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Letter From The Director
August 2015
Dear Resident Student:
WELCOME! We in Campus Housing want you to get the most out of your education here at UIC, and we’re here to help. Our Mission Statement reflects our goals to help you make this a learning community—and more than just a pleasant place to live. We work to insure that all residents have a distinct educational advantage in living here. And, we need your help in doing this.
The kind of learning community we envision requires your active participation—being actively involved in knowing the other residents of your floor and building—and being known by them. This won’t happen unless we all work to make that happen. All too often, many residents—especially those of you who are new to the place and still anxious about how things work and what is expected of you—take a passive role and let others do the work. But, LEARNING IS NOT A SPECTATOR SPORT. We are counting on you to do your part and take active responsibility for your own growth and development.
Make this a real community—where you feel a sense of belonging and where you recognize that it is YOUR community as well as YOUR education. We will be your partners in accomplishing these things. While the residence life staff—Resident Assistants, Peer Mentors and Resident Directors—are willing and capable of being of real service to you—recognize that you won’t be just the objects of their attention and activity. TOGETHER we will create a learning community.
We want you to enjoy living on campus—but more than that, we want you to be a better and more successful person because you've lived here. It will be challenging, sometimes frustrating, hopefully fun—but always rewarding.
You’re fortunate to be attending an outstanding institution—and to be living at the doorstep of one of the world’s great cities. There are all sorts of advantages to being where you are, including the diversity of the students and staff here; take advantage of what UIC and the City of Chicago have to offer.
I look forward to seeing and meeting many of you during this year. I’m sure, during the course of this year, we will find ways to make the resident community the enjoyable and rewarding place it can be.

Susan Teggatz
Campus Housing Community

Mission Statement
UIC Campus Housing provides an educational advantage in collaboration with residents which serves as a pathway to success. Through engaging interactions and services, we promote a vibrant living environment in the heart of Chicago.

Non Discrimination Statement
The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.

University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. Members of the public should direct their inquiries or complaints to the appropriate equal opportunity office. For Public Formal Grievance procedures please see http://www.uic.edu/depts/oar/campus_policies/public_grievance_procedures.html

For the Chicago campus, Caryn A. Bills, Director of Access and Equity (Title IX, ADA and 504 Coordinator), 717 Marshfield Building, M/C 602, 809 South Marshfield Avenue, Chicago, Illinois 60612-7297, (312) 996-8670, cabw@uic.edu.

Principles of Diversity
Diversity is integral to developing a healthy living/learning community. To facilitate common understanding, diversity refers to people whose ethnic, racial, or religious identities, whose gender, whose sexual orientation, whose age, or whose disabilities place them at risk of being consciously or unconsciously discounted, excluded, abused, or otherwise discriminated against.

Campus housing promises to:
– Make every effort to accommodate residents’ practice of religious and cultural activities in the halls
– Offer a safe and secure environment in which to welcome and celebrate the expression of diversity
– Encourage everyone to be actively engaged in the process of exploring diversity and challenging discrimination
– Expect all members of the community to confront those individuals who intimidate or harass members of diverse populations
– Reserve the right to exclude people from this community due to intimidating or harassing behavior.

**Residence Life Staff**

**Resident Assistants (RA)**
RA’s are student staff that live in the halls to serve and assist resident students. The Resident Assistant (RA) assigned to your area has been selected and trained for the position to be your go to resource for anything you may need in the realm of information and assistance during the school year. RAs are on-call for emergencies Monday through Friday evenings from 5:00pm to 8:00am, and Saturday, Sunday and holidays 24 hours a day. If you need emergency assistance there will be staff on call and the duty phone numbers have been posted throughout the residence halls.

**Peer Mentors (PM)**
PM’s are student staff members that live in the halls to assist first-year students through the many different academic adjustments from high school to college. Peer Mentors are students of sophomore standing or higher that have great leadership skills and proven academic success. Peer Mentors also facilitate study sessions and tutor in the Learning Resource Centers.

**Resident Directors (RD)**
RD’s are professional staff members that live within the hall to engage with students, supervise the RA and PM staff and manage the day-to-day activity in the hall. Your RD may reach out to you to help get students involved, if misconduct needs to be addressed, or to ensure a student is going to be academically successful. Concerns and questions can always be directed to your RD as well.

**Area Coordinators (AC)**
There is one AC per side of campus—East, South and West. AC’s manage the entire side of campus, provide department leadership and to supervise the RD’s.

**Front Desk**
The Front Desks serve as information and service centers for resident students as well as the security check point for entrance into the building. Front Desks are open from 8:00am–Midnight. These hours are subject to change during breaks. An outside security company manages entrance to the building from midnight to 8:00am everyday.

**Community Standards**
The term "community" means different things to different people. The Campus Housing staff defines community as an environment where people:

- Know each other
- Have shared goals
- Have a say in setting the guidelines under which they live
- Have ways of holding community members accountable for upholding these guidelines
- Respect, as well as celebrate and appreciate, individual differences
- Experience a sense of belonging and
- Feel safe to enhance their personal growth.
**Room/Common Area Responsibilities**

**Room Responsibility**
You and your roommate(s) jointly share the responsibility for your room/cluster/apartment. You are responsible for all guests of yours in the building. In addition, you are responsible for the condition of furniture, walls, woodwork, doors, telephone jack, cable & internet plugs, windows, carpet, appliances, and floors within normal usage. Damage that occurs beyond the limits of normal usage will be charged to you or your roommate(s) accordingly. If you are in a room or apartment/suite designed for more than one resident, please keep your belongings on your side of the room or bedroom as roommate(s) may be assigned at any time.

**Common Area Responsibility**
You are also responsible for the condition of the common living areas in your building and complex, such as the corridors, elevators, lounges, kitchens, bathrooms, study areas, and other special rooms. Common area damage attributed to vandalism will be determined by the residence life staff and may be billed to the entire floor, hall or complex if the person(s) responsible cannot be identified. Please be sure to take responsibility for your community by reporting vandalism and vandals immediately to housing staff. Residence hall staff will be very willing to assess common area damage bills to the individual(s) responsible if they are provided with that information. Community bathrooms are required to remain locked. Do not prop doors open at any time for any reason. Set community standards cannot dictate a change in this policy.

**Roommate Agreements**
You will be sharing some part of your living space with other students, whether it be areas like the bathrooms, kitchens and lounges, or the room in which you sleep. You will complete a roommate/clustermate/apartment agreement form within the first two weeks each year, or whenever there is a roommate/clustermate/apartment change. Your RA will help with this process and this form should be used to genuinely discuss appropriate/livable conditions in each room to prevent issues later on. All members of the space must be present and in agreement. This is an amendable document and can be changed with your RA if amendments need to be made. Again all members must be present and in agreement. This will be considered a contract between the members of this space. You can be held accountable for misconduct based off this agreement. If a conflict arises after the initial agreement is filed, the residents will be asked to complete another, more-in-depth, agreement form with their RA present. Further conflicts should be discussed with the RA and the Resident Director.

**Leadership Organizations within Campus Housing**

**Residence Hall Association (RHA)**
The Residence Hall Association (RHA) is a resident student governing body. The purpose of RHA is to enhance overall student life through social, recreational, and educational programs, and to be the residents' advocate to bring recommendations/concerns about current Housing and University policies and procedures to the various components of the campus community. The RHA coordinates, supports and initiates individual and collective efforts in policy and programming issues of concern to the residents. Residents should
look for notices announcing dates and times of RHA meetings and sponsored programs, and take the opportunity to manage and improve the university and residential community—and have a lot of fun doing so. For additional information, ask your RA, RD, Housing administration, or contact any RHA officer.

Hall Council
Leadership within your own hall! These councils are composed of floor representatives and an executive board and meet on a weekly or biweekly basis. The Hall Council serves in an advisory capacity to the Resident Director, plans programs and activities, and serves as a liaison between RHA and students in the hall. Each floor elects student representatives to the Hall Council at the beginning of the fall semester. In addition to those positions on the Hall Council, students can involve themselves on their floors through one of the many Hall Council positions. Contact your RA for more information about election and nomination processes.

National Residence Hall Honorary (NRHH)
The National Residence Hall Honorary is an honorary society and student organization focusing on service and recognition. The NRHH chapter membership, per school, is restricted to 1% of the students living in the residence halls. UIC’s Eternal Flame chapter is very active in the halls organizing campus-wide events, service projects, and leadership retreats. Application times will be advertised within the halls as well as what materials will be needed to apply.

Transgender Students
It is the intention of Campus Housing to make room assignments based on how the student prefers to identify. Additionally, there are gender inclusive housing options available. Contact the Central Housing Office or the Resident Director of the building. Please note the University of Illinois Nondiscrimination Statement elsewhere in this handbook.

Students with Disabilities
In order to receive accommodations for a disability within Campus Housing the student needs to be registered with the Disability Resource Center (DRC). Students will be required to make an appointment with the DRC to receive an accommodation. When a prospective student with a disability applies for on-campus housing, a conversation with the Associate Director from Campus Housing, the Disability Resource Center and the student will determine what kind of accommodation may be necessary.

Personal Care Assistance
Because the University cannot assume responsibility for assistance with personal care, it is important that a student honestly estimate his/her abilities or potential for the need of assistance. This determination can be made while on a campus visit during which time an evaluation will be made to determine the need and level of personal care and special housing that may be necessary.

The Disability Resource Center will provide assistance in identifying resources in the community to help the student locate appropriate assistance. However, the responsibility for the hiring of that personal assistant and successive assistants is that of the student. Disability Services may do some minimal orientation regarding personal assistant care,
but realizing each student's unique and specific routine, it is the responsibility of the student with the disability to train his or her assistant relative to his/her own routine. Some students with disabilities and their assistants may choose to live together in the same residence hall. Many assistance situations will be on a "drop-in" or non-roommate arrangement. Need and personal preference also help determine living arrangements. The Associate Director will assist in the appropriate room and roommate assignments. If a live-in personal assistant is used, the assistant must be a UIC student who has signed a residence hall contract.

Each student who is identified as needing an assistant should keep in mind that competent assistant service is an absolute necessity for his/her success at college. The assistant is employed by the student, so he/she should keep expectations and responsibilities very clear. It is very important that the student with the disability and the personal assistant communicate honestly and effectively. Should serious problems arise in the student with disability/assistant arrangement, the Associate Director and the Disability Resource Center staff can assist in problem solving. If a live-in assistant arrangement would prove unsuccessful, the assistant may need to move from that room to another available space. These details will be determined by the Associate Director according to the nature of the conflict and the availability of accessible space on campus. The student with a disability must initiate the process of securing another assistant. An unsatisfactory relationship can be very disruptive to schooling, so every effort should be made to communicate and resolve differences.

A student who needs assistance for personal care and chooses not to employ an assistant should not expect residence hall staff or students living in the vicinity to provide care. Furthermore, failure to secure the services of a personal assistant when necessary may result in contract termination through appropriate disciplinary action. If the Associate Director or the student becomes aware of a change in needs during the contracted term, a reassessment of the student's needs may be required.

**Service/Comfort Animals**

**Service Animals**

Campus Housing has recognized the importance of service and assistance/comfort animals to individuals with disabilities and has established the following policy regarding these animals. Students who require reasonable accommodations for animals for work, tasks or therapeutic support are allowed to have such animals. If you are seeking to have a service animal live with you in the residence hall, please contact the Disability Resource Center for assistance. In order to receive accommodations within Campus Housing the students are required to be registered with the Disability Resource Center (DRC).

**Policy for animals in the hall**

The animal MUST be registered with the Disability Resource Center (DRC) and been approved by the DRC and Campus Housing. Campus housing and the DRC should be updated with any changes. The student is responsible for assuring the animal does not unduly interfere with the routine activities of the residence hall or cause difficulties for students who reside there.
The student is financially responsible for the actions of the animal including bodily injury or property damage including but not limited to replacement of furniture, carpet, windows, walls, and doors. The student is expected to cover the cost set by Campus Housing at the time of repair and/or the date the student moves out. The student’s room may be inspected for pests once a semester or as needed. If pests are detected, the room will be fumigated and subsequently inspected by an approved by pest control services and student will be billed this cost.

