

**Resident  
Student  
Handbook  
  
2008–2009**

The University of Illinois at Chicago

# Emergency Numbers

Emergency (UIC Police) including Fire	<b>355-5555</b>
Health & Safety after hours	<b>996-SAFE (7233)</b> 312-635-6172
UIC Hospital Emergency Services	996-7298
UIC Police Non-emergency	996-2830
Student Patrol (escort)	996-2830
UIC Weather Hotline	312-413-9696

## **Campus Housing:**

Central Office	355-6300
Residence Life West Facilities West	355-6400 355-6410
Residence Life East Facilities East	355-6500 355-6520
Residence Life South JST	355-6000
TBH	355-6100
MRH	355-6201

August 2008

**Dear Resident Student:**

WELCOME! If you are a new student at the university, let me welcome you to our resident community. If you lived here last year, welcome back!

We on the residence life staff hope to assist you in getting the most out of your education here at UIC. Our *Residence Life Mission Statement* reflects the goals we have set to help you make this a learning community - and not just a pleasant place to live. We intend to work to insure that you and your fellow residents have a definite educational advantage in living here. And, we need your help in doing this.

The kind of learning community we envision requires *your active participation* - your involvement 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 - have taken a passive role and have let others do the work. And, in terms of this being a place of real learning - you should know that **LEARNING IS NOT A SPECTATOR SPORT**. You should appreciate the importance of doing your part - of taking an active responsibility for your own growth and development.

With regard to what it takes to 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 have to get used to being partners in working to accomplish the things that need to be done. While the residence life staff - Resident Assistants, Peer Mentors and Resident Directors - are willing and capable of being of real service to you - we have to recognize that you shouldn't be just the objects of their attention and activity. **TOGETHER** we must make this 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 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; be sensitive to taking 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.

**Anthony M. Martin**  
*Director of Housing*

## The Residence Life Program

### Mission Statement

*- to offer an educational advantage -*

The Mission of Campus Housing is to challenge and support students within the context of a learning community, to recognize and define themselves as unique, evolving and self-directed individuals who develop a value system for lifelong learning and good citizenship. In partnership with students, we create a safe and comfortable living environment that promotes belonging. Together with students, we offer activities, experiences and opportunities which are congruent with the educational mission of the university and students' own educational aspirations. By supporting programs, services, activities and interventions which foster dialogue and interactions with students and their peers, staff and faculty, we provide residents with *an educational advantage*. Through active involvement in the process of their own education, residents are empowered to further their individual development, contribute to the positive development of their community,

value diversity and increase their investment in and commitment to learning.

May 1998

## Housing and Residence Life Staff

### ***Central Housing Office Administrative Staff***

*Student Residence Hall, 220*

*phone: 355-6300*

*Housing@uic.edu*

**Anthony M. Martin**, Director

**Susan Teggatz**, Senior Associate Director

**Tom Cooley**, Associate Director for Administration

**TBA**, Associate Director for Residence Life

**Nick Ardinger**, Assistant Director for Marketing

**Matt Miller**, Assistant Director for Information Technology

**Marcus Weemes**, Area Coordinator for Administration

**Adam Bowen**, Resident Director for Video Services

**Pat Downes**, Resident Director for Marketing & Graphics

**Shannon Milligan**, Resident Director for Administration & Assessment

### ***Central Office Support Staff***

**Michelle Bogan**, Housing Officer

**Regina Harris**, Housing Officer

**Tasha Wilson**, Customer Service Representative

### ***Residence Life***

***Commons South, 2nd Level***

### **East Area Office**

***phone: 355-6500***

**Joe Timson**, Area Coordinator for Leadership Programs  
& East Residence Life

**Mickey Collins**, GA – Leadership Programs

**Tom Paukner**, Residence Life Security Supervisor

**Rolanda Geddis**, Housing Officer

**Charles McPherson**, Faculty Member in Residence - SRC

**Venkat Venkatrishan**, Faculty Member in Residence - SRC

**TBA**, Resident Director, CMN & CMS

### ***Resident Assistants***

Temitope Ade-Oshifogun

Amanda Kim

Ashley LaFleur

Carlton Rhodes

CMN 2 & 3

CMN 4 & 5

CMS 2nd Floor

CMS 3rd Floor

	Jasmine Soto	CMS 4th Floor
	Jacob Johnson	CMS 5th Floor
<b>Peer Mentors</b>	Thomas Koster	<i>Senior Peer Mentor</i>
	Zinnia Carvajal	Commons South 2
	Daniel Mensing	Commons South 3
	Samad Farooqi	Commons South 4
	Kristin White	Commons South 5

**James Criss**, Resident Director, CMW

**Resident Assistants**

David Chathas	CMW 1st Floor W
Kevin Hsu	CMW 1st Floor E
Sarah Green	CMW 2nd Floor W
Monica Murillo	CMW 2nd Floor E
Brenda Eaggerman	CMW 3rd Floor W
Jessica Martin	CMW 3rd Floor E
Vafa Lalehzari	CMW 4th Floor W
Christopher Carron	CMW 4th Floor E

**Peer Mentors**

Quinee Patel	Commons West 1 & 2 E
Vivek Venugopal	Commons West 1 & 2 W
Tegan Knudtson	Commons West 3 W
Jamie Shah	Commons West 4 W
Charles Hughes	Commons West 3 & 4 E

**Tamneka Grant**, Resident Director, Courtyard

**TBA**, Assistant Resident Director, CTY

**Resident Assistants**

Emmanuel Olivier	CTY 1st Floor SE
Camille Clement	CTY 1st Floor SW
Audrey Von Bergen	CTY 1st Floor N
Sarah McMahon	CTY 2nd Floor SE
Brent Sonin	CTY 2nd Floor SW
Danelle Kent	CTY 2nd Floor N
Jessica Toro	CTY 3rd Floor SE
George Ioannou	CTY 3rd Floor SW
Nirmal Pandya	CTY 3rd Floor N
Stephen Bolotin	CTY 4th Floor SE
Adrienne Espinoza	CTY 4th Floor SW
Sarah Hearn	CTY 4th Floor N

**Peer Mentors**

Chris Murauski	Courtyard 1
Sharlynnne Fernandez	Courtyard 1
Susan Kang	Courtyard 2
Sarah Ann Matouk	Courtyard 2
Mandy Nudelman	Courtyard 3
Alex Durbin	Courtyard 3
Harsh Shah	Courtyard 4
Lisa Zhang	Courtyard 4

**Facilities Staff - East**

*phone: 355-6520*

**TBA**, Area Coordinator for Facilities

**Rose Booth**, Assistant Superintendent of Building Services

**Deborah Taylor**, Custodial Supervisor

**Rosa Pena**, Housing Representative

***Building Service Workers***

Daniel Delgado	Gil Horton
Maria Dominguez	Maria Martinez
Pamela McClelon	Arnold Pinkney
Lenell Perkins	Abigail Richardson
Drunelle Shines	Johnny Smiley
Jerome Sturdivant	Amanda Varner-Lewis
Yolanda Sosa	John Wilson

***Residence Life***

***office: PSR, Lower Level***

**West Area Office**

***phone: 355-6400***

**Priscilla Velarde**, Area Coordinator for Academic Programs  
& West Residence Life

**Lenore Bass**, Housing Representative

**Erika Mason**, Student Security Supervisor

**TBA**, Faculty Member in Residence - SRH

**Kay Gonzalez**, Faculty Member in Residence - PSR

**Jeneane King**, Resident Director, PSR & SRH

***Resident Assistants***

Patrick Chi	SRH 4 <sup>th</sup> Floor
Alexandra Krusic	SRH 5 <sup>th</sup> Floor
Jack Ringness	SRH 6 <sup>th</sup> Floor
Patrick Nicholson	SRH 7 <sup>th</sup> Floor
Chrille Harvel	SRH 8 <sup>th</sup> Floor
Pratik Amin	PSR 1 <sup>st</sup> Floor
Alan Schiling	PSR 3 <sup>rd</sup> Floor
Trisha Misra	PSR 4 <sup>th</sup> Floor
Nicole Stelter	PSR 5 <sup>th</sup> Floor
Jennifer Flight	PSR 6 <sup>th</sup> Floor

***Peer Mentors***

Sergio Castaneda	SRH 4 <sup>th</sup> Floor
Ruti Patel	SRH 5 <sup>th</sup> Floor
Nishit Shah	SRH 6 <sup>th</sup> Floor
Dustin Ames	SRH 7 <sup>th</sup> Floor
Juliette Payne	SRH 8 <sup>th</sup> Floor
Israel Adeloye	PSR 1 <sup>st</sup> Floor
Micaela Smith	PSR 3 <sup>rd</sup> Floor
Sujit Philip	PSR 4 <sup>th</sup> Floor
Annabella Vidal-Ruiz	PSR 5 <sup>th</sup> Floor
Matthew Beard	PSR 6 <sup>h</sup> Floor

**Sue Painter**, Faculty Member in Residence – SSR

**Jesse Ivory**, Resident Director, SSR

***Resident Assistants***

Priscilla Ian	SSR 3 <sup>rd</sup> & 4 <sup>th</sup> Floors
Tanganyika Wilder	SSR 5 <sup>th</sup> & 6 <sup>th</sup> Floors
Daniel Samuriwo	SSR 7 <sup>th</sup> & 8 <sup>th</sup> Floors
C. Matthew Rodriguez	SSR 9 <sup>th</sup> & 10 <sup>th</sup> Floors
Akin Sevinc	SSR 11 <sup>th</sup> & 12 <sup>th</sup> Floors
Silda Nikaj	SSR 13 <sup>th</sup> & 14 <sup>th</sup> Floors
TBA	SSR 15 <sup>th</sup> & 16 <sup>th</sup> Floors
Ashley Prentice	Senior Peer Mentor

**Facilities Staff - West**

**phone: 355-6410**

**Martha Querfurth**, Assistant Director for Facilities  
**Juana Sandoval**, Custodial Supervisor  
**Evelyn Brown**, Custodial Supervisor  
**Gwendolyn Davis**, Housing Representative

**Building Service Workers**

John Bass  
Shirley Clemons  
Margaret Love  
Geraldo Ortiz

Bertha Briseno  
Gerald Gay  
Adalberto Noguera  
Humberto Rodriguez

**Residence Life**

**South Campus Office**

**office: JST, 2<sup>nd</sup> Floor**  
**phone: 355-6000**

**James Stukel Towers**

**Jennifer Jacobson**, Area Coordinator for Judicial Affairs,  
Service Learning & South Residence Life

**Kara Green**, GA for Judicial Affairs & Service Learning

**Gino Nigro**, Housing Officer

**Tom Glenn**, Faculty Member in Residence - JST

**Tom Driver**, Faculty Member in Residence - JST

**Joe Campos**, Resident Director, James Stukel Towers

**Jenesha Penn**, Resident Director for Academic Programs

**Nirmal Pandya**, Assistant Resident Director, James Stukel Towers

**Resident Assistants & Peer Mentors**

Maria Kamran, RA 2<sup>nd</sup> Floor A Tower  
Arbra Shehi, PM 3<sup>rd</sup> Floor A Tower

David Avina, RA 3<sup>rd</sup> Floor B Tower  
Sathyaraj Murugappan, PM 4<sup>th</sup> Floor B Tower  
TBA, RA 5<sup>th</sup> Floor B Tower  
Priyarika Kalapurayil, PM 6<sup>th</sup> Floor B Tower

Brennen Humphrey, RA 3<sup>rd</sup> Floor C Tower  
Keenan Whitmer, PM 4<sup>th</sup> Floor C Tower  
Priyanka Vaidya, RA 5<sup>th</sup> Floor C Tower  
Cherie Harshman, PM 6<sup>th</sup> Floor C Tower  
Zachary Hoffman, RA 7<sup>th</sup> Floor C Tower  
Jonathan Szymczak, PM 8<sup>th</sup> Floor C Tower  
Jessica Nehmzow, RA 9<sup>th</sup> Floor C Tower  
Beth Cowgill, PM 10<sup>th</sup> Floor C Tower  
Jasmine Banner-Hubbard, RA 11<sup>th</sup> Floor C Tower  
Octavia Rowe, PM 12<sup>th</sup> Floor C Tower

Laurel Wright, RA 3<sup>rd</sup> Floor D Tower  
Parej Shah, PM 4<sup>th</sup> Floor D Tower

Nicholas Majeski, RA	5 <sup>th</sup> Floor D Tower
Almethia Franklin, PM	6 <sup>th</sup> Floor D Tower
April Paxon, RA	7 <sup>th</sup> Floor D Tower
Indira Kolonic, PM	8 <sup>th</sup> Floor D Tower
TBA	9 <sup>th</sup> Floor D Tower
Andrew Cruz, PM	10 <sup>th</sup> Floor D Tower

## **Marie Robinson Hall**

*phone: 355-6201*

**Mary Jones**, Housing Officer

**William Kohler**, Faculty Member in Residence - MRH

**Brian Johnson**, Resident Director, MRH & TBH

**Joel Thomas**, Assistant Resident Director, MRH & TBH

### *Resident Assistants - MRH*

Clara Ofodile	1 <sup>st</sup> Floor
Katherine Kim	2 <sup>nd</sup> Floor - North
Jonathan Carlson	2 <sup>nd</sup> Floor - South
Lauren Finlon	3 <sup>rd</sup> Floor - North
Ashley Pointer	3 <sup>rd</sup> Floor - South
Malvina Norwood	4 <sup>th</sup> Floor - North
Jason Moss	4 <sup>th</sup> Floor - South

## **Thomas Beckham Hall**

*phone: 355-6100*

**Regina Hood**, Housing Officer

**John Bruch**, Area Coordinator for Facilities, South Campus

**Faye Conley**, Assistant Superintendent of Building Services

**Darryl Sturdivant**, Custodial Supervisor

**Rob Kemp**, Faculty Member in Residence - TBH

### *Resident Assistants - TBH*

Alefiyah Shikari	2 <sup>nd</sup> Floor South
TBA	2 <sup>nd</sup> Floor Center
Kirk Keelan	2 <sup>nd</sup> Floor North
Sarah Ford	3 <sup>rd</sup> Floor South
Pratik Amin	3 <sup>rd</sup> Floor Center
Amber Stone	3 <sup>rd</sup> Floor North
Aaron Miles	4 <sup>th</sup> Floor South
Zachariah Wiedeman	4 <sup>th</sup> Floor Center
Lauren Qualizza-Graszer	4 <sup>th</sup> Floor North
Atai Anand, Senior PM	4 <sup>th</sup> Floor North

### *Building Services Staff - MRH, TBH & JST*

*phone: 355-6200*

P.J. Cowens  
Bridgette King  
Jozmon Wilson

Kevin Graham  
Andre Williams

## UIC Student Services Phone Numbers

Vice Chancellor for Student Affairs <b>Dr. Barbara Henley</b> , SSB 3010	996-7655
Associate Vice Chancellor for Student Affairs <b>Dr. Michael Ginsburg</b> , SSB 3010	996-7614
Associate Vice Chancellor for Student Affairs <b>Dr. W. Clarke Douglas</b> , SSB 3010	996-8182
Associate Vice Chancellor/Dean of Students <b>Dr. Linda Deanna</b> , SSB 3044	996-4857
Associate Dean of Students <b>William Rodriguez</b> , SSB 3030	996-4857
Assistant Dean of Students <b>J. Malcolm Smith</b> , SSB 3046	996-4857
Assistant to the Vice Chancellor <b>Pat Inman</b> SSB 1120	996-6389
Director of the Counseling Center <b>Dr. Joseph Hermes</b> , SSB 2010	996-3490
Director of Student Development Services <b>Kelly McCray</b> , SSB 1600	996-3100
Director of International Services <b>James Hammerschmidt</b> , SSB 2160	996-3121
Executive Director of Admissions <b>Tom Glenn</b> , SSB 2130	996-4369
Associate Vice Chancellor for Student Affairs & Director of Auxiliary Services <b>Michael Landek</b> , SSB 2560	413-5902
Director, Auxiliary Services Planning & Research <b>Arla McMahon</b> , SSB 2560	413-5910
Director of Student Centers <b>Robert Rouzer</b> , SCE 231	413-5111
Director of Campus Recreation <b>TBA</b> , SSB 2560	413-5167
Director of Campus Programs <b>Jill Rothamer-Wallenfeldt</b> , SCE 316	413-5075
Director of Athletics <b>James Schmidt</b> , PEB 275	996-2695
Director of Retail Operations	

<b>Loreen Maxfield</b> , SCE 704	413-5530
Director of Meetings & Conferences <b>Roslyn Pitts</b> , SCE 214	355-6532
Director of Financial Aid <b>Timothy Opgenorth</b> , SSB 1892	996-5563
Director of Career Services <b>Andres Garza</b> , SSB 3050	996-2300

## Other UIC Campus Phone Numbers

Accounts Receivable	996-7095
Access and Equity	996-8670
African-American Academic Network	996-5040
African-American Cultural Center	996-9549
Agape House	666-2676
Campus Advocacy Network	413-8206
Campus Housing - Central Office	355-6300
Campus Programs East (3 <sup>rd</sup> Floor, SCE)	413-5070
Campus Programs West (Room 50, SCW)	413-5180
Catholic Student Newman Center	226-1880
Chancellor's Office	413-3450
Computer Center	413-0003
Credit Union One	
East: University Hall Basement	996-2288
West: 7 Admin. Office Building	413-2430
Disability Services	413-2183
Financial Aid (1800 SSB)	996-3126
Gay, Lesbian, Bisexual, Transgender Office	413-8619
Health Service (1919 W. Taylor)	996-2901
Health Service (1118 University Hall)	996-3388
Hull House Museum	413-5353
In-Touch Hotline (6 p.m. - 3 a.m.)	996-5535
Latin American Recruitment and Educ. Services	996-3356
Latino Cultural Center	996-3095
Levine Hillel Center	829-1595
Lost and Found	413-5100
Library (References)	996-2726
Native American Support Program	996-4515
Off-Campus Housing Information	355-6201
Parking Services (LL, SCW)	413-5850
Parking Services (SSB)	413-9020
Parking Services (WSPS)	413-5800
President's Office	413-9097
President's Leadership Program	996-6421
Red Car Service	996-6800
SCW Information Desk	413-5200
Shuttle Bus	996-2842
Student Employment	996-3130
Student Financial Services	996-2515
Student Information Network Center	996-5000

Student Trustee	996-2376
Telecommunications (phone bills)	996-7144
Tutorium in Intensive English	996-8098
Undergraduate Student Government	996-2662
University Police	996-2830
Visitors Center	996-7841
Wellness Center	413-2120
Women's Affairs, Office of	413-1025

## AN INTRODUCTION TO LIFE IN THE RESIDENCE HALLS

### Welcome to Residence Hall Living

This **Resident Student Handbook** serves as an introduction and a guide to all residence hall students at the University of Illinois at Chicago. As you move into your hall, **it is very important that you familiarize yourself with the contents of this handbook.** It is a summary of our activities, services and policies.

