost moneys that result from excessive damage. In these instances, the cost would be shared equally by the residents of the living area where the damage occurred. Residents will be notified prior to being billed for damages.

Keys/Lock-Outs/Locking Units. Due to labor and materials charges, residents who lose or fail to return a living unit key, hallway key, and/or mailbox key will be billed the replacement charge. For your safety and for the safety of your belongings, you should always lock your doors and window(s) when you are away from your unit. It is each community member's responsibility to carry their keys with them at all times. Any resident who is locked out may contact his/her community office or his/her staff member on duty to be keyed into their residence. We will need to charge a fee each time this service is requested. Duplicating of keys is not allowed, and judicial action will be initiated for any inappropriate use of keys.

Lofts and Furniture. Requests for changes in bed configurations in the Woods, Forest Lane, Hamilton and Honors must be submitted to the respective maintenance office. One initial bed configuration change is provided at no charge to incoming students during the first two weeks of the academic year. (some furniture in quad units may not be allowed to be reconfigured). Any requests initiated after the deadline will result in a service charge. All loft reconfigurations must be handled by authorized maintenance personnel to ensure configurations that meet the design and safety standards of the furniture. The loft configuration is **not** available in the Honors Hall, College Park, University Park, nor the Village apartments. For safety reasons, any bed configurations handled improperly will be corrected by the maintenance staff and a service charge assessed to the resident(s) of the unit.

Mailing Address. Upon a student's arrival to campus, the Office of Residence Services will notify the Office of the Registrar of each student's new on-campus address. This means the Office of the Registrar will consider each student's residential living unit as his or her local address. Therefore, all bills and university correspondence will be mailed to the student's campus address. Any student desiring to have his or her mail sent to any other address should contact the Office of the Registrar.

Maintenance. Any requests for repairs in student rooms or in public areas of the communities should be submitted directly to the appropriate maintenance office. (Residents are not permitted to attempt repairs.) Woods, Honors Hall, College Park, University Park, and the Village, residents should call 775-4141, Hamilton and Forest Lane residents should call 775-4239. An after-hours voice mail service is available 24 hours a day for routine maintenance requests. After-hours maintenance emergencies should be reported to community staff or to University Police immediately. Maintenance emergencies are: no heat, no water, no hot water on a weekend, or no electricity. All other requests should be directed to respective maintenance office. Residents with questions or comments about repairs/maintenance should call their community office or contact the staff member on duty for their area. Damage caused that is not due to normal wear and tear maybe billed back to the residents. Current charge lists for damages are available by contacting the maintenance office at 775-4239.

Meal Plans. All residents living in the Woods, the Honors Hall, and in Hamilton Hall are required to participate in the resident meal program. Unused meal points are carried over from quarter to quarter. Unused points are forfeited at the end of the academic year. Unused meals are not carried over from quarter to quarter. Meal plans are also available to Forest Lane, College Park, University Park, and Village residents. Call 775-5633 for more information.

Medical Emergencies. Any resident in need of immediate medical treatment should contact University Police at 775-2111 or 911, and/or call the Resident Assistant on duty for her or his area. Community staff are not available to personally transport residents to and from medical facilities, but can assist in arranging for needed medical attention and/or emergency transportation to a medical facility emergency room. Non-emergency medical problems can be attended to by Student Health Services (775-2552) located in the Fredrick A. White Health Center during their regular hours. There are also clinics and urgent care centers in the area. See a member of the community staff or Student Health Services for an updated list. In urgent situations, residents should dial 911.

Parking Permits. Residential students with vehicles need to purchase a residential parking permit. Parking permits may be ordered through Raider Express or through Parking and Transportation Services in E138 Student Union. Call ext. 5690 for more information.

Pest Control. Due to WSU's location, occasionally there is a problem with pests such as insects or wasps. Residents who notice a pest problem developing should notify their community office. An exterminator will be called to treat the problem.

Posting Materials/Information. Requests for information to be posted in the residential communities must be directed to the Office of Residence Services in the Community Building, Forest Lane, for approval and distribution. Residents wishing to post in their individual residential community need to obtain permission from the professional staff member responsible for their particular area. Regrettably, individuals who post un-approved materials may be subject to fines or to disciplinary action.

Refrigerators. Refrigerators should be defrosted and cleaned each quarter. If ice builds up in the freezer it should be carefully removed. For safety purposes, please do not remove ice with a sharp object because the cooling tubes are fragile and can be easily damaged. Residents in the Woods should remove the freezer ice build up when it begins to hit the freezer door. The freezer door can be damaged if the ice is not removed. Residents will be held responsible for the replacement of the refrigerator if the cooling tubes in the freezer are damaged.

Refunds. Information about refund procedures for money lost in vending and/or laundry machines is available from the respective maintenance offices.

Respecting the Rights of Others. Campus housing facilities are communities in which individuals are expected to act with regard and respect for fellow students. Roommates must agree on an acceptable standard of behavior for their unit that shall not infringe upon the rights of other residents in the community. Because we live in a community of respect, no individual shall infringe upon the right of the community at large whether through repeated disruptive noise, aggressive behavior, or any other action construed as detrimental by members of the residential community.

Restricted Items. For fire safety reasons toasters, toaster ovens, hot plates, any appliance with an exposed heating element, incense, and candles are not permitted in campus housing.

Room/Apartment Entry by Staff Members. The university reserves the right for authorized staff to inspect any campus living unit in the existence of any of the following conditions regardless of whether or not the occupant(s) are present:

- There is reasonable cause to believe the health, well-being, and/or rights of any resident and/or guest may be threatened,
- For purposes of maintenance and/or fire, health, or safety inspections. Periodically, community staff conduct fire/health/safety inspections of each unit. Dates and times of these inspections will generally be posted by the community staff prior to inspections taking place, although we reserve the right to not post notices about the inspections. Also, during each break, maintenance staff will enter each unit to do inspections,
- Where there is probable cause to believe that illegal activities or violations of university policy are occurring or for purposes of search and seizure (entry will be made only with the approval of the director of Residence Services, the facility owners, or their approved agents),
- In the event noise from a unit is disrupting the living community, including unattended alarm clocks, stereos, and the like. In these instances, the incident will be documented and residents may be held accountable through the judicial process.

Severe Weather. At the sound of the outdoor severe weather siren (a continuous blast of three minutes), Hamilton Hall residents should proceed to the basement and lower level rest rooms of Hamilton Hall. All residents should stay away from windowed areas. The Woods and Village residents should proceed to the first floor interior hallways in all buildings. Forest Lane a College Park and University Park residents should proceed to basement or ground level apartments. Students in Honors Hall should proceed to the lowest two levels of the building lobby (laundry/classroom level and plaza level) and away from any windows. In all instances, please use stairways, not the elevators. Residence Services staff and/or University Police personnel will not always be available to evacuate residents to safe areas. Residents are responsible to get to safe areas on their own. Residents should remain in their respective locations until the storm has cleared. ***If residents hear a second blast, this is a new alert. Remain in designated spaces.***

Space Reservation. Residential students, Residential Community Organization members, and Residence Services staff may reserve common areas in all residential communities by going to the appropriate community office to place their reservations. Nonresidential student organizations must contact the Associate Director for Residence Life at 775-4177.

Storage. Residents must store all personal belongings in their assigned room or apartment. Additional storage space is not available. Storage of personal belongings or cars after agreement expiration is prohibited due to lack of available space. At the conclusion of the agreement period, all items remaining in the living unit become the property of the Office of Residence Services and will be removed/disposed of accordingly.

VCR/DVD Use. Due to copyright laws, individuals are restricted from using VCR's for personal entertainment on public area televisions in all campus communities.

Vendor Disagreements. The Office of Residence Services may not be held responsible for resolving disputes or disagreements with external vendors providing services such as cable television (regarding pay per view or digital purchases) vending, mail service, and/or laundry service. The Office of Residence Services is not responsible for associated charges.

Waterbeds. Waterbeds and water-filled furniture are not allowed in student rooms/apartments due to concerns about water damage, weight, and potential liability. Students requiring waterbeds due to a medical condition may request permission for policy waiver by writing the Associate Director for Facilities.

YOUR DEVELOPMENT IN THE RESIDENTIAL COMMUNITIES AT W.S.U.

THE FLOOR STANDARDS PROCESS FOR TRADITIONAL RESIDENCE HALLS

WHAT ARE FLOOR STANDARDS?

Floor Standards are the agreements made by the residents on a given floor concerning how we will relate to each other and treat each other. While Floor Standards can be seen as a product - a list of agreements and expectations, Floor Standards is a process by which we begin forming a healthy community through dialogue, compromise, and commitment. Floor Standards evolve and therefore the process is never finished. Because Floor Standards evolve, they should not be thought of as a task to be completed but as a means by which interactions occur.

An important aspect of Floor Standards is discussing and deciding how we ***will hold ourselves accountable for agreements and expectations***. Discussing the issue of responsibility and accountability of each resident to every other resident can be difficult. This difficulty comes because many of us believe that someone else (i.e., a resident assistant, University Police, Community Director) is responsible for making sure that I get exactly what I want. Another way to think of this is that many of us do not want to stand up for ourselves. Equally difficult can be the thought of holding a peer to a standard.

Floor Standards is an on going process that defines mutual expectations for how the community will function on an interpersonal level. Floor Standards further provide a mechanism for the community to respond to behaviors that violate the agreements of the floor.

WHY HAVE FLOOR STANDARDS?

In Residence Life at Wright State University we espouse that you, college students, are maturing adults. This means that you are making choices and learning from the outcomes of your choices. The young adult years are perceived as years of freedom, experimentation, limit finding, and limit testing. If the experiences during these years are to lead to an increased ability to make mature judgments then you must have the opportunity to make decisions so that you can experience the result of those decisions. An important area of decision making for college students concerns lifestyle and personal conduct.

