



2023 - 2024

# Resident Handbook

Housing and Residence Life

206-296-6305 | [housing@seattleu.edu](mailto:housing@seattleu.edu) | [www.seattleu.edu/housing](http://www.seattleu.edu/housing)  
Campion Hall 100 | 901 12th Avenue | Seattle, WA 98122

**SEATTLEU**

## Contents

Welcome & Letter from Your Director of Housing & Residence Life.....	3
The Department of Housing and Residence Life	5
Vision Statement .....	5
Mission Statement.....	5
Diversity Statement .....	5
Meet the Housing and Residence Life Staff.....	6
Director .....	6
Associate Director for Housing Operations ...	6
Associate Director for Community Engagement & Learning Initiatives.....	6
Assistant Director for Housing Services.....	6
Office Manager .....	6
Senior Coordinator of Residential Student Leadership & Learning.....	6
Resident Assistant Staff (RA) .....	7
Jesuits in Residence .....	7
Resident Ministers (RM) .....	7
Desk Staff.....	7
Residence Hall Association (RHA).....	7
Executive Council and Hall Councils .....	7
Living In Community .....	8
Resident Rights: .....	8
Resident Responsibilities:.....	8
Community Standards .....	8
Living with a Roommate .....	9
Floor Agreements and Meetings .....	9
Gender Inclusive Housing Policy .....	10
The Seattle University .....	11
On-Campus Living Requirement .....	11
Residence Hall Housing Agreement.....	13
Housing Agreement Period .....	13
Release from the Housing Agreement .....	13
Residence Hall Check-In Procedures .....	13

Residence Hall Check-Out Procedures .....	14
Room Consolidation .....	14
Room Change Procedures .....	14
University Break and Vacation Periods .....	14
Residence Halls & Apartments .....	15
Bellarmine, Campion, and Xavier Halls .....	15
Chardin Hall .....	15
Murphy Apartments.....	15
The Douglas Apartments.....	16
The Yobi Micro-Apartments .....	16
Vi Hilbert Hall .....	16
RESIDENCE HALL SERVICES .....	17
Seattle U ID Card .....	17
Hall Front Desk Operations .....	17
Mail & Package Services.....	17
Safety and Security.....	18
Redhawk Dining Food Service .....	18
Custodial Service .....	18
Maintenance .....	18
Campus Network Access .....	18
Network Login & Email.....	19
Residence Hall Lobby Access.....	19
Laundry Services.....	19
Lost and Found .....	19
Vending Machines .....	19
Recycling, Composting, and Garbage.....	20
Off-Campus Storage Options.....	20
POLICIES & PROCEDURES .....	20
Community Living.....	20
The COVID-19 Pandemic + the Residential Experience .....	20
Alcohol.....	22
Cannabis & Other Drugs.....	22
Weapons, Firearms & Fireworks .....	22

Cooperation with University Officials.....	23
Smoking on Campus .....	23
Quiet Hours.....	24
Guests and Visitation.....	24
Cohabitation and Overnight Guests .....	25
Fire Response, Equipment & Alarms .....	25
Open Flame, Candles and Flammable Items .....	25
Property Damage.....	26
Individual and Community Responsibility ...	26
Abandoned Personal Property .....	26
Harassment.....	26
Common Area Space .....	26
Doors (Obstructing Locking Mechanism) ....	27
Doors (Propping, Designated Entrances/Exits) .....	27
Pets .....	27
Service Animals and Emotional Support Animals .....	27
Entrepreneurial Enterprise.....	28
Hoverboards .....	28
Banners, Posters, and Flyers Posting Policy	29
Posters and Signs in Student Rooms .....	29
Pranks .....	29
Solicitation .....	29
Sports in the Hall/Building.....	30
Sustainability .....	30

Trash/Recycling/Composting .....	30
Throwing Objects .....	30
Room Care Guidelines .....	30
Facility Policies.....	31
Bikes .....	32
Computer Use and Computer Labs .....	32
Decorations .....	32
Decorations (Holidays) .....	33
Fire Alarms .....	33
Fire Sprinklers.....	33
Redhawk Dining service ware .....	34
Student-provided Room Furnishings.....	34
Keys (Lockouts and Lost Keys).....	34
Removal of Lounge Furniture.....	35
Painting.....	35
Restricted Areas .....	35
Room Entry & Safety Inspections.....	35
Vandalism .....	35
Windows.....	35
Integrity Formation Process .....	35
Emergency Procedures .....	36
Earthquakes.....	36

*Updated – May 2023*

# Welcome & Letter from Your Director of Housing & Residence Life

Dear Seattle U Student,

On behalf of the entire staff team in Housing & Residence Life (HRL) WELCOME to living on campus at Seattle University! I wholeheartedly believe one of the most important decisions a college student will make after deciding their college choice is where they are going to live on campus. Whether you are new to Seattle U or returning for another year, all of us on campus and in HRL are thrilled you are here and a member of this important community.

When transitioning to living on campus, one of the most common questions is, “Will I make friends with others in the hall?” All of us in Housing & Residence Life (HRL) at Seattle U are committed to investing in you and supporting you in your personal, academic, and future endeavors. We want you to have a safe, positive, productive, and memorable time living on campus and in community on our amazing campus filled with caring people, fun and meaningful traditions, and a plethora of resources. We ask that you open your minds and hearts to participating often in experiences within your residential community and on campus. Every effort is in place to help you make friends, know about and be able to access a variety of important resources, create positive and long-lasting memories of your time living on campus, and hone a variety of skills for a lifetime.

This **Resident Handbook** has been designed to answer many of your questions about living on campus, and it is extremely important you read the content thoroughly and work daily to embody the content in your actions and decisions as a critical member of the Seattle U HRL family and campus community at large. All residential students and staff are responsible for being familiar with and understanding the information in this document.

In addition to this handbook, whenever you have questions about your residence hall experience, you are strongly encouraged to connect with your Resident Assistant (RA), Area Coordinator (AC), Assistant Area Coordinator (AAC), or the Housing and Residence Life (HRL) Central Office Team at (206) 296-6305 – Champion Hall, Room 100. Additionally, the HRL website can be found at: <https://www.seattleu.edu/housing/>. We are here to help and are happy to answer your questions.

My hope is you will find living on campus at Seattle U to be an exciting and enriching part of your college experience. You will meet and make friends that will last your lifetime. You will become acquainted with people from different backgrounds. You will deepen skills that will benefit you, others, and the world at large as you go forward. You will have endless opportunities to get involved in programs and activities that will augment your academic pursuits, contribute to your learning and personal development, and challenge your thinking in ways that will positively impact others and the world.

Take full advantage of the many opportunities afforded to you at Seattle U! I strongly encourage you to become involved in floor and hall activities or join your own hall council. With more than 200 student clubs and organizations – there is a “place” for every student whatever your interests might be.

Welcome Home & My Very Best to You!

**Hilary L. Lichterman, Ph.D. | Director**  
**Housing and Residence Life | SEATTLE UNIVERSITY**  
**Pronouns:** she, her, hers

***Take on the World:** Our Jesuit tradition emphasizes education not just for its own sake, but to prepare skilled, ethical and wise professionals who will serve the world in their chosen careers. A Jesuit education is ideal for people who want to make a difference. Whatever your field—in the arts, sciences, humanities or professions—Seattle University students are prepared to work for a more just and humane world.*

# REDHAWK COMMITMENT

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*We strive to live with integrity in our pursuit of personal, social, and academic excellence. We are strengthened by our Redhawk Commitment – a commitment to ourselves, each other, and a just and humane world.*

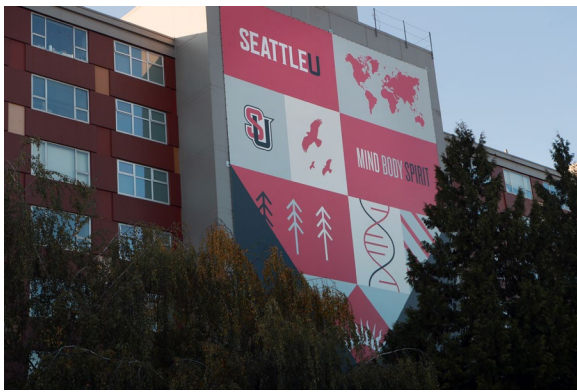
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## AS A REDHAWK, I COMMIT...

- To care for the well-being of myself and others,*
  - To honor differences in people and beliefs,*
  - To respect the rights and property of our community,*
  - To accept responsibility as a campus, local and global citizen,*
  - To lead by example.*
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## The Department of Housing and Residence Life

The Department of Housing and Residence Life [HRL] is a part of the Division of Student Development and is responsible for the coordination of University's residential experience. The HRL staff endeavors to create dynamic and healthy residential communities which celebrate diversity and inclusion and engages students in active learning by providing opportunities for student involvement. Activities will include social, athletic, intellectual, spiritual, and cultural activities coupled with personal development and leadership opportunities.

Each residential community is staffed by full-time professionals, Area Coordinator, and most communities also have a graduate level Assistant Area Coordinator staff. These individuals have extensive training and education in student learning and development. Additionally, every floor in each residential community has a Resident Assistant staff [RA] who are typically undergraduate students selected to serve in the important RA position. The RA staff are supervised by the Area Coordinator.

RA staff provide leadership, mentorship, serve as a student resource, plan social and educational activities, and help develop community on the floor. In addition to the residence hall staff, there are Jesuit faculty or staff members who serve in the Jesuit-in-Residence program and there are Resident Minister staff in most residential communities.

Together, our aim is to provide safe, secure, and well-maintained residence halls with diverse living options that foster student learning, development, and community living.

### VISION STATEMENT

Housing & Residence Life provides formational experiences that empower students to be engaged leaders as they move beyond our campus communities and into the world beyond the University.

### MISSION STATEMENT

Housing & Residence Life provides safe and inclusive communities to Seattle University students with opportunities for connection and exploration through a dedicated team, strategic partnerships, and a commitment to living our values.

### DIVERSITY STATEMENT

Housing & Residence Life is committed to providing inclusive communities which promote understanding and appreciation for all races, religions, national origins, socio-economic classes, gender identities and expressions, sexual orientations, physical and learning abilities, and ages. We are dedicated to recruiting, selecting, and retaining a competent staff that reflects the cultural and personal diversity of the residence hall population. Recognizing the essential role diversity plays in educational excellence, we intentionally provide students and staff with diverse educational and social opportunities so that they may become leaders for a just and humane world.



## Meet the Housing and Residence Life Staff

### **DIRECTOR**

The Director of Housing and Residence Life provides overall leadership and direction for the department. Responsibilities include developing a vision for the campus housing strategic plan, developing community on campus, managing the day-to-day departmental operations, supervision of department staff, planning long and short-term capital projects, coordinating departmental assessment initiatives, partnering with Resident Ministers, aid and support for the Jesuits in Residence program, and general department/office administration.

### **ASSOCIATE DIRECTOR FOR HOUSING OPERATIONS**

The Associate Director for Housing Operations is responsible for managing operations and the departmental budget, technology, and computer systems, coordinating facility projects, coordinating the residence Hall Front Desk operations, supervising housing systems, managing facilities, coordinating retention activities, and general administration.

### **ASSOCIATE DIRECTOR FOR COMMUNITY ENGAGEMENT & LEARNING INITIATIVES**

The Associate Director provides leadership residential students' sense of belonging, mattering, and learning. Responsibilities include leadership for the curricular approach to learning for students' integration of diversity, equity, inclusion, and social justice, recruitment, selection, hiring, training, and development of professional, graduate, and paraprofessional staff.

