Residence Life Handbook 2013-14

By virtue of this Handbook being online, every resident is responsible for becoming aware of policies and procedures.

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Residence Life Staff

The director of Residence Life is a full-time professional staff member who supervises all phases of University Housing, including the conduct process for resident students. The associate director and assistant directors of Residence Life are full-time, live on professional staff members who oversee the programming, operations and development of the resident community. In addition, graduate assistants are part-time live on staff members who work with residents. All staff members are available daily in their offices, and can be contacted outside of posted office hours.There is a Student Affairs Professional (SAP) staff member on call each day/overnight.

The goal of Residence Life is to create an environment that promotes intellectual and personal growth.

There are 29 resident assistants (RAs) and seven community liaisons (CLs) to help reach this goal. RAs and CLs live with the residents. They are trained paraprofessionals who organize their floor's/building's programming and are available to help meet residents' needs. Each RA has a duty night when he/she is responsible for covering the building. The RAs are available to help the residents whenever possible. The CLs do not maintain a duty schedule but are prepared to support the apartment resident and plan programs and events geared toward the community in our extended campus. Resident Peer Academic Leaders (RPALs) are student staff members who reside in the first-year halls, Regina and Pacelli, to provide academically focused programs, facilitate study groups and provide information to residents on academic resources. Living Learning Community Transitions Peer Mentors (LLCTPMs) are student leaders who provide programs for LLC students residing together who are also enrolled in designated classes.

Campus Ministry also supports resident students with live-in staff. Resident Peer Ministers are trained paraprofessionals who provide additional resources to students through programming and spiritual support. Graduate Assistant Hall Ministers plan and staff retreats and RENEW groups and are on call each day/overnight to respond to students' needs.

The responsibility to create a positive learning environment also rests on the Residence Housing Association and the residents themselves. In reality, the governing and promotion of community is everyone's responsibility.

The director of Residence Life has the responsibility to make all final decisions including, but not limited to:

- room assignments
- guest arrangements
- student behavior that may be damaging to the individual, other residents or the University's property
- undergraduate staff selection, supervision and training
- facilities usage and program registration

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Residence Life and Campus Ministry Philosophy Statement

Saint Xavier University strives to create an experience of residential community living that supports the development of the whole person. To this end, the Office of Residence Life and the Office of Campus Ministry staff the residence halls.

The Office of Residence Life works to enhance the overall living experience of students who reside in University housing. Trained professionals (assistant directors and residence directors) and student paraprofessionals (resident assistants and community advisors) work to create an environment that facilitates healthy living, academic advancement and social interaction.

Campus Ministry seeks to nurture the religious, spiritual and personal growth for all students. By serving students directly in the residence halls, hall ministers and student peer ministers provide outreach and support in these areas and work collaboratively with Residence Life to further the goals of student development while in college.

Though operating from different frameworks, Residence Life and Campus Ministry live and work side by side with residents and share the gift and responsibility to create an inclusive community that fosters mutual respect and group responsibility through listening, caring and challenging resident students.

Rooted in Saint Xavier's core values and encompassing the Catholic and Mercy identity of the institution, these individuals use their talents and resources to enhanced personal, spiritual, social and educational development of students.

Approved, 2007

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Residence Life Objectives

- To involve all students in a positive living environment.
- To develop a sense of community within the residence halls and to maintain a connection with students in University apartments through establishing respect and group responsibility
- To offer individual support, advising and/or referral assistance.
- To stimulate personal growth through leadership experiences, challenges to peer pressure and examination of values.
- To assist students in developing social and recreational outlets by establishing constructive ways to use leisure time.
- To personalize the student's University experience by promoting informal contacts with the University faculty and staff, and by effectively presenting information on University services, programs, policies and procedures.
- To raise the level of educational and cultural awareness of students, to provide assistance in the learning process, and to offer opportunities for exploring academic and vocational interests.

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Residents' Rights and Responsibilities

Within the community environment of University housing, certain guidelines are necessary to help ensure the rights of every individual. To a large extent, the protection of those individual and group rights is up to the student/resident. Each resident has the responsibility as a citizen in the residence hall community to stand up for his/her own rights. Rights such as privacy, rest, cleanliness, a safe environment and a positive academic learning environment remain important to the residence life program. Residents must work with the residence hall staff, as well as peers, toward the protection of those rights by following the policies and procedures outlined here.

The Association of College and University Housing Officers International (ACUHO-I) represents 800-plus institutional members and housing officers employed by colleges and universities globally. Saint Xavier University's Office of Residence Life subscribes to and supports the ACUHO-I Statement of Student Rights and Responsibilities as adapted below.

Resident students have the right to:

- Express themselves creatively within established guidelines.
- Expect enforcement of the housing agreement/contract.
- Direct access to staff who can provide assistance, guidance and support as needed.
- Host guests within established guidelines.
- Equitable treatment when behavior is in question.
- Enjoy individual freedoms without regard to race, sex, national origin, handicap, age, religion, sexual orientation or political affiliation.
- Participate in student governmental bodies and Residence Life committees.
- Individual and group educational and developmental opportunities in their living community.

Resident students have the responsibility to:

- Know and adhere to rules and regulation of the University and Residence Life.
- Abide by all local, state and federal laws and ordinances.
- Comply with reasonable requests made by staff or University officials.

