Central Washington University

University Housing
and
New Student Programs

Dining Services

2013-2014 CALENDAR
DAILY PLANNING GUIDE
AND
STUDENT CODE OF CONDUCT

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UNIVERSITY HOUSING AND NEW STUDENT PROGRAMS

This student handbook is provided to help you maximize your residence hall experience. The information contained here can help:

• Enable you to become more familiar with our residence hall system, its services, programs, facilities, staff responsibilities, policies, and procedures;
• Acquaint you with the philosophy and goals of residence hall life at Central Washington University;
• Inform you of your rights and responsibilities as a residence hall community member;
• And serve as a reference guide throughout the year.

It is important that you have an overall understanding of the CWU residence hall program. This student handbook will answer many of your questions. Please take the time to thoroughly read it and get to know more about your campus home.

In addition, residence hall staff members are valuable resources who can provide clarification and information about the residence hall and campus communities. Please feel free to address any questions to hall staff.

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)**

RHMs 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
Maintenance 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 website at www.cwu.edu/housing/residence-halls 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.

FIRST SIX-WEEK PROGRAM—PHASE IV 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. These programs are linked to your University 101 class.

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.
CENTRAL WASHINGTON UNIVERSITY 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.
YOU AND YOUR ROOMMATE

This section was prepared to assist roommates in learning about one another so they may be able to live together harmoniously. The variety of topics attempts to provide a broad cross-section of the potential encounters you will have when sharing living space. Your roommate needs to know your general personal background, your attitude and emotions, your values (feelings, attitudes, opinions), and personal preference.

The term “sharing” is most important here because residence hall living requires a concept of cooperation, whether it is with your roommate or with other residents on your floor. You can begin with a willingness to share some of yourself with your roommate. Open and honest communication usually ensures a satisfactory roommate relationship.

The questions outlined below are provided to help you get started. Take each question separately—be open, be honest, and be complete. If you have difficulty talking about an issue or subject, make note of it and tell your roommate that you would like to come back to it.

PERSONAL BACKGROUND:
You should start by using the questions below to give your roommate some basic information about yourself—where you grew up, information about your schooling, family, hobbies, interests, etc. Try to offer more than “I’m from Renton and I’m interested in the outdoors.”

Members of my family include:
I am glad to be away from home because:
I was not glad to leave home because:
I chose Central Washington University because:

PERSONAL VALUES:
In this section, you are being challenged to communicate—try and share ideas, issues, and values. Learn what you should know about each other. This is the most crucial portion of the you and your roommate section, because it will help establish the basis for your living arrangements.

How do I want our room to be utilized?
I expect our room to be…
Who will clean what and when?
How about friends and visitors in our room?
My feelings about my personal belongings are…
My feelings about smoking are…
Grades and studying are…
I prefer to study…
ATTITUDES AND EMOTIONS:
Attitudes and emotions (our feelings and how we express them) are an important part of us. We convey feelings both verbally and non-verbally. This portion of you and your roommate encourages you to clarify the emotions and attitudes that you express.

I am generally (reserved, outgoing, etc.)…
My pet peeves are…
When I am:
  …angry, I generally…
  …frustrated, I generally…
  …sad, I generally…
  …concerned, I generally…
  …excited, I generally…
  …happy, I generally…
It is (easy, hard) to talk about my feelings. Why?

TEMPERATURE OF ROOM:
Do you like the room to be hotter or cooler? When is it okay to have the windows open? If you want to change the temperature, will you discuss it with your roommate first?

SLEEPING ARRANGEMENTS:
When do you usually go to bed? How much sleep is important for you to have? Can you sleep with the light on? With music or the TV on? What time will you wake up in the morning? How do you feel about overnight guests? When is it okay to have guests spend the night? How will you discuss this with your roommate if an issue arises?

QUIET AND STUDY TIME:
How do you feel about taking naps in the room? If you were making too much noise, how would you like your roommate to discuss this with you? When do you study? Is it OK to play music or have the TV on while you study? Would you prefer to have set study times? When you are studying with a group, is it alright to be in the room?

COMMUNICATION:
What do you need when you are stressed or upset? If there is a problem between you and your roommate, how will you handle it? Is there anything else you want your roommate to know about you?

CLEANING:
How neat and clean do you like things to be? Who will vacuum, dust, take out the trash and recycling, etc? Do you prefer to have special assignments or a cleaning schedule? How often will these things be done?
PERSONAL PROPERTY?
What items can be shared and which may not? Do you mind if people use
your stereo, TV, computer, etc? Do you want to be asked before things are
borrowed?

VISITORS:
Are there times when it could be preferred that visitors not be invited to visit
the room? How do you feel about visitors of the opposite sex? How do you feel
about your roommate’s visitors using your belongings?

PHONE USE AND MESSAGES:
When and how long can the phone be used? How and where will you leave
messages if one of you is not there? If there are phone usage issues, how should
they be discussed?

OUR REACTIONS TO EACH OTHER:
Last but not least, you are at the point of drawing some conclusions and
identifying positive and negative factors in your living situation with your
roommate.

Some things that I have learned from this discussion are…
An important difference between us is…
And we will work on this by…
My roommate and I agree that we will do the following, if conflict occurs
between us…

ROOMMATE AGREEMENT
Successful roommates stick things out by helping one another through the
good and the bad times. Don’t quit on your roommate. Communication is
key in any relationship—especially with your new roommate! Developing a
positive relationship with your roommate is a process. When you move into
your residence hall, you will be provided with a roommate agreement. We
provide this agreement to you as a way to begin the process. As you write your
agreement, try to be as specific as possible. When you are finished, you and
your roommate will keep the large copy and your RA will file the small copy.

Roommates have the right...
To read and study in one’s room
To be free from unreasonable noise
To the respect and safety of personal property
To have access to one’s room and facilities without interference
To be free of intimidation, harassment, physical and/or emotional harm
To personal privacy
To host guests (within established guidelines)
To see reasonable cooperation from roommate(s)
Roommates have the responsibility…
- To adhere to rules and regulations
- To comply with reasonable requests made by staff or university officials
- To monitor and accept responsibility for the behavior of guests
- To report violations of rules and regulations to appropriate staff
- To respect the rights of others

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. The board is comprised of the following positions:
- President: Tyler Van Sickle
- Vice President/National Communications Chair (NCC): Kaitlyn Corwin
- Secretary: Chloe Hildeman
- Treasurer: Rachel Knutson

To contact the RHA office, call 509-963-7210, or e-mail cwu_rha@yahoo.com. Join the RHA Facebook group at https://www.facebook.com/groups/CWURHA. 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 campuswide-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. Board positions are as follows:
- President: Bryan Elliott
- Executive Vice President: Jacob Wittman
- Vice President for Academic Affairs: Kelsie Miller
- Vice President for Equity and Community Service: Spencer Flores
- Vice President for Student Life and Facilities: Scott Kazmi
- Vice President for Clubs and Organizations: Mary Orthmann
- Vice President for Legislative Affairs: Cassie DuBore
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 the Student Union, room 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.

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 may notify parents regarding the following conduct situations:
- Documented behavior indicating a risk of harm to self or others.
- Documented violations of the controlled substance policy.
- 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 rights and responsibilities designated university hearing officer.

Off-campus violations of underage drinking or other infractions may be referred to the CWU Dean of Student Success office 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: $96 per quarter, $193 per academic year, and $204 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.

PAYMENT
Room and board fees are due the fifth 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 associate dean of student success for student living 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.

From June 2012 through May 2013, 9,437 pounds of aluminum, 45,880 pounds of cardboard, 23,818 pounds of paper, 43,142 pounds of glass, and 13,482 pounds of plastic were recycled by CWU. REDUCE! REUSE! RECYCLE! Saving the world…one can at a time.
ROOMMATES
Residence hall staff will provide support and assistance to roommates in resolving conflicts. (Refer to Roommate Agreement on page 18.) 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, violation 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. Refer to Changing Rooms and/or Halls on page 48.

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.

SUBSTANCE-FREE COMMUNITY
Beck, Davies, Hitchcock, Meisner, Quigley, Sparks, Al-Monty, Carmody, Kennedy, Green, North, and Barto 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 Moore, Stephens-Whitney, Wendell Hill Hall, and selected Kamola and Sue Lombard rooms. Stephens-Whitney has 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 Kamola.
LIVING-LEARNING
ENRICHMENT OPPORTUNITIES
LIVING LEARNING COMMUNITIES (LLC)

ASIAN PACIFIC ISLANDER AMERICAN HOUSE
Kamola First-Year Students and Above
Members of Asia Pacific Islander American (APIA) House have an academic and personal interest in Asian Pacific American history, culture, and contemporary issues. Through organized academic and social activities such as student-led lectures, group discussions, cultural events, and community service, residents become part of a unique environment for interaction and learning. APIA House supports a close-knit community and is comparable to a home away from home.

AVIATION Wendell Hill Hall Building B First-Year Students and Above
Students involved with this program must have been accepted into the Aviation Sciences Program. Students take a series of classes together including University 101. Some examples of programs students have been involved with include attendance at the Museum of Flight, study sessions and FAA review, and community service projects with children at the local airport.

CASA LATINA Meisner First-Year Students and Above
Casa Latina is a multicultural LLC open to all students who share an interest in Latina/o heritage and culture. Casa Latina will offer a common academic experience through a variety of social and cultural events, mentoring and support programs, and community outreach activities. Join us in honoring Latina/o heritage as we celebrate diversity and transform the Central experience.

