



2023-2024

Housing & Residence Life Handbook

Welcome to Wichita State and welcome to the Housing and Residence Life family! We are excited and honored that you are choosing to live with us this year. Living on campus can add a lot of value to your time here as a student. There are built in support systems, such as your Resident Assistant and your building professional staff coordinators. The RAs in your building and on your floor are there to assist in answering questions, connecting you to campus, and providing support for your personal and academic growth. This handbook is filled with great information regarding the amenities living on campus, important policies, and many other good things to know. We look forward to supporting you in your time on campus.

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(Updated annually)

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HOUSING AND RESIDENCE LIFE

Mission, Vision, & Values

Mission Statement

Housing & Residence Life is committed to providing a positive student experience by creating a safe and inclusive community that promotes personal and academic success

Vision

Housing & Residence Life will be a significant element of the student experience at Wichita State University

Values

- x Engagement
 - o Ensure each student has a connection at WSU
 - o Encourage applied learning
 - o Create holistic learners
- x Inclusion
 - o Foster a safe and inclusive community
 - o Celebrate the diversity of our students and staff
 - o Listen and work to understand and respect others' points of view
- x Collaboration
 - o Develop partnerships across campus
 - o Commit to effective and transparent communication
 - o Prioritize team ahead of personal success
 - o Offer assistance or request help when needed
- x Excellence
 - o Provide superior customer service
 - o Create efficient and innovative departmental solutions
 - o Cultivate opportunities to grow and develop
- x Integrity
 - o Follow through on promises made
 - o Be fair and honest
 - o Make fiscally responsibly choices
 - o Establish sustainable practices

As a student who lives in the residence hall, you have the opportunity to become part of a community that is made up of individuals of diverse lifestyles. It is important to us that everyone feels comfortable living in their space and interacting with other residents. Because of this, we have created policies and procedures that we believe will allow everyone to live, learn, and grow together while ensuring the safety and security of all residents.

COMMUNITY LIVING

Mail and Food Delivery Addresses

If you live in Shocker Hall your address is 2020 N Perimeter Rd, Your room number, Wichita KS 67208.

If you live in The Suites or The Flats and you are ordering a package your address is 2011 N Innovation Blvd, Your room number, Wichita KS, 67208

If you live in The Flats and you are ordering **FOOD** (through a delivery service such as GrubHub, Uber Eats, or through a restaurant that delivers, pizza hut etc.) your address is 4105 East Mike Oatman Dr, Wichita KS 67208

Roommate/Suitemate Tips and Tricks

Without a doubt, your time spent at WSU will be filled with many new experiences and memories. For most of you, simply sharing a room may be a new experience. Roommate relationships are the foundations for community development. It is not necessary to be best friends or share every aspect of college life together, but we do expect you to be fair, honest, and considerate of one another. Everyone needs to take responsibility for their own behavior and share the responsibility for a positive roommate relationship. Developing a positive relationship is a process, and whether you have known your roommate previously or are just meeting them for the first time, developing the positive relationship takes a little effort

1. Set some ground rules
 - a. Listen to each other and try to find common ground in certain situations.

- o If you have a lot of clothes or items in your drawers or closet, leaving them open can make your room feel cluttered and messy.

possible. Please do not tamper with the room sign in any way (including removing the room number or putting something over it)

SERVICES AND AMENITIES

Accessible Rooms

The accessible rooms in our residence halls have been designated specifically for persons in wheelchairs or for persons with other accessibility needs. These rooms are equipped with roll-in showers, assist bars in the restrooms, and maneuvering space for wheelchairs. The heights of appliances, cabinets, and light switches have been adjusted for persons in seated positions. If you require special accommodations, please contact the HRL office so arrangements can be made.

Community Kitchens

Small kitchens are located on each of the five LKR (e)-8 sTw 12 -0 0 12 18 719.04 Tm(T)-2 (h)-4 (e)-1 (lo)- jhg7w 5.407Td()

Game Room/Obhouse/Media Room

The game rooms in the residence halls are open to the residents of their assigned building and their guests only. Only residents can check out equipment at each information desk and they must provide the Shocker Card as identification.

Information Desks

The information desks, located within Shocker Hall and The Suites, exist to assist you. Desk assistants answer questions, take phone messages, and check out temporary keys/cards, cleaning supplies, cooking supplies, recreation equipment, and other items. Cleaning supplies must be returned within one hour. Please be aware that a late charge may be assessed for temporary keys/cards and other items not returned on time. These charges will be assigned to your university account. Desk hours are 24/7 but may vary during advertised dates.

