



## **Housing and Residence Life Dining Services**

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# **2019-2020 GUIDE AND STUDENT CODE OF CONDUCT**

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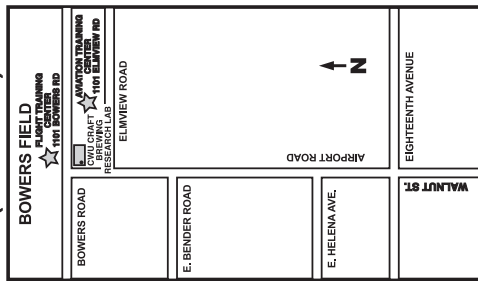


**ELLENSBURG, WASHINGTON**

EE03/A/TITLE IX INSTITUTION.

FOR ACCOMMODATION EMAIL: DS@cwu.edu.

**INSET MAP TO  
FLIGHT TRAINING CENTER  
AVIATION TRAINING CENTER  
(BOWERS FIELD)**

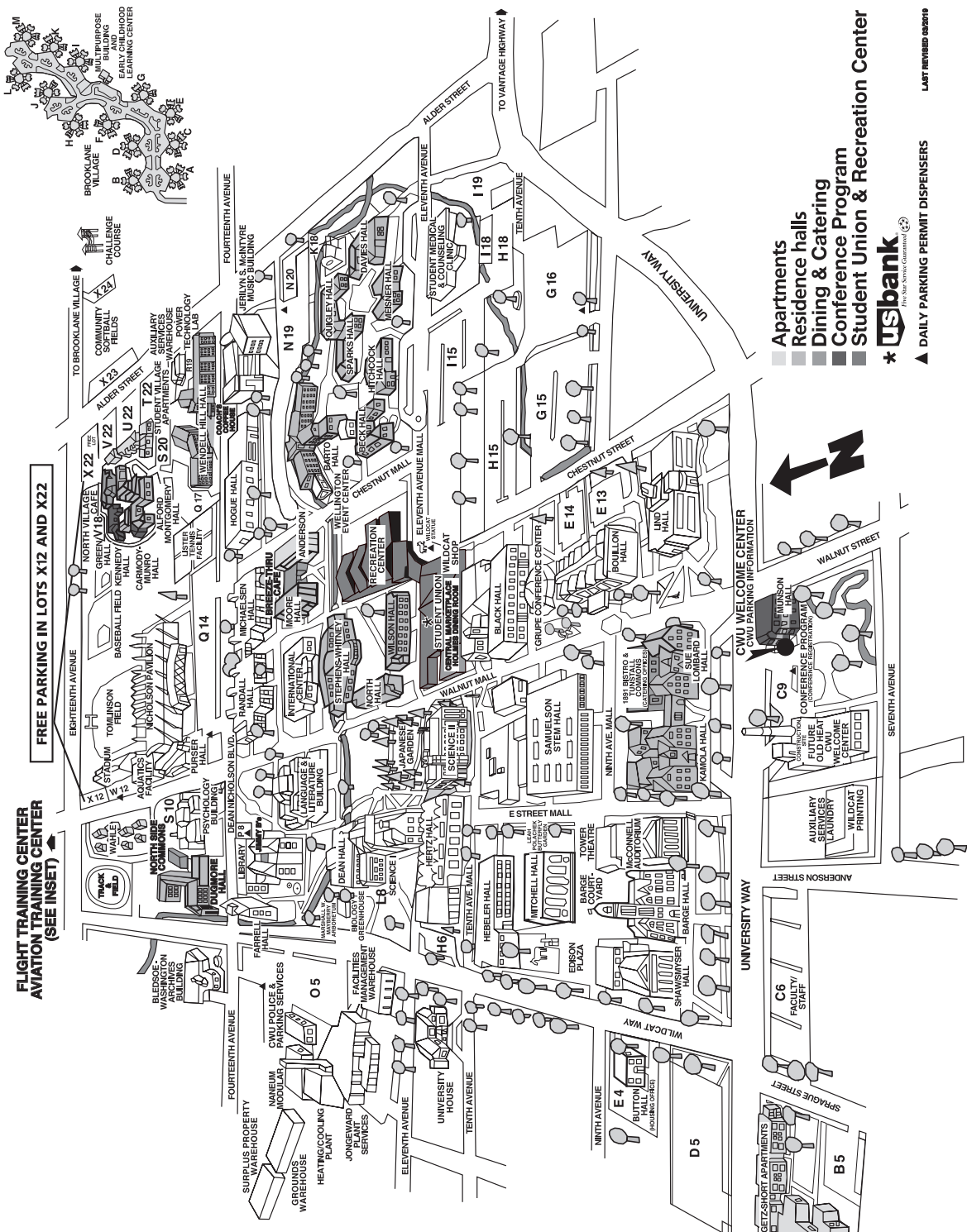


**CWU CONTINUING EDUCATION  
421 N. MAIN STREET**

TO 140

**FLIGHT TRAINING CENTER  
AVIATION TRAINING CENTER  
(SEE INSET)**

FREE PARKING IN LOTS X12 AND X22



- Apartments
- Residence halls
- Dining & Catering
- Conference Program
- Student Union & Recreation Center



▲ DAILY PARKING PERMIT DISPENSERS

LAST REVISED 06/2019

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TOPIC	WHERE TO GO	LOCATION	PHONE
ABSENCES FROM CLASS	Dean of Student Success Office	Bouillon Hall 204	1515
ACADEMIC APPEALS	Dean of Student Success Office	1st floor Bouillon Hall	3001
ACCIDENTS	University Police and Public Safety	University Police	2959
ADD AND DROP CLASSES	Office of Registrar	1st floor Bouillon Hall	3001
ADDRESS CHANGE (student)	Office of Registrar	1st floor Bouillon Hall	3001
ADMISSIONS APPLICATION STATUS:			
Undergraduate	Office of Admissions	Bouillon 110	1211
Graduate	School of Graduate Studies and Research	Barge Hall 214	3101
ADVISING (ACADEMIC)	Contact individual department or college.		
AFFIRMATIVE ACTION	Office for Equal Opportunity	1st floor Mitchell Hall	1202
ALCOHOL AWARENESS	Wellness Center	SURC 139	3213
ATHLETIC TICKETS	Wildcat Shop	1st floor Barge	2224
BOOKS AND SUPPLIES	Wildcat Shop	SURC	1311
CAMPUS INFORMATION			1111 or 0
CAMPUS LIFE	Office of Student Involvement	SURC 250	1691
CAREER COUNSELING	Career Services	Bouillon Hall 206	1921
DIVERSITY AND EQUITY CENTER	Diversity and Equity Center	Black Hall 101	2127
CENTER FOR LEADERSHIP AND COMMUNITY ENGAGEMENT	Student Union and Recreation Center	SURC 256	1850
CHANGE OF MAJOR	Individual departments		
CHILDCARE	Early Childhood Learning Center	1900 Brooklane, Suite 101	1744
COLLEGES:			
Arts and Humanities	Dean's Office	Hebeler Hall 202	1858
Business	Dean's Office	Shaw-Smyser Hall 129	2930
Education and Professional Studies	Dean's Office	Black Hall 228	1411
The Sciences	Dean's Office	Dean Hall 130	1866
COMMENCEMENT	Office of Registrar	1st floor Bouillon Hall	3001
COMPUTER LABS	Information Services	Bouillon Hall 101	2001
COPY MACHINE	Library	Fishbowl (self service)	
COUNSELING AND TREATMENT SERVICES:			
Counseling Services	Student Medical and Counseling Clinic	11th and Poplar	1391
DINING SERVICES OFFICE	Student Union and Recreation Center		1591
DISABILITIES	Disability Services	Hogue Hall 126	2214
DISMISSAL/REINSTATEMENT	Dean of Student Success	Bouillon Hall 204	1515
DIVERSITY	Diversity and Equity Center	Black 101	2127
DRUG PREVENTION	Wellness Center	SURC 139	3213
EMERGENCY	University Police	University Police	911
EMERGENCY MESSAGE	Dean of Student Success	Bouillon Hall 204	1515
EMPLOYMENT (Student)	Office of Student Employment (or individual departments)	1st Floor Mitchell Hall	1202
ENROLLMENT VERIFICATION	Office of Registrar	1st floor Bouillon Hall	3001
EVENTS	Scheduling Services	SURC 146	1321
FEES	Student Accounts	1st floor Barge Hall	2224
FINANCIAL AID	Office of Financial Aid	Bouillon Hall 106	1611
GENERAL EDUCATION AND GRADUATION REQUIREMENTS	Contact individual department or college.		
GRADE REPORTS	Office of Registrar	1st floor Bouillon Hall	3001
GRADUATE ASSISTANTSHIPS	School of Graduate Studies and Research	Barge Hall 214	3101
GRADUATE STUDIES	School of Graduate Studies and Research	Barge Hall 214	3101
GRADUATION APPLICATION	Office of Registrar	1st floor Bouillon Hall	3001
GRIEVANCE:			
Academic	Dean of Student Success	Bouillon Hall 204	1515
Personnel	Office of Student Employment	1st floor Mitchell Hall	1202
HEALTH INSURANCE:			
Questions	Student Medical and Counseling Center	11th and Poplar	1881
HOLDS:			
Academic	Office of Registrar	2nd floor Bouillon Hall	3001
Disciplinary	Coordinator of Student Rights and Responsibilities	Bouillon Hall 204	1515