EDUCATION Kamola Sue Lombard Sophomore and above
Students anticipating a career in education or in a field of working with children or youth are eligible. Students will be enrolled in a series of classes with their peers, including University 101. These classes will help prepare students for entrance into the education program. Programs that students have been involved with include discussions with various teachers in the profession, sessions on teacher education preparation, community service in the local schools including a pen pal program, and other opportunities within the public schools.
LEADERSHIP HOUSE  Kamola  First-Year Students and above
Students interested in connecting with university leadership positions and learning about academic opportunities surrounding leadership are encouraged to participate. The Center for Excellence in Leadership, with University Housing and New Student Programs, provide students the opportunity to further their leadership skills and positively impact their campus, local, and global communities. Students involved in this program participate in monthly leadership workshops and have the opportunity to participate in the Emerging Leaders class, leadership retreats, and the Cross-Cultural Leadership program. Participation in the Leadership House can be recorded on a student’s Leadership Transcript.

MUSIC  Al-Monty  Wendell Hill Hall  First-Year Students Sophomore and above
Building A
Students with a declared or anticipated major/minor in music or who have an interest in music enrichment are eligible. Programs in the past years have included visiting the Spokane Symphony, attendance at the musical Rent in Seattle, special lessons in Taiko (Japanese drumming), and participation in vocal performances on campus.

STEP  Kamola  Sue Lombard  First-Year Students Sophomore and above
Students participating with the Science Talent Expansion Program (STEP) explore theme-based scientific issues, gain hands-on experience in modern scientific research, and develop mentoring relationships with CWU science faculty. Students accepted and involved with STEP will take a sequence of two general education classes in a small classroom setting. If interested in STEP, contact www.cwu.edu/step. Student programs in this area have included hikes on Mt. Rainier, river rafting trips, visits to the Seattle Zoo, and discussional topics including presentations on current scientific issues.

STUDENTS FOR THE DREAM  Meisner  First-Year Students and above
Students for the Dream, a residential community modeled after Dr. Martin Luther King’s “dream,” is a diverse and inclusive global learning community based on the core values of King’s philosophy of the essential dignity and advancement of all human beings.

Students living in this LLC will benefit from faculty interaction, staff support and peer mentoring; build community ties; and student black performance arts, history, hip hop, poetry, and dance. Students will enroll in two linked courses during the fall quarter—English 101 and Black Performance Culture. Students will complete 11 credits of their general education requirements in the first quarter. Students will explore their own cultures and identities, deepen their understanding of other cultures, and enhance their cross cultural communication skills.

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WILLIAM O. DOUGLAS  Barto  First-Year Students and above

Students admitted into the Douglas Honors College are eligible to live in this Living Learning Community. Faculty and students collaborate in creating opportunities of broad exposure of liberal arts and natural and social sciences. Students will integrate knowledge gained from a wide range of disciplines through critical thinking, writing, and oral communication. Students attend a series of lectures together and continue dialogues in the residence halls in colloquium groups. Interested students should call 509-963-1445 or go to www.cwu.edu/douglas-honors.

THEME COMMUNITIES
Theme communities in the residence halls connect students to enrichment beyond the academic and traditional social settings. Theme communities differ from learning communities in that the theme communities are primarily focused on common interest(s) rather than a specific area of study. Active participation is required to live in a theme community. Interested students can obtain information from University Housing and New Student Programs.

INTERNATIONAL HOUSE  Kennedy  First-Year Students and above
Students interested in becoming more involved with world issues are encouraged to participate in activities surrounding our global society. There are many opportunities for students to interact with others from international countries. Students involved in this program will have the opportunity to learn more about studying abroad, cultural experiences from other countries, and will gain cross-cultural living experiences. Programs that students have been involved with include trips to the Seattle International District, classic film series, meeting the former President of Ireland (Mary Robinson), and cultural meal programs.

RECREATION AND SUSTAINABILITY  Beck  First-Year Students and above
Housed in Beck Hall, this program will offer students the opportunity to focus on issues surrounding indoor and outdoor recreational activities. Together, with University Recreation and Intramural Sports, we hope to better connect students with CWU athletics, physical education, wellness, and other campus sports clubs. This program is for those who enjoy activities that may be done individually or in a group such as hiking, skiing, water rafting, and other indoor/outdoor activities.

WOMEN’S EXPERIENCE  Sparks  First-Year Students and above
The women’s experience, housed in Sparks Hall, is the only all-female living community on campus and works with multiple university areas including the Center for Empowerment. The purpose of this program is to promote awareness
of women’s issues including leadership, gender equity, and prevention of violence against women. There are civil contexts for discussing emotional issues, thus helping students increase their critical thinking skills and working for a just, nonviolent society. Opportunities are created for participates to gain insight, explore values, and increase personal agency in a complex world. Students may live in the all-female environment without participating in the theme community.

**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.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act affords certain rights to students concerning their education records. The primary rights afforded are the right to inspect and review the education records, the right to seek to have the records amended, and the right to have some control over the disclosure of information from the records.

Education records are those records, which are 1) directly related to a student and, 2) maintained by an institution or a party acting for the institution. FERPA gives students who reach the age of 18 or who attend a post-secondary institution the right to inspect and review their own records. An institution is not required to disclose information from a student’s education records to the parents of dependent students but may exercise its discretion to do so. University Housing and New Student Programs does not do this unless written approval has been granted by the student.

Section 952 of H.R.6, the Higher Education Amendments, allows institutions of higher education to disclose to parents violations of local, state and federal laws as well as institutional policies and rules governing use or possession of alcohol or controlled substances. Parental notification is one part of CWU’s sanctioning procedure for underage alcohol use and other university violations. (Refer to alcohol and other drugs section.) The university reserves the right to contact parents regarding matters that concern students safety and well-being.
ResNet is the broadband Internet connection provided to on-campus students living in CWU’s apartments and residence halls. Basic ResNet service, as well as technical support, is included as part of your housing contract. This service offers a 2.0Mbps download speed and a 4GB per 24 hour quota. Housing residents may upgrade to Premium Internet service for $15 a month. Premium service has a speed of 4.0Mbps down and an 8GB quota. You can sign up for the premium plan using your wildcat username and password at http://www.cwu.edu/resnet/portal/.

PERSONAL ROUTERS AND WIRELESS ACCESS POINTS
These devices are not allowed on the ResNet network and are forbidden in the Acceptable Use Policy (AUP). Failure to comply with the conditions of the AUP will result in your Internet access being disabled, and could result in disciplinary action by the Office of Student Rights and Responsibilities.

RECOMMENDED COMPUTER SPECIFICATIONS
PC: Windows 7 or 8
MAC: Mac OS X 10.5 (Snow Leopard) or greater
Other:
• Network Interface Card (NIC) or Ethernet adaptor if your computer does not have an Ethernet port.
• Network (category 5, Ethernet) cable. 15 feet is sufficient for most purposes.
• CDs for your computer’s operating system along with accompanying manuals and warranty information.
• Microsoft Office 2007, 2008, or 2010 or other compatible software.

CWU provides a free copy of Sophos AntiVirus to all students.

WIRELESS AND RESNET
Wireless internet service is only available in the following residence halls: Barto Hall, Wendell Hill Halls, Alford-Montgomery Hall, parts of Kamola Hall and Sue Lombard Hall, and the Bassetti’s: Beck, Davies, Hitchcock, Meisner, Sparks and Quigley Halls. High-speed DSL service is provided in Brooklane and Wahle. Even if your residence hall has wireless Internet, you should have a Cat 5 Ethernet cable.

SECURE YOUR SYSTEM
Be sure to keep your computer’s anti-virus software, anti-spyware protection and operating system security patches up-to-date. Virus, spyware, adware, and other malware may cause problems with your Internet connection and the general health of your computer.

As a student at CWU, you are entitled to FREE anti-virus software. Go to https://www.cwu.edu/~auxlib/sophos/index.php and logon with your wildcat credentials. Recommended free Malware Detection programs: Malwarebytes, Spybot Search and Destroy, Microsoft Anti-Spyware, Adaware.
Users of the ResNet network are required to abide by the ResNet Acceptable Use Policy (AUP). You will be required to complete a short quiz to demonstrate your understanding of the AUP before your device(s) are allowed on the network.

**RESNET ACCEPTABLE USE POLICY (AUP)**

CWU reserves the right to change this policy at will and it is the student’s responsibility to know and understand the current policy. By using ResNet you are agreeing to the following:

1. **You will** have anti-virus and anti-malware software on your computer that is kept up to date and is configured to scan weekly. If your software is not up to date it may lead to an infection which in turn may result in your network access being disabled.

2. **You will** keep your computer updated for security fixes from the appropriate software update service (Windows Update on windows computers, Software Update on Apple computers). If your computer is not up to date it may lead to virus infection which in turn may result in your network access being disabled.

3. **You will not** use ANY peer-to-peer (P2P) or file sharing programs/applications (examples include Limewire, Cabos, Gnutella, eMule, Napster, and WinMX) on the ResNet network.

4. **You will not** extend the network through the use of routers (wired or wireless), bridges, or other network hardware.

5. **You are fully** responsible for your computer, including it’s hardware, software, and any network traffic transmitted by it, regardless if this traffic was authorized by you or not. Please contact ResNet if you have questions about whether or not certain software/hardware might conflict with this AUP.