Animals may not be left overnight and cared for by another student. Animals MUST be taken with the student if the student leaves campus for a prolonged period of time. Service Animals may travel freely with the student through Campus Housing as needed while on a leash or harness. Assistant Animals MUST be contained within the residence room at all times. When outside the student’s room, the student should carry proof that the animal is an approved animal should they be questioned by University staff. The student is responsible for the health and wellbeing of the animal. The student is solely responsible for cleaning up after the animal and properly disposing of any bodily fluid from the animal. Any violations will be documented and the student will be referred through the conduct process to the Resident Director of their building. The student is responsible for all contractual agreements on the housing contract and in the resident student handbook. Should the animal be removed for any reason the student is still expected to fulfill his/her housing contract obligations.

Educational Advantage

Academic Programs in the Halls

UIC Campus Housing offers residents a supportive link to academic services in the comfortable and accessible setting of the residence halls. First Year Experience Sessions—were established to aid the academic and social development of first year residents. A Peer Mentor, who is an academic referral agent, lives on floors that house primarily first-year students and helps with the academic transition of first-year residents by offering programming.

Making Achievement Possible (MAP)—utilized for first year students, this instrument allows staff and students to analyze their academic and non-academic needs and better understand what problems may arise during freshman year. Residents will receive staff support, guidance, and develop an action plan to avoid such problems.

Learning Resource Centers (LRC)— The LRC’s offer free tutoring in the evenings as well as meeting/study space 24 hours a day.

Special Interest Communities—offer the chance to live with others who share interests in the following programs: Honors College, Engineering, Architecture, Design & The Arts, Women in Science and Engineering (WISE), Nursing, Health Professions, Health and Fitness, and Urban Health.

Academic Privacy

We check the grades of every student living with us. This information will not be shared with anyone other than professional staff. For those undergraduates with a 2.5 GPA or below, we try to help you be successful by having your Resident Director contact you to insure you are aware of the resources available in the Learning Resource Centers and
elsewhere around campus. For first-year students in particular, you may also hear from your Peer Mentor or Resident Assistant encouraging you to take advantage of the academic resources available. Should you not wish to be contacted about academic resources please reach out to your Resident Director. If you do not want to be recognized for your academic achievement, please feel free to contact Dr. Nick Ardinger at ardinger@uic.edu.

Faculty In Residence (FIR)
The Faculty in Residence program offers the opportunity for selected faculty and their families to live in a residential community with students. It is a unique experience that encourages a crucial link between students and faculty outside the classroom. In order to facilitate contact with students, the Faculty in Residence work closely with the Residence Life staff and the Residence Hall Association.

East Campus
Charles McPherson (CMN)—Clinical Assistant Professor of Pharmacy Practice
Amie Schuck (CMN)—Associate Professor of Criminology, Law and Justice

South Campus
Dr. Hui-Ching Chang (JST)—Associate Professor of Communication, Associate Dean for Academic Affairs
Nicholas Carlson (JST)—Assistant Director of Bands, Pep Band Director
Rob Kemp (TBH)—Lecturer of Accounting
William Kohler (MRH)—Lecturer of Managerial Studies

West Campus
Memoona Hasnain (SRH)—Associate Head for Faculty Development and Research, Department of Family Medicine
Heather Risser (SSR)—Assistant Research Professor, General Pediatrics

Hall Safety and Security

Building Entry and Exit
- For your own safety and security, as well as that of other residents, we have installed a computer controlled door access system at all primary entrances to the halls. Once encoded, your UIC i-card will permit you access when used in the card reader at the entrance.
  - The primary entrances for Student Residence and Commons (SRC) are the double doors next to the East Area desk and the east Commons West entrance.
  - The primary entrances for South Campus are the JST main entrance, nearest the Events Center, the TBH main entrance, and the MRH main entrance.
  - The primary entrances for West Campus are the SSR Damen Street entrance, the north courtyard entrance for PSR.
- Use the SRC entry lobby when Student Center East is closed on the east side. You can find the Student Center hours at: http://www.uic.edu/depts/studentcenters/buildinghours.shtml
- Except for primary entrances, all exterior doors are locked and should be used only as emergency exits.
– IDs are checked at building entrances to ensure that only residents and guests have access to the halls. You will be asked to show your UIC i-card, swipe in to verify building residency. Without this ID, your identity will have to be verified by another procedure by staff. This procedure will be posted at the front desk of your building.

– All guests must be signed in by and have a picture ID with them and be escorted by their resident host at all times.

– Do not prop any door open—exterior, interior, and bathroom. If you find a propped door, please close it. Open access to the residence halls jeopardizes the entire security system set in place. Anyone caught using alarmed doors, or causing other breaches of security will be subject to disciplinary action and possibly a fine.

– Never permit strangers access to the building. If they live here, they will have a key or door access card. Please be security conscious and do not allow people you do not know to follow you into the building.

– Contact your RA, your RD or the Area Residence Life desk immediately if you notice any breach of security. Suggestions for better security and comments about security hazards should be directed to your RA, the RA on duty, the Student Security Supervisor or a Resident Director.

Loss or damage of personal property
The University and Campus Housing assume no responsibility for theft, damage to personal property, or loss of money, valuables or personal effects of any student or guest.

Insurance
You should check with your family concerning the extent of coverage under existing insurance policies. If your items are not covered under an existing insurance policy we strongly encourage taking out a renter’s insurance policy to cover any mishap during your stay in Campus Housing. Campus Housing encourages you to consider what you are comfortable keeping in your room and what would be better to leave at home.

Cameras
All of the residence halls are equipped with surveillance cameras in public areas. These cameras monitor and record activity at building entrances & exits, computer labs, elevators and other common areas.

Tornado Procedure
A tornado watch means that conditions are favorable for severe thunderstorms to form, but it also means that a few storms may be capable of producing a tornado. A tornado warning is the ultimate in severe warnings, it means that a tornado is either occurring or imminent based on radar. In the event of a tornado warning, please follow these guidelines:

• Close windows.
• Do not use elevators.
• Head for an interior space on the lowest floor. Campus Housing staff will assist you in traveling to a safe location.
• Walk quickly and quietly, but do not run or push, especially in stairwells.
• Wear shoes to guard against broken glass or other debris.
• Avoid areas with windows or large unsupported roofs, such as the Atrium, the Student Center West Marketplace seating area, MRH or TBH 1st floor lounges.

Places of Safety
West Campus
• SRH—Move to the nearest stairwell or the 2nd floor adjacent to the Central Housing Office room 220
• PSR—Move to the nearest stairwell
• SSR—Move to the nearest stairwell and/or to the laundry room and mailroom on the lowest level.
• Residents on the lowest SSR floors (1-5) can seek shelter in the bathroom in their apartment

East Campus
• CMW—west basement
• CTY—1st floor north corridor
• CMN/CMS—Rathskellar

South Campus
• JST—Towers A & B to the Event Center, Tower C & D enter the stairwell and move to the lowest level

• MRH and TBH—Seek shelter in the bathrooms in your own apartment.

Fire Procedure
It is your responsibility to be familiar with the safety standards and procedures and to adhere to them fully when an alarm sounds. The following precautions should be taken during evacuation for fire or other emergencies:
• When you see a fire, pull the nearest alarm and, if possible, call 312-355-5555.
• Know where fire equipment, alarms, and exits are located.
• Keep fire doors (stairwell doors) and doors separating buildings closed so that smoke cannot get in your hall if there is a fire. Some doors have devices to ensure their closure when a fire alarm sounds.
• Even small fires can get out of hand. Smoke causes more injury than most fires, so do not play with fires or attempt to put out a fire alone.
• If a fire does start in your room, close the windows and door to keep the fire from spreading, and leave the room.
• If a fire was started in your room at any severity, you are required to report the event to Campus Housing.
• Do not use elevators to exit the building when a fire alarm is sounding.
• TREAT EACH ALARM AS REAL—YOU NEVER KNOW WHEN IT WILL BE A FIRE OR OTHER EMERGENCY.
• Proceed cautiously when the alarm sounds.
• Residents should be aware the City of Chicago fire code requires that residents vacate a building during an alarm. Staff and emergency personnel will assist you in evacuating the building to a safe location away from the building. Failure or refusal to comply may result in disciplinary action.

WHEN THE FIRE ALARM SOUNDS:
IF THE DOOR IS HOT
• Leave the door closed.
• Seal cracks around door with a towel (wet if possible).
• Let fire fighters know where you are (open window a crack and wave a towel out the window).
• Listen for instructions.
• If the air becomes stuffy, open the window slightly, place your head at the opening and put a towel over your head to make a seal between the fresh breathing air and the room air.

IF THE DOOR IS COOL
• Cautiously open it with your body braced against it.
• Close windows and doors.
• Leave room light on.
• Calmly proceed to the nearest exit. DO NOT USE ELEVATOR!
• Crawl if smoke is present.

EVACUATION ASSISTANCE
Any resident needing help in evacuating the building should contact the Central Housing Office at 312-355-6300 or housing@uic.edu to be put on the evacuation list maintained by the UIC Police.

Active Shooter
Violent incidents, such as an active shooter, can occur on University grounds or within close proximity of the campus with little or no warning. An active shooter is considered to be a suspect or assailant whose activity is immediately causing serious injury or death, and has not been contained. Active shooter situations are dynamic in nature and demand an immediate response to the situation by the community and law enforcement to stop the shooting and prevent further harm to the community.
If you should find yourself in an active shooter situation, try to remain calm—your actions will influence others; trust your instincts, and call University Police x5-5555 (312-355-5555) as soon as possible.
There are three major components to remember when dealing with an active shooter situation. Remember these three directives.

GET OUT – If there is a way to escape the threat and you are reasonably sure you can do so without being harmed, do it. This is your first and best option.
CALL OUT – Call the UIC Police at 312-355-5555
HIDE OUT- If evacuation is not possible, “secure in place,” or if the active shooter is outdoors, take shelter.
TAKE OUT – If you cannot evacuate or hide and your life is in imminent danger, as a last resort you must be ready to defend yourself.
Visit http://www.ready.uic.edu/emergency_guide/active_shooter/ for more information.

Registered Sex Offenders
Information on registered sex offenders is available via the web. The Illinois State Police maintain a current list of all registered sex offenders. The list can be used to search by city
or zip code. The Illinois State Police website for registered sex offenders is: 
[http://www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

**Safety and Security Reporting**

Our responsibility for safety as part of the UIC community:

It is important that each of us remember that, in conjunction with the protection we receive from the campus police, we must take responsibility for our own safety and the safety of others by taking advantage of security awareness programs. Further, we must assist the campus police by promptly and accurately reporting any and all criminal acts, dangerous situations, or suspicious behavior. More information and the UIC crime statistics can be found via the web at: [http://www.uic.edu/securityreport/](http://www.uic.edu/securityreport/)

**Suicide**

Suicidal ideation, threats and/or attempts are considered to be serious events that require immediate Residence Life and University intervention. Residence life staff have been trained on depression, suicide, and warning sings to watch for in residents.

If you or someone you know is exhibiting signs of suicidal ideation, contact your Resident Assistant, Peer Mentor, Resident Director. Staff is on duty in each building every night to assist when needed or you may call the campus In-Touch Hotline at 312-996-5535 from 6-10:30p nightly. The UIC Counseling Center (312-996-3490) and the UIC Police (312-996-2830, or the emergency number 312-355-5555) are also available as resources.

The affected student(s) will receive necessary assistance that will include the involvement of University professionals counseling or medical staff.

The response to those who exhibit suicide ideation of any kind may include:

- Outside medical evaluation or hospitalization.
- If hospitalized, medical clearance will be needed before a resident can return to UIC Housing following hospitalization.
- Follow up from Campus Housing professional staff including creating a behavioral agreement that will be put into place between the student and Campus Housing.

**Harassment**

The commitment of the University to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms, whether or not specifically prohibited by law.

