new student orientation
and enrollment program

A Guide for Parents and Families
Welcome…

Parents of college-bound students, especially for the first time, should be prepared for tradeoffs and mixed emotions. While some part of you is glad to have a quieter (and probably cleaner) home, the better part of you yearns to have them back. But rather than lament the fact that your job as a parent is essentially done, you may instead wish to view it as having entered a new and exciting phase.

As a CWU parent, you play an essential role in helping your son or daughter make the life-changing transition from being an adult “on paper” to becoming an independent, savvy, socially responsible citizen. Put another way, you’re not on the sidelines; you’re part of the team. Our job as educators is to give context to the lessons they’ve already learned from you.

During their journey toward independence we will get to know your son or daughter, but we will never know them as well as you. College life is rewarding and fun, but it can be stressful at times. This Parent Handbook outlines many of the support services available to you and your student, but make no mistake you are the ultimate support system.

We hope you will visit campus regularly, avail yourself of our wonderful activities and events, and support our efforts to make Central an even safer, more comfortable and attractive place to live, explore, and study. We also encourage you to share your questions, suggestions, and stories with us. It is our sincere privilege to help author this pivotal and exciting chapter in your student’s life. Welcome to the team. If you have questions on any topic, feel free to contact Central’s coordinator of parent and family programs at 509-963-2735.

Congratulations on your choice of CWU and welcome to the Wildcat Family!

Richard DeShields,
Associate Dean of Students

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The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law governing access to student education records. FERPA stipulates conditions for release of information from education records and affords students the opportunity to review and seek revision of those records. Central Washington University (CWU) accords all the rights provided by the law, and reserves for itself the right to use and release student education records under the conditions specified by the law.

Education records, as defined by FERPA, include admission, academic, financial aid, and placement records, and other information directly related to students, with the exception of records created by the University Police for the purpose of law enforcement, student health records that are created and used solely in connection with the provision of health care, employment records that relate exclusively to individuals in their capacities as employees, and alumni or other post-attendance records. FERPA regulations apply only to records held for institutional use concerning students who enroll at the university; they do not govern records of applicants who are denied admission or who choose not to attend the university. Nor do they govern records kept by a university official that are the sole possession of the maker and are not normally revealed to anyone else except a temporary substitute (e.g., temporary reminder notes).

FERPA stipulates that institutions may not disclose personally identifiable information contained in education records without a student’s written consent, except under conditions specified by FERPA. Information is considered personally identifiable if it contains a student’s name or the name of family members, a student’s local or family address, an identification number, or descriptions or data sufficient to identify an individual.

FERPA permits access to student education records for school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or other staff position (including those in law enforcement and health care); a person serving on the Board of Trustees; or an individual or organization with whom the university has contracted to serve as its agent or to provide services in support of its operations (examples include attorneys, auditors, collection agents, and the National Student Clearinghouse). Student employees, students serving on official committees, and students serving
in other positions in which they assist a university employee in performing her or his official tasks are also considered school officials. A school official has a legitimate educational interest in a student education record if the official needs to review the record in order to fulfill her or his professional responsibilities or official tasks.

With certain exceptions allowed by the law and listed below, no persons outside the university shall have access to, nor will the institution disclose any information from, a student’s education record without the written consent of the student. FERPA permits information to be released from education records without written consent of the student to the following officials and agencies:

- Officials of other institutions to which students are applying to enroll
- Persons or organizations providing financial aid
- Individuals and organizations charged with oversight of the university, or of federal or state programs in which the university participates
-Accrediting agencies
-Parents of any student under the age of 21, regardless of the student’s dependency status, in cases where the student has violated laws or university rules governing alcohol or controlled substances
- Persons as directed by a judicial order or lawfully issued subpoena, provided the university makes a reasonable attempt to notify the student in advance of compliance (unless directed by judicial authorities not to disclose the existence of an order or subpoena)
- Persons in an emergency to protect the health or safety of students or other persons
- The Immigration and Naturalization Service under the terms and provisions of immigration law

With the exception of alcohol and drug violations, CWU does not release information from student education records to parents without the written consent of students.

FERPA permits the university to release information concerning violent crimes and non-forcible sex offenses (statutory rape or incest) committed by its students. Victims of an alleged violent crime or non-forcible sex offense may be informed of the final results of university disciplinary hearings concerning the allegation. When a student is an alleged perpetrator of a violent crime or a non-forcible sex offense and the university concludes with respect to that allegation that the student has violated university rules, the university may release to the public the name of the student, the offense committed, and the sanction the university imposes against the student.

FERPA further allows student education records to be released to individuals or organizations performing research on behalf of, or in cooperation with, the university. When education records are released for research purposes, FERPA requires the university and its research partners to implement procedures to safeguard their confidentiality. In addition, records released
for research must be returned or destroyed when the research is completed, and research findings may not be presented in a manner that makes it possible to identify confidential data from an individual’s education record. Central Washington University releases information from student education records to outside researchers only under the conditions specified by FERPA and only to those that agree in writing to safeguard the confidential information contained therein.

At its discretion, Central Washington University may publish or release directory information in accordance with the provisions of FERPA. Directory information includes student name, university and permanent home address and telephone number, e-mail address, a photograph, date of birth, dates of attendance, class, major fields of study, previous institutions attended, awards and honors (including honor roll), degrees conferred (including dates), participation in officially recognized sports and activities, and heights and weights of members of athletic teams. Students may withhold directory information by giving written notification to the office of the Vice President for Student Affairs and Enrollment Management within two weeks after the beginning of fall quarter. Requests for non-disclosure of directory information will be honored until graduation unless students submit a written request to have the block on their directory information removed. Students who wish to withhold directory information after they graduate, which would include their dates of attendance and degrees conferred, must submit another written request to the Vice President for Student Affairs and Enrollment Management. Forms for making requests to withhold directory information are available in the office of the Vice President for Student Affairs and Enrollment Management, Bouillon Hall, Room 204, at the Ellensburg campus.
A Survival Guide for Parenting a College Freshman

As the parent of a college student, there are many adjustments that you will make as a result of your son or daughter attending college. Parenting a college freshman requires a great deal of patience and resourcefulness. You will share all their joys, frustrations, successes, and failures. We have included some thoughts and suggestions to help make the transition to college smoother for both you and your new college student.

The Transition to Adulthood

Theorists who specialize in the study of young adults have identified certain “tasks” and behaviors associated with psychosocial development between the ages of 18 and 22. An understanding of these developmental processes can assist parents in maintaining positive relationships with their student during the college years.

Three personal “developmental tasks” are associated with the college years:

- Developing Autonomy
- Developing Mature Interpersonal Relationships
- Developing Purpose

Behavior will vary from student to student, but generally parents may expect some of the following changes.

Developing Autonomy

- A resentment of advice that may be perceived as an attempt to “control”
- A new independence in making decisions without first consulting parents
- A “testing” of values by engaging in behaviors that might not be acceptable to parents
- Financial difficulties resulting from attempts to handle money independently
- Weight loss or gain due to inappropriate eating habits
- A drop in grades (as compared to high school) due to difficulty of classes and lack of study habits
- A change in daily schedule due to new independence and time management
- More assertiveness or aggression in expressing personal opinion with parents
- A change in religious practices, including church attendance, acceptance of beliefs, etc.
- An unwillingness to discuss activities and relationships
- Highs and lows in emotional reactions
- A change in style of dress

Developing Mature Interpersonal Relationships

- A more accepting attitude toward those with different values and/or those of different cultural backgrounds
- Efforts to affiliate with a group — athletic teams, clubs, or religious organizations
- Complaints about roommate and/or boyfriend/girlfriend
- Expressions of doubt related to sexual behavior and confidence in personality and appearance
• Changes in types of commitment in relationships with the opposite sex
• A preference for spending time with friends rather than family
• A desire to discuss new friends without criticism from parents
• Social activity occurring 24 hours a day
• A change of interest in high school friends

Developing Purpose
• Several changes in mind regarding college major and career goals
• A resentment of core curriculum classes
• Efforts to have parents make decisions about career goals, courses, etc.
• A lack of definite plans and structure of lifestyle
• Activities unrelated to studies
• A fear of disappointing parents and not meeting university standards

Parenting Tips for Success

1. Start Packing
   Set aside health records, a birth certificate, and insurance information. Make sure your child knows his or her Social Security Number.