6. **You will not** use applications that consume disproportionate bandwidth, attempt denial-of-service attack(s), probe and/or exploit security holes in other systems, use unauthorized IP addresses, attempt “hacking” or “cracking”, or otherwise degrade or restrict network access for others (either on or off campus).

7. Your network access will be disabled if CWU receives complaints about or detects inappropriate behavior. You may also be subject to computer account suspension, university disciplinary action, and/or legal consequences.

8. **You may** use the Resnet network for personal uses such as: Web browsing, transferring files, playing games, chatting, “internet phone”, etc. as long as access to these services is done in a legal manner.

9. **You may** set up private servers for personal uses such as: game serving, local file sharing, or other applications as long as these file servers do not violate CWU policies, which includes but are not limited to software and music copyright protection. These servers are only to be used by CWU students and may not be made available to non-residents.

10. **You will not** use network connections in CWU housing to provide any service that is visible off campus (i.e., available on the global Internet). This applies to services such as, but not limited to, HTTP (Web), telnet, FTP, IRC, “Napster” type music sharing, game servers, and email.
11. You will not impersonate others or attempt to gain access to accounts or computers that you do not have permission to use, or spoof NIC MAC or IP addresses on any computer to gain access to the network.
12. You will not run a DHCP (Dynamic Host Configuration Protocol) server that listens on a network interface that is directly connected to ResNet.
13. You will not configure your computer to provide Internet or CWU network/ system access to anyone who is not a CWU faculty or staff member or student.
14. You will not configure your computer as a gateway into the CWU network (as a dial up server or any other means).

AUP VIOLATION PENALTIES
Penalties for AUP Violations are:

1st Offense: User’s internet/network access will be disabled for one week.
2nd Offense: User’s internet/network access will be disabled for two weeks.
3rd Offense: User’s internet/network access will be disabled until the student schedules a judicial review with the Office of Student Rights and Responsibilities for potential disciplinary actions.

During violation periods, students are able to access the university-owned computers but not their personal computers. Contact ResNet Support at 509-963-2200 for any questions about AUP violations.

FIRE SAFETY POLICIES AND EXPECTATIONS
COMBUSTIBLE MATERIALS
Combustible materials such as propane, gasoline, kerosene, and items containing combustible materials (i.e., lanterns) are not permitted in residence halls.

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 for the cost of the fire department response, in addition to fines assessed 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/EMERGENCY EVACUATION EXERCISES
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 and another evacuation exercise to meet the two-minute requirement.
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 fines.

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.

Before a fire occurs, you should prepare by knowing the location and route of your escape via the closest exit. A smoke alarm can wake you, but only an escape plan can save you.

If a fire occurs, please follow the fire safety procedures outlined below:
• Keep your head low and move quickly to the nearest exit. Crawl, if you can, so you do not breathe smoke.
• Touch the door before opening it. Before touching the door handle, cover your hand for protection. Intense heat, deadly smoke, or gas may be on the other side. If the door is not hot, cautiously open it a few inches to check for heat, smoke, or flames on the other side. Keep your head out of the way while first opening the door and be ready to slam it shut if any heat or smoke rushes in.
• Do not waste time getting dressed, looking for keys, or gathering valuables. Leave the building immediately and stay out.
• Call the fire department (911) from a safe telephone and report the location of the fire. Stay on the telephone until instructed to hang up.
• Alert other occupants of the building and the residence hall staff.

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. If the smell is noticed from an open flame or something burning, staff will enter to investigate.

SMOKING
In accordance with state law, smoking is prohibited in university buildings. This includes balconies, catwalks, and stairwells to residence hall rooms and public areas. Out of common courtesy, we ask that smokers refrain from
smoking near entrances, windows that open, and ventilation intakes, and to properly dispose of cigarette butts in appropriate receptacles. Hookahs of any type are not allowed to be activated inside residence hall spaces. Also, for those that use coals, it is reminded that used coals should not be brought into the residence halls. Electronic cigarettes are not allowed to be used inside residence hall spaces. Students may establish further policies regarding distance one can smoke from the building in community living agreements. Fines can be assessed to clean drapes for those who violate smoking policy.

**RESIDENCE HALL POLICIES AND EXPECTATIONS**

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

**ABANDONED PROPERTY**

When students leave property in the residence hall room or apartment, University Housing staff will remove the property at $45 per hour. Additionally, a storage fee of $10 per day is charged to the student for a maximum of sixty days. If the property is not claimed at the end of sixty days, it is considered abandoned property and the university disposes of this property.

If a student wishes to claim his/her property during the sixty days, he/she is required to contact University Housing office at 509-963-1831 to make arrangements.

**ALCOHOL AND OTHER DRUGS** (Student Conduct 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. The following is a list of points that summarize enforcement of the alcohol and drug policy in the residence halls:

- Controlled substances are not permitted 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 and guests 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). The guest must be 21 or older.
• 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 permitted.
• 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.
• Marijuana, including medicinal marijuana, is not allowed in any CWU facility or on the CWU campus.

In support of a substance-free and academic environment, residents living in first-year residence halls are not permitted to have any paraphernalia related to the consumption of alcoholic beverages. This includes, but is not limited to, empty bottles, cans, and containers. This helps 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 senior 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.
• You may register your bicycle with the University Police.

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 room when sleeping or away. For added security, doors are equipped with peepholes and safety chains.
• DO NOT open building doors to strangers.
• 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.

CHEWING TOBACCO
Residents are permitted to use chewing tobacco except in designated first-year 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 theme appropriate. Please see statement on Sexual Harassment on page 39.

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, Dean of Student Success 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 permitted to drop or throw objects from or at residence hall windows, balconies, 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 AND EXITING BUILDINGS
Residents and their guests may enter and exit buildings only through doors designated for entry and exit. 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 associate dean of student success for student living (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. Usage of the Barto lawn or lounge can be requested through the Barto Hall Housing 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 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.

**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 prior written authorization from University Housing may result in a charge of $50 (or actual replacement cost, whichever is greater). Please refer to Terms 13 and 28 of the Housing and Dining Services Room and Board Contract. Also, it is important to consult with your roommate prior to bringing furniture to your space so that all parties agree to have it in the room.

**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. Also refer to Trespassing policy on page 39.

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 residence hall coordinator. You 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.

**LEDGES, ROOFTOPS, AND 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, Disability Services will advise the Associate Dean of Student Success and a final decision will be made 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 Associate Dean of Student Success. Determination of eligibility is made on a case-by-case basis by Disability Services/ADA compliance officer and the Associate Dean of Student Success. 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.

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. A pornographic theme in community space is never appropriate. If you need assistance, please contact the Wildcat Wellness Center at 509-963-3213.
SKATEBOARDING
Skateboarding is permissible on campus in compliance with WAC 106-116-856. Use of skateboards and similar types of devices is not permitted in any university building.

SOLICITATION AND POSTING
Organizations may not solicit in the halls unless it’s directly related to residence living. Approved solicitation requires prior approval 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 by the associate dean of student success for student living, materials need to be delivered to the University 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, running, skateboarding, riding bicycles, and the tossing, throwing, or kicking of any items. Use of skateboards and similar types of devices is not permitted in any university building.

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. Also refer to Guests/Escorts policy on page 36.

WATERBEDS
Waterbeds are not allowed in university housing.

DISCIPLINARY PROCEDURES AND SANCTIONS
University Housing and New Student Programs, in conjunction with the Office of Student Rights and Responsibilities, 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 Rights and Responsibilities staff
• Hearing and/or meeting with residence hall coordinator
• Hearing with University Housing office
• Hearing with the associate dean of student success for student living problem solving group

PARENTAL NOTIFICATION
CWU may notify parents when their underage (under 21) student has a second- or third-time violation of campus alcohol policies or state laws. First time notification of parents may occur if the violation includes a medical emergency, vandalism, any violence, or gross disrespect of residence hall staff or law enforcement officials. Students will also be required to attend the “Prime for Life” prevention class (with a $20 fee) for all first- and possible second-time violators. Failure to attend “Prime for Life” could result in required attendance at an off-campus assessment (costing up to $100). Third-time violation of policies and/or laws may result in suspension or deferred suspension, if recommended by the CWU Office of Student Rights and Responsibilities.

Violations of local, state, or federal laws while on or off campus may be referred to the CWU office of student affairs for sanctioning through the discretion of local court officials, law enforcement agencies, or university officials.

DUE PROCESS
• An electronic and hard-copy letter from Office of Student Rights and Responsibilities will be sent to the student.
• The letter will indicate incident date, alleged policy violation, and timeline for meeting.
• Student will receive a copy of the Student Conduct Code prior to the meeting with the conduct officer.
• Meeting with student and university hearing officer will take place to determine outcome determined of alleged policy violation and responsibility.
• If student fails to appear at the scheduled hearing, the university hearing officer will review and decide responsibility and sanctions without the student present or place a hold on the student’s account.
• Letter indicating meeting and outcome will be sent to the student.
• The only sanctions 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 hearing, one or more of the following sanctions may occur:
• No action
• Verbal warning
• Assign one or more educational expectations
• Issue an official warning
• Require payment of fines or damages
• Issue a probation
• Issue a deferred suspension
• Issue a suspension
• Eviction
• Expulsion
• Community service hours
• Trespass from residence halls

For a full account of procedures, sanctions, and general university policies, refer to the Student Conduct Code in the university catalog or see page 51.