To succeed personally and academically, and individual must be able to live free from unnecessary emotional stress caused by others. Hazing, physical or emotional harassment, electronic harassment, or behavior which other which other persons find intimidating, abusive, or offensive to residents or staff will not be tolerated in the residence hall community and will result in disciplinary action.

- If you feel you have experienced any type of harassment the following are recommendations to support your safety:
  - Reach out to the Resident Assistant, Peer Mentor, and/or Resident Director
  - Contact the UIC Police at 312-996-2830 (or 312-355-5555 in an emergency) if you feel threatened in any way
  - Reach out to the UIC Counseling Center at 312-996-3490
• Reach out to the Campus Advocacy Network at 312-413-1025
• Save all evidence of harassment you can for reporting and record keeping

**Sexual Misconduct**

UIC is committed to providing a safe learning environment in which students can achieve their educational goals. When students experience acts of sexual misconduct (i.e. sexual assault, stalking, dating violence, domestic violence), their sense of safety and trust is violated and this can significantly interfere with their success at the university. Our community expects that all interpersonal relationships and interactions – especially those of an intimate nature – are based upon values of mutual respect, dignity, responsibility, open communication, and clear consent.

Responding to incidents of sexual misconduct can be challenging, whether you are the person harmed or someone trying to help. All of us play a vital role in making our campus a respectful and safe place to learn, work, and live. The Student Sexual Misconduct Policy has been developed to address all types of sexual misconduct, including sexual assault, sexual harassment, stalking, dating violence and domestic violence.

The university takes all complaints and accusations of sexual misconduct seriously. We welcome your involvement in our mission to foster a campus environment that strives to prevent sexual misconduct and promotes the reporting of sexual misconduct, compassionate responses to survivors of sexual violence, and equitable treatment of student complainants and respondents.

For information on UIC’s policy and procedures, helpful resources, and the university’s prevention and training programs please visit [http://sexualmisconduct.uic.edu/](http://sexualmisconduct.uic.edu/)

If you feel you have been a victim of harassment or sexual misconduct the following resources are available to Campus Housing residents:

– Reach out to your Resident Assistant, Peer Mentor, and/or Resident Director.
– Resident students can complete an Incident Report via the Campus Housing website. Residence Life staff can assist with this if desired.
– The UIC Police can also be contacted to address concerns of sexual misconduct. The UIC Police Emergency number is 312-355-5555.

**Contagious Disease**

Any student having an infectious disease (measles, hepatitis, mononucleosis, etc.) must be certified as non-contagious by the UIC Health Service to be able to live in the residence halls. Since all students living in the residence halls share bathroom and dining facilities with other residents, a person cannot be contagious to other community members and remain in the halls. The student is responsible for finding other living arrangements until he/she is no longer contagious. Written proof from a physician is required and must be submitted to the Associate Director of Housing for Residence Life in the Central Housing Office in order to return to the halls.

**Injury**

Contact your Resident Assistant or other staff member in case of injury. If you are mobile and not seriously injured, go to or call the University Health Service at 312-996-2901. Serious injuries should be attended to by medical professionals. Your RA or University Police can help you get such attention. Please let Housing staff know if an injury limits
your mobility, and may cause problems for your safety in the event of an evacuation. Do not be afraid to ask for help!

**Medical Immunizations**
The Illinois Department of Public Health requires that all students living in on-campus housing present documented proof of immunity against the following diseases:

- Measles (Rubeola) - two doses at least 30 days apart
- Rubella (German Measles)
- Mumps
- TD (Tetanus and Diphtheria)

Students in on-campus housing who are not properly immunized and have not submitted a written statement of medical or religious exemption are required to undergo immunization within the first term of enrollment. Failure to provide the required proof of immunity shall prevent a student from enrolling in a subsequent term. To prevent a hold from being placed on a student's account, students must submit the required proof of immunity. Questions pertaining to the medical immunization requirements may be directed to:

- The Office of Medical Immunization Records
- Room 1200, Student Services Building
- 1200 West Harrison Street
- Telephone: (312) 413-0464
- FAX: (312) 355-4481

**Housing Procedures and Processes**

**Important Contract Provisions (see back of Housing Contract for full terms and conditions)**

**Contract Period**
The period of the contract for residents of Courtyard, Commons North, Commons South, Commons West, Polk Street Residence, Marie Robinson Hall, Thomas Beckham Hall & James Stukel Towers runs from August 23, 2015 to 24 hours after your last fall semester exam (no later than December 12, 2015) and from January 10, 2016 to 24 hours after your last spring semester exam (no later than May 7, 2016).

SSR contracts run from August 23, 2015 to 24 hours after your last spring semester exam (no later than May 7, 2016).

**Resident Eligibility**
All persons living in the residence halls during the regular academic year must be currently enrolled at University of Illinois at Chicago students by the tenth day of class of each term. Campus Housing will not allow ANY not enrolled student to live on campus after the tenth day of classes to work on their enrolled status. Summer session residents are not required to be enrolled in summer classes, but must be enrolled either the previous or following semester. Although Campus Housing checks with the Records Office to verify student status periodically, it is the individual student’s responsibility to initiate housing contract cancellation procedures if he/she withdraws from the University, is dropped from enrollment, or does not enroll for the current term. However, if a non-
student is found living in the residence halls, the possible consequences include eviction, substantial financial penalties, and disciplinary action. Residents who do not initiate housing contract cancellation procedures or move out voluntarily when their student status changes will be subject to eviction by Campus Housing. In case of eviction, a resident’s belongings may be box/bagged by UIC Campus Housing staff and placed in a departmental storage room at the expense of the resident ($150 moving and storage fee). Items not claimed with 30 days of the eviction will be discarded.

Criminal Activity—The University reserves the right to deny housing to students or applicants because of their criminal history or to terminate or suspend a housing contract when the university becomes aware of criminal activity.

Account Payment
You are responsible for payment of room and board according to the payment plan on your contract. You should expect to receive a monthly statement from the Office of Business Affairs on-line through your e-bill. Your room and board payment should be made directly to the cashier in the Marshfield Building (MB) or Student Services Building (SSB). Full payment is due upon receipt of statement. Special payment arrangements can be made at the Student Accounts Receivable office located in the Student Services Building.

Contract Cancellation
Once the contract period begins, if a student cancels his/her contract before the end of the contract term, he/she will be responsible for room & board charges up until the time of check-out plus all the following contract cancellation penalties:

- Loss of $100 housing deposit
- $100 cancellation fee
- Payment of 75% of the remaining contract cost (housing portion only)

If a student would like to cancel his/her contract, that person must come to the Campus Housing Office to complete the necessary cancellation paperwork.

Contract Take-overs
In the event that the Central Housing Office does not have applicants waiting to be assigned, or that the Housing Office does not have a waiting list for the type of room involved, a resident has the option of identifying a non-resident student who has not already applied for housing to take over his or her contract including (though not necessarily) the assigned space. Such students must meet the eligibility requirements specified in the housing application procedures. No contract can be taken over without the approval of the appropriate Central Housing Office administrator. There will be a $25 processing charge as well as the loss of the security deposit assessed to the original contract holder for contract takeovers. Failure to go through formal contract takeover procedures could result in disciplinary action as well as substantial financial penalties.

Appeals
Students may appeal the 75% of the remainder of the contract portion of the contract termination penalties. Students must complete an appeal form available from the Campus Housing office and submit ALL appropriate documentation relevant to his/her
because you assume responsibility for the room’s condition and its contents upon

When filling out this form after you have moved in, be sure it is complete and accurate, because you assume responsibility for the room’s condition and its contents upon
occupancy. If you do not return a Room Condition Report to the Area Residence Life Office or your RA within one week of check-in, we will assume your room, apartment, and/or cluster was damage-free.

Receiving your Keys
You will be issued keys for your room, building, mailbox, and other areas for which you need access. These keys become your responsibility. For safety and security reasons, as well as the financial reasons stated below, hold on to your keys! Remember, your keys are issued to you; no one else should use your keys for entrance to the complex, your room, cluster or apartment. Please, keep your room/bedroom and cluster/apartment doors locked when you leave or are asleep.

Check out
Residents are required to go through a formal check-out and room condition review procedure with their RA, using the Room Condition Report or Apartment/Cluster Condition Report you filled out when you checked in. Charges will subsequently be assessed to you based on repairs or cleaning necessary or to return your room/cluster/apartment to its condition when you moved in. To avoid charges, residents should:

− Remove and properly dispose of all trash and unwanted personal belongings.
− Rooms should be set up in their original configuration, and all university furnishings must be present and properly assembled; beds should be unbunked.
− Residents’ rooms should be properly cleaned and all personal property should be removed.
− All posters, decals, stickers, tape, and other fixtures should be removed from all furniture, doors, windows, walls, ceiling and other surfaces.
− Switch your heat or air conditioning to “low”, open the blinds and lock all the windows.
− Be sure to turn in all your keys and swipe out at the Area Desk.

The RA will give you an inspection slip or a copy of your Room Condition Report (RCR). After all residents have vacated spaces for which you have some shared responsibility (cluster, apartment, hall, etc.), charges may also be assessed to you for your portion of damages/cleaning in these areas.

You will need to return any and all keys issued to you to the Area Residence Life Office prior to your departure from campus.

Campus Housing is unable to have your mail forwarded to a different address, due to U.S. Postal Service regulations. Please collect all mail before checking out. Once you check out of the residence halls, we are forced to return mail to the sender. The Campus Housing Department cannot be held responsible for missing mail.

More information on check-out procedures will be issued by Campus Housing closer to check-out time.

Reporting Damage/Repairs
We ask students to report damage and maintenance requests through our online system at http://www.housing.uic.edu/workorder. If there is a problem with getting a timely repair, residents are encouraged to contact their Resident Assistant. Residents may also
make requests through the Facilities Office at 5-6525 (East), 5-6410 (West), or 5-6111 (South). University personnel will come to your room to make the repairs. Work order requests are assigned and completed according to a priority system established by Campus Housing.

**Loaner Keys/Lock Out Procedure**

If you are locked out of your room when the Front Desk is open, you can sign out a loaner key from the desk to gain access to your room. If you are locked out of your room after the Front Desk is closed, you may contact the Resident Assistant (RA) on duty for lockout service. There is no charge for asking the assistance of the RA on duty although the request will be documented and added to the loaner key record.

**Bed Bugs**

If you feel that you may have bed bugs in your living space contact a Campus Housing staff member immediately or process a work order via the Campus Housing website. Campus Housing will immediately schedule an inspection/treatment date (within 5-7 days) of the space reported and communicate that information to the resident. A Campus Housing staff member will also describe the bed bug procedure to the resident or residents reporting the issue. In cases of reported and confirmed bed bug activity, ALL ROOMS WITHIN THE CLUSTER/SUITE/APARTMENT WILL BE TREATED and ALL RESIDENTS ARE REQUIRED TO COMPLY WITH TREATMENT PREPARATIONS to ensure that bed bugs do not spread from room to room during the treatment process. Additionally, due to the fact that bed bugs are excellent hitchhikers, Campus Housing does not relocate students or replace furniture or mattresses in living spaces where beg bugs have been reported. If the room is not prepared by the time of the inspection, the each unprepared resident will be charged the cost of the exterminator visit. After a space has been treated for bed bugs, a follow-up treatment is scheduled for 2 weeks after the initial treatment date. If further treatment is warranted, the treatment process will be repeated until the space is clear of bed bug activity.

**Room Inspections**

Each room is to be kept clean and orderly by the residents for maintenance of health and safety. Residents are responsible for cleaning up after themselves in bathrooms, kitchens and other common areas and are required to remove excessive trash. Please use trash chutes/rooms for room trash. Residents may be billed individually or collectively for any excessive cleaning necessary as a result of student behavior.

The Residence Life staff may do periodic health and safety inspections. Typically, 24-hour notice will be given to residents of these inspections. Inspections are intended to insure residents are maintaining safe furniture placement and equipment in accordance with fire code and that the room is clean and healthy environment free of trash. This is in collaboration with the Environmental Safety Office. Residents have 24 hours to rectify any health and safety concerns discovered. Repeated health and safety violations may result in disciplinary action.