Internet Service

Wireless internet service is available throughout WSU residence halls for residents and their guests, using the university's standard "WSU Secure" and "WSU Guest" networks. Gaming and streaming devices may connect to the WSU Guest network, but please note that not all devices are guaranteed to connect. The wireless networks are serviced by WSU's Information Technology & Telecom departments.

Guest wifi is available in each building and is labeled "WSU Guest (building)" (i.e. WSU Guest Suites). The password for each of these wifi networks is "shockers"

Wire internet service is only available in resident spaces in Shocker Hall. The Media Room in the Suites at WSU offers wired connections for specialized eSports events.

Laundry Facilities

The laundry rooms in Shocker Hall are within the five LKLs. All laundry machines are new and can be used free of charge. An app is available to download for timing convenience. If you notice that a laundry machine is broken, or not working properly, report it to the information desk or call the washing machine company. The number for the washing machine company is located in the LKL.

A washer and dryer are provided in each apartment in The Flats and each suite in The Suites, the costs of which are included in the room rates. Any malfunctions with either machine should be reported immediately to the Suites information desk.

Lock Outs

If you lock your phone/card in your room, obtain entry from the information desk or RA on duty. You will be asked to show a form of ID before being let back into your room. If you are issued a temporary key for either residential or exterior access, failure to return the key within the time specified at issuance will result in a minimum of a \$25 charge. It is important that you don't give your key/access card to another resident or guest, it is against policy. This allows us to track who is entering your room in case something happens and ensures the safety of everyone in the building.

Lost Keys Replacement

Shocker ID cards control exterior access to the building you are living in; therefore, residents must visit the card office in the Rhatigan Student Center to obtain a new Shocker ID if a resident loses theirs. The Shocker Card Office sets fees for replacement ID card.

If you lose your alternative key, be sure to notify the information desk or RAOD for assistance. The cost for an alternative key replacement is \$25.

Issues with phone access will be addressed in a case-by-case scenario.

Lounges and Study Rooms

In Shocker Hall, we have a variety of lounge spaces available throughout the building. The first type of lounge space is the LKL. This is a place where many people can hang out and watch tv, cook food, or just be together. There are open spaces on most floors that are considered floor lounges. These spaces are for you to use to hang out with your friends or to simply be out of your room for a bit. The final type of lounge space in Shocker Hall is a study room. These are rooms located throughout the building with doors on them and whiteboards inside that allow students a quiet place to study or have a study group. As long as someone isn't studying in the study room, it can also be used as a place for students to hang out.

Mail cannot be delivered to non-residents. Mail must be addressed to the resident receiving the mail. Mail will not

HEALTH, SAFETY, SECURITY, & EMERGENCY INFORMATION

Shocker Hall and The Suites have 24-hour desk services and all guests that arrive between the hours of 10pm and 6am must be registered at the front desk. After 10pm and before 6am all residents may only enter through specified doors

STUDENT CONDUCT PROCEEDINGS

Philosophy

Housing & Residence Life at Wichita State University strives to maintain a community which values academic excellence; institutional integrity; and justice, equity, and diversity. Each member of the community shares responsibility in maintaining conditions that support the University's purpose. The WSU Student Code of Conduct and the Housing & Residence Life Handbook outline the standards of behavior expected of every student living in campus housing. The policies and procedures outlined have been designed to assist students in their pursuit of knowledge and personal development. A student voluntarily joins the Wichita State University community and thereby assumes the obligation of abiding by the standards prescribed in the Student Code of Conduct and the Housing & Residence Life Handbook. Housing & Residence Life, through the Director of Housing & Residence Life, maintains exclusive authority to impose sanctions for behaviors that violate the policies and procedures outlined. All proceedings will follow the conduct process as laid out in the WSU Student Code of Conduct.

General Provisions

All students, regardless of their status in the Housing & Residence Life community, shall be afforded the rights and privileges of due process when accused of violations of the Housing & Residence Life Handbook and/or the Student Code of Conduct.

RESIDENCE HALL POLICIES AND PROCEDURES

Housing and Residence Life's primary concern is the health and safety of our students. To accomplish that goal, some regulations are necessary to promote safety and security in the residence halls. The Housing and Residence Life Handbook outlines HRL behavior expectations for students. By choosing to become a member of the On-Campus housing community, students are expected to demonstrate respect for themselves and others and to conduct themselves in a manner that is consistent with Wichita State University rules and policies; federal, state, and local laws; and city ordinances. When choosing to become a part of the On-Campus housing community, students must understand it is a privilege. A student's failure to follow the outlined policies and procedures may determine if they should no longer share in that privilege.