The primary purpose of Campus Housing at the University of Illinois at Chicago is to serve you, the student. For this reason, the Campus Housing staff members are available to discuss your concerns, questions and ideas. It may be a good idea to begin with your Resident Assistant and Resident Director.

Students have an opportunity to live and learn in our residential facilities. Each student has the opportunity to grow and find meaning through friendships, exploration of ideas, and involvement in the residence community and the University as a whole. We believe the residence halls must be more than dormitories, which are places to simply eat and sleep. Residence halls should offer comfortable physical facilities, an environment conducive to good study conditions, and an opportunity for each student to develop socially and academically. Living in a residence hall should be a positive experience in group interaction, self-discipline, decision-making, and self-governance. **Remember, we have RESIDENCE HALLS, places where you live, not just "dorms", places where you sleep!**

The success of the residence halls largely depends on you. Your involvement in the community living experience and your participation in the programs in your hall will be a significant contribution to making residence hall living both enjoyable and valuable.

### Community Environment, Mutual Respect and Individual Differences

Living conditions conducive to learning and personal development are founded on basic respect for all persons. Your residence hall community environment will depend upon you and the way you interact with other people. You will find yourself placed in a situation where you will encounter people with different lifestyles. The best advice as to how you can make the most of your residence hall life can be summed up in one word: respect. Before you act, think of how your actions might affect the rights of other community members both on your floor and in your building.

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.

We believe that living in the UIC Residence Halls assists in developing skills and attitudes necessary to become positive and productive members of society. We also believe that one of these attitudes is the ability and willingness to appreciate and celebrate individual differences and ideas that are may be

new to us. The UIC Residence Halls are residential complexes composed of students and staff of different backgrounds, religions, racial groups, sexual orientations, levels of ability/disability and cultures. We encourage acceptance and appreciation of people regardless of race, gender, ethnic background, disability, socio-economic status, sexual orientation or religious affiliation. **Members of our residential community will be held accountable to this standard.**

*We pride ourselves on our differences. Each of us must do our part to encourage productive interaction and relationships among the residents who live in our halls. We believe that there is a great deal to be learned, taught and shared by each of us. So stretch yourself; get to know someone different than you. Learn what another culture is all about. We believe your experience at UIC will be richer for it!*

(Adapted from the University of Georgia, Richardson/Wall)

## The Residence Life Staff

Advisory student staff live in the halls to serve, assist and counsel students. The Resident Assistant (RA) assigned to your area has been selected for the position because of his or her concern for others, ability to communicate, knowledge of University resources, and willingness to accept responsibility. Resident Assistants receive training in many areas and are the residents' first source of information and assistance during the school year.

RAs are on-call Monday through Friday evenings from 5:00pm to 8:00am, and Saturday, Sunday and holidays 24 hours a day. If you need assistance and your Area Residence Life Desk is closed, there is an RD and RA is on duty – and the duty phone numbers have been posted throughout the residence halls.

Peer Mentors aim at assisting first year students to be “guided” through the many different adjustments from high school to the college experience. Peer Mentors are students of sophomore standing or higher that have great leadership skills and proven academic success. Peer Mentors also facilitate study sessions.

## Residence Hall Student Organizations

**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 resident's 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.

RHA is responsible for training and supporting student leaders within the residence halls and does so by supporting Hall Council elections. Residents of each hall will elect an executive board, including a President who will have full voting rights by acting as the voice for his/her respective hall. RHA also offers a number of committees for residents to concentrate their attention on a specific aspect of residence hall living.

RHA is affiliated with the state, regional, and national residence hall organizations, which allows us to offer additional service to residents, such as sponsoring students to attend three main leadership conferences throughout the year. These conferences include the Illinois Residence Hall Association (IRHA), Great Lakes Affiliate of College and University Residence Halls (GLACURH), and the National Association of College and University Residence Halls (NACURH). In the past, UIC has hosted the spring 2004 IRHA annual conference and the fall 2001 GLACURH annual conference.

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 resident community – and have a lot of fun doing so. For additional information, ask your RA, RD, housing administration, or contact any RHA officer.

**RHA Officers for 2008-2009:** [www.housing.uic.edu/rha](http://www.housing.uic.edu/rha)

President

- Briana Mathew

- bmathe3@uic.edu

VP - Administration	- Ashley Novak	- anovak4@uic.edu
VP – Membership	- Travis Strutzenberg	- tstrut2@uic.edu
VP – Media	- Nathan Will	- nwill3@uic.edu
Co-VP Programming	- Caitlyn Ford	- cford8@uic.edu
	- Keith Weber	- cweber8@uic.edu
NCC/ICC	- Ashley Ross	- aross8@uic.edu
Advisor	- Joe Timson	

## Hall Councils

The first and most readily accessible vehicle for you to become involved is in a hall council. These councils are composed of floor representatives and meet on a weekly 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 by becoming RHA representatives, Academic Coordinators, Birthday Coordinators, Social Coordinators and numerous others. Contact your RA for more information about election and nomination processes.

## The National Residence Hall Honorary (NRHH)

The National Residence Hall Honorary is the recognition branch of the NACURH, a national organization which believes that recognition is a must in a strong residence hall community. The NRHH chapter membership, per school, is restricted to 1% of the students living in the residence halls. Over 170 chapters are affiliated with the National Residence Hall Honorary National Office. Activities of the chapters vary from campus to campus. Some simply induct new members at an annual recognition banquet each year. Others are extremely active in their communities, coordinating leadership retreats, conferences, socials, hall or campus-wide programs, fund-raisers, and a host of other events. Those students who are inducted into our campus' NRHH have contributed extraordinary amounts of personal time and energy in order to make the residence halls much more than a "dorm".

### NRHH Officers for 2008-2009:

Director	- Jennifer Flight	- jflight2@gmail.com
Assistant Directors:		
Administration	- Lauren Finlon	- lfinlo2@uic.edu
Recognition	- Danelle Kent	- dkent2@uic.edu
Membership	- Alex Krusic	- alexkru77@gmail.com
NRHH Communications Coordinator		
	- Sam Scarpelli	- sscarp2@gmail.com
Grad. Adviser	- Kara Green	- kgreen24@uic.edu

## Your Floor

Your behavior on your floor is a major part of your responsibility as a member of your residential community. While you will meet many new friends in classes, the people on your floor will most likely be the ones you know best and remember. Forming lifelong relationships are frequently mentioned as the most attractive advantage to residence hall living.

## Your Room

Your room is designed to be comfortable and livable. Your room contains the basic furnishings: a bed, mattress, desk, desk chair, bookshelves, closet or wardrobe, drawer space, draperies/window blinds and

wastebasket (no wastebasket is provided in SSR). Since students have different needs with regard to task lighting, lamps should be provided by each resident – and housing staff will often provide an energy-efficient compact florescent light bulb; halogen lights are not permitted. Room furniture should not be removed from your room/apartment/cluster. (You will be billed for replacement and labor).

Lounge furnishings are intended to be used by all residents and should remain in public lounges. If you feel that you need another chair in your room, feel free to bring it from home. Please refer to the room decoration guidelines provided later in this booklet for further information on room decorating options.

## **Your Roommate/Suitemate/Clustermate/Apartmentmate**

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 may often find it challenging to be with people who have living styles different from your own.

Part of the experience of living in the residence halls is understanding and appreciating others, which includes being able to compromise when habits and attitudes vary. Completing a Roommate/Clustermate Agreement Form will assist in this process. It is important that you and the people you live with review the different sections on the form and discuss ways you will deal with these issues. Which items can be shared, and which items are private? What times do each of you like to go to sleep, and when do you want to wake up? What kind of a cleaning schedule do you want to follow?

Your RA can help all of the members of your apartment, cluster, room, or suite understand each of the sections of the Roommate Agreement Form. They can also assist you with foreseeing problems that students have had in the past, and offer suggestions on the best way to deal with issues and situations as they come up. The Roommate Agreement is always negotiable, and you should seek your RA's assistance if the agreement is not working out during the course of the year.

## **Your Floor Community & Its Community Standards**

In order for you and the people living on your floor to create a community built on integrity and respect, you have to give some effort to the process of interaction. That means you need to be able to share your interests, concerns, and ideas with the people living around you while they do the same. Without having an understanding and an appreciation for one another's needs and wants, it's difficult for members of a community to help one another. With nine months of classes, tests, homework, study groups and other new experiences ahead of you, it is definitely in your favor to live in a community of people who know what you're about.

To get this process started, the residents of your floor will meet on a regular basis - hopefully once a week at the same time in the same place. At your floor community meetings, you will have the opportunity to discuss issues of concern, ideas for group activities, agreements for how you will live together (your community "standards"), and other subjects that impact your floor community. For instance, you will soon find that people have differing interpretations of acceptable noise levels. One of the challenges for each floor community will be to establish what level of noise will be acceptable to everyone in that community, while adhering to the noise and quiet hour policy found on page 47 of this handbook. Again, the importance of these interactions is to establish mutual understanding so that individuals can live together more successfully.

### **As a member of your community, you have the right to:**

- study without undo interference, unreasonable noise, and other distractions;
- sleep without undo disturbance from noise and distractions;
- expect that others will respect your personal belongings;
- live in an environment kept clean by those who live in it;
- access your room and the facilities provided for residents;
- host guests with the expectation that you will be responsible for their actions and that you will escort them while they are in the building;
- discuss concerns with Campus Housing staff members who can assist in addressing the concern;
- expect that these rights will be respected.

**You can help to ensure that these rights are upheld by knowing and fulfilling your responsibilities as a resident. Your responsibilities include:**

verbally expressing your views to the person(s) involved, should you believe that your rights were violated;  
treating other residents and staff members with respect and consideration;  
understanding all policies and regulations necessary for the residence hall and University communities to function;  
abiding by these policies and regulations;

responding to all reasonable requests of fellow residents;  
responding to, and cooperating with resident staff members;  
recognizing that community cannot exist if any individual is excluded. Action, direct or covert, that discriminates on the basis of race, gender, religion, disability, national origin, age or sexual orientation cannot be tolerated in a community based on mutual respect and cooperation.

So what happens when there is a problem within the floor community? Good question. Obviously, there will be times over the course of the year when individuals violate the agreements, or standards, that the floor community has developed. Once again, we offer interaction as the best way to resolve these issues. Approaching a person to talk about the issue can often lead to better understanding and communication. If that doesn't work, or should the issue be of general interest to the floor community, a floor community meeting can be called - or the issue can be raised at the regular weekly floor meeting. Any member of the floor community can call a community meeting so that several floor members can address the issue at hand. Your RA and floor RHA representatives can help to guide this process.

Your participation in the life of your floor community will greatly enhance your residential experience. The more you get to know the others on your floor, the more friends you have, the resources available to you are greatly expanded - and you're going to have more fun!

## **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:

- will make every effort to accommodate residents' practice of religious and cultural activities in the halls
- offers a safe and secure environment in which to welcome and celebrate the expression of diversity
- encourages everyone to be actively engaged in the process of exploring diversity and challenging discrimination
- expects all members of the community to confront those individuals who intimidate or harass members of diverse populations
- could exclude people from this community for intimidating or harassing behavior.

In support of the above, Campus Housing actively seeks and welcomes diverse staff and students who share these principles of diversity.

## **Academic Programs in the Residence 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 community** was established to aid the academic and social development of first year residents. A dedicated living area will enable residents to utilize services provided in a shared community setting while taking many of the same courses together.

**Career Exploration** - to help residents realize their career objectives or to develop them if necessary. Resume service and career inventory assessments to assist students in creation of academic portfolios and that perfect resume for the future or a summer job.

**Academic Assessment** - utilized in the beginning of the semester is meant to analyze the students academic needs and to better understand what foreseeable problems may arise during the course of study and develop an action plan to avoid such problems.

**Learning Resource Centers** - the heart of the academic services effort. The LRC's will offer tutoring, academic workshops, graduate test preparation materials, Internet research tools, resume service and meeting space for one-on-one mentoring needs.

**Special Interest Housing** - offered through the following programs: President's Award Program (PAP); Honors College, Engineering, Architecture, Arts, WISE, Nursing, Pre-Med, Pre-Pharmacy, Pre-Nursing, Business College, Career Exploration, Men's First Year Experience and a Women's First Year Experience.

**Involvement in campus life** - a main goal of developing the community. The Resident Assistant will be an integral part of the academic and social experience while providing an in-depth campus life experience. The community and the RA will set-up and facilitate many on and off-campus activities.

## Residence Life Faculty Programs

### 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 – Clinical Assistant Professor of Pharmacy Practice*  
*Venkat Venkatrishan – Assistant Professor of Computer Science*

#### South Campus

*Tom Glenn (JST) – Executive Director of Admissions*  
*Tom Driver (JST) – Assistant Professor of Chemistry*  
*Rob Kemp (TBH) – Lecturer of Accounting*  
*William Kohler (MRH) – Lecturer of Managerial Studies*

#### West Campus

*TBA (SRH)*  
*Kay-Eduardo Gonzalez-Vilbazo (PSR) – Assistant Professor of Linguistics*  
*Sue Painter (SSR) – Visiting Clinical Instructor of Nursing*

### Faculty Associates (FA)

Faculty Associates are assigned to one specific floor in the residence hall, if possible, and based on a match between the individual Faculty Member and the types of students living on that floor (e.g., undergraduate/graduate, first year vs. upperclass students, typical colleges represented, etc.). The Associates then work with their individual floors, in whatever ways appeal to them or that they feel are possible, to become part of the fabric of their learning community.

<i>Inder Batra, Physics</i>	<i>ipbatra@uic.edu</i>
<i>Sid Ghosh, Electrical &amp; Computer Engineering</i>	<i>sghosh@uic.edu</i>
<i>Ernesto Indacochea, Civil/Materials Engineering</i>	<i>jeindaco@uic.edu</i>
<i>Jon Jarrett, Philosophy</i>	<i>jarrett@uic.edu</i>
<i>Donald Jurivich, Geriatric Medicine</i>	<i>jurivich@uic.edu</i>
<i>Wai-Yee Keung, Physics</i>	<i>keung@uic.edu</i>
<i>Vandana Loebel, English</i>	<i>vloomba@uic.edu</i>
<i>Kerry Ann Rockquemore, African-American Studies</i>	<i>rockquem@uic.edu</i>
<i>Holly Rosencranz, Internal Medicine</i>	<i>harosen@uic.edu</i>
<i>Dan Wheeler, Architecture</i>	<i>wheelerd@uic.edu</i>
<i>Stephanie Jefferson, Applied Health Sciences</i>	<i>srjeffer@uic.edu</i>
<i>Kim Potowski, Modern Languages</i>	<i>kimpotow@uic.edu</i>
<i>Brandon Valeriano, Political Science</i>	<i>bvaler@uic.edu</i>

### Faculty Fellows (FF)

The Faculty Fellows program, now in its eighth year, provides a way of recognizing educators who have been especially active and supportive of our Residence Life program. These faculty members have provided assistance related to programs in the residence halls, informal dinners, and discussions with residents, among other contributions.