**Room Entry by Staff**

The University reserves the right to inspect resident rooms with or without the resident present for serious life or health threatening emergencies, to perform requested,
preventative or emergency maintenance, to do room inspections, to silence a disruptive noise or at the request of UIC Police or other police agency. In addition to University Housing employees, specialists in building trades, repairs and extermination may also be required to enter a resident's room with or without the resident present.

If you feel a university staff member has unnecessarily accessed your room, please notify your Resident Director immediately.

In order to help facilitate the work order process, please allow access to maintenance and building service employees as quickly as possible upon their request. Delays in accessing areas that need to be maintained severely minimizes their ability to make repairs efficiently.

To maximize pest control efforts, all areas of Campus Housing facilities are exterminated regularly. If for any reason you feel your room should not be exterminated, notify your Resident Director.

**Room Reservation Process (RRP)**

Campus Housing is available to most undergraduates who desire it, as well as to graduate and professional students. Assignment to rooms for new students is most often made in a first-come, first-served manner, based on when a student applies Housing after s/he is accepted to the university. At the present time, it is possible to assure every current resident of a space in campus housing for the subsequent year, although in future years, assignment to a room on campus for one year does not necessarily guarantee a place on campus for subsequent years.

Planning for the Fall semester occurs during a Room Reservation Process which will take place during the prior Spring semester. All resident students who desire a room in campus housing must participate in the Room Reservation Process. Students can either keep their same room or enter into a lottery to choose another room in the system. In March the RRP Procedures will be communicated to allow students to sign for their same room or to go through the lottery process to select from the remaining rooms on campus.

**Services**

**Central Housing Office**

The Campus Housing Central Office is located in Room 220 of the Student Residence Hall (818 S. Wolcott on the west side of campus). It houses the offices of the Director, Associate Directors, Assistant Directors, information technology, graphic design, video, marketing, and administrative staff of the department. Questions concerning housing applications, contracts and billing should be directed to the Central Office. The Central Office phone number is 312-355-6300 or e-mail at “housing@uic.edu”.

**Area Offices**

There are three area offices on campus, one on each side—East, South and West. There you will find the staff offices of the Area Coordinator, the Resident Directors, and the Housing Officers for that side.

- East Area Office (EAO)—Located behind the East Front Desk
- South Area Office (SAO)—Located in JST on the 2nd floor
- West Area Office (WAO)—located behind the West Front Desk
Mail
You will be assigned a mailbox and mailbox key at the time of check-in and you will share a box with your cluster/roommate(s). Registered mail and packages are held at the desk for you to pick up. You will receive an email notification from the Digital Doorman system when you have a package waiting. You will need your iCard when claiming your item. Packages will be held for 10 days and then returned to sender. Package pick up times are posted at the front desk of your building. Mail is placed directly into the mailbox assigned to each resident. To ensure prompt mail delivery senders should use: full name, current room number and building and the following form of mailing address:

EAST AREA COMPLEX–
  Courtyard (CTY), Commons West (CMW), Commons North (CMN), Commons South (CMS):
  700 S. Halsted Street
  Chicago, IL 60607

WEST AREA COMPLEX–
  Single Student Residence (SSR):
  809 S. Damen Avenue
  Chicago, IL 60612
  Polk Street Residence (PSR):
  1933 West Polk Street
  Chicago, IL 60612

SOUTH AREA COMPLEX–
  Marie Robinson Hall (MRH):
  811 W. Maxwell Street
  Chicago, IL 60608
  Thomas Beckham Hall (TBH):
  1250 S. Halsted Street
  Chicago IL 60607
  James Stukel Towers (JST):
  718 W. Rochford Street
  Chicago, IL 60607

Laundry
Laundry rooms are equipped with washers and dryers and available in each hall. Machines are operated by swiping your student ID and are free of charge to students. An outside laundry service company is selected to provide our residence halls with laundry machines, and this company has posted notices in laundry rooms listing their contact and telephone number for residents to call with problems. The University is not responsible for damaged clothing or items left unattended.

Dining Services/Dining Areas
All CMN/CMW/CMS/CTY & JST residents are required to purchase a meal plan as part of their residence hall contract. PSR, SSR, MRH & TBH residents have the option to purchase Dragon Dollars or a meal plan. Changes in the Residence Hall Meal Plans can only be made during the first two weeks of each semester. Information about Meal Plans and
meal plan requirements is available in a separate brochure published by dining services. For more information call Campus Dining Services at 312-413-5678. Cafeteria locations and hours can be found at http://www.uic.edu/depts/dining/hours.shtml

**Computer Labs**

Computer room facilities are available on the second floor of SRH, the second floor in Commons South, the first floor of both MRH & TBH and the second floor of JST. Check at your Area Residence Life Office for details regarding room usage. Hours are subject to change, especially during semester break periods. Academic work has priority over any other kind of activity. These computer labs are operated by ACCC; if a problem arises, please notify the ACCC office.

**Printing**

Campus Housing is proud to provide “free” printing to resident students in computer labs within residence halls. Students are asked to NOT EXCEED 750 sheets of paper printed per semester or 50 pages at any one time. Any amount over this limit will result in a $0.12.sheet charge to a student’s university account. If a resident has a guest that needs something printed, the resident must print the item on their netID. Non-residents are not allowed to use the printing resources within the residence hall. Failure to comply will result in a charge to the non-resident’s student account at $0.12/sheet, no later than the end of the current semester. Residents can check their printing total here: https://uprint.cc.uic.edu/QuotaCheck/housingquota.asp

If there are problems with any printer within a residence hall computer lab, please contact Campus Housing IT Administration or the nearest residence life office.

**Facilities**

The Building Service Workers are responsible for cleaning public areas of the residence halls on a daily basis. This includes such areas as laundry rooms, recreation rooms, special study sections, lounges, kitchens, and washrooms. Residents are responsible for cleaning their own rooms.

Washrooms in Commons South and Commons West are scheduled to be cleaned every weekday. Washrooms in the Courtyard, Commons North, PSR clusters and JST suites should be maintained by the residents of those areas. However, Building Service Workers are scheduled to check the washrooms to re-stock toilet paper in PSR, CMN, CTY & JST. Housekeeping service in SSR, MRH & TBH is limited to public areas. Cleaning schedules for washrooms will be posted.

Neglected, unsanitary, or unclean areas should be reported immediately to your RA or to the Facilities Office (East: Room 25, Lower Level Commons, 5-6525; West: Room 10 Lower Level Single Student Residence, 5-6410; South: TBH first floor facilities office, 5-6111).

Private as well as public space should be treated as though it were your own. Help keep it clean and in good repair.

Other services provided by the Facilities Office include: exterminating, window washing and repair of appliances (i.e. kitchen stoves, refrigerators and microwave ovens) in SSR, MRH & TBH apartments, and in lounges throughout all Campus Housing buildings. Items dropped down elevator shafts or trash chutes will not be retrieved by facilities staff members or residents.
**Air Conditioning and Heating**
All the halls are equipped with air conditioning for your comfort. It is requested that you keep room windows closed when the system is on. We experience a transition period each fall and spring—a period when temperatures fluctuate widely. Once we change from heating to cooling or cooling to heating it is complicated and costly to change back. We ask for your understanding and consideration during these periods.
Air conditioning and heating unit filter changes are one of the scheduled maintenance items that must be completed annually. You will be given notice before this procedure takes place.

**Recycling/Conservation**
Recycling containers are located in all trash areas, individual rooms and computer labs around campus. Please read containers thoroughly and recycle accordingly. Remember food items in recycling containers contaminate the entire container which will result in those recycling efforts to go to waste. While in your room we encourage you to use these other conservation ideas as well:
- Turning off lights and electrical appliances when leaving your room
- Using natural light during the day and studying with a desk lamp instead of overhead lights
- Not taking long showers or leaving the water running when brushing teeth
- Opening your window coverings to let in the sunlight and closing them at night to keep in the heat during the winter months
- Purchasing items that are environmentally friendly (examples include energy saving computer monitors, energy efficient light bulbs, etc.)

**Appliances**
Permitted
- Mini refrigerators are permitted up to 2.9amps
- Coffee pots with an automatic shut off

Not Permitted
- Microwaves are not permitted unless a microfridge unit (see Microfridge)
- Appliances with an external heating unit or open flame e.g., hot plates, toasters, space heaters or cooking appliances
- Power tools of any kind
- Halogen bulbs

**Microfridge and Bed Lofts**
Bed lofts and microwaves (the university supplies a microwave to all apartments in MRH & TBH) are not permitted in resident rooms unless rented through Bedloft.com. Bedloft.com is the exclusive authorized supplier of MicroFridges (combination unit including a refrigerator, small freezer and microwave) to UIC students. Microfridges and bed lofts can be rented through [www.bedloft.com](http://www.bedloft.com) and the items will be delivered directly to resident rooms.
Specialty Room Reservations
MRH & TBH piano room and TV lounges, SSR Multipurpose room and the CTY, CMN, CMW & JST Tower Lounges & JST 2nd floor meeting rooms can be reserved by a Housing staff member, Campus Housing Organizations, or Housing residents and are for use by these individuals only. Reservations for these spaces are available through the Area Residence Life desk. External groups (non-housing related) will be directed to the central housing office for reservation information (312-355-6315).
For use of the Event Center, contact the JST Housing Officer.
Reservations for the CMS Lower Level meeting rooms and the Rathskellar are administered by the UIC Meetings & Conferences Office at 312-413-5040. See the SCE Building Manager to gain access to these rooms at the time of the event.
Contact your RD with any questions.

Kitchenettes
Kitchenette facilities are available on the second floors of SRH, CTY, CMN, JST and the tower lounges of CMW, CTY, CMN, and JST. Be sure to maintain the cleanliness of the kitchen areas. It is important not to leave kitchens unattended while cooking food. Kitchenettes are accessible with a building entrance key and are available for resident use during the summer.

Vending Areas
For snacks, vending machines are available in residence hall areas. Please identify the machine number to report a problem or request a refund. Request vending refunds at the following locations:
- **Student Center East**
  - 750 South Halsted Street
  - Service Desk
- **Student Center West**
  - 828 South Wolcott Avenue
  - Service Desk
Please do not bang, tip, or rock machines!

Study Lounges
There are areas designed as study lounges for those times that you do not want to study in your room. The furniture in these lounges belongs to all residents. Taking furniture from a study lounge into your room, apartment or cluster constitutes theft and will be dealt with accordingly. If you leave the room for any reason, please take your belongings with you.

TV Lounges
There are TV lounges in each building on campus. As these spaces are among the residential areas, noise should be kept to a minimum. Remote controls (where available) can be checked out (at no charge) from the nearest Area Desk.

Luggage and Storage Rooms
A storage room for luggage and some other items is available in Commons South. Residents should contact the East Area Office (312-355-6500) to inquire about availability
and must fill out a form prior to storing items. Everything placed in storage must be taped shut or secured and be clearly labeled. We do not store large items, such as furniture and each resident is limited to 4 items at a time. These areas are kept locked, and if you desire anything out of them, you need to make arrangements with the East Residence Life staff Monday-Friday between the hours of 8am-4pm. Although the University will make reasonable efforts to protect student property, it is not liable for loss, theft, or damage to any property belonging to residents. Storage is only offered to residents who will be staying on campus for summer school or returning to live on campus for the upcoming semester. Storage is limited and is on a first-come first-served basis. Storage is also given only with the approval of Campus Housing Staff. Property left behind for more than one year will be donated or disposed of.

**Campus Transportation**

**Shuttle Bus**
The campus provides a free shuttle bus service which conveniently connects the entire UIC campus. You can track the buses at http://bus.uic.edu. Be sure to have your i-card to show the driver.

**Red Car**
Students with an i-card may call 312-996-6800 and request that a special University escort vehicle take them to points on campus. Red Car only transports students who have an i-card. Transportation is provided to or from the residence halls, University jobs, laboratories or classrooms. Hours of operation are 11pm -7am, seven days a week (subject to change).

