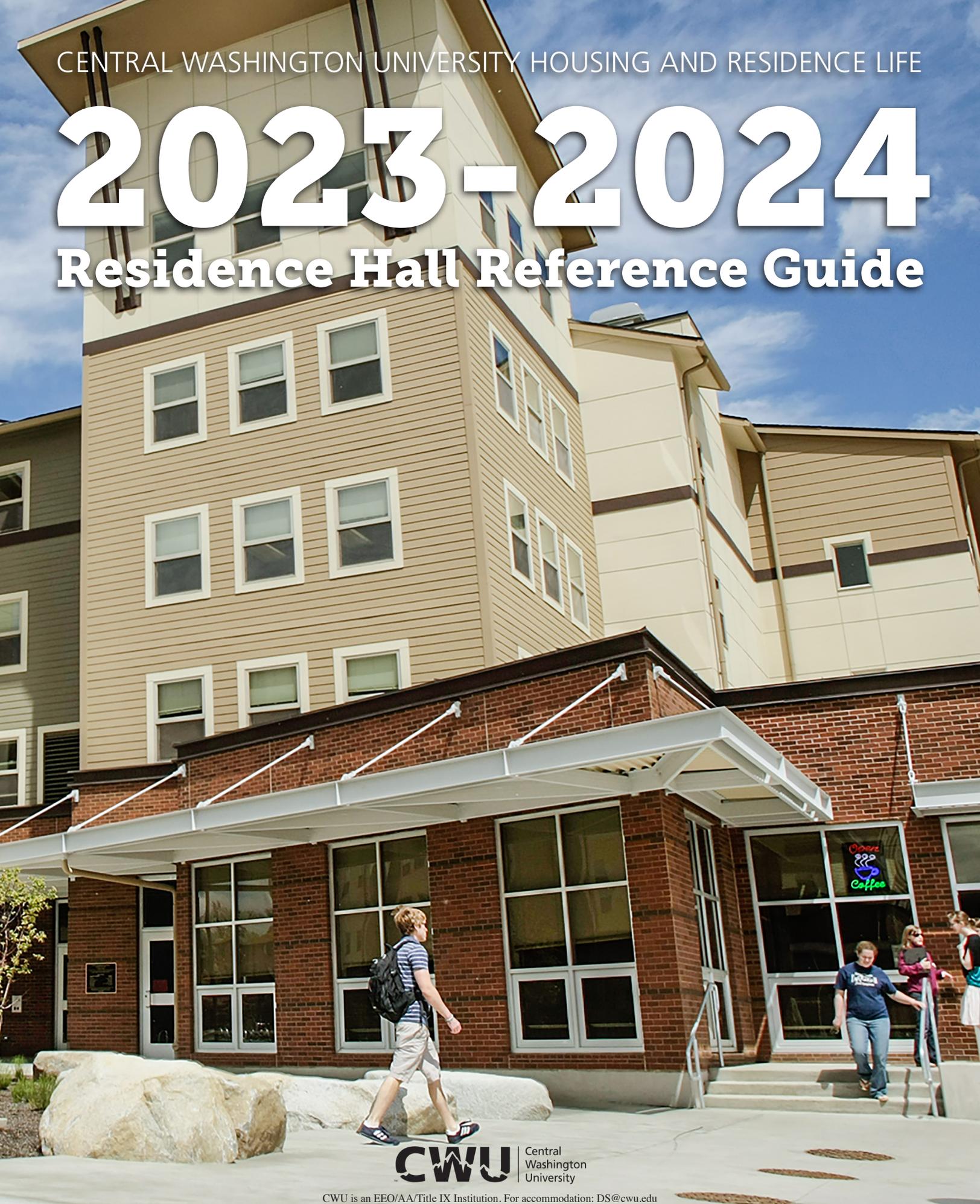


CENTRAL WASHINGTON UNIVERSITY HOUSING AND RESIDENCE LIFE

2023-2024

Residence Hall Reference Guide



CWU | Central Washington University

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



Housing and Residence Life Dining Services

2023-2024 GUIDE AND STUDENT CODE OF CONDUCT

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

As a public university, CWU often uses images and video of public campus life, events, ceremonies, and other university activities to advance the mission of the institution. By visiting, registering at, or being employed by CWU and being present in a public setting, you authorize the use of and reproduction by the university to any photographs or video taken while at CWU, without compensation. All photo and video files are university property, solely and completely.

TABLE OF CONTENTS

HOUSING AND RESIDENCE LIFE.....4	Resnet..... 11
Life in Your Residence Hall.....4	Roommates.....12
Live-in Requirement.....4	Roommate Space.....12
MyHousing Portal.....4	Sanitation and Cleanliness.....12
Dorm vs. Residence Hall.....4	Screens and Window Stops.....13
Education in Residence.....4	Sexual Misconduct.....13
You and Your Roommate.....4	Smoking and Tobacco Products.....13
Roommate Agreement.....5	Solicitations and Postings.....13
Leadership Opportunities.....6	Sports in the Residence Halls.....13
Services Rendered by the University.....6	Trespassing.....13
Email/Communication and Notification.....6	Videotaping and Camera Use.....13
Kitchens.....6	Waterbeds.....13
Laundry Rooms.....6	Weapons.....13
Mail.....6	Disciplinary Procedures and Sanctions.....13
Package Delivery.....6	Due Process Rights.....14
Utilities.....6	Disciplinary Sanctions.....14
Residence Hall Environments and Information.....6	Disciplinary Appeals.....14
Building Security and Personal Safety.....6	Parental Notification.....15
Entry of Student Rooms.....6	Family Educational Rights and Privacy Act (FERPA).....15
Keys and Lock Outs.....6	Release of Information.....15
Parking.....7	Financial Appeal Procedure.....15
Payment.....7	Maintenance and Related Services.....15
Recycling.....7	Moving In.....16
Smoke-Free Communities.....7	Accommodations During Break.....16
Substance-Free Community.....7	Personal Damages/Loss Liabilities.....16
Transfer Day.....7	Moving Out.....17
Living-Learning Enrichment Opportunities	University Police Services.....17
Living Learning Communities (LLC).....7	Student Conduct Code.....17
Fire Safety Expectations.....7	
Residence Hall Policies and Expectations.....8	DINING SERVICES.....20
Abandoned Property.....8	Welcome to CWU Dining Services.....20
Alcohol and Other Drugs.....8	Vision and Mission.....20
Animals.....9	Using Our Website.....20
Appliances.....9	Meal Plans 101.....20
Bicycles, Scooters, Skateboards, Other Personal Wheeled Vehicles.....9	Dining Meal Plans.....20
Combustible Materials.....9	Pricing.....21
Community Space.....9	Wildcat Bucks.....21
Compliance with University Officials.....9	Your Meal Plan Top 5.....21
Damages to Rooms and Public Areas.....9	Get Connected.....21
Door/Window Displays.....10	Nutrition ... A Healthy Foundation!.....22
Dropping or Throwing Substances or Objects from Windows.....10	CWU Dining Locations.....22
Entering and Exiting Buildings.....10	Read the Contract.....22
Facilities Use/Access.....10	Work for Dining Services.....22
Fire Alarms.....10	Pop-Ups.....22
Fire Drills/Emergency Evacuation Exercises.....10	Hours of Operation.....22
Fire Safety Equipment.....10	Mobile Ordering.....22
Furniture.....10	
Guests/Escorts.....10	
Incense and Open Flames.....11	
Keys and Lock Outs.....11	
Ledges, Rooftops, and Attics.....11	
Personalizing Space.....11	
Private Enterprise.....11	
Publicity and Literature.....11	
Quiet Hours/Noise Ordinance.....11	

HOUSING AND RESIDENCE LIFE

2023-2024

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

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

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

LIFE IN YOUR RESIDENCE HALL

RESIDENCE HALL COORDINATORS (RHC)

RHCs are full-time professional university employees with at least a bachelor's degree. They are responsible for the overall management and administration of your hall. RHCs are available for support and information, or to help you with any of your needs. These live-in professional staff can be reached by calling their office or the Residence Life office at 509-963-1323.

SENIOR RESIDENT ASSISTANT (SRA)

SRAs are sophomore and above students, with previous resident assistant experience, who work as peer leaders within hall staff teams. They serve as co-advisors to their hall's Residence Hall Leadership Council, assist with the facilitation and planning of the residential curriculum, and support university policies and procedures.

RESIDENT ASSISTANTS (RA)

RAs are here to answer your questions and provide referrals to university resources. They can help you with your academic, social, or personal concerns. They also plan programs and enforce policies and procedures. RAs help develop Community Living Agreements and are a valuable resource. Get to know your RAs!

CUSTODIAL STAFF

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

MAINTENANCE STAFF

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

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

LIVE-IN REQUIREMENT

Unmarried, first year students enrolled in seven college credits or more, under the age of 20, must live in a CWU residence hall for one academic year regardless of the number of earned college credits (WAC 106-156-010 and WAC 106-156-011). Running Start students entering college for the first time, regardless of class

standing, are also required to live on campus for one academic year. Students requesting an exception to the policies must fill out an exemption form which can be found through their MyHousing portal or cwu.edu/housing.