- Attend class.
- Meet expected room and meal plan payment schedules.
- Comply with all building closings.
- Uphold building security.
- Monitor and accept responsibility for the behavior of guests.
- Report violations of rules and regulations to the appropriate staff.
- Respect the rights of others, as stated above.
- Search for solutions to problems; start with your RA, and then, if necessary, bring residence hall problems to the attention of the resident hall director; in an extreme case, problems can and should be brought directly to the attention of the director of Residence Life.
- Participate actively in self-governance.
- Participate in Residence Life committees as requested.
- Express themselves individually or by association with groups.
- Participate in conduct proceedings to determine appropriate standards of behavior.
- Contribute positively to the community by participating in educational and developmental activities.

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Residence Housing Association

The primary purpose of the Residence Housing Association shall be to represent the residence hall population in all aspects of campus life, to create opportunities for students to interact and to provide leadership for change in accordance with the goals of the students and the mission of the university.

The Residence Housing Association (RHA) is also organized to facilitate communication and cooperation between the resident students and the University by acting as the official advisory body of residents. RHA voices issues and concerns effectively through a unified body, thereby providing programs that enrich student life, extending and enriching the academic experience and contributing to an environment which encourages personal growth and development.

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Bike Storage

Bicycles may not be parked anywhere inside the residence halls except in a student's room with the consent of the student's roommate. Bicycles may not interfere with an exit from the room in the case of an emergency. Rubloff Hall is equipped with in room bike storage.

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Cable Television

University housing is equipped with cable TV. The standard digital cable package is available in each room/apartment. Coaxial cable is not provided. Each room is supplied with a digital converter and remote required to transmit standard digital cable service and may not be transferred to another room/apartment.

Students are not authorized to upgrade or add services to their cable. Students are responsible for damage or loss of the digital box, power cord and remote control. Fees will be assessed to a student's account for damage/loss of the digital box ($300), power cord ($150) or remote control ($50). Problems with your cable television should be submitted as a work request through CLAWS. Improper use of cable services will result in disciplinary action. Students are responsible for any add/change charges that result.

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Children

Infants and children under the age of 13 are not allowed in any area of University housing, including a resident's private room/apartment. University housing is not designed for family living; therefore, residents with children are not allowed visitation in University housing.

The only exception to this rule is during family visit days or during the move-in or move-out process each year with the presence of the parent or legal guardian (with approval from the Office of Residence Life).

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Computer Access

A University laptop loaner program is available to resident students. Laptops can be checked out at the front desk of designated buildings. Guidelines for usage are established and enforced by the Offices of Information Services and Public Safety. The laptop computers should be used primarily for academic purposes.

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Computer Services

On Campus Access

Residents will have Internet access in each room/apartment. Pacelli and Regina Halls have wireless Internet access that allows students to access the Internet in their rooms and common areas of the building with their personal computers or laptop computers.

Suite-style residence rooms and 10140 S. Pulaski apartments are hard-wired with an Ethernet 10 Base-T connection, along with a wireless connection,that allows students to connect to the Internet.

Wireless routers are not permitted in any residence halls.

Off Campus Access

Leased University Apartments have a Comcast modem present in the room that connects with the cable box to provide ethernet Internet service. Apartment residents may supply wirelss routers to connect to the modem to establish a wireless network in their unit.

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Decorating

Students are allowed to decorate their room/apartment, with the understanding that no physical or permanent alterations may be made. All damages that result from the alterations will be billed to the student's account. When an individual student cannot be identified as responsible for the damages, damage costs are split between room/suitemates.

Room decorating guidelines:

- Furniture may not be moved from one room to another.
- Room furniture may be arranged in any reasonable manner.
- Lofting of beds is not permitted.
- There is no storage space available in University housing. The University does not provide storage for any room/apartment furniture. All extra personal items and boxes must be sent home.
- All items hung on the wall must be affixed with 3M products or rubber putty.
- Blinds or curtains have been hung in each room. Additional drapery of any kind is not permitted.
- Screens and/or window stops must remain in the windows at all times.
- Do not hang nametags or place stickers on your entrance door; use the message board adjacent to the room.
- Do not write on any of the walls with chalk or temporary or washable markers. Please do not affix stickers to any of the walls or ceiling.
- Absolutely no holes may be put in any wall of your room.
- Students living in on campus suite style rooms may not hang or tape anything to the walls finished with Zolitone. These are the walls with a speckled-paint finish surrounding the living room and bedroom windows.

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Doors

Entry, corridor and room doors that are left propped open or unlocked create a potential security breach and fire hazard. For the sake of all residents, please leave all doors closed and locked when not present in the room. Each residence hall and 10140 S. Pulaski is accessible at the main door with a student ID card coded for each resident's respective housing assignment. Students found to have unauthorized access to doors may be fined up to $100 and will face disciplinary action.

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Furniture and Equipment

Furniture may not be moved from one room to another or be removed from the building. It is assigned to a room and must remain there. Room furniture may be arranged in any reasonable manner. Lofting of beds is not permitted.

In the event that any University furniture or property (i.e. lounge furniture), excluding provided bedroom furniture, is found in the room or possession of a student, the student is subject to disciplinary action, including a fine per day, per item, until the furniture is returned to its proper location. Responsibility for repairing or replacing damaged furniture falls on the student, not the University, in this case.

There is no storage space available in the residence halls/apartments. The University does not provide storage for any room furniture. All extra personal items and boxes must be sent home.

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Laundry

The residence halls and University apartments have coin- and/or card-operated laundry rooms. It is the resident's responsibility to remove personal items in a timely manner. The University is not responsible for items left in the laundry rooms. If laundry machines are not working properly, submit a work request through > CLAWS.