TOPIC	WHERE TO GO	LOCATION	PHONE
Financial Aid	Office of Financial Aid	1st floor Bouillon Hall	1611
University Police	University Police	University Police	2959
HONOR ROLL	Office of Registrar	1st floor Bouillon Hall	3001
HONORS PROGRAMS	William O. Douglas Honors College	Hebeler Hall 219	1900
HOUSING:			
On-Campus Residence Halls/Campus Apts	Housing and Residence Life	Button Hall	1831
ID CARDS/MEAL CARDS	Connection Card Office	Bouillon Hall 104	2711
ILLNESS:			
Medical Treatment	Student Medical and Counseling Clinic	11th and Poplar	1881
INFORMATION	Campus Directory		1111 or 0
INTERNATIONAL STUDENTS	Office of International Studies and Programs	Hebeler Hall 102	3612
INTERNSHIPS	Career Services	Bouillon Hall 206	1921
INTRAMURAL	Recreation Center	SURC	3512
LEADERSHIP	Center for Leadership and Community Engagement	SURC 256	1850
LEARNING DISABILITIES	Disability Services	Hogue Hall 126	2214
LIBRARY HOURS	Library		1021
LOST AND FOUND (or contact individual departments)	University Police	University Police	2959
MOTORIST ASSISTANCE	University Police	University Police	2959
NAME CHANGE	Office of Registrar	1st floor Bouillon Hall	3001
ORGANIZATIONS AND CLUBS	ASCWU	SURC 236	1693
PARKING:			
Questions	Parking Services	Public Safety Building	2667
Fees/Permits	Student Accounts	1st floor Barge Hall	2224
POOL	Aquatic Center	Aquatic Facility	3512
PREVENTION PROGRAM	Wellness Center	SURC 139	3213
PUBLIC SAFETY and POLICE SERVICES	University Police	University Police	2959
RECORDS (Student)	Office of Registrar	1st floor Bouillon Hall	3001
REFUNDS (Tuition)	Office of Registrar	1st floor Bouillon Hall	3001
REGISTRATION:			
Fees	Student Accounts	1st floor Barge Hall	2224
Information	Office of Registrar	1st floor Bouillon Hall	3001
RESIDENCE HALL ASSOCIATION (RHA)	ResLife Office	Barto Hall	1323
RESIDENCY (WA) APPLICATION	Office of Registrar	Bouillon 110	1211
SCHOLARSHIPS:	Office of Admissions	Bouillon 110	1211
	Office of Financial Aid	1st floor Bouillon Hall	1611
SEXUAL HARASSMENT	Office for Equal Opportunity	1st floor Mitchell Hall	1202
SEXUALLY TRANSMITTED DISEASES	Student Medical and Counseling Clinic	11th and Poplar	1881
SPORTS	Athletics	Nicholson 101	1914
STUDENT CONDUCT	Student Rights and Responsibilities	Bouillon Hall 204	1515
STUDENT FINANCIAL AID	Office of Financial Aid	1st floor Bouillon Hall	1611
STUDENT GOVERNMENT	ASCWU	SURC 236	1693
STUDENT HEALTH AND COUNSELING	Student Medical and Counseling Clinic	11th and Poplar	1881
STUDENT INFORMATION	Dean of Student Success	Bouillon Hall 204	1515
STUDENT NEWSPAPER	Observer	Bouillon Hall 222	1026
STUDENT RADIO STATION	KCWU 88.1 The 'BURG	SURC 120	2311
STUDENT RIGHTS AND RESPONSIBILITIES	Dean of Student Success	Bouillon Hall 204	1515
STUDENT TEACHING	Teacher Education Programs	Black Hall	1461
STUDENT UNION AND RECREATION CENTER		SURC 263	3512
STUDY ABROAD	Office of International Studies and Programs	Hebeler Hall 102	3612
TEACHER CERTIFICATION	Certification Office	Black Hall 228	2661
TEST INFORMATION	Testing Services	Bouillon Hall 125	1847
TRANSCRIPT REQUESTS	Office of Registrar	1st floor Bouillon Hall	3001
TRANSFER STUDENT EVALUATION	Advising Resource Center	Bouillon Hall 205	3423
UNIVERSITY STORE	Wildcat Shop	SURC	1311
VETERANS AFFAIRS	Veterans Center	Bouillon Hall 206K	3028



# HOUSING AND RESIDENCE LIFE

## 2019-2020

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.

### 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 as peer leaders within RA staffs. They have prior experience as RAs. They assist with hall administration and referrals for university resources. RHMs also plan programs and support 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!

#### CUSTODIAL STAFF

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

#### MAINTENANCE STAFF

Maintenance staff will respond quickly to maintenance needs. Call 509-963-3000 to request a work order. You may also go to [cwu.edu/facility](http://cwu.edu/facility) and submit a maintenance request.

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

### LIVE-IN REQUIREMENT

Single, first year students enrolled in seven college credits or more, under the age of 20, 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 Housing and Residence Life in Button Hall or call 509-963-1831.

### DORM VS. RESIDENCE HALL

It has been a 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.

### 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.

## **EDUCATION IN RESIDENCE**

### **OUR CURRICULAR MODEL**

Our curricular model puts learning at the forefront of the residential experience at Central Washington University. This model allows us to deliver an intentional experience that has our students learn about Community Living, Intercultural Competence, their Academic Pursuit, and Personal Responsibility & Wellness. Through their residential experience, we believe we can help students to become responsible citizens who serve as a resource to the region and the state.

### **EDUCATIONAL PRIORITY**

All parts of our curriculum stem from our Educational Priority: “We believe the development of cultural and academic competence, an understanding of social justice, a commitment to personal wellness, and fostering a sense of belonging culminates in responsible citizenship.”

## **FIRST SIX-WEEK PROGRAM – PHASE IV OF ORIENTATION**

The first six weeks of your transition as a first year student 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 wrong. 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.

## **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 TV, computer, game console, 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?

#### **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 an online roommate agreement that will be found under your MyHousing account. 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.

#### **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: Arthur Mosiman

Vice President/

National Communications Chair (NCC): Megan Anderson

Secretary: Zachary Hubbard

Treasurer: Kira Cox

To contact the RHA office, call 509-963-7210, or email [rha@cwu.edu](mailto:rha@cwu.edu). Join the RHA Facebook group at [www.facebook.com/groups/CWURHA](http://www.facebook.com/groups/CWURHA). Full-time professionals advise RHA.

### **RESIDENCE HALL LEADERSHIP COUNCIL (RHLC)**

RHA serves as the umbrella organization for Residence Hall Leadership Council (RHLC) in each of the residence halls. Residents elect officers in each hall that will represent their residents' issues and concerns at RHA meetings. RHLCs also coordinate hall activities, community service projects, and participate in RHA campus wide sponsored events. All residents are members of RHA and are encouraged to get involved in RHLC or RHA.

Elections for RHLC positions occur at the beginning of fall quarter. Students interested in a leadership opportunity are encouraged to run for a position. Information can be obtained by contacting RHA or a hall staff member.

## **SERVICES RENDERED BY THE UNIVERSITY**

### **EMAIL/COMMUNICATION AND NOTIFICATION**

Each student is assigned a CWU email address. This is considered a formal communication tool of the university and should be checked daily. All package notification will be done through the CWU email accounts. In addition, all student conduct information will be sent to your email account and students are accountable to any meetings sent via email.

### **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 your RA at office hours to check out.

### **LAUNDRY ROOMS**

Washers and dryers are provided by Housing and Residence Life. 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.

### **PACKAGE DELIVERY**

Delivery services (e.g. UPS, FedEx) deliver packages to the Residence Life office. Once a package is delivered to the office, an email is sent to the CWU student email account. Packages are received after noon on weekdays. Office hours are Monday through Friday, 2 p.m. to 8 p.m. Photo identification is required.