MYHOUSING PORTAL

Your MyHousing portal is an important instrument while you live on campus. Here you will see your room assignment, sign up for housing, request to stay for breaks, sign up for move out times, and much more.

DORM VS. RESIDENCE HALL

It has been a long time since the days of "dorm" mothers and 10 p.m. curfews. For the next nine months, your residence hall will be your home and should be treated as such. It will be a place in which you will learn much about yourself, grow tremendously, and have a lot of fun!

Dorm (dorm) n.

1. place for sleeping
2. building or part of one with sleeping rooms.

Residence Hall (rez id enz hol) n.

1. where college students develop personally or mature
2. a college building in which experiences and programs result in positive growth.

EDUCATION IN RESIDENCE

OUR CURRICULAR MODEL

Our curricular model puts learning at the forefront of the residential experience at Central Washington University. This model allows us to deliver an intentional experience that has our students learn about Self-Exploration, Community Living, University Success, and Responsible Citizenship. Through their residential experience, we believe we can help students to become responsible citizens who serve as a resource to the region and the state.

EDUCATIONAL PRIORITY

All parts of our curriculum stem from our Educational Priority: "Through an intentional residential experience, our residents will transform into responsible citizens."

YOU AND YOUR ROOMMATE

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

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

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

PERSONAL BACKGROUND:

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

Members of my family include:

I am glad to be away from home because:

I was not glad to leave home because:

I chose Central Washington University because:

PERSONAL VALUES:

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

How do I want our room to be utilized?

I expect our room to be...

Who will clean what and when?

How about friends and visitors in our room?

My feelings about my personal belongings are...

My feelings about smoking are...

Grades and studying are...

I prefer to study...

ATTITUDES AND EMOTIONS:

Attitudes and emotions (our feelings and how we express them) are an important part of us. We convey feelings both verbally and non-verbally. This portion of you and your roommate encourages you to clarify the emotions and attitudes that you express.

I am generally (reserved/outgoing/etc.)...

My pet peeves are...

When I am:

...angry, I generally...

...frustrated, I generally...

...sad, I generally...

...concerned, I generally...

...excited, I generally...

...happy, I generally...

It is (easy/hard) to talk about my feelings. Why?

TEMPERATURE OF ROOM:

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

SLEEPING ARRANGEMENTS:

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

QUIET AND STUDY TIME:

How do you feel about taking naps in the room? If you were making too much noise, how would you like your roommate to

discuss this with you? When do you study? Is it OK to play music or have the TV on while you study? Would you prefer to have set study times? When you are studying with a group, is it alright to be in the room?

COMMUNICATION:

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

CLEANING:

How neat and clean do you like things to be? Who will vacuum, dust, take out the trash and recycling, etc? Do you prefer to have special assignments or a cleaning schedule? How often will these things be done?

PERSONAL PROPERTY?

What items can be shared and which may not? Do you mind if people use your TV, computer, game console, etc? Do you want to be asked before things are borrowed?

VISITORS:

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

OUR REACTIONS TO EACH OTHER:

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

Some things that I have learned from this discussion are...

An important difference between us is...

And we will work on this by...

My roommate and I agree that we will do the following, if conflict occurs between us...

ROOMMATE AGREEMENT

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

Roommates have the right...

To read and study in one’s room

To be free from unreasonable noise

To the respect and safety of personal property

To have access to one’s room and facilities without interference

To be free of intimidation, harassment, physical and/or emotional harm

To personal privacy

To host guests (within established guidelines)

To see reasonable cooperation from roommate(s)

Roommates have the responsibility...

To adhere to rules and regulations

To comply with reasonable requests made by staff or university officials

To monitor and accept responsibility for the behavior of guests

To report violations of rules and regulations to appropriate staff

To respect the rights of others

LEADERSHIP OPPORTUNITIES

RESIDENCE HALL ASSOCIATION (RHA)

RHA, the largest student organization on campus, is a student-elected body that serves as a liaison between the students living in the residence halls and the university. RHA deals with residents' issues and concerns, promotes positive change, and offers a variety of educational and social activities based on student needs and interests. RHA executive board elections occur in the spring. The board is comprised of the following positions:

President: Grace Zacher
Vice President & NCC: TBD
Treasurer & Historian: Elizabeth Zacher
Secretary: Tasia Tran

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

RESIDENCE HALL LEADERSHIP COUNCIL (RHLC)

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

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

SERVICES RENDERED BY THE UNIVERSITY

EMAIL/COMMUNICATION AND NOTIFICATION

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

KITCHENS

Many residence halls have a community kitchen area. Residents who use the kitchen area are responsible for cleaning it after use. The residence hall may have utensils, pots, or pans to check out—contact your RA at office hours to check out.

LAUNDRY ROOMS

Washers and dryers are provided by Housing and Residence Life. The laundry facilities within each hall are to be used solely by the residents of the respective hall. If a resident allows a non-resident to use the laundry facilities, the resident's account may be charged \$25. Laundry facilities are operated by either quarters or through the PayRange App. NOTE: The university is not responsible for lost or stolen items.

MAIL

Mail is delivered directly to the residence halls on regular postal delivery days (Monday through Friday—excluding holidays). An outgoing mailbox is available in the SURC.

PACKAGE DELIVERY

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

UTILITIES

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

RESIDENCE HALL ENVIRONMENTS AND INFORMATION

BUILDING SECURITY AND PERSONAL SAFETY

Each resident has the responsibility for respecting building security. Buildings are locked 24 hours a day. Propping doors, including fire doors, is not permitted. To ensure maximum security, please observe the following guidelines:

- Make every effort NOT to lose room keys (or mailbox key where applicable)!
- It costs \$65 per key to replace a lost or stolen room and entry key.
- LOCK your room when sleeping or away. For added security, doors are equipped with peepholes and safety chains.
- DO NOT open building doors to anyone other than residents of the building.
- When walking around campus at night, students are encouraged to walk with friends and to be aware of emergency bluelight telephone locations. CWU has a Courtesy Assistance Team (C.A.T.) which provides safe walking companions for students, staff and visitors, primarily during hours of darkness to midnight.
- Do not trespass into areas of halls that are secure, such as rooftops, attics, basements, mechanical rooms, etc.

ENTRY OF STUDENT ROOMS

The university reserves the right to have authorized personnel enter a student room for any of the purposes specified below:

- Suspicion of harm to self or others.
- Maintenance, custodial inspections, or emergencies (occupants will be informed that maintenance staff has been present).
- Routine or requested maintenance (occupants will be informed that maintenance staff has been present).
- Search or arrest warrants (University Police only).
- Concerns about community safety or facility damage.
- Protection of life, property, or evidence of a crime (University Police only).
- Persistent noise coming from a room when occupants are not present.
- During break periods when the hall is closed.

If an authorized person enters a room when the resident is not present, a written note will be left indicating who entered the room, when they entered, and the reason for entering. Generally, staff will not enter a student's room to retrieve items for occupants who are not present or for other students who have left personal items in the room. Exceptions may be made, but staff will take precautions to protect themselves from possible liability and have the right to refuse such requests.

KEYS AND LOCK OUTS

Students who lock themselves out of their rooms should attempt

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

PARKING

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

PAYMENT

Room and board fees are due the fifth day of the quarter. For installments, please consult the residence halls and dining services payment schedule. All payments can be made through the student's MyCWU account online or at the Cashier's Office. Each payment should indicate the name and ID number of the student. Fees not paid on or before the first due date may be assessed a \$50 late fee and \$100 after the second due date. Failure to bring an account up to date within 10 working days after late fee assessment may result in cancellation of meal privileges and eviction. Please refer to Term 21 in the Housing and Dining Services Room and Board Contract.

RECYCLING

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

SMOKE-FREE COMMUNITIES

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

SUBSTANCE-FREE COMMUNITY

Dugmore, Kamola, Beck, Davies, Hitchcock, Meisner, Quigley, Sparks, Al-Monty, Carmody, Wilson, Barto, and Wendell B are designated as communities free of alcohol presence or use. Residents will also take responsibility for their guests and will not allow guests in violation of this policy to enter the residence hall. Alcohol paraphernalia and containers (even empty) are not permitted in substance-free communities.

TRANSFER DAY

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

LIVING-LEARNING ENRICHMENT OPPORTUNITIES LIVING LEARNING COMMUNITIES (LLC)

AVIATION

Wendell Hill Hall B

Students involved with this LLC must be accepted into the Aviation Program. Students have attended events including visiting the Museum of Flight, FAA review study sessions, and community service projects at the local airport.

SUSTAINABILITY

Wendell Hill Hall B

The Sustainability LLC connects students who share an interest in sustainability, and who want to learn more about social, economic and environmental sustainability. Join a community of students passionate about living a more sustainable lifestyle; participate in sustainability programming and events; and become empowered to advance sustainability on campus, in the community, and in your future endeavors. The Sustainability Living and Learning Community is open to students from all majors and levels.