**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 Associate Dean of Student Success for Student Living, Central Washington University, 400 East University Way, Ellensburg WA 98926-7513.

**SERVICES RENDERED BY THE UNIVERSITY**

**CABLE**
Basic cable TV along with Showtime® 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. If you are having problems with your cable, contact University Housing. Do not contact the local cable company.

**CAMPUS TV**
Each room receives enhanced cable television offering over 60 channels. For additional services contact Charter Communications (1105 E. 10th Ave.) at 509-933-2201.

**E-MAIL/COMMUNICATION AND NOTIFICATION**
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. In addition, all student conduct information will be sent to your e-mail account and students are accountable to any meetings sent via e-mail.

**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**
Mail is delivered directly to the residence halls on regular postal delivery days (Monday through Friday—excluding holidays). An outgoing mail collector is available in each hall. If a resident receives a package via the postal service, the residence hall manager or RA places a note in their mailbox. To receive packages, contact the RA on duty during office hours and exchange the note for the package. Students should ensure that their mailing addresses are updated in Safari for summer mail to be properly forwarded.

**PACKAGE DELIVERY**
Delivery services (e.g. UPS, FedEx) deliver packages to the University Housing office. Once a package is delivered to the office, an e-mail is sent to the CWU student e-mail account. Packages are received after noon on weekdays. Likewise, residents who are expecting a package should call the office at 509-963-1323 to inquire if the package was received. Office hours are Monday through Friday, 8 a.m. to 5 p.m. Photo identification is required.

**TELEPHONE**
Telephone numbers (including cell phones) should be updated in the SAFARI system. Basic telephone service is included in room and board fees. The following features are available:

- **Call waiting:** Hear a brief tone indicating a call is waiting. Press the disconnect button quickly and answer the second call. Press again to return to first call.
- **Cancel call waiting** (handy when using a computer modem): Hear a dial tone and dial 70 (hear a second dial tone).
- **Call trace:** Hang up on harassing calls. Pick up telephone again immediately and dial *57 (hear an announcement), press 1, then listen for confirmation announcement that the call has been traced. The number traced will be recorded at the telephone office. Residents may wish to contact the proper authorities.
• Three-way calling (conference calling): Put the first call on hold by pressing and releasing the disconnect button on the telephone. Wait for three beeps and a new dial tone. Make the second call. When that person answers, press and release the disconnect button to connect all three. If the second person’s line is busy or not answered, push the disconnect button twice to return to the original call.
• Call transfer: Follow the same instructions as for three-way calling to transfer the call within residence halls. Hang up after the two parties are connected.
• Last call return: Pick up the handset and dial *69. After hearing the telephone number of the last incoming call, place a call to that number by pressing 1.
• Continuous redial: After hearing a busy signal, hang-up. Pick-up the telephone and press *66. The telephone will check the number for thirty minutes. A special callback ring alerts users when the line becomes free. Pick up the handset to automatically place the call. To cancel continuous redial, press *86.
• Per-call blocking: Blocks the delivery of your name and number to the location you are calling for the length of one call only. Press *67.

Listed below are features that can be added to your line at no additional charge upon your request. Stop by FairPoint Communications at 305 North Ruby Street, or call 800-400-5568 to add these features to your phone line:
• Caller ID - number only
• Enhanced call waiting display
• Call forward - busy
• Call forward - no answer

**Voice Mail**
Voice mail turns your touchtone telephone into the most complete answering system available today. Messages can be retrieved from your home phone or from any phone, anywhere, anytime. When you have messages waiting, you will hear a stutter dial tone instead of a regular dial tone when you pick up your telephone. Voice mail is available for an additional fee. For more information, stop by FairPoint Communications, call 800-400-5568, or find it on the Web at [www.fairpoint.com](http://www.fairpoint.com).

**Level 1 Voice Mail**  **$6.50 per month**
With Level 1 Voice mail all you need to get started is a touchtone phone. You can receive up to 20 personal messages and the system will store your messages for seven days. Each message you receive can be kept to two minutes long, and you will be told the date and time that each message was received.

**Level 2 Voice Messaging**  **$7.00 per month**
With Level 2 Voice mail, for just 50¢ more, you get all the Level 1 features with two nice enhancements—you can send messages to other Voice Mail subscribers, and you can receive messages while you’re on the phone.
Level 3 Enhanced Voice Messaging  $8.25 per month
This level has it all. Not only do you get the benefits of Level 1 and Level 2, you also get more features like 30 total messages that can be stored for up to 14 days. The system can also call your page to let you know you have messages. The Level 3 Voice Mail box adds a full 60-second greeting length. Other features are group messaging, where you can record one message and send it to a list of people, or create separate mailboxes for members in your household or for employees at your business.

Dialing Instructions
• On-campus calls - dial 963-XXXX
• Campus operator/campus directory service - dial 963-1111
• Emergency - dial 911
• Local calls - dial seven digits
• Toll-free calling - dial 1-800 (or 888) + the toll-free number
• Operator assisted/credit card calls - Dial 0 + area code + seven-digit number
• Service reports (local) - dial 925-4124
• FairPoint Communications customer service or billing - dial 800-400-5568
• Local and long distance directory assistance - dial 411

Harassing Telephone Calls
Harassing telephone calls should be reported to University Police at 509-925-8534. If the calls are persistent, keep a log of them including date and time of the calls.

Special Telephone Instructions
The university does not sell telephone service. In order to make long distance calls on residence hall room phones, you may: 1) call collect, 2) bill the call to a third number, 3) use personal credit card, or 4) use a pre-paid phone card.

Collect Calls
Collect calls cannot be received at campus telephone numbers.

UTILITIES
The university provides heat, electricity, local telephone service, and basic cable TV service to each room, plus water and sewer services to bathroom areas. Centrally located refuse/recycling containers are supplied for your garbage needs.

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 your name, residence hall, room number, and telephone number. Please be very specific about the problem and location. We want to help keep your residence hall and room in an orderly condition by repairing items when they become faulty or damaged.

If a problem occurs after normal business hours or on weekends, call your residence hall manager or RA and he/she will determine if the problem is severe enough to call a maintenance person. If you cannot locate your residence hall manager or RA and you believe there is an emergency maintenance problem, call facilities services at 509-963-3000 and they will notify the appropriate people. Please use common sense when determining an emergency. If you call University Police to report an emergency and a maintenance person is called, you may be charged for their time if it is not an emergency.

The definition of emergency maintenance is:

• Something that could or will cause physical harm to resident(s)
• Something that could or will cause physical damage to property or structures

Examples of emergency situations that require maintenance personnel to be called are:

• Gas leaks
• No heat (outside temperature is below 50 degrees)
• No electricity
• Water leaks or broken water lines
• Frozen water pipes
• Plugged sewer lines and/or toilets

Examples of non-emergency situations that do not require maintenance personnel to be called after normal business hours are:

• No hot water
• No heat when temperature is above 50 degrees
• Removing objects from drains such as contact lenses, rings, etc.
• Plugged sinks or bathtubs

Report all necessary repairs immediately—minor problems can quickly become major ones with major repair costs to match. All maintenance costs to university housing are eventually reflected in room and board rates. If your neglect or abuse causes damage, you are liable for repair/maintenance.

Residents are not permitted to modify either the inside or outside structure of their room or the room area without written permission from University Housing and New Student Programs. This includes: adding additional shelving, painting, papering, installing air conditioning units, or antennas.

Maintenance personnel usually are on a tight schedule and unable to perform maintenance that is not listed on the work order. If you need additional maintenance repairs, call and request another work order.
MAINTENANCE PERSONNEL RESPONSE PROCEDURE
The university shall respect the student’s right to privacy. However, the university maintains the right to have authorized entry into your room when there is reasonable cause to believe that:

- There exists an immediate threat to the health or safety of the occupants
- There exists a need to protect property (university or private)
- It is necessary for university personnel to close and secure a room or to repair, replace, or inspect university property

The university also reserves the right to enter a room without notice during reasonable hours when necessary to provide maintenance, service, repairs, improvements, etc., or to make inspections when no one is home. A card will be left by maintenance or housing personnel stating when they were in your residence hall room and what was done. The times between 9 a.m. and 5:30 p.m. have been designated as reasonable maintenance times.

When responding to a maintenance request or need, staff are to:

- Knock on the door of the room, wait 15 to 20 seconds, and knock again. If there is no answer at the door or no indication that someone is home, they are to use their master keys, open the door six or seven inches and call out to see if anybody is home by announcing themselves. If there is no answer, they are to proceed into the room and do the necessary work.
- Clean up behind themselves after a job is completed.
- Report any breakage or damage beyond normal wear and tear for billing to the resident.

Report all pest concerns to University Housing and New Student Programs at housing@cwu.edu or via phone at 509-963-1831.

BATHROOMS
Residents are responsible for cleaning bathrooms in their rooms or suites. Common-use bathrooms are maintained by the custodial staff, but please be respectful of other residents and custodial staff and keep them clean. Notify residence hall staff and/or Facilities Management at 509-963-3000 of any maintenance problems.