### **UTILITIES**

The university provides heat, electricity, plus water and sewer services to bathroom areas. Centrally located refuse/recycling containers are supplied for your garbage needs.

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

### **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 AND LOCK OUTS**

Students who lock themselves out of their rooms should attempt to contact their roommate(s) first. If the roommate is unavailable, contact hall staff to have another key temporarily issued. If hall staff is unavailable between 8 a.m. and 7 p.m., contact the Residence Life Office at 509-963-1323. After 7 p.m. and on weekends, contact the RA on call. Upon request, produce identification to verify occupancy. If a resident locks themselves out two or more times per quarter, there may be a referral to Student Rights and Responsibilities, fees, and termination of the Housing and Dining contract.

### **PARKING**

Permits are required to park a vehicle in campus parking lots. Lots are posted with appropriate requirements. Please contact Parking Services to inquire about non-permit lots, policies, and fees.

### **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. All payments can be made through the student's MyCWU account online or at the Cashier's Office. 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.

### **RECYCLING**

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

### **ROOMMATES**

Residence hall staff will provide support and assistance to roommates in resolving conflicts. (Refer to Roommate Agreement on page 8.) 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. Housing and Residence Life reserves the right to make administrative moves at any time. Refer to Changing Rooms and/or Halls on page 18.

### **SMOKE-FREE COMMUNITIES**

All CWU residence halls are vape-free and smoke-free. In accordance with state law, vaping and smoking is prohibited within 25 feet of all university buildings.

### **SUBSTANCE-FREE COMMUNITY**

Beck, Davies, Hitchcock, Meisner, Quigley, Sparks, Al-Monty, Carmody, Wilson, 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 (even empty) are not permitted in substance-free communities.

### **TRANSFER DAY**

Room Transfer Requests can be submitted through your MyHousing page on Transfer Day, the third Thursday of each quarter. If the transfer is approved, students must move the day they are notified and will be given check-in and check-out instructions. If space is unavailable on Transfer Day, the Room Transfer Requests converts to the waitlist that will be consulted if spaces open throughout the quarter. Waitlists expire at the beginning of each quarter. Room changes will not be available the first three weeks of the quarter or after Transfer Day without approval from the Residence Hall Coordinator.

## **LIVING-LEARNING ENRICHMENT OPPORTUNITIES LIVING LEARNING COMMUNITIES (LLC)**

**AVIATION**                      **Wendell Hill Hall Building B**                      **First-Year Students and Above**

Students involved with this LLC must be accepted into the Aviation Program. Students have attended events including visiting the Museum of Flight, FAA review study sessions, and community service projects 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 offers a common experience through a variety of social and cultural events, support programs, and community outreach activities.

**EDUCATION**                      **Kamola Sue Lombard**                      **First-Year Students and Above**

Students anticipating a career in education will be enrolled in a common University 101 class which will help students transition into the education program. Education LLC residents participate in teacher-led discussions, teacher education preparation sessions, and volunteer in local schools.

**BUSINESS**                      **Sue Lombard**                      **First-Year Students and Above**

This LLC gives you a unique opportunity to become engaged with excellent professional development activities, interact with Business faculty and participate in wonderful student club activities before you've been formally accepted into the College.

**MUSIC**                      **Al-Monty**                      **First-Year Students and Above**

Students with a declared or anticipated major/minor in music or who have an interest in music enrichment are eligible. Events have included visiting the Spokane Symphony, attending the musical Rent in Seattle, taking special lessons in Taiko (Japanese drumming), and participating in vocal performances on campus.

**ROTC**                      **Kamola**                      **First-Year Students and Above**

The ROTC LLC provides CWU students, interested in military service, the opportunity to become acquainted with others involved

in CWU's ROTC programs. The LLC will facilitate contact with ROTC student leaders, ROTC faculty and staff, and military professionals.

**STEP**                      **Kamola**                      **First-Year Students and Above**

The STEP LLC seeks to involve all students who have an appreciation for and an interest in science, technology, engineering, and/or mathematics (STEM) related disciplines. Students who wish to participate in the STEP LLC must be accepted into and participate in the STEP program.

**YEARLONG EXPLORATION IN THE SOCIAL SCIENCES**                      **Sparks**                      **First-Year Students**

Students who are participating in the YESS program are eligible to live in the Social Sciences LLC. YESS is for students who are interested in the social science disciplines and enrolled in the YESS program.

**WILLIAM O. DOUGLAS HONORS COLLEGE**                      **Barto**                      **First-Year Students and Above**

Students admitted into the William O. Douglas Honors College are eligible to live in this LLC. The DHC LLC will promote a spirit of discovery and open exchange of ideas in all disciplines to foster leadership, civic engagement, critical inquiry through undergraduate research, and academic rigor to encourage curiosity and innovation in the next generation of citizen scholars.

**INTERNATIONAL HOUSE**                      **Kennedy**                      **First-Year Students and Above**

International House (I-House) is designed for students interested in becoming more involved with world issues and participating in activities surrounding our global society.

## **FIRE SAFETY EXPECTATIONS**

Before a fire occurs, you should prepare by knowing the location and route of your escape via the closest exit. No items or persons should block or obstruct doorways or hallways. Fire exit paths should be clear at all times.

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.

## RESIDENCE HALL POLICIES AND EXPECTATIONS

Residence hall policies exist to help create an environment that is conducive to your needs for safety, studying, socializing, and sleeping. 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, Housing and Residence Life staff will remove the property at a charge to the student. Additionally, a storage fee of \$10 per day may be 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 their property during the sixty days, they are required to contact Housing and Residence Life office at 509-963-1831 to make arrangements.

### ALCOHOL AND OTHER DRUGS

Central Washington University's policy on alcohol (in all forms, including powdered alcohol) follows all local, state, and federal laws. Open containers of alcohol are prohibited in all public areas such as parking lots, common hallways, and lounges. A minor in possession or consumption of alcohol is an illegal act and will be handled by the proper authorities.

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 (i.e. illicit drugs, improper/misuse of prescribed medications, and drug paraphernalia).
- 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, as well as their assigned suite common area 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, "party balls," tap systems, and similar large volume common source containers are prohibited. Devices used to promote binge drinking that could cause unhealthy alcohol consumption are also prohibited. Additionally, large quantities of alcohol 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.

- CBD products and paraphernalia are not allowed in CWU housing facilities.
- 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, boxes, and containers. This helps the residence hall staff ensure a community environment that enhances the out-of-classroom experience.

Off-campus violations of underage drinking may be referred to the CWU Office of Student Rights and Responsibilities for sanctioning through the discretion of local court officials or law enforcement agencies.

Students found in violation of the alcohol and drug policy will be required to attend an alcohol or other drug education and risk prevention class (with a 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.

### ANIMALS

Students are not allowed to have animals in the residence halls except for aquarium-bound fish. Tanks may be no larger than 25 gallons. Residents must maintain responsibility for the aquariums at all times. Animals not approved through this process will be considered "pets" and are not allowed in a university housing building (excluding aquarium-bound fish in tanks that may be no larger than 25 gallons.) 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. Emotional Support Animal requests will go through Disability Services and based on the recommendation from their office, the request will then be sent to Housing and Residence Life for further review. Qualified "service animals" (as defined by state and federal law) are allowed on the CWU campus and in Housing and Residence Life facilities.

Determination of eligibility is made on a case-by-case basis by Disability Services/ADA compliance officer and Housing and Residence Life. The care of an approved animal is the student's responsibility.

Central Washington University complies with all federal and state fair housing laws and regulations which are applicable to university housing, including those related to assistance animals. The United States Department of Housing and Urban Development (HUD) compliance guidelines define assistance 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. Housing and Residence Life makes the formal decision regarding

assistance animals in university housing. Students are responsible for the care of the service animal at all times. Students who have an approved service animal or an emotional support animal, need to abide by WAC 106-124-801 and the Emotional Support Animal Care Plan provided by Disability Services and Housing and Residence Life.

