



RESIDENT HANDBOOK – RESIDENCE HALLS

TABLE OF CONTENTS

I. POLICIES

- a. Air Conditioning
- b. Alcohol
- c. Behavior
- d. Children
- e. Culinary & Nutrition Services
- f. Decorations
- g. Electrical Outlets
- h. Elevators
- i. Eligibility
- j. Fire Safety and Equipment
- k. Grounds
- l. Guests and Visitation
- m. Identification
- n. Keys and Fobs
- o. Noise
- p. Patios, Lounges, and Lobbies
- q. Plumbing
- r. Prohibited Items
- s. Smoking
- t. Solicitation
- u. Transportation
- v. Windows, Balconies, Patios, Awnings, & Roofs

II. PROCEDURES

- a. Absence of Resident
- b. Assignments
- c. Breaks and Closing
- d. Building Access
- e. Changing Rooms
- f. Charges
- g. Checking Out
- h. Climate Control
- i. Communicating with Residents
- j. Damages and Repairs
- k. Extermination Service
- l. Furnishings
- m. Health and Safety
- n. Kitchens
- o. Laundry Facilities
- p. Light Bulbs
- q. Mail
- r. Maintenance
- s. Parking
- t. Entry and Search
- u. Utilities

WELCOME

We are pleased you are living on campus this year and hope you have the experience of a lifetime. To help provide a safe, welcoming and inclusive community for all residence hall residents we have created this *Resident Handbook*. The residence halls are defined as Thompson Point, Neely Hall, Mae Smith Hall, Schneider Hall, and University Hall.

SCOPE

The *Resident Handbook* is an addendum to the University Housing contract. The policies and procedures listed in the *Resident Handbook* apply to the residence halls, common areas, and dining halls operated by SIU Carbondale. University Housing and Residence Life reserves the right to make changes to this document, including but not limited to: prohibited items, policies, and procedures.

Residents should read and be familiar with the policies and procedures in the *Resident Handbook*, as they are held responsible for this information. Students are also responsible for adhering to the Student Conduct Code, online at srr.siu.edu/student-conduct-code and referenced throughout this publication, and for information provided on the University Housing website, online at housing.siu.edu.

Activities and items prohibited by law and violation of the Student Conduct Code or University Housing policy may result in criminal charges and/or disciplinary action, as well as confiscation of items. Individuals who violate these guidelines are subject to disciplinary action and will be charged for any damages that result.

POLICY VS PROCEDURE

To assist in clarifying our policies and procedures, please utilize the chart below.

POLICY	PROCEDURE
guiding, principal, used to provide direction –helps to answer major operational issue(s)	operational process required to implement a policy – a series of steps to be followed as a consistent, repetitive approach to accomplish an end result
widespread application	narrow application
changes less frequently	prone to change
more general, usually expressed in broad terms	more specific, often stated in detail.
statements of “what” and/or “why”	statements of “how,” “when” and/or sometimes “who”

I. POLICIES

a. Air Conditioning

- i. **Air Conditioning Misconduct:** Running the air conditioner with windows and/or doors open is not permitted. Residents doing so may be subject to a \$25 fine and/or disciplinary action.

b. Alcohol

Refer to the Student Code of Conduct at srr.siu.edu/student-conduct-code for a complete list of University policies regarding alcohol.

- i. **Location:** Alcohol is not permitted in any University Housing Residence Hall, with the exception of for residents, who are of legal drinking age (21 years of age or older), living on the Junior/Senior designated floors.
- ii. **Consumption:** In areas where alcohol is permitted and when residents are of legal drinking age (21 years of age and older), alcohol may be consumed within the room and with the door closed. Alcohol may not be consumed in the presence of a minor or in a public area.
- iii. **Storage:** In areas where alcohol is permitted and when residents are of legal drinking age (21 years of age or older), alcohol may be stored within the room. It may not be stored in a public location. Empty alcohol containers must be disposed of immediately and may not be used for decoration.

c. Behavior

- i. **Inside Play:** Sports, horseplay, rough housing, etc. are not allowed inside buildings.

d. Children/Minors

- i. **Visitation:** Prior permission for guests under the age of 18 must be obtained from the Hall Director.

e. Culinary & Nutrition Services

i. Dining Plan Access through Student ID Cards

1. **ID Requirement:** A valid SIU Carbondale ID Card (ID) is required in order to use a University Housing dining plan. Residents with a dining plan, but without their student ID will not be permitted into the dining hall unless they pay the guest meal price or return with their Student ID. An exception is made for lost ID's. (See below.)
2. **ID Usage Eligibility:** An ID may only be used by the person identified on the card.
 - a. **Lost ID:** If an ID card is lost, residents are responsible for misuse of their ID until it is reported lost or stolen.
 - b. A student who reports their card lost or stolen has a grace period of 24 hours after reporting the loss to *replace* their card. If the card is lost during a weekend or holiday, they have until 4pm on the following business day to replace their card. A photo ID may be used to enter the dining hall during this time period.
 - c. Multiple reports of a lost card during an academic year will result in forfeiture of the 24-hour grace period.
3. **ID Replacement/Reactivation:** Cards may be replaced or reactivated during regular business hours at the Student Center ID Card Office. Students may also reactivate their card through Saluki Net.