### Faculty Partners (FP)

The Faculty Partners program arose after asking student leaders and staff to nominate UIC faculty members whom they would like to partner with during the academic year and incorporate into their residential communities. After a list of over 300 faculty members was generated, the thought to take our faculty programs to the next level occurred and our Faculty Partners program was born! For the 2008-2009 academic year, each Faculty Partner will have access to students in the halls and in our on campus dining facilities, which will enable them to collaborate with the students and staff in hopes of fully engaging and integrating them into the floor communities. The overall goal of the Faculty Partners program is to increase student-faculty interaction outside of the classroom in hopes of better connecting our students to faculty members in meaningful ways throughout their years at UIC.

## Academic Issues and Privacy

Campus Housing has a responsibility to all the students living with us to be sure that we provide the best possible community for our residents. We want you to be aware of the following things that our staff will do throughout the year.

We check the grades of every student living with us. For those undergraduates with a 2.5 GPA or below, we try to help with your academic needs by contacting you through your Resident Director and being sure you are aware of the resources available in the Learning Resource Centers on the east and west sides of 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. For students with a 3.0 GPA or higher, we strive to recognize your achievement and post your name on a list with other students with very high grade point averages. Campus Housing has a recognition ceremony to let you know how proud we are of your success.

Should you not wish to be contacted either because we want to offer academic resources or if you do not want to be recognized for your academic achievement, please feel free to contact Priscilla Velarde, Area Coordinator for Academic Programs, at 355-6405.

## Campus Housing Surveys & Focus Groups

Campus Housing conducts surveys and focus group interviews on a regular basis in order to better serve our residents. Over the past three years, Campus Housing has made numerous policy and programmatic changes based on student feedback. Your opinions and concerns as well as your likes are well appreciated.

## SAFETY ISSUES

### Fire Safety

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 **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. DO NOT lock your door.
- \* Lit candles and incense constitute an ever present danger of fire in the residence halls. Students are prohibited from lighting a candle and/or other decorative objects involving flame or using incense.
- \* No alcohol torches, bunsen burners or hanau torches are permitted.
- \* In decorating for holidays or other festive times, use noncombustible decorations and lights intended for normal indoor use only. Live trees are prohibited.
- \* Setting off a smoke detector may result in disciplinary action. Keep objects/substances (such as balls, smoke, aerosol spray, steam, powder, etc.) away from smoke detectors. In SSR, MRH, TBH be especially careful when cooking; burning food may also set off a smoke detector.

- \* A sprinkler system is present in Commons West, Polk Street Residence, Student Residence Hall, Single Student Residence, James Stukel Towers, Marie Robinson Hall and Thomas Beckham Hall. Any tampering with or setting off of sprinklers will result in disciplinary action and financial restitution for any damage caused.
- \* Do not tamper with fire equipment including smoke detectors, pull boxes, and fire hoses and extinguishers. Disciplinary action will result if you tamper with any fire equipment.
- \* 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. 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 355-6300 or housing@uic.edu to be put on the evacuation list maintained by the UIC Police.

## Fire Extinguisher Procedures

If you attempt to extinguish a fire, ensure that you don't put yourself in danger. You should know how to deal with the immediate situation and be knowledgeable in the use of fire extinguishers. It is also recommended to have another person with you in case a problem occurs and immediate help is required.

Here is how to operate a fire extinguisher:

1. Pull the pin, release a lock latch, or press a puncture lever.
2. Aim the extinguisher nozzle, horn, or hose at the base of the fire.
3. Squeeze or press the handle.
4. Sweep from side to side in most cases, but extinguishing techniques vary. Read the directions.

Questions/situations regarding fire safety or building evacuation should be brought to the attention of the Environmental Health & Safety Office, 996-SAFE.

## Fire Sprinklers

Sprinklers found in CMW, MRH, TBH, JST, PSR, SSR and SRH are for your protection. Do not touch them, tamper with them or attempt to hang anything on them.

## Tornado Procedures

1. Close windows, leaving a small opening.
2. Do not use elevators.
3. Head for an interior space on the lowest floor.
4. Walk quickly and quietly, but do not run or push, especially in stairwells.
5. Wear shoes to guard against broken glass or other debris.
6. Avoid areas with windows or large unsupported roofs, such as the Atrium,

the Student Center West Marketplace seating area, MRH or TBH 1<sup>st</sup> floor lounges .

## Personal Safety

No matter where you live, certain precautions should be taken:

- \* Let your roommate or friends know where you will be if you are away from the hall overnight.
- \* Avoid hitchhiking. Use public transportation or ask a friend or a floor member for a ride. Also, in this *Resident Student Handbook*, under "Services & Facilities", there is a section which describes how you can contact the **Red Car** for service.
  
- \* Avoid walking alone after dark. Call the University Police for a Student Patrol escort at 996-2830.
- \* Contact the University Police and a staff member in your hall if you are the victim of or witness to an accident or attack.
- \* Familiarize yourself with emergency call boxes located throughout the campus. These are typically Star-tels (black poles with blue lights on top) which are found throughout the campus. Pressing the button on emergency phones connects you directly with the University Police Department, and allows you to immediately talk with a dispatcher (do not wait for a tone).
  - \* Keep your apartment and cluster entrance doors locked. Do not prop any doors open (room, stairwell, outside entrance, etc.).

## Property Safety

- \* Make a list of all your personal property including identifying serial numbers and the name of the manufacturer.
- \* Record the number of all credit cards and bank accounts. Also, keep the phone numbers of these companies and banks so you can notify them if your cards or checks are lost or stolen.
- \* Keep money and valuables in a secure place.
- \* Do not keep excess amounts of cash in your room.
- \* Consider leaving family heirlooms or other valuable items at home.
- \* Be alert to the presence of strangers in non-public areas of living units and report their presence to the University Police, the Area Residence Life Office, and/or to a staff member. This suggestion and procedure also applies to solicitors.
  - \* Keep your room locked whenever it is unoccupied (even when you go to the washroom) or when you are sleeping.
  - \* In the event that you are a victim of a theft, notify both a hall staff member and the University Police Department immediately.
  - \* Garments in washers or dryers should not be left unattended. Campus Housing is not responsible for your belongings left in washers or dryers.
  - \* Insist on seeing identification for any person you do not know seeking access to your room.
  - \* Do not leave messages on your door or voicemail indicating when you are not in your room or when you have left for the weekend.

## Personal Property Insurance

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. You should check with your family concerning the extent of coverage under existing insurance policies. You are strongly encouraged to consider carrying some form of personal property insurance if you are not covered under your family's insurance policy. We recommend that you remove property of value when you will be gone for an extended period of time. One source of personal property insurance is: NATIONAL STUDENT SERVICES, P.O. Box 2137 Stillwater, OK 74076, (1-800-256-6774). Other companies are listed in the yellow pages of the phone book.

## Security Guard Coverage

The Housing Office has contracted with an outside security company to provide coverage at residence hall entrances at night as well as provide a roving monitor of residence hall areas. Students observing what they believe to be inappropriate conduct on the part of security guards, or students who have

personal observations about the performance of security guards are encouraged to report these comments in writing to either their Area Residence Life Office or to the Central Housing Office.

## **Surveillance 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.

## **Clery Act: Crime Statistics 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/index.html/safety/campus\\_safety.shtml](http://www.uic.edu/index.html/safety/campus_safety.shtml)

## **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.

## **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 entire campus is in the City of Chicago, Cook County, Illinois. Zip codes and addresses for the residence halls are as follows.

### 60612

Student Residence Hall, 818 S. Wolcott  
Single Student Residence, 809 S. Damen  
Polk Street Residence, 1933 W. Polk

### 60607

Student Residence and Commons, 700 S. Halsted  
Commons South  
Commons North  
Courtyard  
Commons West  
Thomas Beckham Hall, 1250 S. Halsted

### 60608

Marie Robinson Hall, 811 W. Maxwell

The Illinois State Police website for registered sex offenders is:

<http://www.isp.state.il.us/sor/frames.htm>

# **SERVICES AND FACILITIES**

## **Campus Housing Central 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). This is the office location of the Campus Housing Director, Senior Associate Director, Associate Director for Administration, Associate Director for Residence Life, Assistant Director for Marketing, Assistant Director for Technology, Area Coordinator for Administration, Resident Directors for Cable TV, Marketing & Graphics and Administration & Assessment, Housing Administrators, Graduate Assistants and Support Staff. Questions concerning housing applications, contracts and billing should be directed to the Central Office. The Central Office phone number is 355-6300 or e-mail at "housing@uic.edu".

## Area Residence Life Offices

The Area Residence Life Offices serve as information and service centers for resident students. Office hours on the West side are 8:30am -10:00pm, Monday-Friday and 10:00am -10:00pm Sat. & Sun. Office hours on the East side are 9:00am to 10:00pm, Mon.-Fri., and 10:00am - 10:00pm Sat. & Sun. The desks at MRH & TBH are open from 8:00am-midnight, Mon.-Fri. and 10:00am-midnight Sat. & Sun. These hours are subject to change during breaks. Resident Directors and Graduate Assistants have offices within the Area Residence Life Office complex. Equipment is available for check-out from the Area Office including vacuum cleaners and moving carts. All current residents may check out these items by leaving their UIC photo ID card. We only check out equipment for a limited time period. Be sure you are familiar with the equipment usage policies. You are responsible for what you sign out; there are charges that may apply if you return equipment late or damaged. The East Area Residence Life Office number is 355-6500, the West Area Residence Life Office is 355-6400, the MRH front desk number is 355-6201, the TBH front desk number is 355-6100 and the JST front desk number is 355-6000.

## Building Entry & Exit

The residence halls have been designed to permit access to you and your guests. 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.

Except for primary entrances, all exterior doors are locked and should be used only as emergency exits. The official entrances for SRC are the Atrium revolving door and the east Commons West entrance. IDs are checked at the east Commons West entrance and the Commons South lobby. The building monitors at 809 South Damen, 818 S. Wolcott, 1933 W. Polk St., the Commons South lobby, and Commons West as well as at JST, MRH & TBH entrances are there to ensure that only residents and guests have access to the halls. You will be asked to show your UIC *i-card* and sign in your guests between 7:00pm and 7:00am. We ask that each resident be safety-conscious.

To enter our residence halls after 7:00pm, you will be required to show your *i-card* and keys to our security staff. Without this ID, your identity will have to be verified by either a current roster or by the RA on duty after the office closes. Also after the office closes, an RA will be contacted to escort you to your room, and the RA will need proof of identification upon arrival at your room.

To help insure that the residence halls are as secure as possible, please:

- On the West side of campus, use the 818 S. Wolcott Ave. entrance for access to SRH, 1933 W. Polk Street for access to PSR and the 809 S. Damen entrance for access to SSR. On the East side of campus, use the SRC Atrium entrance and then the CMS lobby for access to CMN/CMS/CTY or the east entrance to CMW. MRH has its main entrance at 811 W. Maxwell St. TBH has its main entrance at 1250 S. Halsted. JST has its main entrance at 718 W. Rochford Street.

- \* Use emergency exits only in case of emergency; many of these doors leading to the exterior are equipped with an alarm to ensure their use only in an emergency. IF EMERGENCY EXITS ARE USED AND THERE IS NO EMERGENCY SITUATION, YOU ARE SUBJECT TO A \$100 FINE.

- \* Do not prop any door open. If you find a door propped open, please close it. Open access to the residence halls jeopardizes the entire security program. Anyone caught using alarmed doors, propping doors or causing other breaches of security will be subject to disciplinary action and a fine.

\* Use the 818 S. Wolcott entrance when the Student Center West is closed on the west side and the Commons entry lobby when the Student Center East is closed on the east side (after 10:00pm daily; after 6:00pm on holidays and weekends).

\* 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.

## 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 the Courtyard, Commons North and PSR clusters are scheduled to be cleaned weekly. Washrooms in Commons South/West and the Student Residence Hall are scheduled to be cleaned daily; in JST, weekly. However, Building Service Workers are scheduled to check the washrooms again during the day after initial cleaning to tidy up and re-stock paper products if necessary. Housekeeping service in SSR, MRH & TBH is limited to public areas. Toilet paper is provided for SRH, PSR, SRC & JST, but not SSR, MRH or TBH. 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 1<sup>st</sup> floor facilities office). Harassment of or confrontations with the Building Services staff will not be tolerated. Private as well as public space should be treated as though it was 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 in SSR, MRH & TBH, i.e. kitchen stoves, refrigerators and microwave ovens and stoves in lounges throughout all Campus Housing buildings.

## Reporting Damage or Need for Repairs

We ask students to report damage and maintenance requests to their Resident Assistant. If that person isn't available, residents may make requests through the Facilities Office at 5-6520 (East) or 5-6410 (West, MRH & TBH). It is preferable for the RA to make requests, not only to insure that the request is clearly stated and directed to the proper personnel, but also that a record is kept for follow-up, if necessary. Physical Plant (not Campus Housing) personnel will come to your room to make the repairs. Repairs are completed according to a priority system established by the Physical Plant. If you have problems with your phone or phone service, call Telecommunications at 996-7171.

## Mail

You will be assigned a locked mailbox and issued a mailbox key at the time of check-in. You will share a box with your cluster/roommate(s). Mail is picked up and delivered once a day, Monday through Saturday, except legal holidays. Please use your key to open your mailbox, as desk workers are not allowed to hand mail over the counter. Registered mail, telegrams and packages are held at the desk for you to pick up. Please show a photo ID when claiming your item. Please contact the U.S. Post Office (243-1603 or 765-3210) when receiving a notice that you have an item with postage due. The Post Office will instruct you on how to proceed. We do not accept C.O.D's.

The University operates a campus mail service to deliver mail relating to University business only. A campus mailbox can be found at your Area Residence Life Office. Mail for residents on the other side of campus can be sent through campus mail from each Area Residence Life Office (packages are not included). The following are required in order to deliver your mail to you: Full name and current room number and building name, in English. Mail is placed directly into the mailbox assigned to each resident. To ensure prompt mail delivery, use the following form of mailing address:

**Resident's Name**  
**Residence Hall Street Address**  
**Residence Hall Name and Room #**  
**Campus Housing MC 117 (East), 579 (West), 116 (MRH) or 112 (TBH)**  
**Chicago IL 60607 (East, TBH & JST) or 60612 (West) or 60608 (MRH)**  
The following are street addresses and zip codes for each UIC residence hall:

EAST AREA COMPLEX - MC 117  
Courtyard (CTY), Commons West (CMW), Commons North (CMN), Commons South (CMS):  
700 S. Halsted  
Chicago, IL 60607

WEST AREA COMPLEX - MC 579  
Single Student Residence (SSR):  
809 S. Damen Avenue  
Chicago, IL 60612  
  
Student Residence Hall (SRH)  
Polk Street Residence (PSR):  
1933 West Polk  
Chicago, IL 60612

MRH - MC 116  
Marie Robinson Hall (MRH):  
811 W. Maxwell Street  
Chicago, IL 60608

TBH - MC 112  
Thomas Beckham Hall (TBH):  
1250 S. Halsted  
Chicago IL 60607

JST - MC 112  
James Stukel Towers (JST)  
718 W. Rochford Street  
Chicago, IL 60607

The U.S. Post Office requests that you print your addresses in CLEAR, CAPITAL, BLOCK LETTERS without punctuation. Mail forwarding is not available due to U.S. Postal Service regulations. Please contact all of your friends, family, magazines, etc. with your new address at least six weeks prior to leaving campus.

## Students with Disabilities

When a prospective student with a disability applies for on-campus housing, a conversation with the Associate Director for Administration from Campus Housing, the Coordinator of Disability Services and the student will determine what kind of accommodation may be necessary. There are a variety of assisting devices (e.g. strobes, amplifiers) Campus Housing can provide, if informed. The student may need to provide documentation to explain and clarify his/her needs.

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. Disability Services 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 for Administration

along with the Resident Director will assist in the appropriate room and roommate assignments. If a live-in personal assistant is used, the assistant must be of the same gender, and 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 of Housing for Administration and the Disability Services 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 of Housing for Administration 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 of Housing for Administration or the student become aware of a change in needs during the contracted term, a reassessment of the student's needs may be required.

## **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 6-2901. Serious injuries should be attended to by medical professionals. Your RA or University Police can help you get such attention. Do not be afraid to ask for help!

## **Computer Rooms**

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 2<sup>nd</sup> 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.

## **Dining Service**

All PSR/SRH/SRC & JST residents are required to purchase a meal plan as part of their residence hall contract. SSR, MRH & TBH residents have the option to purchase a Dragon Dollars meal account. For more information call Campus Dining Services at 413-5678. See the Residence Halls Meal Plans brochure for more detailed information.