Traditional college-age people typically reject "rules" imposed from the "outside". They may reject authorities who appear to be trying to deny them their "freedom" or independence". At the very same time they may become angry with authorities who don't meet their needs at the time when they want their needs met. Floor Standards provides a means by which your expectations of the authority to meet your needs are shifted to a recognition that the individual and the community must work together to create an environment that best meets every ones' needs. The authority (RA) becomes a person who helps this process to happen instead of someone who fixes things for you or someone who always punishes behavior that is not in line with expectations.

If every student lived in perfect isolation, he or she could conduct him or herself in any way. In reality, we exist within a tightly networked society. ***This means our behavior impacts other people, and in the same way, the behavior of other peoples impacts us***. Because we are affected by one another's behavior, we tend to have expectations about what we consider O.K. for the other person to do. We may or may not realize that our behavior affects others or we may believe that everyone has the same expectations that we have. This last concept can

extend to a point where we believe that everyone has the same expectations at the same time, i.e. if I want to listen to music now, everyone wants to listen to music now.

If we are to live together in reasonable harmony, we must have the opportunity to express our expectations of how we want to be affected by others. By discussing these expectations you hear the range of expectations and therefore have a harder time holding on to the belief that everyone does "X" or that everyone wants the same thing that you want. Out of an awareness of expectations, you and your peers can discuss your different expectations and come to agreement on ways that you can live with the differences or compromise around the differences. This process may not be easy because it requires many people to achieve new understandings and new behaviors quickly. One of these is the ability to consider another's point of view as being valid and thus needing to be taken into consideration in one's point of view.

The contest of learning that is created by the Floor Standards discussion can be a powerful tool to encourage student development and a healthy community. We have already identified how the process can cause an awareness of others. It can also encourage you to build self-esteem through declaring oneself, through assertive interactions, and through the empowerment that comes from group agreement. By establishing Floor Standards and shared responsibility, you and your peers are empowered to deal with problems before they occur.

WHAT ABOUT ORS, AM MANAGEMENT, AND UNIVERSITY POLICIES AND PROCEDURES?

ORS, AM Management, and the University have policies and procedures by which all residents must abide. They represent the basic safety and management issues necessary to assure reasonable quality-of-life for all residents. Primarily they establish minimum behavioral expectations and are in agreement with local, state, and federal laws. Floor Standards do not replace these, nor may they be in violation of these. For example, a floor may not form a standard that candles be burned at each floor meeting as ORS has a policy against candle burning. However, these policies and procedures are of such basic nature that they should not impede a floor's ability to create the standards they desire.

HOW ARE FLOOR STANDARDS DEVELOPED?

Floor Standards are developed through group discussion and consensus. Through this format each resident is afforded the opportunity to assert his/her point of view. An underlying tenet of this system is the belief that in order to have one's needs met, one must accept responsibility for participation in the system designed to negotiate one's needs. Through implementing the Floor Standards model, we are providing the opportunity for you to learn that you are responsible for your experience, and that you are not simply passive recipients of your experience. Recognition of this concept can lead to personal empowerment.

The staff person on your floor knows a great deal about Floor Standards. It's a long but beneficial process. Please feel free to ask questions and by all means, get involved!

THE DEVELOPMENTAL EDUCATION MODEL FOR TRADITIONAL RESIDENCE HALLS

Through the Developmental Education Model we will be helping students improve their conflict resolution skills, values clarification skills, and many other personal and professional skills by facilitating workshops on each floor and in students' rooms who would like to host. There will also be many social activities planned by the staff so that you can meet lots of interesting people and begin to feel more and more comfortable and "at home" in our residence halls. Finally, each community will adopt a philanthropy project. While there is no denying the fact that the classroom education received at W.S.U. will be each

students primary concern while at college, what we are offering is a chance to enhance your college degree and your college education. Save yourself the stress during your senior year when the Career Services Office tells you that you need to have activities for your resume. Start now! Get involved!

THE UNIT/COMMUNITY STANDARDS PROCESS FOR CAMPUS APARTMENT COMMUNITIES

WHAT ARE UNIT STANDARDS?

Unit Standards are a little bit different than Floor Standards for the traditional residence halls because they are not negotiated by an entire floor. They are just negotiated in an apartment unit between roommates. Unit Standards are the agreements made by the residents in a given apartment unit concerning how we will relate to each other and treat each other. While Floor Standards can be seen as a product - a list of agreements and expectations, Unit Standards is a process by which we begin forming a healthy community through dialogue, compromise, and commitment. Unit Standards evolve and therefore the process is never finished. Because Unit Standards evolve, they should not be thought of as a task to be completed but as a means by which interactions occur.

An important aspect of Unit Standards is discussing and deciding how we ***will hold ourselves accountable for agreements and expectations***. Discussing the issue of responsibility and accountability of each roommate to every other roommate can be difficult. This difficulty comes because many of us believe that someone else (i.e., a resident assistant, University Police, Community Director) is responsible for making sure that I get exactly what I want. Another way to think of this is that many of us do not want to stand up for ourselves. Equally difficult can be the thought of holding a roommate who is a peer to a standard.

Unit Standards is an on going process that defines mutual expectations for how the roommates in a unit will function on an interpersonal level. Unit Standards further provide a mechanism for the roommates of a unit to respond to behaviors that violate the agreements of the unit.

WHY HAVE UNIT STANDARDS?

In Residence Life at Wright State University we espouse that you, college students, are maturing adults. This means that you are making choices and learning from the outcomes of your choices. The young adult years are perceived as years of freedom, experimentation, limit finding, and limit testing. If the experiences during these years are to lead to an increased ability to make mature judgments then you must have the opportunity to make decisions so that you can experience the result of those decisions. An important area of decision making for college students concerns lifestyle and personal conduct.

Traditional college-age people typically reject "rules" imposed from the "outside". They may reject authorities who appear to be trying to deny them their "freedom" or independence". At the very same time they may become angry with authorities who don't meet their needs at the time when they want their needs met. Unit Standards provides a means by which your expectations of the authority to meet your needs are shifted to a recognition that the individual and the community must work together to create an environment that best meets every ones' needs. The authority (RA) becomes a person who helps this process to happen instead of someone who fixes things for you or someone who always punishes behavior that is not in line with expectations.

If every student lived in perfect isolation, he or she could conduct him or herself in any way. In reality, we exist within a tightly networked society. ***This means our behavior impacts other people, and in the same way, the behavior of other peoples impacts us.*** Because we are affected by one another's behavior, we tend to have expectations about what we consider O.K. for the other person to do. We may or may not realize that our behavior affects others or we may believe that everyone has the same expectations that we have. This last concept can extend to a point where we believe that everyone has the same expectations at the same time, i.e. if I want to listen to music now, everyone wants to listen to music now or if I don't mind dirty dishes in the sink for a night or two then that will be O.K. with everyone in the unit.

If we are to live together in reasonable harmony, we must have the opportunity to express our expectations of how we want to be affected by others. By discussing these expectations you hear the range of expectations and therefore have a harder time holding on to the belief that everyone does "X" or that everyone wants the same thing that you want. Out of an awareness of expectations, you and your roommates can discuss your different expectations and come to agreement on ways that you can live with the differences or compromise around the differences. This process may not be easy because it requires many people to achieve new understandings and new behaviors quickly. One of these is the ability to consider another's point of view as being valid and thus needing to be taken into consideration in one's point of view.

The contest of learning that is created by the Unit Standards discussion can be a powerful tool to encourage student development and a healthy community. We have already identified how the process can cause an awareness of others. It can also encourage you to build self-esteem through declaring oneself, through assertive interactions, and through the empowerment that comes from group agreement. By establishing Unit Standards and shared responsibility, you and your roommates are empowered to deal with problems before they occur.

WHAT ABOUT ORS, AM MANAGEMENT, AND UNIVERSITY POLICIES AND PROCEDURES?

ORS, AM Management, and the University have policies and procedures by which all residents must abide. They represent the basic safety and management issues necessary to assure reasonable quality-of-life for all residents. Primarily they establish minimum behavioral expectations and are in agreement with local, state, and federal laws. Unit Standards do not replace these, nor may they be in violation of these. For example, a unit may not form a standard that their quiet hours will begin at 2:00 a.m. as ORS has an established policy about quiet hours. However, these policies and procedures are of such basic nature that they should not impede a unit's ability to create the standards they desire. See the "policies" section of this Sourcebook for a full list of policies.

HOW ARE UNIT STANDARDS DEVELOPED?

Unit Standards are developed through group discussion and consensus. Through this format each resident is afforded the opportunity to assert his/her point of view. An underlying tenet of this system is the belief that in order to have one's needs met, one must accept responsibility for participation in the system designed to negotiate one's needs. Through implementing the Unit Standards model, we are providing the opportunity for you to learn that you are responsible for your experience, and that you are not simply passive recipients of your experience. Recognition of this concept can lead to personal empowerment.

The staff persons in your community know a great deal about Unit Standards. It's a long but beneficial process. Please feel free to ask questions and by all means, get involved!

INVOLVEMENT OPPORTUNITIES

Becoming involved is a key component of the overall college experience. Current research shows that students who become involved in student organizations and in leadership opportunities often have better overall success in college. Residential organizations represent the population within our residential communities, and enhance the campus housing experience by providing activities and programs for resident students. For more information about these opportunities, contact any member of the Residential Community Association, its affiliated organizations, or a Residence Services staff member.