2. Avoid Embarrassment
   To you your child may still be your little boy or girl, but your son or daughter considers him or herself to be an adult. Think about how your words or actions may impact your son or daughter when in the presence of friends and other students.

3. Prepare for Change
   Although you may not want it to happen, your son or daughter will change, either drastically within the first few months or slowly over the next four years. It’s natural, inevitable, and can be inspiring and beautiful. At times it’s a pain in the neck! Your patience will go miles with your student. In spite of some surface changes and temporary personality shifts, your freshman is still the same person you sent away to school.

4. Expect Homesickness
   The first few days and weeks of school are packed with new experiences, new friends, and new situations. These take up the majority of your freshman’s time and concentration, so unless they are reminded of it, they’ll probably escape the loneliness and frustration of homesickness. Avoid asking if they are homesick. Even if they don’t tell you during those first few weeks, they do miss you.

5. Maintain Communication
   Even though most freshmen can’t wait to experience the independence of being away from home, most are anxious for family ties and the security those ties bring. So write, e-mail, or call your student on a regular basis. Send care packages. Little things mean a lot. Send homemade cookies, a funny card, or the local newspaper to help make home feel
closer. Nothing is more depressing than an empty mailbox day after day. However, don’t expect your student to respond to every letter or communication. Be consistent and let your child know that you have not forgotten him/her.

6. **Show Your Trust and Support**
Finding oneself is difficult enough without feeling that parents are second-guessing you. Your student is beginning to develop his/her own life and important career decisions need to be made by the student. Be a reference, but don’t dictate what courses he/she should take.

7. **Choose Questions Prudently**
College freshmen are “cool” (or so they think) and have a tendency to resent interference with their newfound independence, but most still desire the security of knowing someone loves them. Parental curiosity can be obnoxious and alienating or relieving and supportive, depending on the attitudes of the persons involved. The “I have a right to know” statement should be avoided. However, honest inquires and other “between friends” communication and discussion will do much to further the parent-freshman relationship.

8. **Plan Visits**
Visits by parents are another part of the first year experience many students are reluctant to admit liking but generally appreciate. These visits give students the opportunity to introduce the important people in their lives to each other. Also, it’s a way for parents to become familiar with their student’s new activities, friends, and commitments. Spur-of-the-moment surprise visits are usually disappointing. Disruption of planned weekend activities can have disastrous results. It is usually best to plan a weekend together, like Family Weekend. Who knows, you may even get to see a clean room.

9. **Avoid the “Best Years of Your Life” Syndrome**
The freshman year can be full of indecision, insecurities, disappointments, and most of all, mistakes. It is also full of discovery, inspiration, good times, and interesting people; however, except in retrospect, it is not the good that stands out. Parents who believe that all college students always get good grades, know what they want to major in, have activity-packed weekends, thousands of friends, and can lead carefree, worry-free lives are wrong. Parents who perpetuate and insist upon the “best years” stereotype are working against their child’s already difficult self-development. Those parents who accept and understand the highs and lows of their student’s reality are providing the support and encouragement where it is needed most.

10. **Prepare for Their Return**
When the school year ends and your student returns home for vacation,
plan to sit down to discuss the rules for living at home. Parents need to recognize the independence their student has worked hard to achieve, and the student needs to know there still may be rules and courtesies to follow at home. This should also apply to commuter students who live at home during their college experience.

Supporting Your Student’s Transition
A Sample of Adjustment Experiences
As you know, certain times of the year are more difficult than others. During these times, additional support for your child is helpful and encouraging. Please remember that this is only a guide designed to help you understand the types of pressures encountered by college students—keep in mind that students experience and react to stress in different ways.

September
Initial adjustment to the academic environment can be difficult. Many students experience homesickness, feelings that they don’t fit in, stress of financial adjustments, long-distance relationships, and roommate conflicts.

October
Freshmen begin to realize that life at college isn't all fun and games. With midterms on the horizon, common concerns include feeling as if they need to learn new study skills, balance time and class workloads and accomplish more, followed by a fear of failure. Some students also experience illness due to additional stress and changes in weather and atmosphere.

November and December
Academic pressures and procrastination begin to mount. Final exams and course projects can cause stress levels to rise. Students may feel anxiety over decreasing funds from parents and diminishing summer savings. With holidays around the corner, buying gifts and making travel arrangements increase their list of things to do and financial fears.

January and February
A second wave of homesickness can occur. Depression increases as students get tired of winter and being inside. Students begin to have relationship anxieties as they weaken ties with others or change friendships. Students begin thinking about changing majors or transferring schools.

March
Students often experience limited finances and start worrying about summer jobs. Students may also worry about their plans for spring break. The end of the quarter is drawing near and final exams and papers begin to pile up.
May and June

Worry over choosing a major, disenchantment with college life, academic pressure leading to increased changes in dietary habits such as excessive coffee consumption, sleep loss, and anxiety about saying goodbye to friends and seeking summer employment. Sometimes students are upset because they have not done as well academically as they would like. By listing the above concerns, we do not want to alarm you. We simply want to make you more aware of the issues your child may experience during their first year in college.

Supporting students during stressful periods:
- Send “care” packages. Include cookies, candy, small personal items, seasonal items, and a little extra money. A bit of home in the mail makes the student feel closer to home.
- Keep the letters and phone calls coming, even if your student is a little lax in returning them. It keeps them from feeling forgotten.
- Teach your student laundry techniques like how much soap to use, separating colors from white, etc.
- Encourage your student to get involved. It is a great way to meet new people.
- Be aware that a large amount of learning takes place outside of the classroom.
- Visit your student on Parent's Weekend or possibly another time during the year. A quick tour of campus enhances a student’s school spirit, and a quick visit with friends enhances his/her pride in you.
- Allow plenty of room to grow and experiment as your student tests his/her independence.
- Be patient; college life requires adjustments for your student.
- Relax and hope that they have learned what you have spent 18 years teaching them.
- Stay calm. Relax. Enjoy them for who they are.

Helpful Parenting Tips Related to Drugs and Alcohol

Parents are an important partner in higher education and can play an important role in helping to reduce high risk drinking and illicit drug use on campus and in the community. Active family involvement has been found to be a protective factor against alcohol and other drug abuse. It is suggested that parents talk with students about campus life to help prevent problems from occurring once students begin their college experience. Parents can play a critical role in ensuring a smooth transition from home to campus life by staying in touch with their student, even through brief telephone or e-mail contact.

Eight Talking Points Related to Drugs and Alcohol:
Set clear and realistic expectations regarding academic performance. Studies conducted nationally have demonstrated that partying may contribute as much to a student’s decline in grades as the difficulty of his or her academic work. If students know their parents expect sound academic work, they are likely to be more devoted to their studies and have less time to get in trouble with alcohol.
- Stress to students that alcohol is toxic and excessive consumption can
prove fatally poisonous. This is not a scare tactic. The fact is that students die every year from alcohol poisoning. Discourage dangerous drinking through participation in drinking games or in any other way. Parents should ask their students to also have the courage to intervene when they see someone putting their life at risk through participation in dangerous drinking

- Tell students to intervene when classmates are in trouble with alcohol. Nothing is more tragic than an unconscious student being left in a dangerous situation while others either fail to recognize that the student is in jeopardy or fail to call for help due to fear of getting the student in trouble.
- Tell students to stand up for their right to a safe academic environment. Students who do not drink can be affected by the behavior of those who do, ranging from interrupted study time to assault or unwanted sexual advances. Students can confront these problems directly by discussing them with the offender. If that fails, they should notify the Residence Hall Coordinator or other residence hall staff.
- Know the alcohol scene on campus and talk to students about it. Students grossly exaggerate the use of alcohol and other drugs by their peers. A recent survey found that University at Albany students believed the average student drinks alcohol twice a week or more, when, in reality, 74% of Albany students drink no more than once per week. Students are highly influenced by peers and tend to drink up to what they perceive to be the norm. Confronting misperceptions about alcohol use is vital.
- Avoid tales of drinking exploits from your own college years. Entertaining students with stories of drinking back in “the good old days” normalizes what, even then, was abnormal behavior. It also appears to give parental approval to dangerous alcohol consumption. Encourage your student to volunteer in community work. In addition to structuring free time, volunteerism provides students with opportunities to develop job-related skills and to gain valuable experience. Helping others also gives students a broader outlook and a healthier perspective on the opportunities they enjoy. Volunteer work on campus helps students further connect with their school, increasing the likelihood of staying in college.
- Make it clear that certain behaviors associated with alcohol consumption, like driving after drinking, and underage drinking are against the law. Parents should make it clear that they do not condone breaking the law. Parents of college students should openly and clearly express disapproval against dangerous alcohol consumption. And, if parents themselves drink, being a positive role model in the responsible use of alcohol is an effective strategy in the prevention of abuse.