### **ASSISTANT DIRECTOR FOR HOUSING SERVICES**

The Assistant Director for Housing Services is responsible for managing student billings, housing assignments, the housing selection processes, and meal plans. They are also responsible for providing education and communication on transitioning into/out of the

residence halls and assisting residents with campus housing logistics and assignments.

### **OFFICE MANAGER**

The Office Manager is responsible for maintaining records, addressing student/parent inquiries in-person, by telephone and e-mail, maintaining the HRL website, and managing the day-to-day operations of the Housing central office located in Campion Hall.

### **SENIOR COORDINATOR OF RESIDENTIAL STUDENT LEADERSHIP & LEARNING**

The Senior Coordinator coordinates and oversees multiple programs, services, and operations that support the selection, onboarding, training, and development of multiple student leaders and student employment positions within the department. They serve as the primary advisor for Seattle University's Residence Hall Association and is a collaborative role within HRL that will work with many HRL staff and actively supports the Student Development divisional programs and initiatives.

### **Area Coordinator (AC)**

The AC staff are responsible for the coordination and supervision of one or more of the On-Campus living communities at Seattle University. Major duties include supervising the Assistant Area Coordinator(s), Resident Assistants, Desk Staff, assisting residents with personal or academic concerns, advising the hall council, serving as a resource for programmatic information, supervising Hall Front Desk functions, dealing with the many and varied administrative functions of the halls, and meeting with students involved with policies/guidelines violations. The AC lives in an apartment in their respective residential community.

### **Assistant Area Coordinator (AAC)**

The AAC staff are graduate students at Seattle University. The primary role of the AAC position is to assist the AC with the functions of the residential community such as desk operations, hall council advisement, and supervision of the

RA staff. Bellarmine, Chardin, Murphy, Xavier each have one [1] AAC staff member and there are two [2] AAC staff assigned to Campion Hall.

### **RESIDENT ASSISTANT STAFF (RA)**

RA staff are peer advisors, role models, community builders, informal listeners, facilitators, and program planners for students living in residence halls. RAs fit into the total educational picture of the University and residence hall living as they are the day-to-day contact persons with residents and are central to the overall success of the program.

### **JESUITS IN RESIDENCE**

Most residence hall communities have a Jesuit in Residence who is a member of the Jesuit community at Seattle University. They are available for advice, counseling, assistance with conflict resolution, listening if you want to talk and/or pastoral care.

### **RESIDENT MINISTERS (RM)**

The Resident Minister lives as a member of the residence hall community. They build relationships with residents and serve as a member of the residence hall staff. The Resident Minister is responsible for fostering pastoral care for students and staff in the residence halls in collaboration with Jesuits in Residence, Residential Life staff, and Campus Ministry staff.

### **DESK STAFF**

Desk Coordinators (DC) and Desk Assistants (DA) are student workers responsible for disseminating information, checking out equipment to residents, communicating University and Housing policy, answering questions for students and the public, monitoring the security of the hall from the front desk, and sorting and distributing mail.

### **RESIDENCE HALL ASSOCIATION (RHA)**

#### **EXECUTIVE COUNCIL AND HALL COUNCILS**

The Department of Housing and Residence Life values a residential environment where students

participate in student led peer learning and personal growth.

The Residence Hall Association [RHA] is the representative student government body for all students living on campus. In turn, each residence hall supports a Hall Council made up of students residing in a hall.

Since the academic, cultural, social, and recreational needs of students are constantly changing, the RHA student leadership and the individual Hall Councils serve as representative bodies within the residence hall system that identifies and makes known the needs of residents. RHA seeks to improve the student living environment, provide services for residents, recognizes the contributions of individual residents, and presents programs and activities that meet resident needs and interests. All students living in Seattle University residence halls are members of the RHA.

RHA sponsors programs and activities that serve the entire residence hall system. Each Hall Council is responsible for the governance and activities at the hall level. All halls have floor representatives attend weekly hall council meetings, and all students are encouraged to participate. Students are welcome to be present and participate in the monthly RHA Assembly Meeting. Times and days for the Assembly Meetings are determined at the beginning of fall quarter and will be posted outside the RHA office, located in Campion 006.





## Living In Community

For most college students, the residence hall experience is their first encounter “living in community” with others.

Fact is ... everyone is in the same situation. Few have ever had a roommate before college ... or shared a “community bathroom” with floormates ... or shared common-area space with 50 other relative strangers.

The residence hall experience is like no other and will – you will soon find – serve as the “common denominator” for every other student you come to know at Seattle University. The friendships you forge in University Housing will last your lifetime.

The residence hall community is comprised of you, the residents on your floor, and the residents in the building. Both in large and small ways - a community will begin to develop from the day the halls open. Residents will have the opportunity to meet people from a variety of backgrounds and lifestyles. Their interaction with them will be one of the most interesting aspects of your college experience. Each person you meet will have unique experiences and perspectives to share. You are encouraged to become well acquainted with the people in your community and use these experiences to increase your knowledge of others and to make new and lasting friendships.

Your interaction with others is the largest factor in the evolution of your community. Your active involvement and your participation in community activities are essential for the community’s growth and the formation of positive relationships. With the proper participation and effort, your community has the potential to offer you support in achieving academic excellence, social maturity, a sense of belonging, self-reliance, and self-understanding.

To help ensure the successful growth of the community, mutual respect and consideration for others is essential. Before you act, consider the impact your behavior may have upon your

fellow community members. As a part of the Seattle University residential community, each resident has the following rights and responsibilities intended to help students develop healthy residence hall communities.

### RESIDENT RIGHTS:

- The right to access one’s room and facilities.
- The right to feel secure in one’s living space.
- The right to live free from physical, emotional, and mental abuse.
- The right to a clean-living space.
- The right to sleep undisturbed during the night.
- The right to privacy.
- The right to study in one’s room free of noise and distractions.
- The right to have one’s belongings respected by others.
- The right to be listened to and to be heard.

### RESIDENT RESPONSIBILITIES:

- To respect oneself, others, hall staff, community, and property.
- As listed above – the obligation to respect the rights of every community member.
- To understand and abide by University and Housing & Residence Life policies and procedures necessary for community living.
- To be open and responsive to reasonable requests of community members.
- To be open, responsive to, and cooperative with residence hall staff members and University officials.

### COMMUNITY STANDARDS

Community Standards are agreements between roommates and within each individual community. The Community Standard Model is one in which—within the framework of University policies and procedures and the Redhawk Commitment—provides students the opportunity to determine, negotiate, and implement the norms for their lives together. Residents commit to learning about and developing their own shared expectations for their community.

Since community begins with the smallest living unit and moves outward, the Community Standards Model will involve multiple levels:

- 1) Roommate Agreement;
- 2) Floor Standards; and
- 3) Hall Standards.

Each student shares in the effort to maintain a high quality of life in each community. In this spirit, each resident is expected to actively participate in establishing and maintaining community standards for living with roommates and floor peers. Developing community standards is a process by which students begin creating community through dialogue, compromise, and commitment. The agreements made by residents address how to relate to and treat each other. It is a continual discussion throughout the year that shapes and reshapes the community.

### **LIVING WITH A ROOMMATE**

Living with a roommate requires flexibility and a commitment to honest and tactful communication. We encourage each resident to have a conversation with their roommate(s) upon moving in to talk about living and lifestyle preferences. To assist with this conversation, roommates are required to complete a Roommate Agreement that addresses each resident's rights and responsibilities and provides an outline for a conversation about the new living arrangement. RAs will discuss this process during the first-floor meeting and will help to facilitate these discussions.

The most important action residents can take when developing relationships with new roommates is to communicate frequently and respectfully. Even seemingly small issues are worth talking about to prevent them from becoming larger conflicts. One of the many benefits of living with a roommate is the opportunity to practice having discussions about and learning from differences, while also discovering shared interests and passions. The following questions can serve as a starting point for a roommate conversation:

- *Do you like to go to bed early or late?*

Strive to keep the lines of communication open between you and your roommate. Chances are that if something about the living situation is bothering you, it is also bothering your roommate, so talk about it. If a problem persists even after discussions about it have taken place, your RA may be helpful in assisting you to revisit your Roommate Agreement and to work out an acceptable compromise.

### **FLOOR AGREEMENTS AND MEETINGS**

To create a community built on integrity and respect, floor residents will engage in an interactive process where shared interests, concerns, and ideas are discussed among floor peers. Like the Roommate Agreement, the floor community must reach consensus to establish norms and expectations for living on the floor together. The floor will be responsible for helping to ensure individual rights are preserved within the community and members are accountable to the floor standards established.

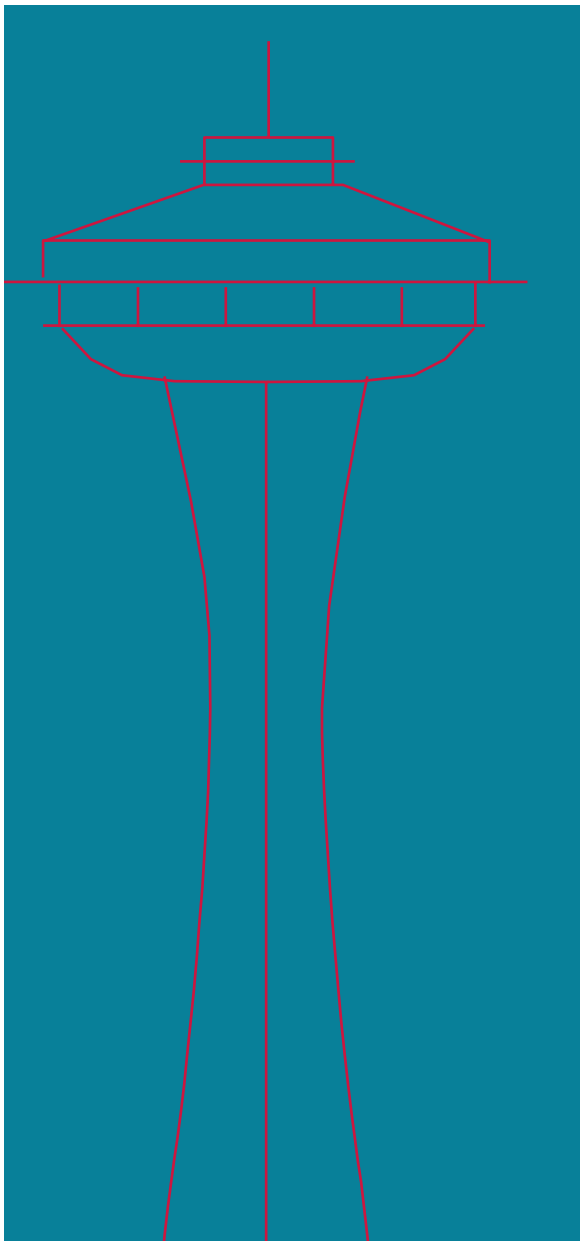
#### ▪ *What will the process look like?*

All residents of a floor community will participate in community meetings at the beginning of the year to discuss and agree upon expectations for living together. Community meetings will be led by your RA. This is a fluid process; you will meet to discuss your standards on a regular basis. Community standards may

evolve over time, so the process of defining standards is never finished.

▪ Why is this process important?

This process empowers you to find your own voice to add input and make change. A key difference in this process, compared to the more traditional residence hall experience, is that you are given greater responsibility for yourself and the other members of your community. The role of your Resident Assistant is to give you support and act as a facilitator on the floor. Deciding upon floor standards should not be thought of as a task to be completed, but as a means by which community interactions and conversations occur. It is also an opportunity for you to develop your skills in the areas of decision-making and conflict resolution.