African American Resident Caucus (AARC). The African American Resident Caucus was established during the fall of 1993. This organization serves as a support/advocacy organization for African American resident students living in the residential communities across campus. The AARC provides many exciting programs during the year for all residential students.

College Park Community Council. The CPCC is composed of the executive board and representation from the buildings. Its purpose is to represent College Park residents in all matters of concern to their community as well as to plan activities. Members determine the time of weekly meetings.

Forest Lane Community Council. FLCC is composed of elected officers and a voluntary membership of residents. Its purpose is to represent Forest Lane residents in all matters of concern to their community as well as to plan activities. Members determine weekly meeting times.

Hamilton Hall Community Council. This organization is composed of representatives from each floor and five elected officers. Hamilton Hall Council provides leadership experience for Hamilton residents. It gives students input into decisions affecting the community, allows them to make recommendations for community betterment, as well as giving them an opportunity to plan community activities. This organization welcomes resident suggestions, comments, and ideas. All residents are encouraged to attend meetings and to run for floor representative positions and general executive board positions.

Honors Community Council. The Honors Community Council is composed of elected officers and a voluntary membership of residents. Its purpose is to represent Honors Community residents in all matters of concern to their community as well as to plan activities. Members determine weekly meeting times. The group also helps direct the vision and activities of the Honors Living Learning program.

Residential Community Association (RCA). RCA's motto is "Making our Campus Our Home." RCA is the umbrella organization for all residential community organizations. Serving as the voice of the residential students, RCA is a governing organization and activity-planning body for all WSU residential communities. The Office of Residence Services regularly consults RCA about policy and procedure development and frequently asks RCA to provide student representation to campus committees. RCA also provides recommendations for Resident Activity Fee rates and use. RCA representatives are elected from all residential organizations. Involvement in RCA presents a unique opportunity to become involved with other residential student leaders on state, regional and national levels as well.

The Village\University Park Community Council. The Village\University Park Council provides involvement opportunities for residents of the Village\University Park and provides a place for Village\University Park residents to connect with each other. The Council provides programming and representation for residents.

Woods Community Council. The Woods Community Council is active in representing resident concerns and planning activities. There is one council in the Woods. They provide leadership opportunities and education for the members of the community. The Woods Community Council plans large-scale events for the community. All residents are encouraged to attend community council meetings, run for executive board positions, and get involved.

WSU Michael J. Coakley Chapter of the National Residence Hall Honorary (NRHH). NRHH is a national honorary organization for resident students, recognizing extraordinary leadership and contribution to residential communities. Membership is determined through a written nomination/selection and/or application process. NRHH recognizes individuals for outstanding contributions to the communities and promotes leadership development. In order to recognize outstanding contributions to the residential communities you may pick-up nomination forms from your community office or from NRHH. You may nominate in a number of categories including: student of the month, executive board member of the month, staff member of the month, and program of the month. Call the NRHH office or your community office to find out more information.

Note: If you are interested in forming a new Residential Community Organization please contact a member of the Residential Community Association at 775-5569, and the Associate Director for Residence Life at 775-4177.

COMMITTEES/VOLUNTEER OPPORTUNITIES

Evacuation Assistants. Evacuation assistants are student volunteers trained to assist residents with physical disabilities during emergency building evacuations. This is a very important volunteer opportunity. Contact the Facilities staff in the Office of Residence Services or call 775-4141 if you would like to join this committee.

Judicial Review Panel. The Judicial Review Panel is a panel of students that conducts disciplinary hearings in accordance with the WSU Student Code of Conduct and Residence Services policies in an effort to maintain positive norms for the residential communities. Contact the Office of Student Judicial Services at 775-4240 if you would like to join the Judicial Review Panel.

RESIDENT AGREEMENT/LEASE INFORMATION

Here's some legal stuff that's really important to read. It looks like it might be a whole lot of boring information that you don't really need to know but, trust us, you really need to read this!

The following information clarifies your legal obligations to your Campus Housing Agreement, and the procedures to request release from your Campus Housing Agreement.

It is assumed that signers of the Wright State University Campus Housing Agreement will abide by all Terms and Conditions. Persons signing and accepting a residence space should read the Terms and Conditions carefully prior to signing the Campus Housing Application/Agreement.

Checking In and Checking Out

Residents who leave during the term of their agreement or who change units during the academic year should complete the following requirements to avoid improper check-in/ -out fines and maintenance/cleaning charges.

Check-in

After a move has been approved through your community office or the ORS Business Office:

- Go to the Office of Residence Services in the Community Building, Forest Lane and pick up your keys and check-in packet.
- Look over, update, and sign unit check-in form (if you fail to complete or return your unit check-in form within a 24 hour time period, you waive your right to use that check-in form in an appeal of damages at the end of your contract period and agree to all charges assessed by Office of Residence Services staff upon the time of check-out).

Check-out

1. Pickup a checkout packet at your Community Office or the ORS Residence Services Office Community Building.
2. Read and follow the instructions in the check-out packet.

The facilities audit team will complete a final check of each living unit following check-out. This team will finalize damage assessments for each unit.

When residents leave a campus housing unit, move off campus, or change living units, whether they have been released from their Campus Housing Agreement or not, they are required to check out properly. This allows residents to avoid being billed for damage to the room that occurs after they leave. If former residents still have access to a unit by possession of a key to the unit, they will be held liable for such charges.

Improper Check-in/ -out

Residents who fail to follow proper check-in/ -out procedures will be subject to fines from \$25 to \$150. Additionally, if their agreements have been canceled but students do not turn in their keys, they will be charged for the cost of replacing the lock on their former units. They will also be issued an improper check-out fine of \$25.

Break Housing

Upon request, residents of Hamilton Hall, Honors and the Woods will be allowed to live in their communities during breaks between academic quarters, such as winter and spring breaks. Each student residing in the hall for any portion of either break period will be charged a nominal fee for this service.

Additional information is available from each community office. Continuing residents in transition from spring to summer housing, or summer to fall housing must comply with distributed procedures for relocation for the following term. Due to changes being made in the academic

calendar Summer to Fall break housing may not be available. ALL policies are in effect during break periods.

Residents of Forest Lane, College Park, University Park and the Village who have a current Campus Housing Agreement can continue residing in their apartments during winter and spring breaks at no additional cost. If you intend to stay for break periods in any of our campus housing facilities please bear in mind that service through the community offices and duty staff are provided. These services, however, are provided at a reduced rate. The community offices generally have limited office hours and staff availability is minimal.

Room Changes

If residents wish to move from one unit to another, they should go to their Community Office after talking with their Resident Assistant. Residents may need to participate in conflict mediation sessions prior to being allowed to change units. Also, changing units during the first two weeks of any academic quarter or during the last two weeks of any academic quarter will not be permitted. Only residents of Hamilton Hall, Honors and the Woods are permitted to move to a different community, and then only to the other residence hall community (e.g., Woods resident could move to Hamilton Hall, but not to Forest Lane). Failure to follow the proper procedure for a room change can result in a fine, additional fees, and a possible forced move back to the old unit. **Each resident is allowed one living unit relocation at no charge.** Additional moves initiated by the resident will result in a service charge. For any living unit changes required by the Office of Residence Services, there will be no relocation charge. Moves are permitted only on a space-available basis. Unless circumstances prevent it, existing occupants will be given a 24-hour advance notification prior to a new roommate moving in.

Single Unit Waiting List

A waiting list for students requesting single rooms is begun once all single rooms are assigned. After the assignment process for the fall quarter is complete, the singles waiting list will be monitored for the duration of the academic year. Requests to be placed on the singles waiting list during the academic year should be directed to the Office of Residence Services at 775-4172. Requests do not carry over from one academic year to the next. Residents will be contacted in waiting list order as units become available. When a unit becomes available, the student's bursar account must be up to date and free of holds for the student to be eligible. Any student who is ineligible at the time a room becomes available will be notified in writing of his or her ineligibility, and the student's name will be moved to the bottom of the single unit waiting list.

Under-assigned Units/Consolidation

The Office of Residence Services will consolidate campus residents who are in under-assigned units. Energy costs and other expenses preclude allowing under-assigned units. This also allows available units to be used more effectively. The Office of Residence Services may offer residents in under-assigned units the option to pay an extra fee to keep the unit under-assigned, helping to defray some of the costs. However, the Office of Residence Services reserves the right to move residents who do not choose the option to pay. If residents become aware that their roommate is moving, they should consult their community office.

Expanded Occupancy

Dependent upon demand, the Office of Residence Services may implement an expanded occupancy plan. This plan may consist of, but is not limited to, reevaluating and changing any living unit occupancy to accommodate student demand and refurbishing space used for other purposes into resident living units. Students assigned to or directly affected by temporary or expanded occupancy spaces will be advised.

Non-Present Residents

"Non-present residents" are defined as resident students who have not obtained release from their Campus Housing Agreement, but who are not actively occupying their assigned living space. The Office of Residence Services reserves the option to "float" or relocate non-present residents to a similar living unit for purposes of efficiency, space utilization, and increased resident satisfaction. Every effort will be made to notify relocated residents of any changes in their assignments. In all cases a comparable space will be held for non-present residents and will be available for their occupation at any time. Non-present residents are responsible for any mail or correspondence forwarded to their campus address.

Community Facilities

Residence community facilities and the surrounding recreational facilities are available for resident student use. These facilities include Hamilton Hall Classroom, Hamilton Hall Lobby, Hamilton Hall Volleyball Court, Village Picnic Shelter and Playground, Forest Lane Community Center, College Park Community Center, University Park Community Center, Honors Computer Lab, Honors Classroom, Honors Multipurpose Space, and Honors Elevator Lounges, recreation/green spaces in the Woods community, the Honors Hall meeting rooms and central lounge areas, its common kitchen and outdoor recreation/green spaces. These facilities are rented to nonresident organizations only when available. If a nonresident student organization wishes to rent community space, it must direct its request, in writing, to the Associate Director for Residence Life. The University Registrar has the first option to schedule use of the Hamilton and Honors classroom and the Honors computer classroom.