**Media Release**
Campus Housing has the right to reproduce, use, exhibit, display, broadcast, distribute and create derivative works of university-related photographs or videotaped images taken in public spaces and spaces and people in on-campus housing for use in connection with the activities of the university for promoting, publicizing or explaining the university and Campus Housing. This includes, without limitation, the right to publish such images in the university’s student newspaper, on Campus Housing social media, in alumni publications, on the university’s website, and in public relations/promotional materials, such as marketing and admissions publications. These images may appear in any of the wide variety of formats and media available now and in the future to the university and Campus Housing, including, but not limited to, print, broadcast, videotape, and electronic/online media. All photos are taken without compensation to the resident or claims for payment or royalties. All electronic or non-electronic negatives, videos, slides, photographs and prints are the property of and owned by the university. Any questions regarding this media disclosure policy should be discussed with Nick Ardinger, Assistant Director for Academic Initiatives, Marketing, and Assessment at ardinger@uic.edu or 312-355-6325.

**Surveys/Focus Groups**
Campus Housing conducts surveys and focus group interviews on a regular basis in order to better serve our residents. We strongly encourage your participation in these efforts. Over the past several years, Campus Housing has made numerous policy and
programmatic changes based on student feedback. We always welcome your feedback; in addition to surveys and focus groups, you may share your opinions, kudos, and concerns with Dr. Nick Ardinger, Assistant Director for Academic Initiatives, Marketing and Assessment at ardinger@uic.edu or 312-355-6325.

**Telecommunication**

**ResNet**

The Academic Computing and Communications Center (ACCC) provides Internet access to each residence hall room managed by UIC Housing via a wired or wireless connection, on a semester basis. This service is known as Res-Net (Residential-Networking). Detailed and up-to-date information about this service is always available at http://resnet.accc.uic.edu For other ACCC services, see the ACCC homepage at: http://www.accc.uic.edu/

A Res-Net connection provides Housing residents with full access to the Internet, through basic Internet applications such as SSH, SFTP, Web browsers (e.g., Internet Explorer, Firefox) etc. via a wired or wireless network connection. RESNET CONSISTS OF WIRED & WIRELESS CONNECTION METHODS. NEITHER SERVICE IS FREE.

Each resident is given 4GB upload/download data transfer limit on Resnet network connections for off-campus traffic; this includes streaming media such as Skype or Netflix or YouTube. This 4GB limit is per 24-hour period starting at midnight of each day. As we have a limited amount of bandwidth available for Resnet users that must be shared, we have to impose a limit to prevent abuse. If a resident exceeds this limit they are given one warning email that applies to the entire academic year starting in Fall semester. If you once again exceed the 4GB limit during the year, your Resnet account will be suspended for a period of time determined by the amount of upload/download data transfer abuse. More information can be found at the ACCC website. If resident students want to access unlimited bandwidth, they must successfully complete the "dmca-cont: Security Education and Awareness" course on Blackboard.

Peer-to-Peer file sharing (P2P) is not allowed on the UIC or ResNet network. Failure to comply will result in a suspension of your network access by ACCC Security.

All Res-Net users must agree to, and are subject to, all of the policies of ACCC, which are listed at http://www.accc.uic.edu/policies/.

**NOTE:** No servers or daemons of any type are allowed to run on Res-Net connected computers.

Also, with all the recent virus activity and outbreaks, you need to make sure that you keep your PC clean. Please check the Res-Net webpage for details. Be aware that if your PC does get infected, your Res-Net account will be suspended until your PC has been cleaned.

RUN ANTIVIRUS

RUN Windows and Macintosh updates regularly.

Check out http://www.accc.uic.edu for more information.

Monthly fees:

$40/semester (charged by Housing). Res-Net charges will be billed alongside other Campus Housing charges. Students who wish to opt-out of use of the Res-Net can do so during the first ten days of the semester at
http://apps.housing.uic.edu/dock/app/cablenet/resident/ and will have a credit applied to their account. Usage of the Res-Net system after opting-out is a violation of Campus Housing policies and will be dealt with through the conduct process.

Setup fees and equipment:

**Ethernet Cable:** You must bring your own CAT-5 ethernet cable, or you can purchase one on campus from the Microstation Store (http://www.microstation.uic.edu/).

**Switch:** If you share a room that only provides one wall jack for Res-Net access, then the room has been equipped with a switch so that all roommates have access to a Res-Net connection for their own computer.

**Obtaining a Res-Net Connection**
You will need your UIC e-mail account and password to use the Res-Net connection. The service is automatically available to all Housing residents. You do not need to sign-up or cancel. You will be able to use the Res-Net connection as long as you are a current student or staff at UIC and are in a Residence Hall.

**Using Your Res-Net Connection**
To use your Res-Net connection, you must have your network settings and machine configured and connected to the network as explained in the Res-Net Web page above. For a wired connection, to establish a session, bring up a Web browser and authenticate by entering your UIC netid and password when prompted. You will not have access to the Internet unless you successfully enter your UIC netid and password. You do not need to logoff or disconnect. Your Res-Net session will time out after three hours of inactivity. You will then need to re-authenticate to use your Res-Net connection.

For wireless connections please follow the instructions on this Web page: http://wireless.uic.edu to setup the appropriate device.

As a reminder, you are not allowed to bring in your own wireless access point.

**Canceling or Moving a Res-Net Connection**
Your access to a Res-Net connection will remain active as long as you are a current student or staff at UIC. The charges for the Res-Net connection will be cancelled along with your Housing charges when you move out of the residence halls. To opt out of the service, please visit: http://www.housing.uic.edu/cablenet

The Res-Net connection will continue to work regardless of the residence hall or room you are in. If you’ve opted out of either, you must NOT make use of these resources or you will be subject to fines in addition to the semester service charges.

**Printing via Res-Net**
You can print from your own computer in your own residence hall room via U-Print to any ACCC Public Computing Lab printer on campus. For details on how to set this up, please visit the Res-Net Web page.

**Assistance**
ACCC offers FREE Res-Net connection help at the ACCCess Helpdesk. For dates and locations, please visit http://acccess.accc.uic.edu.

Please call our help desk phone line @ 413-0003 or email resnetadmin@uic.edu with any questions or problems. More detail about the Res-Net service is given on the Res-Net Web page at http://resnet.accc.uic.edu.
Telephones
Campus Housing provides a phone and line in rooms located in SSR and PSR on the West Campus for no additional charge. Students located on east (CMN/CMS/CMW/CTY) and south campus (JST/MRH/TBH) have the option to opt-in to the phone service for a charge of $100 per semester.
Outgoing calls to the contiguous 48 states (and incoming calls from anywhere) are included in the phone service. For residents who are looking for ways to communicate with friends or family abroad, Skype has overwhelmingly become the standard. With the introduction of the “unlimited ResNet” program, Skype is no longer a threat to our residents' bandwidth limit (assuming the resident has participated in the unlimited bandwidth program).

Disciplinary Procedure
Conduct Procedure
If you have found yourself in a situation where you have been documented for allegedly violating policy the process is conducted as follows:
Basic process
– An Incident Report is filed with Campus Housing.
– An allegation letter will be processed to alert you of the charges potentially violated.
– A conduct hearing will take place—Depending on the severity of the situation, you will meet with your Resident Director, Assistant Resident Director, Area Coordinator, Campus Housing Student Conduct Board, or your case will be referred to the Dean of Students office. Typically cases are transferred to the Dean of Students if the case deals with theft, assault, extreme vandalism or other serious policy violations.
– You will have the opportunity to review the documentation and state your case.
– The hearing officer will discuss all information with you.
– You will be found either responsible or not responsible and sanctioning with be assigned accordingly.
– You will receive an outcome letter outlining the findings of the meeting and listing any sanctions.

Housing Staff Responsibility
Before your hearing you will receive an email with the alleged charges, a copy of the incident report, and a request to schedule a hearing.
You will be given the opportunity to choose to meet with the Campus Housing staff member assigned to your case or request a Campus Housing Student Conduct Board hearing.
You will have your case heard within a timely manner.

Student Responsibility
After receiving your allegation letter—email your class schedule immediately to your chosen hearing officer.
Attend and participate in your scheduled hearing.
Complete all sanctions assigned by the due date.
Student Conduct Board

Hearing Process

Participants in the Hearing—All hearings are closed except for the following individuals: members of the hearing panel, the respondent, the complainant(s), and witnesses to the actual events in question (character witnesses are prohibited).

Respondent’s Failure to Appear or Respond to Allegations—If a respondent, having been sent notice via the UIC e-mail address, fails to appear, then the hearing panel, in the respondent’s absence, may hear testimony, examine evidence and proceed with its investigation of the alleged misconduct. In the case of unforeseen circumstances having caused the respondent’s inability to appear, the respondent may request an opportunity to be heard by submitting within 24 hours of the scheduled hearing a written explanation of the failure to appear. The hearing panel will consider this explanation and decide whether or not to grant the request to be heard. The accused student may submit a written response to any allegations, and the panel will consider this as testimony; as a rule, a written response will not replace the need for a student to be present and available for questions by panel members.

Record of Hearing—The University shall maintain a record of the hearing which may be in the form of a summary of the proceedings, a recording, or a verbatim transcript, and shall be the property of the University of Illinois. There shall be a single record of the hearing maintained by the University, and the student shall not be allowed to record independently.

Appeals

As part of the residence hall conduct procedures, a resident who is issued a formal sanction (not including written or verbal warnings) has the right to appeal. An appeal is to be made on the basis of one or both of the following issues:

Procedural Error—the conduct process was not followed as prescribed above.

New Evidence—relevant and significant information is now available which was not at the time of the hearing.

Before deciding to appeal, the respondent should first review the Resident Student Handbook and the Residence Hall Contract to understand the policy which was alleged to have been violated. An appeal must be made via e-mail and should include the reason for the appeal (one or both of the issues listed above), any supporting documentation, and a daytime phone number and e-mail address for reaching the respondent.

The Director of Housing or her designee will review the appeal submitted by the respondent to determine if there is a basis for appeal due to procedural error or new relevant evidence not available at the time of the hearing. If the appeal agent determines that there is no procedural error or no new relevant evidence not available at the time of the hearing, then the appeal will be denied and the disciplinary action will be upheld. If either procedural error or new relevant evidence not available at the time of the hearing exists, then the appeal agent may change the disciplinary decision or may convene a new hearing.
Sanctioning
There is no automatic conduct sanction for a specific behavior. Incidents do vary in their seriousness, degree of disruption to the community, and threat to the safety and welfare of residents. These factors will be considered when determining a sanction. Also, repeat offenders are generally dealt with more severely than first-time offenders. However, certain serious violations may result in contract termination after the first offense. The following sanctions shall comprise the range of official action which may be imposed by Campus Housing for violation of regulations within the resident community. The Campus Housing staff may issue one or a combination of the following sanctions:

Residence Hall Warning: An action which indicates that the behavior was inappropriate and subsequent Residence Hall infractions of any kind should not occur and could result in more serious action being taken.

Restitution: An action where the respondent would make payment for damages caused (directly or indirectly) or for expenses incurred as a result of the behavior.

Behavioral Agreement: An action where the respondent and staff member sign an agreement which outlines specific expected behaviors. Outcomes resulting from violations of the agreement are also included.

Restorative Service Project: An action where the respondent may be required to provide a specific service, work project or participate in a specific program.

Educational Seminar: An action where the respondent is required to attend an educational seminar on such topics as alcohol and drug use and abuse.

Suspension of hall privileges: for example guest hosting or use of carts, vacuums.

Residence Hall Probation: A stringent action in response to serious or frequent violations of residence hall policies. Probationary status is issued for a specific period of time and specific restrictions may be invoked on the respondent. Subsequent violation may result in termination of the Residence Hall contract and discussion of the matter with Dean of Students Office for possible review by the Senate Committee on Student Conduct.

Residence Hall Reassignment: An action where the respondent would be assigned to another room within the residence hall system.