Parents and guardians often find it difficult to talk about alcohol and other drug use because they may drink or use drugs themselves. Another concern that parents and guardians have is that discussion about such a subject as personal as substance use could bring up sensitive family issues. The truth
is that virtually every family has been impacted, directly or indirectly, by substance abuse. There is often the personal concern that in order to discuss alcohol use with their son or daughter they must preach abstinence. This simply is not true. The important message is to be responsible and remember to maintain personal and community safety.

If you have questions or would like assistance regarding alcohol or other drug issues and your student, you can contact the Wildcat Wellness Center at 509-963-3214.
Dorm vs. Residence Hall
It has been a long, long time since the days of “dorm” mothers and 10 p.m. curfews. For the next nine months, your residence hall will be your home and should be treated as such. It will be a place in which you will learn much about yourself, grow tremendously, and have a lot of fun!

Dorm (dorm) n. 1. place for sleeping 2. building or part of one with sleeping rooms.

Residence Hall (rez id enz hol) n. 1. where college students develop personally or mature 2. a college building in which experiences and programs result in positive growth.

Community Living Agreement
In an effort to encourage students who live in the residence halls to take ownership and responsibility for their living community, University Housing has incorporated Community Living Agreements as a part of the foundation for residence hall policies. A Community Living Agreement (CLA) is a document that community members draw up together at the beginning of each year which enables them to become actively involved in developing the behavioral standards they will invest in, live by, and be held accountable for.

Each student, within the first few weeks of their arrival, will sit down with the members of their community and develop a set of value-based criteria that each person on the wing or floor will agree to live by. Additionally, the CLA will be revisited at the beginning of each quarter to allow for adjustments and changes. As each member of the community will sign the CLA, each member will be held accountable for the contents of the document that they had a part in developing.

The CLAs will include, but not be limited to: expectations of academic honesty, the creation of gracious space for students to express their feelings, opinions and ideas, abiding by university and state policies surrounding alcohol and drug use, safety, personal property, respect, and trust.

Life in Your Residence Hall
In your new home, you will find:

Residence Hall coordinators (RHC)
RHCs are full-time professional university employees with at least a bachelor’s degree. They are responsible for the overall management and administration of your hall. RHCs are available for support and information, or to help you with any of your needs. These live-in professional staff can be reached by calling their office or the Residence Life office at 509-963-1323.
Residence Hall Managers (RHM)
RHM are upper-class students who work with the RA staff to develop programs. They have prior experience as RAs. They assist with hall administration and referrals for university resources. RHMs also plan programs and enforce university policies and procedures.

Resident Assistants (RA)
RAs are upper-class students and are here to answer your questions and provide referrals to university resources. They can help you with your academic, social, or personal concerns. They also plan programs and enforce policies and procedures. RAs help develop Community Living Agreements and are a valuable resource. Get to know your RAs!

Community programmers (CP)
CPs are upper-class students who help develop Living Learning Communities and plan programs to support those LLCs.

Custodial Staff
Custodial staff diligently clean and maintain community spaces such as lobbies and bathrooms.

Maintenance Mechanics
Mechanics will respond quickly to maintenance needs. Call 509-963-3000 to request a work order.

All of these specially trained staff, including your neighbors, are here for you and are to be treated with respect at all times!

Planned Programs
What are programs?
A program is an event designed to enhance learning and development. You’ll learn something and have fun at the same time. Sometimes these activities happen spontaneously on your floor, and sometimes your RA will plan an activity for all to participate. Periodically check your building’s newsletter, calendar, and Web site at www.cwu.edu/~housing/reshals/hallshome/ for information about programs.

Why should I attend programs?
You’ll spend the majority of your time in your residence hall or complex. By attending programs, you will get to know other students in your hall and enjoy a wealth of information.

Wildcat Connections
First Six-Week Program Series—PHASE FOUR OF ORIENTATION
The first six weeks of your transition are extremely critical to your success in college. The beginning of your college experience is an exciting time where a lot can go right and some things can go very unexpected. These programs are designed to help you
take advantage of everything Central has to offer you, and to help you avoid some of the common pitfalls. Watch for programs addressing common issues during the first six weeks of fall quarter.

**Statement of Community**

Living in a residence hall at Central Washington University means living in a community of students. This community is a dynamic place, composed of various people with different values, cultures, lifestyles, and attitudes. As members of the community, we must strive to understand the individuality and life choices of those among us. We can best learn from one another in an atmosphere of positive encouragement and mutual respect. We must possess a genuine desire to learn from those around us as well as give others the respect and tolerance we desire. Each person has a role to play in our residence hall community and should be allowed to do so.

**CWU residence hall communities incorporate the following:**

- **Education:** To ensure that teaching and learning take place outside the classroom
- **Openness:** So ideas and thoughts can be discussed freely
- **Respect:** To ensure that the individual accepts obligations to the community and is held accountable for individual actions
- **Caring:** To ensure that the individual’s well being is supported and that community engagement is encouraged
- **Involvement:** So that all individuals have a voice in decisions concerning their community
- **Ownership:** To ensure that all individuals care for their building facilities and adjacent property
- **Celebration:** So that Central Washington University history and culture is included and so that residence hall traditions are shared.

Your rights in the community include:

- To socialize in your room; to sleep and study without disturbance; to live in a supportive and stimulating community; to live in a safe, secure, healthy, and clean environment; to enjoy access to a variety of programs, services, and facilities; and to involve yourself and others in promoting an educational, open, respectful, caring, involving, and celebrative community.

Your responsibilities within the community include:

- To consider the needs of other students in the community and balance them with your own needs; to promote care of the physical facilities, equipment, and services; to communicate with other residents and staff members to let others know when they are disturbing you; to demonstrate a commitment to the community by getting involved; to promote campus and individual safety; and to demonstrate dignity and respect for all individuals.

Living on campus at Central Washington University affords you many opportunities to face challenges head on, achieve in a variety of areas, and
grow as an individual. However, these things only happen when you actively participate and support the community ideals stated here.

Adapted from In Search of Community, Ernest Boyer, Carnegie Foundation for the Advancement of Teaching.

Leadership Opportunities

Residence Hall Association (RHA)

RHA, the largest student organization on campus, is a student-elected body that serves as a liaison between the students living in the residence halls and the University. RHA deals with residents’ issues and concerns, promotes positive change and offers a variety of educational and social activities based on student needs and interests. RHA executive board elections occur in the spring.

To contact RHA, call 509-963-7210, or e-mail cwu_rha@yahoo.com. The RHA Web site is www.cwu.edu/housing/rha.

Full-time professionals advise RHA.

Residence Hall Leadership Council (RHLC)

RHA serves as the umbrella organization for the Residence Hall Leadership Councils (RHLC) in each of the residence halls. Residents elect officers in each hall that will represent their residents’ issues and concerns at RHA meetings. RHLCs also coordinate hall activities, community service projects, and participate in RHA campus-wide sponsored events. All residents are members of RHA and are encouraged to get involved in RHLC or RHA. Elections for RHLC positions occur at the beginning of fall quarter. Students interested in a leadership opportunity are encouraged to run for a position. Information can be obtained by contacting RHA or a hall staff member.

Associated Students of Central Washington University (ASCWU)

Elected student representatives on the board of directors (BOD) govern the ASCWU. Under the ASCWU constitution, student government leadership is committed to representing the broad spectrum of student needs relative to university, local, state, and national activity. The BOD meets weekly at designated times and can be reached through its office in Student Union 236 or by calling 509-963-1693.

Residence Hall Environments and Information

Building Security and Personal Safety

Each resident has the responsibility for respecting building security. Buildings are locked 24 hours a day. Propping doors, including fire doors, is not permitted. To ensure maximum security, please observe the following guidelines:

- Make every effort NOT to lose room keys!
- It costs $35 per key to replace a lost or stolen room and entry key.
- LOCK your room when sleeping or away. For added security, doors are
equipped with peepholes and safety chains.
• DO NOT open building doors to anyone other than residents of the building.
• When walking around campus at night, students are encouraged to walk with friends and to be aware of emergency bluelight telephone locations.
• Do not trespass into areas of halls that are secure, such as rooftops, attics, basements, mechanical rooms, etc.