Community Room/Board Fees

The university will mail a bill for the resident's room and dining service fees on a regular basis as noted in the Campus Housing Agreement. Fees must be paid by the specified due dates stated on the billing or installment payment plan.

COMMUNITY POLICIES AND INFORMATION

WRIGHT STATE UNIVERSITY DISCIPLINE PROCESS

These policies exist to aid in the creation of a healthy community environment. Wright State University is a place where people are proud to learn, live, and work. These policies serve to maintain this positive spirit at Wright State University. Wherever possible we have tried to provide an explanation of why each policy exists so that you may better understand each policy's reason for existence. Please contact any Residence Services Staff member if there is a policy that you feel you would like to discuss.

As an addendum to the Residence Agreement, all residents are expected to follow the rules and regulations as defined in the *Residence Life Sourcebook*. Community policies are formulated and enforced with consideration being given to the security, comfort, and safety of our community members, the protection of our academic environment, and in accordance with federal, state, and local laws.

It is the responsibility of each community member to be aware of and to comply with all federal, state, and local laws and to abide by Wright State University rules and regulations, parts of which you may find in the Code of Student Conduct printed in your *Wright State University Student Handbook*, and parts of which you may find in this *Sourcebook*. Naturally, any student involved in illegal activities may face university disciplinary procedures and/or civil or criminal

action.

Because members of healthy communities care for one another and care for the community as a whole, each community member has the right and responsibility to file a report with his or her community office about any person who is in violation of a community rule or who is infringing on another person's rights. While we understand that for some of our community members it is difficult to consider filing a report about one of her or his peers, it is important to do so for the overall wellness of our community. The disciplinary process is designed to be caring and educational for any resident or student that becomes a part of the process. By filing a report about a fellow community member a resident is both caring about the community as a whole, and is caring about that fellow community member.

The disciplinary process for resident students at Wright State University is as follows:

A. Any student referred for disciplinary action as a result of a complaint filed by the university or local law enforcement agencies for incidents involving possible violation of federal, state, or local laws will be referred directly to the Office of Student Judicial Services. Students are required to participate in disciplinary process as outlined in the WSU Code of Student Conduct.

B. Any residential student referred for disciplinary action as a result of a complaint being filed will be handled in the following manner:

1. The Director of Student Judicial Services or designated judicial officer will review the incident report. Based on the type of infraction and the student's cumulative disciplinary history, the reviewing judicial officer will determine the most appropriate type of response. Options available include: no action, a conduct conference, or disciplinary hearing with a Judicial Review Panel.

a). Conduct Officer. Conduct Officers are staff members who meet with students to hear violations of the Code of Student Conduct and/or the Residence Life Sourcebook. Any resident requested to attend a conduct conference must attend as directed.

b). Judicial Review Panel. The JRP is comprised of selected students, faculty, and staff who meet to hear violations of the Code of Student Conduct and the Residence Life Sourcebook. Any resident requested to attend a disciplinary hearing with the JRP must attend as directed.

2. If found responsible for a violation(s) of the Code of Student Conduct, disciplinary action may include one or more of the following: disciplinary warning, educational sanctions, disciplinary probation, restitution of damages, restriction of visitation privileges, fines, change in housing assignment, cancellation of residence agreement/lease, recommendation of removal from the university

3. Any hearing result and/or sanction may be appealed within five business days by filing a written appeal and delivering it to the Office of Student Judicial Services, W 035 Student Union. Failure to respond to Notice of Incident Meetings, Conduct Conference notices or Judicial Review Hearing notices for any reason will result in non-appearance fines and the possibility of additional judicial action. In some cases, a "hold" may be placed on the student's records until the student seeks resolution to the incident. While in effect, this "hold" prevents the student from obtaining transcripts, receiving a diploma, or registering for additional course work.

Notes: For additional information regarding student rights and responsibilities related to the conduct process, please refer to the current *WSU Code of Student Conduct*.

POLICIES

All items below will be handled according to the conduct/disciplinary process outlined in the *Residence Life Sourcebook* and the *WSU Code of Student Conduct*.

Administrative Request. We realize that most college-aged adults will comply with any reasonable request, however we must have a policy for those few persons who will choose not to during the year. Failure to comply with an administrative request when a staff member is acting in his/her official capacity, such as to appear/meet, to vacate unit, to cease inappropriate behavior, to produce identification, to exit a facility, etc., are considered violations of this policy.

Alcoholic Beverages. Because the Ohio Revised Code clearly regulates the use or possession of alcoholic beverages by a minor, our residents who are under the age of 21 are not permitted to use or possess alcohol.

Our residents above the legal drinking age may possess and consume alcohol under the following guidelines:

a. in the privacy of a resident's own unit with the door closed

b. in the privacy of another student's unit who is also at least 21 years old, with the door closed

We also insist that no person sell or furnish liquor to a minor, because it's a state law and because it isn't healthy for our community. To ensure the wellness of our community and to ensure that alcohol is not the primary focus of our community, open containers of alcohol are not permitted in public areas or surrounding grounds by anyone, no matter what age. Closed containers of alcohol are only allowed in public areas and on the surrounding grounds as they are being transported to the living unit of a legal-aged resident.

Large-group drinking parties are not permitted in student rooms/apartments even if the residents are of legal age. Kegs (empty or filled in any portion), trash cans, or other large containers or quantities of alcohol are prohibited in campus housing for many of the same reasons mentioned under the personal consumption guidelines.

There are a few additional things that are of concern to the community. Because we would like to ensure that alcohol is not the main focus of our community, alcohol related paraphernalia and alcohol related decorations ("beer bong", beer/alcohol neon signs, bottle caps on the ceiling, beer cartons on the walls, etc.) and empty containers (beer can pyramids, alcohol bottle collections, alcohol bottles filled with highlighter fluid with "black lights" behind them, etc.).

Student Alcohol Policy

Preamble

Wright State University prohibits the use of alcohol that is inconsistent with state, local, or university regulations. It is the goal of Wright State University to establish and sustain an environment on campus that is conducive to the intellectual, emotional and social growth of all members of its community. The university is committed to the preservation of individual freedoms and the promotion of the health, safety, and welfare of the community. Pursuant to these commitments, Wright State University has established the following policy governing the possession, sale, and consumption of alcoholic beverages on the university's campuses. It is the university's goal, through these policies and related programs, to encourage community members to make responsible decisions and to promote safe, legal, and healthy patterns of

social interaction. The university will enforce all state and local laws relative to the consumption of alcohol.

Students are advised that Section 4301.632 of the Ohio Revised Code states that "...no person under the age of 21 years of age shall order, pay for, share the cost of, or attempt to purchase any beer or intoxicating liquor, or consume any beer or intoxicating liquor, either from a sealed or unsealed container or by the glass or by the drink, or possess any beer or intoxicating liquor, in any public or private place." The complete text of state liquor law and related regulations can be found in the Ohio Revised Code.

The university permits the use of alcoholic beverages in licensed university facilities and at policy-specified social events. The misuse or abuse of alcohol will not be tolerated on campus. Violation of state laws, local laws, or university policy may result in disciplinary action. Additionally, the appropriate law enforcement authorities may be contacted. Violators will be subject to university sanctions, which may include suspension from the university and/or referral for treatment. This policy also applies to any location where university-related activities occur or when using university vehicles, or when using private vehicles on university business.

On-Campus Event Guidelines

General

- All alcohol sold and served on the campus shall be through the university's food service vendor(s).
- All student organization events where alcohol is served must be registered and preapproved by the Office of Student Activities, in accordance with university policies and procedures.
- For all student organization events at which alcohol is sold, appropriate security personnel acceptable to the university's Office of University Police must be present to assist in the enforcement of these guidelines. The sponsoring organization is responsible for contacting the Office of University Police for all security arrangements. The Office of Student Activities, through a Social Event Form, will assist all student organizations in contacting University Police for security arrangements.
- The serving of alcohol must, at all times, conform to state and local laws and university policies.
- The consumption of alcohol may not be the focus of an event.
- At any event where alcohol is served, nonalcoholic beverages must also be available at no charge.
- Snacks must be available, at no charge, for the duration of any event at which alcohol is served.
- Alcohol will not be served to persons who are, or who appear to be, intoxicated.
- Alcohol may not be carried onto or off the premises of a permit area.

- Sponsors must post hours of sale or service at all points of sale.
- Alcohol shall not be sold or served prior to 2 p.m.
- The sale of alcohol shall not last more than a total of three consecutive hours without at least a one-hour suspension of sale.
- The sale of alcohol must cease 45 minutes prior to the end of the event.
- The sale of alcohol at outdoor events must be maintained in a distinct area, clearly separate from the general area. Appropriate security personnel must monitor all entrances and exits to this area. The Office of Student Activities must approve any setup for outdoor events.
- In addition to the general guidelines, organization advisors will be notified of all space reservations so they are aware of the organization's event.
- Student organization advisors must approve and be in attendance during the entire event where alcohol is served.