How to prepare for the first community meeting

Begin thinking now about the type of community in which you would like to live. What do “respect” and “community” mean to you and how will they be manifested? What do you have to offer to those around you? With a little forethought, you will be prepared for the discussion at your first-floor meeting

## Gender Inclusive Housing Policy

Housing and Residence Life provides safe, comfortable, and supportive living environments for every student, including those whose gender identity and/or expression differs from the gender assigned to them at birth.

Housing assignments for students are guided by the following values:

- Respect for and affirmation of the student's gender identity and/or expression.
- Prioritized attention to the student's physical safety and emotional health.
- Enhancing the student's opportunity for success at Seattle University by finding the best match between the student's needs and the options available.

Transgender, Gender Non-Conforming (GNC), and Non-Binary students have the option to:

- Live with students who share their identity or who are affirming of their identity.
- May, in the “Update Information” section of the Housing Portal, correct their gender identity, name, and pronouns. Please be aware this updates Housing records only.
- Use the Housing Portal to search for or be matched with roommates who share or affirm their gender identity.

If a student needs additional assistance, they may contact Housing and Residence Life for guidance in finding a housing assignment or roommate.



## The Seattle University On-Campus Living Requirement

***All full-time first year and sophomore students are required to live on campus and purchase a meal plan.*** The policy requires students to live on our campus for six consecutive quarters, not including summer terms, or turn 21 years of age prior to opening day of fall quarter to qualify to live off campus.

As a residential campus committed to the education of the whole person, the residential experience is considered an integral part of a student's education. Research over the past 50 years shows that students who belong to a campus residential community have a more productive and more satisfying college experience than those who live off campus.

Students who live On-Campus are more likely to:

- Achieve greater academic success
- Be more satisfied with their overall University experience
- Persist to graduation at a higher rate
- Take more credits per quarter
- Be more involved in campus activities and educational programs
- Take full advantage of campus resources

Students are required to live on campus and purchase (at minimum) the Residential Meal Plan if they fall into any of the following categories:

- First-year student or sophomore class standing and under the age of 21.
- First or second year SU student and under the age of 21.
- Within two years of high school graduation date as of first day of fall quarter classes, and under the age of 21.

If students fall into any of the above categories (as of the first day of class for the academic year), they are required to live on campus for the full academic year. If student status (class year, age etc.) changes during the academic year, they will not be released from this housing requirement until the following academic year. The summer quarter is not included in the residential requirement.

Returning students applying for an exemption to the residential requirement are required to submit a request by May 1st. New students are required to submit a request by August 1st. For more details see [Cancellation Fees and Timeline](#).

By signing the Housing Agreement, students will be subject to financial penalties for failing to honor the commitment for the entire academic year. While an exemption from the On-Campus Residency Requirement may be awarded in a given case, a student may still be subject to financial penalties under the Housing Agreement "Room Rates for Academic Year" clause for up to the full remaining rates due.

The Housing Agreement is a binding, legal document. Therefore, we will not approve mid-year move-outs after the move-in date without a financial penalty for cancellation.

Exemptions to the residential requirement are limited to the following categories:

- Living with family within a commutable distance and falls within the residential

requirement. The student must live with the family member in their primary place of residence (approximately 20 miles or less from campus, please see our map with approved commutable areas).

- “Family” is defined as a parent, guardian, aunt, uncle, grandparent, spouse, or children.
- “Primary place of residence” is defined as a person’s true, fixed, and permanent home and place of habitation, to the exclusion of all others. It is the place where the person intends to remain permanently.

- Commuting from another location (if you are a third- or fourth-year student or over 21 years of age by the first date of your start term). After moving in, because of the binding Housing Agreement, we will not approve mid-year move outs without a cancellation penalty.
- Marriage occurring after the start date of the contract. A marriage certificate to prove legal marriage is required.
- Medical conditions, which the University is unable to accommodate on campus. A letter of support from the Office of Disability Services is required. Contact Disability Services at (206) 296-5744 or [DS@seattleu.edu](mailto:DS@seattleu.edu).
- Transfer to another Institution, withdrawal, or hardship withdrawal. Documentation is required. Students who are suspended or expelled for disciplinary reasons will not be released from the financial obligations of their Housing Agreement. For mid-quarter withdrawals, students may have their housing charges prorated based on the date of check-out.
- Graduation occurring during the academic year.
- Academic Internship/Exchange/Study Abroad. Documentation is required if this is a non-Seattle University sponsored program.
- Pregnancy. Pregnancy or the birth of a child by the student. Students may have their housing

charges prorated based off the date of check-out.

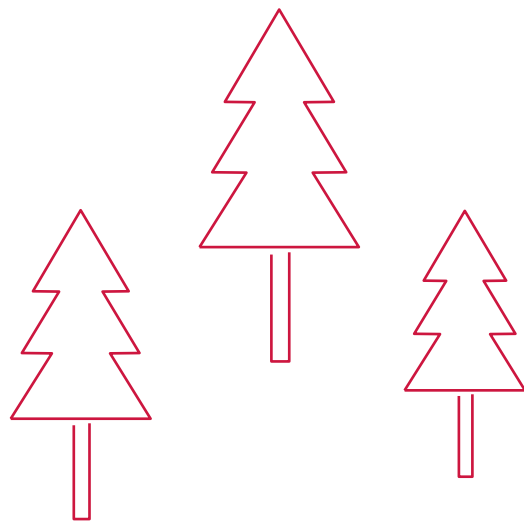
- Military Relocation. Documentation is required. Students may have their housing charges prorated based off the date of check-out.

To be approved for release from the University residential requirement, the student must complete a Housing Release Request (available through the online [Housing Portal](#)) and submit any additional required documents.

**Fulfilling the requirements for exemption will not constitute an automatic release from the residency requirement.** Failure to obtain an approved exemption from the Seattle University campus housing requirement Housing will result in the posting of the quarterly housing charges to the student’s SU account.

Any student who falls within the residential requirement and fails to sign up for housing or be approved for an exemption (by May 1st for returning students or August 1st for new students), will automatically be assigned a room and meal plan.

Any student found to be providing false information on the Housing policy exemption request form or during a personal interview will be subject to University disciplinary action.





## Residence Hall Housing Agreement

The Seattle University [Housing Agreement](#) is a legally binding contract. It is important that you read and understand the Housing Agreement, so you understand your rights and responsibilities. If you have questions regarding the Housing Agreement, please contact [housing@seattleu.edu](mailto:housing@seattleu.edu).

The following information is from Housing Agreement. Although it is important for you to be familiar with the entire agreement, this information is emphasized here to assist you in answering some of the more common questions concerning the Housing Agreement. Read and preserve your copy of the Housing Agreement as you have assumed full responsibility for complying with its contents. By signing the Housing Agreement, each resident demonstrates understanding/agreement with the conditions of the Agreement. The Housing Agreement is for the academic year. It is also understood that each resident has read and understands all policies in *The Resident Handbook* and has signed the Redhawk Commitment. For additional information or clarification of any facet of the Housing Agreement, please contact the Department of Housing and Residence Life at (206) 296-6305 or [housing@seattleu.edu](mailto:housing@seattleu.edu)

### HOUSING AGREEMENT PERIOD

The term of the Housing Agreement is for one academic year. The academic year commences at 9:00AM on the Saturday before classes begin

fall quarter for incoming first-year and transfer students and at 9:00AM the Sunday before classes begin for all other students.

In the case of Winter or Spring Quarter move-ins, the Housing Agreement will begin at 9:00AM on the Saturday before classes of the term in question. The Housing Agreement extends to 24-hours after the student's last scheduled final exam, or noon on the final Saturday of spring quarter (whichever comes first). Students participating in University Commencement may check out by noon on the Monday following Commencement. To stay in the halls over summer break, a separate Housing Agreement is required.

Students who move into the residence halls early to participate in athletics or other student leadership and paraprofessional activities are also expected to comply with the conditions of the University Housing Agreement.

### RELEASE FROM THE HOUSING AGREEMENT

Your Housing Agreement with Seattle University is a legally binding contract. Any request to be released from the Housing Agreement must be made in writing to the Department of Housing and Residence Life and requires approval. The Request for Release form can be found on the Housing and Residence Life website and in the HRL office. Students are expected to honor the terms outlined in their Housing Agreement.

### RESIDENCE HALL CHECK-IN PROCEDURES

When checking into your new room, each of the following steps should be followed:

- Complete the online Room Condition Inventory (RCI) in the [Housing Portal](#) for your room as accurately as possible **noting all defects found in the room** on the inventory.
- If you find significant defects or damage – these should be documented on your RCI and submit a work order online or contact the Hall Front Desk.
- If you have questions about whether something needs to be documented on your RCI, check with your RA. **If damage is not documented at the beginning of the year, you will be charged after you move out!**

- After completing your online RCI students should [submit work orders](#) to correct any room deficiencies as noted above.

### **RESIDENCE HALL CHECK-OUT PROCEDURES**

At the end of the housing period, students' rooms will be checked by staff for damages. Any damages that the student is found responsible for at check-out will be charged to their University student account. Please follow these steps:

- Information about end-of-the-year check-out procedures will be provided before the end of the spring quarter. This information will also list proper check-out procedures.
- For end-of-the-year check-out, make arrangements at the Hall Front Desk at least two weeks in advance of your check-out time. If you are checking out in the middle of the year, you must coordinate your check-out with your Area Coordinator/Assistant Area Coordinator and/or Resident Assistant.
- Clean the room. Vacuums and other cleaning supplies are available at the Hall Front Desk.
- Check-outs **cannot** be completed unless all the resident's belongings are out of the room.
- Resident must check their mailbox for any leftover mail and update their mail forwarding address in [mySU](#).
- Turn in room key and mailbox key (if applicable).
- These check-out procedures are meant to avoid any confusion during move outs. If you have any questions about these procedures, please see your RA, your Area Coordinator/Assistant Area Coordinator. Failure to follow established check out procedures will result in a \$50 improper check-out charge.

### **ROOM CONSOLIDATION**

All residence hall room rates (except for single occupancy rooms) are based upon two or more students per living area. If there is a situation where several students in a hall are living alone, Housing and Residence Life reserves the right to consolidate these vacancies by requiring students to accept a roommate, move into

another room, or be charged the rate for a single room. This process is generally done when there are students willing to pay additional for a single room accommodation.

### **ROOM CHANGE PROCEDURES**

Room changes are not permitted based on race, color, religion, sex, national origin, age, disability, sexual orientation, or political views. There is a two-week freeze on all room changes at the start of each quarter to allow Housing and Residence Life an opportunity to evaluate occupancy and identify spaces that may emerge in between quarters.

Unauthorized room changes outside of Housing and Residence Life policies will result in the student(s) involved being referred to the Student Conduct/Integrity Formation process and may be charged a \$150 fee for an improper room change. The student(s) in question will also be required to move back to their assigned space. See your RA or Area Coordinator/Assistant Area Coordinator for specific room change procedures.

### **UNIVERSITY BREAK AND VACATION PERIODS**

Residence halls close during Winter Break (except for Douglas Apartments, Vi Hilbert Hall and those approved to stay). It is the responsibility of the student to find other housing during the Winter Break period. Students are welcome to stay for Thanksgiving and spring break periods.

Limited space may be available for approved requests. In these cases, an additional housing fee will be charged. Contact Housing and Residence Life with any questions regarding this process.

When you leave your room for break periods, for health and safety reasons, it is important that you do the following:

- Unplug all electrical appliances, except mini-fridges.
- Remove all garbage and trash.
- Dispose of all perishable food items.
- Close/lock windows and close drapes.

- Lock room/apartment door.
- Turn off faucets.

Residence Hall staff will conduct health and safety inspections in each room during extended breaks. If any of the above needs to be done by staff, you can be subject to a charge and/or a referral to the [Office of Student Conduct and Integrity Formation](#).