### **APPLIANCES**

Residents safety is a top priority for Housing and Residence Life. Additionally, building electrical circuits have limited power loads so approved appliances are limited to preserve consistent power to each resident's room. Residents are ONLY allowed to use the following listed appliances from below. All other appliances, including non-CWU provided refrigerators, toasters, etc.) will need to be approved through Housing and Residence Life in writing. Allowed appliances include:

- Individual beverage brewing system (Keurig, etc.)
- CWU provided microfridge

### **BICYCLES, SCOOTERS, SKATEBOARDS, OTHER PERSONAL WHEELED VEHICLES**

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

- Do not ride bicycles, scooters, skateboards, or other wheeled vehicles inside buildings at any time.
- Do not park and/or store bicycles, scooters, skateboards, or other wheeled vehicles in common-use spaces unless it is a designated bicycle storage space and permitted in writing by Housing and Residence Life. 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, scooters, skateboards, or other wheeled vehicles near or against windows.
- Bicycles, scooters, skateboards, or other wheeled vehicles parked on paths, sidewalks, stairwells, and catwalks, in buildings, or near building exits may be impounded.
- Bicycles, scooters, skateboards, or other wheeled vehicles must be parked in racks.
- Bicycles, scooters, skateboards, or other wheeled vehicles can be stored in individual living space only if all roommates agree.
- No electric personal vehicles (electric scooters, hover boards) are permitted on campus.
- Following spring closing, all bikes should be removed from bike racks or possibly face impoundment.
- You may register your bicycles, scooters, skateboards, or other wheeled vehicles with the University Police.

### **COMBUSTIBLE MATERIALS**

Combustible materials such as propane, gasoline, kerosene, and items containing combustible materials (i.e., motor vehicles) 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. Students are not permitted to sleep overnight in any community space. Never is a pornographic theme appropriate. Please see statement on Sexual Harassment on page 15.

### **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 Housing and Residence Life, University Police Services, Student Success staff, 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.

### **DOOR/WINDOW DISPLAYS**

No sign or display of any kind shall be displayed to the outside public in any window or balcony of a residential living space. Limited exceptions exist for signs or displays supporting events sponsored by the residence hall leadership council, resident assistants or approved by the residence hall coordinator. Residents are permitted to display items on their room doors including decorations and white boards to promote a positive living experience.

When decorating your room or room door, please refer to the guidelines below:

- Avoid material that a reasonable person might find offensive. (outlined in WAC 106-72)
- Don't post material that attacks, demeans, or otherwise exploits an individual or group of individuals.
- Do not permanently affix materials to the doors.

University staff reserve the right to ask students to remove any decorations from walls, doors, windows, balconies, floors, etc. Failure to comply or repeated offenses will be handled through the disciplinary process.

### **DROPPING OR THROWING SUBSTANCES OR OBJECTS FROM WINDOWS**

For the safety of everyone, residents are not permitted to drop, hang, 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 and exit through windows is prohibited.

### **FACILITIES USE/ACCESS**

Residence hall building use approval is solely a designated responsibility of Housing and Residence Life (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 or advertise 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 Residence Life Office.

### **FIRE ALARMS**

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 Housing and Residence Life if a smoke detector is emitting a beeping sound. If batteries are removed without replacement, the resident is liable for a \$50 fine.

### **FURNITURE**

Housing and Residence Life 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 Housing and Residence Life may result in a charge of \$50 (or actual replacement cost), whichever is greater. 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 (non-residents 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. If a guest violates the Student Conduct Code or any residence hall policy, the resident will be held responsible for their guest's actions.

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 identified gender. Guests may stay in a room only with the prior approval of the roommate(s). Guests may stay overnight no more than three days and two nights in any one week anywhere in the building or in any residence hall on campus. It is the resident's responsibility to inform hall staff of the presence of any overnight guests. Guests should never be given keys to access rooms or residence halls on campus. Guests may not be left in a building without the resident present. Also refer to Trespassing policy. Cohabitation is defined as when a resident, contracted for that room, is sharing their 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 and sleep is PROHIBITED and, when brought to the attention of residence hall staff, may result in referral to conduct and/or eviction.

### **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.

### **KEYS AND LOCK OUTS**

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, Connection Card, or room keys to anyone. For charges, refer to the Housing and Residence Life and Dining Services Room and Board Contract.

If a resident locks themselves out two or more times per quarter, there may be a referral to Student Rights and Responsibilities, fees, and/or termination of the Housing and Dining contract.

### **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 or climbing railings or exteriors of buildings.

### **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 tapestries and other items hung from ceilings are not permitted. 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 and/or damage charges.

### **PRIVATE ENTERPRISE**

The assignment or lease of any university property excludes the right to use the premises for business purposes, storage of salable commodities, or any purpose other than as a personal residence.

### **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 Housing and Residence Life 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.

### 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.

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### RESNET

ResNet is the broadband Internet connection provided to on-campus students living in CWU’s apartments and residence halls. ResNet service, as well as technical support, is included as part of your housing contract. This service provides a 15.0Mbps download speed.

### 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, 8, or 10

**MAC:** Mac OS X 10.5 (Snow Leopard) or greater

**Other:**

- Network Interface Card (NIC) or Ethernet adapter if your computer does not have an Ethernet port.
- Network (category 5, Ethernet) cable. 15 feet is sufficient for most purposes.

### 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.

Recommended free Malware Detection programs: Malwarebytes, Spybot Search and Destroy

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.

### REGISTRATION

If you are connecting a device to our wired network, or if your device cannot log in to our wireless network with a username or password, you will need to register the device at: [hostreg.resnet.cwu.edu](http://hostreg.resnet.cwu.edu). Note that this can only be done while you are on campus.

Some devices can only connect to the wireless internet after registration, so keep this in mind when trying to get things set up!

### CONTACT US

For help with any of these processes, or for clarification on any of our policies and procedures, contact us at **509-963-2001** or via email at [resnet@cwu.edu](mailto:resnet@cwu.edu).

### 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 its 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.

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### **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. Additionally, you may not refuse a potential roommate, explicitly or implicitly. 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 may be assessed a room fee for the period the space was unavailable or until a new roommate is assigned whichever is greater and be referred to student conduct. This does NOT grant you a single room.

### **SANITATION AND CLEANLINESS**

Any action or inaction that compromises the cleanliness of the hall environment or that is considered unsafe or unhealthy is prohibited. Upon notification, students shall comply with all Housing and Residence Life requests pertaining to correction of health and safety violations in and around their assigned room or in community spaces within the hall.

- Health Code: All residents shall comply with city, county, and state codes regarding health and safety.
- Improperly disposing of garbage: Students are responsible for the disposal of personal garbage. Garbage and recycling must be properly sorted and taken to the designated receptacles in or near the hall. Personal trash from resident rooms may not be put in community trash cans in the halls.
- Cleaning game: Skinning, cleaning, or butchering animals is strictly prohibited in the halls or the immediate vicinity.
- This policy may also include, but is not limited to, pest control; misuse of drinking fountains, sinks, showers, and toilets; failing to clean up after personal grooming; or not cleaning up after using community spaces within the hall.

### **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.

### **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 Wellness Center at 509-963-3213.

### **SMOKING AND TOBACCO PRODUCTS**

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 and in accordance with State law, 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. Coals, used or unused, should not be brought into the residence halls. Electronic cigarettes and vaping devices are not allowed to be used inside residence hall spaces. Chewing tobacco is not allowed in substance free residence halls. Students may establish further policies regarding distance one can smoke from the building in community living agreements. Fees can be assessed to clean drapes for those who violate smoking policy.

All current Washington State law, including possession of chewing tobacco, tobacco, e-cigarettes, vaping devices, etc., is applicable at the time of instatement.

### **SOLICITATION AND POSTING**

Organizations may not solicit in the halls unless it's directly related to residence living. Approved solicitation requires prior approval by Housing and Residence Life. Organizations not related to Housing and Residence Life may have material posted provided they have been approved through the Director of Residence Life, and stamped by the Scheduling Center. Once approved, materials need to be delivered to the Residence Life 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 RESIDENCE HALLS**

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

### **TRESPASSING**

Individuals that are not directly escorted by a building resident 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 13.

### **VIDEOTAPING AND CAMERA USE**

No person may tape, audio record, take photographs of, capture images of, or otherwise view any person in a private location without the knowledge and express consent of the subject or all parties. No person may distribute or share photos or recordings of sexual activity or nudity in a private place without the knowledge and express consent of the subject or all parties. Private locations include, but are not limited to, residence hall rooms and common areas, bathrooms, lounges, and other areas where residents have a reasonable expectation of privacy.

## WATERBEDS

Waterbeds are not allowed in university housing.

## WEAPONS

No person shall have in his or her possession any gun, pistol, firearm, explosive, dangerous chemical, or other dangerous weapon or instrument (including but not limited to paintball guns, swords, long knives, etc.) on university-owned or leased property. Ammunition is not allowed in campus housing. Violators of this law shall be subject to appropriate disciplinary or legal action including possible termination of the violator's housing contract or lease.