Publicity

- Advertising for events where alcohol is to be served shall not contain visual representations of such items as foaming mugs, beer cans, kegs, or other items promoting alcoholic beverages. Publicity may state the variety of refreshments available, with no single refreshment receiving undue emphasis.
- All publicity must state that a valid driver's license or state of Ohio photo identification is required to determine whether persons may purchase or consume alcoholic beverages.
- All advertising and publicity for both on- and off-campus events must conform to state and local laws and the policies of the university, and include the name of the sponsoring organization. Publicity will not be approved for off-campus events that do not conform to university policy or that promote the unlimited consumption of alcohol. It is the responsibility of the sponsors of an event to ensure that advertising conforms to these guidelines.
- All publicity must be approved through the Office of Student Activities per the Posting

Policy.

Identification and Security

- A representative of the sponsoring organization of an event where alcohol is served must check the identification of all persons seeking admittance to the event.
- Two acceptable forms of identification are (1) a valid driver's license and (2) a state of Ohio identification card issued by the Bureau of Motor Vehicles.
- The sponsoring organization is responsible for placing wristbands on persons who are eligible to purchase or consume alcoholic beverages as a method to identify those who are permitted to do so. The vendor is responsible for checking the wristband and to

serve alcoholic beverages only to persons legally permitted to make a purchase.

- A sign indicating the minimum age for the purchase or consumption of alcoholic beverages must be posted by the sponsoring organization at each point of sale and service.
- For all events where alcohol is sold, appropriate security personnel acceptable to the university's Office of University Police must be present to assist in the enforcement of these guidelines. The sponsoring organization is responsible for contacting the University Police for all security arrangements.
- Generally, a minimum of two security personnel are required. However, depending upon the nature of the event, additional security personnel may be required as determined by University Police as well as personnel in the Student Union Administrative Office, Student Activities, or Residence Services.
- Responsibilities of security personnel may include checking identification, monitoring the perimeter of the alcohol permit area, handling disturbances, and assisting at the points of sale or service as necessary.
- At an event where an ID is not required for admittance, the vendor and sponsoring organization are responsible for assuring that only persons of legal age are served or sold alcoholic beverages.

Off-Campus Event Guidelines

- Events held off-campus using, or implying, the Wright State University name, utilizing the Wright State University accounting system, or off-campus events publicized on campus are subject to all university policies and procedures. These events must be registered through the Office of Student Activities by completing a Social Event Registration form.
- Student organizations holding events off campus assume all financial and legal responsibility.
- Student organizations are subject to all state and local laws relative to the consumption of alcohol. The complete text of state liquor law and related regulations can be found in the Ohio Revised Code.

Sanctions

The university will enforce all state and local laws relative to the consumption of alcohol. Individuals and/or student organizations violating this policy are subject to all relevant penalties including referral to the university Office of Judicial Affairs. Please refer to the Student Code of Conduct for more information.

Corporate Sponsorship

- Promotional items provided by corporate sponsors, including sponsors from the alcohol beverage industry, must be approved in advance by the Office of Student Activities. For additional information on the appropriate use of the university's name and other marks, words, logos, and symbols, please see the Wright Way Policy 2304.1.

- University marks may not be used in conjunction with the sale or promotion of alcoholic beverages.

Residential Communities

All appropriate university, local, and state regulations, as well as the following govern the use of alcohol in the residential communities:

- A resident of the legal drinking age may possess and consume alcohol in his/her residential unit with the door closed.
- A resident of the legal drinking age may possess and consume alcohol in the residential unit of another resident who is at least 21 years of age. The host resident must be present and the door must be closed.
- If some residents of a room are of legal age and some are not, those residents over 21 years of age may keep alcohol in the room. These students are prohibited from drinking with, serving, or in any way providing alcohol to those residents who are not of legal drinking age. Students of legal age will be held responsible for violating of the Complicity policy if they do not take reasonable steps to ensure the underage residents do not gain access to the alcohol. An underage student is in violation of this section if there is reasonable suspicion to assume that the student consumed alcohol.
- Open containers of alcohol are not permitted in any public areas or surrounding grounds. Closed containers of alcohol are allowed in public areas and on surrounding grounds only if they are being transported to the residential unit of a legal-aged resident.
- Large-group drinking parties are not permitted in student rooms/apartments even if the residents are of legal age. Kegs, beer balls (empty or filled in any portion), trash cans, or other large containers or quantities of alcohol are prohibited in campus housing. Characteristics of large drinking parties could include the following: The amount of alcohol in the room exceeds personal consumption limits, the focus of the gathering appears to be mainly for the purpose of consuming alcohol, there are several containers, empty or otherwise in the residence that are in close proximity to the individuals present, etc...
- Certain alcohol-related paraphernalia and alcohol related decorations that contain or once served as containers for alcohol are not permitted in the residence halls. Bottle caps on the ceiling, beer cartons on the walls, beer can pyramids, "beer bong", alcohol bottle collections, alcohol bottles filled with highlighter fluid with "black lights" behind them and similar paraphernalia are included in this prohibition.
- All guests in campus housing must comply with all Wright State University policies. See the Visitation Policy in the Residence Services Sourcebook for more information.

Appliances. You may use the following electrical appliances in your unit: radio, TV, personal computer, blender, sewing machine, tape recorder, shaver, clock, typewriter, fan, electric blanket, heating pad, hair setter, hair dryer, popcorn popper, hot pot, electric potpourri burner, and refrigerator of a size not to exceed a total of 4.5 cubic feet storage capacity. Due to fire safety concerns, cooking with appliances other than those mentioned, particularly those with

exposed heating elements like toasters, toaster ovens, hot plates, personal outdoor grills, and electric frying pans, is not permitted in campus housing.

Cleanliness. Because we live in community and in close proximity to one another, all residents are expected to maintain a minimally acceptable standard of cleanliness and hygiene in their living units. We realize that a "minimally acceptable standard of cleanliness" is somewhat ambiguous. Some causes for concern would include, but are not limited to: anything creating a significant foul odor; debris (clothing, garbage, other personal items) on the floor that would make entering and exiting the room difficult; rotting or spoiling food left in the room; and/or soiled clothing and unsanitary personal items not disposed of properly. Fire/Health/Safety checks are done periodically by the staff in all of our residential communities. If your unit is found to be in violation you may be documented for a possible violation of our cleanliness policy.

Destruction of Property. Destruction of property in our community will be treated as a very serious issue. Our community members need to feel safe and secure. In order to achieve this, we need to feel like all members respect the surroundings of our community. Taking out one's frustrations on our community property is inappropriate behavior for any college-age adult. Any student who maliciously or accidentally damages property will be held responsible for the cost of the item or damage and/or the cost of the labor to restore or repair the item to its original condition. Resident students will be held responsible for the actions of and/or damages incurred by their guests as well. To ensure quality repairs, residents are not allowed to repair damages themselves. If property is damaged accidentally, please report the damage to Residence Life staff immediately; your honesty and sense of self responsibility will be appreciated. If you are aware that another community member has damaged property, please encourage him or her to be honest about the damage and/or please let a staff member know.

Drugs, Narcotics, and Paraphernalia. Because they are illegal, and because we are a community of wellness, we take the use and possession of illegal drugs very seriously. No resident shall illegally use, possess, sell, or distribute drugs, narcotics, and/or any controlled substance. If a community member is suspected of using illegal drugs (i.e., marijuana odor emanating from a unit, drug paraphernalia seen in a room, etc.) that community member will be confronted by staff members and/or by civil authorities. Additionally, you are not to possess any drug-related paraphernalia while on campus.

Fire Safety. We take fire safety very seriously, for the protection of our community. For your information, specific instructions about safety and evacuation procedures are attached to the back of each resident's door. Because we take fire safety so seriously, tampering with fire equipment, ringing a false alarm, or failure to evacuate a building during an alarm is prohibited and constitutes a breach of discipline and a violation of federal law. Violators will be prosecuted. Additionally, considerable fines, through the Fairborn Fire Department, are associated with each of these violations. Again, Fire/Health/Safety checks are done periodically by the community staff to ensure that proper fire and safety policies are being followed in individual units. Possible violations found during these checks may result in a documentation.

Furniture Displacement. Public area furniture is intended for use by all members of the community. Because of this, all public area furniture should remain in respective locations throughout the year and should not be placed in student rooms/apartments. Living unit furniture may be moved to accommodate hospital beds, etc. Arrangements should be made in advance of arrival with the Office of Residence Services.

Gambling. Because gambling is illegal in the state of Ohio, all forms of gambling are prohibited in our community.

Harassment. Verbal, written, electronic, or other types of harassment - including, but not limited to, sexual, racial, ethnic, or religious harassment that causes injury to, distress, or emotional or physical discomfort of Residence Services staff members and/or other community members will be considered a violation of this policy.

Indoor Recreational Activity To maintain a safe environment, to maintain the facilities of our community, and to avoid excessive noise, students and guests are prohibited from engaging in sports activities inside of the buildings. Individuals should not throw, bounce, kick, or use basketballs, frisbees, bicycles, footballs, skateboards, roller blades, softballs, tennis balls, etc., inside of the residence halls or apartments including but not limited to, hallways, stairwells, lounges and other public areas.

Outdoor Recreational Activity To maintain a safe environment, to maintain the facilities of our community, and to avoid excessive noise, students and guests are students and guests are prohibited from engaging in sports activities within 20 feet of the residence halls or apartment buildings or on sidewalks in the residential areas. Individuals should not throw, bounce, kick, or use basketballs, frisbees, footballs, skateboards, roller blades, softballs, tennis balls, etc. unless in designated recreational areas. Outdoor recreational activity should be confined to the open grass lawns and established basketball courts and volleyball courts. The Village Pavillion and nearby grass field can be reserved for recreational activity by calling 775-2086.

Also, playing games or sports in community parking areas, which may damage parked vehicles or increase safety hazards, is not permitted without approval from the Office of Residence Services and/or Parking & Transportation Services.