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Microwaves

Microwaves are available for use in common areas of Pacelli and Regina Halls. They are prohibited in these residents' rooms. Absolutely no cooking (including popping of popcorn) may be done in student rooms in Pacelli and Regina Halls or other unauthorized areas in any residence halls.

A microwave convection oven is furnished in each room of the suite-style halls. Microwaves are permitted in University apartments, provided they are properly installed in the kitchen.

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Personal Property

The University is not responsible for the loss of or damage to personal property of the student. Homeowners' insurance policies generally cover personal property losses of dependents at college. Renters insurance is also recommended.

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Telephones

Residence hall rooms and 10140 S. Pulaski are wired for land line telephone use when service is purchased through the University's Technology Systems and Network department. Details of the phone service and directions to opt in for service can be found online.

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Undergraduate Adults and Graduate students

Undergraduate Adult students

The University does not provide housing to new undergraduate adult student residents who are 23 years of age or older as of the first date of enrollment for the semester to which they are applying. Current residents who are 23 years of age and older may continue in housing if appropriate accommodations are available. If space becomes available, the Office of Residence Life will make attempts to accommodate housing requests from adult students but may be limited by the small number of available single rooms. Adult students must complete an interview with the director of Residence Life prior to being assigned a residence space.

Graduate Students

A limited number of one and two bedroom apartments are reserved for Graduate student housing. Graduate housing can be requested through the Office of Residence Life.

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Alcohol Policy for Residence Halls

Sale, possession, consumption and service of alcoholic beverages by any person under the age of 21 is prohibited in accordance with Illinois State Law. Possession by any individual of alcoholic beverages in residence halls is prohibited. Students not consuming but in the presence of alcohol are also subject to disciplinary action. Possession of alcohol paraphernalia is prohibited and in violation of state law. This includes, but is not limited to, electronic alcohol signs, any empty alcohol containers, drinking game supplies, including bottle and can collections or other items deemed inappropriate by Residence Hall staff.

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Alcohol Policy for University Apartments

- Students and guests are subject to Illinois State Law, which prohibits the sale, possession and consumption of alcoholic beverages by any person under the age of 21.
- Alcoholic beverages may not be transported or consumed in open view in public or common areas (including, but not limited to, porches, landings and yard space outside).
- Alcohol in excess as determined by the dean of students, staff and/or the Office of Public Safety (including, but not limited, to kegs of beer) are not allowed, at any time.
- Alcoholic beverages may only be consumed in the apartments by students who are 21 years of age or older and in an atmosphere that does not create significant noise or other disturbances.
- No alcohol may be consumed in the presence of minors.
- Students must dispose of all alcohol present when asked.
- Possession of alcohol paraphernalia is prohibited and in violation of state law. This includes, but is not limited to, electronic alcohol signs, any empty alcohol containers, drinking game supplies, including bottle and can collections or other items deemed inappropriate by Residence Hall staff.

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Contract

The housing contract is a legal document. The student shall carefully read both sides of the document and retain a copy for future reference. A student must be at least 17 years of age by the first date of enrollment for the semester to which they are applying to submit a housing contract.

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Courtesy Hours

Residents and their guests will be expected to be considerate of other residents and tenants within and outside the residence halls and university apartments, refraining from creating unnecessary noise. This policy will be effective at all times.

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Class Attendance

Students residing in University housing are expected to attend classes with satisfactory academic progress/persistence toward graduation. When students are unable to attend class due to illness or an emergency, they may notify the Office for Student Affairs and request a notice be sent to instructors.

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Credit Hours

Students residing in University housing must be enrolled in a minimum of 12 credit hours for the entire semester. If a student falls below this mark, the student is required to submit a Below 12 Credit Hour from through CLAWS to the Office of Residence Life and meet with a member of the professional staff. Students may be given a probationary term and be allowed to remain in University housing at the discretion of the director of Residence Life if they fall to part-time status for no more than one semester during their academic tenure.

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Cancellation Policy

Students enrolled at Saint Xavier University who sign a future term housing contract and withdraw between the signing date and the designated drop/add date of the semester will be assessed a $300 penalty.

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Check-in/Move-in Procedure

Late arrivals - Residents who do not check-in during the designated time may forfeit their room assignment if the Office of Residence Life is not notified by calling 773-298-3977 by 5:00 p.m. the business day following move-in. Residents who check in after their designated time of any hall opening will be fined $25.

Early arrivals - International students and out-of-state students (students who live beyond 400 miles of the campus) are expected to move in during the designated check in dates and times. Requests for individual considerations must be submitted through the Housing Accommodation Request Form on CLAWS to the Office of Residence Life 10-days prior to arrival.

No-show policy - Students who do not arrive at the beginning of a new semester within 72 hours of the designated check-in time and have not made prior arrangements with the Office of Residence Life will be canceled from housing for the current term and be assessed the cancellation penalty. Housing will not be guaranteed for the semester if the student is deemed a no show.

Room Condition Reports (RCR Form)- Students must complete and submit a Room Condition Report Form within 72-hours of their arrival. A copy and receipt of this form will be given to each student for their reference. The RCR will be used to assess the condition of the students' assigned space for damages upon the students move out. Students should follow the detailed instructions provided to insure accurate documentation.