Residence Hall Contract Suspension: If a student is involved in an incident that caused harm to another and/or her/himself, Campus Housing reserves the right of immediate suspension from the residence halls pending conduct action.

Residence Hall Contract Termination: An action which cancels a student’s Residence Hall Contract and removes his/her privilege to reside in or visit any residence hall facility on either a temporary or permanent basis. Termination includes full financial responsibility for room and board charges up to the date of check out and other substantial penalties (usually loss of one’s $100 housing deposit, a $100 cancellation penalty and 75% of the remainder of the contract cost.)

Resident Student Code of Conduct (RSCOC)
1. RSCOC 1—Alcohol

The possession, purchase, consumption or transportation of alcoholic beverages or powdered alcohol by any person under twenty one (21) years of age is illegal under
Illinois law. Students who are 21 years of age or older are permitted to consume alcoholic beverages in moderate quantities in residence hall rooms; however, students are not permitted to consume alcoholic beverages in public places or to dispense alcoholic beverages at functions. Abuse of alcoholic beverages will be considered a violation of university policy, and will not be construed as a mitigating factor when students are involved in violations of university regulations.
The University of Illinois at Chicago Campus Housing staff is committed to maintaining an academic and social environment conducive to the intellectual and personal development of students. Therefore, the use of alcoholic beverages should not interfere with the educational goals of the University and/or the educational atmosphere of the residence halls, and should be consistent with the principles of respect for the rights and privacy of those not participating in the use of alcoholic beverages.
In general, the alcohol policy for the residence halls has been instituted with the understanding that alcoholic beverages may be consumed in accordance with Illinois state law by individuals in student rooms. Inherent in this policy is a recognition of and support for the concept of "responsible drinking". Responsible drinking includes the consumption of alcoholic beverages and the subsequent behavior which does not adversely affect oneself or other residents within the floor and/or hall communities. The University expects students who choose to consume alcoholic beverages to drink sensibly and responsibly. The basic intent of this policy is to allow students who are of legal drinking age (21) the option to consume alcoholic beverages within their living environment. Students or guests who are not of legal drinking age may not possess or consume alcoholic beverages anywhere in the residence halls. When consuming alcoholic beverages, roommates are expected to be considerate of one another.
Upon violation of any part of this code, residents may be required to dispose of all alcohol in the room immediately. The residence hall staff may relocate all alcohol in the room to another location for removal and/or disposal purposes.
The following conduct is expressly prohibited regardless of age, except where otherwise specified:

a. Consuming or possessing alcohol or alcohol containers while under 21 years of age.
b. Possessing an open alcoholic container in a public area (e.g., hallways, elevators, lounges, cluster bathrooms, etc.). Open is defined as any alcohol that is not in its original container and/or with a broken manufacturer’s seal.
c. Engaging in loud and/or disruptive behavior due to intoxication. This includes being visibly intoxicated, vandalism, damage to property, and/or adversely affecting other members of the community.
d. Providing alcohol to someone that is not yet 21 years of age.
e. Having any form of drinking contest/game or devices that facilitate irresponsible drinking (e.g., beer bongs, beer pong tables, etc.).
f. Consuming alcohol in your room, apartment, and/or cluster in the presence of others under the age of 21. You may consume alcohol in the presence of those under 21 only if those under 21 are residents of that room, apartment, or cluster.
g. Failing to produce valid age identification upon request by University or Campus Housing staff.
h. Possessing alcohol in quantities that exceed 1 quart of hard liquor or 1 gallon of wine, champagne, or beer or more than 1 case (24 cans/bottles) of beer.

i. Possessing a keg, mini keg, pony keg, or other similar common source container.

j. Advertising (e.g., flyers, social media, word of mouth, etc.) events where alcoholic beverages are to be served to guests in an individual student room, apartment, and/or cluster.

k. Severe intoxication that results in transport to a medical facility or causes concern for the student’s well being.

l. Displaying alcohol container collections and/or displays (empty or unopened).

m. Hosting organized social functions with alcoholic beverages in the residence halls without the expressed, written authorization of the Director of Housing or his/her designee.

2. RSCOC 2—Drugs

The possession, sale, production, purchase or use of marijuana, habit-forming barbiturates, amphetamines, hallucinogens, narcotics, prescription drugs without a valid prescription, or other addictive or illegal drugs on university property is prohibited. The possession or use of drug paraphernalia is prohibited. This includes, but is not limited to, legal drugs purchased, consumed, produced, or transported illegally. The following conduct is expressly prohibited:

a. Being in the presence of illegal drugs.

b. Possession or use of drug paraphernalia (E.g., bong, pipe, vaporizer, or other device or object used to facilitate the use of drugs).

c. The manufacture, sale, or distribution of illegal drugs. This includes sharing or otherwise distributing prescription drugs.

3. RSCOC 3—Non-Compliance

Students who do not cooperate with university and/or Campus Housing officials in the performance of their duties will be considered to be non-compliant and have such non-compliance factored into assessments of culpability and sanctions. The following conduct is expressly prohibited:

a. Attempting to bribe any staff member or student.

b. Failing to comply with a reasonable request or summons (verbal or written) made by a residence hall, security, Campus Housing (e.g., desk staff, security staff, Resident Assistant, Peer Mentor, etc.), or University official.

c. Failing to possess and/or present a valid i-Card when requested or misusing/misrepresenting a form of identification (e.g., residence hall entry, Resident Assistant request during suspected policy violation, etc.).

d. Making a knowingly false statement or providing false information to a University official or Campus Housing official engaged in the performance of his/her duty.

e. Interfering with, mistreating or otherwise abusing a staff member and/or his/her authority.

f. Failing to submit and adhere to a Roommate Agreement Form. The Roommate Agreement form is agreed upon and signed by all residents of a room, apartment, or
cluster. Should a problem arise or a breach of the agreement occur, roommates or clustermates have the option to negotiate a new agreement with a residence hall staff member present. Until a new agreement is validated as stated above, the old agreement will remain in effect and all parties must adhere to that agreement.

g. Failing to thoroughly complete and submit a Room Condition Report (RCR). RCRs are distributed by Campus Housing staff upon moving into any new space.

h. Forging, altering, or using university documents, records or other means of identification with the intent to defraud.

4. **RSCOC 4—Health, Safety, and Security**

Any related activity that compromises or could compromise the safety of the building or others, including, but not limited to, tampering with, disabling, or misusing emergency equipment (e.g. smoke detectors, sprinklers, fire alarms, fire extinguishers, fire/emergency exit doors), or possessing items that could lead to health and safety concerns is strictly prohibited. In the event of a fire alarm, all students must evacuate the building immediately. The following conduct is expressly prohibited:

a. Propping any exterior door open as well as bathroom doors.

b. Failure to evacuate a building immediately upon a fire alarm or instruction of Residence Life Staff or other Emergency Response personnel.

c. Tampering with, disabling, or misusing fire alarms or other fire/safety related equipment.

d. Misuse of emergency exits. Misuse of an emergency exit will result in a $100 fine.

e. Intentionally or unintentionally damaging property by fire or explosives or the result of activation of any fire equipment. Resident found in violation of this provision could face fines from $100-$250, as well as restitution for damages and/or other required services.

f. Possessing any of the following: alcohol torches, Bunsen burners, candles, incense, hookahs, other open flame/filament or heating element devices, dangerous chemicals, fireworks, incendiary devices, explosives, live trees, combustible decorations, mercury thermometers/other mercury containing items, weapons, firearms, or other items deemed inappropriate by the residence hall staff. Note: Illinois’s Concealed Carry law strictly prohibits firearms on university property which includes residence halls. See 430 ILCS 66/65 for more information on prohibited areas.

g. Possessing any pets or animals that are not fish. If a resident is discovered to have a prohibited animal, he/she will have 24 hours to remove the animal. Failure to remove the animal in 24 hours will result in removal by Campus Housing and transferring the animal to a local shelter. If a resident chooses to have a fish in his/her room, the aquarium may not exceed 30 gallons and there may be only one aquarium in each room. Campus Housing is not responsible for the health or condition of the fish.

h. Creating or contributing to an environmental hazard that is deemed to endanger the health and/or safety of any individuals or the community at large.
5. **RSCOC 5—Violations of Rights of any Person**

Violation of the rights of any person is prohibited. This includes, but is not limited to actions which are considered hazing, unlawful harassment, sexual misconduct, stalking, or coercion; as well as actions that may cause mental or bodily harm to another person(s) or oneself; or conduct that threatens or endangers the safety of others or constitutes physical or psychological abuse or intimidation; or any other inappropriate or disruptive behavior that evidences poor adjustment to the university community. If you receive a prank, obscene, or harassing phone call or online message, file a police report with the UIC Police at 312-996-2830 and notify your Resident Assistant, Peer Mentor, and/or Resident Director. Once such a report is filed, the UIC Police will proceed with an investigation. If the police determine that the call was made from a resident student phone or using Housing IP addresses, the Housing Office would be notified in order to consider taking disciplinary action separate from any action the UIC Police may feel is appropriate. If you have voicemails, screen shots, or copies of the harassment, do not erase them before reporting these incidents. The following conduct is expressly prohibited:

a. Making obscene or harassing phone calls or sending harassing messages to other students or residence hall staff

b. Participation in hazing of any kind. Hazing includes action or activities that are often associated with initiation or group associations which cause or attempt to cause mental or physical harm or anxiety. These activities are often coupled with actions that are meant to demean, degrade, or disgrace another individual.

c. Harassment and Bullying of others. Harassment is intentional aggressive behavior towards another that is severe or repeated and seriously interferes with a person’s ability to benefit from Campus Housing’s programs and services. Bullying is intentional aggressive behavior towards another that is severe or repeated that would be likely to intimidate, hurt, demean, control, or diminish a reasonable person. Bullying and harassment may be physical, verbal, or via electronic means (internet, cell phone, etc.). Violation of the university’s non-discrimination policy is also prohibited.

d. Anything displayed on windows or doors should not be considered offensive to a reasonable person. In the residence hall community, Resident Directors or other members of the Housing Office staff will determine the standards for what is reasonable. Residents may not hang banners or signs on or outside their windows or outside of any residence hall.

e. Any type of violence. Violence in the residence halls is viewed as inappropriate and will not be tolerated. Battery, assault, domestic violence, sexual assault and stalking will be dealt with to the fullest extent allowed by University policy, and criminal charges may also be pursued.

f. Sexual Misconduct—Sexual misconduct is sexual activity between any two persons without consent and is expressly prohibited. The Campus Housing sexual misconduct policy applies to all individuals regardless of sexual orientation, gender identity, or sex.
Consent means permission – a clear “yes” to engage in the sexual activity. Consent can be communicated by words or actions, but it is best to openly discuss what each individual wants to do. Consent for one sexual activity does not transfer or imply consent for another type of sexual activity. Also, previous consent for sexual activity does not grant automatic consent for future sexual activity with the same person. Silence alone does not constitute consent. Consent is not valid if it is gained by force, threat, or coercion and it must be freely given. Consent is not valid if a person is under the influence of alcohol or drugs (including, but not limited to, “date rape drugs”), or any other physical or mental impairment that makes the individual unable to fully understand the totality of the circumstances of the sexual act. In Illinois, the individual must be at least 17 years old in order to give consent to a sexual act.

i. Sexual Assault includes sexual intercourse, other sexual acts (anal or oral intercourse or penetration by objects other than the penis), and the intentional touching of another person’s genitals or breasts, without the consent (as defined above) of the other person.

ii. Sexual exploitation is when an individual takes non-consensual or abusive sexual advantage of another individual for the benefit of anyone other than the person being exploited. Some example of sexual exploitation include non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (e.g., allowing an individual to hide in the room and watch one partake in consensual sexual activity or posting consensual sexual photos to a website without permission to do so), watching others engage in sexual conduct without them knowing and without their consent.

iii. Sexual harassment is broadly defined as unwelcome conduct of a sexual nature. This includes, but is not limited to, requests for sexual favors, sexual advances, and other verbal/non-verbal or physical conduct that is serious or pervasive enough to reasonably interfere with or limit a person’s ability to participate in or benefit from UIC Campus Housing’s programs or services.