## Residence Halls & Apartments

Seattle University has several residential community options. Each community has its own atmosphere and traditions.

Common features in each community include main lobby areas, study rooms, floor lounges, recreational facilities, and computer labs.

Payrange App operated washers and dryers and vending machines are provided in each hall.

### BELLARMINE, CAMPION, AND XAVIER HALLS

Students enrolled at Seattle University who are either first-years, sophomores, or under twenty-one (21) will generally live in one of these three halls (Bellarmine, Campion, and Xavier). Standard double rooms in each hall are carpeted and furnished with the following:

- 2 twin beds that can be bunked. *\*Beds in Bellarmine and Campion Halls are extra-long twin beds*
- 2 modular closets with drawer space for two people
- 2 modular desks with chairs
- 2 bulletin boards
- Bookshelf space
- A sink and mirror

- Micro-Fridge (combination microwave and refrigerator)
- Data lines for computer access to the University network

### CHARDIN HALL

Students enrolled at Seattle University with either sophomore or junior class standing are eligible to live in Chardin Hall. Each student room in Chardin is carpeted and furnished with the following:

- 2 twin extra-long beds that can be bunked
- 2 built in closets
- Modular 3 drawer chest
- 2 modular desks with chairs
- 2 bulletin boards
- Bookshelf space
- A sink and mirror
- Micro-Fridge (combination microwave and refrigerator)
- Bathroom (toilet, sink, shower)
- Wireless and data lines for computer access to the University network

### MURPHY APARTMENTS

Students enrolled at Seattle University with sophomore standing or who are twenty-one (21) years or older are eligible to live in Murphy Apartments. Each Murphy Apartment is uniquely configured, and each Murphy resident receives:

- A twin bed
  - Built in closet
  - Nightstand
  - Desk and chair
- Apartments are also equipped with:
- Dining table and chairs
  - Living room furniture (loveseat, single chair, etc.)
  - Kitchen (sink, stove/oven, refrigerator, dishwasher - four-bedroom units only)
  - Microwave
  - Bathroom (toilet, sink, shower)

The following amenities are included in the Housing Agreement:

- Electricity
- Heat



- Water
- Garbage and recycling
- Internet access

### **Kolvenbach Community**

Students enrolled at Seattle University with sophomore, junior, or senior class standing are eligible to live in the Kolvenbach Community. The Kolvenbach Community is comprised of two (2) houses and each accommodate four (4) students. Each resident is provided:

- A twin bed
- Built in closet
- Desk and chair

Each house is also equipped with:

- Dining table and chairs
- Living room furniture (loveseat, single chair, etc.)
- Kitchens (sink, stove/oven, refrigerator, dishwasher)
- Bathroom (toilet, sink, shower)
- Washer and dryer

The following amenities are included with the Kolvenbach Community Housing Agreement:

- Electricity
- Heat
- Water
- Garbage and recycling
- Internet Access

### **THE DOUGLAS APARTMENTS**

The Douglas Apartments is privately owned but operated by Seattle University. Opened in 2011, The Douglas Apartments is conveniently located adjacent to campus and only Seattle University students are accommodated there.

Additionally, University Housing staff work and reside in the community.

This community offers apartment suites with one to five bedrooms and accommodates approximately 260 upper-class students [Juniors, Seniors, Graduate students, and Law students].

For more information about specific amenities at The Douglas, visit <http://thedouglasatseattleu.com>.

### **THE YOBİ MICRO-APARTMENTS**

The Yobi Apartments is privately owned but operated by Seattle University. The Yobi Apartments is conveniently located adjacent to campus and only Seattle University students are accommodated there. Additionally, University Housing staff manage and reside in the community.

The Yobi Apartments is comprised of 45 single-unit high efficiency rooms adjacent to Seattle University [13th and Marion]. Amenities include lofted rooms, private bathrooms.

In addition, a full community kitchen and study room are located on each floor for residents to share. Additional features include laundry, mailboxes (in Xavier), large common community area, entertainment room, and private backyard. Yobi is limited to students who have completed at least one year in college. There is one Resident Assistant in the building.

### **VI HILBERT HALL**

Vi Hilbert Hall opened Fall 2018 and is located on campus adjacent to the Campus Store and Chapel of Saint Ignatius.

Vi Hilbert Hall is conveniently located adjacent to campus and only Seattle University students are accommodated there. Additionally, University Housing staff manage and reside in the community.

Offering apartment suites with one to five bedrooms, Vi Hilbert accommodates 300 upper-class students [Juniors, Seniors, Graduate students, and Law students] who desire the convenience of on-campus living but the privacy and independence of off-campus-style housing.

For more information about specific amenities at Vi Hilbert: visit <http://www.vihilberthall.com/>



## RESIDENCE HALL SERVICES

### SEATTLE U ID CARD

Your Seattle U ID card serves multiple purposes as your: Seattle U ID, meal plan card, access to buildings, and can be used to purchase at the SU Campus Store (money must be put on the card separately from the meal plan).

All Seattle U ID card business can be done at the SUperscopy Office located in Pavilion 010. You can add copying money to your Seattle U ID Card by using Seattle U [eAccounts](#) and additional meal plan funds via the [Housing Portal](#).

If your Seattle U ID card becomes unreadable, you can get a free replacement card from Superscopy in Pavilion 010. If your card is lost or missing, it is your responsibility to report the lost card to the SUperscopy at 206-296-6117, [superscopy@seattleu.edu](mailto:superscopy@seattleu.edu) during the business hours or SU Public Safety at 206-296-5990 after business hours. A replacement fee will be charged.

### HALL FRONT DESK OPERATIONS

Each residential community operates a Hall Front Desk which serves as a central location for disseminating information, performing various services for residents, and maintaining safety and security. Desk Staff are a great resource to students and guests.

Services include:

- A spare key to your room when you have locked yourself out; this key must be returned within 24 hours.

NOTE: If the spare key has not been returned on time, it will be treated as a lost key and a

lock change will be completed. You will be responsible for the cost of the lock change.

- Assistance with requesting maintenance in your room.
- Check out games, kitchen equipment and other items.
- Emergency assistance.
- Package pickup.

The Hall Front Desks in Seattle University residence halls permit packages or items to be dropped-off for students. However, to protect the privacy of students, we will not check to see if the student resides in the building prior to accepting the package or item. If the package or item remains at the service desk for more than one week or if we are unable to identify the recipient, we will dispose of the package or item.

Packages or items that appear to be hazardous or violate University policy will not be accepted. Seattle University accepts/assumes no responsibility for packages/items left at a Hall Front Desk. Seattle University shall not be liable for anything that happens to the package or item, including but not limited to, the package or items being lost, misplaced, damaged, or stolen.

### MAIL & PACKAGE SERVICES

Each residential student has an assigned mailbox; mail is distributed at least once per day, Monday through Saturday by 6:00PM. Mail is not distributed on Sundays or during holiday break periods. Items too large to fit into a student mailbox can be claimed at the Hall Front Desk. ***Upon checking out of the hall for the final time, you will need to update your mail forwarding address on [mySeattleU](#), so you will get your mail at your new address.*** Mail will be forwarded until the end of the following quarter.

To assist with speedy and accurate delivery, please ask the sender to clearly handprint or type your first (chosen) and last name, [building address](#) and room number. Remember, there may be other students with a similar or same name as yours. Be sure all letters and packages are easy to read and personally identifiable.

## **SAFETY AND SECURITY**

Security is provided to assist with making the residence halls a safe place to live. SU Public Safety staff are uniformed personnel and carry identification as they navigate through residence hall hallways, parking lots and areas around the halls and apartments, assisting the Residence Life staff with safety and security and assisting with approaching uninvited or otherwise unwanted guests. DPS staff serve the entire campus and help foster safe and secure residence hall communities.

The safety of our communities is a shared responsibility. Never prop doors or let someone into your building unless you know they live there. If you see anyone attempting to enter the building who does not live there, please report it to SU Public Safety, the Desk, or an RA.

## **REDHAWK DINING FOOD SERVICE**

Seattle University's various meal plans provide quality, variety, flexibility, and value which compliments the residential experience. Items are priced individually so students can choose exactly what they want. Residents who use their Seattle U ID card to purchase items are not required to pay Seattle's 10.25% sales tax. Cash, credit, and debit cards are also accepted, but are subject to sales tax.

For the most up-to-date information about campus dining options and eateries, go to <https://www.dineoncampus.com/seattleu>

## **CUSTODIAL SERVICE**

Custodial service is provided for residence hall common areas such as lobbies, lounges, bathrooms, and hallways. The cleaning and care of community kitchen areas are the responsibility of floor or hall residents. Each day, primary attention is given to bathrooms and hallways. Consideration should be given to the Custodial staff as they are not expected to clean unnecessary messes left by residents. If necessary, floor lounges will be closed, and the use of other areas limited if students leave

unreasonable/unnecessary messes in these spaces.

Students are responsible for cleaning their individual rooms. Vacuums and other cleaning supplies are available at their Front Desk.

## **MAINTENANCE**

The prompt reporting of maintenance issues can often prevent more extensive problems. Maintenance requests can be filled out online via the Housing website. By submitting the request, you are giving permission for a Maintenance staff member to enter your room and complete the work order. Maintenance requests can be entered online by submitting a [Work Order](#).

When a work order is requested, maintenance will determine if the work is an emergency or non-emergency. Non-emergency repairs are assigned based on date received and level of urgency. For this reason, it may take several days or weeks to complete non-emergency repairs.

For EMERGENCY work orders needed after normal business hours and on weekends, please notify the Resident Assistant, your Area/Assistant Area Coordinator, or call SU Public Safety at (206) 296-5911 immediately. Emergency work will be addressed by a maintenance staff member that is called back to campus. This may take longer than emergencies that are reported during the day, so please be patient.

## **CAMPUS NETWORK ACCESS**

Student users can utilize the wired or wireless networks to access various systems within Seattle University as well as the Internet. For more information, please visit: <https://www.seattleu.edu/its/network/reshallnet/> or; contact the ITS Helpdesk at (206) 296-5571 or; by emailing [servicedesk@seattleu.edu](mailto:servicedesk@seattleu.edu). The Yobi Apartments have wireless access in the common spaces of the hall and a secondary wireless network in student rooms. If you need any network assistance in Yobi Apartments,

please contact Cascade Link:  
[support@cascadelink.com](mailto:support@cascadelink.com).



### NETWORK LOGIN & EMAIL

All students are provided with an [@seattleu.edu](mailto:@seattleu.edu) account which provides access to University services such as the campus wireless network access and SU email [Office 365]. It is important students check University email regularly as you may receive messages from professors, staff members, and/or University announcements. If you have not already received an email account, please contact the Service Desk at (206) 296-5571 or [www.seattleu.edu/support](http://www.seattleu.edu/support).

### RESIDENCE HALL LOBBY ACCESS

The main doors to all residence halls are on card access 24-hours a day except for special events that will be communicated by SU Public Safety or Housing and Residence Life. These include move-in, large University programs, or some outside events. All students, faculty, and staff will have access to the residence hall lobbies during business hours. See below for specific hours for each building. Residents will have access 24-hours a day to their own building. If an entry appears to be unlocked and there has not been notification, please contact Public Safety to secure the door.

### Building access hours for non-resident Students, Faculty, and Staff:

- **Bellarmino Hall:** 7:45AM to 6:00PM M-F. North and south lobby doors. Resident areas (elevators) for Bellarmino residents only.
- **Campion Hall:** 7:45AM to 6:00PM M-F. North and south lobby doors. All residents get access to the north door 11:00AM to 11:00PM daily when The Cave is open. Resident areas (elevators) for Campion residents only.