## DISCIPLINARY PROCEDURES AND SANCTIONS

Housing and Residence Life, in conjunction with the Office of Student Rights and Responsibilities, addresses residence hall behavioral problems. Below is the typical Student Rights & Responsibilities Process:

- The Office of Student Rights and Responsibilities receives reports from various entities including University Police Department, Ellensburg Police Department, Housing and Residence Life staff, faculty, or other students.
- All reports received are reviewed and followed up on by professional staff in the Office of Student Rights and Responsibilities.
- If a report suggests that a student may have been responsible for violating the CWU Student Conduct Code or any other university policy, the Office of Student Rights and Responsibilities will schedule a University Conduct Hearing for that student with an appropriate University Conduct Hearing Officer.
- If a report suggests that a student may be in distress or in need of additional support or resources, the Office of Student Rights and Responsibilities will work to connect the student with Case Management or other appropriate campus resources to assess the student's needs and help provide the necessary assistance for the student.
- The student will receive written notice with the date, time, and location of your hearing as well as information detailing the alleged date and policies that they may have been responsible for violating.
- At the University Conduct Hearing, the student is given the opportunity to explain their perspective on the incident and share any additional information they may have.  
**If a student does not attend their meeting, a hold will be placed on their student account until they meet with their hearing officer.**
- The University Hearing Officer will decide the outcome of the hearing based on the conversation, the initial report, and any other available information using the preponderance of the evidence.

All disciplinary records are part of your student record. Your disciplinary records are destroyed after 7 years from your last day of attendance. They are in no way connected to your academic file and you can request your disciplinary file from Business Services by completing a public records request.

The Office of Student Rights & Responsibilities is located in Bouillon 204. They can be contacted at 509-963-1515 or at dean.studentsuccess@cwu.edu .

## DUE PROCESS RIGHTS

All Central Washington University students are guaranteed the right to due process. Students have protection through orderly procedures against arbitrary or capricious actions or decisions by University authorities. Due process is recognized as essential to the proper enforcement of University rules.

- Any individual can file a report to the Office of Student Rights & Responsibilities concerning a potential policy violation or concerning behaviors.
- Any student who may potentially be in violation of university policy shall receive written and electronic notification from the Office of Student Rights and Responsibilities that informs the student of the specific policies they may have been responsible for violating and the date of the alleged incident. The notification will have a specific time, date, and location of the student's required Student Conduct Hearing with a University Hearing Officer to discuss the situation.
- The Student Conduct Hearing will allow the student the opportunity to review the Student Conduct Code, review the allegations, and provide an opportunity for the student to share his/her side of the incident.
- Based on the information gathered throughout the investigation and during the Student Conduct Hearing, the University Hearing Officer will determine whether the student is responsible or not responsible for violating the university policy and will assign educational sanctions consistent with the level of offense.
- The student who is accused of the potential policy violation will be notified of the outcome either personally, electronically, or in writing.
- Students have the right to appeal disciplinary action taken through a Conduct Review Hearing or a Student Conduct Council Hearing.

## DISCIPLINARY SANCTIONS

Once a student has a meeting, if the student is found **responsible** for violating the Student Conduct Code or other university policy, the University Hearing Officer may assign one or more sanctions based on the students' previous conduct history and the level of the current offense:

- **EDUCATIONAL SANCTION** - May include attendance or implementation at educational programs, interviews with appropriate officials, referrals to appropriate university or community resources, community service, written reflections or educational essays, or any other educational activity that the University Hearing Officer deems appropriate for the specific incident.
- **JUDICIAL MOVE** - Transfer from a specific residence hall or room to another area on campus.
- **RESIDENTIAL EVICTION** - Complete removal and cancellation of a student's housing contract
- **UNIVERSITY OR RESIDENTIAL TRESPASS** - Trespass from being present on university owned property or within specific halls or buildings.
- **UNIVERSITY NO CONTACT ORDER** - Assigned no contact (verbal, electronic, third-party, etc.) between two or more individuals.
- **FINE/RESTITUTION** - Assessed fine to cover the cost of theft or damages
- **CAMPUS INTERNET ACCESS REMOVAL** - Restriction from using the campus ResNet system due to potential violations of the ResNet Acceptable Use Policy.

- PARENTAL NOTIFICATION - Notice via letter or phone call to notify parents/guardians of concerning behaviors or actions that may be causing a potential concern for the student's health and safety, or may be jeopardizing the student's ability to continue as a student at CWU.

The hearing officer may also assign a student status sanction as laid out in the Student Code of Conduct:

- CONDUCT REPRIMAND - Official disciplinary warning.
- DISCIPLINARY PROBATION - An assigned status for a specific period of time in which further violations of the Student Conduct Code may put the student's status with the University in jeopardy and may result in more serious sanctions being imposed.
- DEFERRED SUSPENSION - Due to the nature of the specific violation or the student's conduct history, the outcome could be disciplinary suspension from the university; however, the University Hearing Officer elected to defer the suspension for a specific period of time in which any further violations of the Student Conduct Code may result in disciplinary suspension or expulsion.
- DISCIPLINARY SUSPENSION - Withdrawal and separation from the University for a specified period, generally for a full calendar year. This may include restricted access to campus and/or other specified activities
- CONDUCT DISMISSAL - Withdrawal and separation from the University indefinitely without the possibility of readmission. This may include restricted access to campus and/or other specified activities.

Certain sanctions have deadlines. **A University Conduct Hold will be placed on your account if you do not complete a sanction by the deadline.** To submit a completed sanction or to get clarification, contact your University Conduct Hearing Officer.

## DISCIPLINARY APPEALS

As a student at Central Washington University, you have the right to appeal a disciplinary action. No individual shall be penalized or retaliated against in any way by the university community for his or her participation in this complaint procedure.

Disciplinary action imposed as a result of a University Conduct Hearing outcome may be appealed in writing to the Office of the Dean of Student Success in Bouillon 204. Students seeking to appeal must submit a completed Student Conduct Appeal form to Bouillon 204 within the applicable time period to be considered.

- Students seeking to appeal disciplinary action imposing a conduct suspension or conduct dismissal must submit a completed appeal form within **20 days** of the outcome.
- Students seeking to appeal any other disciplinary action must submit a completed appeal form within **10 days** of the outcome.

If a student is appealing a suspension or conduct dismissal, the student is afforded the regular rights and responsibilities of all other students pending the outcome of the Student Conduct Council findings and is allowed to register and attend classes.

## 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 violations 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 for first and possibly second-time violations. Failure to attend the class could result in required off-campus assessment. Third-time violation of policies and/or laws may result in suspension or deferred suspension if recommended by the CWU Student Conduct Hearing Officer.

Off-campus violations of underage drinking or other infractions may be referred to the CWU Office of Student Rights and Responsibilities for sanctioning through the discretion of local court officials or law enforcement agencies.

Any questions regarding parental notification, or to seek additional information regarding a parental notification letter that you may have received, can be directed to the Office of Student Rights and Responsibilities at 509-963-1515.

## 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 eighteen 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. Housing and Residence Life 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. The University reserves the right to contact parents regarding matters that concern students' safety and wellbeing.

## RELEASE OF INFORMATION

Parents, guardians or other family members wishing to contact the university regarding a student's conduct, academic, or financial information must have a Release of Information on file with that specific student. This release states that the student gives a specific individual permission to access certain information regarding their student records. Without a release of information on file, no university official can share any information with anyone other than the specific student.

Students can change their release of information at any time and as many times as they would like by going to the Dean of Student Success Office in Bouillon 204 and filling out a new form.



## FINANCIAL 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. Housing and Residence Life Directors 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 Housing and Residence Life, Central Washington University, 400 E University Way, Ellensburg WA 98926-7513 or you can email [Housing@cwu.edu](mailto:Housing@cwu.edu).

## 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 or [cwu.edu/facilities](mailto:cwu.edu/facilities) 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 they 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. 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 Housing and Residence Life 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 Housing and Residence Life. 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 Housing and Residence Life at [housing@cwu.edu](mailto: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

Most rooms are equipped with their 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, mail key if applicable, 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 27 of your Housing and Residence Life and Dining Services Room and Board Contract). The keys should always be in your possession.

### CHANGING ROOMS AND/OR HALLS

Housing and Residence Life is committed to maintaining flexibility in room assignments. Requests for transfers are accepted at Housing and Residence Life 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 through MyHousing. 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 Housing and Residence Life approval. Students who change rooms without proper authorization from Housing and Residence Life will be charged a minimum of \$25, will be required to move back to original assignment, and the incident will be forwarded to the Student Rights and Responsibilities office. When the request is approved, students are required to move within 48 hours.