BUSINESS

Sue Lombard

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

MUSIC

Wendell Hill Hall A

The Music LLC, located in Wendall Hall A, focuses on those who have declared or anticipate declaring a major or minor in music (music education, music performance, music composition, BA-bachelor of arts). Community members can expect programs designed to assist in the transition to the academic study of music, access to resources/professionals within the music profession, music entrepreneurship, live/virtual musical performances, community building, as well as creating a culture of diversity, equity, inclusion, and belonging through the study and performance of music.

TRANSFER

Stephens-Whitney

The ROTC LLC provides CWU students, interested in military service, the opportunity to become acquainted with others involved in CWU's ROTC programs. The LLC will facilitate contact with ROTC student leaders, ROTC faculty and staff, and military professionals.

WILLIAM O. DOUGLAS HONORS COLLEGE

Barto

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

FIRE SAFETY EXPECTATIONS

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

If a fire occurs, please follow the fire safety procedures outlined below:

- Keep your head low and move quickly to the nearest exit. Crawl, if you can, so you do not breathe smoke.

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

RESIDENCE HALL POLICIES AND EXPECTATIONS

Residence hall policies exist to help create an environment that is conducive to your needs for safety, studying, socializing, and sleeping. We want to ensure that your residence hall experience promotes your success at Central. These policies are reflective and supportive of the Student Conduct Code and their procedures that can be found starting on page 17.

ABANDONED PROPERTY

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

If a student wishes to claim their property during the sixty days, they are required to contact Housing and Residence Life office at 509-963-1831 to make arrangements.

ALCOHOL AND OTHER DRUGS

The use of drugs, including alcohol, can have a negative effect on your student life and academic success. At Central Washington University, we are committed to providing an atmosphere of creative learning and healthful living for students and have put into effect policies that do not allow the illegal use of alcohol and other drugs, on or off campus.

Housing and Residence Life's alcohol and other drugs policy follows all local, state, and federal laws. Please note, students under the influence or in possession of alcohol or other drugs that are violating a local, state, or federal law on CWU's campus can be cited by University Police.

In support of a substance free and successful academic environment; Alford-Montgomery, Barto, Beck, Carmody-Munro, Davies, Hitchcock, Meisner, Quigley, Sparks, Wendell B, and Wilson, are designated as "Substance Free" communities. This means that these residence halls are free of alcohol while all of our residence halls do not permit the presence or use of drugs regardless of age.

When it comes to alcohol and other drugs, the following items apply to this policy:

• Alcohol

- ♦ No one under the age of 21 will possess, consume or be under the influence of alcohol in any residence hall.
 - Are not allowed to have paraphernalia related to the consumption of alcoholic beverages. This includes,

but is not limited to, empty bottles, cans, boxes, containers, shot glasses, wine glasses, etc.

- May not have guests consume or possess alcohol
- ♦ Residents age 21 or older and living in a *substance free hall* may not consume and/or possess alcohol or paraphernalia related to the consumption of alcoholic beverages in substance free residence halls. This includes, but is not limited to, empty bottles, cans, boxes, containers, shot glasses, wine glasses, etc.
- ♦ Residents age 21 or older living in a *non-substance free hall*:
 - May possess and consume alcohol in the privacy of their assigned space, as well as their assigned suite common area with main door closed.
 - If you choose to consume alcohol in your room, you can consume alcohol with other students who are 21 or over.
 - Are reminded of the legal responsibility placed on them if they have roommate(s) that are underage.
 - There cannot be more than one drink open per person over the age of 21, if underage roommates are present.
- ♦ Residents shall not buy or provide alcohol to people under the age of 21.
- ♦ Home brewing of alcohol is not allowed in the residence halls.
- ♦ Kegs, "party balls," tap systems, and similar large volume common source containers as well as devices used to promote binge drinking that could cause unhealthy alcohol consumption are not allowed in any residence hall.
- ♦ Large amounts of alcohol are not allowed in the Residence Halls. For those in non-substance free halls, this is defined as more than 1 bottle of wine OR more than 1 bottle of spirits OR more than a 6 pack of beer per person who is over the age of 21.

• Cannabis (Marijuana)

- ♦ Possession, consumption or being under the influence of any form of cannabis, marijuana or CBD in any amount is not allowed on campus.
- ♦ Those who have medical marijuana cannot possess, consume or be under the influence of cannabis, marijuana or CBD on campus. Please contact Disability Services if you need assistance.
- ♦ Although Washington State law allows adults age 21 and older to possess cannabis/marijuana for personal use, federal law prohibits cannabis/marijuana possession and use of any kind. The University receives federal funds; therefore, residents must adhere to federal laws relating to possession and use of marijuana

• Drugs

- ♦ Drugs (Controlled substances) and paraphernalia are not allowed in the residence halls. This includes but is not limited to:
 - Chemical substances, compounds or combinations used to induce an altered state
 - Otherwise lawfully available product, over the counter or prescription drug used for any purpose other than its intended use
 - Hallucinogens
 - Nervous system depressant
 - Other stimulants
- ♦ For the full list, please see the Student Conduct Code (WAC 106-125).

Residents of any age may not be in a residence hall space with

someone who is violating any part of the alcohol and other drug policy.

If found in violation of the alcohol and other drug policy, students may be required to attend an alcohol or other drug education and risk prevention class for first-time violations. Second time violations may result in an educational conversation with a staff member in the Wellness Center to discuss your use of alcohol and other drugs. Third time violations may result in a potentially being referred for a chemical dependency assessment. Potential sanctions are not limited to this list and may include disciplinary probation, deferred suspension or suspension. Please refer to the Student Conduct Code (WAC 106-125) for a complete list of sanctions.

ANIMALS

Students are not allowed to have animals in the residence halls except for aquarium-bound fish. Tanks may be no larger than 10 gallons. Residents must maintain responsibility for the aquariums at all times. Animals not approved through this process will be considered “pets” and are not allowed in a university housing building (excluding aquarium-bound fish in tanks that may be no larger than 10 gallons.) Violators of this policy may be subject to disciplinary action, eviction and/or cleaning fees up to \$500 associated with damages

Other animals, such as companion, therapy, emotional support, comfort and “psychiatric service” animals that are not specially trained to perform a disability-related service may not be allowed in CWU residence halls and/or university-owned apartments. Emotional Support Animal requests will go through Disability Services and based on the recommendation from their office, the request will then be sent to Housing and Residence Life for further review. Qualified “service animals” (as defined by state and federal law) are allowed on the CWU campus and in Housing and Residence Life facilities.

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

Central Washington University complies with all federal and state fair housing laws and regulations which are applicable to university housing, including those related to assistance animals. The United States Department of Housing and Urban Development (HUD) compliance guidelines define assistance animals as those that are verified by a qualified medical professional that the service animal accommodates the disabling condition and the rationale for the use of the service animal.

Disability Services collects and reviews disability documentation from students who request accommodation in university housing. Housing and Residence Life makes the formal decision regarding assistance animals in university housing. Students are responsible for the care of the service animal at all times. Students who have an approved service animal or an emotional support animal, need to abide by WAC 106-124-801 and the Emotional Support Animal Care Plan provided by Disability Services and Housing and Residence Life.

APPLIANCES

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

to be approved through Housing and Residence Life in writing. Allowed appliances include:

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

BICYCLES, SCOOTERS, SKATEBOARDS, OTHER PERSONAL WHEELED VEHICLES

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

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

COMBUSTIBLE MATERIALS

Combustible materials such as propane, gasoline, kerosene, charcoal, and items containing combustible materials (i.e., motor vehicles) are not permitted in residence halls.

COMMUNITY SPACE

All residence halls provide community living space for the purposes of socializing, studying, recreation, and programming. Each resident shares in the responsibility for maintaining the cleanliness and function of these areas, as well as using the space in appropriate ways. Students are not permitted to sleep overnight in any community space. Never is a sexual atmosphere, either on TV or in the space, appropriate. Please see statement on Sexual Misconduct on page 13.

COMPLIANCE WITH UNIVERSITY OFFICIALS

Residents are required to comply with the requests of university officials at all times. These officials include, but are not limited to, professional and student staff members of Housing and Residence Life, University Police Services, Student Success staff, and facilities’ staff members.

DAMAGES TO ROOMS AND PUBLIC AREAS

Residents are accountable for damages which occur as a result of personal negligence or vandalism. When found to be responsible, a resident may be charged for damages occurring in public areas, as well as in their room or another students room. All damage charges are billed to the student’s account. They may be appealed according to WAC 106-124-011.

DOOR/WINDOW DISPLAYS

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

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

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

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

DROPPING OR THROWING SUBSTANCES OR OBJECTS FROM WINDOWS

For the safety of everyone, residents are not permitted to drop, hang, or throw objects from or at residence hall windows, balconies, or ledges. This includes, but is not limited to: bodily fluids, snow, or substances of any kind. Residents must also refrain from throwing objects through windows from the outside. (This policy includes throwing keys to friends outside.)