- **Chardin Hall:** 7:45AM to 9:30PM M-Sat (classes and event space only). Resident area card access 24/7.
- **Xavier:** 7:45AM to 6:00PM. South door only. Classes should still use the SE door 7:45AM to 6PM. Resident areas (elevators & stairwells) for Xavier residents only.
- **Murphy:** Murphy residents only. Residents have access to their own building and building 3/Hopkins for laundry and community space.
- **The Yobi:** Yobi residents only.
- **Douglas and Vi Hilbert:** Access to these buildings are set by the owners and may vary based on business needs.

### LAUNDRY SERVICES

A laundry room is in each hall. The cost is \$1.25 per washer load and \$1.00 per dryer load. If you experience a problem or need to report a maintenance issue with the laundry facilities, please consult the QR code on the washers and dryers. The Yobi and Vi Hilbert Apartments may charge different rates for laundry.

Laundry in the residence hall is through the PayRange app that is available for download for both Apple and Android phones. Students may setup an account for laundry.

### LOST AND FOUND

If you have lost something in your building, check with the Hall Front Desk of your building. Items that are valued over \$100 will be given to SU Public Safety to be held. Items under \$100 will be held at the Hall Front Desk for no more than 30 days. If not claimed after 30 days, the item will be donated. For items lost elsewhere on campus, check with SU Public Safety at (206) 296-5990.

### VENDING MACHINES

Most residence halls are furnished with a variety of food and soda vending machines. On occasions when vending machines may not return the proper amount of change or may provide improper service such as malfunctions

or losses should be reported directly to the vending service provider. Their contact information can be found on the vending machine itself.

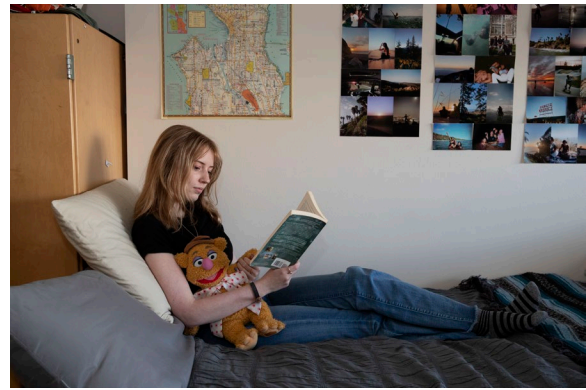


### RECYCLING, COMPOSTING, AND GARBAGE

Recycling and compost stations for aluminum cans, newspaper, batteries, glass, and consumables can be found on every residence hall floor. Residential students are encouraged to help and support the University's commitment to the environment by recycling and composting materials by putting them in the proper container on your floor.

### OFF-CAMPUS STORAGE OPTIONS

*Storage lockers are not available in any campus residence hall.* It is strongly recommended students only bring essential items to campus. Students needing off-campus storage are encouraged to use the University-owned storage facility [Urban Storage](#) - 12<sup>th</sup> and Madison - (206) 322-8408]. Another option is [Dorm Room Movers](#) who will pick up at your residence halls. Storage pricing is per box or non-boxed item per quarter. Visit their website or call (888) 769-3676.



## POLICIES & PROCEDURES

### COMMUNITY LIVING

To promote the on-campus community living philosophy espoused above and to ensure the residential experience is conducive to academic and personal enrichment of all students, Seattle University has established the following residence hall community living and facility policies, along with expectations and guidelines. The violation of any of these policies or a failure to meet expectations and follow guidelines is a violation of the [Redhawk Commitment & Code of Student Conduct](#) and will result in the student being held accountable for their actions. By extension the policies, procedures and guidelines outlined are considered part of the Housing Agreement and are binding to each student residing in Seattle University campus housing.

### THE COVID-19 PANDEMIC + THE RESIDENTIAL EXPERIENCE

Seattle University continues to monitor the ongoing COVID-19 pandemic. Although the public health emergency has ended, we know COVID-19 is here for the foreseeable future. The University's guidelines and protocols will continue to be informed by the State of Washington, Public Health – Seattle/King County, and the Centers for Disease Control [CDC] directives.

It is important to continue using the tools that have been working to decrease the risks of COVID-19 infections for ourselves and

others, which is particularly needed in housing communities such as residence halls.

For the most up-to-date information go to Seattle University's [COVID-19 Policies and Protocols](#).

In Fall Quarter 2023, the layers of protection on the Seattle University campus and in our residential communities will include:

- All students, faculty & staff are strongly encouraged to stay up to date with COVID-19 vaccination, which means receiving the primary series as well as all recommended boosters. Visit [CDC](#) for more information.
- Students who become infected with COVID-19 will continue to self-isolate in their rooms.
- A variety of efforts for cleaning and sanitizing spaces student housing, dining, and other aspects of campus life.

#### Face Coverings

Consistent with the State of Washington's guidance, the university is currently not requiring that face coverings be worn on campus. At the same time, masks continue to be an important tool in helping to limit the spread of COVID-19, and all community members are asked to respect one another's decisions concerning the use of face coverings. Those who do wear face coverings are encouraged to use well-fitting, high-quality masks such as KF94s, KN95s and N95s. Please note that masks may be required in certain campus spaces such as the Student Health Center (SHC), the Seattle University Counseling and Psychological Services office (CAPS), the Athletic Training Room, and the Disability Services office. You can learn more about SU's policy at Face Covering Policy.

#### Testing

Testing remains an important tool but testing locations and free rapid tests have decreased with the end of the public health emergency. For testing options please visit Student Health Center website. Seattle U no longer has antigen tests available to distribute, therefore it is important to come prepared with antigen kits.

#### Cleaning, Ventilation and Filtration

The university continues to follow enhanced cleaning and disinfecting protocols. Through HVAC upgrades or portable filtration units, most campus spaces are capable of three air exchanges per hour.

#### GENERAL COVID-19 INFORMATION

- Seattle University COVID-19 Response Page: <https://www.seattleu.edu/coronavirus/reopening--covid-policies>
- King County COVID-19 guidance & updates: <https://www.kingcounty.gov/depts/health/covid-19.aspx>
- Washington State COVID-19 guidance & updates: <https://coronavirus.wa.gov/>

#### On-Campus Resources

- Student Health Center: <https://www.seattleu.edu/student-health/>
- Counseling and Psychological Services (CAPS): <https://www.seattleu.edu/caps/>
- Office of Wellness and Health Promotion: <https://www.seattleu.edu/wellness/>
- Student Support Center: <https://www.seattleu.edu/get-answers/>

- Disability Services and Accommodation Support:  
<https://www.seattleu.edu/disability-services/>
- Office of the Dean of Students:  
<https://www.seattleu.edu/deanofstudents/>

## ALCOHOL

In accordance with the Seattle University Code of Student Conduct, students under the age of 21 may not:

- Possess
- Consume
- Provide
- Manufacture
- Sell
- Exchange
- or otherwise distribute alcohol.

Students under 21 will not participate in events where alcohol is being served or be in the presence of alcohol in a residence hall room. The presence in a room –with alcohol may lead to a conclusion the underage individual was consuming alcohol and the underage student may be held responsible.

Students who are at least 21 years of age may consume alcohol responsibly in the privacy of their room with the door closed if all other roommates are also at least 21 years of age. No alcohol may be consumed, stored, or taken into the room/apartment of a student who is under 21 years of age, even if the student’s roommate is 21 years of age or older. Students of legal drinking age may not manufacture or sell alcohol, nor may they provide or distribute alcohol to minors, or consume alcohol in the presence of minors.

No student, regardless of age, may be in possession of a “common source” of alcohol, drinking devices (e.g. funnels), and/or games used or intended for the rapid consumption of alcohol. Common source containers of/for alcoholic beverages include, but are not limited

to kegs, beer/party ball, bulk containers requiring a tapping or spigot device, punch bowls, trash cans, or other containers used to dispense alcohol greater than 1.5 liters.

Kegs, beer bong, beer balls, and other common source containers of alcohol are not allowed under any circumstances.

Students who are noticeably intoxicated and/or disruptive when they return to the residence hall/apartment may be documented for a violation of the alcohol policy. No one may consume alcohol in the public areas of a residence hall. Public areas include lobbies, hallways, bathrooms, and any area other than a student’s room. Students are required to promptly dispose of empty alcohol containers; no student may store empty alcohol containers in their room or apartment. Displayed empty alcohol containers are not permitted.

Delivery or shipment of alcohol to a student housing facility is prohibited. Any packages that reasonably appear to contain alcohol will be detained and opened by the student with HRL staff present. If the package does contain alcoholic beverages, it will be returned to the sender at the expense of the student. The University will not be responsible for any costs incurred to the students for the return of the shipment.

## CANNABIS & OTHER DRUGS

Students may not possess, consume, furnish, manufacture, sell, exchange, or otherwise distribute any drug prohibited by federal or state law. This includes all possession and use of cannabis, regardless of age. If the smell of illegal drugs or cannabis emanates from either the student or their room, the student will be referred to the Student Conduct/Integrity Formation process for violation of the Code of Student Conduct. All drug paraphernalia and smoking devices (including vaporizers, hookahs and bong, etc.) are prohibited in all residence halls and apartment buildings.

## WEAPONS, FIREARMS & FIREWORKS

All members of the Seattle University community, including faculty, staff, students,

and visitors are prohibited from possessing, discharging, or otherwise using firearms, explosives, or weapons (real or simulated) on University premises without the expressed authorization of SU Public Safety Executive Director, whether the person has been issued a federal or state license to possess such weapons. Any firearms, explosives, or weapons found in the residence halls will be confiscated and not returned. Weapons include kitchen knives over 3 inches, swords, bayonets, katanas, broadswords, Roman-style short-swords, paintball markers, hunting weapons, bow & arrows, and/or air rifles. Chef and cooking knives larger than 3 inches are permitted in residential apartments so long as they are used only for cooking and are properly stored in knife sheaths or blocks in the kitchen areas when not being used for cooking.

All members of the Seattle University community are also prohibited from possessing weapons while working or attending University or University-related events, whether or not the event is on University premises.

Any person violating this policy will be subject to disciplinary action including but not limited to suspension, expulsion, termination of the Housing Agreement, and/or removal from University premises or events and/or criminal prosecution.

Suspected violations of this policy should be reported immediately to SU Public Safety (206) 296-5911.

The discharge of fireworks or firearms may result in a monetary fine and will be grounds for automatic cancellation of the Housing Agreement and interim suspension from the University.

#### **COOPERATION WITH UNIVERSITY OFFICIALS**

Members of the University community are expected to comply with official regulations and/or a duly designated authority or agent of the University. By definition – this includes Housing & Residence Life personnel [i.e., Area Coordinator, Assistant Area Coordinator,

Resident Assistant, Hall Front Desk staff] and other members of the University staff authorized by the University to make requests regarding behavior and policy compliance.

During the investigation of a possible policy violation staff may make binding requests of students including (but not limited to) asking for identification, requesting the lowering of the volume on a stereo, and/or asking students to physically wait-in-place while information is being gathered.

Intentionally delaying or providing false information to any University official is a violation of the Redhawk Commitment. ***Calm and considerate behavior with University staff is required and expected during any interaction.***



#### **SMOKING ON CAMPUS**

To comply with the Washington State Indoor Clean Air Act and applicable University fire codes, and to promote a safe and healthy educational and work environment for students, faculty, staff, and visitors, Seattle University has adopted a tobacco and smoke free campus policy, effective July 1, 2015.

##### ***Seattle University Policy***

The use or sale of tobacco products is prohibited. and within all Seattle University owned, leased, or managed property and at Off-Campus events. "Tobacco Products" refers to cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use



tobacco (e.g. hookahs), and nicotine delivery devices that simulate the use of tobacco (e.g. electronic cigarettes, vaping).