1. Sexual Misconduct Student Resources:
2. Sexual harassment reporting: UIC Office for Equity and Access http://www.uic.edu/depts/oae/
3. Advocacy, resources, and support for victims of sexual assault, domestic violence, stalking, and hate crimes: CAN (Campus Advocacy Network) —http://www.uic.edu/depts/owa/advocacy.html
4. UIC Dean of Student’s Office: http://www.uic.edu/depts/dos/index.html
5. If you believe or are unsure if you have been a victim of some type of sexual misconduct, please reach out to your Resident Assistant, Peer Mentor, and Resident Director. The UIC Police can also be contacted to address concerns of sexual misconduct. The UIC Police Emergency number is 312-355-5555.
g. Disregarding the reasonable standards expected and/or set in a community. This includes, but is not limited to, health and safety standards, environmental standards, and/or social interaction standards.

6. **RSCOC 6—Unauthorized Entry/Keys**

You are responsible for your room keys and are to have them in your possession at all times. The unauthorized entrance into the rooms of other students is prohibited. The unauthorized entry into or use of university facilities as well as the illegal possession, duplication or unauthorized use of keys to any university facility is also prohibited. The following conduct is expressly prohibited.

   a. Failure to return keys upon departure from campus housing. If an evicted resident does not return keys upon departure or has forced Campus Housing to change the locks because of the lack of communication with the Associate Director, he/she will be charged the fee to change the room/cluster locks.

   b. Possessing keys for more than one room, cluster, or apartment. Other than during a room change, you should never be in possession of keys for more than one room, cluster, or apartment. If you are found to be in possession of keys for more than one room, cluster, or apartment, you will be billed $15 per day for every day you have more than one set of keys.

   c. Failure to return a loaner key within one hour of checking it out. The loaner key is issued for one hour and there is no charge for borrowing it for this time period. If the loaner key is not returned within the one-hour time limit, you may be charged for the core of your locks to be changed and for replacement keys to your room. If you live in a suite, cluster or apartment, you may be charged for all of the affected doors.

   d. Excessive use of loaner keys. Students may only check out loaner keys 5 times per semester. Students may be called to a meeting with their resident director after 3 loaner key checkouts.

   e. Using the loaner key service more than three times in one week or more than five times in one semester. Residents will be allowed to utilize this service three times in one week and no more than five times in one semester. Abuse of this service may result in the revocation of loaner key services and charges assessed to change the core of your locks and order replacement keys.

   f. Failure to present keys when requested. When a resident has used the loaner key service three times, they will be contacted by staff and asked to present their room key. When a resident has used the service five times, they will be asked to present their room key again. If a room key cannot be presented at any time by the request of a staff member, a core change and replacement keys will be ordered by housing staff and the resident will be charged.

   g. The misplacement or loss of Campus Housing keys. If you lose any of your keys, you must request a new key immediately through the Area Residence Life Office. Any residents who need an emergency or after hours re-core will be charged $180 for the lock change plus $8 per key. The replacement costs for lost, damaged, or stolen keys follows:

      i. Damaged or Broken Keys — $8.00
ii. Lost Mail or Closet Key (no core change) — $8.00
iii. Lost Mail or Closet Key (core change) — $90.00
iv. Lost Entrance Key — $25.00
v. Lost Room Key (automatic core change) — $98.00
vi. Emergency Core Change (after business hours) — $180.00

h. Transferring, duplicating or lending Campus Housing issued keys. Possessing unauthorized university keys is also strictly prohibited. Residents may be charged for replacement keys, re-coring, and other related expenses due to unauthorized key transfer, duplication, or other related conduct.

i. Unauthorized entry to or use of the residence halls. Unauthorized entry into any university office is prohibited and may constitute trespassing which may be pursued by university police.

j. Entering a public bathroom or other area that has been designated closed for cleaning by the building services staff or for repair by other University staff.

k. Presence on roof areas, in attics, or other exterior portions of the building, or climbing into or out a window or on top of an elevator.

l. Being present in common area bathrooms that are intended for use by the opposite gender; Individuals may not be present in bathrooms designated for use by the opposite gender.

7. **RSCOC 7—Disorderly Conduct**

Disorderly or indecent conduct on university property is prohibited. Disorderly conduct or behavior includes but is not limited to fighting, assault, throwing any liquid or objects or participating in a water fight, food fight or behavior that endangers the health and safety of oneself or others. The following conduct is expressly prohibited:

a. Disorderly conduct or behavior, including fighting, assault, indecent exposure, throwing any liquid or objects or participating in a water fight, food fight or behavior that endangers the health and safety of oneself or others.

b. Impeding freedom of movement of persons within and around the residence halls.

c. Disrupting the normal operation of Dining Service facilities by throwing food or other objects or harassing Dining Service employees.

d. Using offensive, vulgar, and/or insensitive language such as excessive swearing (particularly when directed toward another person or office), partaking in conduct which is disorderly, lewd, or indecent and/or creating a breach of peace or engaging in activity that would otherwise reflect poorly upon the Campus Housing and UIC community.

e. Gambling of any kind in the residence halls. Gambling includes raffles, illegal wagering, unauthorized games/contests of chance, and other related conduct.

f. Running or operating or assisting in operating a commercial business on any kind (including e-commerce) from a residence hall room, cluster, apartment, or suite.

g. The throwing or dropping of objects or any type of liquid out of windows and off balconies, ledges or roofs is prohibited. Being on a building roof or ledge is prohibited.

h. Causing excessive noise and/or disruptive behavior, failing to abide by quiet hours,
and/or disturbances of others living in the halls. Behavior of this nature will not be tolerated due to the close proximity of academic buildings, retail vendors, and the educational role of the residence halls. Failure to comply with quiet hours. Quiet Hours are times when all noise must be kept to a minimum. Any noise beyond a reasonably minimal level during quiet hours is not permitted. Individual floors may make the quiet hours beginning and ending times more restrictive as part of their community standards. Courtesy Quiet Hours are in effect at all times in Campus Housing facilities. This means that at any time, a resident, UIC neighbor or retail vendor may ask another resident or their guest to reduce the noise to a reasonable level. Please respect such requests of others and try to determine a compromising noise level before involving Campus Housing staff. The Residence Life staff may use a decibel meter to determine whether or not noise is at a reasonable level. Quiet Hours are in effect during the following periods in all Campus Housing facilities:
  
  i. Sunday–Thursday—10:00 pm–8:00 am
  ii. Friday–Saturday—1:00 am–10:00 am
  iii. Last Week of Classes and Finals Week — 24 hours a day
  iv. Courtesy Quiet Hours – 24/7

i. Use of subwoofers and other speakers over 100 watts. Residence hall staff may ask that the source of the excessive noise be removed from the residence halls immediately. If the excessive noise continues, the staff may remove the source (radio, stereo, etc.).

8. **RSCOC 8—University and Personal Property**

Theft of property, including intellectual property, cable services and internet services, or the appropriation of any university property such as lounge furniture, dining room equipment, laboratory equipment, etc. for unauthorized use is prohibited. Damaging, defacing or deliberately destroying or tampering with property (including cable TV and internet equipment, vending, laundry or game machines) or action which could cause damage to such property is prohibited. The following conduct is expressly prohibited:

a. Storing bicycles in hallways or other indoor public areas. Bicycles may be stored in a resident's room, but may not be kept in residence hall public areas such as corridors or lounges.

b. Locking bicycles to unauthorized areas like buildings, building signs, or other non-bike racks on campus. MRH, TBH & JST have indoor bike rooms; access can be given by the Area Residence Life Office.

c. Unauthorized interference with the use, sale/transfer, or conversion/theft of private property belonging to the University or others students. Engaging in this type of activity will result in sanctions and possible restitution from not only Campus Housing, but possible involvement with University Police.

d. Starting a fire of any kind inside the residence hall. Failure to report any intentional or accidental fire will result in disciplinary sanction.

e. Unauthorized modification, interference, or damage of residence hall facilities or equipment. This includes, but is not limited to, tampering with an elevator, vandalism, refuse left in hallways, intentional and unintentional damage, adding any
type of private security system or an additional or different lock to the doors or windows. This includes attaching antennas or other device on the exterior of the building. Any movement of a window screen or window from its intended position is strictly prohibited. Only the lower interior movable window may be raised or lowered. Residents will be individually charged for damages they or their guests cause and for those caused by their appliances (i.e., lamps, clocks, radios, etc.) or other possessions. Residents are responsible for their actions. If actions result in damage to personal property, the resident(s) will be responsible for the restitution or replacement of the damaged property. Charges for damages (including administrative costs) are based upon actual repair or replacement costs to restore the room or facility to its original condition. You will also be liable for any extra or unusual housekeeping or administrative service which may be necessitated by these actions. Residents responsible for damage, whether it be in common areas or in their own rooms, clusters, suites, or apartments, will be billed for the labor and materials required to repair damages. Common area damage attributed to vandalism or misuse will be billed to the entire hall, floor or complex if the person(s) responsible cannot be identified. The residence life staff will make the determination about which group of students to bill. Individual residents found responsible for vandalism anywhere in or around the residence halls will be subject to discipline, including, but not limited to, restitution for the damage.

f. Unauthorized use of Campus Housing cable, printing, internet, or other services. Cable TV and internet is available to all residents for an additional fee. The stealing or misuse of Cable TV, internet, printing, and other services or tampering with the Cable TV/internet signal or jacks will result in charges for service for the entire school year, repair of any damage caused, and potential legal penalties.

g. Cooking in unauthorized areas. Residents may only cook in designated areas, which include common area kitchens and apartment kitchen areas in SSR, MRH & TBH. Cooking is permitted in residence hall rooms with appliances as allowed in the Appliances section of these policies and procedures. Cooking appliances should be used only for cooking food. Do not leave your cooking unattended; this can be a fire hazard. The use of MicroFridges for cooking in rooms is permitted.

h. The use of non-UL approved electrical equipment and/or overloading circuits. All electrical equipment used must be UL approved and properly grounded. Overloading of circuits presents a fire hazard and must be avoided. Multiple wall sockets, prongs and extension cords are not permitted. Use of halogen lights is prohibited. Use of a power strip with a circuit breaker is allowed.

i. Violations of policy in areas adjacent to residence halls. This includes the use of alcoholic beverages, throwing objects (including baseballs or footballs), engaging in loud activities such as playing musical instruments or blasting music, the use of any type of barbeque or outdoor cooking unit without permission from the Resident Director, and smoking of any kind in the Center Court of Student Center West, the grassy area in front of PSR, and the Courtyards of CTY, MRH, and TBH.

j. The presence and/or use of motorized vehicles within the residence hall. Motor vehicles may only be parked outside the residence halls where authorized.
k. Posting notices, flyers, or other similar advertisements larger than 11”x17” and/or without approval from the Area Residence Life Office or its designee. Upon approval, residents will be advised of specific locations of bulletin board spaces reserved for the purpose of personal notice posting. The following Organizations/individuals are permitted to publicize within Campus Housing facilities with the approval of the Area Coordinator or his/her designee. These organizations/individuals include Campus Housing, Residence Hall Association, National Residence Hall Honorary, Student Centers, Athletic Departments, Academic Units, Campus Ministries, currently registered UIC student organizations, other campus units approved by the Area Coordinator or his/her designee, and resident students needing or offering a tutoring service, needing or offering rides, buying or selling textbooks, or wishing to find someone to take over their residence hall contract. Any other reasons for posting material would need to be reviewed by the Area Coordinator or his/her designee.