ii. Misusing an ID:

1. Attempting to use another person's ID for entry is prohibited.
2. Allowing another person to attempt to use your ID is prohibited.
3. Using or attempting to use a fraudulent ID is prohibited

- iii. **Prohibited Items/Fines:** The following items are prohibited. Dining violations may result in a \$25 fine for a first offense and a \$50 fine for each subsequent offense.
 - 1. **Bringing Prohibited Items into Dining Hall:** Outside food or drinks, water bottles, shopping bags, basketballs, skateboards, hover boards, skates, large items and any other items designated by University Housing as prohibited are not permitted in dining hall.
 - 2. **Removing Items from Dining Hall:** Removing dinnerware, utensils, equipment, food or drinks from the dining hall is not permitted. Backpacks are subject to search. Students found removing utensils, glass, plates, etc., from the Dining Halls may constitute theft and result in fines, disciplinary action, and/or termination of a resident's University Housing contract.
 - 3. **Amplified Sound:** Using electronic devices with amplified sound without the use of headphones is prohibited.
- iv. **Inappropriate Attire:** Entering a dining hall without proper attire is not permitted – shoes, shirts, pants/shorts/skirts, etc. are required. Clothing must fully cover undergarments and follow state of Illinois public indecency laws.
- v. **Unacceptable Behavior:** Behaving in a manner that interferes with business, such as throwing food, shouting, singing, or otherwise making noise that makes it difficult for other others to engage in conversation, treating fellow patrons and staff without courtesy and respect, and cursing or otherwise using abusive language is prohibited.
- vi. **Changes:** Hours and services are subject to change.
- vii. **Expulsions/Bans:** University Housing reserves the right to ask patrons to leave the dining hall for violations of Resident Handbook policies. Further, University Housing reserves the right to temporarily or permanently ban students or guests from the dining hall for violations of Resident Handbook policy. A complete ban from dining halls may result in forfeiture of dining plan without refund.

f. Decorations

The following restrictions apply to decorations.

- i. **Safety:** Decorations must be nonflammable and should not hinder the exits.
- ii. **Hanging Decorations:** Nothing may be hung from the ceiling. Nothing is to be strung across the room. Students are responsible for the responsible removal of any decorations they place in the room; see **Damage/Alterations** for more information.
- iii. **Lights:** Outside string lights are not permitted. Cool touch mini lights and LED lights (decorative or novelty string lights) are permitted, following manufacturer's recommendations. Students are responsible for the responsible removal of any decorations they place in the room; see **Damage/Alterations** for more information.
- iv. **Damage/Alterations:** Decorations must not damage walls, floors, furniture, doors or woodwork. Alterations to your assigned living space, building or the surrounding grounds are not permitted. Painting or wallpapering of rooms or furniture is not permitted. Fines may be charged for damages and may be subject to the Student Conduct Process.
- v. **Miscellaneous:** Road signs, traffic cones and emergency lights are not permitted in rooms without proof of ownership.

g. Electrical Outlets

- i. **Cords and Splitters:** The use of extension cords and splitters is prohibited.
- ii. **Usage:** Outlets are limited to two items unless a surge protector is utilized.
- iii. **Protectors:** Surge protectors must be Underwriter's Laboratories (UL) approved. One surge protector may not be plugged into another surge protector.

h. Elevators

- i. **Tampering and Playing:** Tampering with elevator buttons or equipment or playing with emergency call buttons or phones is prohibited.
- ii. **Behavior:** Behavior that interferes with the normal operation of the elevator is prohibited (including but not limited to tugging, pushing or pulling on elevator doors or jumping in the elevator). Students causing elevator breakdowns may be charged for emergency service calls.

i. Fire Safety and Equipment

- i. **Vacating Buildings:** Residents are required to vacate immediately whenever the fire alarm sounds. Failure to do so will result in criminal charges and/or disciplinary action.
- ii. **Causing False Alarms:** Activating or tampering with fire safety equipment and/or intentionally causing false fire alarms is a violation of Federal and State laws, and may result in criminal charges, fines, disciplinary action and/or termination of a resident’s University Housing contract.
- iii. **Tampering:** Tampering includes but is not limited to removing the cover of the smoke detector, removing the batteries, disabling the unit, decorating the unit or covering the unit.
- iv. **Charges:** Costs associated with the activation of the system and/or damage caused from the activation of a sprinkler head or smoke detector is the responsibility of the resident(s) involved. This cost may not be limited to a single room, floor or hallway.

j. Grounds

- i. **Responsibility:** The University is not responsible for any loss or damage to articles left outside or unattended. Items turned in to the Area Office will be held for 24 hours before being discarded.