Water Activities To maintain a safe environment, to maintain the facilities of our community, and to avoid excessive noise and inconvenience to others, community members are not allowed to possess, use, or engage in activity that entails squirt guns, high pressured water guns/games/fights, water balloons, etc., in or near any of the residence halls or apartment buildings. Individuals found to be in possession of water guns/balloons will have those items confiscated with subsequent initiation of judicial action. Confiscated items will be subject to destruction.

Individuals and/or organizations who desire to have a water related activity should seek approval via the normal university and Residence Services activity process.

Inappropriate Behavior. For our community, inappropriate behavior is defined as any behavior by a community member deemed to be inappropriate or in violation of the general community standards.

Intolerance. Acts of intolerance or bias-related incidents are behaviors which by intent, action, and/or outcome harm or threaten to harm a person or a group of people. The behaviors are motivated by prejudice toward a person or a group of people because of their race, religion, ethnicity, disability, national origin, age, gender, and/or sexual orientation. Acts of intolerance include overt actions such as verbal attacks and physical assaults on students and their property, as well as covert actions such as jokes, posters, and comments.

Examples of acts of intolerance or bias related incidents include:

- In the apartment communities or residence halls, during an educational program, the presenter consistently call upon the few African American students attending the program to speak for African American people in general.
- A fraternity pledge is sent to a gay men's party as a pledge task.
- A group of men whistle and make comments about the body of a woman who jogs by them.
- An unknown student paints a swastika on the door of another student.
- Someone makes a joke that your Chinese friend must have a great GPA because "all of those Orientals sure are smart."

Each of these incidents are insensitive in different ways. Some are the display of negative and painful images or statements that work to hurt someone. Others limit people based on stereotypes. Each example very effectively sends people the message that they are not valued, not important, and not as good (adapted from *Bias Related Incidents* pamphlet, University of Georgia).

Acts of intolerance based on race, gender, sexual orientation, culture, ethnicity, or disability disrupt the educational environment necessary for furthering the mission of the university. Acts of intolerance cannot be a part of our community of caring.

Littering/Trash Removal. Because we like to keep our community an attractive place to live, littering, inappropriate disposal of trash, and/or sweeping debris into a public hallway or area in the residence communities or the surrounding grounds is not permitted. Fines may be issued for violations of this policy.

Misuse of Keys/Unauthorized Use of Keys. For the safety of our residents, the duplication of living unit keys is specifically prohibited. Also, community members may not lend their keys to any other person for the sake of safety and security.

Open Flame Devices/Combustibles. For fire safety reasons, gasoline, charcoal fluid, and other combustible items are not permitted in the residential communities. Also, fuel-driven engines are not allowed to be stored in student housing. This includes storage of motorcycles, mopeds, etc. Open-flame devices are not allowed for safety reasons. This includes: candles, kerosene lamps, incense, gas-powered lanterns, and/or camping stoves, personal gas or charcoal grills, propane torches, etc. Fire safety concerns also prohibit live or cut evergreen trees and/or boughs in student rooms/apartments.

Pets. While we realize that pets are an important aspect of some peoples' lives, for reasons of cleanliness, health, and sanitation, animals, with the exception of fish and assistance or seeing-eye dogs, are not allowed in campus housing at any time. Unfortunately, fish tanks may not exceed a total capacity of 20 gallons for each living unit.

Posting. Residential community members and Residential Student groups may post materials with the permission of the Community Director for their community. Nonresidential individuals and groups must obtain permission from the Office of Residence Services.

Psychological Distress. Emotional and psychological distress are natural occurrences in human life. When approached correctly, opportunities to learn and to change present themselves. This policy is designed to promote the wellness of individual community members while ensuring the integrity of the campus community as a whole. Therefore, any community

member who demonstrates evidence of psychological distress that may pose danger to that community member or to others in our community, or that may interfere with the normal functioning of the university community, will likely be required to see a therapist on a regular basis. In addition, if the community member does not secure the required psychological help, or if her or his behavior warrants it, he or she may be removed from campus housing and/or suspended from the university. These situations will be handled with the utmost care for the student who is experiencing the psychological distress.

Quiet Hours. Our community is primarily a community of learning. With this in mind, we offer a quiet hours policy that will promote learning through quiet study time as well as quiet time so that all community members may sleep in a peaceful atmosphere. The quiet hours policy applies to all indoor and outdoor residence hall and apartment areas of the WSU campus. Quiet hours mean that community members should keep noise at a very minimal level. Courtesy hours are in effect at all other times. Courtesy hours mean that residents are expected to maintain a reasonable noise level. During quiet and courtesy hours, requests for less noise from roommate(s) and/or neighbor(s) will be respected in our community. Additionally, beginning with the Saturday before the last week of each academic quarter, quiet hours are in effect on a 24-hour basis.

When a community member needs to approach another community member to request a lower level of noise, this should naturally be done in a respectful manner. Floor/Unit Standards should be consulted at this time for what will be your appropriate response to someone who is, in your opinion, being too loud. We expect all community members to ask each other for compliance with this policy prior to involving Residence Life staff. If a community member is unable to resolve the disturbance through conversation, she or he may contact a Residence Life staff member for assistance. In the case of a serious disturbance, the University Police should be called immediately. However, the University Police should only be called in the event that all other methods of quieting a situation have been attempted.

To further reduce the travel of noise, in areas where individual unit doors are propped open, these doors must be un-propped and closed during posted quiet hours.

All Residence Halls and Apartments EXCEPT the Village:

Quiet hours in all communities except the Village are observed during the following times:

Sunday through Thursday 10 P.M.-9 A.M.

Friday through Saturday 12 P.M.-9 A.M.

Village

Quiet hours in the Village community are observed during the following times:

Sunday through Thursday 8 P.M.-9 A.M.

Friday through Saturday 10 P.M.-9 A.M.

Smoking. Wright State University, Office of Residence Services, maintains a smoke free policy in all facilities. Smoking is not permitted in any residential building or workspace. This includes, but is not limited to, residence hall rooms, apartments (including individual rooms in apartment), bathrooms, laundry rooms, lounges and activity rooms, offices, maintenance rooms and shops,

and break rooms. The balconies and stairwells are also considered smoke-free zones. Smoking is not permitted in any public building on the university campus.

Solicitation. For safety purposes, and to avoid harassment situations for members of our community, door-to-door solicitation for commercial purposes is prohibited. Residents may invite a salesperson to their room or apartment with permission of all roommates. Students may host parties such as plastic-ware, cosmetics, linen, etc... however, the university assumes no responsibility for commitments made by or losses incurred by students. Sales presentation parties are not allowed in public areas. Any nonprofit, political, and/or campus organization/group desiring to solicit in campus communities must secure permission in advance from the associate director for residence life.

Visitation. This visitation policy is designed with the safety and consideration of our community members and property in mind. For the convenience of our community members, visitation hours in campus housing units are not limited. Residents are permitted to host guests at any time so long as the rights and privacy of the other persons living in that environment are taken into consideration. The definition of a guest is any person who does not hold a residence contract or lease for the particular unit. Due to safety concerns, at no time should there be more than 8 persons in any residence hall room or 10 persons in a campus apartment. All roommates must be in mutual agreement about a guest before a guest may be hosted in the unit. At the beginning of the academic year (and when a new student moves into the unit) all students will be required to participate in the unit standards process wherein typical roommate issues, including the hosting of guests, will be discussed and written in contract form. In cases where roommates cannot agree, the right of a person to occupy her or his room/apartment without the presence of an overnight guest must take precedence over the right of a roommate to host guests. A resident who hosts a guest is responsible for the guest's conduct at all times and any damages incurred by that guest. All guests must comply with all university and community policies. The host must be with the guest at all times. Guests are not permitted to be unescorted, and may not be left unattended in the host's living unit. If a guest violates a policy and is asked to leave the community by a staff member, the guest must comply. Failure to do so will result in a request for police assistance. Violation of this policy may include, but is not limited to, relocation of the violating resident or cancellation of the violating resident's housing contract.

Overnight Guest Policy

Visitation - General Policy

This visitation policy is designed with the safety and well being of our community members and property in mind. Visitation hours in campus housing units are not limited. Residents are permitted to host guests so long as the rights and privacy of the other residents are taken into consideration. A "guest" is defined as any person who does not hold a residence contract or lease for the particular room/apartment.

Expectations

All residents are required to participate in the unit standards process wherein typical roommate issues, including the hosting of guests, must be discussed, agreed to, and written in contract form. In addition to this formal process, roommates are encouraged to talk to one another about their equitable use of the room.

The right of a resident to occupy her or his room/apartment without the presence of a guest takes precedence over the privilege of a resident to host guests.

A resident who hosts a guest is responsible for the guest's conduct at all times, as well as any damages incurred by that guest.

The host must be with the guest at all times. Guests are not permitted to be unescorted, and may not be left unattended in the host's living unit. Violation of this policy may result in, but is not limited to, loss of visitation privileges, relocation of the violating host(s), or cancellation of the housing agreement of the violating host(s).

Guests must comply with all university and community policies. Guests who violate a policy may be asked to leave the community and/or university property, and may be subject to further university action.

Residents are encouraged to host no more than two guests, and are expected to be considerate of the rights of their neighbors.

Visitation - Overnight Guest Policy

The Visitation - Overnight Guest Policy is an extension of the Visitation - General Policy. Unless otherwise noted, all general visitation expectations apply. An "overnight guest" is defined as any person who does not hold a residence contract or lease for the particular room/apartment and intends to occupy the room/apartment overnight. The university recognizes that residents may wish to occasionally host overnight guests, however, the presence of overnight guests requires consideration of the rights of all roommates. Residents must adhere to the following:

The residents' unit standards agreement must reflect an acceptance and willingness to occasionally host overnight guests. The right of a resident to occupy her or his room/apartment without the presence of an overnight guest takes precedence over the privilege of a resident to host overnight guests.