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Check Out/Closing Procedure

The residence halls are closed during all official vacation periods, including Thanksgiving break, semester break, spring break and Easter break. Residents must vacate their room during all closed periods and comply with all building closing requests, which vary for each closing, such as turning in room keys, removing garbage from rooms, closing windows, turning off all lights and electric equipment, and locking doors. Residents in classes the evenings of hall closings may request a check-out extension at no charge. Requests must be made via CLAWS no later than 10 days prior to the upcoming break. Late requests may be subject to a $50 late penalty. Requests received within 48-hours of the scheduled closing cannot be considered. International students and students who live beyond 400 miles of campus may request to reside on campus during the Thanksgiving, spring and Easter break closed periods at a rate of $35/day for the duration of the closing, which will be billed to the student's account.

Students living in University apartments do not have to vacate their apartment during the Thanksgiving, spring or Easter breaks. University apartments will close at the semester break and residents will check out/turn in their key. Apartment residents may request to reside in the apartments during the semester break, if they are enrolled in the future term, at a rate of $175 week. Unauthorized access to University housing during closed periods will result in disciplinary action, including but not limited to, a fine up to the closing accommodation rate of $175.

In situations where it is imperative a student retrieve personal belongs from a residence hall room during a closed period, the student is expected to contact the Office of Residence Life and/or the Office of Public Safety in advance to coming to campus to make arrangements to access the room. A charge of $25 will be billed to the student account for accessing the room during closing.

Semester Closing Check-Out Procedure - Each resident must check out with a staff member. Check-out times will be posted and a memo sent to each resident. Failure to check out with a staff member and/or turn in a room key will result in a $50 fine in addition to key replacement costs. Failure to leave the hall/apartment at closing without proper approval will result in a $50 fine per day for up to seven days. After the seventh day disciplinary action will be taken.

End-of-Year Check-Out Procedure - Each resident must check out with a staff member and submit their room key(s) in the designated check-out envelope. Before checkout, the condition of the room should be examined.

All halls and apartments:

- all Universiity furniture present and organized
- room floors swept, mopped and/or vacuumed
- tape removed from the walls
- desk tops and dressers cleaned and emptied
- furniture assigned to the room must be present

- sink/vanity area cleaned and emptied
- remove all personal belongings and trash
- leave digitial cable converter box and cable remote

In Quad Halls and apartments:

- counter tops, microwaves and refrigerators emptied and cleaned
- cabinets emptied and wiped out
- bathroom sink, toilet and shower/tub cleaned; vanity emptied
- living area tables cleaned
- oven, stove, dishwasher emptied and cleaned (where applicable)
- washing machine and dryer clean and empty (where applicable)

1. All personal belongings must be removed from the room/apartment at the time of checkout. Items left behind become the property of the University and will be disposed of, as necessary. A removal fine of $100 may be charged for any large items left in the room at time of checkout.
2. Check-out times will be posted and a memo sent to each resident. Failure to check out with a staff member will result in a $50 fee.
3. Final decisions on damage charges are assessed by the professional staff once the building is closed.
4. Each resident is responsible for turning in their key at the end of each semester. Failure to return the room key at the time of checkout will result in a fine of $150.

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Damages

Residents will be billed for all room and common area damages. Billing will be made at the end of each semester or at the time of the incident.

When a student takes possession of the room, the student will receive a Room Condition Report on which the condition of the room and the items in it has been noted. Major changes from the move-in notations upon checkout will indicate that the damage is the student's responsibility and the student will be billed accordingly. It is to the student's advantage to check to ensure that the Room Condition Report is as specific as possible.

Damages in the public (formal and lower lounges) and semi-public areas (shower rooms and bathrooms) of the hall are charged to individuals or groups when responsibility can be established. When the individuals responsible cannot be determined, the entire hall, floor or wing is assessed for repair or replacement costs. Damage to the hallways, bathrooms, etc. on each floor will be assessed to the residents of that floor. Individual room damage is assessed to one or both roommates.

Students shall be responsible for any damage done by, and caused by, non-resident visitors. Non-students who damage University property will be subject to arrest. Their host will be held responsible for repair bills. Any damage to a resident student's personal property by either another student or a non-student is a civil matter. University disciplinary proceedings may also take place.

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Food Service and Meal Plans

Participation in a meal plan is mandatory for resident students. Residents are able to obtain their meals in the SXU Diner; Rhubarbs, located in McCarthy Hall;Subway, located in the Shannon Center; Gilhooley's Grande Saloon; Starbucks, located in Morris Hall; and Coffee Cats, located in the WAC. Complete information on dining locations, hours and daily menu choices can be found online at the Dining on Campus website.

Meal plans build in a flex plan amount depending on the meal plan selection of either $100 or $150. Flex dollars can be used for purchases in the SXU Bookstore (excluding books), toward resident hall laundry facilities, to make copies on any campus copier and to purchase items from vending machines on campus until the last day of the semester (December 14, 2012 and May 10, 2013).

Note: Any meal plan funds remaining at the end of the semester are non-transferable and non-refundable as noted on the housing contract. No exceptions will be made.

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Access and Visitation Policy for University Housing

Access

All residents must swipe their student ID card to gain entry to the building (at each swipe reader) and be verified by the front desk worker. Failure to comply will result in disciplinary action.

Residence Hall Guest

A guest of the residence hall is defined as any person who does not currently reside in University housing (residence halls or apartments) and further, does not live in the building/unit where visiting. Infants and children under the age of 13 are not allowed in any area of University housing, including a resident's private room/apartment.

The right of a student to live in reasonable privacy takes precedence over the right of his or her roommate to entertain people in the room. A roommate's right to free access to the room at all times must not be disrupted by visitation. A roommate must not be deprived of the right to privacy, study time or sleep because of a guest. Students should consult with their roommate before guests are invited into the room.