k. Guests & Visitation

i. General Guest

1. **Guest Definition:** A person is considered a guest if they are not a resident of the particular room, floor, and/or building they are in.
2. **Guest Permission Parameters:** Residents are permitted to host guests within the following parameters:
 - a. Residents may have up to two guests at once.
 - b. Permission must be granted by the roommate(s) for a guest to be present. A resident may declare the room/common space off limits to guests.
 - c. Guests must be accompanied by their host at all times. Unescorted guests will be required to leave the room, floor or building immediately.
 - d. Guests must possess an SIU ID or a valid government-issued ID (Driver’s License, State ID Card, Military ID or Passport).
 - e. Individuals who have been banned from the University or University Housing are not permitted as guests.
3. **Guest Behavior:** Residents are responsible for the behavior of their guests at all times.
 - a. Residents are responsible for damages caused by guests.
 - b. Guests who are also SIU students may be charged for damages individually and are still accountable to the Student Conduct Code.
4. **Keys/Fobs:** Residents may not loan any person their assigned key or fob. See “Keys/Fobs.”
5. **Singing-in Guests:** Residents may be required to sign-in guests during times where we see an increase in student population, such as evenings and weekends. This is a process that largely happens at the building/area desks.

ii. **Overnight Guests**

University Housing reserves the right to ban guests who fail to comply with this policy.

1. **Roommate Permission:** Prior permission for overnight guests must be obtained from the roommate(s).
2. **Juveniles:** Prior permission for guests under the age of 18 must be obtained from the Hall Director.
3. **Duration:** Guests, regardless of who their host is, are not allowed to visit for longer than 72 hours or three consecutive nights, twice per semester or more than six nights total per semester.

iii. **Visitation**

1. **Privileges:** University Housing reserves the right to alter visitation privileges. This may include changing visitation hours, access during breaks or declaring certain rooms off-limits.

I. Identification

- i. **Proper Identification:** Proper identification must be presented upon request. If a student, the student ID card must be presented. Guests may present an SIU ID or a valid government-issued ID (Driver's License, State ID Card, Military ID or Passport).

m. Keys and Fobs

- i. **Number of Keys:** Residents receive one key and one fob.
- ii. **Copies:** Copies or duplication of SIU keys or fobs is prohibited.
- iii. **Loaning Keys:** Residents must not loan any person their assigned key or fob.
- iv. **Accidental Lock Outs:** Residents who lock themselves out of a room will be assessed a fee for staff unlocking the door. Lockout charges will be billed to the resident's University account:
 1. First Lockout: Free
 2. Second Lockout: \$10
 3. Each subsequent: \$25
- v. **Lost Keys/Re-Cores:** Residents who lose keys/fobs must report the loss immediately to the Area Office to have the lock re-cored. If the Area Office is closed, the resident must report the loss to the after-hours emergency phone.
 1. **Re-Core Charges:**
 - a. Residence Halls: \$90
 - b. After hours charges will be higher to account for call-in labor.
 2. **Re-Core Cancellations:** Once a re-core has been called into Key Control, the re-core cannot be canceled. Refunds will not be issued for re-cores that have been called into Key Control, even if a student has since recovered a lost key.

n. Noise

- i. **Noise:** Noise can be of concern in any community living environment, but common courtesy and good communication among neighbors can help to prevent major problems. Residents can expect to hear some sounds from neighbors. Residents may use rugs to help muffle the noise they produce. Unresolved noise issues may be addressed to University Housing staff. Any prolonged or excessive noise or disturbance which interferes with the rights, comfort or convenience of others will be considered a violation of your contract. Repeated noise violations may result in cancellation of contract without refund.
- ii. **Courtesy Hours:** "Courtesy Hours" are always in effect. This means residents are expected to act with courtesy at all times in regard to noise. Additional noise restrictions are imposed during "Quiet Hours", below. During "Courtesy Hours", residents are expected to:

1. **Noise from Within Room:** Refrain from making noise which can be heard more than two doors down the hallway, between floors, or outside.
 2. **Noise from Outside Room:** Avoid excessive noise in the hallway, commons area or outside the building.
 3. **Designated Quiet Zones:** Understand that residential areas are designated quiet zones. Students should refrain from shouting, singing, chanting or otherwise creating a disturbance inside or outside the facilities, including amplified sound from vehicles.
- iii. **Quiet Hours:** “Quiet Hours” are in effect 10 p.m. - 7 a.m., daily. “Quiet Hours” have more stringent requirements where noise should not be heard outside the room or from groups of people in or around housing units. “Quiet Hours” may be adjusted during finals and the week prior to finals, as well as at the discretion of University Housing.
- iv. **Speakers or other sources of excessive noise may be confiscated by University Housing.**
- o. Patios, Lounges and Lobbies**
- i. **Furniture:** Furniture from these areas is not to be taken into student rooms or from the floor/building.
 - ii. **Activities:** Activities in these areas may not interfere with the normal operation of the desk or facility.
 - iii. **Posted Signage:** Residents/guests are expected to follow signage posted by building staff, i.e., capacity, noise, etc.
 - iv. **Hours:** University Housing reserves the right to designate hours for these areas including closing areas for designated periods of time.
 - v. **Clean Up:** Residents/guests are responsible for cleaning up after themselves when using these areas.
 - vi. **Storage:** Items may not be stored in lounges, lobbies, kitchens or common patio areas.
- p. Plumbing**
- i. **Normal Usage:** The sewer system is sufficient to handle all normal drainage. Do not flush food, grease, paper towels, facial tissues, disposable tampons, diapers, etc. down toilets, showers or sinks. You may be liable for plumbing repairs if this occurs.
 - ii. **Overflowing Toilet:** If your toilet overflows, report stopped up or overflowing toilets immediately to the Residence Life Staff or Area Office.
 - iii. **Bidets:** Bidets or other alterations to University Property are not provided or permitted.
- q. Prohibited Items**
- i. **Right to Restrict Items:** University Housing reserves the right to limit or restrict items allowed on campus. Restricted items found on campus will be confiscated (see “Confiscation”), and additional disciplinary action may be taken. A suggested packing list is available online at housing.siu.edu/move-in/packing-list.php. To request an evaluation of a new product for permission to bring to campus, contact the Central Housing Office at 618-453-2301.
 - ii. **Prohibited/Permitted Items:** Unless otherwise stated, the items below are not permitted in University Housing. Additional items may be added or restricted at the discretion of University Housing.
 1. **Climate Control:** air conditioners and heaters, including personal space heaters
 2. **Cooking:**
 - a. **Prohibited Items:**
 - i. Charcoal burners
 - ii. Deep fryers
 - iii. Electric skillet