After Transfer Day, residents may contact their Residence Hall Coordinator to discuss potential room transfers. 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.** The professional staff and Housing and Residence Life will consult on the feasibility of a move and will make the final decision on any room changes. There are times of the quarter where room transfers are not allowed due to incoming students or other student needs.

## ACCOMMODATIONS DURING BREAK

Students are asked to vacate their rooms within 24 hours of their last final examination of the quarter. Accommodations during applicable break periods are not included in the contract. Residence halls close during Winter Break but remain open at no charge for Thanksgiving Break and Spring Break.

## PERSONAL DAMAGES / LOSS LIABILITIES

The university accepts no responsibility for loss to the student because of earthquakes, power outages, fire, theft, or water damage, or for loss of monies, valuables, or other personal property. Housing and Residence Life has information on property insurance that is available through a private insurance carrier.

## MOVING OUT

### TERMINATION OF CONTRACT

The student may terminate this contact at will under the provisions, terms, and conditions noted in Term 15 of the Housing and Residence Life and Dining Services Room and Board Contract.

Petitions to cancel for exceptional reasons can be picked up and submitted to the Housing Services Office. 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 Housing and Residence Life 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 Housing and Residence Life 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 Housing and Residence Life must be contacted. Students are required to vacate within 24 hours of withdrawal.

### CHECK-OUT PROCEDURE

When you vacate your residence, you must sign up for a check-out time at least 24 hours in advance of when you decide to leave. You will also complete a formal check-out procedure with your residence hall manager, a resident assistant (RA), or RHC. Clean the room before checkout time to the quality it was or better when you moved in. 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.

To checkout during the academic year, contact residence hall staff 24 hours prior to your check out to schedule an appointment. At the end of each term, look for instructions that may increase checkout appointment expectations and instructions.

## UNIVERSITY POLICE SERVICES

University Police and Parking 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 106-125 for complete code. Current policy is available in the Office of Student Rights and Responsibilities in Bouillon Hall, room 204. Please refer to the most up-to-date policies at [cwu.edu/student-rights](http://cwu.edu/student-rights).

### I. AUTHORITY – JURISDICTION

(2) The student conduct code shall apply to student conduct that occurs on university premises and to conduct that occurs at or in connection with university sponsored events, programs, or activities. This code may also apply to other student conduct occurring off campus (or in nonuniversity electronic environments) when the university deems such conduct to threaten safety or security or otherwise adversely impact the university community. Students shall be responsible for their conduct from the time of acceptance for admission or registration through the actual awarding of a degree or other certificate of completion. The university shall have authority to revoke a degree or other certificate of completion based on prohibited student conduct that is found to have occurred before the award of such degree or certificate. Student organizations affiliated with the university may also be sanctioned under this code for the conduct of their student members.

(4) Nothing in this student code shall be construed as authorizing the university to prohibit or to discipline protected speech or other conduct that is protected by law or constitutional right.

### II. PROHIBITED STUDENT CONDUCT

Prohibited student conduct includes engaging in, attempting to engage in, or encouraging or assisting another person to engage in, any of the conduct set forth in this section. As applicable, the term “conduct” includes acts performed by electronic means. The term “includes” or “including” as used in this section means “without limitation.”

1. Academic dishonesty. The term “academic dishonesty” includes cheating, plagiarism, and fabrication.
  - a. Cheating. Cheating includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment, including collaboration without authority.
  - b. Plagiarism. Plagiarism includes taking and using as one’s own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.
  - c. Fabrication. Fabrication includes falsifying data, information, or citations in completing an academic assignment and also includes providing false or

- deceptive information to an instructor concerning the completion of an academic assignment.
2. Alcohol, drug, and tobacco violations.
  - a. Alcohol. An “alcohol violation” includes using, possessing, delivering, selling, or being under the influence of any alcoholic beverage, except as permitted by law and applicable university policies.
  - b. Marijuana. A “marijuana violation” includes using, possessing, delivering, selling, or being under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form. While state law permits the recreational use of marijuana, federal law prohibits any possession or use of marijuana on university premises or in connection with university activities.
  - c. Drug. A “drug violation” includes using, possessing, delivering, selling, or being under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined in chapter 69.41 RCW, or any other controlled substance under chapter 69.50 RCW, except as prescribed for a student’s use by a licensed practitioner. The abuse, misuse, or unlawful sale or distribution of prescription or over-the-counter medications may also constitute a drug violation.
  - d. Tobacco. A “tobacco violation” means smoking or using tobacco products, electronic smoking devices (including e-cigarettes and vape pens), or other smoking devices in any area of university premises where smoking or tobacco use is prohibited in accordance with public law and university policy.
3. Disruptive or obstructive conduct. The term “disruptive” or “obstructive conduct” means conduct, not protected by law, that interferes with, impedes, or otherwise unreasonably hinders the normal teaching, learning, research, administrative, or other functions, procedures, services, programs, or activities of the university. The term includes disorderly conduct, breach of the peace, violation of local or university noise policies, lewd or obscene conduct, obstruction of pedestrian or vehicular traffic, tampering with student election processes, or interfering with the orderly conduct of university investigations or disciplinary proceedings, including interfering with or retaliating against any witness, party, or other participant.
4. Ethics violations. An “ethics violation” includes the breach of any applicable code of ethics or standard of professional practice governing the conduct of a profession for which the student is studying to be licensed or certified. The term also includes the violation of any state law or university policy relating to the ethical use of university resources.
5. Failure to comply. The term “failure to comply” means refusing to obey the lawful directive of a university official or authorized university body, including a failure to identify oneself upon request, refusing to comply with a disciplinary sanction, or violating any no-contact or other protective order.
6. False or deceptive conduct. The term “false” or “deceptive conduct” means dishonest conduct (other than academic dishonesty) that includes forgery, altering or falsifying of university records, furnishing false or misleading information to the university, falsely claiming an academic credential, or falsely accusing any person of misconduct.
7. Harassment. The term “harassment” means unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because

- of such person's protected status and that is sufficiently serious as to deny or limit the ability of a student to participate in or benefit from the university's educational program, or that creates an intimidating, hostile, or offensive environment for any campus community member(s). Protected status includes a person's actual or perceived race, color, national origin, gender, disability, or other status protected by law. See "Sexual misconduct" for the definition of "sexual harassment."
8. Hazing. "Hazing" includes any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes or is likely to cause the destruction or removal of public or private property or that causes or is likely to cause bodily danger or physical harm, or serious mental or emotional harm, to any student or other person.
  9. Personal offenses. The term "personal offense" is an offense against the safety or security of any person and includes physical assault, reckless endangerment, physical or verbal abuse, threats, intimidation, harassment, bullying, stalking, invasion of privacy, or other similar conduct that harms any person, or that is reasonably perceived as threatening the health or safety of any person, or that has the purpose or effect of unlawfully interfering with any person's rights. The term includes personal offenses committed by electronic means.
  10. Property violations. The term "property violation" includes the theft, misappropriation, unauthorized use or possession, vandalism, or other nonaccidental damaging or destruction of university property or the property of another person. Property for purposes of this subsection includes computer passwords, access codes, identification cards, personal financial account numbers, other confidential personal information, intellectual property, and university trademarks.
  11. Retaliation. The term "retaliation" means harming, threatening, intimidating, coercing, or taking adverse action of any kind against a person because such person reported an alleged violation of this code or other university policy, provided information about an alleged violation, or participated as a witness or in any other capacity in a university investigation or disciplinary proceeding.
  12. Safety violations. The term "safety violation" includes any nonaccidental conduct that interferes with or otherwise compromises any university policy, equipment, or procedure relating to the safety and security of the campus community, including tampering with fire safety equipment and triggering false alarms or other emergency response systems.
  13. Sexual misconduct. The term "sexual misconduct" includes sexual harassment, sexual intimidation, and sexual violence.
    - a. Sexual harassment. The term "sexual harassment" means unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently serious as to deny or limit, based on sex, the ability of a student to participate in or benefit from the university's educational program, or that creates an intimidating, hostile, or offensive environment for any campus community member(s).
    - b. Sexual intimidation. The term "sexual intimidation" incorporates the definition of "sexual harassment" and means threatening or emotionally distressing conduct based on sex, including stalking (or cyberstalking), voyeurism, indecent exposure, or the nonconsensual recording of sexual activity or distribution of such recording. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for such person's safety or the safety of others, or to suffer substantial emotional distress.
    - c. Sexual violence. The term "sexual violence" incorporates the definition of "sexual harassment" and means a physical sexual act perpetrated against a person's will or where the person is incapable of giving consent, including rape, sexual assault, sexual battery, and sexual coercion. The term further includes acts of dating or domestic violence. A person may be incapable of giving consent by reason of age, threat or intimidation, lack of opportunity to object, disability, drug or alcohol consumption, unconsciousness, or other cause.
  14. Unauthorized access. The term "unauthorized access" means gaining entry without permission to any restricted area or property of the university or the property of another person, including any facility, computer system, email account, or electronic or paper files. Unauthorized access includes computer hacking and the unauthorized possession or sharing of any restricted means of gaining access, including keys, keycards, passwords, or access codes.
  15. University policy violations. The term "policy violation" means the violation of any applicable law or university policy governing the conduct of students as members of the university community, including university policies governing nondiscrimination, alcohol and drugs, computer use, copyright, and parking and traffic.
  16. Weapons violations. A "weapons violation" includes the possession, display, or use of any firearm, explosive, dangerous chemical, knife, or other instrument capable of inflicting serious bodily harm in circumstances that are reasonably perceived as causing alarm for the safety of any person. The term "weapons violation" includes any threat to use a weapon to harm any person and the use of any fake weapon or replica to cause the apprehension of harm. The term further includes the possession on university premises of any firearm or other dangerous weapon in violation of public law or university policy, but does not include the lawful possession of any personal protection spray device authorized under RCW 9.91.160.
- WAC 106-125-050 DISCIPLINARY ACTION - APPEALS**
- Disciplinary action imposed as a result of a University Conduct Hearing outcome may be appealed in writing to the Office of the Dean of Student Success in Bouillon 204. Students seeking to appeal must submit a completed Student Conduct Appeal form to Bouillon 204 within the applicable time period to be considered. Student Conduct Appeal forms are available in Bouillon 204 or online at [cwu.edu/student-rights](http://cwu.edu/student-rights).
    - Students seeking to appeal disciplinary action imposing a conduct suspension or conduct dismissal must submit a completed appeal form within 20 days of the outcome.
    - Students seeking to appeal any other disciplinary action must submit a completed appeal form within 10 days of the outcome.
  - If a student is appealing a suspension or conduct dismissal, the student is afforded the regular rights and responsibilities of all other students pending the outcome of the Student Conduct Council findings and is allowed to register and attending classes.