Guest Visitation for On-Campus Residence Halls

Sunday - Thursday: 8:00 a.m. - Midnight
Friday - Saturday: 8:00 a.m. - 2:00 a.m.

- A resident may have two nonresident registered guests in addition to any residents visiting, as long as their combined guest and resident numbers do not exceed eight persons per room in Regina or Pacelli Hall and 16 persons per room in McCarthy, Morris, Rubloff or O'Brien Halls, including the assigned occupants of the room.

Guest Sign-In Procedure for On-Campus Residence Halls

- Guests must sign in at the front desk and leave a valid form of photo identification (University ID, driver's license or state identification card) to be picked up upon departure. The host and guest must check in at the front desk together. The host must present a valid Cougar Card.
- The guest will receive a guest ID with issue number which must be worn at all times and returned upon departure.

Failure to return the guest pass will result in a $50 fine applied to the resident host's Student Account and a possible loss of privileges until the fine is paid. The host and guest must return to the desk together to check out.

- If a security worker is not present at the desk, the resident must call the Switchboard at 773-298-3000 to request a duty supervisor to obtain a guest pass.
- Resident hosts must accompany their guests at all times and are accountable for their guests' actions as outlined in the Code of Student Conduct.
- Failure to follow any part of the guest policy may result in a $50 fine and a possible loss of guest privileges.

Housing Inter Visitation:

- SXU residents, including those assigned to University apartments, may visit on campus residence halls 24 hours a day, seven days a week.
- When visiting a residence hall the resident must present their student ID at the front desk, sign in with a resident host, and obtain an Intervisitation Guest Badge.
- Residents of Morris and O'Brien Hall are allowed usage of the link between McCarthy and Rubloff Hall. In order to obtain access to the link, they can sign out a Link Pass from the front desk of Rubloff Hall. Accessing McCarthy Hall or any other floors in Rubloff is an abuse of this Link Pass and will result in disciplinary action.

Guest Visitation for University Apartments

- Guest visitation within University apartments is monitored by the residents of the apartment.
- In any case, individuals in a standard one-bedroom apartment shall not exceed eight persons, a standard two-bedroom apartment shall not exceed 10 persons, a two-bedroom condo unit shall not exceed 16 persons, and a three-bedroom condo unit shall not exceed 18 persons. The ratio of leaseholder(s) to guest(s) should not exceed 1:5 at any time and must be within the apartment limit as outlined above.
- Guests and/or residents visiting a complex or visiting among apartments are expected to be considerate of others in the complex/building and should be quiet when entering/exiting apartments.

Overnight Visitation:

- Residents in on-campus residence halls or University apartments may host two overnight guests at least 17 years of age and of the same sex, provided they have the consent of their roommate(s).
- Siblings who are of the same or opposite sex and between 13 and 16 years of age may be permitted as an overnight visitor, provided that a completed Sibling Overnight Waiver signed by the parent/guardian and a Resident Overnight Automated Request (ROAR) form is on file with the Office of Residence Life 24 hours prior to the overnight visit.
- Siblings who are 17 years of age or older and are of the opposite sex will not be permitted overnight visitation.
- No guest may be registered in the halls or stay in University apartment more than three nights within a seven-night

period.

Overnight Request Procedures for On-Campus Residence Halls

- Residents must submit a Resident Overnight Automated Request (ROAR) on CLAWS by 11:00 p.m. on the date of the request.
- Residents will be informed by the RA on duty that the ROAR has been registered and approved/denied.
- All guest procedures apply and a guest ID must be worn at all times.
- Overnight guests may only be in the building for which they have an approved ROAR after visitation hours.

Cohabitation

The University does not allow cohabitation and will take disciplinary action against infractions that are reported or come to the attention of housing staff. Cohabitation is defined as a non-resident using a room as if he/she were a resident of that room, which includes: the presence of clothing and/or personal belongings in the room, studying in the room on a regular basis, being in the room when the host/hostess is absent, and using the bathroom facilities as if he/she lived in the hall/room. Students of the opposite sex are not assigned and may not arrange to live together in University housing.

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Housing Accommodation Requests

Requests for specific housing accommodations can be made for students with medical or physical conditions when documented by a physician. A request form is available through the Office of Residence Life and must be completed in its entirety, typically before a housing assignment is made. Residents who have special needs related to disabilities can work with Disability Services Staff who, in conjunction with the Director of Residence Life, will attempt to identify appropriate accommodations if University facilities are suitable and available.

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Housing Reassignment

Full-time upper-level students, those who are current rising sophomores, juniors and seniors must select their own rooms for future terms through the housing lottery system (held during the spring semester each year). To enter the housing lottery, students must submit an Intent to Return Request through CLAWS by the designated date, be registered as a full-time student, be in good financial standing with the Bursar's Office and be assigned to a residence hall room at the time of the lottery. In addition, to complete the reservation process students must be registered as a full-time student for the upcoming term and hold a valid Cougar Card. Students will select their room in the order designated by their lottery number, which will be distributed via @mymail.sxu.edu email accounts on a designated day.

The lottery number is random within the designated academic classification. Residents entering their second year (sophomore year) at SXU and wish to reside in housing are required to live in on campus housing accommodations. Detailed reassignment information is available from the Office of Residence Life prior to reassignment.

New residents (transfer or others) will not be issued a lottery number but are eligible to be requested as a roommate on the day of the housing reassignment lottery provided that the necessary contract and deposit are on file with the Office of Residence Life.