- iv. Charcoal and propane grills (residents may use SIU provided grills located in residential areas but must use self-lighting charcoal)
 - v. Hot plates and hot pots
 - vi. Stoves (propane, butane, kerosene, etc.)
 - vii. Toasters or any item with an exposed coil or heating element
 - viii. NuWave ovens and cooktops
- b. Permitted Items:**
- i. George Foreman type grills, air fryers and Panini Presses without exposed heating coils or elements
 - ii. One microwave per unit is preferred, with a maximum of two per unit allowed. There are no restrictions on wattage.
 - iii. One refrigerator per residence hall room or bedroom is preferred, with a maximum of two per residence hall room is allowed. Refrigerators may be no more than 4.2 cubic feet.
- 3. Connectivity:** antennas, satellite dishes, short-wave radio transmitting equipment, splitters, and wireless routers
- 4. Incendiary:** candles or anything with a wick, incense, fog and smoke machines (within the building), combustible materials and flammable liquids; including but not limited to liquid lighter fluid, kerosene, engine fluid, solvents, gasoline, and diesel fuel
- 5. Lighting:** black lights, halogen lamps, lava lamps, oil lamps and strobe lights
- 6. Miscellaneous:** liquid-filled balloons, subwoofers, waterbeds and water pillows, empty alcohol containers, washers/dryers, pools, non-university locks or latches, live trees, or contact paper
- 7. Weapons: The possession, use, or distribution of any weapons, firearms, simulated weapons/firearms, or incendiary or explosive device is prohibited in the Residence Halls.**
- 8. Animals:** University policy does not permit any pets from residents or visitors unless otherwise listed below. Violation of this policy will result in removal of the animal and may jeopardize the residents' residency. Allowed pets are listed below.
- a. Pets permitted**
- i. Fish are the only pets permitted. No snakes, lizards, turtles, or other such pets are considered fish. Definition rests with University Housing.
 - ii. Up to two tanks, each with a maximum tank capacity of 20 gallons, are permitted per residence hall room.
 - iii. Fish must be taken home over extended breaks. Fish tanks must be emptied and cleaned prior to departing for break.
- b. Liability and Safety**
- i. The University assumes no liability for the safety and well-being of pets and cannot be held liable for injured, diseased, or deceased pets.
 - ii. Areas containing pets will continue to be treated for pest control as scheduled – it is the owner's responsibility to protect the health of pets on the days of treatment.
 - iii. No pets are to be kept for purposes of research or food production.

c. Service Animals and Emotional Support Animals

- i. Service animals are defined as only as service dogs and miniature horses.
- ii. Emotional support animals (ESAs) must be approved through the Disability Student Services (DSS) process. Any emotional support animal should be registered and approved prior to their presence in University Housing. However, if you obtain an assistance animal prior to requesting a reasonable accommodation, “[a]n accommodation ... may be requested because of the animal’s presence, although such timing may create an inference against good faith on the part of the person seeking a reasonable accommodation,” per HUD FHEO 2020-01. University Housing and DSS will work in good faith with students to determine whether the animal is a reasonable accommodation.
- iii. Animal owners whose animals pose a risk of health and safety to another resident, and those whose animals repeatedly disturb another resident, may be asked to remove the animal.

r. Smoking

- i. **Smoke-Free Campus:** SIU is a smoke-free campus. Smoking is prohibited on all university grounds. “Smoke” or “smoking” means the carrying, smoking, burning, inhaling, or exhaling of any lighted pipe, cigar, cigarette, hookah, cannabis, herbs, or other lighted smoking equipment. Vapor and e-cigarettes are also prohibited. Learn more at smokefree.siu.edu.