ENTERING AND EXITING BUILDINGS

Residents and their guests may enter and exit buildings only through doors designated for entry and exit. Entry and exit through windows is prohibited.

FACILITIES USE/ACCESS

Residence hall building use approval is solely a designated responsibility of Housing and Residence Life (WAC 106-140-401). Common areas in residence halls (lounges and lobbies) are for the use of the building's residents and their guests. Only groups or individuals invited by residents or staff may make informative or educational presentations to hall residents in the hall lounge. The residence hall staff will monitor and schedule such presentations. University Police have been approved to be present in the residence halls to interact and meet students.

No group or individual may schedule or advertise residence hall common space for regular meetings or activities (e.g., campus club meetings, Bible studies, political groups, etc.) except for activities directly sponsored by the hall and made available to all hall residents. Presentations or activities may not include the sale of products or services, nor may residence hall facilities be used for personal profit or gain. Door-to-door selling is also prohibited (WAC 106-140-040). Meeting space in the SURC for campus clubs and organizations can be requested through the University Scheduling Center. Usage of the Barto lawn or lounge can be requested through the Residence Life Office.

FIRE ALARMS

When activated, the alarm sounds in the entire building and EVERYONE must evacuate immediately. After activating an alarm, go to the nearest safe telephone (outside the building) and dial 911 to report the fire. Individuals falsely activating an alarm will face university disciplinary action, possible criminal prosecution, and may be charged for the cost of the fire department

response, in addition to fines assessed by the university. Because of high-density population in the residence halls, the fire department responds to fire alarms with all available personnel and equipment. False alarms may leave the local fire department shorthanded in the event of a real fire.

FIRE DRILLS/EMERGENCY EVACUATION EXERCISES

Section 1303.3.5.1 of the 1994 edition of the Uniform Fire Code requires every residence hall to conduct a fire drill each quarter for the safety of staff and residents. All residents are required to exit the building within two minutes. University personnel are required to time the drill in each building. Failure to evacuate will result in disciplinary action and/or a \$100 fine and another evacuation exercise to meet the two-minute requirement.

FIRE SAFETY EQUIPMENT

Damaging or tampering with fire alarm apparatus or equipment (i.e., sounding false fire alarms - RCW 9.40.100) is prohibited. FIRE EXTINGUISHERS are strategically located throughout each residence hall. Carefully follow the instructions on the extinguisher and use them ONLY in the event of a fire. EXIT SIGNS are considered fire equipment and are placed to guide residents to exit routes in emergency situations. SMOKE DETECTORS also are sensitive pieces of fire equipment. Actions that result in the activation of a smoke detector, tampering with fire alarm apparatus and equipment (including removing batteries from smoke detectors), or false alarms may result in criminal penalties, as well as disciplinary action and/or fines.

FIRE ALARM APPARATUS AND FIRE EQUIPMENT ARE FOR EMERGENCIES ONLY!

If a smoke detector is beeping, it is likely the battery needs to be replaced. Contact a custodian or call Housing and Residence Life if a smoke detector is emitting a beeping sound. If batteries are removed without replacement, the resident is liable for a \$50 fine.

FURNITURE

Housing and Residence Life supplies each room with basic furniture, which differs depending on the hall. Students may bring their own furniture to supplement what is provided. However, university-owned furniture moved from a room or common-use area without prior written authorization from Housing and Residence Life may result in a charge of \$50 (or actual replacement cost), whichever is greater. Also, it is important to consult with your roommate prior to bringing furniture to your space so that all parties agree to have it in the room.

GUESTS/ESCORTS

Guests (non-residents of a particular hall) are expected to follow all policies of the university. Residents are responsible for their guests and all actions of the guests while in the halls. If a guest violates the Student Conduct Code or any residence hall policy, the resident will be held responsible for their guest's actions. Guests must be escorted by a resident at all times in any area (excluding bathrooms). Guests are permitted to only use public restrooms or community restrooms designated for their identified gender. Guests may stay in a room only with the prior approval of the roommate(s). Guests may stay overnight no more than three days and two nights in any one week anywhere in the building or in any residence hall on campus. Guests should never be given keys to access rooms or residence halls on campus. Guests may not be left in a building without the resident present. Also refer to Trespassing policy.

Cohabitation is defined as when a resident, contracted for that room, is sharing their space with a person who is not assigned

to that room. Cohabitation that includes behavior that infringes upon the roommate's and/or living community member's right to privacy and sleep is PROHIBITED and, when brought to the attention of residence hall staff, may result in referral to conduct and/or eviction.

INCENSE AND OPEN FLAMES

Because of the risk of burning incense or an open flame left unattended, the use of such is prohibited in residence halls. Candles or lanterns may not be used even in the event of a power outage. Residents are encouraged to have flashlights or similar devices to provide emergency lighting. If the smell is noticed from an open flame or something burning, staff will enter to investigate.

KEYS AND LOCK OUTS

For the safety of all residents, lost keys should be reported to hall staff immediately. Stolen keys should be reported to University Police. Keys may not be duplicated. Residents may not give their building, Connection Card, or room keys to anyone. For charges, refer to the Housing and Residence Life and Dining Services Room and Board Contract.

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

LEDGES, ROOFTOPS, AND ATTICS

For students' safety and to protect against building damage, residents, and their guests are never permitted on rooftops or ledges. Violation of this policy may result in disciplinary action and/or a university fine not less than \$50. Students are prohibited from entering any secure space such as attics, basements, or mechanical rooms or climbing railings or exteriors of buildings.

PERSONALIZING SPACE

Students may decorate their room with lamps, rugs, bedspreads, posters, and other personalized items as long as it does not damage the room or cause a fire safety hazard. Tapestries and other items hung from ceilings are not permitted. When the room is vacated, it must be returned to its original condition. Residents in violation of the outlined policies may be subject to disciplinary action and/or damage charges.

PRIVATE ENTERPRISE

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

PUBLICITY AND LITERATURE

The distribution of free literature or commercial advertising is prohibited in residence halls and at the entries or exits of the buildings (WAC 106-140-034). Only U.S. Postal Service mail, individually addressed to the residents of the hall and official university memorandums approved by Housing and Residence Life and/or designee will be distributed. Other than literature about hall activities, residence hall staff will not distribute literature to the residents of a hall. Local newspapers (e.g., Daily Record, Yakima Herald-Republic, etc.) may seek approval for occasional placement of newspaper samples in residence hall lobbies.

QUIET HOURS / NOISE ORDINANCE

The City of Ellensburg has a noise ordinance, which is enforced by University Police and other local law enforcement agencies.

Residence Hall quiet hours are from 10 P.M. to 7 A.M. daily and are consistent with the city noise ordinance. Students in violation of the noise ordinance may be cited by police and/or face

university disciplinary action. Please note a noise violation from law enforcement is a \$513 fine that double each time after.

Residents are responsible for maintaining a noise level that does not disrupt other community members and does not go beyond their own room. During "quiet hours," noise from your room should not be disturbing your neighbors or heard from a different floor.

If other's noise is disturbing you, try talking to them first. If that doesn't work, call the Duty Phone for your building and a staff member can help remedy the situation. Your staff can also help mediate a noise issue with neighbors.

The university asks that students always observe "courtesy hours" when quiet hours are not in effect. Students have a right to be able to study in their room free from excessive noise. Noise should never be heard from a residence hall room to an outside location.

RESNET

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

PERSONAL ROUTERS AND WIRELESS ACCESS POINTS

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

RECOMMENDED COMPUTER SPECIFICATIONS

PC: Windows 7, 8, or 10

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

Other:

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

SECURE YOUR SYSTEM

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

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

Users of the ResNet network are required to abide by the ResNet Acceptable Use Policy (AUP). You will be required to complete a short quiz to demonstrate your understanding of the AUP before your device(s) are allowed on the network.

REGISTRATION

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

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

CWU-PLAY

ResNet also offers CWU-PLAY a wireless solution for devices that lack the ability to connect via our more secure CWU-WILDCATS, this is specifically designed for Smart TVs, Gaming devices and other internet-connected devices. To get started register your MAC Address at <https://hostreg.resnet.cwu.edu> once registered you will be given a simple password that will get you on the internet just like any home wireless system.

CONTACT US

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

RESNET ACCEPTABLE USE POLICY (AUP)

CWU reserves the right to change this policy at will and it is the student's responsibility to know and understand the current policy.