## **Kitchenettes**

Kitchenette facilities are available on the second floors of SRH, CTY, CMN, the tower lounges of CMW, CTY and CMN – as well as in several locations in JST. Check at your Area Office for details regarding kitchen utilization. Alcoholic beverages are prohibited in the kitchens. Be sure to read the cleaning instructions in the kitchen area. Kitchens are to be used for cooking and/or eating. It is important not to leave kitchens unattended while cooking food. The kitchenettes will be closed during the semester break period. All kitchens are now accessible with an entrance key, and they are open and available for resident use during the summer.

## **Refrigerator and MicroFridge Rentals**

Huskie Rentals at 1-815-757-6869 is the exclusive authorized supplier of MicroFridges and mini-refrigerators to UIC students. A MicroFridge is a combination unit including a refrigerator, small freezer and microwave. Visit your Area Office for information. Note: no microwaves are permitted in the residence halls (with the exception of SSR, MRH & TBH) unless they are MicroFridges.

## Laundry Facilities

A new laundry service company was selected last year 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. Laundry rooms, equipped with washers and dryers, are available in each hall. The University is not responsible for damaged clothing or items left unattended. Keep in mind that any fraudulent use of or damage caused to washers and dryers is a criminal offense. These facilities are available for the use of residents only; others will be asked to leave the premises immediately. New washers and dryers were installed in every laundry room on campus. These machines are activated using a UIC *i-card* and use of these machines is without charge to resident students.

## Vending Areas

For snacks, vending machines are located in CMS, SSR and SRH. Commons West, MRH, TBH and Courtyard have vending in the laundry facilities. There is also a vending area in the Courtyard/Commons West Bridge Lounge and a snack bar on the 1<sup>st</sup> floor of JST.

You will find a variety of snacks available in the machines. Call Campus Dining Services for a refund if a machine malfunctions (3-5600) or go to the CCC desk on the second floor on the east side or the CIU Information desk on the first floor on the west side. Please do not bang, tip, or rock machines!

## Luggage and Storage Rooms

Storage rooms for your luggage and some other items are available in CMS and CMW. Everything placed in storage must have a dated label. We do not store large items, such as furniture. These areas are kept locked, and if you desire anything out of them, you need to make arrangements with your Area Residence Life Office. 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. SSR/PSR/SRH/SRC/MRH, TBH & JST are not equipped for the storage of residents' personal possessions except in closets located within rooms. There is no interim storage if you are not here for summer school. Storage is extremely limited and is on a first-come first-served basis. Storage is also given only with the RD's approval. Property left behind for **more than three months** after a resident departs from the residence halls will be disposed of.

## Air Conditioning/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 and vice-versa, we cannot change back. We ask for your understanding and consideration during these periods. Typically, the heat is turned on no later than October 15 and air conditioning no later than May 15. MRH TBH & JST have more advanced systems and are able to go back and forth between heating and air-conditioning.

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: Reduce Reuse Recycle

**This theme is not only the right environmental approach, it is supported by Illinois State law requiring the reduction of solid waste by 40%. We need your cooperation recycling aluminum and tin cans, plastic and glass bottles and paper. Most recycling containers are located in the trash rooms.**

### RECYCLE PAPER

#### YES

White and colored paper  
Glossy paper  
Envelopes, including window & manila  
Newspapers and magazines

#### NO

Food and food wrappers  
Milk cartons  
Paper and Styrofoam disposable cups  
Pizza boxes

NCR (carbonless paper)  
Copy-paper ream wrappers  
Post-it notes  
Chip board (tissue boxes)  
Brown paper  
Hard-bound books  
Staples and paperclips, OK too

Tissue paper and paper towels  
Plastic bags  
Carbon paper  
Coated fax paper  
Photographic paper  
Plastic-coated paper (laminates)  
Mailing envelopes with padding

*CARDBOARD: it won't fit in the bins, but it is recyclable. Please flatten cardboard boxes and place them by the nearest paper-recycling bin for pickup by the building service personnel.*

#### **RECYCLE BOTTLES AND CANS**

##### **YES**

Aluminum cans  
Steel cans  
Plastic bottles (all numbers)  
Glass beverage bottles (all colors)

##### **NO**

Liquid in bottles  
Bottle lids  
Yogurt containers  
Styrofoam cups and packing  
Plastic bags and wrap  
Test tubes, drinking glasses, broken glass.

## **Shuttle Bus**

The campus provides a free shuttle bus service which conveniently connects the entire UIC campus (east, south and west). Times are posted at the bus stops. Schedules are available from the Area Residence Life Offices, the SSB, SCW and SCE Information Centers, and from the bus drivers. Call 996-2842 for further information or check out schedules and routes on the web at [www.uic.edu/depts/ppad/](http://www.uic.edu/depts/ppad/). Be sure to have your i-card with you to show the driver.

## **"Red Car" Service**

Students with an *i-card* may call 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* which is issued by an academic department, or place of employment. Transportation is provided to or from the residence halls, University jobs, laboratories or classrooms. This vehicle is known as the "Red Car". Hours of operation are 11-7, seven days a week (subject to change).

## **Specialty Room Reservations**

The use of the following rooms requires students to follow special procedures and observe specific regulations available from your RA or Area Residence Life Office: SRH second floor T.V. lounge, MRH & TBH lounges, SSR Multipurpose room and the CTY, CMN, CMW & JST Tower Lounges & 2<sup>nd</sup> floor meeting rooms can only be reserved by a housing staff member, RA or Campus Housing Organizations; space is limited on the west side, these rooms are in high use by our RAs and the RHA. These rooms can only be reserved by residents & staff and are for use by these individuals only. Reservations for the CMS Lower Level meeting rooms and the Rathskeller are administered by the Campus Unions Reservations Department at 413-5040. See the SCE Building Manager to gain access to these rooms at the time of the event. Many specialty rooms will be closed during the semester break period. Regulations are available through the Area Residence Life desk, not RAs. Also, the kitchenettes may be reserved but this is not necessary.

## **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, so please do not take it into your room! Taking furniture from a study lounge into your room, apartment or cluster constitutes theft and will be dealt with accordingly. Lounges are available on 2<sup>nd</sup> floor SRH & the SSR Multi-purpose Room on the west side, on the 2<sup>nd</sup> floor of Courtyard and lower level of the Commons South and throughout SRC on the east side and MRH, TBH & JST on South Campus. If you leave the room for any reason, please take your

belongings with you. Once you leave a study space, another resident may claim it. Please treat study lounges respectfully; they are shared by all residents.

## Television Lounges

There are TV lounges on the 2<sup>nd</sup> floor of SRH, in the Courtyard Tower lounge and Commons North Tower Lounge, in the 4<sup>th</sup> Floor lounge in CMW, the 5<sup>th</sup> Floor lounge in PSR, in the SSR multipurpose Room, on the 1<sup>st</sup> floor of both Marie Robinson Hall and Thomas Beckham Hall as well as in each of the four JST tower lounges. These are casual rooms designed for relaxation and television viewing. Since the lounges in SRH & TBH are next to the computer lab, meeting rooms and other offices, noise should be kept to a minimum. As with all public spaces in the residence halls, these rooms are non-smoking.

## Network and Telephone Connections

### Network Connections (Res-Net)

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.

For an additional monthly fee, students may also opt for Server Services, which provides access to many other popular software applications, such as Microsoft Office (Word, Excel, and Access), Corel Office (WordPerfect, Quattro, and Paradox), Corel Draw, Photoshop, AutoCAD, Dreamweaver, MS Visio, SAS, SPSS, STATA and others. For a complete list with the version numbers listed as well as how to request this service, see the Res-Net Web page listed above.

You will need to meet minimum hardware requirements listed on the Res-Net Web page at <http://resnet.accc.uic.edu/general.html#4> for a reliable connection.

### **Fees:**

There are no initial setup fees for either the Res-Net connection or Server Services.

### **Monthly fees:**

Network Connection:	\$40/semester (charged by Housing)
Server Services:	\$5/month (charged by ACCC)

### **Setup fees**

Ethernet Cable:	You must bring your own CAT-5 ethernet cable, or you can purchase one on campus from the Microstation Store ( <a href="http://www.microstation.uic.edu/">http://www.microstation.uic.edu/</a> )
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. The switch is property of Housing and must not be removed from the room. Missing or damaged switches will be subject to a \$100 fee per room occupant.

Res-Net charges are part of your Campus Housing charges. ACCC Server Services charges will appear on your UIC Bill separate from your Housing charges.

### ***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 and use the Odyssey client (which is the Windows client required to connect to UIC's wireless network) for windows XP. This web page also has instructions on how to set up a wireless connection for Macs. To configure wireless on Windows Vista, please check out this webpage, <http://resnet.accc.uic.edu/acccess.html#2>.

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 contact the Housing office (you may not opt out unless you have stopped using the service).

The Res-Net connection (and Server Services if you have them) will continue to work regardless of the residence hall or room you are in.

If you have signed up for Server Services, please follow the instructions on the Res-Net web page to cancel these charges. These are separate from your Housing/Res-Net charges and they will not be cancelled automatically when you move out the residence halls.

### ***Res-Net rules and policies:***

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. Please be aware that there is a combined 3GB upload/download data transfer limit on Resnet network connections 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 you do exceed the hard limit of 3GB, you will be sent only one warning email that applies to the entire academic year starting in Fall semester. If you once again exceed the 3GB 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.

Also, with all the recent virus activity and outbreaks, you need to make sure that you keep you 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

### ***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.*

### ***Need Assistance, have more questions?***

ACCC offers **FREE** Res-Net connection help at the ACCCeSS Helpdesk. For dates and locations, please visit <http://access.accc.uic.edu> .

Please call our help desk phone line @ 413-0003 or email [resnetadmin@uic.edu](mailto: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**

The telephone service for Residence Hall residents is being updated at the time of this printing. For the most up to date information about telephone services please visit:

<http://www.uic.edu/depts/accc/telecom/student.services.html>

## **CONTRACT TERMS AND CONDITIONS**

### **Contract Period**

The period of the contract for residents of Courtyard, Commons North, Commons South, Commons West, Student Residence Hall, Marie Robinson Hall, Thomas Beckham Hall & James Stukel Towers runs from August 24, 2008 to 24 hours after your last fall semester exam (no later than December 13, 2008) and from January 18, 2009 to 24 hours after your last spring semester exam (no later than May 8, 2009).

SSR 9-month contracts, on the 1<sup>st</sup> through the 13<sup>th</sup> floors & the 16<sup>th</sup> Floor, run from August 24, 2008 to 24 hours after your last spring semester exam (no later than May 8, 2009). The 14<sup>th</sup> through the 15<sup>th</sup> floors of SSR contracts run from August 24, 2008 to July 24, 2009. Contract dates are subject to change relative to the University calendar.

### **Resident Eligibility**

All persons living in the residence halls during the regular academic year must be currently enrolled University of Illinois at Chicago students. Summer session residents are not required to be enrolled in summer classes, but must be recognized as students by the university, that is, enrolled the previous and/or following semester. Although Campus Housing checks with the Records Office to verify student status each term, **it is the individual student's responsibility to initiate housing contract cancellation procedures if he/she withdraws from the University or is dropped from enrollment.** However, if a non-student is found living in the residence halls, the possible consequences include eviction, substantial financial penalties, and disciplinary action.

During the academic year, all SSR residents must meet the academic class or age restrictions in place for this building. If it is found that a resident of SSR does not meet eligibility requirements, the resident will be offered space in other residence halls, if there is availability. Disciplinary action, including eviction from SSR, may also be taken. In cases where a resident either withdraws from the university or is dropped for academic reasons, that resident must vacate the residence halls. Residents who do not move out voluntarily when their student status changes will be subject to eviction. In case of eviction, a resident's belongings may be placed in storage at a commercial location nearby at the expense of the resident. If an evicted resident does not return keys in a timely fashion, he/she may be charged for changing the room locks.

## 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 – or on-line through your e-bill. Your room and board payment should be made directly to the cashier in the Marshfield Building (MB), Student Services Building (SSB) or to the cashier at registration. 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.

## Account Delinquency

Payments not made on or before the due date are automatically delinquent and are subject to a finance charge. Procedures for handling delinquent accounts are as follows:

1. The student will be notified of his/her delinquent status by means of the monthly Accounts Receivable statement.
2. If the delinquent account is not cleared in the allocated time, an encumbrance will be placed on the student's registration and records.  
An encumbrance may prevent the student from registering for classes. In addition, the student may not receive a transcript or diploma until the debt is cleared..
3. If the delinquent payment is not taken care of as specified by the date stated on the delinquent notice, the student's meal card will be suspended.
4. A student's contract may be canceled and the student evicted from the residence hall for nonpayment. If this occurs, the student will remain responsible for 75% of the remaining room portion of the contract.

Contact the Area Coordinator for Administration (355-6307) with questions.

## Contract Cancellations

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 penalty
- 75% of the remainder of the contract cost.

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.

## Appeals

Students may appeal the 75% of the remainder of the contract portion of the contract termination penalties. Students must follow the following contract cancellation appeal process:

- 1) complete an appeal form available from the Campus Housing office
- 2) submit appropriate documentation relevant to his/her situation.

Once an appeal is submitted, it will be considered by the Associate Director for Administration. The appeal is either granted or forwarded on to the Campus Housing Contract Termination Penalty Appeals Committee. This Committee, composed of student affairs staff, residence life staff and resident students, considers the individual situation and makes a recommendation to the Director of Housing. The Director of Housing makes the final decision and contacts the student.

## 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 as well as 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 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.

## Check-In Procedures

### 1. Room Inventory

Each resident should complete a room condition report (RCR). 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.

### 2. Your Keys

You will be issued keys for your room, building, mail box, and other areas for which you need access. These keys become your responsibility. 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.

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.

#### a. Lost or Damaged Keys

If you lose any of your keys, you must request a new key immediately through the Area Residence Life Office. The replacement costs for lost, damaged, or stolen keys follows:

Damaged or Broken keys.....	\$8.00
Lost Mail or Closet Key (no core change).....	\$8.00
Lost Mail or Closet Key (core change) .....	\$90.00
Lost Entrance Key .....	\$25.00
Lost Room Key (automatic core change)....	\$90.00*
Emergency Core Change (after bus. hours).	\$150.00

#### b. Loaner Keys

If you are locked out of your room when your Area Residence Life Office is open, you can obtain a loaner key from the Office. The loaner key is issued for one hour (a \$90 re-core may be ordered if the key is not returned within the designated time limit).

If you are locked out of your room after the area Residence Life office is closed, you may call the RA on duty for lockout service. There is no charge for either borrowing a loaner key for one hour or for asking the assistance of the RA on duty when a resident is locked out.

**Loaner keys must be returned within 1 hour or the core will likely be changed and you will be charged \$90.00.**

## 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. Periodic room inspections (for improper items in rooms) may occur throughout the year. If you are in a room or apartment/suite designed for more than one resident, be advised that a roommate(s) may be assigned at any time. Please keep your belongings on your side of the room or bedroom.

## 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. Before the year begins and during the course of the year, staff members will periodically inspect common areas for damage.

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. Anyone caught vandalizing may be arrested and charged for restoration.

## Meal Plans

Your student ID also serves as your meal plan card. 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. At the time of this Handbook's publication, the university was finalizing plans for new meal plans for the 2008-2009 school year. If you did not receive a brochure describing meal plan options, you can stop by the Central Housing Office for more information.

## Room Access & Interim Housing During Breaks

Only limited access to room belongings is permitted when the buildings are closed for break. During semester break and at the end of the school year, the exterior entrance door locks are changed, providing access only to staff and interim residents and their guests. During break periods, residents are encouraged to remove any valuables from their rooms. Interim housing is available on a limited basis during semester breaks. Information on interim housing availability and rates will be available near the end of each semester. There is a charge of \$23.00 per day for interim periods in SRC, SRH, PSR & JST; \$30 per day in SSR (single student spaces); and \$33.00 per day for MRH, TBH and \$38 per day in Family Housing units in SSR. Contact the Central Housing Office for specific Interim Housing guidelines.

## Room Changes

The Campus Housing Office is pleased to offer available spaces to resident students who wish to change rooms and will maintain both a list of available rooms and a file of room change requests in case vacancies occur during the course of the year. In a population of several thousand residents, it is likely that changes will occur throughout the year, and residents are invited to fill out Room Change Requests, listing preferences for alternative room assignments. Such Room Change Requests are available on-line at [www.housing.uic.edu/rc](http://www.housing.uic.edu/rc). The Central Housing Office staff will contact students wishing to change rooms as quickly as possible after openings are identified. In addition to maintaining waiting lists for each residence hall, and for any specific type of room available, such as one for single rooms, these waiting lists will be maintained in the order in which requests are made. Residents moving without approval may be required to move back to their original room/apartment, may be assessed a daily service charge and may be subject to disciplinary action.