# DINING SERVICES HANDBOOK AND GUIDE

## RESIDENTIAL EDITION 2019-2020

### 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 several 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 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 E University Way, Ellensburg WA 98926-7588  
[cwu.edu/dining](http://cwu.edu/dining) • [dining@cwu.edu](mailto:dining@cwu.edu) • 509-963-1591

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### 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 OUR WEBSITE

Dining Services maintains an active website to provide the latest dining information at [cwu.edu/dining](http://cwu.edu/dining). Check out dining locations, service hours, menus, and nutritional information from your

computer. You can also check out weekly specials and the date of the next exciting dining events, or contact us with your questions or comments. Also make sure to follow us on Instagram, Twitter and Facebook: @cwueats.

### MEAL PLANS 101

#### DINING MEAL PLANS

Students living on campus are required to have a residential meal plan, per the Room and Board Contract. On-campus residential meal plans are only available to students living in residence halls and in on-campus apartments. Dining Dollars can be used at all dining locations on campus. (Dining Dollars can only be used at dining locations and cannot be used at the Wildcat Shop.)

**Residential Discounts:** The meal plan functions as a retail declining balance. Overhead is built into the cost of the plan, and the remaining value of the meal plan, called “Dining Dollars,” can be spent throughout the quarter at all Dining Services locations. Students receive a 65% discount applied at the point of sale at dining locations, and a 25% discount on all purchases at campus cafés and C-store locations. Discounts do not apply to the Liberty Plan.

**Important Information:** For students on a meal plan, the new quarterly meal plan balance will automatically be added to your card at the beginning of each quarter. This dollar amount will be in addition to all remaining dining plan funds left over from the previous quarter.

At the end of each Spring quarter, all remaining Dining Dollars are non-reimbursable, will be forfeited, and will not roll over to Summer or Fall quarters.

**Meal Plan Changes:** Meal plans can only be changed at the beginning of each quarter during the add/drop period. Modifications to meal plans can be made online through myCWU or in person at the Connection Card office. (Changes cannot be made over the phone.)

#### Add/Drop Periods:

Fall Quarter: Sept. 25 – Oct 2  
Winter Quarter: Jan. 7 – Jan. 14  
Spring Quarter: Mar. 31 – Apr. 7

**Apartment Plan:** Students living in a CWU-owned apartment may also elect to participate in a meal plan. Meal plan options for the Apartment Plan are Plan A, B, C, or D. These plans are optional. The same rates and discounts apply. Students on the Apartment Plan must select their plan each quarter and will not be automatically enrolled in the plan. Any leftover Dining Dollars will roll over to the following quarter (Fall to Winter, Winter to Spring), even if the student does not enroll in a meal plan the following quarter. All roll-over Dining Dollars must be used the following quarter. At the end of each Spring quarter, all remaining Dining Dollars are null and void and will not roll over to Summer or Fall quarters.



**PRICING**  
**2019-2020 ACADEMIC YEAR**

**MEAL PLAN A**

QUARTER	DINING DOLLARS	OVERHEAD COST	QUARTERLY COST
FALL	\$875	\$2,125	\$3,000
WINTER	\$875	\$1,600	\$2,475
SPRING	\$875	\$1,150	\$2,025
<b>ANNUAL TOTAL:</b>			<b>\$7,500</b>

**MEAL PLAN B**

QUARTER	DINING DOLLARS	OVERHEAD COST	QUARTERLY COST
FALL	\$752	\$1,828	\$2,580
WINTER	\$752	\$1,376	\$2,128
SPRING	\$752	\$989	\$1,741
<b>ANNUAL TOTAL:</b>			<b>\$6,449</b>

**MEAL PLAN C**

QUARTER	DINING DOLLARS	OVERHEAD COST	QUARTERLY COST
FALL	\$641	\$1,556	\$2,197
WINTER	\$641	\$1,172	\$1,813
SPRING	\$641	\$842	\$1,483
<b>ANNUAL TOTAL:</b>			<b>\$5,493</b>

**MEAL PLAN D**

QUARTER	DINING DOLLARS	OVERHEAD COST	QUARTERLY COST
FALL	\$553	\$1,342	\$1,895
WINTER	\$553	\$1,011	\$1,564
SPRING	\$553	\$726	\$1,279
<b>ANNUAL TOTAL:</b>			<b>\$4,738</b>

**LIBERTY PLAN**  
**(only for students living in Kennedy)**

QUARTER	DINING DOLLARS	QUARTERLY COST
FALL	\$275	\$275
WINTER	\$275	\$275
SPRING	\$275	\$275
<b>ANNUAL TOTAL:</b>		<b>\$825</b>

**WILDCAT BUCKS**

Students on plans C or D who run out of Dining Dollars before the end of a quarter can add Wildcat Bucks to their Connection Card. Use Wildcat Bucks at any Dining Services location on campus by swiping your Connection Card, and receive 10% off of your purchase. Download the GET Mobile app to add Wildcat Bucks directly to your card. Simply log in with your CWU credentials, and add a credit card to your account.

If meal plan funds run out before the end of a quarter, only students on plans A or B may add Dining Dollars to their account without incurring additional overhead costs. Students on plans C or D

cannot add additional Dining Dollars to their plan, but can add Wildcat Bucks at [cwu.edu/card/wildcat-bucks](http://cwu.edu/card/wildcat-bucks).

**Wildcat Bucks can also be added:**

- Online on the GET website at [get.cbord.com/cwu/full/prelogin.php](http://get.cbord.com/cwu/full/prelogin.php)
- In person at the Cashier's Office at [cwu.edu/student-accounts/contact-us](http://cwu.edu/student-accounts/contact-us) (with cash, check, debit, or credit card)
- In person at the Connection Card office at [cwu.edu/card/](http://cwu.edu/card/) (with exact cash, check, debit, or credit card)
- Over the phone through the Connection Card office at 509-963-2711 (credit/debit card only)

Visit the Connection Card office website at [cwu.edu/card](http://cwu.edu/card) for more information about Wildcat Bucks.