s. Solicitation

- i. **Operating a Business:** Residents are not permitted to operate a business or personal service from their assigned living space or elsewhere within University Housing. This includes hair care and other personal services, electronic and direct sales including companies such as Lia Sophia, Scentsy, Pampered Chef, Mary Kay, etc.

t. Transportation

Transportation refers to motor vehicles, bicycles, scooters, skateboards or other wheeled board devices, roller blades, roller skates, hover boards, etc. University Housing reserves the right to make changes to this list and add or include additional items. For information on parking, see “Parking”.

i. Storage:

1. **Bicycles:** You may store bicycles on outside bicycle racks, or in your assigned living space. They may not be placed on convectors or hung from the ceiling, chained to buildings, fences, trees, left on lawns, or in common areas. Lock your bicycles when storing them outside. Bicycle racks will be periodically cleaned out. Residents will be notified to remove unused items. Bikes improperly secured to anything but bike racks may be removed by the University.
2. **Motorcycles and Scooters:** Motorcycles or scooters, including electric scooters, are not permitted inside the building or on sidewalks.
3. **Trailers, Boats, Campers, and Motorhomes:** On-campus storage of boats, trailers, campers and motorhomes is not permitted.

ii. Riding:

1. **In Buildings:** With the exception of accessibility devices or equipment, riding any device is prohibited inside buildings.

- iii. **Registration of Non-Vehicular Transportation:** Bicycles and scooters must be registered with the Parking Division.

- iv. **Removal:** Items in violation of this policy will be removed by the Department of Public Safety or other department. Southern Illinois University is not responsible for damages.
- v. **Condition of Vehicles:** All vehicles must be drivable. Any vehicle found to be in junk condition (flat tires, on jacks or supports, etc.) or with an expired decal will be towed. The parking lots may not be used to perform repairs on vehicles, including oil changes.
- vi. **Driving:** Unless otherwise notified by the Department of Public Safety, vehicles may not be parked on or driven over the sidewalks or lawns for any reason at any time. Violation of this policy will result in a minimum of a \$25 fine, ticketing, towing and an additional assessment of charges for grounds repair.

u. Windows, Patios, Awnings, and Roofs

- i. **Storage:** Residents may not store any items on patios, in hallways or walkways.
- ii. **Fines:** If University personnel must remove residents' items from hallways or walkways, the residents will be fined \$10 per item. If we are unable to identify a particular resident, each room may be charged.
- iii. **Discarding Property:** Items left on lawns, sidewalks, blocking doors or in public areas may be removed and held for a period of up to 24 hours, after which time they will be discarded.
- iv. **Unsafe Activities:**
 - 1. **Hanging Items:** Residents are not permitted to hang any items from windows, patios, trees, or fences.
 - 2. **Dropping Items:** Residents may not drop or hang any items from windows or balconies.
 - 3. **Balconies:** Residents may not walk, sit, lean, climb or straddle railings on balconies.
 - 4. **Windows:** Residents may not use windows as an entrance/exit to the building except in an extreme emergency.
 - 5. **Window Locks:** Residents may not tamper with window locks or security mechanisms.
 - 6. **Screens:** Residents may not remove screens.
 - 7. **External Building Features:** Residents are not allowed on the awning, sunshade, ledge, or roof of any building.

II. PROCEDURES

a. Absence of Resident

- i. **Staff Notification:** Residence hall residents who will be away for longer than one week should notify their resident assistant or area office.
- ii. **Mail/Newspaper Notification:** It is advisable to also notify the postal carrier and paper carrier.

b. Assignments

- i. **Rights:** University Housing has the right to change the assignment of a student; to deny room/roommate requests and changes; to consolidate vacancies; and to require a student to move from one room, residence hall or area to another.
- ii. **Designations:** University Housing reserves the right to change the designation of a room, floor or building and/or designate over-assigned temporary spaces when needed.
- iii. **Vacancies:**
 1. **Roommate:** Students in designated double rooms with a vacancy may receive a roommate at any time without prior consent. Residents in under-assigned rooms must maintain the unassigned beds and associated furniture free from personal belongings so as to permit a new roommate to move in at any time. Failure to maintain the room in move-in ready condition may result in the assessment of the private room charge from the original date of single occupancy or fines for non-compliance.

c. Breaks and Closing

- i. **Calendar:** The University Housing calendar is available online at housing.siu.edu/housing-calendar.php.
- ii. **Information:** Residents are responsible for reading and complying with Closing Information. Information on closing and on breaks is available online at housing.siu.edu/housing-options/residence-halls/break-housing.

d. Building Access

- i. **Residence Halls:** Building exterior doors are locked at all times. Access is maintained through an electronic entry system or key for the building and traditional keys to the room. Residents are issued the key and fob at check in. Access is limited to the resident's assigned building.
- ii. **Guest Access:** See "Guests & Visitation".
- iii. **Search:** The University reserves the right to conduct a reasonable search of a student's room, backpack, bags, luggage, etc., without notice, in emergency situations, in cases of suspected or alleged violation of University policy or the law, or for such other purposes as are reasonably necessary to ensure the comfort, safety and protection of members of the University community.

e. Changing Rooms

- i. **Rooms**
 1. **Timing:** Room changes may begin the second week of classes each semester or as announced by University Housing.
 2. **Consent:** Resident-initiated room changes require the consent of Residence Life staff.
 3. **Room Change Requests:** Room change requests must be initiated in the Area Office and approved by Residence Life staff.
 - a. **Approval:** No resident is permitted to move until they have received approval in writing.