## Beginning of the School Year

At the beginning of the Fall semester, it is expected that every space in the residence halls will be assigned, and that a number of new students will be assigned to temporary spaces in anticipation of available spaces being identified early in the semester. Such temporary assignments and students on an initial "priority" waiting list will approximate the number of last-minute changes, cancellations and

"no-shows" anticipated. Members of the Campus Housing staff will identify openings as they become apparent and will need to check with the Admissions Office and Business Office for accurate information on each student's status. The first two priorities as open spaces are identified will be (1) to assign students from temporary spaces to permanent rooms and (2) to insure that every student who remains on a waiting list is assigned to a space as quickly as possible. It should take the first two weeks of the school year to identify open spaces, double check to see if the assigned students are coming, and then assign students into permanent spaces in an orderly manner. For these reasons, **Room Change Requests will only be accepted after the first two weeks of the school year.**

## Even Switches

Residents who wish to switch rooms with other specific residents will be permitted to make a change at any time, provided that the Central Housing Office has no students on a waiting list for the type of room involved, and that both residents receive proper authorization from the Central Housing Office prior to making such switches. Both residents who are switching with each other must be present in the Central Housing Office at the same time to indicate their desire to make such a switch before it will be approved. Our concern is to update our records and notify appropriate staff members.

## Roommate Relationship

Roommates are asked to submit a mutually signed Roommate Agreement form to their RA within 2 weeks of moving in together. Residents should use the yes/no questionnaire to initiate discussion regarding their likes, dislikes and preferences. 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.

## Check-out Procedures

Residents have the option of going 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
- 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.

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. For more detailed information about common area responsibility, refer to the section on that topic in this *Resident Student Handbook*. The RA will give you an inspection slip or a copy of your Room Condition Report (RCR). **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 contact friends, family, magazines and businesses you have contact with to change your address. 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.

You are responsible for your Telecommunications LINK card and therefore you must return it with your forwarding address to TELECOMMUNICATIONS, Room 124 PSB (m/c 500) in order to avoid further monthly billing. You may also contact Telecommunications at 996-6076 to cancel your account.

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

## Room Standards and 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 to the designated trash area outside the building. Please use trash chutes 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.

## Room Selection and Room Reservation Process

Campus Housing is available to most undergraduates who desire it, as well as to a limited number of graduate students. In the future, it may not be possible to accommodate every student who requests a room on campus. Assignment to rooms for new students is most often made in a first-come, first-served manner, based on when a student applies for admission 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 at the beginning of April of the previous semester. All resident students who desire a room in campus housing must participate in the official Room Reservation Process conducted by the Housing Office.

For the Spring of 2009, the **Room Reservation Process** will occur in two phases:

Phase I - drawing of numbers and reservation of current rooms

- April 6, 7, 8 or 9, 2009: current graduate and professional residents.
- April 6, 2009: current junior & senior residents;
- April 7, 2009: current sophomore residents;
- April 8 & 9, 2009: current freshmen residents;

Phase II - selection of different rooms in seniority order

- April 12, 2009: current graduate and professional residents in # order;
- April 13, 2009: current junior & senior residents in number order;
- April 14, 2009: current sophomore residents in number order;
- April 15 & 16, 2009: current freshmen residents in number order.

### Procedures pertaining to the **Room Reservation Process**:

1. Residents wishing to participate in the Room Reservation Process must appear in person at the designated date, time and location and present a properly validated UIC ID card.
2. Residents will draw a number from a box designated for their academic class. This number will determine a place in the order for selecting different rooms by class. Students may not switch or transfer numbers to any other individual.
3. Students who reserve their current rooms in Phase I of the process may not return in Phase II to select different rooms.
4. At the time a student makes a reservation for a room, he/she may designate a roommate or roommates for the other spaces in the same room. The roommate designation will be honored only if (a) that student takes part personally in the process at his/her appropriate time and signs a Residence Hall Contract for the space, (b) the designation does not conflict with another student's right to reserve their own room, and c) the designated roommate is eligible to reserve a room in campus housing; in the case of designating new students, they must have submitted a housing application by April 1<sup>st</sup>.
5. Residents wishing to reserve rooms other than their current rooms return in Phase II of the process by academic class, starting with graduate/professional students, in the order of the numbers drawn. Exceptions to this order will be made for students who are not eligible to reserve their current rooms for the next year.

6. Residents who do not designate roommates, or residents whose roommates cancel their contracts, may have their room assignment changed to a similar room in the same building prior to the assignment of new students in June. Since it is desirable to assign freshmen with freshmen roommates or accommodate the preferences of students who wish to live with specific students, students without roommates may be reassigned to different rooms.

7. In order to finalize a room reservation, each individual resident reserving a room must sign a Residence Hall Contract. Residence Hall Contracts are for the full academic year (or for 11-months in the case of many SSR contracts). Contracts are not available for just the Fall semester.

8. Students signing for rooms in the Room Reservation Process will be permitted to cancel their reservation and be entitled to a refund of \$100 of their original housing deposit if they notify the Central Housing Office of their change of plans prior to May 1st.

Students who cancel their Contract after this date will forfeit their housing deposit as well as be liable for other substantial penalties.

9. Students signing for rooms during the Room Reservation Process will be required to "confirm" their room reservation by making a pre-payment of \$100 which will be applied to their Fall semester room and board charges. The Housing Office will write to each student at their home address at the end of May, requesting that the \$100 prepayment be sent directly to the Central Housing Office by June 15th. This pre-payment is non-refundable and will only be applied to Fall room and board charges. Failure to make this pre-payment by the established deadline could result in the cancellation of a student's room contract as well as other substantial penalties.

## RESIDENT STUDENT CONDUCT

One way Campus Housing promotes a healthy living/learning environment is through its discipline process. Living conditions conducive to learning and personal development are founded on basic respect for all persons. The best advice as to how you can make the most of your residence hall life can be summed up in one word: **respect**. Before you act, think of how your actions might affect the freedom and rights of other community members both on your floor and in your building.

Community living in a residence hall environment requires that certain actions and behavior not be exhibited in order to respect the rights of others. In accordance with the Residence Hall Contract, "Any student whose actions are found to be detrimental or disruptive to the welfare of the student living community or in violation of published Campus Housing rules and regulations may be required to move into other space or to withdraw from the residence halls and also may be subject to University disciplinary action. If withdrawal is required, the student shall be held responsible for full room and board charges up to the date of withdrawal and other substantial penalties."

The Campus Housing Department at the University of Illinois at Chicago views the discipline process as a learning experience which can teach the individual responsibility to oneself and to the community. There are some behaviors which cannot be tolerated because they threaten the basic safety and/or purpose of the total group. Campus Housing would be remiss in its responsibility to the resident and to the community if it failed to bring to a student's attention those behaviors which disrupt the welfare of the community. The basic philosophy of the discipline system is one of education. It encourages the growth and the development of the individual. Sometimes, it is determined that the best developmental disciplinary decision is to cancel a resident's housing contract (in some cases this may happen after a first offense). Other times, a conversation with a Campus Housing administrator and the person(s) involved with an incident is all that may be required.

### **Resident Student Code of Conduct**

*Responsibility for student discipline within the resident community at the University of Illinois at Chicago is delegated to the staff of the Campus Housing Department. Disciplinary regulations exist to serve as a guide for each student and to ensure the proper atmosphere necessary for the academic and social life of each student. The Housing Office reserves the right to discipline any resident student accused of*

*violating a university regulation pertaining to life in the residence halls. All students will be afforded the elements of due process in such disciplinary matters.*

*Students are expected to respect the rights of all members of the university community. In order to protect these rights, the following regulations have been established. Any violation will subject a student to disciplinary action. According to the gravity of such violations, sanctions up to and including the loss of campus residency may be imposed by the Housing Office.*

1. In the university community, every student must carry an identification (I.D.) Card issued by The University of Illinois at Chicago. Upon request, students must give their ID card to authorized personnel (University Police, Security Staff, Resident Directors, RAs, etc.) and comply with the directives of such officials. All students are obligated to cooperate with university officials in the performance of their duties.
2. Actions or behavior, including threats, which endanger the safety and/or well-being of others or which cause injury to another person on university property are prohibited. This prohibition is intended to cover any assaults on university property or fighting among students. This prohibition includes any harassment and/or intimidation based on race, gender, ethnicity, religion, color, national origin, sexual orientation, age or disability.
3. Hazing, intimidation or harassment (including phone harassment) is prohibited.
4. The unauthorized entrance into the rooms of other students is prohibited.
5. Disorderly or indecent conduct on university property is prohibited.
6. The stealing, damaging, defacing or deliberate destruction of property is prohibited.
7. Theft of or tampering with Cable TV signals or service is prohibited.
8. Tampering with or misusing fire alarms or fire-fighting equipment is an offense which jeopardizes the safety of other members of the community and is prohibited. Fire sprinklers should not be touched or tampered with to prevent activation.
9. Forgery, alteration or use of university documents, records or other means of identification with the intent to defraud is prohibited.
10. 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 prohibited.
11. The possession, sale, production, purchase or use of any explosives, fireworks, incendiary devices, lethal weapons or dangerous chemicals on university property is prohibited.
12. The possession, sale, production, purchase or use of marijuana, habit-forming barbiturates, amphetamines, hallucinogens, narcotics or other addictive or illegal drugs on university property is prohibited. The possession or use of drug paraphernalia is prohibited.
13. The possession, purchase, consumption or transportation of alcoholic beverages by any person under 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. (A separate section concerning the use of alcoholic beverages in resident areas is included later in this section of the *Resident Student Handbook*).
14. The appropriation of any university property such as lounge furniture, dining room equipment, laboratory equipment, etc. for private use is prohibited.
15. The tampering with any vending, laundry or game machines or action which could cause damage to such machines is prohibited.
16. 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.

**17. Resident students are always responsible for the actions of their guests. Guests must be escorted by the resident host at all times.**

## **Disciplinary Procedures**

Infractions of residence hall policies will probably first come to the attention of a Resident Assistant. In most instances, the RA will be able to assist the resident in gaining insight into the reasons for policies and the consequences of inappropriate behavior. The primary interest of the staff is to assist the resident in correcting the behavior and in becoming a more responsible member of the community. If the RA feels that a conversation with the resident will not succeed in accomplishing these goals, the RA will submit an incident report to the Resident Director. The resident will be informed if an incident report about the specific behavior is submitted to the Resident Director by the RA. An incident report may also be submitted by someone other than an RA.

1. Procedural Meeting - The resident meets with a Resident Director to discuss the judicial process. For minor infractions of policy, when the resident admits to the behavior, this discussion may be all that is necessary. For more serious policy violations, or repeated violations, the staff member will advise the student about the next step in the process. The staff member makes an assessment after the discussion with the student about what the next step in the process should be. The following are the available options: a) Informal Discussion may be concluded after this meeting; b) Case sent to the Residence Hall Judicial Board for a hearing; or c) Case sent to a Campus Housing administrator for a hearing.

2. Informal Discussion - The resident may meet with the Resident Director. This option is most often utilized when the resident willingly admits responsibility for alleged misconduct. The primary concern is to assist the resident in correcting the behavior and to maintain a safe and educationally supportive residential community.

3. Residence Hall Judicial Board Hearing - The student who allegedly violated a policy meets with a group of residence hall students, advised by a member of the Housing Office staff. (Students involved with the Residence Hall Judicial Board and RAs are not eligible for this option; they will meet with a Campus Housing administrator as outlined in Option 4, below.)

4. Campus Housing Administrative Hearing - The student who allegedly violated policy meets with a Campus Housing administrator or her/his designate. This option is used when the Residence Hall Judicial Board is not active, and/or when the case is considered by the staff to require the attention of the administrative staff.

5. Joint Hearing with the Senate Committee on Student Discipline - The student who allegedly violated policy meets with the Senate Committee on Student Discipline. This option is used in cases considered by the staff to require the attention of this body for serious alleged violations of policy.

Disciplinary charges are usually processed individually for each student even if multiple students are reported as participants in one incident. However, the conduct of more than one respondent can be reviewed in one hearing.

## **The Residence Hall Judicial Board**

The Residence Hall Judicial Board is a fact-finding group of resident students charged with the responsibility of investigating the facts surrounding alleged violations of university regulations in the residence halls. While any resident student may bring a charge against another resident student for review by the Residence Hall Judicial Board, cases are normally referred to the Board by the Housing Office. Such referrals will be made when there exists a question of fact concerning a reported violation of university policy or for cases which, in the judgment of the residence life staff, require a hearing. Conduct which might subject a student to possible loss of campus residency and/or suspension from the university will be forwarded to the Office of Student Judicial Affairs for review by the Senate Committee on Student Discipline. The Residence Hall Judicial Board will be established at the beginning of each academic year. The board is typically composed of three resident students. The Housing Office will

inform all resident students of the availability of these Judicial Board positions and will encourage residents to submit applications. One student will be appointed as Moderator of the Board for each hearing. The Housing Office will appoint a member of the staff to act as the Advisor for the board to insure that procedural due process is followed.

## Students' Rights

The accused student has several rights once his/her case is referred to the Judicial Board or administrative panel for review. The student has the right to a hearing on the allegations as well as the right to notification of the proceedings, presumption of innocence, self-defense, presentation of evidence and witnesses in his or her own behalf as well as the right to appeal a disciplinary decision when appropriate (see section on Appeals outlined below). However, the accused student must cooperate with the Judicial Board or hearing officer and answer truthfully any and all questions posed by panel members.

## Disciplinary Process in Detail

The following describes a typical Residence Hall Judicial Board & Campus Housing Administrative Hearing, however variations in this outline may vary depending on the circumstances.

1. Residents who observe minor disruptive behavior by others should discuss the inappropriate behavior directly with the person.
2. When minor violations are brought to the attention of the RA, a discussion with the resident may be all that is necessary. This would be considered an informal warning. Where problems affect only residents on an individual floor, it may be appropriate to have the matter considered by the residents of that floor at a floor meeting, if the floor has established a specific "community standard" which deals with the problem.
3. When a resident is observed violating policy, an incident report may be written and submitted to the Resident Director or directly to the Area Residence Life Office for review by the Housing staff. Incident reports:
  - a. May be submitted by residents, other students, staff or visitors.
  - b. Should be a first-hand account whenever possible.
  - c. Must include objective facts (date, time, location, event chronology, script of conversation, action taken by staff, and who was notified). Personal comments should not be included in an incident report.
  - d. Should be submitted immediately.
  - e. Should be brought to the attention of the person(s) mentioned in the report.
  - f. Should include mention of any physical evidence attached to the report.
4. Once a report is submitted, the following sequence of events typically takes place (with occasional exceptions):
  - a. RD has a conversation with the author of the incident report.
  - b. Once a report has been filed, the staff will pursue the alleged violations in policy. The student who reported a violation does not have the option of withdrawing the complaint without being subject to disciplinary action her/himself.
  - c. If a student, after filing a complaint, admits the charges are false, the staff may pursue disciplinary action against the student who filed the charge.
  - d. Determination of the nature of misconduct (such as alleged rule infraction) is made.
  - e. The residence life staff member sends the student (resident "responding" to the written allegation) a written notice of charges known as a "Letter of Allegation." The letter shall inform the respondent of the nature of the alleged misconduct and request to meet to discuss the allegations and the procedures available to the respondent. The meeting date and time requested are based on a student's academic schedule.
  - f. During the meeting, the student's options are discussed. If the student admits to the misconduct and wishes to waive "hearing rights," he/she may agree to settle the issue by completing a hearing waiver form.
  - g. If the student fails to respond to the meeting invitation, if the student requests a formal hearing, or if the residence life staff requires a hearing, then a written notice restating the charges and hearing procedures is sent. Correspondence will be sent to students via the UIC e-mail address.
  - h. Disciplinary hearing time, date, location and participants are determined.

- i. Detailed "Judicial Hearing Guidelines" are described below.
  - j. After the hearing, the panel conducts any follow-up investigation that might be necessary.
  - k. The Residence Hall Judicial Board makes a recommendation to the campus housing staff with regard to the facts of the case and whether a policy was violated.
  - l. The student is informed in writing of the hearing outcome. This letter shall include a summary of the decision and the disciplinary sanction(s), if any, along with a brief statement of the facts upon which the decision is based.
  - m. The complainant and witnesses will be informed of the outcome of the disciplinary decision upon request for this information.
  - n. If a formal sanction is issued, the student may appeal. If an appeal is submitted by the student, the appeal agent reviews the facts presented and renders a decision in writing to the respondent. See Section entitled "Appeals" below for more appeal information.
5. The time frame involved in the disciplinary process varies from case to case. The following is an estimated schedule of working days with class in session:
- a. From time of incident to report being submitted - open ended
  - b. From time report is submitted to sending allegation letter (notice of charges) - up to four days.
  - c. From notice of charges to notice of hearing - up to 4 days
  - d. From notice of hearing to holding a hearing - up to 10 days
  - e. From holding a hearing to sending notification of decision - up to 5 days
  - f. From notification of decision to dismissal/move deadline if issued (shorter if threat of danger) - up to 5 days
  - g. From notification of decision to submitting appeal - up to 3 days
  - h. From receipt of appeal to appeal decision - up to 5 days.