l. Posting materials outside of the following Publicity Guide Lines.
   i. All publicity must be approved by the Residence Life Area Coordinator or his/her designee.
   ii. Materials must not indicate that alcoholic beverages will be provided.
   iii. No offensive or sexually suggestive language, pictures, graphics or drawings may appear.
   iv. All materials must have "Campus Housing Approved" stamped on them or materials will be removed and posting privileges lost.
   v. Materials to be placed in residents' mailboxes must be no larger than 8 ½” X 14”.
   vi. Flyers and posters to be placed in public and residential areas of Campus Housing facilities must be no larger than 11” X 17”.
   vii. Banners (any publicity exceeding 11” X 17”) and any form of publicity are subject to approval based on space availability in residence hall facilities.
   viii. All approved flyers, posters, and materials to be placed in residents' mailboxes will be distributed and/or posted by Campus Housing staff only. These materials must be delivered at least three working days prior to the event. Approved banners must be posted and removed by the sponsoring organization.

m. Unauthorized door-to-door solicitation. No group or individual other than Campus Housing staff or Campus Housing Student Group (RHA, NRHH or Hall Councils) are permitted to go door-to-door to solicit, sell, advertise, or in any way promote an event, organization, or cause in the residence halls.

n. Soliciting, selling, or advertising in public spaces in or outside of residence halls that does not conform to the following guidelines.
   i. No group or individual may be in any of the public areas of the residence halls to solicit, sell, advertise, or in any way promote an event, organization or cause without the approval of the Residence Life Desk Supervisor or his/her designee. Official UIC organizations or departments are allowed to distribute information, have a bake sale, etc. at tables in the lobbies of the residence halls.
i. Reservations must be made at least three working days in advance with the full-time support staff or his/her designee.

ii. The Residence Life Area Coordinator or his/her designee must approve the information and/or set-up prior to the table being staffed or set-up.

iii. Voter registration tables will be permitted.

iv. Groups not officially connected with UIC must have the expressed, written approval of the Residence Life Area Coordinator to have a lobby table.

v. Groups, except for Campus Housing and its organizations, can’t slide publications under residents’ doors. Postings are only permitted in designated areas.

vi. Playing sports, using recreation equipment, or playing active games in the in the residence hall corridors/rooms. This includes, but not limited to, the use of skateboards, bicycles, unicycles, roller blades, scooters, wheeled gym shoes, or roller skates in a resident's room or in public areas is prohibited.

p. Being in possession, displaying, and/or harboring any stolen property. This includes, but is not limited to, highway signs, public transportation signs (e.g. CTA signs), and University property.

q. Moving, interfering with the use of, or stealing University/Campus Housing equipment or furniture from its original location (e.g., a lounge, any public or common area, or a storage or maintenance area) to a resident's room or any other area. Students may be found financially responsible if found in violation of this provision.

r. Misusing dining privileges (e.g. taking food out of the cafeteria, “pass backs” of iCard, unauthorized transfer or tampering with meal plans, entering the cafeteria without properly paying, removing dishes or silverware from the cafeteria, etc.), failing to remove garbage and other messes created by the individual. Failure to follow this provision may lead to financial sanctions.

s. Unauthorized room changes. No person should change rooms until receiving proper authorization from the staff in the Central Housing Office. A resident moving without approval may be required to move back, may be assessed a service charge, and may face disciplinary action. Room change guidelines are listed in a separate section of this Resident Student Handbook. Residents may receive additional information about authorized room changes from their RA, Resident Director or the Area Coordinator for Administration in the Housing Office. Typically, 48 hours is given to change rooms.

t. Failing to abide by Campus Housing’s Room Decorating Guidelines found below.

   i. Beds. The beds in most buildings can be bunked. The Facilities Office in each area has the pegs needed for students to do this. All beds must be returned to their original placement, not bunked, when students move out. Bunk-beds must not block windows or smoke detectors. Exchanging head boards and foot boards to raise or lower beds is prohibited as this can weaken the frame. Lofting the beds is only permissible with a rented lofting system from Bedloft.com. All other lofts are not allowed and will be confiscated if found.

   ii. Extensive construction is not permitted. Examples of non-complying
Construction include: Construction that blocks room exit; raising the floor level by the use of constructed platforms; attaching materials such as cardboard or paneling to the walls, floors or ceiling; direct splicing into the building electrical, telephone, television or computer lines; construction of bunks or lofts.

iii. The addition of burnable materials to the room is to be kept to a minimum. The amount of wood used to construct anything is of serious concern. Use of cloth, fish netting, paper or any other burnable material to provide a false ceiling is particularly hazardous and therefore not allowed. No natural vegetation of a combustible nature will be permitted. Christmas trees, evergreen boughs, branches with dead leaves and straw are examples of natural materials that are considered hazardous and thus not permitted. No more than 50% of the wall space should be covered with burnable materials (posters, cloth, etc.).

iv. No waterbeds are permitted. Residents who install or use waterbeds in any room will be asked to remove the waterbeds immediately and may face disciplinary action.

v. Walls and ceilings may not be painted. A regular cycle of room painting by University painters is in place. To add variety, decorative posters and pictures may be hung on walls using blue painter’s masking tape in PSR, SRC, MRH, TBH and JST and with push pins in SSR. Residents will be responsible for paint damage or any damage to the walls from nails or tape.

vi. Construction, decorations or arrangement of furnishings in a manner that hinders exit from a room will not be permitted. Likewise, bunked beds cannot be assembled in a way that blocks access to the smoke detectors, doors and windows. Doors must be free to open to their designed width. Area rugs are permitted, but cannot hinder the natural swing of the door.

vii. Furniture may not be moved from its intended room location. Permanently fixed furniture may not be detached. Freestanding furniture in clusters, apartments and other rooms may be moved around within the assigned space. Each resident is responsible for his/her designated furniture. In the event that furniture is missing from the space, the resident will be charged. Resident room furniture may not be moved out and stored or taken out of the building. Mattresses must remain on the bed frames. No furniture or heavy objects may be stacked on other furniture/room equipment. In particular, beds or bed frames cannot be placed on heat/air units or dressers. And, as was stated above, if residents bunk their beds or exchange head/footboards to raise or lower their beds, these changes should be undone at the end of the contract period. Since it is necessary to quickly arrange for rooms to be used in the summer for conference groups, residents who leave rooms or furniture in a condition other than they how they found them will be charged or fined an amount sufficient to cover the costs involved in undoing damage or changes.

viii. Nothing may be extended beyond the interior of the building or beyond the
doorway of the resident’s room into the corridor. This includes, but is not limited to, outside antennas, posters or banners.

9. **RSCOC 9—Smoking**

UIC is a tobacco-free campus (including smokeless tobacco products). “Tobacco Products” is defined as all forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookahs), chew, electronic cigarettes, and smokeless tobacco products. The following conduct is expressly prohibited and could result in a fine.

a. The use or possession of any tobacco product as defined above or the smoking of any other substance in residence halls, university buildings and vehicles, and in private vehicles while on campus. Being found in violation could result in confiscation tobacco products or related paraphernalia, as well as being assessed the above fine.

b. The possession of any tobacco product by residents under the age of 18 years old.

c. The possession of a hookah. Hookahs discovered by residence hall staff will be confiscated.

10. **RSCOC 10—Guests**

Resident students are always responsible for the actions of their guests. Guests must be signed in at all times and escorted by the resident host at all times. The following conducts is expressly prohibited. A guest is defined as any individual who does not reside within your specific room.

a. Failing to properly supervise your guest. A guest must be escorted by the hosting resident at all times. Guests are not permitted to be in the halls if the hosting resident is not present. The host will be responsible for informing his/her guest of all University and residence hall policies and regulations. The host may be subject to conduct action for his/her guest’s misconduct and may be liable for any damage caused by him/her. Residence hall staff reserve the right to immediately escort from the building non-residents who are exhibiting behavior described as inappropriate in the Resident Student Handbook. A resident may not host a guest in the residence halls who is not permitted to visit due to previous violations of policy or other conditions as determined by the residence hall staff; the host will be held liable for conduct action and the guest will be asked to leave immediately.

b. Failing to follow the guest prescribed guest allowances. Residents may only have up to three guests total at any one time in their room; in JST, MRH and TBH, the total number of guests in an apartment or suite is limited to 12.

c. Allowing a guest into the residence hall without following required security guidelines. All guests need to be signed in at the front desk 24 hours a day by providing a government issued photo ID. Exceptions can be made for other IDs if approved by the Resident Director or his/her designee.

d. Failure to comply with the following provisions for certain special populations of guests.

   i. If any resident has a current Order of Protection on an individual, that person will be banned from entry to all residence halls.
ii. An overnight guest must be a member of the same sex as the occupant(s) of the room, and must be at least 10 years of age. Exceptions to this age restriction include the Family Housing floor in SSR and pre-approved guests for Siblings Weekend. Exceptions to the same sex stipulation include the Gender Neutral community and Mixed Gender rooms.

iii. Overnight guests may stay no more than three nights in any two-week period in Campus Housing facilities.

iv. Only one overnight guest is permitted per room.

v. No overnight guests are permitted during final examination week.

Emergency Numbers
(all area codes are 312 unless otherwise noted)

Emergency (UIC Police)
including Fire
Health & Safety
after hours
UIC Hospital Emergency Services
UIC Police Non-Emergency
Student Patrol (escort)
UIC Weather Hotline
Campus Housing:
Central Office
Residence Life West
Facilities West
Residence Life East
Facilities East
Residence Life South
JST
TBH
MRH

Housing Staff Contact List

Central Housing Office
Administrative Staff

Student Residence Hall, 220
phone: 312-355-6300
housing@uic.edu

Susan Teggatz
Director
A.J. Lutz
Associate Director for Administration
Priscilla Velarde Wilson
Associate Director for Residence Life
Nick Ardinger
Assistant Director for Academic Initiatives, Marketing & Assessment
Matthew T. Miller
Assistant Director for Information Technology
Marcus D. Weemes
Area Coordinator for Administration
John Bruch
Area Coordinator for Facilities
Matthew Debelak
Information Technology Coordinator
Lauren Finlon
Marketing Coordinator
Matthew Brands
Multimedia Coordinator
Central Office Support Staff
Michelle Bogan
Maria Valtierra
Annmarie Vecchione
Marilyn Teta
Nick Perales

Housing Officer
Housing Representative
Housing Administrator
Housing Administrator
Housing Officer

Residence Life
East Area Office
Quiana Stone
Natasia Bongcas
Nije Lane
Jacob Hughes

Charles McPherson
Amie Schuck
Regina Jones Harris

Facilities Staff–East
Jozmon Wilson
Pamela Sanford
Brett Bennett

Residence Life
West Area Office
Keith Cosentino
Brianna Cooper
Mark Smith
Memoona Hasnain
Heather Risser
Lenore Bass

Facilities Staff–West
Darryl Sturdivant
Pa’Il Arnason
Gwendolyn Davis

Residence Life
South Campus Office
James Stukel Towers
Victoria Theodossopoulos
Andy Ng
Brianna Davis
Hui-Ching Chang
Nick Carlson
Rolanda Geddis

Marie Robinson Hall
Shannon Mullally
William Kohler

Thomas Beckham Hall
Trenton Dunn
Rob Kemp

Housing Officer
Commons South, 2nd Level
phone: 355-6500
Area Coordinator
Resident Director, CMS & CMN
Resident Director, CMW
Resident Director, Courtyard
Assistant Resident Director, CTY
Faculty Member in Residence
Faculty Member in Residence
Housing Officer

phone: 355-6510
Building Service Supervisor
Building Service Foreman
Housing Officer

PSR, Lower Level
phone: 355-6400
Area Coordinator
Resident Director, PSR
Resident Director, SSR
Faculty Member in Residence
Faculty Member in Residence
Housing Officer

phone: 355-6410
Custodial Supervisor
Building Service Foreman
Facilities Housing Officer

JST, 2nd Floor
phone: 355-6000
Area Coordinator
Resident Director, A&C Towers
Resident Director, B&D Towers
Faculty Member in Residence
Faculty Member in Residence
Housing Officer

phone: 355-6200
Resident Director
Faculty Member in Residence

phone: 355-6100
Resident Director
Faculty Member in Residence
Facilities Staff—South
Deborah Taylor
Cinque Muhammad
Gino Nigro

phone: 355-6111
Custodial Supervisor
Building Service Foreman
Facilities Housing Officer

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