- b. **Moving Timeframe:** Once approved, students must complete the move in the time designated by University Housing.
 - c. **Exceeding Allowed Moving Timeframe:** After that, an improper check-out will be declared, and the student will be charged a minimum \$50 fine.
4. **Multiple Room Changes:** After two room changes have occurred, any subsequent changes will require the approval of the Assistant Director – Residence Life and may result in a fee.

f. Charges

- i. **Housing:** Semester Housing charges will be billed to your University Bursar account.
 - 1. **Summer:** Summer semester is June and July.
 - 2. **Fall:** Fall semester is August through December.
 - 3. **Spring:** Spring semester is January through May.
- ii. **Utilities:** Basic utilities are included in room and board charges.
- iii. **Space Usage:**
 - 1. **Room Usage:** In roommate situations, residents may occupy only their portion of the room or only half the room in the event of occupancy in an under-assigned room.
 - 2. **Relocation of Belongings:** Residents occupying the entire space of an under-assigned room may have their belongings moved by University Housing staff to accommodate a new roommate. University Housing is not responsible for damages in these instances. Additional charges will apply to students occupying the entire space and not readily available to receive a roommate.

g. Checking Out

- i. **Proper Check-Out:** A proper check-out is required when vacating a room. Residents must make a check-out appointment at least 24 hours in advance with the resident’s RA or member of the Residence Life staff unless otherwise directed by Residence Hall Staff. At this check-out appointment, the resident must be present, all personal property must be removed, and the space must be clean. Keys/fobs will be turned in at this time. Failure to check out properly may result in improper check out and other charges.
- ii. **Improper Check-Out:** Staff may attempt to contact the students who do not properly check-out and encourage them to complete the proper check-out. If the student does not complete a proper check-out, a \$50 improper check-out charge will be applied to the student’s account and, if applicable, an abandoned property letter will be mailed to the student’s address of record.
 - 1. **Abandoned Property:** Prior to the end of the contract term, residents may be charged for handling and/or storing any abandoned property. University Housing may, at its discretion and space permitting, store, relocate and maintain personal property left behind by the student for up to 30 days. The student may claim that property by contacting the Office of Residence Life. At the end of 30 days, all unclaimed property will be considered legally abandoned and will be auctioned, donated, or disposed of as the University sees fit. NOTE: Student property remaining in the room at the end of the contract term is considered abandoned and will be immediately auctioned, donated, or disposed of as the University sees fit.
- iii. **Keys/Fobs:** Residents who do not return keys/fobs will be charged replacement costs:
- iv. **Contract Cancellations:** Residents who check out during the contract period will be assessed a cancellation charge per the terms of the Housing Contract. Students

graduating mid-academic year and checking out at that time will not be assessed a cancellation charge. Internships and Study Abroad are not charged cancellation fee.

- v. **Requirement to Vacate:** Residents may be required to vacate their space within six hours after their last scheduled final exam. This information will be provided in closing information or in area postings and communications.
- vi. **Additional Charges:**
 - 1. **Pending Charges:** Any pending charges for damages or cleaning will be billed to your Bursar account.
 - 2. **Evaluation of Damage for Charges:** Some charge amounts may not be known until Facilities staff has evaluated the damage(s).
 - 3. **Disposal of Items Left Behind:** Any items left in the room will be disposed of and an additional charge will be assessed as follows: \$10 per bag for trash removal. \$25 per item requiring two or more people to remove.
 - 4. **Damage Charges:** Billed up to six weeks after end of the semester.

h. Climate Control

- i. **Air Conditioning:** Assigned living spaces are equipped with air conditioning.
 - 1. **Fines:** Running the air conditioner with windows and/or doors open is not permitted. Residents doing so may be subject to a \$25 fine and/or disciplinary action.
 - 2. **Operating AC:**
 - a. In most residence halls, a central chiller plant manages cooling and heating and the convectors in the rooms manage air flow. In University Hall, the temperature is managed by the individual units in the rooms.
 - b. It may take several days to a week to transition from heat to cool and cool to heat in areas where temperature is managed by the central chiller plant.
- ii. **Heat:** All residence halls are equipped with heat.

i. Communicating with Residents

- i. **Email:** SIU Carbondale and University Housing will send official notifications, including postal mail notifications, to residents' SIU email accounts. Residents are responsible for knowing all information sent through their SIU email account. Ensure email addresses are accurate.
- ii. **Meetings:** Residents are responsible for all information discussed at house or area meetings. Residents unable to attend due to a conflict are responsible for following up with the Resident Assistant or other Residence Life staff.

j. Confiscation

- i. University Housing reserves the right to limit or prohibit items allowed on campus. Restricted items found on campus will be confiscated and additional disciplinary action may be taken. Confiscated item may or may not be returned to the resident at the discretion of University Housing.

k. Damages and Repairs

- i. **Normal Wear and Tear:** University Housing is responsible for repairs resulting from normal wear and tear only.
- ii. **Accidents and Negligence:** Costs for repairs due to resident accidents or negligence shall be determined by University Housing and charged to the residents.
- iii. **Damages:** Damages associated with your assigned living space may be assessed at the time of the damage or at the end of the semester/contract term.