RADIATORS
Each room is equipped with its own steam radiator that is controlled by adjusting the thermostat mounted on the wall of the room. During freezing weather, NEVER COMPLETELY TURN RADIATORS OFF! Doing so may cause the radiator to freeze and result in extensive water damage. The cost of repair is the RESIDENT’S responsibility. Keep electrical wires away from heat sources; the vinyl covering can melt and create a hazard. Problems with the radiators should be reported to Facilities Management at 509-963-3000.
MOVING IN
CHECK-IN PROCEDURE
When you arrive on CWU’s campus, report directly to your assigned residence hall. At your residence hall, you will be greeted by your residence hall manager, RHC, and/or resident assistants (RAs). You will also receive information on your new home and go through a formal check-in procedure with one of the above people. At this time, you will receive a room key and residence hall inspection form that must be carefully reviewed. It is your responsibility to note additional comments or discrepancies listed on the form. Make sure to alert a staff member about your concerns with the room so that they can contact the maintenance staff to fix any problems.

Once your room inspection is completed and the inspection form is signed, you will receive additional keys to your new home. Residents receive an entry key, a room key, and a mailbox key. If your residence hall has mailboxes with combinations, you will be supplied with the combination. Please do not lose your keys. If keys are lost, a re-key charge is assessed to your student account (see Term 28 of your University Housing and Dining Services Room and Board Contract). The keys should always be in your possession.

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 Associate Dean for Student Life 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. Refer to Roommates on page 23.
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.

CONSOLIDATION OF LIVING SPACE

Pending space availability, reduced room/suite occupancy may be an option.

REDUCED OCCUPANCY ROOM CHARGES

As approved by the university’s board of trustees, listed below are the rates for special options for the 2013-2014 academic year (except in Kamola, Sue Lombard, Wendell Hill Hall, and the new residence hall).

1) Super-single room—only one student residing in a double-occupancy room: $2,352 for fall quarter, $2,005 for winter quarter, and $1,718 for spring quarter, totaling $6,075 for the academic year.

2) Triple-occupancy room used as a double-occupancy room—two students residing in a room designed for three people: each student is charged $2,105 fall quarter, $1,790 winter quarter, and $1,529 spring quarter, totaling $5,424 for the academic year.

3) Triple-occupancy room used as a single-occupancy room—one student residing in a room designed for three people: the
student is charged $2,352 fall quarter, $2,005 winter quarter, and $1,718 spring quarter, totaling $6,075 for the academic year. Three-person suite used as a double occupancy suite (private bathroom)—two students residing in a suite designed for three people: each student is charged $2,129 fall quarter, $1,812 winter quarter and $1,547 spring quarter, totaling $5,488 for the academic year.

4) Two-or-three-person suite used as a single-occupancy suite (private bathroom)—one student residing in a suite designed for two or three people: the student is charged $2,993 fall quarter, $2,562 winter quarter, and $2,207 spring quarter, totaling $7,762 for the academic year. (This option requires permission from the associate dean for student success.)

If you occupy a space that is not assigned to you in a room or suite, you may be subject to these charges.

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 / 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
TERMINATION OF CONTRACT
The student may terminate this contract 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 senior 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 you wish 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 your transfer, you will be required to pay an overhead charge in the form of a mandated debit account to Dining Services as described in Term 15 of the University Housing and Dining Services Room and Board Contract. The overhead charge is $100 per quarter for each quarter remaining on your
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), Dean of Student Success, and University Housing must be contacted. A waiver of University Housing Contract and contract termination fees may be granted in certain situations. Students are required to vacate within 24 hours of withdrawal.

**CHECK-OUT PROCEDURE**

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

**IMPROPER CHECK OUT**

Not surrendering your keys, cleaning your 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 your 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.

**STUDENT CONDUCT CODE**

(Refer to WAC 106-120 for complete code. Revisions and current policy available in the Office of Student Rights and Responsibility in Bouillion Hall, room 204. Please refer to the most up-to-date policies on the Web at [www.cwu.edu/student-success/student-rights-and-responsibilities](http://www.cwu.edu/student-success/student-rights-and-responsibilities).

I. GENERAL POLICY

C. Cooperation with Law Enforcement Agencies

Central Washington University distinguishes its responsibility for student
conduct from the controls imposed by the larger community beyond the university, and of which the university is a part. When students are charged with violations of laws of the nation or state, or ordinances of the county or city, the university will neither request nor agree to special consideration for students because of their status as students, but the university will cooperate with law enforcement agencies, courts, and any other agencies in programs for rehabilitation of students.

Central Washington University reserves the right to impose the provisions of this policy and apply further sanctions before or after law enforcement agencies, courts, and other agencies have imposed penalties or otherwise disposed of a case.

II. PROSCRIBED CONDUCT
A student shall be subject to disciplinary action or sanction upon violation of any of the following conduct proscriptions:

1. **Disruptive and disorderly conduct** which interferes with the rights and opportunities of other students to pursue their academic studies:

2. **Academic dishonesty** in all its forms including, but not limited to:
   a. Cheating on tests.
   b. Copying from another student’s test paper.
   c. Using materials during a test not authorized by the person giving the test.
   d. Collaboration with any other person during a test without authority.
   e. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an unadministered test or information about an unadministered test.
   f. Bribing any other person to obtain an unadministered test or information about an unadministered test.
   g. Substitution for another student or permitting any other person to substitute for oneself to take a test.
   h. Plagiarism, which shall mean the appropriation of any other person’s work and the unacknowledged incorporation of that work in one’s own work offered for credit.
   i. Collusion, which shall mean the unauthorized collaboration with any other person in preparing work offered for credit.

3. Filing a formal complaint with the Office of Student Rights and Responsibilities and falsely accusing another with having violated a provision of this code.

4. **Furnishing false information** to any university official, especially during the investigation of alleged violations of this code.

5. **Furnishing false information** to the Student Conduct Council with the intent to deceive, the intimidation of witnesses, the destruction of evidence with the intent to deny its presentation to the Student Conduct Council, or the Office of Student Rights and Responsibilities when properly notified to appear.

6. Intentionally **setting off a fire alarm** or reporting a fire or other emergency or tampering with fire or emergency equipment except when done with the reasonable belief in the existence of a need therefore.
7. **Forgery, alteration, or misuse** of university documents, records, or identification cards.

8. **Sexual assault** in any form, including stalking and other forced and/or nonconsensual sexual activity in any form, including sexual misconduct.

9. **Actual or attempted physical/emotional abuse** of any person or conduct which threatens or endangers the health and safety of any person or which intentionally or recklessly causes a reasonable apprehension of harm to any person.

10. **Harassment** of any sort or any malicious act which causes harm to any person's physical or mental well being.

11. Recklessly engaging in conduct which creates a **substantial risk of physical harm** to any person.

12. Creating **noise** in such a way as to interfere with university functions or using sound amplification equipment in a loud and raucous manner.

13. **Theft or malicious destruction, damage, or misuse of university property**, private property of another member of the university community, whether occurring on or off campus; or theft or malicious destruction, damage, or misuse on campus of property of a nonmember of the university community.

14. Unauthorized seizure or occupation or **unauthorized presence** in any university building or facility.

15. Intentional **disruption** or obstruction of teaching, research, administration, disciplinary proceedings, or other university activities or programs whether occurring on or off campus or of activities or programs authorized or permitted by the university pursuant to the provisions of this document.

16. Intentional participation in a **demonstration** which is in violation of rules and regulations governing demonstrations promulgated by the university pursuant to the provisions of this document.

17. **Unauthorized entry** upon the property of the university or into a university facility or any portion thereof which has been reserved, restricted in use, or placed off limits; unauthorized presence in any university facility after closing hours; or unauthorized possession or use of a key to any university facility.

18. **Possession or use on campus of any firearm**, dangerous weapon, or incendiary device or explosive unless such possession or use has been authorized by the university.

19. Possession, use, or distribution on campus of any **controlled substance** as defined by the laws of the United States or the state of Washington except as expressly permitted by law.

20. Violation of the university policy on alcoholic beverages which states:
   a. Persons 21 years of age or older may possess and/or consume alcoholic beverages within the privacy of their residence hall rooms or apartments (within University Housing guidelines). Washington State law provides severe penalties for the possession or consumption of alcoholic beverages by persons under 21 years of age and for persons which furnish alcoholic beverages to
All university students should be aware of these laws and the possible consequences of violations.

b. The university does not condone the consumption of alcoholic beverages by minors at functions sponsored by Central Washington University organizations. Organizations are held responsible for the conduct of their members at functions sponsored by the organization and for failure to comply with Washington State law.

c. The Student Conduct Council may place on probation any organization or prohibit a specific campus social function when the consumption of alcoholic beverages has become a problem of concern to the university.

21. Conduct which violates the university policies on computer uses.
22. Violation of clearly stated proscriptions in any published rule or regulation promulgated by any official campus committee, commission, or council acting within the scope of its authority.
23. Violation on or off campus of any university policy, city, county, state, or federal law. This includes participation in any university sponsored activity.
24. Conspiracy to engage in hazing or participation in hazing of another.
25. Failure to comply with the directive of a university official acting in the scope of authority may result in disciplinary action.
WELCOME TO 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 you with menu and product selections that are rich in variety, flavor, and nutrition. To make your 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 you with helpful descriptions of our service styles, meal plans, dining locations, employment opportunities, and special events. If you need help or have a question, please contact one of us and we will be happy to help you.

Again, it is our pleasure to welcome you to campus and we look forward to having you as our guest!

Sincerely,

CWU DINING SERVICES MANAGEMENT TEAM

CWU DINING SERVICES
400 East University Way
Ellensburg WA 98926-7588
www.cwu.edu/dining
509-963-1591
OUR MISSION

Dining Services strives to provide outstanding food and customer services to students, faculty, staff, and guests of the university. We are committed to helping students discover a healthy lifestyle through sound nutrition, great food, and exercise.