Detailed Reassignment policy and procedure can be found in the Reassignment Bulletin published annually by the Office of Residence Life.

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Motor Vehicles

All residents must register their cars and purchase a parking decal with the Office of Public Safety, located in the Campus Service Center. All cars must display a parking decal or they will be ticketed. Any unauthorized vehicles, or those parked illegally, will be towed.

Overnight parking for resident students is located throughout campus in designated spaces. Students will need to have their room assignment information to request an appropriate parking lot space.

University apartment residents must register their vehicle with Public Safety and obtain a commuter pass for on-campus parking. This will also allow parking privileges near the respective apartment complexes on a first come-first served basis.

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Refrigerators

Refrigerators are provided in all University apartments and in McCarthy, Morris, Rubloff and O'Brien Halls. Compact refrigerators are allowed in the student's room providing the following conditions

- Maximum limits:
  - Weight: 100 lbs.
  - Size: up to 7 cubic feet
  - Voltage Rating: 115V to 120V, 50/60 cycles
  - Amperage: 1.8 amps (195 watts)
  - Grounding type: 16 AWG conductor
  - Cord: Number 16 with 3 prong grounded plug
- Refrigerators taller than 36" in height may not be stacked on each other.
- Refrigerators must be placed in an area with adequate ventilation.
- Refrigerators must be unplugged, cleaned and defrosted prior to semester and spring breaks.

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Repairs

To request maintenance service, a resident must submit a Request for Maintenance Work Order form through CLAWS or by contacting a floor RA or building hall director. A resident need not wait in the room for a maintenance mechanic. Whenever a resident signs a Request for Maintenance Work Order form, it gives the staff permission to enter the room and make necessary repairs. If the item is an emergency, the staff may enter without having a signed work order so the problem can be addressed immediately to prevent further damages. It is the resident's responsibility to follow up with the hall director if repairs are not completed in a timely manner.

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Room Changes

A room-change period and consolidation process will take place during the third week of the semester. Room changes are subject to the following policies:

- A Contract Change form must be completed through CLAWS.
- If you initiate the room change, you will be required to move.
- Unless the living environment as deemed by SXU Staff to not be conducive to academic success, or the environment poses a threat to a students' well-being, each student will be allowed to change rooms only once during the academic year.
- In the event a conflict cannot be resolved and the situation compromises an individual(s) or the community's safety and/or becomes a disruption to the community, the director of Residence Life has the authority to require an administrative move for all parties involved.
- In the event a conflict cannot be resolved and the situation is not an immediate threat and/or disruption to the individual(s) and/or community, and administrative hearing will be conducted to determine which parties will make a room change.
- If you move to a space with different rates, your charges for the semester will be adjusted to reflect the length of time spent in each assigned space.

Mid-Year Room Changes

The mid-year room change process is announced at the end of November. The resident must complete a Contract Change form on CLAWS before the semester break. The resident must completely vacate the current space before leaving at the end of the semester.

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Soliciting

The University forbids soliciting of any type in the residence halls to ensure the safety and privacy of residents. Solicitors should be reported immediately to the front desk or a staff member. Should a resident desire to sell anything, the resident shall see the director of Residence Life to make arrangements for an appropriate bulletin board campaign. Public areas may not be used for group gatherings solely designed to demonstrate/solicit for specific products.

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Staff On Duty

Resident Assistants in Pacelli and Regina Halls are on duty every evening:

- **Sunday - Thursday: 7:00 p.m. - midnight**
- **Friday and Saturday: 7:00 p.m. - 2:00 a.m.**

The Quad Halls RA staff is on duty from:

- **Sunday - Thursday: 8:00 p.m. - Midnight**
- **Friday and Saturday: 8:00 p.m. - 2:00 a.m.**

The resident assistant on duty may be contacted through 7 a.m. in case of an emergency. Names and telephone numbers of all RAs are posted in each residence halls.

A Student Affairs Professional (SAP) staff member is on call 24 hours a day. During business hours (8:30 a.m. - 4:30 p.m., Monday through Friday), assistant directors can be located in their office during the hours posted. SAPs also have voicemail and email contacts posted where students are encouraged to leave messages. After hours, the SAP on call can be contacted through the resident assistant or the front desk of all halls.

Residents are expected to first contact their RA if a problem occurs. If a RA is unavailable or additional assistance is necessary, the resident should request to contact Public Safety Dispatch at 773-298-4400 to request the SAP on call If necessary, a resident may contact the Office of Residence Life, Rubloff 110, during business hours.

In an emergency situation, a resident should contact the Office of Public Safety at extension 3911.

- **Pacelli Hall RA On Duty:** 708-297-7252
- **Regina Hall RA On Duty:** 708-297-8356
- **Quad Hall RA On Duty:** 708-297-7264
- **Quad Hall RA On Duty:** 708-297-7264
- **Office of Residence Life:** 773-298-3977

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Summer Housing

Summer housing is available to current residents who are enrolled in summer classes when space is available. Summer housing is not available for new students who begin with a summer term. Summer session registration is required before housing will be approved. First year summer residents will be required to live in a double occupancy room, when available. Meal plans may be required during summer residency. Students approved for summer housing are required to vacate their spring term room on the semester closing date and return to housing at the opening of the summer session (approximately 10-14 days).