Community Space
All residence halls provide community living space for the purposes of socializing, studying, recreation, and programming. Each resident shares in the responsibility for maintaining the cleanliness and function of these areas, as well as using the space in appropriate ways.

Entry of Student Rooms
The university reserves the right to have authorized personnel enter a student room for any of the purposes specified below:
• Suspicion of harm to self or others.
• Maintenance, custodial inspections, or emergencies (occupants will be informed that maintenance staff has been present).
• Routine or requested maintenance (occupants will be informed that maintenance staff has been present).
• Search or arrest warrants (university police only).
• Concerns about community safety or facility damage.
• Protection of life, property, or evidence of a crime (university police only).
• Persistent noise coming from a room when occupants are not present.
• During break periods when the hall is closed.

If an authorized person enters a room when the resident is not present, a written note will be left indicating who entered the room, when they entered, and the reason for entering. Generally, staff will not enter a student’s room to retrieve items for occupants who are not present or for other students who have left personal items in the room. Exceptions may be made, but staff will take precautions to protect themselves from possible liability and have the right to refuse such requests.

Keys
For the safety of all residents, lost keys should be reported to hall staff immediately. Stolen keys should be reported to university police. Keys may not be duplicated. Residents may not give their building or room keys to anyone. For charges, refer to Term 28 of the University Housing and Dining Services Room and Board Contract.

Lock Outs
Students who lock themselves out of their rooms should attempt to contact hall staff to have another key temporarily issued. If hall staff is unavailable
between 8 a.m. and 5 p.m., contact University Housing at 509-963-1324. After 7 p.m., contact the residence hall staff at the on-call number. Students will be asked to provide identification. Custodial and maintenance staff are not authorized to allow students into rooms.

**Parental Notification**

CWU will notify parents regarding the following conduct situations:

- Documented behavior indicating a risk of harm to self or others.
- Second or third violation of campus alcohol policies or state laws.
- Parents may be notified of a first-time violation of campus alcohol policies or state laws if it involves a medical emergency, vandalism, any violence, or gross disrespect of residence hall staff or law enforcement officials.
- Students will be required to attend an alcohol or other drug education and risk prevention class (with a $20 fee) for first and possible second-time violators. Failure to attend the class could result in required off-campus assessment (costing up to $100 or more). Third-time violation of policies and/or laws may result in suspension or deferred suspension if recommended by the CWU office of student affairs designated university hearing officer.

Off-campus violations of underage drinking or other infractions may be referred to the CWU office of student affairs for sanctioning through the discretion of local court officials or law enforcement agencies.

**Parking**

Permits are required to park a vehicle in campus parking lots. Lots are posted with appropriate requirements. Current rates are as follows: $93 per quarter, $185 per academic year, and $196 per calendar year. Also, there are two lots that allow for free parking. They are located at the corner of 18th Avenue and D Street and the corner of Alder Street and 18th Avenue. For additional information, contact the Parking Office at 509-963-2667. Students living in Wahle complex are not required to have parking permits, but must register their vehicles upon check-in to receive a required housing permit. In addition, only two cars may be parked at each Wahle unit.

**Payment**

Room and board fees are due the first day of the quarter. For installments, please consult the residence halls and dining services payment schedule. Make all payments at the Cashier’s Office in Barge Hall. Each payment should indicate the name and ID number of the student. Fees not paid on or before the first due date may be assessed a $50 late fee and $100 after the second due date. Failure to bring an account up to date within 10 working days after late fee assessment may result in cancellation of meal privileges and eviction. Please refer to Term 20 in the Housing and Dining Services Room and Board Contract. A $200 security deposit will be kept on file until the student moves off campus.
Personalizing Space
Students may decorate their room with lamps, rugs, bedspreads, posters, and other personalized items as long as it does not damage the room or cause a fire safety hazard. Keep in mind that when the room is vacated, it must be returned to its original condition. Residents in violation of the outlined policies may be subject to disciplinary action, damage charges, and/or fines.

Publicity and Literature
The distribution of free literature or commercial advertising is prohibited in residence halls and at the entries or exits of the buildings (WAC 106-140-034). Only U.S. Postal Service mail, individually addressed to the residents of the hall, and official university memorandums approved by the senior director of University Housing and New Student Programs, and/or designee will be distributed. Other than literature about hall activities, residence hall staff will not distribute literature to the residents of a hall. Local newspapers (e.g., Daily Record, Yakima Herald-Republic, etc.) may seek approval for occasional placement of newspaper samples in residence hall lobbies.

Recycling
All residence halls participate in a recycling program and all recyclable materials must be deposited in designated areas. Residents may contact residence hall staff to help with the hall’s recycling program.

Roommates
Residence hall staff will provide support and assistance to roommates in resolving conflicts. If roommates are unable to resolve conflicts, Room Transfer Request forms can be requested from the residence hall staff. If space is available, transfers will be made after Transfer Day. Transfer Day is the third Thursday of each quarter. Each roommate has a responsibility to report any violations occurring in the residence hall room. In addition, violations of roommate agreements that are established with the hall staff could lead to additional sanctions including a possible move from the room. University Housing reserves the right to make administrative moves at any time.

Roommate Space
There are times when a student has a double-occupancy contract but may live alone in a double room. It is a requirement for students to be prepared to have a student move into that space at any time. This means the bed is available, the closets are empty and clean, and the room is generally available for occupancy at any time. If the space is not available upon entry for a student, you will be required to make that space available for a student to be assigned into that space and you will be assessed a super-single room fee for the period the space was unavailable or until a new roommate is assigned whichever is greater. This does NOT grant you a single room.
Smoke-Free Communities
All CWU residence halls are smoke-free. In accordance with state law smoking is prohibited within 25 feet of all university buildings.

Sophomore-and-Over
Wilson Hall, centrally located by North Hall, is for sophomore, junior, or senior students. This hall has about 50 single rooms and is co-ed by random room. A strong sense of community and friendship usually develops among the residents.

Substance-Free Community
Beck, Davies, Hitchcock, Meisner, Munson, Quigley, Sparks, Al-Monty, Carmody, Kennedy, Green, and North are designated as communities free of alcohol presence or use. Residents will also take responsibility for their guests and will not allow guests in violation of this policy to enter the residence hall. Alcohol paraphernalia and containers are not permitted in substance-free communities.

Two-Or Three-Person Suites
A suite-style living arrangement is available in Anderson, Munson, Wahle, Moore, Stephens-Whitney, Wendell Hill Hall, and selected Kamola and Sue Lombard rooms. Stephens-Whitney and Wahle have living environments with a private, exterior entrance. Sophomores, juniors, and seniors are eligible to live in the suites. First-year students are eligible to live in Wendell Hill Hall, Anderson, Kamola, and Munson.

Live-In Requirement
Single, freshmen students enrolled in seven college credits or more, under the age of 20, and not planning to live locally with their parents or certain relatives, must live in a CWU residence hall for one academic year regardless of the number of earned college credits (WAC 106-156-010 and WAC 106-156-011). Running Start students entering college for the first time, regardless of class standing, are also required to live on campus for one academic year. Students requesting an exception to the policies must apply through University Housing in Button Hall or call 509-963-1831.

Residence Hall Policies
Why are policies necessary? Residence hall policies exist to help create an environment that is conducive to their needs for safety, studying, socializing, and sleeping. Let’s face it—your student will spend more time in their residence hall than any place else on campus. We want to ensure that their residence hall experience promotes their success at Central!

Abandoned Property
When students leave property in the residence hall room or apartment, University Housing staff will remove the property at $40 per hour. Additionally, a storage fee of $10 per day is charged to the student for a maximum of 60 days. If the property is not claimed at the end of 60 days, it is considered abandoned property and the university disposes of this
property. If a student wishes to claim his/her property during the 60 days, he/she is required to contact University Housing office at 509-963-1831 to make arrangements.