By using ResNet you are agreeing to the following:

1. You **will** have anti-virus and anti-malware software on your computer that is kept up to date and is configured to scan weekly. If your software is not up to date it may lead to an infection which in turn may result in your network access being disabled.
2. You **will** keep your computer updated for security fixes from the appropriate software update service (Windows Update on windows computers, Software Update on Apple computers). If your computer is not up to date it may lead to virus infection which in turn may result in your network access being disabled.
3. You **will not** use ANY peer-to-peer (P2P) or file sharing programs/applications (examples include Limewire, Cabos, Gnutella, eMule, Napster, and WinMX) on the ResNet network.
4. You **will not** extend the network through the use of routers (wired or wireless), bridges, or other network hardware.
5. You are **fully** responsible for your computer, including its hardware, software, and any network traffic transmitted by it, *regardless if this traffic was authorized by you or not*. Please contact ResNet if you have questions about whether or not certain software/hardware might conflict with this AUP.
6. You **will not** use applications that consume disproportionate bandwidth, attempt denial-of-service attack(s), probe and/or exploit security holes in other systems, use unauthorized IP addresses, attempt "hacking" or "cracking", or otherwise degrade or restrict network access for others (either on or off campus).
7. Your network access **will** be disabled if CWU receives complaints about or detects inappropriate behavior. You may also be subject to computer account suspension, university disciplinary action, and/or legal consequences.
8. You **may** use the Resnet network for personal uses such as: Web browsing, transferring files, playing games, chatting, "internet phone", etc. *as long as access to these services is done in a legal manner*.
9. You **may** set up private servers for personal uses such as: game serving, local file sharing, or other applications *as long as these file servers do not violate CWU policies*, which includes but are not limited to software and music copyright protection. *These servers are only to be used by CWU students and may not be made available to non-residents*.
10. You **will not** use network connections in CWU housing to provide any service that is visible off campus (i.e., available on the global Internet). This applies to services such as, but not limited to, HTTP (Web), telnet, FTP, IRC, "Napster" type music sharing, game servers, and email.
11. You **will not** impersonate others or attempt to gain access to accounts or computers that you do not have permission to use,

or spoof NIC MAC or IP addresses on any computer to gain access to the network.

12. You **will not** run a DHCP (Dynamic Host Configuration Protocol) server that listens on a network interface that is directly connected to ResNet.
13. You **will not** configure your computer to provide Internet or CWU network/ system access to anyone who is not a CWU faculty or staff member or student.
14. You **will not** configure your computer as a gateway into the CWU network (as a dial up server or any other means).

AUP VIOLATION PENALTIES

Penalties for AUP Violations are:

1st Offense: User's internet/network access will be disabled for one week.

2nd Offense: User's internet/network access will be disabled for two weeks.

3rd Offense: User's internet/network access will be disabled until the student schedules a judicial review with the Office of Student Rights and Responsibilities for potential disciplinary actions.

ROOMMATES

Residence hall staff will provide support and assistance to roommates in resolving conflicts. (Refer to Roommate Agreement on page 5.) Each roommate has a responsibility to report any violations occurring in the residence hall room. In addition, violation of roommate agreements that are established with the hall staff could lead to additional sanctions including a possible move from the room. Housing and Residence Life reserves the right to make administrative moves at any time. Refer to Changing Rooms and/or Halls on page 16.

ROOMMATE SPACE

There are times when a student has a double-occupancy contract, but may live alone in a double room. It is a requirement for students to be prepared to have a student move into that space at any time. This means the bed is available, the closets are empty and clean, and the room is generally available for occupancy at any time. Additionally, you may not refuse a potential roommate, explicitly or implicitly. If the space is not available upon entry for a student, you will be required to make that space available for a student to be assigned into that space and you may be assessed a room fee for the period the space was unavailable or until a new roommate is assigned whichever is greater and be referred to student conduct. This does NOT grant you a single room.

SANITATION AND CLEANLINESS

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

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

after personal grooming; or not cleaning up after using community spaces within the hall.

SCREENS AND WINDOW STOPS

The university considers screens and window stops safety equipment. Removal of or damage to these items may result in disciplinary action, eviction and/or a university fine of \$50.

SEXUAL MISCONDUCT

Consistent with the university's policies on sexual misconduct, the residence hall communities maintain a living environment that is free from sexual misconduct. An individual found in violation of this policy will be subject to informal or formal disciplinary action. A pornographic theme in community space is never appropriate. If you need to report sexual misconduct, please contact the Title IX Coordinator.

SMOKING AND TOBACCO PRODUCTS

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

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

SOLICITATION AND POSTING

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

If students wish to post elsewhere on campus, items must be stamped and approved by the Scheduling Office in the Student Union and Recreation Center.

SPORTS IN THE RESIDENCE HALLS

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

TRESPASSING

Individuals that are not directly escorted by a building resident will be asked to leave the building. Guests of residents, whose behavior is not appropriate for the community, may also be asked to leave by hall staff and/or University Police Services. Residents are responsible for the behavior of their guests. The university also reserves the right to deny access to residence hall buildings to non-residents at any time. Also refer to Guests/Escorts policy on page 10.

VIDEOTAPING AND CAMERA USE

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

WATERBEDS

Waterbeds are not allowed in university housing.

WEAPONS

No person shall have in their possession any gun, pistol, firearm, explosive, dangerous chemical, gel blaster, or other dangerous weapon or instrument (including but not limited to paintball guns, swords, long knives, etc.) on university-owned or leased property. Ammunition is not allowed in campus housing. Individuals in violation of this policy shall be subject to appropriate disciplinary action including possible termination of the individuals housing contract.

DISCIPLINARY PROCEDURES AND SANCTIONS

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

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

All disciplinary records are part of your student record. Your disciplinary records are destroyed after 7 years from your last day

of attendance. They are in no way connected to your academic file and you can request your disciplinary file from Business Services by completing a public records request.

The Office of Student Rights and Responsibilities is located in Bouillon 205. They can be contacted at 509-963-1817 at student.conduct@cwu.edu

DUE PROCESS RIGHTS

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

- Any individual can file a report to the Office of Student Rights and Responsibilities concerning a potential policy violation or concerning behaviors.
- Any student who may potentially be in violation of university policy shall receive written and electronic notification from the Office of Student Rights and Responsibilities that informs the student of the specific policies they may have been responsible for violating and the date of the alleged incident. The notification will have a specific time, date, and location of the student's required Student Conduct Hearing with a University Hearing Officer to discuss the situation.
- The Student Conduct Hearing will allow the student the opportunity to review the Student Conduct Code, review the allegations, and provide an opportunity for the student to share their side of the incident.
- Based on the information gathered throughout the investigation and during the Student Conduct Hearing, the University Hearing Officer will determine whether the student is responsible or not responsible for violating indicated policies. This is based on the preponderance of evidence (50% +1 or more likely than not). If found **responsible** you will be assigned a sanction which is like and educational assignment that is consistent with the level of offense.
- Whenever a student has a Student Conduct Hearing, at the end of the process, they will receive written notice of the outcome and any assigned sanctions. These again can be found in your Guardian Portal at <https://cwu.guardianconduct.com>.
- Students have the right to appeal disciplinary action taken through a Conduct Review Hearing or a Student Conduct Council Hearing.

DISCIPLINARY SANCTIONS

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

- **EDUCATIONAL SANCTION** - May include attendance or implementation at educational programs, interviews with appropriate officials, referrals to appropriate university or community resources, community service, written reflections or educational essays, or any other educational activity that the University Hearing Officer deems appropriate for the specific incident.
- **JUDICIAL MOVE** - Transfer from a specific residence hall

or room to another area on campus.

- **RESIDENTIAL EVICTION** - Complete removal and cancellation of a student's housing contract
- **UNIVERSITY OR RESIDENTIAL TRESPASS** - Trespass from being present on university owned property or within specific halls or buildings.
- **UNIVERSITY NO CONTACT ORDER** - Assigned no contact (verbal, electronic, third-party, etc.) between two or more individuals.
- **FINE/RESTITUTION** - Assessed fine to cover the cost of theft or damages
- **CAMPUS INTERNET ACCESS REMOVAL** - Restriction from using the campus ResNet system due to potential violations of the ResNet Acceptable Use Policy.
- **PARENTAL NOTIFICATION** - Notice via letter or phone call to notify parents/guardians of concerning behaviors or actions that may be causing a potential concern for the student's health and safety, or may be jeopardizing the student's ability to continue as a student at CWU.

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

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

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

DISCIPLINARY APPEALS

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

Disciplinary action imposed because of a University Conduct Hearing outcome may be appealed in a student's Guardian portal at cwu.guardianconduct.com. Additional documentation can be submitted to the Office of Student Rights and Responsibilities at Student.Conduct@cwu.edu. Appeals must be submitted within the applicable time to be considered.

- Students seeking to appeal disciplinary action imposing a conduct suspension or conduct dismissal must submit a

completed appeal form within **20 days** of the outcome.

- Students seeking to appeal any other disciplinary action must submit a completed appeal form within **10 days** of the outcome.

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

More information on disciplinary appeals and how to submit them can be found online at cwu.edu/student-rights/student-conduct-code-appeals.

PARENTAL NOTIFICATION

CWU may notify parents regarding the following conduct situations:

- Documented behavior indicating a risk of harm to self or others.
- Documented violations of the controlled substance policy.
- Second or third violations of campus alcohol policies or state laws.
- Parents may be notified of a first-time violation of campus alcohol policies or state laws if it involves a medical emergency, vandalism, any violence, or gross disrespect of residence hall staff or law enforcement officials.