## Residence Hall Judicial Hearing Guidelines

1. Objectives of the Judicial Hearing - The hearing shall inform the student of the allegations and determine the facts of the case.
2. Participants in the Hearing - All hearings are closed except for the following individuals: members of the hearing panel, the respondent, the complainant(s), witnesses to the actual events in question (character witnesses are prohibited), and advisors or legal counsel. Witnesses testifying at the hearing will typically be called one at a time to present testimony. A respondent facing charges before a hearing panel, or the complainant shall have the right to have an advisor or legal counsel appear provided that written notice is given to the administrator handling the case at least two (2) working days before the hearing. (In such instances, it is likely that the hearing itself would have to be rescheduled to be able to include a representative from the University Counsel's Office.) This notice must include the name, firm and e-mail address of the attorney. The role of any legal counsel or advisor shall be restricted to advising the respective parties. Advisors are not permitted to speak, participate directly in or disrupt any hearing. No legal counsel or advisor shall speak at any time in place of the respondent or hearing panel. Any advisor or legal counsel who violates this guideline will be asked to leave.
3. 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.
4. Hearing Format - Hearings conducted in the residence halls are not "legal proceedings". The hearing is not conducted as a formal judicial proceeding, and strict rules of evidence are not followed. Hearings will follow the sequence below. At the sole discretion of the judicial panel Moderator, changes may be made to accommodate unusual circumstances:
  - a. The Moderator convenes the hearing by requesting that all persons present state their identity, after which he/she will review the allegations by reading from the letter of allegation and the procedures to be followed. The Moderator will entertain any brief procedural questions.
  - b. The Moderator requests relevant evidence in support of or in contradiction of the allegations. Relevant evidence may take the form of witnesses of the actual incident (character witnesses are

prohibited), affidavits, written reports and memoranda, or objects related to the incident(s). The Moderator may call the complainant and/or the author of the incident report.

c. Witnesses will be called upon one at a time, to describe in their own words any relevant information. Witnesses are typically only in the hearing room during their testimony. Only members of the hearing panel may question the witnesses. The student's questions to the witnesses must be directed through the hearing Moderator.

d. The student may present relevant evidence, which may take the form described above. Witnesses, if any, at the request of the respondent will be called upon one at a time. Members of the hearing panel may question either the respondent or the witnesses. *Note: The respondent is responsible for bringing with him/her any relevant witnesses to the hearing.*

e. The hearing panel may recall any witness they choose to question further and may, through the Moderator, refuse to hear or consider any individual, evidence or testimony that does not, in its discretion, contribute to the issue(s) or which may be disruptive. **Character witnesses are not appropriate for Campus Housing judicial proceedings and will not be admitted to judicial hearings.**

f. The respondent may make a closing statement. The statement should be a short summary of the evidence and testimony presented.

g. The Moderator will wrap up with a summary of the post hearing procedures, the timing involved, and the means by which the student will be notified. The hearing panel will then enter into private session to determine whether or not the allegation has been proven or not and if some follow up investigation is required. Being found to be responsible or not responsible for a policy violation is based on the facts of the case using as a standard "a preponderance of evidence." A preponderance of evidence is applied to mean a violation of policy was more likely than not.

5. 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. The record of the case may be made available to the student at cost, upon receipt of a written request from the respondent within ten (10) days of the conclusion of the hearing. 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 disciplinary procedures, a resident who is issued a formal disciplinary sanction has the right to appeal. Formal residence hall sanctions include housing contract termination, revocation of future contract privileges, required move to a new assignment, financial restitution, housing probation, community service, and requirements listed on a behavioral contract. Students receiving an 'informal' sanction such as verbal or written warnings are not given recourse to appeal. An appeal is to be made on the basis of one or both of the following issues:

1. Procedural Error - *the disciplinary process was not followed as prescribed above*

2. 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. The disciplinary notification letter will include the name and e-mail address of the appeal agent as well as the appeal deadline. 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 his/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. After reviewing the case, the appeal agent will determine whether to grant or deny the appeal. 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. The decision of granting/denying an appeal shall be sent via e-mail to the respondent and the original disciplinary agent. This information will also be available to the complainant and witnesses upon request.

## Sanctions for Violation of Policies

There is no automatic disciplinary action 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 disciplinary response. 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 disciplinary sanctions shall comprise the range of official action which may be imposed by the Housing Office for violation of regulations within the resident community. If a disciplinary response is necessary, it can take on many shapes. The Campus Housing administrative staff may issue one or a combination of the following sanctions:

1. *Dialogue*: A dialogue between the Resident Director and the respondent about the incident and the behavior expected from the respondent. This response may incorporate some form mediation.
2. *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.
3. *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.
4. *Behavioral Contract*: An action where the respondent and staff member sign an agreement which outlines specific expected behaviors and/or behaviors to avoid. Outcomes resulting from violations of the agreement are also included.
5. *Community Service Project*: An action where the respondent may be required to provide a specific service, work project or participate in a specific program.
6. *Alcohol/Drug Involvement*: For policy violations involving alcohol and/or drugs, a first violation will likely involve a written warning. A second violation would require the student to participate in an Alcohol Awareness Seminar or a similar program in addition to a passive program requirement. For a third violation, a treatment assessment, mini-course participation and an active program requirement would be necessary.
7. Suspension of hall privileges, for example guest hosting or use of carts, vacuums.
8. Changing of room locks or suspension of meal plan may be utilized when a student refuses to respond or cooperate with the disciplinary process and/or residence life staff.
9. *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 the Office of Student Judicial Affairs for possible review by the Senate Committee on Student Discipline.
10. *Residence Hall Reassignment*: An action where the respondent would be assigned to another room within the residence hall system.
11. *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 judicial action.
12. *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. Reasonable notice of termination will typically be 3 to 5 days. 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.) Notice of contract

termination will likely be forwarded to the Office of Student Judicial Affairs for review by the Senate Committee on Student Discipline and may result in further action.

## An Alphabetical Listing of Important Policies & Procedures

### ALCOHOL POLICY

#### A. General Philosophy

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 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.

#### B. Responsible Drinking

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 resultant behavior which does not adversely affect oneself or other residents within the floor and 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.

The following examples are not considered responsible drinking and will not be permitted by the Campus Housing Department:

- \* Providing alcohol to a minor (someone not yet 21 years old)
- \* Loud and/or disruptive behavior
- \* Drinking habits which are injurious to the health and/or education of any individual or community member
- \* Drinking habits which cause damage to the physical facilities of the residence halls
- \* Having any form of drinking contest.
- \* Being intoxicated or under the influence and/or exhibiting inappropriate behavior.

#### C. Use of Alcoholic Beverages in Student Rooms

1. Only those students or guests of legal drinking age (21) or older may possess, transport or consume alcoholic beverages in the residence halls. A person in possession of alcoholic beverages in the residence halls will need to produce an age ID when requested by staff.
2. All alcoholic beverages must be consumed and contained within the confines of a student's room behind a closed door. When hosting a guest who is at least 21 years of age and drinking alcohol, at least one of the residents assigned to the room must be 21 years of age or older. The number of guests may not exceed that specified in the Guest section of these policies and procedures.
3. Alcoholic beverage containers may not exceed one quart for whiskey or hard liquor, one gallon for wine, champagne or beer, or more than a case (24) of beer.

**NO KEGS, PARTY BALLS, OR BARRELS ARE ALLOWED!**

4. No alcoholic beverages are permitted in public areas, which include hallways, washrooms, elevators, stairwells, kitchens, lounges, laundry rooms, cluster bathrooms or any areas exterior to the residence halls.
5. If a person or event is perceived to be out of control, the residence hall staff or another student has the option of calling the Resident Director or Area Residence Life desk to respond.
6. All alcoholic beverages must be in the original container and closed with the manufacturer's seal in order to be transported in hallways, stairwells, elevators or any area not designated for the consumption of alcohol.
7. Occasions when alcoholic beverages are served to guests in an individual student room may not be advertised in any way (flyers, web sites, word of mouth, etc.).
8. Alcohol container collections and/or displays (empty or unopened) are not permitted.
9. Violations of any part of this alcohol policy or any part of this Conduct Code while consuming alcohol are not permitted. Upon violation, 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.

**D. Use of Alcoholic Beverages at Organized Social Functions**

Students are not permitted to host organized social functions with alcoholic beverages in the residence halls without the expressed, written authorization of the Director of Housing or his designate.

- E. Consent for sexual activity cannot be given if a person is intoxicated due to alcohol/drugs.

## **UIC Policy on Alcohol and Other Drugs**

The University of Illinois is committed to maintaining a drug-and-alcohol free environment for its students and employees in compliance with applicable federal and state laws. Students or employees who violate federal or state laws concerning drugs or alcohol are subject to criminal prosecution; those who violate university policies may also be subject to institutional sanctions.

No one under the age of 21 may store, possess, or consume alcoholic beverages on any property under the control of the University of Illinois, including certified housing. Persons of legal drinking age - age 21 years or older - may possess or consume alcoholic beverages only in areas or at functions specifically designated or approved for such use.

The unlawful or unauthorized possession, use, distribution, dispensation, sale, or manufacture of controlled substances or alcohol is prohibited on university property or as part of any university activity. Employees or students who violate this policy may be disciplined in accordance with university policies, statutes, rules, regulations, employment contracts, and labor agreements, up to and including dismissal and referral for prosecution. The university may involve/contact the parents of students under the age of 21 for violations of the campus code.

## **APPLIANCES**

Electrical appliances with self-contained heating units (e.g., irons, corn poppers and coffee makers) may be used within the residence halls. Hot plates, toasters, microwaves, or cooking appliances of any nature are prohibited (except in SSR, MRH & TBH kitchens and common area kitchens). No refrigerators using more than 2.9 amps are permitted for student rooms in PSR, SRH, CMW, CMN/S, CTY or JST. MicroFridges are permitted, however no other microwaves are allowed except as stated above. Immediate removal of unauthorized appliances will be required, if found in a student room.

Possession and/or use of power tools or space heaters is prohibited.

## **BICYCLES**

Bicycles may be stored in a resident's room, but may not be kept in residence hall public areas such as corridors or lounges. Bicycles must not be locked to any part of the buildings, but rather stored and locked to bike racks only. MRH, TBH & JST have indoor bike rooms; access can be given by the Area Residence Life Office.

## **BRIBERY**

Attempting to bribe any member of the staff or a student will not be tolerated.

## **BUILDING ALTERATION**

Unauthorized modification of residence hall facilities or equipment is not permitted. This includes, but is not limited to, tampering with an elevator, adding any type of private security system or an additional or different lock to the doors or windows. No antenna or other device is permitted on the exterior of the building.

## **CABLE TV**

Cable TV is available to all residents for an additional fee. The stealing of Cable TV service or tampering with the Cable TV signal or jacks will result in charges for Cable TV service for the entire school year, repair of any damage caused and will likely result in disciplinary action.

## **COMMERCIAL BUSINESS**

No student may run a commercial business from their residence hall room, cluster, apartment, or suite.

## **CONTACT INFORMATION FOR STUDENTS**

Campus Housing, like other University offices, may use e-mail as a means of contacting students with important information. Therefore, we strongly suggest that residents use their free UIC e-mail accounts or set them up to forward messages to another e-mail account. Additionally, residents who do not have phones/voicemail in their rooms are encouraged to provide their RA/RD with another contact phone number, such as a cell phone number. If contact information (phone, e-mail, home address/phone) changes, residents are asked to provide an update to Central Housing or their RA/RD.

## **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.

## **COOKING**

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.

## **DAMAGE**

The Housing operation is financed primarily by student room payments. The University feels that the best interest of present and future students is served when damage beyond normal wear and tear is borne by the resident(s) responsible. 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.

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.

Residents will be financially responsible for any garbage/trash left in the hallways or public areas. Garbage cans and trash rooms are available in all residence halls, and all trash should be taken to these areas. Garbage/trash left in public areas will result in a fine of \$21 per bag.

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.

## **DINING FACILITIES CONDUCT**

Students will be held personally and/or financially accountable for the following violations:

- use of another student's meal card;
- transferring use of one's meal card to another student;
- taking food, utensils, plates, bowls, glasses, decorations, etc. without permission from the manager of the dining facility;
- passing food to another person outside the dining facility;
- obtaining entrance or assisting others in obtaining entrance to the dining facility without a valid meal card or without paying the cashier.

## **DISORDERLY CONDUCT**

Disorderly conduct or behavior, including 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 is not permitted. If a student exhibits behavior that is dangerous to self or others, such as attempting suicide, the student must meet with the Associate Director or her/his designee to return to or remain in the residence halls. A behavioral contract may be necessary. Impeding freedom of movement of persons within and around the residence halls is not permitted. Residents may not disrupt the normal operation of Dining Service facilities by throwing food or other objects, misusing their dining privileges, or harassing Dining Service employees.

## **DRUGS**

Violation of civil laws and University policies concerning the possession, sale, production, purchase or use of marijuana, habit-forming barbituates, amphetamines, hallucinogens, narcotics or other addictive or illegal drugs on university property is prohibited. Possession or use of drug paraphenalia - such as a bong or hookah - is prohibited.

## **ELECTRICAL EQUIPMENT**

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.

## **EMERGENCY EXITS**

To maintain a secure environment, Campus Housing has put alarms and/or posted instructions on exit doors to alert residents that these doors should NOT be used unless the fire alarm is sounding or some other emergency exists. Exiting through these doors in a non-emergency or propping them open is prohibited and will result in a \$100 fine.

## FIRE EQUIPMENT, FIRE ALARMS

Tampering with or misuse of fire alarms, smoke detectors, sprinklers, fire extinguishers, fire hoses, fire alarm pull boxes or any fire equipment is strictly prohibited. Intentional activation of any fire alarm equipment in the absence of an emergency will result in a \$250 fine in addition to financial restitution for any damage caused by this action. This will be charged to the student responsible when known, or to the floor or building. This includes repeatedly setting off the fire alarm system while cooking or burning food. All students must respond to fire alarms and evacuate the building as described in this [Resident Student Handbook](#) and any other materials which are published and distributed by Campus Housing. Failure to evacuate during a fire drill or alarm could lead to judicial sanctioning.

## FIREWORKS, CANDLES, SETTING A FIRE

Possession and/or use of fireworks, sparklers, firecrackers, incense, flammable liquids, explosives, incendiary devices, bunsen burners and torches are strictly prohibited. Setting a fire, or using any type of open-flame (including candles) or open-filament device (including incense) within the residence halls is strictly prohibited.

## GAMBLING

Gambling is not permitted in the residence halls.

## GUEST HOSTING

Residents may have personal guests in the residence halls with the following provisions:

1. The host will be responsible for informing his/her guest of all University and residence hall policies and regulations;
2. The host may be subject to disciplinary action for his/her guest's misconduct and may be liable for any damage caused by him/her;
3. **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](#);**
4. 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;
5. Residents may only have up to **three guests total** at any one time in their room;
6. 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 disciplinary action and the guest will be asked to leave immediately;
7. All guests need to sign in at the Area Residence Life office at 7:00pm, if they entered the building prior to security staff starting.
8. Students living in Marie Robinson Hall and Thomas Beckham Hall on the South campus are required to adhere to the following policy:

When a resident brings a permitted guest into the building, the desk staff will take a photo ID from the guest, sign the guest into the building, issue a guest card for the building and keep the photo ID from the guest on file until the guest signs out of the building. Upon leaving the building, the resident who signed the guest in must escort the guest to the front desk to first, verify that the guest was originally assigned the specific guest card, second, sign out on the guest sign-in sheet before giving the card back, and finally, receive their photo ID back from the desk attendant. The resident must be present to verify that the desk staff logs back in the card properly.

In addition to the above, special provisions, restrictions and limitations will be in place in the case of **overnight guests**:

9. If any resident has a current Order of Protection on an individual, that person will be banned from entry to all residence halls.
10. 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, with the exception of the Family Housing floor in SSR.
11. Overnight guests may stay no more than three nights in any two-week period in Campus Housing facilities;
12. Only one overnight guest is permitted per room;
13. No overnight guests are permitted during final examination week;

14. All overnight guests must be logged in at the Area Residence Life Office, or with the security guard station at the main entrance when the Area Office is closed between 7:00pm and 8:00am.

15. Overnight guests will be required to produce a picture I.D. at the time they are logged in; individuals without picture I.D. will only be permitted as guests with special written permission from the Area Residence Life Office.