USING THE WEB

Dining Services maintains an active Web page to provide the latest information about what is happening. Check out dining locations, service hours, and menus from your room or a computer lab on campus. You can also check out weekly specials, the date of the next exciting dining events, or contact us with your questions or comments. Our address is: www.cwu.edu/dining. Our website also provides access to our menus and nutritional information. We are also available on Facebook.

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 – 18 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 – Liberty Plan (for Kennedy 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 you will be charged the amount of the meal plan you choose. It is university policy that if you live on campus in a residence hall you must purchase a meal plan. Please read and discuss the information below very carefully. Consider your customary eating habits and choose the plan that best reflects your lifestyle. Any money that remains on your 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.

**PRICING**

Pricing in campus dining facilities is competitive with prices throughout the Kittitas Valley. Every summer our “pricing committee,” made up of students, staff and management, visits a variety of restaurants, espresso bars, and grocery stores to gather prices on items similar to those sold on campus. Dining Services management reviews these prices, then takes into consideration our cost of goods, labor, and overhead (utilities and debt service) to establish campus pricing. Our goal is to cover expenses and provide excellent food at a fair value.

**YOUR MEAL PLAN TOP FIVE**

1. Each plan is an account set up with prepaid dining dollars for purchasing meals and snacks on campus. The cost of each meal/food item you purchase is deducted from your meal plan account balance.

2. Your meal plan option may be changed at the beginning of each quarter, until the “Add-Drop” period closes. Otherwise no changes will be allowed. These changes are made at the Connection Card office in the Student Union and Recreation Center or online at [www.cwu.edu/dining](http://www.cwu.edu/dining).
3. Unused dining dollars in your meal plan account carry over from fall quarter to winter quarter and winter quarter to spring quarter. There are no refunds or credits of unused dining dollars at the end of spring quarter. You are responsible to manage your meal plan account balance. The Connection Card or Dining office staff can assist you in reviewing the meal plan options you have selected to make sure you are getting the best dining value.

4. You may purchase meals/snacks for guest(s) with your meal plan account. Your meal plan allows you to purchase food and snacks up until 10 p.m. five days a week. Refer to the Meal Schedule on our Web page for specific times.

5. If you run short on dining dollars, additional money can be added in increments of $20 at the Cashiers Office in Barge Hall or at the Connection Card office in the Student Union and Recreation Center.

**GET CONNECTED!**

**YOUR CWU CONNECTION CARD**

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

**IMPORTANT FACTS ABOUT YOUR CONNECTION CARD**

1. Your Connection Card is non-transferable. ONLY YOU CAN USE IT. Misuse fee of $100 will be assessed if you loan your card to anyone (Listed in your contract).

2. If you lose your Connection Card you 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 ID card is valid only as long as you 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.

**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 you to form balanced and nutritious eating habits as your foundation for a successful academic career. We promote a diet rich in balance, variety, and moderation. Contact the dining staff at 509-963-1591 to find out more about these services. Students will have access to Web menus where they will be able to view the menus at each location and the nutritional content of each menu item.

We have a nutrition kiosk located in Holmes Dining Room. It offers our weekly menus and all the nutrition to go with them. You can also access it from your Safari account, Internet Explorer, and Firefox 3.6 if you are on campus.

**CWU DINING LOCATIONS**

You have 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 all-you-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.

You may also use your meal plan at any of Dining Services’ espresso bars or convenience stores:

- **Cat Trax East Espresso and Smoothie Bar** – in the Student Union and Recreation Center
- **Cat Trax West Espresso** – in the Student Union and Recreation Center
- **NYC Espresso Bar** – in North Village Café & Store, north campus
- **Cat’s Convenience Store** – in the Student Union and Recreation Center
- **NVC Store** – in North Village Café & Store, north campus
- **Backstage Coffee House** – in the Milo Smith Tower Theatre, south campus
- **Coach’s Coffee House** – in the Wendell Hill Residence Hall, Building B, north campus

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

You may select from two styles of daily meal service.

- **All-you-care-to-eat dining** provides complete meals at brunch and dinner. Holmes Dining Room in the Student Union and Recreation Center. Different entrée selections are offered daily, along with a variety of beverages, salads, and desserts. Food may not be taken from the Holmes dining area.

- **A la Carte dining** is featured at the Central Marketplace restaurants; Cat Trax West Espresso Bar; Cat’s C-Store; Cat Trax East Espresso & Smoothie Bar, and North Village Café & Store. These locations offer you the option and convenience of stopping in and buying food when you are hungry. Food purchased at an a la carte dining location can be taken out of the dining area with you to where ever you want to eat.

**CAT’S C-STORE AND NORTH VILLAGE CAFÉ & STORE**

**CONVENIENCE IN A STORE!**

Dining Services operates two convenience stores on campus to support your dining needs. Cat’s C-Store is located in the Student Union and Recreation Center and the North Village Café & Store is located in Green Hall. Both stores feature a wide selection of popular beverages, snacks, frozen entrees, novelties, and health and beauty aids. The stores are open seven days a week. Please refer to the meal schedule on the Dining Services Web page for exact store hours.

While Dining Services offers students “Meal Plan Options,” Dining Services does not view all locations as “meals.” If you use your meal plan money in the Espresso locations, C-Stores, or Coach’s Coffee House, you do not receive the same discount as you receive at Holmes Dining Room, Central Marketplace, North Village Café, or Wellington’s.

**READ THE CONTRACT**

The University Housing and Dining Contract you have signed has some very specific points with which you should be familiar. Important information pertaining to your meal plan is listed there. Please refer to your Residence Hall Guide or the Office of University Housing and Dining Services Web pages for a complete copy of the contract.

It is your responsibility to be familiar with this information. If you have a question on any aspect of the contract please call Dan Layman, director of dining services, at 509-963-1332, Edwin Torres-Pagan, senior retail dining manager, at 509-963-1778, Laurie Wirt, service manager, at 509-963-1039, the Dining Services office at 509-963-1591.
EARNING EXTRA CASH

STUDENT EMPLOYMENT

If you enjoy the hustle and excitement of food service and would like to have a great outlet for your creative energies, consider employment as part of our staff. We offer a fun place to work and meet new friends, along with the opportunity to earn some extra cash.

Below is a list of a few of the jobs students perform on our staff:

• Cashiers
• Kitchen aides
• Custodial assistants
• Ware washing staff
• Espresso baristas
• Student managers
• Servers
• Warehouse aides

Pay begins at minimum wage for most positions. Contact the Dining Services staff at 509-963-1591 to find out more information or to submit an application.

SPECIAL EVENTS

Several special dining events are planned throughout each school year. Check out Dining Services’ Web page for exact dates, times, and locations, or watch for table tents and/or posters that will announce details and locations of each event.

FALL QUARTER 2013:
• CWU Dining Services Theme Dinner
• Holiday Dinner

WINTER QUARTER 2014:
• Crab Feed
• Mardi Gras

SPRING QUARTER 2014:
• Cinco de Mayo
• Blast from the Past
• Student Appreciation Day Barbecue
• Graduation Day

HOURS OF OPERATION

Please refer to Dining Services’ Web page for up-to-date dining hours on campus. Dining Services posts daily food/soup offerings for Holmes Dining Room, Central Marketplace, and North Village Café in Central Today which is e-mailed daily to the campus community.
ROOM AND BOARD CONTRACT
TERMS AND CONDITIONS 2013 - 2014

This contract is contingent upon the applicant’s academic admission to Central Washington University and maintenance of enrolled status with a minimum of seven quarter hours. Hereafter, you, the applicant and future student, will be referred to as the “Student,” and Central Washington University will be referred to as the “University.” The Student’s signature on the Room and Board Contract Form indicates agreement to abide by all the rules and regulations herein.

Please consult the following Table of Contents for the section number to reference your particular questions.

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1. **Term of Agreement:** This agreement is for the entire academic year or that portion remaining at the time of admission. No cancellation may be considered except as noted in Section 15. **The Student is entitled to space in residence halls and meal services as provided by the meal plan offered by the University and selected by the Student pending space availability.** Meal services will not be furnished to the Student under this contract during the Thanksgiving holiday break (closed after dinner on November 27 through November 30, 2013; open for dinner December 1, 2013.) Meals also will not be provided during academic quarter breaks. Term of this contract shall be from September 20, 2013, through June 14, 2014, with the exceptions of winter and spring quarter breaks: December 14, 2013, through January 2, 2014, and March 22 through March 29, 2014, respectively. The University Housing Office will be closed on Wednesday, January 1, 2014.

2. **Space Confirmation:** Assignment of space by the University constitutes final acceptance of the terms and conditions of the contract. This includes acceptance of the obligation by the Student to abide by and support the rules and regulations as set forth by the University. The University reserves the right to terminate any contract if the Student is in violation of these rules or regulations. Students who have their contract terminated by the University will be subject to the same fees as outlined in Section 15.

3. **Loss and Damage:** The University accepts no responsibility for loss to the Student due to earthquakes, fire, theft, water damage and similar acts of God, or for loss of monies, valuables and other personal property of the Student due to the Student’s negligence.

4. **Rate Increases:** The rates for the academic year may be increased by no more than 5 percent for emergency purposes by directive authorized by the University’s Board of Trustees. Rates may change according to approval of the University’s Board of Trustees on an annual basis.