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

Any questions regarding parental notification, or to seek additional information regarding a parental notification letter that you may have received, can be directed to the Office of Student Rights and Responsibilities at 509-963-1817.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

Section 952 of H.R.6, the Higher Education Amendments, allows institutions of higher education to disclose to parents violations of local, state and federal laws as well as institutional policies and rules governing use or possession of alcohol or controlled substances. Parental notification is one part of CWU's sanctioning procedure for underage alcohol use and other university violations. The University reserves the right to contact parents regarding matters that concern students' safety and wellbeing.

RELEASE OF INFORMATION

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

Students can change their release of information at any time and as many times as they would like by going to their MyCWU student dashboard.

FINANCIAL APPEAL PROCEDURE

WAC 106-124-011 FINANCIAL OBLIGATIONS OF STUDENTS - APPEAL PROCEDURE. Every student has the right to appeal an assessment by the university of a fee, fine, charge, debt, or other financial obligation by filing a written petition with the appropriate dean or non-academic area director, stating the student's reasons for challenging the validity of the assessed obligation. The written petition must be filed within 10 days after the notice of assessment is sent to the student. Housing and Residence Life Directors or their designee, shall review the university's decision to assess the fee, fine, charge, debt, or other financial obligation in light of the student's petition appealing the assessment and shall render a decision that shall be final.

Appeals regarding housing contracts, fees, or charges may be sent to Housing and Residence Life, Central Washington University, 400 E University Way, Ellensburg WA 98926-7513 or you can email Housing@cwu.edu.

MAINTENANCE AND RELATED SERVICES

REPORTING MAINTENANCE PROBLEMS

It is the resident's responsibility to immediately report room damages or deficiencies to either the senior resident assistant, RA, or facilities services at 509-963-3000 or cwu.edu/facilities so that repairs can be made. The response time will depend on the nature and severity of the maintenance problem, but we will respond to all problems in a timely manner. When calling about a maintenance problem, it is important to give your name, residence hall, room number, and telephone number. Please be very specific about the problem and location. We want to help keep your residence hall and room in an orderly condition by repairing items when they become faulty or damaged.

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

The definition of emergency maintenance is:

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

Examples of emergency situations that require maintenance

personnel to be called are:

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

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

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

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

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

Maintenance personnel usually are on a tight schedule and unable to perform maintenance that is not listed on the work order. If you need additional maintenance repairs, call and request another work order.

MAINTENANCE PERSONNEL RESPONSE PROCEDURE

The university shall respect the student's right to privacy. However, the university maintains the right to have authorized entry into your room when there is reasonable cause to believe that:

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

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

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

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

Report all pest concerns to Housing and Residence Life at housing@cwu.edu or via phone at 509-963-1831.

BATHROOMS

Residents are responsible for cleaning bathrooms in their rooms

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

RADIATORS

Most rooms are equipped with their own steam radiator that is controlled by adjusting the thermostat mounted on the wall of the room. During freezing weather, **NEVER COMPLETELY TURN RADIATORS OFF!** Doing so may cause the radiator to freeze and result in extensive water damage. The cost of repair is the **RESIDENT'S** responsibility. Keep electrical wires away from heat sources; the vinyl covering can melt and create a hazard. Problems with the radiators should be reported to Facilities Management at 509-963-3000.

MOVING IN

CHECK-IN PROCEDURE

When you arrive on CWU's campus, students will follow the move in directions and route to their check in area. Students will check in and receive their key(s) to their room and mailbox if needed. Every student will complete a Room Condition Report to note any damage that may be in the room and then begin the move in process.

CHANGING ROOMS AND/OR HALLS

Housing and Residence Life is committed to maintaining flexibility in room assignments. Requests for transfers are accepted at Housing and Residence Life at the beginning of each quarter on Transfer Day (the third Thursday of each quarter) on a first-come, first-served basis. Requests are made through MyHousing. If a request cannot be accommodated, the resident's name will be placed on a waiting list. Room transfers are not permitted prior to Transfer Day without written Housing and Residence Life approval. Students who change rooms without proper authorization from Housing and Residence Life will be charged a minimum of \$25, will be required to move back to original assignment, and the incident will be forwarded to the Student Rights and Responsibilities office. When the request is approved, students are required to move within 48 hours.

After Transfer Day, residents may contact their Residence Hall Coordinator to discuss potential room transfers. The transfer needs residence hall staff approval. **The staff will request any student wanting to move after transfer day because of roommate conflicts to meet with the staff member and the roommate with whom the individual has a problem.** The professional staff and Housing and Residence Life will consult on the feasibility of a move and will make the final decision on any room changes. There are times of the quarter where room transfers are not allowed due to incoming students or other student needs.

ACCOMMODATIONS DURING BREAK

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

PERSONAL DAMAGES / LOSS LIABILITIES

The university accepts no responsibility for loss to the student because of earthquakes, power outages, fire, theft, or water

damage, or for loss of monies, valuables, or other personal property. Housing and Residence Life has information on property insurance that is available through a private insurance carrier.

MOVING OUT

TERMINATION OF CONTRACT

The student may terminate this contact at will under the provisions, terms, and conditions noted in Term 16 of the Housing and Residence Life and Dining Services Room and Board Contract.

Petitions to cancel for exceptional reasons can be picked up and submitted to the Housing Services Office. Each petition will be reviewed on its merits and a decision rendered in a timely manner.

If you wish to move into an on-campus apartment, consult with Housing and Residence Life for eligibility and availability. Moving from a residence hall to an on-campus apartment is not considered a breach of contract. Prior to the approval of your transfer, you will be required to pay an overhead charge in the form of a mandated debit account to Dining Services as described in Term 16c of the Housing and Residence Life and Dining Services Room and Board Contract. The overhead charge is \$100 per quarter for each quarter remaining on your residence hall contract (the current quarter counts as ONE quarter.) This pre-paid account is valid for dining purchases only and is not refundable. The account will be closed at the end of the current academic year.

If the student needs to withdraw from the university, the offices of Academic Services, Financial Aid Office (if it reverses aid), Dean of Student Success, and Housing and Residence Life must be contacted. Students are required to vacate within 24 hours of withdrawal.

CHECK-OUT PROCEDURE

When you vacate your residence, you must sign up for a checkout time at least 24 hours in advance of when you decide to leave. You will also complete a check-out room condition report, the same form you filled out at check in. Clean the room before checkout time to the quality it was or better when you moved in. At checkout time you are required to return all university-issued keys for your room and hall. Be aware that discrepancies in your check-in and check-out information addressing damages or loss to university property may result in a charge to your account, as well as a cleaning fee when necessary. Students are charged for the room until a check out is completed.

IMPROPER CHECK OUT

Not surrendering your keys, cleaning your room, and/or restoring the room to original check-in condition (except for maintenance problems that were reported during check in), and failure to be prepared for your scheduled checkout may result in an improper check-out fee of \$35, charges for unsurrendered keys, and possible liability for continuing rent.

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

UNIVERSITY POLICE SERVICES

University Police and Public Safety is responsible for reporting crime statistics in compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." Central's annual security report is available at cwu.edu/police. It contains information regarding crime prevention programs, the law

enforcement authority of the University Police, policies concerning the reporting of crime, crime statistics for the most recent three-year period, and other information about security that is required by law. A paper copy of the information is also available upon request by writing to: Central Washington University Police, 400 E University Way, Ellensburg, WA 98926-7527.

STUDENT CONDUCT CODE

Refer to WAC 106-125 for the complete code and any potential updates or changes. Current policy is available in the Office of Student Rights and Responsibilities in Bouillon Hall, room 205. Please refer to the most up-to-date policies at cwu.edu/student-rights.

I. AUTHORITY – JURISDICTION

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

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

II. PROHIBITED STUDENT CONDUCT

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

1. Academic dishonesty. The term "academic dishonesty" includes cheating, plagiarism, and fabrication.
 - a. Cheating. Cheating includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment, including collaboration without authority.
 - b. Plagiarism. Plagiarism includes taking and using as one's own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.
 - c. Fabrication. Fabrication includes falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive information to an instructor concerning the completion of an academic assignment.
2. Alcohol, drug, and tobacco violations.
 - a. Alcohol. An "alcohol violation" includes using, possessing, delivering, selling, or being under the influence of any alcoholic beverage, except as permitted by law and applicable university policies.