Products approved by the Food and Drug Administration for the use of mitigation, treatment, or prevention of disease are permitted under this policy.

“Products approved by the Food and Drug Administration” refers to nicotine-containing products approved by the FDA for tobacco cessation therapy such as chewable products [gums], patches, lozenges, etc.

Smoking or the use of tobacco products, with any substances, are not permitted on campus grounds, inside any University facility including all residence halls. Hookahs are prohibited in the residence halls. As stated above – while the use of nicotine delivery devices [i.e., electronic cigarettes, vaping, etc.] is not permitted – the possession of such devices is permitted.

## QUIET HOURS

Since studying is an important aspect of life for a University student, it is expected residents and their guests will respect the rights of others by maintaining a reasonable limit on noise and disruptions *at all times*. Quiet Hours begin at 10:00 P.M. on Sunday-Thursday and 11:00 P.M. on Friday and Saturday evenings and end at 7:00 A.M. daily. This is in accordance with City of Seattle Municipal Code. Students should avoid loud talking or causing disturbances in the hallways and other community spaces during these hours. Keep radio, TV and stereos at a low volume and otherwise avoid unnecessary noise. Quiet hours also extend to lounges, recreation rooms, hallways, and bathrooms, as well as student rooms. Students who continually violate quiet hours may be asked to remove their stereo, TV, or radio as may be applicable in their situation, or may forfeit University housing privileges.

***Courtesy Hours are always in effect*** as the University is first and foremost a place for learning and study. At no time does anyone have the right to make as much noise as they may want while on campus because an atmosphere conducive to study must be maintained. Due to the close living conditions in the halls, respect for neighbors and others on the floor or in the hall should be exercised at all times. Should the amount of noise any group or individual makes becomes offensive to other persons/groups in the hall, or in neighboring buildings, students will be asked to lower the noise level, and/or discontinue the disruptive activity. Any resident may make such a request at any time. Residents must comply with these requests.

Students who own amplifiers for musical instruments must ensure amplifiers are not in use after quiet hours begin. Those who own powerful stereo systems may be asked to limit the volume of systems *at any time* if the volume is deemed to be too high by the residence hall staff.



## GUESTS AND VISITATION

Guests of residents are welcome in the residence halls at Seattle University but are expected to follow University policies. Residents are responsible for conduct of their guests. ***The individual rights of the resident(s) of the room take precedence over another resident's decision to host a guest in the room or building.*** The following visitation hours are established to support these rights while facilitating positive social and educational interaction:

- Sunday – Thursday: 7:30 AM – 1:00 AM
- Friday – Saturday: 7:30 AM – 2:00 AM

Resident hosts are responsible for the actions and behavior of their guests and must escort guests while in the residential community. Guests must remain with their host at all times while in the building. RAs will confront residents and guests who demonstrate behavioral concerns that violate residence hall and University policy. If necessary, the University reserves the right to limit the guest privileges of a resident host and/or a given guest.

At any time, if the presence of a guest violates the University's code of student conduct, denies the rights outlined in the Statement of Student Rights and Responsibilities, or negatively impacts Community Standards, a resident may ask a resident host to escort their guest out of the building. If the resident host fails to act responsibly and does not comply with a request, an RA should be contacted for assistance.

Roommates are encouraged to discuss expectations regarding guests. The Roommate Agreement is a useful tool for this discussion. Floormates will discuss guest and visitation expectations through ongoing Community Standards discussions. If students are not able to reach agreement, they are encouraged to seek the assistance of the Residence Hall staff.

#### **COHABITATION AND OVERNIGHT GUESTS**

Cohabitation is not permitted in the residence halls or apartments. Only guests of the same gender as their resident host are permitted to stay overnight in the residence halls, provided that the guest is not in an amorous relationship with the resident host. It is expected that anyone housing an overnight guest has received explicit permission from their roommate(s). For reasons of safety and accountability and in case an emergency should arise, hosts must inform their RA if they have an overnight guest. A guest is limited to staying overnight to three nights per month.

#### **FIRE RESPONSE, EQUIPMENT & ALARMS**

Every student and their guests are required to evacuate the building when an alarm sounds. Evacuations should be executed via the instructions posted in all hallways and stairwell doors. Evacuations will occur through stairwells only as elevators will be shut down when a fire alarm is activated.

During drills, as in actual emergencies, the Residence Hall staff has the same authority as representatives of the Fire Department and Police Department. ***Students who refuse to follow evacuation procedures will be referred for disciplinary action.***

Under Washington State and federal law, it is illegal to tamper with any type of fire safety equipment. This includes setting a fire, pulling or calling in a false alarm, discharging or removing a fire extinguisher or hose, tampering with a smoke detector, breaking the safety glass on the fire extinguisher case, propping fire doors, and/or leaving an area through a locked fire door. The University supports and upholds this law and will not protect a violator from prosecution. Students found responsible for tampering with fire equipment may be subject to a monetary fine, possible criminal charges, and other disciplinary action under the Student Conduct/Integrity Formation process.

Every student room, floor hallway and stairwell door contain an emergency evacuation procedure. Evacuation procedures are for your protection, so read them thoroughly and carefully.

SU and the City of Seattle view fire regulations as most important. Alarm boxes, which are located throughout the building, and other fire equipment must not be disturbed except in case of actual emergency.

#### **OPEN FLAME, CANDLES AND FLAMMABLE ITEMS**

Due to the risk of fire, burning candles, incense, and other open flame items are prohibited in residence hall rooms and common areas. The smoke and smell created by burning these

objects may also pose a health concern for many residents. Candles, even unused and intended as decoration, are prohibited in residential communities. Products listed as flammable or combustible (e.g., fireworks, paint products, cleaning solvents charcoal lighter fluid, oil lamps, gasoline) are not permitted in student rooms. As a reminder, room occupants are strongly discouraged from storing excess paper or similar items in their rooms as these items can catch fire easily.

## **PROPERTY DAMAGE**

### **INDIVIDUAL AND COMMUNITY RESPONSIBILITY**

Damage – both accidental and willful – is the responsibility of the person(s) who caused the damage. Every attempt will be made to identify the individual(s) responsible for the damage. These individuals will be charged for the cost of repairing the damage in addition to other appropriate sanctions determined through the Student Conduct/Integrity Formation process. When damage cannot be assigned to an individual or group, all residents of the community will share equal responsibility for repair costs. Damage charges will be assessed to individual student accounts.

As members of the community, it is a resident's responsibility to be honest and report concerns and vandalism. Rather than increasing room fees paid by all students to recover vandalism expenses, individual students and residential communities are held accountable for unassignable damages. The damage costs are equally shared among those students in a position to prevent damage from occurring and/or able to identify specific individuals who are responsible.

By expecting students to take responsibility for their environment, the University strives to instill a sense of community pride in their living accommodations.

### **ABANDONED PERSONAL PROPERTY**

Unless other arrangements are made with the University, abandoned personal property will be

discarded 45 days after the student's scheduled check-out date. Any arrangement to have personal property packed and shipped will be at the student's expense.

## **HARASSMENT**

Consistent with its Catholic and Jesuit values, Seattle University students commit to the principles of mutual respect described in the Redhawk Commitment. These principles are the foundation of a safe, inclusive, academically focused campus where students can live, work, study, reflect, and socialize together as a community.

Seattle University is a community of diverse individuals. Amidst our diversity, we must strive to understand the individuality and uniqueness of those around us. The opportunity to learn from one another in an atmosphere of positive encouragement and mutual respect is essential. Housing and Residence Life believes we are individually and collectively responsible for our behavior and are fully accountable to each other for our actions. Bigotry and bias have no place within the residence hall community nor does the denigration of another human being. All of those within our residence hall communities should be aware that any form of harassment or any form of illegal discrimination against any individual is inconsistent with the values and ideals of the University community. Harassment includes, but is not limited to, stalking, the use of abusive language, insults, taunts, or challenges directed toward another person. Housing and Residence Life will not accept ignorance, humor, anger, or alcohol, as an excuse, reason, or rationale for such behavior.

For more information on the University's Bias Harassment Policy click here: [Bias Harassment Policy - Policies & Records - Dean of Students - Seattle University](#)

## **COMMON AREA SPACE**

Bathrooms, lounges, recreation rooms, kitchens, computer labs, and hallways are shared by residents and are for the use of the residents of the building. Please be considerate of fellow

residents in the use of the spaces. No personal property may be left in a public area (lobby, lounge, bath, etc.).

### **DOORS (OBSTRUCTING LOCKING MECHANISM)**

To ensure safety and security of yourself and your belongings, the University has residence hall doors which automatically lock. Therefore, never use an object to cover and/or obstruct the door locking mechanism as this increases the risk of damage, theft, and/or assault. Tampering with University property may include a damage fee and/or a referral to the Office of Student Conduct and Integrity Formation.

### **DOORS (PROPPING, DESIGNATED ENTRANCES/EXITS)**

Doors within the residence halls play a primary role in building/resident safety by preventing access by non-residents and by enhancing fire control/containment capabilities. Residents must always carry their keys and Seattle U ID with them. Do not prop open corridor, stairway, or exterior doors.

It is strictly prohibited to open a secured exterior door for any purpose, to force open a secured door, to use an emergency exit when no emergency condition exists, and/or to tamper with/alter a door lock. All residents and guests must use designated entrances/exits as directed/designated.

Remember, to prop open a door or allow an unescorted visitor into your hall jeopardizes your own personal safety and the security of your fellow residents and personal property.

Report suspicious persons to a Resident Assistant, your Area/Assistant Area Coordinator, or call SU Public Safety at (206) 296-5911.

### **PETS**

For health, sanitary, and safety reasons, pets are not permitted to live with residents in the residence halls. Students may have trained service animals when approved through Disability Services. Fish in tanks (not larger than

a 10-gallon capacity) are permitted. If you have questions regarding Emotional Support Animals, please refer to the section below.



### **SERVICE ANIMALS AND EMOTIONAL SUPPORT ANIMALS**

#### **Service Animals**

As defined by the ADA, a service animal is a dog that has been trained to perform an active task that mitigates or partially mitigates the impact of the handler's disability. If a Service Animal's role is not apparent to an observer, you might be asked two questions: "Is that a service animal for a disability?" and "What service/tasks does it perform for you?" Service animals generally do not require any contact with Disability Services.

#### **Emotional Support Animals**

Under the United States Department of Housing and Urban Development's Rules, Emotional Support Animals (ESAs) include dogs and other animals that provide passive support that mitigates, in full or part, an impact of a person's disability, allowing them to benefit from Seattle University's Housing and Residence Life programs and services. An ESA can be requested and approved by Disability Services (DS) for SU Housing and Residence Life (HRL).

#### **Requesting Accommodation of an Emotional Support Animal (ESA)**

A student requesting an emotional support animal should complete the following steps prior to moving into the residence hall:

- Submit the ESA Request for Information form completed by health or mental health care provider to Disability Services (DS).
- Make an appointment with DS to discuss the accommodation.
- Student will receive notification from DS if request for an “ESA in residence” is approved or denied. DS may also request additional information if the initial ESA Request for Information form doesn’t provide the necessary information.
- If request for an “ESA in residence” is approved, vaccination records and/or an attestation from a veterinarian that the animal is in good health and verification of pet license per King County/Seattle requirements needs to be submitted to DS.
- The student will make an appointment with HRL staff to review animal care in the Housing Office in Campion 100.