Alcohol and Other Drugs
(Student Judicial Code-Sections II.S-T)
The university’s policy regarding the possession and consumption of alcohol and other drugs on campus was developed in keeping with Washington State law and the Governor’s policy on alcoholism and drug dependency. It is important to note that a majority of disciplinary problems and a large number of academic problems faced by students are alcohol related. Following is a list of points that summarize enforcement of the alcohol and drug policy in the residence halls:

- Controlled substances are not allowed in the residence halls.
- No one under the age of 21 will possess or consume alcohol in the residence halls.
- Residents age 21 and older may possess and consume alcohol in the privacy of their own rooms with the door closed. (Except in a substance-free hall.)
- Residents over the age of 21 who have roommate(s) that are underage are reminded of the legal liability placed on them. (Except in substance-free halls.)
- Residents may not consume alcohol in public areas or in the room of a resident who is under 21 years of age, unless one roommate is present who is over 21 (and not in a substance-free hall).
- Residents may not consume or possess alcohol in substance-free residence halls.
- Residents age 21 and older shall not furnish alcohol to minors.
- Home brewing of alcohol is not permitted in the residence halls.
- Kegs or large quantities of alcoholic beverages are not allowed.
- Residents who come back to the residence halls in an intoxicated state and/or violate hall policy will be held responsible for violating those policies and all alcohol policies that apply.

In support of a substance-free and academic environment, residents living in freshmen residence halls are not allowed to have any paraphernalia related to the consumption of alcoholic beverages. This includes, but is not limited to, empty bottles, cans, and containers. This will help the residence hall staff ensure a community environment that enhances the out-of-classroom experience.

Appliances/Fire Safety
Avoid overloading outlets with too many cords and do not use extension cords with frayed wiring or poor connections. Check the wiring and casing on appliances. Small appliances (i.e., coffee pots, popcorn poppers) are allowed when used with extreme caution. The wiring system is NOT intended for items that place a heavy load on the system, such as microwave
ovens (other than the microfridge units provided in your room). If potential problems exist with university appliances, wiring or electrical systems, notify University Housing. After business hours, notify a housing staff member. Additionally, it is recommended that surge protectors be used for stereos and/or computers. Residents are not allowed to use hot plates, smokeless grills, toaster or toaster ovens, or appliances with exposed heating elements and should not cook in residence hall rooms where kitchens are not provided other than in the approved microfridge unit. You may use them in designated kitchen spaces within the hall.

**Bicycles**

WAC 106-116-901 is the guideline for on-campus bicycle safety, parking, and traffic regulations. Residents must follow specific regulations while operating bicycles on campus:

- Do not ride bicycles inside buildings at any time.
- Do not park and/or store bicycles in common-use spaces unless it is a designated bicycle storage space and permitted in writing by the director of University Housing or designee. This includes lounges, stairwells, hallways, kitchens, studies, and any area that may be a safety hazard or hinder exit from rooms or buildings.
- Do not lean or park bicycles near or against windows.
- Bicycles parked on paths, sidewalks, stairwells, and catwalks, in buildings, or near building exits may be impounded.
- Bicycles must be parked in racks. At times, rack space may not be available and parking near the racks is permitted provided the parked bicycles do not interfere with pedestrian traffic.
- Bikes can be stored in individual living space only if all roommates agree.
- Following spring closing, all bikes should be removed from bike racks or possibly face impoundment.
- Your student may register their bicycle with the university police.

**Chewing Tobacco**

Residents are allowed to use chewing tobacco except in designated freshmen and “substance-free” buildings. They are reminded; however, that spitting is permitted only in an appropriate container.

**Combustible Materials**

Combustible materials such as propane, gasoline, kerosene, and items containing combustible materials (i.e., lanterns) are not permitted in residence halls.

**Community Space**

All residence halls provide community living space for the purposes of socializing, studying, recreation, and programming. Each resident shares in the responsibility for maintaining the cleanliness and function of these areas, as well as using the space in appropriate ways. Never is a pornographic-themed activity appropriate. Please see statement on sexual harassment.
Compliance with University Officials
Residents are required to comply with the requests of university officials at all times. These officials include professional and student staff members of University Housing and New Student Programs, University Police Services, Student Affairs representatives, and facilities’ staff members.

Damages to Rooms and Public Areas
Residents are accountable for damages which occur as a result of personal negligence or vandalism. When found to be responsible, a resident may be charged for damages occurring in public areas, as well as in their room. All damage charges are billed to the student’s account. They may be appealed according to WAC 106-124-011.

Dropping or Throwing Substances or Objects from Windows
For the safety of everyone, residents are not allowed to drop or throw objects from or at residence hall windows, balconies, and/or ledges. This includes bodily fluids, snow, or substances of any kind. Residents must also refrain from throwing objects through windows from the outside. (This policy includes throwing keys to friends outside.)

Entering Buildings
Residents and their guests may enter buildings only through doors designated for entry. Entry through windows is prohibited. Students who do not live in the building must be escorted by a student living in the residence hall at all times unless prior approval is received from University Housing and New Student Programs.

Facilities Use/Access
Residence hall building use approval is solely a designated responsibility of the senior director of University Housing (WAC 106-140-401). Common areas in residence halls (lounges and lobbies) are for the use of the building's residents and their guests. Only groups or individuals invited by residents or staff may make informative or educational presentations to hall residents in the hall lounge. The residence hall staff will monitor and schedule such presentations. University Police have been approved to be present in the residence halls to interact and meet students.

No group or individual may schedule residence hall common space for regular meetings or activities (e.g., campus club meetings, bible studies, political groups, etc.) except for activities directly sponsored by the hall and made available to all hall residents. Presentations or activities may not include the sale of products or services, nor may residence hall facilities be used for personal profit or gain. Door-to-door selling is also prohibited (WAC 106-140-040). Meeting space in the SURC for campus clubs and organizations can be requested through the University Scheduling Center. Use of Barto Lawn or Barto Lounge may be requested through the Residence Life office.
Firearms (Student Conduct Code - Section II.R)
The Firearms Policy (WAC 106-124-700) states: No person shall have in his or her possession any gun, pistol, firearm, explosive, dangerous chemical, or other dangerous weapon or instrument (including paintball guns, swords, long knives, etc.) on university-owned or leased property. Violators of this law shall be subject to appropriate disciplinary or legal action including possible termination of the violator's housing contract or lease.

Anyone arriving on campus with a firearm must take it directly to University Police Services, 14th Avenue and D Street (O-5 Parking Lot). At this office, a police officer will check the firearm in and out of a university-provided storage vault. This service is offered free of charge. See Term 10 of the Contract Terms and Conditions for more information. Ammunition cannot be stored in residence halls. Ammunition should be stored at an off-campus location.

Fire Alarms (Student Judicial Code - Section II.F)
Legitimate fire alarms save lives. When activated, the alarm sounds in the entire building and EVERYONE must evacuate immediately. After activating an alarm, go to the nearest safe telephone (outside the building) and dial 911 to report the fire. Individuals falsely activating an alarm will face university disciplinary action, possible criminal prosecution and may be charged $100 by the university. Because of high density population in the residence halls, the fire department responds to fire alarms with all available personnel and equipment. False alarms may leave the local fire department shorthanded in the event of a real fire.

Fire Drills
Section 1303.3.5.1 of the 1994 edition of the Uniform Fire Code requires every residence hall to conduct a fire drill each quarter for the safety of staff and residents. All residents are required to exit the building within two minutes. University personnel are required to time the drill in each building. Failure to evacuate will result in disciplinary action and/or a $100 fine.

Fire Safety Equipment
Damaging or tampering with fire alarm apparatus or equipment (i.e., sounding false fire alarms - RCW 9.40.100) is prohibited. FIRE EXTINGUISHERS are strategically located throughout each residence hall. Carefully follow the instructions on the extinguisher and use them ONLY in the event of a fire. EXIT SIGNS are considered fire equipment and are placed to guide residents to exit routes in emergency situations. SMOKE DETECTORS also are sensitive pieces of fire equipment. Actions that result in the activation of a smoke detector, tampering with fire alarm apparatus and equipment (including removing batteries from smoke detectors), or false alarms may result in criminal penalties, as well as disciplinary action and/or up to a $100 fine.

Fire Alarm Apparatus and Fire Equipment Are for Emergencies Only!
If a smoke detector is beeping, it is likely the battery needs to be replaced.
Contact a custodian or call University Housing if a smoke detector is emitting a beeping sound. If batteries are removed without replacement, the resident is liable for a $50 fine.