- b. Cannabis/marijuana. A “cannabis” or “marijuana violation” includes using, possessing, delivering, selling, or being under the influence of cannabis or the psychoactive compounds found in cannabis and intended for human consumption, regardless of form. While state law permits the recreational use of marijuana, federal law prohibits any possession or use of marijuana on university premises or in connection with university activities.
- c. Drug. A “drug violation” includes using, possessing, delivering, selling, or being under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined in chapter 69.41 RCW, or any other controlled substance under chapter 69.50 RCW, except as prescribed for a student’s use by a licensed practitioner. The abuse, misuse, or unlawful sale or distribution of prescription or over-the-counter medications may also constitute a drug violation.
- d. Tobacco. A “tobacco violation” means smoking or using tobacco products, electronic smoking devices (including e-cigarettes and vape pens), or other smoking devices in any area of university premises where smoking or tobacco use is prohibited in accordance with public law and university policy.
3. Disruptive or obstructive conduct. The term “disruptive” or “obstructive conduct” means conduct, not protected by law, that interferes with, impedes, or otherwise unreasonably hinders the normal teaching, learning, research, administrative, or other functions, procedures, services, programs, or activities of the university. The term includes disorderly conduct, breach of the peace, violation of local or university noise policies, lewd or obscene conduct, obstruction of pedestrian or vehicular traffic, tampering with student election processes, or interfering with the orderly conduct of university investigations or disciplinary proceedings, including interfering with or retaliating against any witness, party, or other participant.
4. Ethics violations. An “ethics violation” includes the breach of any applicable code of ethics or standard of professional practice governing the conduct of a profession for which the student is studying to be licensed or certified. The term also includes the violation of any state law or university policy relating to the ethical use of university resources.
5. Failure to comply. The term “failure to comply” means refusing to obey the lawful directive of a university official or authorized university body, including a failure to identify oneself upon request, refusing to comply with a disciplinary sanction, or violating any no-contact or other protective order.
6. False or deceptive conduct. The term “false” or “deceptive conduct” means dishonest conduct (other than academic dishonesty) that includes forgery, altering or falsifying of university records, furnishing false or misleading information to the university, falsely claiming an academic credential, or falsely accusing any person of misconduct.
7. Harassment. The term “harassment” means unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person’s protected status and that is sufficiently serious as to deny or limit the ability of a student to participate in or benefit from the university’s educational program, or that creates an intimidating, hostile, or offensive environment for any campus community member(s). Protected status includes a person’s actual or perceived race, color, national origin, gender, disability, or other status protected by law. See “Sexual misconduct” for the definition of “sexual harassment.”
8. Hazing. “Hazing” includes any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes or is likely to cause the destruction or removal of public or private property or that causes or is likely to cause bodily danger or physical harm, or serious mental or emotional harm, to any student or other person.
9. Personal offenses. The term “personal offense” is an offense against the safety or security of any person and includes physical assault, reckless endangerment, physical or verbal abuse, threats, intimidation, harassment, bullying, stalking, invasion of privacy, or other similar conduct that harms any person, or that is reasonably perceived as threatening the health or safety of any person, or that has the purpose or effect of unlawfully interfering with any person’s rights. The term includes personal offenses committed by electronic means.
10. Property violations. The term “property violation” includes the theft, misappropriation, unauthorized use or possession, vandalism, or other nonaccidental damaging or destruction of university property or the property of another person. Property for purposes of this subsection includes computer passwords, access codes, identification cards, personal financial account numbers, other confidential personal information, intellectual property, and university trademarks.
11. Relationship violence. The term “relationship violence” includes “domestic violence” and “intimate partner violence.”
- (a) Domestic violence. The term “domestic violence” means the infliction of physical harm, bodily injury, or assault (or the objectively reasonable fear of such harm, injury, or assault), or stalking, perpetrated against a current or former spouse or intimate partner, current or former cohabitant, a person with whom one shares a child in common, or a person with whom one resides, including roommates.
- (b) Intimate partner violence. The term “intimate partner violence,” also known as dating violence, means the infliction of physical harm, bodily injury, or assault (or the objectively reasonable fear of such harm, injury, or assault), or stalking, perpetrated by a person against another with whom one is or has been in a social relationship of a romantic or intimate nature. The existence of such a relationship will be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
12. Retaliation. The term “retaliation” means harming, threatening, intimidating, coercing, or taking adverse action of any kind against a person because such person reported an alleged violation of this code or other university policy, provided information about an alleged violation, or participated as a witness or in any other capacity in a university investigation or disciplinary proceeding.
13. Safety violations. The term “safety violation” includes any nonaccidental conduct that interferes with or otherwise compromises any university policy, equipment, or procedure relating to the safety and security of the campus community, including tampering with fire safety equipment and triggering false alarms or other emergency response systems.
14. Sexual misconduct. The term “sexual misconduct” includes sexual harassment, sexual intimidation, and

sexual violence.

- a. Sexual harassment. The term “sexual harassment” means unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently serious as to deny or limit, based on sex, the ability of a student to participate in or benefit from the university’s educational program, or that creates an intimidating, hostile, or offensive environment for any campus community member(s).
 - b. Sexual exploitation. The term “sexual exploitation” means taking sexual advantage of another, without consent, for the gratification of oneself or any third person(s). The term includes voyeurism, indecent exposure, the nonconsensual recording of nudity or sexual activity where there is a reasonable expectation of privacy (or the nonconsensual distribution of such recording), inducing another person to engage in sexual activity for payment or other benefit, and knowingly exposing another to a sexually transmitted infection.
 - c. Sexual violence. The term “sexual violence” includes “nonconsensual sexual contact” and “nonconsensual sexual intercourse.”
 - (i) Nonconsensual sexual contact. The term “nonconsensual sexual contact” means any nonaccidental touching (including touching with any object) of the intimate parts of another person’s body, clothed or unclothed, including a person’s mouth, breasts, genital area, and buttocks, without the consent of the other person. The term also includes nonconsensual touching in a sexual manner of one’s own intimate body parts, nonconsensual touching of another with one’s own intimate body parts, removing another person’s clothing without consent, or inducing a person without consent to touch their own or another person’s intimate body parts.
 - (ii) Nonconsensual sexual intercourse. The term “nonconsensual sexual intercourse” includes any penetration, however slight, with any body part or object, of another person’s mouth, vagina, or anus without the consent of the other person. The term also includes nonconsensual oral sex, with or without penetration.
15. Stalking. The term “stalking,” including cyberstalking, means a course of conduct, directed at a specific person, that involves repeatedly contacting, harassing, or following the person for no legitimate purpose, causing the person to have the same fear for the person’s safety, the safety of others, or the security of property that a reasonable person in the same situation would experience under all the circumstances.
16. Unauthorized access. The term “unauthorized access” means gaining entry without permission to any restricted area or property of the university or the property of another person, including any facility, computer system, email account, or electronic or paper files. Unauthorized access includes computer hacking and the unauthorized possession or sharing of any restricted means of gaining access, including keys, keycards, passwords, or access codes.
17. University policy violations. The term “policy violation” means the violation of any applicable law or university policy governing the conduct of students as members of the university community, including university policies governing nondiscrimination, alcohol and drugs, computer use, copyright, and parking and traffic.
18. Weapons violations. A “weapons violation” includes the possession, display, or use of any firearm, explosive, dangerous chemical, knife, or other instrument capable of inflicting serious bodily harm in circumstances that are reasonably perceived as causing alarm for the safety of any person. The term “weapons violation” includes any threat to use a weapon to harm any person and the use of any fake weapon or replica to cause the apprehension of harm. The term further includes the possession on university premises of any firearm or other dangerous weapon in violation of public law or university policy, but does not include the lawful possession of any personal protection spray device authorized under RCW 9.91.160.

Please refer to Disciplinary Appeals on page 14 of this guide. More information on appeals can be found online at cwu.edu/student-rights/student-rights-appeals.

DINING SERVICES HANDBOOK AND GUIDE

RESIDENTIAL EDITION 2023-2024

WELCOME TO CWU DINING SERVICES

On behalf of the CWU Dining Services staff, it is our pleasure to welcome you to our campus community. We are dedicated and committed to providing you with menu and product selections that are rich in variety, flavor, and nutrition. To make your on-campus dining experience the best it can be, Dining Services offers different styles of service and convenient service times throughout the day and week at several locations.

Take some time to review the information that follows. This information provides you with helpful descriptions of our service styles, meal plans, dining locations, employment opportunities, and special events. If you need help or have a question, please contact us and we will be happy to help you.

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

Sincerely,

CWU DINING SERVICES MANAGEMENT TEAM

CWU DINING SERVICES

400 E University Way, Ellensburg WA 98926-7588

cwu.edu/dining • dining@cwu.edu • 509-963-1591

INFORMATION IN THIS SECTION:

Vision and Mission	20
Using our Website	20
Meal Plans 101	20
Your Meal Plan Top 5	21
Get Connected.....	21
Nutrition: A Healthy Foundation!	22
CWU Dining Locations	22
Read the Contract.....	22
Work for Dining Services	22
Pop-Ups	22
Hours of Operation	22
Mobile Ordering	22

VISION AND MISSION

Our vision here at Dining Services is to be a key campus partner in promoting the growth of our diverse community through culinary and educational experiences.

Our mission is to nourish the body and mind of our campus community.