*Please note residents of the Douglas Apartments and Vi Hilbert Hall should make a request for an ESA through their property manager.*

**Expectations after your assignment has been made and before move-in:**

- Student submits to Disability Services (DS) a vet report of good health/vaccination and proof that the animal is licensed with the City of Seattle.
- Final approval given for animal to come into residence by SU HRL after animal care expectation meeting and vet report/licensing has been shared to DS.
- All steps must be completed prior to the animal arrival. Students who bring an animal on campus prior to obtaining permission may be asked to remove the animal from campus.

**Animal Care and Conduct**

All animals are the responsibility of their handlers and should be under their control (in proximity to the handler and responsive to commands, in harness, leashed or in a carrier).

- An ESA or service animal must be housebroken and under owner’s control (voice or tether) at all times.
- Puppy rearing which focuses on socialization and general obedience training may not qualify as housebroken.
- ESAs must not be left alone for extended periods of time. It is the responsibility of the handler to arrange for care for the animal if the handler will be away from the animal overnight.
- All waste from ESAs or service animals must be disposed of in outside receptacles daily.

An animal’s behavior is considered the handler’s behavior; the animal will be held to the same basic standard of conduct as its handler. If the animal is disruptive to university business or community behavioral expectations for educational, medical, and residential environments, handlers may be asked to correct the animal’s behavior or remove it from the environment. Handlers are responsible for damage caused by the animals.

**ENTREPRENEURIAL ENTERPRISE**

No business may operate from or use as its base of support, any room or residence on University property, and/or through the University internet system.

**HOVERBOARDS**

Due to fire/life safety risk, hoverboards (battery-operated self-balancing scooters) are not permitted to be in/on Seattle University affiliated property including student housing facilities.





### **BANNERS, POSTERS, AND FLYERS POSTING POLICY**

When approved, SU-recognized student organizations may advertise on-campus events using posters/flyers in campus residence halls. All non-Housing & Residence Life flyers and advertisements require approval for posting must be submitted to the Housing and Residence Life Central Office [Campion Hall 100] and must be submitted for approval AT LEAST fourteen (14) days before the event date advertised. Approved posters/flyers will be posted by a member of the Residence Life staff. Approved materials will be marked with the HRL department approval stamp. Materials not bearing this stamp will be removed. Events sponsored by Resident Assistants, RHA Executive Council, and Halls Councils may be posted in the sponsoring building without HRL approval.

Posting may only appear in designated areas on the residence hall bulletin boards identified for announcements (i.e., main lobbies, specific locations in each building, and wherever else the

Area/Assistant Area Coordinator approves HRL staff to post).

#### Locations prohibited for posting include:

- Inside elevators, or outside on the elevator doors
- Entire entryways of any building
- Entrance doors of halls, on the outside of resident rooms, or apartments
- Placing items in student mailboxes
- Glass surfaces
- Lobby and floor bathrooms

SU student organizations, individuals, or departments that do not comply with guidelines and procedures may lose their posting privileges in the residence halls.

### **POSTERS AND SIGNS IN STUDENT ROOMS**

Posters and signs in student rooms are permissible provided they are not offensive and do not demonstrate disrespect for others. Space beyond the interior of one's assigned room (e.g., windows and door exteriors) is considered public space and, therefore, is maintained under the jurisdiction of Housing and Residence Life. Residents have the right to approach anyone in the community who displays a decoration/sign which they believe to be offensive or obscene. Students will be asked to remove material from public view if it is considered offensive, obscene, or a disruption to the University.

### **PRANKS**

Pranks which result in disturbances or distress to others, or cause damage to University or personal property (or those that foreseeably could have caused such disturbance, distress, or damage), are prohibited. Examples include water fights, shaving cream fights, and other actions that cause disturbances, damages, or potential injuries.

### **SOLICITATION**

The residence halls are a solicitation-free environment. This is to protect the privacy, safety, and personal space of residents. Groups who wish to set up tables in a hall lobby for such

one-on-one outreach purposes may do so only with prior explicit approval of Housing and Residence Life.

Solicitation is defined as any activity that seeks contact with residents to collect information, sell items, or gain support from residents at Seattle University. This policy applies to a wide range of activities that may include: advertising, selling, petitioning, campaigning, distributing flyers, and surveying residents by telephone, mail, e-mail, or in person. Individuals who solicit in the halls will be referred to the Student Conduct/Integrity Formation process for violation of the Student Code of Conduct. For the safety of fellow residents and their belongings, residents are urged to immediately report solicitation activities to a Residence Life staff member, Public Safety, or Seattle Police.

### **SPORTS IN THE HALL/BUILDING**

To foster a safe living and learning environment, and to protect residents personal and University property, residents and their guests may not engage in sports (i.e. frisbee, golf, soccer, riding skateboards, or bikes, etc.) within the residence halls, including hallways, lobbies, and other common spaces.

### **SUSTAINABILITY**

Students are encouraged to practice good energy conservation.

- Turn off lights when not in use.
- Put computers in hibernate or sleep mode or turn them off when not in use.
- Wash clothes only when you have a full load.

### **TRASH/RECYCLING/COMPOSTING**

Students must bring their personal garbage, recycling, and compost to the designated trash area for their community. All trash and recycling materials must be disposed of in appropriately marked containers. Personal trash may not be placed in bathroom, lobby, or kitchen trash cans.

### **THROWING OBJECTS**

Throwing or dropping objects from residence hall rooms or community accessible spaces is strictly prohibited. Students who throw or drop objects from residence hall spaces place the welfare of others in danger and demonstrate disrespect to others, community, and property. Students found responsible for doing so will incur a \$150 clean up fee and disciplinary action will be taken. Potted plants should not be placed on window ledges, and frisbees, softballs, etc., should not be thrown down hallways.

## **Room Care Guidelines**

The Department of Housing & Residence Life has certain guidelines and standards concerning room care and safety. Be sure to read this section, as residents are responsible for the following information:

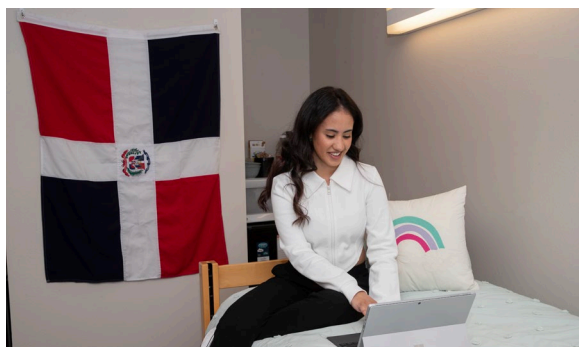
- Do not stack furniture that is not meant to be stacked. Students may be seriously injured and/or furniture damaged.
- Do not disassemble furnishings or remove attached items (such as closet doors, sinks, beds, etc.).
- Bed risers are not allowed in any of the Seattle University residential communities. Residents are encouraged to submit a work request to have their bed bunked, lofted or de-lofted. The maximum allowable lofting for beds is 31 inches and University will not loft a bed higher than the maximum allowed except for one bed per triple room and only with specialized equipment for that bed.
- Residents are responsible for all furniture in their room/apartment as inventoried at check-in. Under no circumstance will Housing and Residence Life remove and/or store any lounge and lobby furniture that is meant to be enjoyed by the entire residence hall community and may not be moved into student rooms. Violators face disciplinary action, a charge for removal of the furniture, or both.
- Water-filled furniture is strictly prohibited.
- The University reserves the right to ask students to remove from public view any signs or objects deemed offensive to others or

detrimental to the overall goals of the University.

- At the time of check-out, students are expected to leave their rooms in the same condition as when they moved in.
- Students are encouraged to personalize their rooms. We do not allow nails or other holes in the walls. Students are encouraged to use painters' tape or mounting putty. If you choose to use Command Strips, please acquaint yourself with the proper method for applying and removing the Command Strips. Command Strips, and other similar temporary hooks, may leave marks or damage the walls. Students are responsible for any marks or damage done by Command Strips or other decoration to their room.
- Because of the possibility of a fire, potential damage to the walls, or causing the fire alarm to activate, plug-in string lights are prohibited. Students may use low voltage LED battery powered string lights.
- Students are responsible for damages to the walls if the use wall hanging products or leave excessive numbers of products in their rooms.

The University does not recommend bringing additional furniture into the traditional residence halls. Personal furniture is not likely to fit into the limited space available. If student-owned furniture is used, it must be free from mold, bedbugs, or any foreseeable health hazard.

Students are responsible for personal furniture which causes damage to the room, personal property and/or causes an infestation issue.



## Facility Policies

### Appliances

Residence halls are of varying design, construction, and amenities. The University reserves the right to impose reasonable requirements with respect to the use of appliances or equipment in the residence halls. Some examples of items not permitted in the residence halls are listed below. However, this list is not all-inclusive:

- Any appliance exceeding 1200 watts
- Grills, sandwich presses, panini presses
- Power tools (i.e., drills, saws, sanders, etc.)
- Refrigerators or microwaves except those provided by the University as part of room furnishings
- Air conditioners, ceiling fans, fixed window fans, washing machines, freezers, or other high voltage equipment
- Mopeds, motorbikes, and/or motorcycles
- Hot plates, deep fat fryers, combustibles, open coil appliances
- Open flame appliances
- Heaters (kerosene, gas, electric, etc.), electric blankets, any open flame, self-igniting, or explosive apparatus
- Halogen lamps
- Air Fryers
- Plug-in air fresheners

In student rooms, microwave/refrigerator units are provided in Bellarmine Hall, Campion Hall, Chardin Hall, The Yobi Apartments, and Xavier Hall; no other/additional microwaves or refrigerators are permitted in these buildings. Apartments are equipped with a full kitchen, but no additional personal refrigerators or microwaves are permitted.

Each hall has a community kitchen in which meal preparation is allowed. Cooking is not allowed in student rooms, and devices using open heating elements, such as toaster ovens or hot plates are not allowed for reasons of fire/life/safety.



Coffee makers and rice cookers with automatic shut-off are permitted in the residence hall lounges and apartments. Toaster ovens and toasters with automatic shut-off are permitted in apartments and lounges.



### **BIKES**

Bikes may be stored in a student's room or apartment. Bikes may not be stored in hallways or other common areas within the halls such as floor lounges, stairwells, laundry rooms and kitchen areas. For safety reasons and to meet State and local fire codes, bikes must not be attached to stairways or entry/exit areas. Bikes located outside the buildings may only be locked to designated bicycle racks. Students must register their bikes with Transportation and Parking Services.

### **COMPUTER USE AND COMPUTER LABS**

The Residence Hall Education Centers and computer labs are available for the use by the students who reside in a building where an Education Center and/or computer lab is located. The computer labs offer internet access, productivity software, and printing services. Students are not able to save documents to lab computers; students must use OneDrive or provide a portable storage device (USB drive or other storage) to save any work completed in a computer lab. Students may print documents in the computer lab but will be charged per page.

In accordance with University guidelines, please note Seattle University maintains a Computer Acceptable Use Policy that can be viewed at <https://www.seattleu.edu/policies>. Students are

responsible for reading and complying with this policy. The policies listed below apply specifically to the use of computers in the residence halls. Any violation of these policies is grounds for having network access removed and/or lab privileges revoked. The following activities are prohibited:

- Installing network hubs, switches, or routers in a student room/apartment.
- Accessing another student's computer and/or university account without permission.
- Installing software on a lab computer.
- Saving files to the hard drive of a lab computer.
- Deleting or disabling software on a lab computer.

In addition, students needing to complete course work in the labs have priority over e-mail, recreational Web browsing, or game activity.

### **DECORATIONS**

Students are encouraged to personalize their rooms, but for building maintenance and fire safety reasons, there are certain restrictions on the amount and type of decorations that may be used.