The privilege of hosting an overnight guest is intended for infrequent, special occasions. Under no circumstances are residents permitted to host overnight guests on consecutive weekdays or weekends as this is an imposition on the rights of the roommate(s) whether the roommate(s) is present or not.

Prior to hosting an overnight guest, the host resident must obtain the consent of the roommate(s) and complete the Overnight Guest Registration Form. This form is available above.

Registration of overnight guests is required throughout the duration of the housing agreement or lease, including break periods.

Failure to register overnight guests will result in, but is not limited to, loss of overnight guest visitation privileges, relocation of the violating host(s), or cancellation of the housing agreement of the violating host(s).

Weapons, Firearms, Ammunition, or Fireworks. Prohibited items include, but are not limited to, pistols, rifles, shotguns, BB-guns, pellet guns, bow and arrow, spears, machete, hunter knife, paint guns, etc. For fire and general safety reasons the possession of firearms, ammunition, firecrackers, explosive or combustible materials, and/or injury-threatening weapons are strictly prohibited. Individuals found to be in possession of a firearm will be subject to immediate cancellation of their Residence Agreement and will face further university disciplinary and/or criminal action.

Windows. Window screens in all residence communities may not be removed for safety/security reasons (except for evacuation due to a fire). All residents of a living unit may be held responsible for a \$5/person fine if a screen is removed for a non-emergency purpose. Again, for general safety reasons, community member may not drop or throw any item out of a

residence hall or apartment window and/or may not remove/open the screen to gain entry/exit to their living unit.

RESIDENT TELEPHONE SYSTEM AND VOICE-MAIL SYSTEM

TELEPHONE SYSTEM

General Information

Resident students are provided exclusive telephone service by the Wright State University Department of Telecommunications. Telephones are not provided. Students need to provide their own quality touch-tone phones.

Local Service

On-Campus Calls

Calls can be made to any campus phone, starting with 775, by dialing the last four digits of the phone number. For example, to contact the University Police Department at 775-2111, dial 2111.

Off-Campus Calls

To dial off campus, within the local area, dial 9, followed by the seven digit phone number. Check a local phone directory for communities that are included in the local area.

Long Distance Service

Options

Residents have several options when making long distance phone calls:

1. Use the long distance phone service provided by the university.
2. Use a calling card for any nationally recognized long distance service providers. (*It is important to use your permanent address for billing for this to avoid surcharges*)
3. Call collect. (Surcharge assessed)

University Provided Long Distance

For long-distance access, each student living in Wright State University's residential communities is provided a Personal Identification Number (PIN) to access their long distance service. This PIN should be kept confidential, as any use of it will result in charges incurred on the holder's Bursar account. At no time should a student allow another student to use his/her PIN. In the event a student believes someone has stolen his/her PIN, the student should immediately notify the Wright State Police Department and should also notify the Computing and Telecommunications Office at 775-6200. The resident will be responsible for any unauthorized calls made prior to this notification. After notification, the old PIN number will be deactivated, and a new one issued at a charge of \$5. This cost may later be passed on to the offending party, but will initially be the responsibility of the student. Each call made with a student's PIN is billed to the student's Bursar account. The student will receive a monthly, itemized statement of calls made with their PIN. The total monthly charge will also appear on the student's bill from the Office of the Bursar.

The rate charged for long distance is 7 cents per minute. International rates vary by country. You may call the Telecommunications office at ext. 6200 to check rates prior to making the call.

To charge a long distance call to your university account, a student must dial 9 - 1" plus the area code and the seven digit phone number. The caller then should hear a beeping sound, much like a busy signal. Upon hearing this tone, the student should enter their eight digit PIN.

Each student is given a starting monthly credit limit of \$100. This does not mean the first \$100 worth of calls is free. It means that once the account reaches \$100., the pin will be deactivated until payment is made. Students may have their limits raised or lowered at the beginning of each billing cycle by filling out an authorization form in Telecommunications, located in 015 Library. Your Personal Identification Number (PIN) will be deactivated whenever any one of the following conditions exist:

1. You exceed your \$100 credit limit in a month
2. Your previous balance plus current usage charges exceeds \$250
3. Payments have not been received within 60 days.

Student's PIN will be reactivated within 24 hours after payment has been received in the Bursar's Office. Payments must bring the current monthly balance to less than \$100, and the previous balance plus current usage to less than \$250.

Students may be notified in writing when they have incurred charges of \$80 during a billing cycle (80 percent of current credit limit). This is to give students the opportunity to take appropriate measures to prevent PIN deactivation. A disconnect letter will be sent when a student's PIN is deactivated. Deactivation of a student's PIN will not result in a disruption of local outgoing or incoming calls. Only the student who has had their PIN deactivated will be denied long distance usage. Roommates sharing the same phone line are not affected.

Other Long Distance Carriers

Residents can use other long distance carriers provided they have a calling card for that carrier. To place such a call, the student should dial "9-0" plus the area code and the seven digit phone number. The caller will hear a tone that sounds like a busy signal. At this time the student should enter their PIN. After a second tone is heard, the student should enter their calling card number.

Residents are not to make arrangements for any other long distance carriers whether through mailings, internet or phone promotions. Prices offered by such promotions will not be honored by the carrier as current long distance contracts prevent eligibility. If monthly charges for any of these carriers appear on WSU's telephone bill, they will be charged back to the student along with a surcharge of \$24.00.

800 and 900 Numbers

Students can dial 800 numbers. The process is the same as using university provided long distance. PLEASE BE AWARE THAT SOME 800 NUMBERS CAN RESULT IN A CHARGE BACK TO THE CALLER. ANY SUCH CHARGES WILL BE PASSED

In most cases, 900 numbers are blocked from use in the residential telephone system. If one should happen to go through however, charges will be billed back to the resident making the call plus a \$24 surcharge for processing.

Collect Calls

Collect calls to the 775 exchange are blocked by most long distance carriers. However, units where collect calls are accepted will receive an itemized statement listing all calls and charges accepted. ANY COLLECT CALL ACCEPTED ON THE WRIGHT STATE UNIVERSITY PHONE SYSTEM MUST BE BILLED BY HAND. FOR THIS REASON, A SURCHARGE OF \$24 IS MADE FOR ANY COLLECT CALL THAT IS ACCEPTED. The person who accepts the call(s) may claim them by signing the itemized billing statement and returning it to the Computing and Telecommunications Office, located in 015 Library. That person will then be charged for the amount of the calls and a \$24 surcharge per call accepted. If the charges are not accepted by

an occupant of the room, the charges for the calls themselves will be divided between all the occupants of the rooms. Each occupant will also be charged the \$24 surcharge per call.

Special Needs

If a resident has any special needs due to a disability, please contact the Computing and Telecommunications Office for assistance at 775-6200.

Telephone Repair

If a resident experiences problems with his or her telephone service, the resident should contact the Computing and Telecommunications Office at 775-6200. The following are some common problems encountered with the phone system, and their solutions:

1. When trying to set-up voice mail or retrieve messages, a resident may hear "invalid option" Nine times out of ten, this message results from the entry of an erroneous mailbox number or PIN. Please attempt to access the voice mail system at least two more times. If the problem persists, contact the Computing and Telecommunications Office at 775-6200.

2. When dialing a long distance number, a resident may immediately hear a busy signal. This occurs when the resident's PIN has been deactivated. A PIN will be deactivated if a resident has exceeded his/her long distance monthly limit, or if he/she is late in paying prior long distance charges. Both of these situations may be easily avoided, because residents are notified in writing long before either will occur.

3. A resident's voice mail may not recognize numbers entered into the phone. This problem usually occurs with cordless phones, but is not uncommon with standard touch-tone phones. This is usually a sign of a low quality key pad or, in the case of a cordless phone, a bad connection. This problem may be remedied through repeated attempts or through the purchase of a better phone. The best kind of phone is the standard, plain looking, touch-tone phone. Before purchasing a new phone, please attempt accessing your voice mail on a neighbor's phone, to ensure that this is indeed the problem. If the problem persists, please contact the Computing and Telecommunications Office at 775-6200.

VOICE MAIL

The voice mail system is currently available to all students residing in the residential communities. Please read the following to get helpful instructions to properly utilize the system.

Basic Overview

Voice Mail is a computer run program that is attached to the main telephone system. A touch Tone phone is the only equipment needed to use the system. The voice mail system operates by having phone calls automatically forwarded to a specific phone number that activates the computer program if the line is busy or no one answers after the 4th or 5th ring.

There is a standard menu on all room phone numbers allowing a caller to chose a number (one through four) corresponding to individuals residing in the room. This menu is automatically setup when you record your name and greeting in the INITIAL SETUP & TUTORIAL.

The caller will select which individual they wish to leave a message for and a personalized greeting will then be heard and a message can be left. Personalized messages can be changed by the individual who owns the mailbox, but menus are standard and can not be changed. Long distance Personal Identification Number (PIN) are used as pass-codes into individual mailboxes. The voice mail system can be accessed from any touch tone phone by dialing (937)775-1010 from off campus or 1010 on campus.

You may have up to 10 UN-played and saved messages total. All messages will automatically be deleted after 4 days whether they have been played or not. Incoming messages may be up to one minute in length and personalized mailbox greetings may be 30 seconds.

Instructions

The voice mail system will give you step by step instructions on what options are available and what keys should be pressed. The first time a mailbox is accessed by its owner a tutorial will play, a greeting and individual's name will be recorded. These can be changed at any time in the future if desired.