These policies and procedures also apply to behavior conducted online, via e-mail or through other electronic mediums. Behavior in Shocker Dining is expected to mirror behavior in the residence halls. Allowing, permitting, or providing an opportunity for a guest to violate these policies and procedures may be subject to disciplinary action as outlined in the Student Code of Conduct. Lack of familiarity with these policies and procedures, intoxication or impairment from alcohol, drugs, or other substances, or an individual's disability is not an excuse or a defense to a violation of these policies and procedures. Unless specifically noted in the policy definition, intent is not a required element to establish a policy violation.

These policies are a supplement to a resident's responsibilities outlined in the [Wichita State University Student Code of Conduct and the Housing Contract Terms and Conditions](#). All students in a room or area where a policy is being violated may be held responsible for the behaviors, even if they are not engaging in the behaviors or violation of policy directly. Additionally, residents are responsible for all actions of their guests.

A. Alcohol

In conjunction with the law, any person under the age of 21 is prohibited to possess, consume, or purchase alcohol. Conduct not permitted includes but are not limited to use, possession, manufacturing or distributing of alcohol beverages

However, individuals over the age of 21 can consume alcohol in on-campus housing under the following guidelines:

- x Open containers of alcohol are not permitted outside student Suite/Apartment.
- x Only one open container of alcohol is allowed per person who is 21 years of age or older.
- x Those of age to legally consume alcohol must do so with the Suite/Apartment door closed.
- x If a Suite/Apartment is shared by those over and under 21 years old, it must be clear that the alcohol is being consumed only by those 21 years old or older.
- x If all occupants of a Suite/Apartment are under 21 years old, no alcohol may be consumed or possessed in that Suite/Apartment, regardless of the age of the guest or visitor. This includes guests who are of age and live elsewhere in the hall.
- x Residents and their guests violating the policy will be asked to dispose of the alcohol in the presence of a staff member.

- x Intoxication is never an acceptable excuse for misconduct or for infringing upon the rights of others. Residents should avoid engaging in dangerous drinking behaviors (excessive/rapid consumption).

B. Balconies

Only appropriate porch furniture and potted plants will be permitted. No bicycles, flowerpots, or other objects shall be placed on or hung from the patio/balcony railings. Barbeque grills are prohibited on the balconies. Climbing over the railings on the balconies and/or using the balconies as an entrance/exit is prohibited.

C. Bicycles

Bicycles shall not be parked in stairwells, stairways, or chained to shrubs, trees, fences, railings, signs, or lamp poles. This includes the courtyard fence and the gate at The Flats. Bicycles, unicycles, and the like are not permitted to be stored inside any residence hall.

D. Common Areas

Certain areas of the residence halls such as the lobbies, lounges, hallways, community restrooms, LKs, study rooms, and community kitchens are intended for the use of all residents. Residents must not leave personal property in these areas or engage in behavior which restricts use by others. Residents who create conditions requiring more than the routine cleaning provided by the custodial staff must clean the affected area themselves. Residents using public areas should refrain from any behavior which might prove offensive to others, conduct themselves in an orderly manner, and respect the rights of others. Indecent exposure, sexual acts, and sleeping are prohibited in common areas of all residence hall facilities.

Hallways, lobby areas, study areas, Lounge Kitchen Laundry areas, and front doors or each suite/bedroom should be treated with respect. Any tampering with wall decorations, door decorations, or other property in the common areas

- x Use of any open flame including candles with a wick, lighters, etc.
- x Tampering with or misusing elevators
- x Tampering with smoke detectors or alarms
- x Climbing into or out of, or scaling the sides of, or occupying the: roofs, window ledges, or outside structure of HRL facility or property
- x Throwing, or dropping, or shooting any object within HRL property
- x Hanging, throwing, or dropping items out the window of a HRL building
- x Hanging items from the ceiling or sprinkler heads
- x Hanging electrical items outside of your door
- x Storing or possessing: lighter fluid, fuels, paint, charcoal, lithium batteries or other combustible items, or piles of flammable materials in Housing facilities
- x Storing or possessing scuba tanks, propane tanks, or other pressurized items on HRL property
- x Possession and use of any type of hookah device, lava lamps, open filament devices, and incense Ha cf

N. Room Guidelines

1. Furniture

All university owned furniture or equipment must always stay in the room/suite. Removal of lounge furniture from its appropriate place in the building is prohibited. Any additional furniture must not restrict exiting from any portion of the room or be a safety hazard to persons walking around the room. Furniture containing liquid of any kind is prohibited in all Housing facilities.