Residence hall decoration guidelines include:

- Exterior door decorations should be limited to 20% of the door surface (including dry erase boards and nametags).
- Fire alarm pull stations, fire extinguisher cabinets, smoke detectors, sprinkler heads and exit signs cannot be covered and exits cannot be blocked.
- Holes in room walls are not permitted.
- Because of the risk of fire and room damage, plug-in string lights are prohibited.
- Only use painter's "blue tape" to affix decorations to walls. Painter's tape does not damage the paint or leave marks on the wall. RA staff have a limited supply of painter's tape for student use. Any marks left on room walls by tape or other adhesives will not be considered normal wear and tear.
- Do not use any kind of tape on the floor.
- When moving furniture, lift to move - do not drag.
- When placing furniture against a wall, check that it will not rub/scrape the wall when in use.

- Decorations, unless non-flammable, cannot be used to cover entire hallway areas, walls, or doors due to the fire hazard these decorations present. Decorations cannot be hung from the ceilings. Ceiling tiles cannot be moved or removed. Nothing may be hung from the metal frame/grid which support ceiling tiles.
- Light bulbs in permanent fixtures cannot be removed and replaced with colored lights.
- Light fixtures containing incandescent bulbs cannot be covered with any material.
- Halogen lamps are strictly prohibited.
- Do not hang items on or decorate fire sprinkler heads. Doing so may activate the fire sprinkler system for which the student would be responsible for all damage to the building and other students' property.



### **DECORATIONS (HOLIDAYS)**

Specific guidelines regarding Holiday trees and public area decorations (which are only allowed in lounge/lobby areas) are available from the Area/Assistant Area Coordinator. To ensure the safety of every resident, please adhere to the following guidelines when decorating service desks, hallways, room doors, bathroom doors, etc. These guidelines also apply to resident rooms and doors. If you have any questions beyond these guidelines, please contact the Area/Assistant Area Coordinator of your community.

For fire/life/safety reasons stairwells should never be decorated.

- Fire alarm pull stations, fire extinguisher cabinets, smoke detectors and exit signs

cannot be covered and exits cannot be blocked.

- Decorations, unless nonflammable, cannot be used to cover entire hallway areas, walls, or doors, due to the fire hazard these decorations present. Decorations (streamers, string, etc.) cannot be hung from ceilings.
- Ceiling tiles cannot be moved or removed. Nothing may be hung from the metal frame around the ceiling tiles.
- Holiday trees and other greenery must be artificial unless sprayed with fire retardant spray by the fire department. Greenery should only be in lounges/lobby areas and not in student rooms.
- Holiday lights must be UL-approved and low wattage.
- Holiday lights hung in resident rooms must be kept to a minimum - no more than 4 strings of lights per room. This includes the door to the room.
- Light bulbs cannot be removed or replaced with colored lights.
- Light fixtures containing incandescent bulbs cannot be covered with any material.
- No open flames/candles are permitted in the residence halls.

### **FIRE ALARMS**

Students are required to evacuate in the event of a fire alarm. Housing and Residence Life partners with SU Public Safety to run quarterly fire drills. Failure to evacuate during a drill or alarm will result in disciplinary action.

### **FIRE SPRINKLERS**

Fire sprinklers are installed in all residence halls to provide protection from fire and property loss. Tampering with fire sprinklers, which includes hanging objects from pipes or sprinkler heads, places the residence hall at risk and is subject to disciplinary action and is a violation of the law. Students found responsible for tampering with fire sprinklers will incur a minimum \$150 fine and additional disciplinary action will be taken. The Seattle Police Department may also investigate such activity.

Students are also responsible for any damages (i.e. water damage to the building or other residents' property) that may occur from tampering with the fire sprinkler system.



### REDHAWK DINING SERVICE WARE

Campus food service is offered to compliment the residential experience. Students may not remove silverware or serving ware from any food service location [i.e., plates, bowls, beverage containers].

Replacing these items is cost-prohibitive and makes it difficult to maintain low food prices in the various food service locations. Food "to-go" containers are available for those leaving food service areas - compostable paper and plastic products will be provided. Students found responsible for removing food service ware will be charged a \$25.00 fee and may be subject to disciplinary action for violating the Redhawk Commitment.

### STUDENT-PROVIDED ROOM FURNISHINGS

Students residing on campus can keep personal furniture/items such as sofas, tables, lamps, etc. Any personal room furnishings added by a student must be free standing and no part of one's personal furnishings may be attached, wedged, or secured in any manner to the ceiling, floor, or walls of the room. No item may be located to obstruct direct access to the door or windows that would hinder evacuation. No University-provided room furnishing may be altered from the intended design or removed from the room by the student or any guest. For safety reasons, no furniture may be stacked on cinder blocks. Loft systems are NOT permitted.

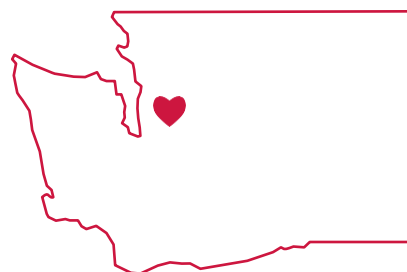
Due to limited space constraints bringing personal furniture into traditional residence hall rooms is not recommended as the furniture is not likely to fit. Additionally, any furniture that you do bring must be free from mold, bedbugs, or any foreseeable health hazard. Students are responsible for damage caused by personal furniture and/or an infestation issue.

### KEYS (LOCKOUTS AND LOST KEYS)

Residents should never give their room/apartment keys or their Seattle U ID to another person. Students also may not use another students' keys or Seattle U ID. Please take your room key when you leave the room. Never leave your keys or valuables unattended.

If locked out of your room or apartment, go to the Hall Front Desk to check-out a spare key. Residents may use the spare key one time each quarter at no cost. Thereafter, residents will be assessed a \$20.00 charge for each additional lockout during the quarter. If a resident needs a spare key after the Hall Front Desk is closed, please contact the hall RA on duty. The spare key must be returned as soon as possible, but no later than 24 hours after issue. The cost of any room lock change will be assessed to the student's account.

If a resident loses a key, the student is required to obtain a spare key immediately from the Hall Front Desk. A work order will be submitted to change the room lock. A lock change during regular business hours will be assessed to the student's account at \$200; an after-hours lock change may be assessed at a higher rate depending on University costs. New keys after a lock change can then be obtained at the Hall Front Desk.





### **REMOVAL OF LOUNGE FURNITURE**

Lounges are designed for the use and enjoyment of all residents. As such, no common area furniture may be taken from the lounges or designated areas and placed in student rooms, stacking of furniture, or moved to other locations. Students found responsible for removing or stacking lounge furniture will be charged a \$150.00 fine and the cost to repair or replace damaged or missing furniture and/or the labor costs associated with returning the furniture to its assigned location.

### **PAINTING**

Painting of student rooms is strictly prohibited. For the health and safety of all of our residents students are also prohibited from using aerosol spray paints in the residential buildings.

### **RESTRICTED AREAS**

Residents are restricted from accessing elevator shafts, building roof areas, mechanical rooms, and other non-public areas where unauthorized persons are not clearly and willfully allowed. Students who enter these areas will be subject to University disciplinary action as they are trespassing and have placed themselves and first responders in jeopardy.

### **ROOM ENTRY & SAFETY INSPECTIONS**

Room entry and safety inspections will occur periodically and will be announced at least 24-hours in advance. The University balances the right of student privacy with the responsibility to maintain a safe environment for all students and staff in the residence halls. In non-emergency

conditions, the University will take all reasonable steps to ensure residents receive adequate notice prior to entry by University personnel for the purposes of verifying occupancy, repair, inventory, construction, safety, policy compliance and/or general room inspection.

The University also reserves the right to enter a residence room without notice for responding to real or reasonably perceived health and safety emergencies, and/or to ensure evacuation during fire alarms, during vacation periods and/or to respond to situations where there is a reasonable suspicion a violation of the law or University policies is occurring or has occurred. Under such circumstances, it is not necessary for the resident(s) to be present, nor will a resident's refusal, either verbal or physical, prevent an entry or inspection.

### **VANDALISM**

Students may not damage or deface student rooms or public areas of the residence hall. Students involved in vandalism will be promptly referred for appropriate disciplinary action and will be held financially accountable. The community damage billing system is employed whenever there are unaccountable common area damages due to vandalism and/or theft.

### **WINDOWS**

Removal of room windows or screens is prohibited. Individuals are prohibited from entering a room or building through windows. For health and safety reasons, no object may be thrown into or out of windows (this includes but is not limited to water, water balloons, snowballs, books, trash, food, etc.). Removal of window stops and/or screens will result in applicable charges (minimum \$50.00) to cover labor, materials, etc. and the student will be subject to disciplinary action.

## **Integrity Formation Process**

Seattle University encourages students to learn to live in community with others, and make decisions informed by their values and the standards of our residential communities. Living in a group situation is not always easy as

individuals come from different backgrounds and have different expectations – but it is these differences which make the residential experience uniquely appropriate and compelling.

Students are responsible for their actions and will be held accountable for violations of state and federal law as well as University policy. University policies and procedures are established to outline standards by which all members of the community can live together. We use the University’s Integrity Formation process to respond to inappropriate and/or illegal behavior in an educational and developmental way. Please refer to the [Code of Student Conduct](#) for detailed information about the Integrity Formation process. Additional information is also available at <http://www.seattleu.edu/deanofstudents>.

When a student’s behavior is in conflict with our community and University standards, faculty, staff or students can report this information to the Office of the Dean of Students. A staff member will review the report and set up a meeting with the student(s) involved to discuss what happened. In some instances (i.e. first-time quiet hours incidents), the staff member may instead send a letter to the student clarifying community expectations. During any integrity formation meeting, the staff member and student will talk about their experiences at Seattle University, the incident in question, and how the student has learned from the situation. More details about the process are available online (<https://www.seattleu.edu/deanofstudents/integrity-formation/>)

It is important to note violations of national, state, or local laws make a student liable not only to prosecution by civil or criminal courts but to concurrent University disciplinary action which could include suspension or expulsion from the University and/or termination of the Housing Agreement.



## Emergency Procedures

For any emergency, such as fire, acute sickness, accident, or any other life-threatening situation - immediately contact SU Public Safety at (206) 296-5911. For issues that may require assistance but are not emergencies (sickness, noise, etc.) please contact the RA on duty in your building.

### EARTHQUAKES

In the event of an earthquake - the following procedures should be followed:

#### DURING THE QUAKE:

- Keep calm. Do not panic or run.
- Remain where you are – indoors, outdoors, or in a car.
- If indoors, immediately get under a heavy table, desk, or bed, brace yourself in a doorway or inside corner away from windows, mirrors, or heavy objects. Watch for objects that could fall such as light fixtures, furniture, or chunks of plaster.
- Wait a few minutes after the shaking stops before leaving your cover.
- Do not dash for exits, since stairwells may be jammed with people, and elevators will probably be shut down.
- If outdoors – move to an open area.
- Avoid high buildings, walls, power poles.
- If you are in a car, pull over and stop. Do not park under bridges, overpasses, or power lines. Do not try to cross over structures that may have been damaged.

AFTER THE QUAKE:

- Check yourself first. Sometimes people are injured without realizing it.
- Use common sense before you act and don't take any foolish risks out of panic.
- Be prepared for aftershocks. Wait "in-place" until all motion has stopped before exiting.
- Use stairs, not elevators. Elevators may still be shutdown.
- Do not light a match or turn on a light switch. If at night, use a flashlight.

*In the event of a major earthquake, when major damage makes a building uninhabitable, go to the east field (Championship Field) just east of Campion Hall.* Try to stay in hall or floor groups, so that a determination can be made as quickly as possible about people who may be missing. You will receive further directions and information from residence hall staff and security personnel at those locations.