USING OUR WEBSITE

Dining Services maintains an active website to provide the latest dining information at cwu.edu/dining. Check out dining locations,

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

MEAL PLANS 101

DINING MEAL PLANS

Students living on campus are required to have a residential meal plan, per their Room and Board Contract. On-campus residential meal plans are only available to students living in residence halls and in on-campus apartments. Dining Dollars can be used at all dining locations on campus. (Dining Dollars can only be used at dining locations and cannot be used at the Wildcat Shop.) Meal Plans are billed to your student account, just like tuition - and just like tuition, they can be paid for with scholarships or financial aid.

Residential Meal Plans: CWU's Residential Meal Plans are a high-value, highly flexible option for students to self-manage their diet and nutrition on campus. Dining Services provides a huge variety of fresh, delicious options available year-round. On a meal plan, students are empowered to take care of themselves, to design the university experience most suited to them.

The meal plans operate in two phases. First, at the start of every quarter, Dining Services collects the Overhead Costs portion of your Meal Plan. Think of this money as an investment - by collecting it upfront Dining Services can ensure that all students are supported and provided with everything they need to succeed for the duration of the quarter. This investment opens access to economies of scale, allowing Dining Services to provide:

- Extended hours at dining locations
- Higher quality ingredients
- Lower food costs to students

Second, the remaining balance of your meal plan is added to your Connection Card account as Dining Dollars. Dining Dollars are spent at dining locations, and as the Overhead Costs have already been accounted for, students on a meal plan paying with Dining Dollars only pay for the cost of the ingredients. This means a 65% reduction from the list price at dining locations and a 25% reduction at the campus café and market locations.

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

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

Meal Plan Changes: Meal plans can only be changed at

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

Add/Drop Periods:

Additional information about add/drop dates can be found at cwu.edu/dining.

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

**PRICING
2023-2024 ACADEMIC YEAR**

MEAL PLAN A

QUARTER	DINING DOLLARS	OVERHEAD COST	QUARTERLY COST
FALL	\$975	\$2,368	\$3,344
WINTER	\$975	\$1,783	\$2,758
SPRING	\$975	\$1,281	\$2,257
ANNUAL TOTAL:			\$8,358

MEAL PLAN B

QUARTER	DINING DOLLARS	OVERHEAD COST	QUARTERLY COST
FALL	\$838	\$2,036	\$2,875
WINTER	\$838	\$1,534	\$2,372
SPRING	\$838	\$1,102	\$1,940
ANNUAL TOTAL:			\$7,187

MEAL PLAN C

QUARTER	DINING DOLLARS	OVERHEAD COST	QUARTERLY COST
FALL	\$715	\$1,735	\$2,449
WINTER	\$715	\$1,306	\$2,021
SPRING	\$715	\$938	\$1,653
ANNUAL TOTAL:			\$6,123

MEAL PLAN D

QUARTER	DINING DOLLARS	OVERHEAD COST	QUARTERLY COST
FALL	\$616	\$1,497	\$2,112
WINTER	\$616	\$1,127	\$1,743
SPRING	\$616	\$786	\$1,426
ANNUAL TOTAL:			\$5,281

WILDCAT BUCKS

Students on plans C or D who run out of Dining Dollars before the

end of a quarter can add Wildcat Bucks to their Connection Card. Use Wildcat Bucks at any Dining Services location on campus by swiping your Connection Card, and receive 10 percent off of your purchase. Download the GET Mobile app to add Wildcat Bucks directly to your card. Simply log in with your CWU credentials, and add a credit card to your account.

If meal plan funds run out before the end of a quarter, only students on plans A or B may add Dining Dollars to their account without incurring additional overhead costs. Students on plans C or D cannot add additional Dining Dollars to their plan, but can add Wildcat Bucks at cwu.edu/card/wildcat-bucks.

Wildcat Bucks can also be added:

- Online on the GET website at get.cbord.com/cwu
- In person at the Cashier’s Office (with cash, check, debit, or credit card)
- In person at the Connection Card office (debit/credit card only)
- Over the phone through the Connection Card office at 509-963-2711 (credit/debit card only)
- Through the GET Mobile App (download via the app store)

Learn more at cwu.edu/card.

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

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

YOUR MEAL PLAN TOP 5

1. Each plan is an account set up with prepaid Dining Dollars for purchasing meals and snacks on campus. The cost of each meal/food item you purchase is deducted from your meal plan account balance.
2. Your meal plan option may be changed at the beginning of each quarter, until the “Add-Drop” period closes. Otherwise no changes will be allowed. These changes are made at the Connection Card office in Bouillon Hall.
3. Unused Dining Dollars in your meal plan account carry over from Fall quarter to Winter quarter and Winter quarter to Spring quarter. There are no refunds or credits of unused Dining Dollars at the end of Spring quarter. You are responsible to manage your meal plan account balance. The Connection Card or Dining Services office staff can assist you in reviewing your meal plan options to make sure you have selected the correct plan for your needs.
4. You may purchase meals/snacks for guests with your meal plan account.
5. If you run short on Dining Dollars, you can add Wildcat Bucks to use, or also inquire on increasing your meal plan level. The Connection Card or Dining Services office staff can assist you with both.

GET CONNECTED

YOUR CWU CONNECTION CARD

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

IMPORTANT FACTS ABOUT YOUR CONNECTION CARD

1. Your Connection Card is non-transferable. **ONLY YOU CAN USE IT.** A misuse fee of \$100 will be assessed if you loan your card to anyone (listed in your contract).
2. If you lose your Connection Card, you must purchase a replacement card for \$20 (\$35 if used as a key access card). A replacement fee is also in effect for cards that show intentional damage, such as hole punches, writing, bite marks, etc. Cards that do not work properly due to normal wear and tear may be replaced for free.
3. Your Connection Card is valid only as long as you are enrolled as a student at CWU. The Connection Card Office is located in Boullion Hall. The office is open from 8 a.m. to 5 p.m., Monday through Friday.

NUTRITION: A HEALTHY FOUNDATION

Here at Dining Services, we believe that nutrition is the foundation for a healthy lifestyle. We strive to offer a wide variety of foods that satisfy everyone's needs in meeting personal dietary goals. As a CWU student, you may schedule an appointment with our registered dietitian here on campus. Our nutrition staff encourages you to form balanced and nutritious eating habits as your foundation for a successful academic career. Contact the Dining Services office at 509-963-1591 or dining@cwu.edu to find out more about these services.

CWU DINING LOCATIONS

We offer a wide variety of options at our locations, including grab-and-go, coffee and market items, fresh and healthy meals, and quick bites. Locations open this fall include:

- **Holmes Dining Room:** Located in the Student Union, Holmes Dining Room offers à la carte style of service, and includes SesameGinger and all-day breakfast at Eggs & Co.
- **Central Marketplace:** Includes Pizza Pasta Panini, El Gato for tacos, burritos, and more, Lion's Bock for burger favorites, and Fresh Bar for quick and healthy bowls, avocado toast, and fresh juice. Located in the Student Union.
- **Northside Commons:** Located on north campus, includes 1891 Café and Market, as well as Panda Express.
- **The Village Coffee Market Grill:** Located on north campus, includes a full café, a market, and a grill to go.
- **Coffee Shops:** A variety of coffee shops are located across campus, and offer espresso beverages, teas and other drinks, baked goods, and snacks.
- **Markets:** Located across campus, market locations offer grab and go made fresh on campus, snack items, and a variety of necessities.

Dining Services also offers Bistro on the Go grab-and-go items made fresh on-campus and available across campus at our cafés and markets.

Visit cwu.edu/dining/locations for a full list of locations, menus, hours, and directions.

READ THE CONTRACT

The Housing and Residence Life and Dining Contract that you have signed includes important information for your on-campus dining experience. Please refer to your Residence Hall Guide or the Office of Housing and Residence Life for a contract copy.

It is your responsibility to be familiar with this information. If you

have a question about the contract, please contact Dining Services at 509-963-1591 or dining@cwu.edu.

WORK FOR DINING SERVICES

STUDENT EMPLOYMENT

If you enjoy the bustle and excitement of food service and would like to have a great outlet for your creative energies, consider employment as part of our staff. We offer the opportunity to learn new skills in a friendly and fast-paced environment. Dining Services is dedicated to ensuring that each student employee has the opportunity to learn the skills necessary to be career-ready when they leave CWU.

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

- Cashiers
- Kitchen aides
- Ware washing staff
- Baristas
- Servers
- Warehouse aides

Students have the option to promote up into leadership positions such as Student Coordinator and Student Managers. Visit the Student Employment webpage at cwu.edu/student-employment for more information about employment.

POP-UPS

Join us for our pop-up dinners, available throughout the quarter. Past pop-ups include Sushi Fest, \$2 Slice Pizza, Pho Night, Wing Night, Steak Night, and more.

HOURS OF OPERATION

Please visit cwu.edu/dining/hours for up-to-date dining hours on campus.

MOBILE ORDERING

Mobile order is available at Dining Services locations across campus through Grubhub. Find your favorite food and drink on the mobile app, and skip the lines. Find us on social media: @cwueats



HOUSING AND RESIDENCE LIFE

509-963-1831

cwu.edu/housing

DINING SERVICES

509-963-1591

cwu.edu/dining