Initial Setup & Tutorial

The first time you access your voice mailbox a tutorial will take you through the setup of your mailbox. You must accomplish these steps in order to allow the system to properly set up the menu for the room telephone number.

STEP 1: SET UP YOUR PERSONAL GREETING (Step 2 will record your name).

IMPORTANT!

Each student has a six digit assigned mailbox. To determine your mailbox number, refer to the document containing your long distance authorization/Personal Identification Number (PIN).

1. From your room, pick up the telephone and dial your voice mail access number

You will hear "To retrieve messages for 91234 press 1, to retrieve messages for 921234 press ...etc.

2. DURING this greeting press the digit corresponding to your mailbox.

3. You will hear "Hello, mailbox 'MAILBOX NUMBER' please enter your pass-code."

4. Enter you pass-code (8 digit Long Distance Access PIN)

5. You will hear a short introduction about recording your greeting and name.

6. When prompted press

7. Press and when prompted record your greeting.

8. When finished recording Press

Your greeting may be up to 30 seconds long. An example of a generic greeting might be:

HI THIS IS _____. I AM NOT AVAILABLE TO ANSWER THE PHONE AT THIS TIME. PLEASE LEAVE YOUR NAME, TELEPHONE NUMBER AND A SHORT MESSAGE. I WILL RETURN YOUR CALL AS SOON AS POSSIBLE. THANK YOU.

9. Press to listen to your greeting.
10. When finished listening to your message Press to save it, or
11. Press to discard it and record a new greeting.
12. Continue on to STEP 2.

STEP 2: PERSONALIZE YOUR VOICE MAIL MAILBOX

IMPORTANT!

You must record your name to allow the room voice mail menu to setup properly. By recording your name you allow the system to give a caller up to four names to chose. If you do not record your name the menu will just say your six digit mailbox as a choice instead of your name.

1. The voice mail system will now tell you that you will be recording your name.
2. When prompted press
3. Press and when prompted record your name.
4. When finished recording, press .
5. Press to listen to your name.
6. When finished listening to your message Press to save it, or Press to discard it and record your name again.
7. You will hear the system tell you it will now call you "*YOUR NAME*" and that you can run the tutorial again by pressing at a later time. Also it will remind you that you must press the during the greeting to access voice mail and that you should press to exit the system.
8. After your mailbox is initialized, the system will tell you how many UN-played and saved messages you have and give you access to the main menu. See "USING THE VOICE MAIL SYSTEM".

Using The Voice Mail System

To retrieve messages or to change personal greetings or name you must access the voice mail system. You can access the system from any touch tone phone on or off

campus by using your voice mail access number (937)775-1010 from off-campus or 1010 from on-campus.

STEP 1: Retrieving messages from your room.

1. Pick up the telephone and dial your voice mail access number **1 0 1 0**
You will hear "Press 1 to retrieve messages for <NAME>, press 2 to retrieve messages for <NAME>", etc.
2. **DURING** the system greeting press the digit corresponding to your name/mailbox .
3. You will hear "Hello 'YOUR NAME' please enter your pass-code".
4. Enter you Pass-code (8 digit Long Distance Access PIN). You will hear how many UN-played and saved messages are in your mailbox.
5. You are now at the main menu and can
Press **7** to Play the message.
Press **8** to Change User Options (Personalized Greetings and Name).
Press **9** to Exit the system.
6. Press **7** to Play the message.
7. After listening to the message
Press **7** to Play the message again.
Press **5** to Keep the message.
Press **3** to Discard the message.
8. After Keeping or Discarding the message, you are back to the main menu and the next message is available. See numbers six through eight above.
9. When finished listening to all of your messages
Press **9** to Exit the system.

STEP 2: Changing User Options from your room.

If you are in the voice mail system already skip to number six, otherwise:

1. Pick up the telephone and dial your voice mail access number **1 0 1 0**
You will hear "Press 1 to retrieve messages for <NAME>, press 2 to retrieve messages for <NAME> ?" etc.
2. **DURING** the system greeting press the digit corresponding to your name/mailbox .

You will hear "Hello 'YOUR NAME?' ?please enter your pass-code"

3. Enter you pass-code (8 digit Long Distance Access PIN).
You will hear how many UN-played and saved messages are in your mailbox.
 4. You are now at the main menu and can
 - Press to Play the first message
 - Press to Change User Options (Personalized Greetings and Name)
 - Press to Exit the system
 5. Press to Enter the User Options Menu (Personalized Greetings and Name).
 6. Press to change your Name
 - Press to change you personalized Greeting
 - Press to run the Tutorial again.
 - Press to Exit the system
- Select or to make changes without the tutorial.
7. Press to listen to the current recording (Greeting or Name)
 - Press to change the recording (Greeting or Name)
 - Press to Exit to Main Menu
 8. Press to change the recording (Greeting or Name). Record when prompted and when finished recording Press
 9. Press to Review your recording
 - Press to Discard and record again
 - Press to Append to the end of the recording
 - Press to Save the new recording
 10. After saving new recording you are back at the main menu (see number six above)

Accessing Voice Mail On Campus Away From Your Room

Pick up the telephone and dial your voice mail access number

You will hear the menu or personal voice mail greeting assigned to the phone number you are dialing from.

DURING the system greeting press

You will hear "You have reached Wright State University's voice messaging system, " etc.

Enter your six digit voice mailbox number. You will hear your personal greeting

- DURING the greeting press

You will hear "Hello <NAME> please enter your pass-code"

- Enter you pass-code (8 digit Long Distance Access PIN)

You are now at the main menu and can follow the instructions previously listed.

Accessing Voice Mail Off-Campus

Pick up the telephone and dial your voice mail access number

You will hear "You have reached Wright State University's voice messaging system," etc.

Enter your six digit voice mailbox number. You will hear your personal greeting

DURING the greeting press

You will hear "Hello <NAME> please enter your pass-code?"

- Enter you pass-code (8 digit Long Distance Access PIN)

You are now at the main menu and can follow the instructions previously listed.

Quick Reference

Access Voice Mail System from you room

Enter digit corresponding to your mailbox

Enter 8 digit pass-code.

You are at the Main Menu

Retrieve Messages from Main Menu

Play message.

Re-play.

Keep.

Discard.

User Options from Main Menu

Change User Options.

Change Name.

5 Listen to current recording.

7 Change recording.

9 Exit to Main Menu.

7 Change your personalized Greeting.

5 Listen to current recording.

7 Change the recording.

9 Exit to Main Menu.

8 Run tutorial again.

9 Exit to Main Menu.

Exit System from Main Menu

9 Exit the system.

Telephone Tips

Listed below are some common problems with telephones:

1. Cordless telephones may get interference from other callers and other people may be able to hear your conversations.
2. Telephone plugged into the wrong jack. (Plug into the ivory jacks, not the grey or black).
3. Use of a poor quality phone.
4. If a phone has a problem and is hooked in with a modem, unplug the modem to make sure it isn't the problem.

Helpful tips to prevent problems:

1. Plug a friend's phone in your jack to see if it's working.
2. Make sure cords are not broken or have exposed wires.
3. Use a good quality touch-tone phone.
4. Charge batteries sufficiently before use of cordless phones. If you hear static or buzzing, try changing the channel.
5. Hang up all phones.

Personal Identification Number (PIN)

1. Do not have your Pin # in your desk or other area where it can be found. People will steal it. Keep it confidential!
2. If another roommate or friend needs to use your Pin #, do not give it to them. Place the call yourself. Then give them the telephone.
3. Commit your Pin # to memory.
4. Do not put your Pin # on speed dial.

OFFICE OF RESIDENCE SERVICES TELEPHONE LIST

CENTRAL Office

Dan Bertosos, Director	775-4177
Peggy Thomas, Office Services Coordinator	775-4177
Wray VanVoorhis, Associate Director for Facilities	775-4172
Maureen Tweed, Department Support Supervisor	775-4239
Joe Berthiaume, Associate Director for Residence Life	775-4177
Georgianna Axel, Office Assistant II	775-3372
Steven Brown, Accountant	775-4172
Carol J. Rader, Assistant Director for Information Systems	775-4174
Mystee Brodnick, Assistant Director of Business Affairs	775-4172
Kimberly Dancer, Contracting Coordinator	775-4172
Mandi Lancaster, Apartment/Billing Specialists	775-4172
Jessica Calloway, Support Specialist, Residence Halls.	775-4172
Shana Hoskins, Support Specialist	775-4172

CAMPUS APARTMENTS

Community Coordinator
Lila Ivanovska, Forest Lane Community Center.....775-2928

COLLEGE PARK

Community Director
Sherry Cunningham, University Park Office-2070 IC,775-2089

FOREST LANE

Senior Resident Assistant
Lindsay Petelle Forest Lane Community Center.....775-4209

THE VILLAGE & UNIVERSITY PARK

Community Director
Travis Loveday, University Park 2070 1C.....775-2086

HONORS COMMUNITY

Community Director
Ryan Druffel, Honors Office775-3083

THE WOODS COMMUNITY

Community Coordinator
Vivek Arunkumar, Woods Office, 2nd Hawthorn775-4543

Community Director (Oak, Maple, and Pine Halls)
Joshua Foster, Woods Office, 2nd Hawthorn775-4554

Community Director (Boston, Cedar, and Hawthorn Halls)
Sherry Cunningham, Woods Office, 2nd Hawthorn775-4555

Community Director (Laurel, Jacob, and Hickory Halls)
Melissa Janosek, Woods Office, 2nd Hawthorn775-4550

HAMILTON HALL

Community Director
Matt Skira, Hamilton Hall775-3309