## **HARASSMENT**

### **A. General Philosophy**

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.

### **B. Policy**

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

Residents may not post notices or signs in public areas, in windows facing a public area or on doors which may be offensive to either other members of the community or to members of the public. It will be the responsibility of the residence life staff to uphold community standards and insist that residents not deliberately risk offending others by such postings. Cases of deliberate disregard of this policy and of residents taking actions which offend community standards may be subject to disciplinary action.

### **C. Prank Phone Calls**

If you receive a prank, obscene or harassing phone call, there is a feature available on all residence hall phones which may assist you in addressing the situation. A CALL TRACE feature may be activated by hanging up after receiving such a call and then dialing "\*57". The phone system will "hold" the incoming call and trace it back to its originating number. The resident activating this feature would then receive a recorded message stating whether or not the trace was successful. If successful, the resident would need to file a police report with the UIC Police - at extension 6-2830, since information about the trace would only be available to the police. Once such a report is filed, the UIC Police would proceed with an investigation. If the trace reveals the call was made from a resident student phone, the Housing Office would be notified in order to consider taking disciplinary action separate from any action the UIC Police may feel is appropriate. There is a \$4.50 charge for each use of this service, and residents are asked only to attempt tracing calls that are obscene or harassing, since the trace information is only available to the UIC Police. If you have voice-mail, do not erase before reporting these incidents.

Making obscene or harassing phone calls to other students or residence hall staff is strictly prohibited and will result in serious disciplinary action.

## **HEALTH & SAFETY INSPECTIONS**

Health and Safety Inspections will be conducted by the Environmental Safety Office once per semester. The inspections will be announced 48 hours in advance. 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.

Residents have 24 hours to rectify any health and safety concerns discovered and communicated by the Environmental Safety Office. Repeated health and safety violations may result in disciplinary action.

## **KEYS**

A resident's keys must not be misplaced or transferred to other persons. Duplicating, altering, or misusing keys or possessing unauthorized University keys is not permitted. Residents will be charged for loaning their keys to someone else,

The charge for lost room/cluster keys is as follows:

\$115 per lock (room or cluster this includes one key cut)

\$8 (per additional key needing to be cut)

**The charge for loaning your keys to someone else or unauthorized duplication or alteration of keys is \$90.00.**

A resident who is locked out or who temporarily misplaces a room key may obtain a temporary loaner key at the Area Office. Please refer to the appropriate section in the Resident Student Handbook, for related charges for lost, stolen, damaged, and loaner keys. Any residents who need an emergency or after hours re-core will be charged \$150 for the lock change plus \$8 per key.

## MAIL FORWARDING

Due to heightened security concerns on the part of the U.S. Postal Service, students' mail cannot be forwarded from the residence halls. It is the student's responsibility to inform friends, family, loved ones, magazines, newspapers and others who send them mail of their new address and that they have moved; once you move out, your mail will be returned to sender. Campus Housing will not be held responsible for lost mail.

## MERCURY DEVICES

No thermometers or other devices containing mercury (with the exception of compact florescent light bulbs) are permitted in the residence halls.

## MICROWAVES

Microwave ovens are not permitted in student rooms in the residence halls (CMN, CMS, CTY, CMW, PSR and SRH) unless they are connected to a MicroFridge. Microwaves are permitted in the apartment buildings with in-room kitchen facilities (SSR, MRH and TBH).

## MISTREATMENT OF STAFF

Students may not interfere with, mistreat or otherwise abuse a staff member's responsibility and authority. Campus Housing staff members, as university officials, are charged with upholding all university policies and state and federal laws and are required to deal with violations of policy and/or law.

## NOISE AND QUIET HOURS

Excessive noise and/or disruptive behavior or disturbances of others living in the halls will not be tolerated due to the close proximity of academic buildings, retail vendors and the educational role of the residence halls.

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.) and begin the disciplinary process.

Courtesy 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:

Sunday - Thursday .....10:00 pm - 8:00 am

Friday - Saturday .....1:00 am - 10:00 am

**Last Week of Classes and Finals Week.....24 hours a day**

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.

## NONCOMPLIANCE

Failure to comply with a reasonable request or summons (verbal or written) made by a residence hall, security or University official is prohibited.

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

When entering a residence hall complex, all students must comply with the reasonable requests of a stationed building monitor (i.e. desk or security staff, or other official). Guests will need to show a picture ID and sign in. Residents will be asked to show a current i-card.

## **NONDISCRIMINATION STATEMENT OF THE UNIVERSITY OF ILLINOIS**

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.

It is the policy of the University of Illinois not to engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran or a veteran of the Vietnam era and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. The nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities. Complaints of invidious discrimination prohibited by University policy are to be resolved within existing University procedures.

For additional information or assistance on the equal opportunity, affirmative action and harassment policies and procedures of the University of Illinois at Chicago, please contact:

Office for Access and Equity (M/C 602)  
809 South Marshfield Avenue, Room 718  
Chicago, IL 60612-7207  
(312) 996-8670 Fax (312) 413-0055  
[www.uic.edu/depts/oea](http://www.uic.edu/depts/oea)

## **PUBLIC FORMAL GRIEVANCE PROCEDURES**

### **I. INTRODUCTION**

These procedures have been implemented to address complaints of discrimination on the basis of age and/or disability in any activity, policy, rule, standard, or method of administration that is related to the operation of University's programs.

### **II. ELIGIBILITY**

These procedures may be used by any member of the public who alleges age (Under the Age Discrimination Act) or disability (Under Title II of the Americans with Disabilities Act) discrimination on the basis of class. However, anyone who wishes to challenge a decision made about them by an agent of the University of Illinois at Chicago (UIC) in the course of their employment or enrollment at UIC must utilize the UIC Academic Grievance Procedures.

### **III. DEFINITIONS**

- A. **GRIEVANCE:** A written statement submitted by a Grievant identifying the activity, policy, rule, standard or method of administration he/she claims to be discriminatory on the basis of age and/or disability and explaining the manner in which that activity, policy, rule, standard or method of administration discriminates. All Grievances must be signed by the Grievant and must outline the Grievant's allegations in as much detail as possible.
- B. **GRIEVANT:** Any member of the public who submits a Grievance.
- C. **GRIEVANCE OFFICER:** The assigned investigator of the UIC Office for Access and Equity can be contacted at the address below:
  - Office for Access and Equity (M/C 602)
  - 809 South Marshfield Avenue, Room 718
  - Chicago, IL 60612-7207
  - (312) 996-8670 Fax (312) 413-0055
  - [www.uic.edu/depts/oea](http://www.uic.edu/depts/oea)
- D. **APPEALS OFFICER:** The Associate Chancellor for Access and Equity or his/her designee.
- E. **DAYS:** Any reference to "days" herein shall refer to business days (excluding weekends and federal holidays).

- F. **RECORD:** The complete record of a Grievance will consist of the original Grievance and any supporting information or documentation submitted with that Grievance, the Grievance Officer's findings, the Appeal (if any) and any additional information or documentation submitted with the Appeal, the Appeal Officer's findings, and any communications and notices relative to the Grievance. The Record will be maintained for at least five (5) years following the final decision.

#### **IV. GRIEVANCE PROCESS**

**FILING OF THE GRIEVANCE:** The Grievant must file his/her Grievance with the Grievance Officer no later than ten (10) days after he/she becomes aware of the offending activity, policy, standard or method of administration.

**INVESTIGATION:** The Grievance Officer shall conduct an appropriate investigation of the issues raised in the Grievance. The Grievant shall be given an opportunity to submit any relevant evidence he/she may have to support the Grievance. Within fourteen days (14) of submission of the Grievance, the Grievance Officer shall issue his/her findings. In the event the Grievance Officer finds evidence of discrimination in the activity, policy, standard or method of administration, he/she shall make recommendations for change(s) and shall coordinate the efforts for change(s) with the department/unit/college whose activity, policy, standard or method of administration is at issue. Furthermore, in the event that the individual was adversely affected by a decision made pursuant to a discriminatory process, policy, activity, standard or method of administration, the individual will be given the opportunity for the decision to be reconsidered according to the revised process, policy, etc... In those cases where the Grievance Officer finds no evidence of discrimination, he/she shall send written notice of that finding to the Grievant within that 14-day time period. Said notice shall inform the Grievant of his/her right to appeal the finding to the Appeals Officer within five (5) days of receipt of the notice.

**APPEAL:** An appeal of the Grievance Officer's findings must be in writing and must state the basis for the appeal, providing any additional evidence or information that may support the Grievant's claim of discrimination. The Appeals Officer shall review the Grievance Officer's record and any information/evidence submitted with the Appeal and shall issue findings within ten (10) days of receipt of the appeal. In the event the Appeals Officer finds evidence of discrimination in the activity, policy, standard or method of administration, he/she shall make recommendations for changes. In those cases where the Appeals Officer finds no evidence of discrimination, he/she shall send written notice of that finding to the Grievant within that 10-day time period. There shall be no further levels of review or appeal beyond the Appeals Officer.

**DEVIATION FROM THE PROCESS:** Upon proof of extenuating circumstances, the Chancellor and only the Chancellor may approve a deviation from these procedures (e.g., extension of a deadline).

#### **OUTSIDE AREAS**

The Center Court of the Student Center West, the grassy area in front of SRH, and the Courtyards of CTY, MRH & TBH are landscaped in order to provide comfortable and attractive surroundings to the living area. Due to the unique landscaping and close proximity to the residence halls, special regulations governing conduct in these areas must be adhered to:

- A. The use of alcoholic beverages is prohibited.
- B. Objects being thrown near the buildings may cause personal injury or window breakage. Throwing of hard objects such as a baseball or football (for example) is prohibited.
- C. The specially designed tiers in the Center Court on the west side make activities requiring running particularly dangerous. Such activities should be avoided.
- D. Noise must be kept to a minimum in the courtyard areas. Stereo blasting and the playing of musical instruments will not be tolerated except during authorized events.
- E. The use of charcoal grills is permitted only in the north or south courtyard of PSR, the west side of SSR facing Damen Parkway, in the auto court of SRC and the inner courtyards of Courtyard, MRH & TBH. Dining Services may set up grills at other outdoor locations for special events. Gas grills are prohibited. Charcoal must not be dumped in the courtyard areas, but disposed of properly when cooled. Alcoholic beverages are not permitted in outdoor areas. Those wishing to use an outside area for a barbecue should gain approval from a Resident Director at your Area Residence Life Office prior to your event, unless you are using the secured grills in the courtyards of MRH & TBH.

#### **PARKING**

Motorized vehicles are prohibited in interior areas of the residence halls. Motor vehicles may only be parked outside the residence halls where authorized. Cars may be ticketed and/or towed by Parking Services if left unattended in driveways or auto courts.

## **PETS & LAB SPECIMENS**

Fish, but no other live animals or laboratory specimens are permitted. Only one aquarium up to 30 gallons in size with appropriate equipment is allowed per room. Building conditions and climates vary. Campus Housing will not be responsible for the health or condition of the fish. Campus Housing staff will ask that any unauthorized animals that are seen be removed immediately. If the pet is not removed within 24 hours, Campus Housing staff may remove it to a local animal shelter. No lab specimens are permitted in the residence halls without the expressed permission of the Resident Director.

## **POSTING/PUBLICITY**

### **A. Resident Personal Notice Posting**

Residents may post notices regarding needs or services (e.g. sale of books, needed ride request, call for tutoring) as described in #10 below. The size of the notices to be no larger than 8.5"x11". All notices must be submitted to the Area Residence Life Office for approval by the Residence Life Desk Supervisor or his/her designee. Upon approval, residents will be advised of specific locations of bulletin board spaces reserved for the purpose of personal notice posting.

### **B. Organizations/Individuals Approved to Publicize in Campus Housing Facilities**

Organizations/individuals permitted to publicize within Campus Housing facilities with the approval of the Residence Life Desk Supervisor or his/her designee are:

1. Campus Housing
2. Residence Hall Association
3. National Residence Hall Honorary
4. Campus Unions
5. Athletic Department
6. Academic Units
7. Campus Ministries
8. Currently registered UIC student organizations
9. Other campus units approved by the Residence Life Desk Supervisor or his/her designee.
10. 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 Residence Life Desk Supervisor or his/her designee.

Other organizations are permitted to send materials through the U.S. mail, but must have the appropriate postage and a complete address, such as: Occupant, Room 3011 Commons South, 700 S. Halsted, Chicago, IL 60607. Businesses or off-campus organizations may leave flyers or promotions in public areas of the residence halls (not in residential areas). These materials and their location must be approved by the Residence Life Desk Supervisor or his/her designee.

### **C. Guidelines for Approved Publicity**

1. All publicity must be approved by the Residence Life Desk Supervisor or his/her designee.
2. Materials must not indicate that alcoholic beverages will be provided.
3. No offensive or sexually suggestive language, pictures, graphics or drawings may appear.
4. All materials must have "Campus Housing Approved" stamped on them or materials will be removed and posting privileges lost.
5. Materials to be placed in residents' mailboxes must be no larger than 8 ½" X 14".
6. Flyers and posters to be placed in public and residential areas of Campus Housing facilities must be no larger than 11" X 17".
7. Banners (any publicity exceeding 11" X 17") and any form of publicity are subject to approval based on space availability in residence hall facilities.

### **D. Distribution of Publicity**

1. 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.

2. **Approved** banners must be posted and removed by the sponsoring organization.

## **RECREATIONAL TRANSPORTATION**

Riding a skateboard, bicycle, unicycle, roller blades, or roller skates in a resident's room or in public areas is prohibited.

## **RECYCLING AND CONSERVATION**

Efficient use of energy and resources is good for the environment and saves money. Campus Housing spends thousands of dollars per month on utilities, and the cost of energy is continually rising. Students can help reduce the cost of utilities by simply avoiding wasteful practices. You can also make a difference by throwing your recyclable items in recycle bins conveniently located throughout the residence halls; 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 leaving the water running; opening your window coverings to let in the sun-light and close them at night to keep the heat in during the winter months – and by purchasing items that are environmentally friendly (examples include energy saving computer monitors, energy efficient light bulbs, etc.). If you have any suggestions for ways for better conserve energy – including water use – please contact the Building Operations staff in your area.

## **RESIDENCE HALL JUDICIAL BOARD VIOLATION**

A student may not violate confidentiality or other board policies or procedures as determined by the Campus Housing staff and the group while serving as a member of the Residence Hall Judicial Board.

## **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.

## **ROOM DECORATING**

Residents occupy residence hall space for an extended period of time. It is, therefore, important that they be permitted to decorate rooms in a manner which is conducive to their comfort and satisfaction. However, the safety of residents, continued usability of the space and upkeep of facilities must also be considered. These guidelines balance the desire to give latitude to residents in decorating their rooms with the need to curtail recognized abusive, dangerous and unsafe practices. One basic consideration as residents make temporary changes to the appearance and configuration of their rooms is that at the end of the contract period, residents should return their rooms to the condition they found them.

A. 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. Bunkbeds 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.

B. Extensive construction is not permitted. Examples of noncomplying 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.

C. 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.).

D. 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.

E. 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, SRH, 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.

F. 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.

G. Furniture may not be moved from its intended room location. Permanently fixed furniture may not be detached. Freestanding furniture (except wardrobes) 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 FURNITURE.** 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.

H. 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.

I. The display of stolen property (e.g, highway signs) is prohibited.

J. 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.**

## ROOM ENTRY BY UNIVERSITY STAFF

Only you and your roommate(s) have keys to your room, cluster, suite, or apartment. Residence hall staff have limited access to master keys for each floor, which are kept in a secure location in the Residence Life Office. University staff are authorized to key in to your room for the following reasons:

- A. To silence a disruptive noise
- B. To adjust temperature controls
- C. If directed to do so by University Police
- D. To complete maintenance checks
- E. To complete inspections
- F. To complete repairs
- G. To exterminate
- H. For other reasons determined necessary by Housing staff

If you feel a university staff member has unnecessarily accessed your room, please notify your Area Residence Life Office 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 need to be exterminated regularly. If for any reason you feel your room should not be exterminated, notify your area Facilities Office.

## ROOMMATE/CLUSTERMATE AGREEMENTS

Roommate Agreement Forms, agreed upon and therefore signed by all residents of a room or cluster and by a residence hall staff member, may not be violated in any way. Should a problem arise with the current Roommate Agreement Form, 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.

## SAFE ZONE

The goal of the Safe Zone program is to provide a more welcoming environment for gay, lesbian, bisexual, transgender, queer, or questioning persons at UIC by establishing an identifiable network of persons who can provide support, information, and a safe zone to GLBTQ persons within the university environment. Members of the Safe Zone program complete a training workshop and make a commitment to become a visible support-system on campus by posting their Safe Zone symbol, a pink triangle surrounded by a green circle. For more information, contact the Office of Gay, Lesbian, Bisexual, and Transgender Concerns at (312) 413-8619 or [www.uic.edu/depts/quic/oglb/index1](http://www.uic.edu/depts/quic/oglb/index1).

## SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual or gender-related nature may constitute sexual harassment and will not be tolerated. UIC's policy and procedures regarding sexual harassment can be viewed on the web at [www.uic.edu/depts/oea/harassment](http://www.uic.edu/depts/oea/harassment).

## SHELTER IN PLACE GUIDELINES

(use only when directed to do so by authorities)

1. Enter or remain in student room, close all doors and lock all windows to achieve the maximum seal.
2. Seal any gaps around windows and doors with tape, wet towels or other material, making sure to seal the bottoms of the doors that are prone to leak. Close curtains and drapes.
3. Extinguish any open flame and turn off any fans.
4. Listen to radio and television for announcements. You will be notified when it is safe to leave the room.

## SMOKING

In accordance with state law and University Policy, the Campus Housing Department observes strict no smoking policies in the residence halls. **Smoking is not allowed in any area in any residence hall.**

## SOLICITATION

No group or individual other than Campus Housing staff or RHA 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.

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.

1. Reservations must be made at least three working days in advance with the full-time support staff or his/her designee.
2. 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.
3. Voter registration tables will be permitted.
4. Groups not officially connected with UIC must have the expressed, written approval of the Residence Life Desk Supervisor to have a lobby table.
5. Groups, except for Campus Housing and its organizations, can't slide publications under residents' doors. Postings are only permitted in designated areas.

## SPORTS

Playing sports or active games in the corridors is prohibited.

## **STANDARDS OF BEHAVIOR**

Behavior unbecoming of a UIC student includes, but is not limited to, uncivilized language such as excessive swearing (particularly when directed toward another person or office); conduct which is disorderly, lewd, or indecent; breach of peace; or otherwise reflects poorly upon the UIC community.

## **SUICIDE PREVENTION PROTOCOL**

### **Prevention and Training**

1. Annually, have a session with professional residence life staff and student paraprofessionals on depression, suicide and warning signs to watch for in residents
2. Make known that Housing staff are on duty evenings, weekends and holidays should a resident be in distress, make contact information accessible
  - Post daily in public areas
  - Review at floor meetings each semester
  - Post at area desks during break periods
3. Publicize the In Touch Hotline and other resources available to students
  - Postings each term
  - Include in residence life staff training
  - Review at floor meetings each year
4. Each semester, Associate Director for Residence Life sends a notice to all residents about tips to recognize depression and resources on campus

### **Gestures and/or Thoughts**

1. Residence Life Staff (typically an RA to an RD) are informed a student is making suicidal gestures or is articulating suicidal ideas; residence life staff working with the student need to write a detailed incident report
2. Associate Director for Residence Life is informed by the RD; should this person be unavailable, any member of the Senior Staff should be contacted
3. Counseling Center is contacted by the ADRL and RD for advice
4. The ADRL together with the Resident Director meet with the student and make referral to Counseling Center, determine need for a behavioral contract
5. Notification is made to the Senior Associate Director in Campus Housing, who then contacts the Director of Housing, Associate Vice Chancellor, Dean of Students and Vice Chancellor for Student Affairs
6. Dean of Students, in consultation with Counseling, determines whether or not to involve the student's family
7. Dean of Students notifies appropriate campus offices as necessary.

### **Attempted Suicide**

1. UIC Police are contacted to seek an ambulance for transport to the Emergency Room; someone with a relationship with the student should accompany them to the ER (roommate, friend, RA, etc.)
2. ADRL and Resident Director meet with the student upon return to the residence halls and do a behavioral contract, seeking counseling is a requirement of the contract
3. If the attempt was known to other residents, a debriefing session is held with the clustermates, floor (group of students aware of the situation) with the Counseling Center and residence life staff as needed
4. The ADRL together with the Resident Director meet with the student and make referral to Counseling Center, determine need for a behavioral contract

3. Notification is made to the Senior Associate Director in Campus Housing, who then contacts the Director of Housing, Associate Vice Chancellor, Dean of Students and Vice Chancellor for Student Affairs.
4. Dean of Students, in consultation with Counseling, determines whether or not to involve the student's family.
5. If a student commits suicide, immediate steps need to be taken to notify Senior Staff in Housing, who will notify the Dean of Students, the Associate Vice Chancellor for Student Affairs and the Vice Chancellor for Student Affairs.
6. The Dean of Students will be the liaison with the family and will send notification to appropriate campus departments regarding the death of a student.
7. A debriefing meeting with staff involved and the Counseling Center is encouraged.

## **TELECOMMUNICATIONS ABUSE**

Failure to comply with Telecommunications agreements, theft of or damage to equipment or wiring, and unauthorized use of Telecommunications services are not permitted.

## **THEFT**

Theft and/or possession of any stolen property, (e.g., highway signs, University property) is prohibited.

Unauthorized movement of University 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 shall constitute theft, and is strictly prohibited.

Periodic room inspections will be scheduled. Any resident found in wrongful possession of University furniture or equipment will be billed for returning the furniture to its intended location, will face disciplinary action, and may face criminal charges.

## **THROWING OBJECTS OUT OF BUILDING**

Throwing or dropping any object or liquid out of a window, off a ledge, or from a roof area is strictly prohibited.

## **TRANSGENDER STUDENTS**

Some students who identify as transgender may be in transition. It is the intention of Campus Housing to make room assignments based on how the student is currently identifying in terms of gender. Please note the University of Illinois Nondiscrimination Statement on page 50.

## **UIC POLICE**

Residence hall staff reserve the option to involve UIC Police in handling disruptions, alcohol/drug situations and any instance that may become violent or out of control.

## **UNAUTHORIZED ACCESS**

Unauthorized entry to or use of the residence halls is prohibited. Unauthorized entry into any university office is prohibited. 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 is prohibited. 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 is strictly prohibited.

The Campus Housing common area bathrooms are intended for use by one sex only. Individuals may not be present in bathrooms designated for use by the opposite sex. This includes cluster bathrooms in CTY, PSR, CMN & JST.

### **UNIVERSITY I.D.**

Misrepresenting or misusing student identification or failing to show identification upon request by a residence hall, security, or University official is not permitted. Residents are required to keep their UIC student I.D. in their possession at all times.

### **OTHER VIOLATIONS**

Violations of the terms and conditions of the residence hall contract or policies and procedures as described in the Resident Student Handbook, or of University policies and procedures as described in the Student Disciplinary Procedures of the University of Illinois at Chicago, are prohibited.

### **VIOLENCE**

Any type of violence in the residence halls is viewed as inappropriate and will not be tolerated. Battery, 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.

### **WEAPONS**

Firearms, weapons or other items inappropriate to residence hall living as determined by the residence life staff are strictly prohibited.

### **WEIGHTLIFTING**

The possession or use of heavy weightlifting equipment is prohibited. Molded dumbbells weighing 20 pounds or less are permitted.

### **WINDOWS, SCREENS**

Any movement of a permanently fastened window screen or window from its intended position is strictly prohibited. Only the lower interior movable window may be raised or lowered.

## Chicago Attractions

### Adler Planetarium

*1300 S. Lake Shore Dr.,*

*24-hour info. Hotline: 312/922/STAR      TDD/TT: 312/322-0995      [adlerplanetarium.org](http://adlerplanetarium.org)*

Museum for astronomy and space exploration. Sky shows transport visitors to planets, moons, stars and distant galaxies and cover the latest topics in space news. Viewers ascent to the domed Sky Theater via the 77-foot "Stairway to the Stars" special-effects escalator. Live telescope views of outer space from the Adler observatory following the 8 pm Friday Sky Show. Also featuring: astronomer gallery talks, three floors of exhibits on astronomy, space exploration and telescopes. Major collection of artifacts on the history of astronomy includes sundials, astrolabs and rare books from past centuries. Wheelchair and stroller accessible. Admission plus 1 show: \$19. Building hours: Monday - Sunday. 9:30 am - 4:30 pm; first Friday of month, open until 10pm. Closed Thanksgiving and Christmas Days.

### The Art Institute of Chicago

*111 S. Michigan Ave., 312/443-3600      [artic.edu](http://artic.edu)*

Discover forty centuries of human creativity through our permanent collections of some of the finest art ever produced. Don't miss the internationally acclaimed Impressionist and Post-Impressionist collection, the new Galleries of Ancient Art, The Galleries of Japanese, Chinese and Korean Art, the Galleries of Modern Art 1900-1950 and the Thorne Miniature Rooms. Hours: Mon-Fri. 10:30 am - 4:30 pm; Thurs. 10:30 am - 9 pm; Sat. and Sun. 10 am - 5 pm; Closed Thanksgiving Day and Christmas Day. Suggested admission: Adults \$12, students \$7.

### Peggy Notebaert Nature Museum

*2430 N. Cannon Drive/ 773/755-5100      [chias.org/](http://chias.org/)*

The two year old state-of-the-art Nature Museum in Chicago's Lincoln Park is on the corner of Fullerton Parkway and Cannon Drive. The new Nature Museum serves as a cornerstone for innovative scientific learning and environmental programs. Visit the Butterfly Haven, the city home exhibit or take the wilderness walk. Hours: Mon.-Fri. 9am-4:30pm; Sat.-Sun. 10am-5pm. Closed New Year's, Thanksgiving and Christmas. Admission: Adults \$9.00, students \$7.00.

### Chicago Opera Theatre

*The Harris Theater for Music & Dance, 205 E. Randolph, 312/704-8414      [chicagooperatheater.org](http://chicagooperatheater.org)*

Chicago Opera Theatre is a professional company in its 25<sup>th</sup> season of presenting fully-staged operatic works, sung in English, in an intimate setting.

### Chicago Symphony Orchestra

*Symphony Center, 220 S. Michigan Ave., Phone Charge 312/294-3000, [cso.org](http://cso.org)*

The programs of the Chicago Symphony Orchestra reflect their maestro's interest in the present and the future as well as his commitment to the great orchestra masterpieces so beloved by audiences the world over. Whether it is a familiar Beethoven symphony or a work being given for the very first time, concertgoers can expect the very best. The commitment to excellence, so brilliantly instilled by Sir Georg Solti, has become the hallmark of the Chicago Symphony Orchestra. In addition to its own concerts, the Chicago Symphony Orchestra presents performances by its training orchestra, the Civic Orchestra of Chicago and its chorus, the Chicago Symphony Orchestra Chorus.

## DuSable Museum of African-American History

740 East 56<sup>th</sup> Place - 773/947-0600 [dusablemuseum.org](http://dusablemuseum.org)

DuSable is the only major independent institution in Chicago established to preserve and interpret the historical experiences and achievements of African-Americans. Gallery Hours: Tues.-Sat.:10:00 a.m. - 5:00 p.m., Sunday: 12:00-5:00. \$3.00 admission, Students \$2.00, Sundays free.

## The Field Museum

1400 S. Lake Shore Dr., 312/922-9410 [fieldmuseum.org](http://fieldmuseum.org)

Trace the history of the universe at one of the world's greatest museums. Open daily 9:00 - 5pm., (last admission at 4:00). Admission price varies.

## Frank Lloyd Wright Home and Studio

951 Chicago Ave., Oak Park, 708/848-1978 [gowright.org](http://gowright.org)

The turn-of-the-century home and studio of America's most renowned architect features soaring spaces, colorful art glass and bold geometric forms. Guided tours of this revolutionary building are available daily; weekdays at 11 am, 1 pm & 3 pm, weekends from 11:00 am - 3:30 pm continuously. Groups of 10 or more require reservations. Admission: \$12.

## John Hancock Observatory

875 N. Michigan Ave. 888/875-8439 [hancock-observatory.com](http://hancock-observatory.com)

This world-famous Chicago attraction is 1000 feet in the air, providing Chicago's most magnificent view. 9am - 11pm all days; tickets sold until 10:45 pm. \$15 admission, children under 4 free.

## Lyric Opera

20 N. Wacker Dr., 312/332-2244 [lyricopera.com](http://lyricopera.com)

Critically acclaimed as one of the world's greatest opera companies, the Lyric Opera of Chicago presents eight different productions per year in a season that runs from mid-September through early February.

## National Museum of Mexican Art

1852 W. 19<sup>th</sup> Street - 312/738-1503 [natiionalmuseumofmexicanart.org](http://natiionalmuseumofmexicanart.org)

The Mexican Fine Arts Center Museum exists to stimulate and preserve the knowledge and appreciation of the Mexican culture as it manifests itself in and outside of Mexico. The museum realizes its mission via sponsorship of special events and exhibits that exemplify the rich variety in visual and performing arts found in the Mexican culture; development of a significant permanent collection of Mexican art, and its extensive arts education program. 10am-5pm, Tue.-Sun. Admission is free.

## Museum of Contemporary Art

220 East Chicago Avenue - 312/280-2660 [mcachicago.org](http://mcachicago.org)

Boasting Chicago's newest major museum building and one of the nation's largest facilities devoted to the art of our time, the MCA offers exhibitions of the most thought-provoking art created since 1945. The MCA documents contemporary visual culture through painting, sculpture, photography, video and film, and performance. Located near the historic Water Tower in the heart of the Magnificent Mile, the MCA features a gift shop, bookstore, restaurant, 300-seat theater, and a terraced sculpture garden with a view of Lake Michigan. Wed.-Sun. 10am-5pm, Tues. 10am-8pm, Closed Mondays, Thanksgiving, Christmas and New Year's. Admission \$10 adults and \$6 students.

## **Museum of Science & Industry**

*57th St. at Lake Shore Drive - 773/684-1414*      [msichicago.org](http://msichicago.org)

Thousands of exhibits that demonstrate scientific principles, technical advances and industrial applications. Designed specifically for visitor participation offering an opportunity for involvement in a learning experience. Visit the Henry Crown Space Center and Omnimax Theatre. Hours: Mon.-Sat. 9:30 - 5:30, Sun. 11-5:30; Parking, \$14 for general public.. The museum is accessible to the disabled. Combination admission tickets for the Museum and the Omnimax Theatre will be \$20.00 for adults.

## **Navy Pier**

*600 E. Grand Ave., 312/595-PIER*      [navypier.com](http://navypier.com)

Renovated Chicago landmark with over 50 acres of parks, gardens, shops, restaurants and attractions of every kind. During the winter months, weather permitting, enjoy public ice skating. During the warmer months enjoy the Ferris Wheel and Carousel.

## **The Newberry Library**

*60 W. Walton Street - 312/943-9090*      [newberry.org](http://newberry.org)

The Newberry Library is an independent research library concentrating in the humanities with an active educational and cultural presence in Chicago. Privately funded, but free and open to the public, it houses an extensive non-circulating collection of rare books, maps, and manuscripts.

Library Hours. Reading Rooms, Reference, and Bibliographical Center hours are: Tuesday—Thursday 10:00AM—6:00PM; Friday, Saturday 9:00AM - 5PM.

## **Sears Tower Skydeck**

*233 S. Wacker Drive - 312/875-9447*      [the-skydeck.com](http://the-skydeck.com)

*(enter at Jackson Blvd.)*

1999 was the 25<sup>th</sup> anniversary of one of the world's tallest buildings. Open daily; April - September 10 am - 10 pm; October- March 10 am - 8 pm. Adults \$12.95. Call for groups rates.

## **The Second City & The Second City E.T.C.**

*1616 N. Wells Street - 337-3992 - [secondcity.com](http://secondcity.com)*

Since 1959, The Second City has been entertaining audiences with its signature brand of socio-political satire. The starting point for many famous actors, directors and writers. Schedule is as follows: Tue.-Thurs., 8:00 pm; Fri & Sat. 8 & 11pm; Sun. 7 pm. Prices \$19-\$25.

*1608 N. Wells Street - 337-3992 - [secondcity.com](http://secondcity.com)*

The Second City E.T.C. offers improvisational sketch comedy hailed by the critics as "wild and irreverent." See brash socio-political satire on the cutting edge of comedy. Schedules are as follows: Thurs. 8:00, Fri. & Sat. 8 & 11, Sun. 7:00. Prices \$19-\$25.

## **Shedd Aquarium**

*1200 S. Lake Shore Drive*      [sheddnet.org](http://sheddnet.org)

*312/939-2438 - General Information*

World's largest indoor aquarium turned "75" in 2005 - offers more than 6,000 aquatic animals representing over 700 species from all over the world. Walk along the Oceanariums' Pacific Northwest coastal trail and see beluga whales, dolphins, sea otters and seals. Watch a diver hand-feed sea turtles, eels and tropical fish in a re-creation of a Caribbean coral reef. All-access Pass: \$24.95. Admission free on Mon. and Tues. Sept.-Feb. Labor Day-Memorial Day, weekdays 9am-5pm, June 19-8/28 9:00-10:00; weekends 9-6. Memorial Day-Labor Day 9am-6pm.