- iv. **Common Area Damages:** Common area damages are assessed each semester to all residents of a wing, or floor, building, when individual responsibility cannot be determined. Group charges may be removed if individual responsibility is determined.
- v. **Liability and Insurance:**
 - 1. **Liability:** University assumes no liability for resident's loss due to damages.
 - 2. **Personal Property Insurance:** Residents are encouraged to carry their own personal property insurance such as (renter's insurance), as the University does not provide this type of insurance.
 - 3. **Damage:** University Housing makes every effort to ensure that buildings and systems are in good condition. Nevertheless, electrical, heating and plumbing problems can occur. Residents should store valuable items off the floor. This will minimize the possibility of water damage, should a leak occur. University Housing is not responsible for damages to residents' property that results from water leaks, electrical problems, etc.
 - 4. **Claims:** Extenuating circumstances may allow for a damage claim to be filed. Damage claim forms are available at the Area Offices.

I. Extermination Service

- i. **Treatment:** University Housing has a contract with an outside extermination company for extermination services. Residence halls are treated on a regular schedule and as needed in specific locations.
- ii. **Reporting Pests:** Residents should report any pest problems immediately through the online room repairs program.
- iii. **Preparing for Treatment:** Residents will be given notification and are expected to prepare the assigned living space as instructed when clean-out (closets, cabinets, etc.) becomes necessary for treatment.
- iv. **Resident Non-Compliance:** The extermination company will notify staff if residents do not comply with a clean-out request and of unsanitary conditions. Residents will be notified of these findings and given time to correct the violation. Non-compliance can result in disciplinary action and contract termination.
- v. **Illness:** Residents unable to participate due to illness should contact the Area Office and will be rescheduled for the next treatment date.
- vi. **Bed Bugs:** Campuses sometimes see a bed bug infestation. If you bring bed bugs into your room, you will be charged for extermination services and the cost of any SIU Carbondale furnishings that need to be replaced. Personal mattresses infested with bed bugs must be disposed of in dumpsters and are replaced at the owner's expense.

m. Furnishings

- i. **Provided Furnishings:** A list of what is included in each area is available online.
- ii. **Inventory:** The condition of the room and furnishings will be inventoried before your arrival. Discrepancies must be reported to University Housing Residence Life staff within 48 hours of move-in. Residents are responsible for any loss or damage beyond wear and tear (see "Damages").
- iii. **Removing Items from Room:** Furnishings and appliances provided by University Housing for all rooms may not be removed from rooms. Furnishings in the residence halls may be rearranged within the suite but must be returned to original setup prior to checkout. Furnishings and appliances are listed online at housing.siu.edu.
- iv. **Disassembling Items:** Furnishings may not be disassembled with the exception of beds and lofting equipment provided by University Housing.

- v. **Location of Beds:** Beds may not be placed on nor block convectors and may not block doors.
- vi. **Liners:** Drawer and shelf-liners must be non-adhering or non-adhesive.

n. Health and Safety

- i. **Safety Information:** Information on campus safety is online at dps.siu.edu.
- ii. **Emergencies**
 - 1. **Alerts:** Residents are encouraged to sign up for emergency alerts via SalukiNet.
 - 2. **Information:** Emergency information about preparedness is available online at emergency.siu.edu.
 - 3. **Evacuation:**
 - a. **Routes:** Evacuation routes are provided on residence hall doors.
 - b. **Drills:** University Housing will conduct fire evacuation drills, as required.
 - c. **Safe Evacuations:** In the event of a building evacuation for any reason; cooperate fully with staff; evacuate in a safe and orderly manner using the nearest exit to the designated assembly area; do not reenter the building until instructed to do so by staff.
 - 4. **Designated Assembly Areas:**
 - a. **Mae Smith, Schneider, and Neely:** Rinella Field
 - b. **University Hall:** elevated field east of building
 - c. **West Campus:** lawn southwest of Agricultural Sciences building

iii. Health and Safety Inspections

- 1. **Expectations:** Residents are expected to maintain their assigned living space and bathrooms in an orderly and sanitary condition.
- 2. **Frequency of Inspections:** These areas will be inspected at each break and throughout the year.
- 3. **Reason for Inspections:** Inspections are conducted in emergency situations or for maintenance, safety, sanitation, and property control.
 - a. **Notice:** A 24-hour advance notice will be posted for routine inspections, with the exception of inspections conducted during breaks. Emergency inspections may occur at any time (without notice) when residents do not answer their door and there is concern for the health or safety of room occupants or condition of University property.
 - b. **Presence:** Residents are not required to be present during the inspection.
- 4. **Consequences:** Persistence of disorderly or unsanitary conditions in a student's residence may result in significant corrective cost charges or termination of contract.
- 5. **Medical Waste:** Students who self-administer medication including, but not limited to, insulin, shots for clotting factors, etc. are required to dispose of all needles and syringes in a medical waste container, which can be purchased at the Student Health Center Pharmacy. The medical waste container must be turned in to Housekeeping staff by the student when it becomes full, and/or at the end of each term (whichever comes first).