**Furniture**
University Housing supplies each room with basic furniture, which differs depending on the hall. Students may bring their own furniture to supplement what is provided. However, university-owned furniture moved from a room or common-use area without written authorization from University Housing may result in a charge of $50 (or actual replacement cost, whichever is greater). Please refer to items 13 and 28 of the Housing and Dining Services Room and Board Contract.

**Guests/Escorts**
Guests (nonresidents of a particular hall) are expected to follow all policies of the university. Residents are responsible for their guests and all actions of the guests while in the halls. Guests must be escorted at all times in any area (excluding opposite gender bathrooms). Guests are permitted to only use public restrooms or community restrooms designated for their gender. Overnight guests may stay in a room only with the prior approval of the roommate(s). Guests may stay no more than three days and two nights in any one week anywhere in the building or in any residence hall/apartment on campus. It is the resident's responsibility to inform hall staff of the presence of any overnight guests. When guests violate University Policy, the resident is also responsible for guests’ actions. Guests should never be given keys to access rooms on campus. Guests may not be left in a building without the resident present. Lastly, each roommate is responsible for reporting violations that occur in his/her room (including roommates). Each roommate has a responsibility to report any violations occurring in the residence hall room. In addition, violation of roommate agreements that are established with the hall staff could lead to additional sanctions including a possible move from the room.

Cohabitation is defined as when a resident, contracted for that room, is sharing his/her space with a person who is not assigned to that room. Cohabitation that includes behavior that infringes upon the roommate’s and/or living community member’s right to privacy, sleep, and/or student is PROHIBITED and, when brought to the attention of residence hall/apartment staff, may result in action as described in the student code of conduct.

**Guide Dogs**
Guide dogs in training may occasionally be in the residence halls. This is part of the training for these dogs. Those who are participating in training a guide dog and bringing one into the residence halls must first receive permission from the area coordinator. Your student must be able to confirm date and time the dog will be in the residence hall. Please be respectful to both the dog and the trainer during these sessions.
Health Code
All residents shall comply with city, county, and state codes regarding health and safety. Upon notification, students shall comply with all University Housing requests pertaining to correction of health and safety violations in and around their assigned room. This may include, but is not limited to, pest control, cleanliness, garbage removal, etc.

Incense and Open Flames
Because of the risk of burning incense or an open flame left unattended, the use of such is prohibited in residence halls. Candles or lanterns may not be used even in the event of a power outage. Residents are encouraged to have flashlights or similar devices to provide emergency lighting.

Ledges, Rooftops, & Attics
For students’ safety and to protect against building damage, residents, and their guests are never permitted on rooftops or ledges. Violation of this policy may result in disciplinary action and/or a university fine not less than $50. Students are prohibited from entering any secure space such as attics, basements, or mechanical rooms.

Pets
Students are not allowed to have animals in the residence halls except for service animals and aquarium-bound fish. Tanks may be no larger than 25 gallons. Residents must maintain responsibility for the aquariums at all times. Violators of this policy may be subject to disciplinary action, eviction and/or cleaning fees up to $500 associated with damages.

Other animals, such as companion, therapy, emotional support, comfort and “psychiatric service” animals that are not specially trained to perform a disability-related service may not be allowed in CWU residence halls and/or university-owned apartments. The decision about whether a companion, therapy, emotional support, comfort and/or “psychiatric service” animal constitutes a reasonable accommodation is made on an individual basis by the director of CDS based on detailed information provided by the student’s medical provider and other factors. Once a determination regarding the reasonableness of the request has been made, the director of CDS will advise the senior director of University Housing who will make the final decision to allow or disallow the student’s request.

Qualified “service animals” (as defined by state and federal law) are allowed on the CWU campus and in University Housing facilities if approved by the director of University Housing and New Student Programs. Determination of eligibility is made on a case-by-case basis by the CWU director of the Center for Disability Services/ADA compliance officer and the senior director of University Housing. Refer to the following service animal policy.

Quiet Hours/Noise Ordinance
The city of Ellensburg has a noise ordinance, which is enforced by university police. Residence hall community quiet hours are 10 p.m. to 7 a.m. daily and
are consistent with the city noise ordinance. Students in violation of the noise ordinance may be cited by police and/or face university disciplinary action. Residents are responsible for maintaining a noise level satisfactory to other community members. During “quiet hours,” the level or volume of noise must be contained within the confines of the room. If noise is heard beyond the room walls and door, residents are responsible. A neighbor, staff and/or University Police may address the situation. As in all situations, cooperation is expected in resolving the matter. The university asks that students always observe “courtesy hours” when quiet hours are not in effect. Specifically, the needs of a student who wants to study will generally be given precedence over a student who wants to play their stereo or produce other types of noise. Hall staff will mediate disputes over differing perceptions of acceptable noise levels. Noise should never be heard from a residence hall room to an outside location.

**Screens and Window Stops**
The university considers screens and window stops safety equipment. Removal of or damage to these items may result in disciplinary action, eviction, and/or a university fine of $50.

**Service Animals**
Central Washington University complies with all federal and state fair housing laws and regulations which are applicable to university housing, including those related to assistive animals. The United States Department of Housing and Urban Development (HUD) compliance guidelines define assistive animals as those that are verified by a qualified medical professional that the service animal accommodates the disabling condition and the rationale for the use of the service animal.

The Center for Disability Services collects and reviews disability documentation from students who request accommodation in university housing. University Housing makes the formal decision regarding service animals in university housing. Animals not approved through this process will be considered “pets” and are not allowed in University Housing (excluding aquarium-bound fish in tanks that may be no larger than 25 gallons.) Refer to the preceding pet policy.

**Sexual Harassment**
Consistent with the university’s policy on sexual harassment, the residence hall communities maintain a living environment that is free from sexual harassment. An individual found in violation of this policy will be subject to informal or formal disciplinary action.

**Skateboarding**
Skateboarding is permissible on campus in compliance with WAC 106-116-856.
Smoking
In accordance with state law, smoking is prohibited in university buildings. This includes balconies and stairwells to residence hall rooms or public areas. Out of common courtesy, we ask that smokers refrain from smoking near entrances and to properly dispose of cigarette butts in appropriate receptacles. Students may establish further policies regarding the distance one can smoke from the building in community living agreements. Fines can be assessed to clean drapes for those who violate smoking policy.

Solicitation and Posting
Organizations may not solicit in the halls unless directly related to residence living and approved by University Housing. Organizations not related to University Housing and New Student Programs may have material posted provided they have been approved through the Director of Residence Life and New Student Programs in University Housing, and stamped by the Scheduling Center. Once approved, materials need to be delivered to the Barto Hall Housing office for distribution. If students wish to post elsewhere on campus, items must be stamped and approved by the Scheduling Office in the Student Union and Recreation Center.

Sports in the Hallways
To promote consideration of others and to protect facilities and fire safety equipment, residents may not play sports in the hallways. This includes, but is not limited to wrestling, rollerblading, skateboarding, riding bicycles, and the tossing, throwing, or kicking of any items.

Trespassing
Individuals with no connection to the residents in a building will be asked to leave the building. Guests of residents, whose behavior is not appropriate for the community, may also be asked to leave by hall staff and/or University Police services. Residents are responsible for the behavior of their guests. The university also reserves the right to deny access to residence hall buildings to non-residents at any time.

Waterbeds
Waterbeds are not allowed in university housing.

Student Conduct and Responsibility Citizenship
University Housing and New Student Programs, in conjunction with the Office of the Vice President for Student Affairs and Enrollment Management, addresses residence hall behavioral problems. If a student's behavior results in documentation by staff, other residents or campus police, that student may be required to attend a conduct meeting with one of the following formats:
• Follow-up discussion with hall staff
• Large-group warning meeting with Student Affairs staff
• Meeting with residence hall coordinator
• Hearing with University Housing
• Hearing with the vice president for Student Affairs and Enrollment
Student Conduct Code
(Refer to WAC 106-120 for complete code. Revisions and current policy available in the Office of the Vice President for Student Affairs and enrollment Management.) Please refer to the most up-to-date policies on the web at www.cwu.edu/~saem/index.php?page=student-conduct-code.