5. **University Entry:** The University reserves the right to have authorized personnel enter any unit for the purposes of inspection, repairs and/or other official business.

6. **Student Damages:** Each Student is personally responsible and liable for his or her prorated share of the University’s cost for replacement or repair incurred as a result of any loss or damage to the structure in which they are housed, and all damages to (reasonable wear and tear as determined by the University excepted) or losses of any University property furnished under this contract. Damages in community areas could result in an equal assessment of damage charges to members within that living community or appropriate members as deemed by University Housing.

7. **Assignment:** The University reserves the right to reassign individuals to different rooms, residence halls or dining halls at any time in the event such reassignment is deemed necessary by the University. This also includes students assigned into temporary assignments.
8. **Accommodations During Break Periods:** Students must vacate their rooms within 24 hours after termination of student status or their last final examination of the quarter. Penalties will be charged to the Students if they reside in University facilities between quarters or beyond the limits of their contract without prior consent of the University. Exceptions to remain in a Student’s assigned space require prior approval from University Housing. With the exception of approved 12-month contracts in Wahle, living on campus in an assigned space or in conference facilities during break periods is not included in the Contract. For fees and availability, contact University Housing.

9. **Pets:** The Student is not permitted to have cats, dogs, or any other animals in the residence halls except for aquarium-bound fish in tanks no larger than 25 gallons. Violation of this policy will result in fees and/or disciplinary action.

10. **Firearms Policy (WAC 106-124-700):** No person shall have in his possession any gun, pistol, firearm, explosive, dangerous chemical, or other dangerous weapon or instrument (including paint guns) 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.

11. **Live-In Requirement:** All single freshmen students under 20 years of age who are not living with their parents or certain relatives must live in the residence halls as required by WAC 106-156-010 and WAC 106-156-011. Running Start students, regardless of class standing, also must live on campus for one academic year.

12. **Reassignment of Space:** The premises are to be used solely for residential purposes of those assigned by the University. The Student may not assign or sublet the whole or any part of the premises or contract, and may not allow anyone to reside within the building more than three days and two nights in a given week.

13. **Alterations:** The Student must secure the written permission of the University before altering any portion of the room or University-owned equipment or furnishings. Furniture or appliances may not be moved from one room to another or removed from the assigned unit without written permission from University Housing.

14. **Services Provided:** The University shall furnish heat, electricity, Internet, and local telephone service (Student to provide telephone instrument) to the space to which the Student is assigned, plus water and sewer services to the bathroom areas. The University will provide basic TV/FM cable service, including one designated premium channel. The Student must provide cable connection from the wall to the TV/FM receiver unit. The University shall have the right to temporarily interrupt such utilities or services where necessary because of accident, emergency, repairs, alterations, or improvements which, in the judgment of the University,
are deemed necessary or desirable. No reduction or waiver of rent or other compensation may be claimed by the Student, nor shall this contract or any of the obligations of the Student be affected or reduced by such interruption.

15. **Termination of Contract:**

A) **By the University for Default or Breach:** The University may give the Student 10 days notice (Twenty-four or 48 hour notice of eviction if the student has been found in violation of the student judicial code or housing policies.) of intention to terminate this contract and may thereafter terminate the contract in the event of any of the following circumstances:

1) The Student is in default in payment of the contract for more than 10 days;
2) The Student breaches, violates, fails to perform or is in default of the performance of any of the terms and conditions or covenants of this contract. In the event this contract is terminated in accordance with the provisions of this section, the Student shall be required to surrender the assigned room and its fixtures to the University under the same terms, conditions, and covenants as would apply under this contract if the surrender were to take place at the completion of the contract. In the event that this contract is terminated for default or breach by the Student, the University may re-let the assigned room and fixtures or any part thereof in the name of the University on such terms and conditions as the University may determine. Loss of student status, including graduation, falls under this category and will result in contract cancellation.

No termination of this contract in accordance with the provisions of this section shall relieve the Student of his/her liabilities and obligations under this contract. All such liabilities and obligations shall survive any such termination. The provisions of this section relating to the rights of the University upon default or breach by the Student shall survive the termination or expiration of this contract.

All Students requiring processing for termination for breach of contract or any part thereof are assessed an additional $50 fee to cover the processing costs.

B) **By the Student:** The contract may be cancelled with liquidated damages consisting of $200 (administration fee which equals the $200 deposit), $300 per term or any part thereof for housing, and $300 for dining per term remaining on the residence hall contract. Of the remaining balance on your residential meal plan, the current quarter dining dollars will be credited to your student account based on actual usage. The rollover dining dollars from previous quarter(s) will be moved to a meal plan designated for closed academic residence hall meals. The unused portion of this plan will revert to Dining Services at the end of the academic year. The rates set each year represent a commitment among the residents to support the total residential community with their payments.
and participation in the programming designed to enrich their college experience and increase their opportunity for academic and out-of-class learning success. EACH STUDENT IS EXPECTED TO FULFILL HIS/HER CONTRACTUAL OBLIGATIONS FOR THE FULL TERM OF THE CONTRACT OR PAY LIQUIDATED DAMAGES AS NOTED.

Written petitions to cancel contracts are available at University Housing and must be submitted to University Housing at least one week in advance of planned cancellation date.

C) **Students Transferring from Residence Halls** to on-campus apartments are required to sign an apartment contract. The term of the original residence hall contract remains in effect. Also, students are required to maintain a mandated debit account as stated in Section 25.

D) **By the Student Prior to Taking Occupancy:**

Fees for contract cancellation

Notice of Termination for Fall Quarter
- Prior to June 1: $50 cancellation fee
- June 1 to July 31: $100 cancellation fee
- After July 31: $200 cancellation fee

Notice of Termination for Winter Quarter
- Prior to October 1: $50 cancellation fee
- October 1 to November 30: $100 cancellation fee
- After November 30: $200 cancellation fee

Notice of Termination for Spring Quarter
- Prior to January 1: $50 cancellation fee
- January 1 to February 28: $100 cancellation fee
- After February 28: $200 cancellation fee

E) **By the Student Who Withdraws from the University:** If the Student withdraws from the University, the offices of Academic Services, University Housing, and Financial Aid (if applicable) must be notified. University Housing will request a copy of the withdrawal slip. Withdrawal from the University causes student termination of a contract.

After taking occupancy when the student terminates the contract, the student owes the prorated room and board fees to the date of the checkout, but not less than the $200 administrative fee. Within the last 15 days of the quarter, students must pay the full quarter contract amount.

16. **Waiver of Breaches:** Failure of the University to exercise any right or remedy available to the University as a result of the Student’s breach of any of the terms, covenants, or conditions of this contract shall not be deemed to be a waiver by the University of any such rights or remedies. No terms or conditions of this contract required to be performed by the Student and no breach thereof shall be waived, altered, or modified except by an express written permission of the University. The receipt of payment by the University, with the knowledge of the breach of any terms, covenants, or conditions of this contract, shall not be deemed a waiver of such breach.
17. **Cumulative Remedies:** The specified remedies used by the University under the terms of this contract are cumulative and are not intended to be exclusive of any other remedies or means of redress to which the University may be lawfully entitled in case of any breach or threatened breach by the Student of any provision of this contract.

18. **Expulsion or Salary Deduction:** Failure to satisfy any financial obligations incurred in accordance with the terms and conditions of this contract may (together with all attorney’s fees and other costs and charges necessary for the collection of any amount not paid when due) result in action by the University to withhold admission to or registration with the University, the conferring of degrees and issuance of transcripts or grade reports, pursuant to WAC 106-124-010 and WAC 106-124-011, and in the case of employees of the University, the deduction of such financial obligation from wages pursuant to the salary deduction policy of the institution.

19. **Discrimination:** Central Washington University is an AA/EEO/Title IX Institution. CWU’s policies and practices affirm and actively promote the rights of all individuals to equal opportunity in education and employment without regard to their race, color, religion, creed, national origin, sex, sexual orientation, gender identity, gender expression, age, marital status, disability, or status as a protected veteran. Central Washington University complies with all applicable federal, state, and local laws, regulations, and executive orders. Direct related inquiries to Equal Opportunity, Bouillon Hall, room 205, Ellensburg, WA 98926-7425; Telephone 509-963-2205; or e-mail oeo@cwu.edu. Persons of disability may request this material in alternative format or make arrangements for reasonable accommodations by calling University Housing at 509-963-1831 or by leaving a message on TDD 509-963-2143.

20. **Room and Board Fees:**
   A) Room/board fees are due in full as follows:
   
<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
<td>October 2</td>
<td>January 13</td>
<td>April 9</td>
</tr>
</tbody>
</table>
   
   B) **Late Fees:** A $50 fee is placed on all student accounts that are not paid in full 10 days after the first due date. The second (final) due dates for each quarter are Nov. 1, Feb. 1 and May 1. A $100 late fee is assessed on room and board fees not paid 10 days after second (final) due dates (Nov. 1, Feb. 1 and May 1) for each quarter.

   The CWU Board of Trustees approves housing rates spring quarter for the following academic year. The payment schedule detailing housing and dining charges will be sent with the room assignments.

   Send all payments to: CWU Cashiers Office, 400 East University Way, Ellensburg, WA 98926-7490. On each check or with each payment, indicate the student’s name and student’s identification number.