Upper level students continuing as apartment residents (those residing in an SXU apartment during the previous spring term) regardless of summer enrollment or for new apartment residents who are current SXU residents who will begin housing in the summer and continue placement in the fall semester as an enrolled student may request summer housing without summer course enrollment. Fall registration is required at time of contract. All housing policies and the Code of Student Conduct apply.

Rates are determined on a weekly basis and billed at the beginning of the term to the student's account.

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Room Consolidation

During the third week of the fall and spring semester, the Office of Residence Life will consolidate students that do not currently have a roommate. The goal of this process is to, as much as possible, have residents adhere to the room type and rate indicated on their student account. Students will have three days to find a roommate and consolidate. At the end of that time, any student that has not voluntarily found a roommate may be randomly assigned a roommate or may be given a deadline to move into an open space in a new room.

Should space allow, instead of consolidating, students may have the option to buy out the vacant space in their room/apartment. Students will be required to complete a Request to Maintain Vacancy form, indicating the desire to keep the space vacant. An additional charge of $365 is assessed to maintain the room/apartment vacancy (each semester it may be available). If approved, the student is obligated to pay the charge, to the Office of the Bursar to process and confirm consolidation. Availability for this process will be limited, and not everyone with a vacancy may be able to participate. Students who do not consolidate by the deadline, nor request to maintain the vacancy, may be subject to additional room charges (single-room rate) and may be assigned a roommate at any point throughout the semester.

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Withdrawals

Room and board charges are prorated from move-in day through the drop/add date for the respective semester. After the drop/add date, the resident is responsible for all semester fees. Residents who do not plan to return to the residence halls or who will graduate at the end of a semester must complete a withdrawal form. A $50 fine will be charged to your student account if a University Housing Withdrawal Form is not on file by the designated date(s). Residents who do not complete the CLAWS Withdrawal Form will forfeit the $100 dorm damage deposit. Withdrawals shall be submitted through CLAWS by logging in and choosing Residence Life from the Self-Service Options and select Withdrawal Form.

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Health Services

Health Center, 773-298-3712

The Health Center is a nurse-managed clinic. Services are provided by family nurse practitioners and a registered nurse at a nominal cost. Payments of cash, check or credit card are accepted as services are not billed to health insurance companies.

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Emergency

The following procedures are designed to ensure prompt and consistent response to all emergencies:

- Depending on the seriousness of an injury or illness, contact 3911 immediately to reach the Office of Public Safety, who can assist and or contact outside emergency responders. Give the nature and location of the injury and remain at the scene until appropriate personnel arrive.
- If 911 is dialed and the initial contact is with an outside agency, you must then contact SXU Public Safety at 3911 to inform them of your location and the nature of the emergency.
- Call the resident assistant and/or the Student Affairs professional staff on call.

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Alarm Doors

Outside alarm doors are designed to be a safeguard against intruders. Anyone propping open any alarm doors will be subject to disciplinary action. Unauthorized use of alarm doors will be subject to fines in the amount up to $100 and disciplinary action.

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Fire Safety Procedure

When you hear the fire alarm sound:

- All residents must evacuate the building. Hall staff members will make every attempt to unlock every door to make sure all residents and their guests vacated the premises.
- Before leaving your room, make sure to feel the inside of the door first. If it is warm, stay in your room and stand by the window.
- If the door is not warm, put on hard-soled shoes and a coat, take a towel to prevent any possible smoke inhalation and leave the building by the nearest emergency exit. Leave the building immediately. Do not use the elevators in the case of a fire alarm.
- Failure to evacuate the building during a fire alarm is grounds for disciplinary action.

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False Fire Alarm

Any resident caught falsely pulling fire alarms or tampering with fire safety devices will face severe disciplinary consequences, including a fine of $500, possible expulsion from the hall and legal prosecution. It is considered a felony in the State of Illinois to tamper with fire safety equipment.

Each suite-style room is equipped with a sprinkler system that follows fire code for the City of Chicago. These sprinklers will be activated by intense heat and will emit several hundreds gallons of water in a very short time. If a sprinkler is activated for any other reason, i.e. by an object being thrown at it or tampering with the sprinkler heads in each room, the resident(s) will be responsible for all damages that occur to the building.

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Front Desks

The Office of Public Safety assigns and supervises officers from their professional security staff during the midnight shift to the residence halls. Officers assigned to residence halls are responsible for providing general assistance and access control with the assistance of residence hall directors and RAs. During the day and afternoon shifts, supplemental front desk coverage is provided by student staff employed by the Office of Public Safety. Student desk staff provides general assistance and information to the resident population, and alert full-time University police and security officers to problems, concerns or requests for services.

Pacelli Hall	Ext. 4110
Regina Hall	Ext. 3176
McCarthy Hall	Ext. 4300
Morris Hall	Ext. 4408
Rubloff Hall	Ext. 4400
O'Brien Hall	Ext. 5153

To contact the Office of Public Safety from 8 a.m. to 10 p.m., please call 773-298-4400. After 10 p.m., please call your hall's front desk, and security will be contacted by radio. In the case of an emergency, call 773-298-3911.

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Keys

Residents are provided with one copy of their room key necessary for access to their room/apartment and are not permitted to loan, duplicate or transfer the use of any key. Students are not allowed to tamper with existing locks or door mechanisms, or to add any locks to their doors. As a preventative measure, students are advised not to attach any identification cards to their key rings.