Due process
- A letter from the RHC will be sent to the student
- The letter will indicate incident report number and timeline for meeting
- Student will receive a copy of the Student Judicial Code prior to the meeting with the judicial officer
- Meeting with student and judicial officer will take place with outcome determined at that time
- If student fails to appear at the scheduled meeting, the judicial officer will review and decide sanction without student present
- Letter indicating meeting and outcome will be sent to the student
- The only decisions that can be appealed are suspensions or expulsions from the university or those decisions outlined in WAC 106-124-011

As a result of a conduct meeting, one or more of the following will happen:
- No action
- Verbal warning
- Assign one or more educational expectations
- Issue an official warning sanction
- Require payment of fines or damages
- Issue a probation sanction
- Issue a deferred suspension sanction
- Issue a suspension sanction
- Eviction
- Expulsion
- Community service hours

For a full account of procedures, sanctions, and general university policies, refer to the Student Judicial Code in the university catalog.

Appeal Procedure
WAC 106-124-011 FINANCIAL OBLIGATIONS OF STUDENTS – APPEAL PROCEDURE. Every student has the right to appeal an assessment by the university of a fee, fine, charge, debt, or other financial obligation by filing a written petition with the appropriate dean or non-academic area director, stating the student’s reasons for challenging the validity of the assessed obligation. The written petition must be filed within 10 days after the notice of assessment is sent to the student. The dean, director, or their designee, shall review the university’s decision to assess the fee, fine, charge, debt, or other financial obligation in light of the student’s petition appealing the assessment and shall render a decision that shall be final.
Appeals regarding housing contracts, fees, or charges may be sent to the senior director of University Housing and New Student Programs, Central Washington University, 400 East University Way, Ellensburg WA 98926-7513.

**SERVICES RENDERED BY THE UNIVERSITY**

**Cable**
Basic cable TV and FM radio service are included in room and board rates and are accessible through a coaxial-cable connection from a TV to the wall socket supplied in the room. Individual arrangements must be made with the local cable company to receive premium channels.

**Campus TV**
Each room receives enhanced cable television offering 78 channels. For additional services contact Charter Communications (1105 E. 10th Ave.) at 509-933-2201.

**Computer Labs**
ITS computer labs located in academic buildings throughout campus. Check residence hall bulletin boards or call University Housing for specific lab location, and operation hours. This information is also available at: www.cwu.edu/~its.

**E-mail**
Each student is assigned a CWU e-mail address. This is considered a formal communication tool of the university and should be checked regularly. All package notification (excluding those delivered by the United States Postal Service) will be done through the CWU e-mail accounts.

**Kitchens**
Many residence halls have a community kitchen area. Residents who use the kitchen area are responsible for cleaning it after use. The residence hall may have utensils, pots, or pans to check out — contact an on-duty RA or residence hall staff. Additionally, microwave ovens are provided in residence halls.

**Laundry Rooms**
Washers and dryers are provided by University Housing. The laundry facilities within each hall are to be used solely by the residents of the respective hall. If a resident allows a non-resident to use the laundry facilities, the resident’s account may be charged $25. NOTE: The university is not responsible for lost or stolen items.

**Mail From Home**
Mail to campus will be processed with one of two processes. This may be a bit confusing and we are providing the following information for your reference.
Letters and packages sent from a US Post Office are delivered to the CWU Mail Services Department. Their staff delivers the mail to each residence hall in the afternoon. Housing staff place the mail in the student’s mailbox. If items are too large to fit in the residence hall mailbox, the staff will place a delivery/pick up notice in the box. Students may pick up the mail during the residence hall office hours; usually 7 to 8 p.m. Please note: There is no mail delivery service to the residence halls on Saturday, Sunday, or academic holidays.

Letters and packages sent by Express Mail, UPS, or Federal Express are delivered to the Residence Life Office. The delivery services arrive on campus any time between 11 a.m. to 3 p.m., Monday through Friday. The Residence Life Office staff log the packages into our mail delivery system. They then send a delivery notice to the student’s CWU e-mail account asking them to pick up the package. Students may pick up their packages at the Residence Life Office Monday through Friday, 8 a.m. to 5 p.m. They will need to show their CWU Connection Card for identification. Please note: There is no mail delivery service to the Residence Life Office on Saturday, Sunday, or academic holidays.

All mail to students regardless of how it is mailed should be addressed as follows:

**Student’s Name**  
**Residence Hall Name**  
**Address, Street, Room Number**  
**Ellensburg, WA 98926**

*(Please use the student’s legal name. Avoid addressing the package with the student’s nickname, middle name, or the name of the person who ordered the item.)*

**Maintenance and Related Services**

**Reporting Maintenance Problems**  
It is the resident’s responsibility to immediately report room damages or deficiencies to either the residence hall manager, RA, or facilities services at 509-963-3000 so that repairs can be made. The response time will depend on the nature and severity of the maintenance problem, but we will respond to all problems in a timely manner. When calling about a maintenance problem, it is important to give their name, residence hall, room number, and telephone number. Please be very specific about the problem and location. We want to help keep their residence hall and room in an orderly condition by repairing items when they become faulty or damaged.
MOVING IN

Check-In Procedure
When your student arrives on CWU’s campus, report directly to your student’s assigned residence hall. At their residence hall, they will be greeted by their residence hall manager, RHC, or resident assistants (RAs). They will also receive information on their new home and go through a formal check-in procedure with one of the above people. At this time, your student will receive a room key and Residence Hall Inspection Form that must be carefully reviewed. It is their responsibility to note additional comments or discrepancies listed on the form. Make sure to alert a staff member about their concerns with the room so that they can contact the maintenance staff to fix any problems.

Once their room inspection is completed and the inspection form is signed, your student will receive additional keys to their new home. Residents receive an entry key, a room key, and a mailbox key. If their residence hall has mailboxes with combinations, they will be supplied with the combination. If keys are lost, a re-key charge is assessed to their student account (see Section 28 of their University Housing and Dining Services Room and Board Contract).

Changing Rooms and/or Halls
University Housing is committed to maintaining flexibility in room assignments. Requests for transfers are accepted at University Housing at the beginning of each quarter on Transfer Day (the third Thursday of each quarter) on a first-come, first-served basis. Requests are made on the University Housing and New Student Programs website at www.cwu.edu/housing. If a request cannot be accommodated, the resident’s name will be placed on a waiting list. Room transfers are not permitted prior to Transfer Day without written University Housing approval. Students who change rooms without proper authorization from University Housing will be charged a minimum of $25, will be required to move back to original assignment, and the incident will be forwarded to the Student Affairs office. When the request is approved, students are required to move within 48 hours.

After Transfer Day, residents may obtain a transfer request form from the residence hall coordinator to request a transfer of rooms and/or halls. The transfer needs residence hall staff approval. The staff will request any student wanting to move after transfer day because of roommate conflicts to meet with the staff member and the roommate with whom the individual has a problem. After the proper signatures are obtained, the transfer request form must be filed with University Housing. As on Transfer Day, if the transfer request cannot be accommodated, the resident’s name will be placed on a waiting list. Because of the assignment of incoming students, transfers are not made during the last two weeks of the quarter.
There is one waiting list established for all residence halls. Names are placed
on the waiting list in the order that the requests are submitted and remain on the list until the request is granted and approved.

**Reduced Occupancy Rooms**
Students residing in partially vacant rooms who do not wish to pay an additional fee may be required to re-locate to consolidate available spaces. Opportunities to pay for a reduced occupancy room will be limited based on the occupancy needs of University Housing. When space is available, University Housing offers the option for students to live in rooms that are not filled to capacity. This is determined on a quarter-by-quarter basis. There is an additional charge for students who live in rooms that are not occupied to capacity but wish to retain the reduced occupancy. If a vacancy exists in a room or suite, residents must choose one of the following options:

- **Option 1:** Stay in the current room without a roommate and pay the appropriate reduced-occupancy rate (pending space availability in the entire housing system).
- **Option 2:** Find a person in a similar situation and become roommates (University Housing will provide assistance in locating a roommate).
- **Option 3:** If no roommate is found and Option 1 is not acceptable, residents may request the multiple occupancy rate and welcome a new roommate if the university assigns one. University Housing reserves the right to consolidate individuals in multiple-occupancy rooms.

**NOTE:** Options 2 and 3 must be completed by the 15th day of the quarter or within 15 days of a roommate’s departure in order to avoid automatic implementation of Option 1, retroactive to the date the roommate departed or to the beginning of the term—whichever is appropriate.

**Reduced Occupancy Room Charges**
This option is available only when there is sufficient space in the residence halls. This option does require the student to pay a higher room rate. If the option is offered, these rates will be made available to the student.