*\*The residential meal plan discount does not apply to Wildcat Bucks.*

*\*\*Wildcat Bucks can be used at the Wildcat Shop, but purchases made at the Wildcat Shop are not eligible for a 10% discount.*

**YOUR MEAL PLAN TOP 5**

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 [cwu.edu/housing](http://cwu.edu/housing).
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 Services office staff can assist you in reviewing your meal plan options to make sure you have selected the correct plan for your needs.
4. You may purchase meals/snacks for guests with your meal plan account.
5. If you run short on Dining Dollars, you can add Wildcat Bucks to use, or also inquire on increasing your meal plan level. The Connection Card or Dining Services office staff can assist you with both.

**GET CONNECTED**

**YOUR CWU CONNECTION CARD**

After you select a meal plan that fits your needs, your 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 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. A 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).



A 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 Connection Card is valid only as long as you are enrolled as a student at CWU. The Connection Card Office is located in Boullion Hall. The office is open from 8 a.m. to 5 p.m., Monday through Friday.

## NUTRITION . . . A HEALTHY FOUNDATION!

Here at Dining Services, we believe that nutrition is the foundation for a healthy lifestyle. We strive to offer a wide variety of foods that satisfy everyone's needs in meeting personal dietary goals.

As a CWU student, you may schedule an appointment with our registered dietitian here on campus. Our nutrition staff encourages you to form balanced and nutritious eating habits as your foundation for a successful academic career. Contact the Dining Services office at 509-963-1591 or [dining@cwu.edu](mailto:dining@cwu.edu) to find out more about these services. Visit [cwu.edu/dining](http://cwu.edu/dining) for detailed nutritional information through web menus.

You must be logged in on a computer to the university's secure network to access web menu nutritional information.

## CWU DINING LOCATIONS

You have the opportunity to dine at a variety of locations on campus, including four restaurant locations, seven coffee shops, three markets, and a food truck. Restaurant locations include:

- **Holmes Dining Room:** Located in the Student Union and Recreation Center. À la carte style of service Monday through Friday, and an "all you care to eat" brunch on Saturday and Sunday.
- **Central Marketplace:** Located in the Student Union and Recreation Center includes many individual locations with a variety of foods: pizza, pasta, burgers, and more!
- **North Village Café:** Located in Green Hall on north campus. À la carte style of service for meals and snacks throughout the day.
- **Panda Express: New! Starting Fall 2019.** Located on north campus in Northside Commons.

Cafés and markets include:

- **1891 Bistro:** Tunstall Commons
- **1891 Café & Market:** Northside Commons
- **Cat Trax East:** Student Union and Recreation Center
- **Cat Trax West & Cats C-Store:** Student Union and Recreation Center
- **Coach's Coffee House:** Wendell Hill Hall B
- **Jimmy B's:** Brooks Library
- **North Village C-Store:** Green Hall

Dining Services also offers Bistro on the Go grab-and-go items made fresh on-campus at the Market locations and in vending machines (Barto Hall, Samuelson Hall, Wendell Hill Hall B), as well as smoothies and concessions in Nicholson Pavilion.

## READ THE CONTRACT

The Housing and Residence Life and Dining Contract that you have signed includes important information for your on-campus

dining experience. Please refer to your Residence Hall Guide or the Office of Housing and Residence Life for a complete copy of the contract.

It is your responsibility to be familiar with this information. If you have a question about the contract, please call Dining Services at 509-963-1591.

## WORK FOR DINING SERVICES

### STUDENT EMPLOYMENT

If you enjoy the bustle 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 the opportunity to learn new skills in a friendly and fast-paced environment.

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

- Cashiers
- Kitchen aides
- Ware washing staff
- Espresso baristas
- Servers
- Warehouse aides

Visit the Student Employment webpage at [cwu.edu/student-employment](http://cwu.edu/student-employment) for more information about employment.

## SPECIAL EVENTS

Several special dining events are planned throughout each school year. Visit [cwu.edu/dining](http://cwu.edu/dining) for exact dates, times, and locations, or watch for table tents and/or posters for event announcements.

## HOURS OF OPERATION

Please visit [cwu.edu/dining/dining-hours](http://cwu.edu/dining/dining-hours) for up-to-date dining hours on campus.



## HOUSING AND DINING SERVICES

# ROOM AND BOARD CONTRACT

## TERMS AND CONDITIONS OF RESIDENCE HALL ACCOMMODATIONS

### 2019–2020

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, 2019; open for dinner December 1, 2019.) Meals also will not be provided during academic quarter breaks. Term of this contract shall be from September 20, 2019, through June 13, 2020, with the exceptions of winter and spring quarter breaks: December 8, 2018 through January 5, 2020, and March 21, 2020 through March 28, 2020.

- 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 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 Housing and Residence Life. 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 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 non-married first year students enrolled in 7 college credits or more and under 20 years of age who are not living with their parents or certain relatives in a commutable distance, 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 Housing.
14. **Services Provided:** The University shall furnish heat, electricity, and Internet to the space to which the Student is assigned, plus water and sewer services to the bathroom areas. 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:** Housing will review any requests for contract cancellation. Any cancellation requests that are approved are subject to liquidation fees. 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. IF THE CONTRACT CANCELLATION REQUEST IS DENIED, THE STUDENT IS RESPONSIBLE FOR THE FULL ROOM AND BOARD CHARGES TO FULFILL THEIR CONTRACT.**

Written petitions to cancel contracts are available at Housing and must be submitted to Housing to be reviewed by a campus committee.

**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 Registrar's Office, Housing, and Financial Aid (if applicable) must be notified. 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. Equal Opportunity:** Central Washington University's policies and practices affirm and actively promote the rights of all individuals to equal opportunity in education and employment. Discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, gender identity and gender expression, age, marital status, disability, or status as a protected veteran is prohibited. The university provides an internal procedure for reporting discrimination and affords protection against retaliation for participating in the complaint process. Central Washington University complies with all applicable federal, state, and local laws, regulations, and executive orders including when soliciting bids and in the fulfillment of all contracts with governmental agencies. Persons of disability may request this material in alternative format or make arrangements for reasonable accommodation by calling Housing at 509-963-1831 or by emailing housing@cwu.edu.

**20. Room and Board Fees:**

A) Room/board fees are due in full as follows:

Fall	Winter	Spring
Oct. 2	Jan. 14	April 7

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. Payment is due on the student's MyCWU online account or in person at the Cashiers office. 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, 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 Housing and Residence Life. 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 Housing.

**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—which ever is appropriate.

**23. Changing Rooms:** Transfer Day is offered each quarter. There are no room transfers permitted prior to Transfer Day without written approval from Housing. On Transfer Day, requests for transfers are made through Housing on a first-come, first-serve basis through the students MyHousing portal. If your request cannot be accommodated, your name will be placed on a transfer list. If you wish to transfer after Transfer Day, you would need to contact your Residence Hall Coordinator for approval. After proper signatures are obtained, your request is sent to Housing. We will try to accommodate your request, however, we can make no guarantee. At your request, you will be placed on a transfer 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 Housing will be charged a \$100 penalty and may be required to move back to original assignment.

**24. 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.

For further information regarding the meal plans, please visit our website, [cwu.edu/dining](http://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 2019-2020 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 Disability Services for evaluation. A committee comprised of Disability Services, Housing and Residence Life, 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 Housing and Residence Life.

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.

**25. 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 through MyCWU or in person at the Connection Card Office, located in Bouillon 104. Telephone requests will not be accepted. Changes may be made during the University's registration add/drop period only.

**26. 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 \$35 to replace. 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.

**27. 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:

Carpet damage	Cost to repair
Failure to leave room adequately clean	\$45 or cleaning cost, whichever is greater
Failure to clean micro-fridge	\$35
Damage to building, room, or contents	Cost to repair
Damage to mail box	Cost to repair
Damage to walls	Cost to repair
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
Improper checkout	\$35
Replacement of lost keys:	
Room	\$35
Laundry/entrance	\$35
Mail box	\$10
Replacement of any broken or bent keys: (Key must be returned to Housing Services)	\$10
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 or cost to repair
Pet in 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 Housing.)

NOTE: "Damages" are solely determined by the University.

**28. The following are WAC codes** that pertain to making appeals. Appeals should be made to the Director of Housing Operations and Marketing

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 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 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, state your reason for appeal, in writing, and deliver through your CWU email account or to Housing at CWU Housing , 400 E University Way, Ellensburg, WA 98926-7513.

Students may appeal the decisions to the Executive Director of Housing and Residence Life or designee if they do so within 10 business days of notification. To appeal, address written objection to: Executive Director of Housing and Residence Life or designee, and deliver through your CWU email account or to Housing at CWU Housing , 400 E University Way, Ellensburg, WA 98926-7513.

**29. 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.