   Failure to bring an account up-to-date within 10 working days after the second late-fee assessment may result in cancellation of meal privileges.
and eviction. If eviction proceedings are necessary due to non-payment of fees, an eviction administrative fee of $50 will also be assessed. A late charge of 1 percent will be assessed 30 days after due date.

21. **Deferments for Scholarships, Loans and/or Grants:** When payment of the residence hall room and board charges or fees is to be made from monies the applicant receives from grants, loans or scholarships, such sums are due upon receipt by the Student of such grants, loans and/or scholarships.

22. **Consolidation Rooms:** When space is available, University Housing may offer the Students an option for reduced occupancy in the room or suite. There is an additional charge for Students who live in rooms which are not occupied to capacity but wish to retain the reduced occupancy to give the remaining resident(s) additional space. The reduced occupancy option may include: super-single rooms, triple occupancy room used as a double or single occupancy room, three-person suite used as a double occupancy suite, and a two- or three-person suite used as a single-occupancy suite.

If a vacancy exists in your room/suite and the consolidation option is offered, you may choose one of the following options:

- **Option 1.** Stay in your current room without a roommate and pay the appropriate reduced-occupancy rates.
- **Option 2.** Find a person in a similar situation and become roommates upon approval from University Housing and New Student Programs. University Housing can also help you find a roommate.
- **Option 3.** If you are unable to find a roommate and you don’t want Option 1, you may request that you maintain the multiple occupancy rate and welcome a new roommate if the University assigns one. This option needs to be approved by the University; contact University Housing.

**University Housing reserves the right to consolidate individuals in multiple-occupancy rooms.**

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

23. **12-month and Quarterly Contract Rates:** 12-month contract rate is the actual cost for normal, applicable summer and academic contract provisions, plus $300 for residence hall occupancy for the time between the end of spring and summer contracts and fall contract initiation. Three hundred dollars is to be paid as part of the summer contract fee. All the terms and conditions specific for summer and academic year occupancy remain in effect. **Students interested in quarterly contracts must contact University Housing and New Student Programs.**
24. **Changing Rooms:** Room Transfer Day occurs on the third Thursday of the quarter. There are no room transfers permitted prior to Transfer Day without written approval from University Housing. On Transfer Day, requests for all transfers are made at University Housing on a first-come, first-serve basis. If your request cannot be accommodated, your name will be placed on a waiting list. If you wish to transfer after Transfer Day, obtain a Transfer Request Form and approval from your residence hall coordinator of the current residence hall. After proper signatures are obtained, your request is sent to University Housing. We will try to accommodate your request, however, we can make no guarantee. At your request, you will be placed on a waiting list. Students are required to move within 48 hours from the time of approval. Failure to move will result in charges for both rooms. Students who change rooms without proper authorization from University Housing will be charged a $100 penalty and may be required to move back to original assignment.

25. **Meal Plans:** All students living in the residence halls are required to have a meal plan. The meal plans are pre-paid dining debit accounts that residents use to purchase their meals, food, and sundry needs at all campus dining locations and convenience stores. The cost of each meal plan includes pre-paid dining debit dollars, which are added to the account at the beginning of each quarter. The four dining debit plans are:

**Plan**
- Plan 1 – Athletic (XL)
- Plan 2 – Large
- Plan 3 – Medium
- Plan 4 – Small
- Plan 5 – Liberty Plan (for Wahl and Kennedy Hall residents)

For further information regarding the meal plans, please visit our website, [www.cwu.edu/dining](http://www.cwu.edu/dining).

Note: Additions or changes to the meal plans offered after this document has been printed will be sent to each student who has submitted a residence hall contract for the 2013-2014 school year.

A meal plan must be purchased every quarter. Money that remains in a student’s pre-paid dining debit account at the end of either fall or winter quarter will be rolled over and added to the meal plan pre-paid dining debit balance selected for the next quarter. At the end of the academic year (spring quarter), money that remains in the account is not refunded and is forfeited. Dining Services is closed on holidays.

Exemptions to the meal plan requirement may only be for verifiable medical reasons. Exemption requests and medical verification must be submitted in writing and sent to Center for Disability Services for evaluation. A committee comprised of Center for Disability Services, University Housing, and Dining Services will review all requests. Should an exemption be granted, a dining service cancellation charge of $300 will be assessed. Students with special dietary needs that may not be met by
our dining service operation should NOT enter into this contract without consulting with University Housing and New Student Programs.

Students who transfer from the residence halls to campus apartments must pay a $100 overhead charge. Such transfer students must initiate a start-up dining services debit balance of $100 per quarter (or any part thereof) left on their residence hall contract. Students transferring during fall quarter must have an initial balance of $300; those transferring during winter, $200; and those during spring, $100. This mandated balance must be established prior to approval of their apartment contract and is non-refundable. The mandated balance is valid only through the end of spring quarter for the current academic year.

26. Meal Plan Changes: Students are encouraged to review use of the prepaid dining debit account each quarter to ensure they are buying the correct meal plan to meet their dietary needs. Meal plans may be changed either online at www.cwu.edu/housing or in person at the Connection Card Office located in the Student Union and Recreation Center, Room 131. Telephone requests will not be accepted. Changes may be made during the add/drop period only.

27. CWU Connection Cards: Campus identification cards are issued to all students and must be presented when using your prepaid dining debit account to purchase meals or snacks at any campus dining location. Should a card be lost or stolen, report it immediately to avoid its use by another individual and to arrange for replacement. Lost cards cost $20 to replace except for students in Kamola and Sue Lombard who are charged $35. Unauthorized use of your card by another individual is forbidden and may result in a $100 fine. (Cards cannot be borrowed.)

Connection cards showing normal wear and tear that no longer work may be replaced at no cost as long as the card is present for exchange. Damage to cards (hole punch, writing, stickers, bending, etc.) is strictly prohibited and the replacement fine will be charged.

28. Damage or Loss Fines and Cleaning Charges: Students must keep their assigned room clean and advise University staff of any necessary repairs. Following is a partial list of items for which the cost to clean, repair damages, and/or replace losses will be charged to the Student’s account ($35 minimum).

A listing of possible charges to the student’s account is as follows:

<table>
<thead>
<tr>
<th></th>
<th>Cost to repair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet damage</td>
<td>Cost to repair</td>
</tr>
<tr>
<td>Failure to leave room adequately clean</td>
<td>$35 or cleaning cost, whichever is greater</td>
</tr>
<tr>
<td>Failure to clean micro-fridge</td>
<td>$35</td>
</tr>
<tr>
<td>Damage to building, room, or contents</td>
<td>Cost to repair</td>
</tr>
<tr>
<td>Damage to mail box</td>
<td>Cost to repair</td>
</tr>
<tr>
<td>Damage to walls</td>
<td>Cost to repair</td>
</tr>
</tbody>
</table>
Damage to exit signs $100 or repair costs, whichever is greater

Fire protection equipment: (all violations)
Misuse of fire extinguishers $500
Tampering with fire alarm, fire detection, evacuation system, smoke detectors, sprinklers $500 or repair costs, whichever is greater plus Disciplinary Referral and/or prosecution

Furniture:
Loss of furniture or equipment Current replacement value
Moving furniture without authorization $50 per item or costs, whichever is greater
Damage to furniture $50 per item or costs, whichever is greater plus Disciplinary Referral and/or prosecution

Improper checkout $35
Replacement of lost keys:
Room $35
Laundry/entrance $35
Mail box $10
Replacement of any broken or bent keys: $10
(Active must be returned to Housing Services)
Laundry facility use by non-residents $25
Roofs: Being on roofs of buildings $50 plus cost to repair damages

Smoking in rooms or on balconies $50
Windows: Throwing objects from residence hall windows, roof, or balcony $50
removal of window stops $50
Pet in University housing* Fine of up to $500
*If there has been a pet in the room, your contract is subject to termination. (Pets are strictly forbidden in University Housing.)

NOTE: “Damages” are solely determined by the University.

29. The following are WAC codes that pertain to making appeals. Appeals should be made to the Senior Director of University Housing and New Student Programs.

WAC 106-124-010 FINANCIAL OBLIGATIONS OF STUDENTS: Admission to or registration with the University, conferring of degrees, and issuance of academic transcripts or grade reports may be withheld for failure to meet financial obligations to the University.

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 30 days after the notice of assessment was sent to the student. The dean or director, or his 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 thereon which shall be final.

**Appeals:** Students may appeal all damage charges and late fees if they do so within 30 working days of the billing for these charges and fees. To appeal, simply state your reason for appeal, in writing, and deliver it to University Housing and New Student Programs, located in Button Hall, or mail it to: CWU University Housing, 400 East University Way, Ellensburg, WA 98926-7513.

Students may appeal the decisions to the Associate Dean of Student Success for Student Living or designee if they do so within 10 business days of notification. To appeal, address written objection to: Associate Dean of Student Success or designee, Button Hall, 400 East University Way, Ellensburg WA 98926-7513.

30. **Partial Invalidity:** Any provision of this contract which shall prove to be invalid, void, or illegal shall in no way affect, impair, or invalidate any other provision hereof and such other provision shall remain in full force and effect.

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last revised 5/2013
University Housing, Wellness, and New Student Programs
509-963-1831
1-888-CWU-HOME
www.cwu.edu/housing

Dining Services
509-963-1591
www.cwu.edu/dining

CWU is an AA/EEO/Title IX Institution. For accommodation: CDS@cwu.edu
PA07440313