**Accommodations During Break**
Students are asked to vacate their rooms within 24 hours of their last final examination of the quarter (except for students with 12-month contracts.) Accommodations during break periods are not included in the contract.

**Personal Damages and/or Loss Liabilities**
The university accepts no responsibility for loss to the student because of earthquakes, fire, theft or water damage, or for loss of monies, valuables, or other personal property. University Housing has information on property insurance that is available through a private insurance carrier.

**MOVING OUT**
The student may terminate a contact at will under the provisions, terms, and conditions noted in term 15 of the University Housing and Dining Services Room and Board Contract.
Petitions to cancel for exceptional reasons must be submitted in writing to the director of University Housing and New Student Programs. Each petition will be reviewed on its merits and a decision rendered in a timely manner.

If your student wishes to move into an on-campus apartment, consult with University Housing for eligibility and availability. Moving from a residence hall to an on-campus apartment is not considered a breach of contract. Prior to the approval of their transfer, your student will be required to pay an overhead charge in the form of a mandated debit account to Dining Services as described in term 25 of the University Housing and Dining Services Room & Board Contract. The overhead charge is $100 per quarter for each quarter remaining on their residence hall contract (the current quarter counts as ONE quarter.) This pre-paid account is valid for dining purchases only and is not refundable. The account will be closed at the end of the current academic year.

If the student needs to withdraw from the university, the offices of Academic Services, Financial Aid Office (if it reverses aid), Student Affairs, and University Housing must be contacted. A waiver of University Housing Contract and contract termination fees may be granted in certain situations.

**Check-Out Procedure**

When your student vacates their residence, they must complete a formal check-out procedure with their residence hall manager, a resident assistant, (RA) or RHC. Clean the room before checkout time. At checkout time your student are required to return all university-issued keys for their room and hall. Be aware that discrepancies in their check-in and check-out information addressing damages or loss to university property may result in a charge to their account, as well as a cleaning fee when necessary.

**Improper Check Out**

Not surrendering their keys, cleaning their room, and/or restoring the room to original check-in condition (except for maintenance problems that were reported during check in) and failure to be prepared for their scheduled checkout may result in an improper check-out fee of $35, charges for unsurrendered keys, and possible liability for continuing rent.

**University Police Services**

The Department of Public Safety and Police Services is responsible for reporting crime statistics in compliance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.” Central’s annual security report is available at [www.cwu.edu/~police](http://www.cwu.edu/~police). It contains information regarding crime prevention programs, the law enforcement authority of the University Police, policies concerning the reporting of crime, crime statistics for the most recent three-year period, and other information about security that is required by law. A paper copy of the information is also available upon request by writing to: Central Washington University Police, 400 E. University Way, Ellensburg, WA 98926-7527.
GET CONNECTED!
Your student’s CWU Connection Card

After your student selects a meal plan that fits your student’s individual style, the CWU Connection Card is your student’s ticket to all dining locations on campus, and serves as your student’s campus identification card. Your student’s Connection Card is linked to their declining balance meal plan and acts like a debit card. Each time your student purchases a meal, snack, or item in one of our dining locations, they simply present their card to the cashier and the amount of the purchase is deducted from their account balance. Remember, they will need your Connection Card to make purchases in all dining locations, so don’t leave home without it!

Important facts about your student’s Connection Card

1. Your student’s Connection Card is non-transferable. ONLY YOUR STUDENT CAN USE IT. Misuse fee of $100 will be assessed if they loan their card to anyone (Listed in their contract).

2. If your student loses their Connection Card they must purchase a replacement card, for $20 ($35 if used as a key access card). Replacement fee is also in effect for cards that show intentional damage such as hole punches, writing, bite marks, etc. Cards that do not work properly due to normal wear and tear may be replaced for free.

3. Your student’s ID card is valid only as long as they are enrolled as a student at CWU.

The Connection Card Office is located in the Student Union and Recreation Center building in room 131. The office is open from 8 a.m. to 5 p.m., Monday through Friday.

CWU Dining Services

On behalf of the CWU Dining Services’ staff, it is our pleasure to welcome you to our campus community. We are dedicated and committed to providing your student with menu and product selections that are rich in variety, flavor, and nutrition. To make their on-campus dining experience the best it can be, Dining Services offers different styles of service and convenient service times throughout the day and week at newly renovated and remodeled locations.

Take some time to review the information that follows. This information provides your student with helpful descriptions of our service styles, meal plans, dining locations, employment opportunities, and special events. If your student needs help or has a question, please contact one of us and we will be happy to help your student.

Meal Plans 101

Dining options and plans

Meal plans are the easiest and most convenient way to purchase meals,
snacks, espresso, and a variety of other items on campus. Dining Services offers five different meal plans for students living in traditional university housing.

The prepaid meal plans allow residents to make purchases from all campus dining locations and convenience stores. Each plan provides dining debit dollars to a student’s account at the beginning of each quarter in three equal amounts. The four dining debit plans are:

- Plan 1 – 19 Meals a Week** Athletic
- Plan 2 – 14 Meals a Week** Large
- Plan 3 – 12 Meals a Week** Medium
- Plan 4 – 10 Meals a Week** Small
- Plan 5 – Freedom Plan (for Wahle and Anderson Hall residents)

**Number of meals is approximate.

Dining dollars are the amount of money directly deposited (approximately 35 percent) on the student’s account each quarter for food purchases. The student only pays for the price of food at the register. They do not pay sales tax! That means students pay 68 percent less than the average retail customer at all dining services restaurants. The remaining money from each plan (approximately 65 percent) contributes to operational business costs (salaries, repairs, and utilities), supplies, and operations.

Meal plans are renewed quarterly. Each quarter your student will be charged the amount of the meal plan they choose. It is university policy that if a student lives on campus in a residence hall they must purchase a meal plan. Please read and discuss the information below very carefully. Consider their customary eating habits and choose the plan that best reflects their lifestyle. Any money that remains on their plan at the end of fall and winter quarters will be added to the following quarter’s meal plan. At the end of spring quarter, remaining money will not be refunded, credited to summer quarter or the coming year.

**CWU Dining Locations**

Your student has the opportunity to dine at up to eight distinctly different dining locations on campus. These include:

- **Holmes Dining Room** in the Student Union and Recreation Center —
  - Offers an “a la carte” style breakfast followed by “all-they-care-to-eat” service for brunch and dinner.

- **Central Marketplace** in the Student Union and Recreation Center —
  - “A la carte” style of service in eight unique restaurants: Taglianno’s Pizza and Pasta; Totally Tossed Salads; Pan Asia; Lion’s Rock Broiler; El Gato Loco; Wrap and Roll Deli Bar; and the Hot Dog Stand.

- **North Village Café** (located in Green Hall in north campus) —
  - “A la carte” style of service for meals and snacks throughout the day.

- **Wellington’s** – An a la carte, waited table service located in the Sue
Lombard Room in the Tunstall Commons Dining Complex. It is open for lunch Mondays through Thursdays.

Your student may also use their meal plan at any of Dining Services’ espresso bars or convenience stores:

• Cat Trax East Espresso and Smoothie Bar — Student Union and Recreation Center
• Cat Trax West Espresso — Student ???
• NVC Espresso Bar — North Village Café & Store, north campus
• Cat’s Convenience Store — Student Union
• NVC Store — North Village Café & Store, north campus
• Coach’s Corner Espresso – Located in Building B in Wendell Hill Hall

Meals are available on campus for breakfast, lunch, and dinner, late night on weekdays, and for brunch and dinner on weekends.

NUTRITION. . . A Healthy Foundation!
Dining Services believes that nutrition is the foundation for a healthy lifestyle. We strive to offer a wide variety of food products that satisfy everyone’s needs in meeting personal dietary goals.

A registered and certified dietitian with a master’s of science degree in nutrition is contracted with our program. She is also a Central alumna. Our nutrition staff encourages your student to form balanced and nutritious eating habits as their foundation for a successful academic career. We promote a diet rich in balance, variety, and moderation. Contact the dining staff at 509-963-1585 to find out more about these services.
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<thead>
<tr>
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<tr>
<td>Academic Advising</td>
<td>963-3523</td>
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<td>963-1693</td>
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<td>Dining Services</td>
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<td>Student Financial Services</td>
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<td>University Housing and New Student Programs</td>
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