2. Walls

Painting walls or other surfaces is prohibited. Decorations are encouraged as long as they do not create health hazards, fire hazards or damage to the room. No more than 20% of each wall space may be covered.

3. Door

Covering more than 20% of a door surface by hanging flammable materials such as fishnet, parachutes or large flags is prohibited. Residents may decorate the area of no more than 12 inches from the doorframe outside of their room/suite/apartment, as long as the decorations follow established fire code. Please be considerate of those around you and the differences we all share, the outside of the room doors is considered a public viewing area.

The installation of any "smart" doorbells and other video monitoring and/or recording devices is strictly prohibited on any part of suite/apartment doors and areas around the doors.

Exterior and hallway facing suite/apartment doors should be closed and locked if the resident is not present. This includes sliding glass doors in The Flats.

4. Windows

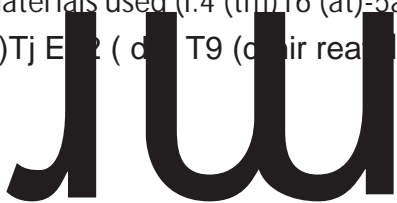
No window display may be permitted if it substantially detracts from the aesthetics of the residence hall. Removal of screens is prohibited.

5. Decoration Guidelines

If residents decorate their rooms or floor, these guidelines must be followed:

- x All materials used (i.4 (tm)16 (at)-5at

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Residents are encouraged to utilize the Heskett Center or Steve Clark YMCA for physical fitness activities.

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ADMINISTRATIVE PROCEDURES

Abandoned Property Policy

Residents are responsible for their individual property at all times. When a resident has not vacated their assigned space as scheduled (internal moves as well as moves out of the university housing facility at the end of a contract period), and has not removed individual property, the items will be considered abandoned and will be donated to a non-profit organization or disposed of by Housing and Residence Life.

Appeals- Damage

A student has a right to appeal any damage, cleaning, key, or check-out charges that were assessed upon check-out. After check-outs have been completed and damage charges are assessed, students will receive an invoice from housing.wsu@wichita.edu to their WSU email account outlining the charge(s) and the appeal process. A deadline for appeals of no less than 10 days later will be included in the email, and appeals will not be considered after that deadline. The Assistant Director for Residence Life will research the appeal, consult with appropriate staff, and make a decision that remains final.

Appeals- Contract

Students who cancel their contract, or have their contract terminated per the Housing & Residence Life Application/Contract, will have the appropriate cancellation charges applied to their student account. Students have the right to appeal these charges through the HRL Contract Appeals Committee. Requests to appeal cancellation charges must be submitted within 90 days of the contract termination date. Appeals can be sent to Jenny Beyer at jenny.beyer@wichita.edu. The HRL Contract Appeals committee only meets once a month, and they review all appeals submitted prior to the meeting. All decisions made by the HRL Contract Appeals committee are final and are not subject to additional review. Students who leave the university for reasons of graduation, exchange program, military duty, or other qualifying factors will not be assessed a cancellation fee but will be responsible for room and meal plan fees while actively residing on campus, and any incidental charges incurred.

Contract Extensions

The only students who may remain in the residence halls after the spring semester is over are students that have an approved extension request on file with HRL. All other students must be moved out by noon on the Friday after finals. Students should keep this in mind as they make plans for departing Wichita, including those students who need to secure flights out of Wichita.

CheckOut Procedure Mid-Semester

The procedure for checking out of your room is as follows:

- x After you have emptied and cleaned your room, checkout of your room via your housing portal. If you were given any physical keys (temporary access cards or SALTO cards) return them to the front desk.
- x Go to your housing portal and complete the mail forwarding form. This will make sure all WSUPS-delivered mail gets routed to your new address. UPD, FedEx, and other private carriers must be notified by you directly

account suite. Changes in room assignments should be discussed with the RA and G/RLC before submitting a room change request form online

Note: due to expected high occupancy, residents seeking a room change should be prepared to not be able to move to their desired room type, especially single rooms. Residents with a high amount of flexibility will experience a more efficient room change process.

Gender Inclusive Housing

WSU Housing & Residence Life is committed to making each resident feel welcomed and included in our campus

If a student has a conflict with a roommate because of their gender identity and/or expression they can utilize their RA as a resource. If the student should need further help, they can see their Residence Life Coordinator. RLCs are full time professional staff members. All residence life staff have taken part in training specifically on gender identity/expression issues provided through Wichita State's Office of Diversity and Inclusion. Another resource