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Lost, Missing and Replacement Keys

Lost or stolen keys are to be reported within 24 hours to the through the CLAWS Maintenance Request System. There will be a charge for any keys lost and replaced throughout the year based on the student's housing assignment. The cost includes a replacement lock and a new key for all residents in the room/apartment:

- Regina and Pacelli Hall Lost Room Key = $150
- McCarthy, Morris, Rubloff or O'Brien Halls Lost Room Key = $200
- University Apartments Lost Unit Key = $125
- Residence Hall or Apartment Lost Mailbox Keys = $25

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Lockouts

Students who are locked out of their residence hall room should attempt to contact building staff (RA or hall director). If building staff is not available (RAs are typically not available during day-time hours when class is in session and they are not scheduled to be on duty), you may contact Public Safety at ext. 4400 to request lock-out assistance. There is a $10 fee assessed to a Student's Account if there have been more than two lock-out assists. Residents must provide picture identification to when requesting lock-out assistance. Repetitive lock outs may be grounds for disciplinary action.

Students who are locked out of their University apartment between 8:30 a.m. to 4:30 p.m. should contact the Office of Residence Life at 773-298-3977 for lock-out assistance. After 4:30 p.m., apartment residents may contact Public Safety at ext. 4400 to request lock-out assistance. There is a $15 fee assessed by the Office of Residence Life and Office of Public Safety billed to the student account. Residents must provide picture identification when requesting lock-out assistance.

Residents will only be permitted access to their assigned room/apartment.

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Prohibited Items/Actions

The following items and actions are prohibited:

- Animals and/or pets of any kind, with the exception of fish in a maximum 10-gallon aquarium or disability service animals. A fine of $50 will be assessed to the Student's Account should a pet be found in University housing.
- Bed lofts
- Candles and/or incense
- Ceiling fans (unless provided in some University apartments)
- Electrical appliances (i.e. air conditioners, space heaters, halogen lamps and any appliances with exposed heating elements)
- Flammable/combustible liquids
- Playing athletic games -- such as floor hockey, Frisbee or football -- or using athletic equipment -- such as in-line skates -- inside the building
- Removing screens from residence hall rooms
- Refusing to allow qualified University personnel into a room for the purpose of health, fire, safety or maintenance duties
- The use of profane, offensive, vulgar or derogatory language and/or photographs on the outside of room doors

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Quiet Hours

Quiet hours in all residence halls support an environment conducive to learning. During quiet hours, no one should hear sounds from your room. Quiet hours are 10 p.m. to 8 a.m., Sunday through Thursday, and 12 a.m. to 8 a.m. Friday and Saturday.

During final exam week, 24-hour quiet will be strictly maintained. Residents residing in University apartments and their guests should always be mindful of the noise they make in and around their apartment, especially between the hours of 10:00 p.m. to 10:00 a.m., so as not to disrupt the general community in which they are living.

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Room Inspections

Members of the University staff may inspect a room/apartment at any time if there is reasonable suspicion that the Code of Student Conduct has been violated, is being violated or is about to be violated.

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Room Searches

The University reserves the right to search both a residence hall room/apartment and a resident's possessions in the room/apartment. A student and/or parent or legal guardian already has consented to this by signing a Residence Life contract. Searches are conducted only when there is a reasonable suspicion that a criminal offense has occurred, is in progress or is about to occur. Also, a search can be conducted if the Code of Student Conduct has been violated, is being violated or is about to be violated.

Authority

Searches of residence hall rooms may be conducted by the Office of Public Safety when there is evidence of imminent danger of harm to a person or property. All other searches must be approved in advance by the dean of students or designee and are conducted by Residence Life in conjunction with Public Safety.

Procedures

- Attempts may be made to notify residents of the room prior to an investigative search, depending on the nature of the violation. As part of the conduct process, notification will be made to inform the residents that a search has taken place.
- The University will attempt to have residents present during the search, unless they agree to allow the search in their absence. Depending on the severity of the criminal offense and/or the possibility of imminent danger, a search may be conducted in the resident's absence and/or involve the SXU Police or external police agency.
- A Public Safety officer and a member of the Residence Life professional staff (director, assistant director, hall director) must be present for the search.
- All aspects of the physical search of a room and its contents will be conducted by a Public Safety officer(s).
- A staff member of the same sex as the residents in the room must be present (e.g. in an all female room, a female Public Safety Officer or female Residence Life staff member must be present). Exceptions will be made depending on the severity of the criminal offense, the possibility of imminent danger and/or the availability of other staff members.
- In the event a criminal offense occurred and damage is incurred to personal property in the process of the search, neither Saint Xavier University nor the personnel performing the search will be liable.

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Safety Checks

Safety checks are conducted during each official break period (Thanksgiving, semester and spring break). The hall director and a witness will go through each room and note violation(s). Resident will be subject to a fine and/or disciplinary action if violations exist. Safety checks also may occur if University staff has reason to believe a resident is a threat to him/herself or the community.

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Smoking

Smoking is not allowed in University housing.

Students who smoke in University housing will be subject to disciplinary action and fines associated with the removal of the smell of smoking from walls, furniture, etc.

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Tornado Procedures

Notifications of tornado warnings for Saint Xavier University are received by local sirens and commercial radio and television. The Office of Public Safety will notify the Residence Life staff if a tornado warning has been issued. If a tornado warning has been issued, residents should seek protective shelter.

When you are informed of a tornado warning:

- Lock your door and proceed to the lower level of the building. Remain in the hallways to avoid rooms with large areas of glass (i.e. formal lounges).
- When in immediate danger, kneel flat, put head down and place hands on neck to protect your head from flying debris.
- Do not go outside.
- Do not return to your room until notified of "all clear."

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