o. Kitchens

- i. **Common Kitchens:** Mae Smith, Schneider, Neely and University Hall have kitchens that can be shared by building residents. In buildings with kitchens, residents may check out

keys to the kitchen at the front desk. Access to these kitchens is a privilege which may be suspended by Residence Life staff at any time without notice.

- ii. **Kitchen Equipment/Appliances:** Kitchen equipment or appliances are intended exclusively for food preparation and cooking.
- iii. **Safety:** Residents must remain in kitchens when using appliances.

p. Laundry Facilities

- i. **Usage:** Directions are provided. Laundry equipment may only be used as intended. Charges apply for any damages.
- ii. **Unattended Clothing:** Do not leave clothes unattended in washers and dryers. University Housing assumes no responsibility for the loss of or damage to clothing. Laundry left in laundry rooms for more than 48 hours will be discarded.
- iii. **Hours:** Hours are posted. If you need assistance, contact the Area Office staff.
- iv. **Issues:** Report any problems with the machines to the phone number listed in the laundry room.

q. Light Bulbs

- i. **Installation:** Light bulbs in your assigned living space are installed prior to your arrival.
- ii. **Replacement:** Should a SIU provided light need a lightbulb replacement in your individual living space, please submit a work order or contact your Area Office. If you notice a lightbulb in the community spaces that needs replaced, please put in a work order or contact your Area Office.

r. Mail

i. General

- 1. **Responsibility:** The University does not assume responsibility for loss or damage to items sent through the mail.
- 2. **Perishable Items:** Perishable items such as flowers, food and medication are sent at the sender's risk and may be disposed of if becoming unsanitary. University Housing Mailrooms do not have cold storage to accommodate packages of this kind.
 - a. **Cold Medications** can be sent to the University Health Services Pharmacy via UPS or FedEx. Students will be notified upon arrive and can pick this up during normal business hours (8a-4:30pm M-F).

ii. Packages

- 1. **Claiming a Package:** To claim packages, students must present a valid student ID. Please note that it may take a day or two before packages received (and noted as "delivered") at the central mail room make their way to residence hall mail rooms.
- 2. **Addressed Packages:** Packages must be in the student's name only. Packages addressed to family, friends or non-students will be returned to sender.
- 3. **Failure to Pick Up:** Items not picked up within two weeks will be returned to sender.
- 4. **Lost Packages:** Concerns with lost packages should be directed to the area office.

s. Maintenance

- i. **Resident's Responsibility:** Routine care and upkeep of the room is the residents' responsibility.
- ii. **Maintenance Staff:** Maintenance and repair work is completed by SIU Plant & Service Operations or outside contractors.

- iii. **Repairs:** For repairs, residents should contact their Area Office or report needed repairs online at housing.siu.edu. Repairs are assigned to crafts-persons, based on availability of personnel and other campus needs. It may take several days or weeks to complete non-emergency repairs. Work orders are not scheduled for a specific date or time once a request has been submitted.
- iv. **Emergency Repairs:** Emergency maintenance situations needing immediate attention (i.e. no heat or electricity, odor of gas, plumbing leak, etc.) should be reported to University Housing staff.
- v. **Appointments:** Unfortunately, appointments for repairs in students' rooms are not available. Maintenance staff will knock and enter the room whether the resident is present or not.
- vi. **Charges:** Residents are not to be charged for repairs resulting from normal wear and tear as determined by the University, however, costs of repairs for broken or damaged property may be charged to the student's account.
- vii. **Shoes:** While we recognize that many residents remove their shoes before entering their apartments, due to concerns regarding work related injuries, crafts-persons are not expected to remove their shoes while performing repairs in assigned student living spaces.

t. Parking

- i. **Decals:** All student and guest vehicles must be registered with parking services. Campus parking decals may be purchased from the Parking Office within the Department of Public Safety in Trueblood Commons.

u. Entry and Search

- i. **Right to Enter:** The University reserves the right to enter any assigned student living space for the purpose of ensuring health and safety, preserving property, when staff have reasonable cause to believe that conduct standards are being violated, and/or when emergency situations are suspected or evident. No assigned living space will be entered without first knocking.
- ii. **Reason for Entry:** Occupant(s) shall be informed of the reason for any room entry at the time of the entry, if occupant(s) is available.
- iii. **Absence of Occupant(s) during Entry:** Staff may enter assigned living spaces in the absence of the occupant(s).
- iv. **Confiscations:** Items found which are prohibited by Housing policy, may be confiscated by University staff.

v. Utilities

- i. **Costs:** Basic utilities are included in room and board charges.