



2022-2023

# Housing & Residence Life Handbook

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



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HRL Phone .....316-978-3696  
HRL Fax .....316-978-6458  
Website .....[www.wichita.edu/housing](http://www.wichita.edu/housing)  
Email .....[housing.wsu@wichita.edu](mailto:housing.wsu@wichita.edu)



If you live in Shocker Hall your address is 2020 N Perimeter Rd, \_\_\_\_\_Wichita KS 67208.

If you live in The Suites or The Flats and you are ordering a package your address is 2011 N Innovation Blvd, \_\_\_\_\_Wichita KS, 67208

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

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

1. Set some ground rules
  - a. Listen to each other and try to find common ground in certain situations. It is important to be willing to compromise with each other. If you can't come up with a compromise, talk to your RA
2. Keep things clean
  - a.



- If you have a lot of clothes or items in your drawers or closet, leaving them open can make your room feel cluttered and messy. Closing these items helps your room feel clean and gives you more room for activities.
- Vacuum your room
  - You probably don't realize how much dirt you are tracking in from outside, or how much hair and food crumbs are accumulating on your floor. By vacuuming your room once a week you will make sure that your floor is a clean and comfortable place for your friends to hang out. Vacuums are not provided by HRL
- Wash your dishes
  - After using your dishes, go ahead and wash them. If you leave them for later, there is a chance that you will forget about them and the next thing you know, you have 2 weeks worth of dirty dishes in your room. If you don't have time to wash them after you use them, create a dirty dishes tub for yourself and wash your dishes when the tub gets full
- Take 5 minutes to pick up
  -



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

Small kitchens are located on each of the five LKLs (lounge, kitchen, laundry facilities) in Shocker Hall. The LKLs are located on each floor of C building but can be used by any resident in the building. Residents are responsible for cleaning the kitchen and any utensils they use. HRL is not liable for any resident items left in an LKL, including in the community fridge.

Large community kitchens are available in The Flats and The Suites for the residents of those communities. Residents are responsible for cleaning the kitchen and any utensils they use. HRL is not liable for any resident items left in the kitchen, including in the community fridge. LKLs and community kitchens may be subject to security video recording.

The custodial staff is employed to clean and maintain public areas. These staff members clean lounges, hallways, stairwells, laundry rooms, public restrooms, and other common areas. However, it is expected that residents will clean up after themselves in these common areas in order to help promote a clean-living environment. Cleaning supplies for residence hall rooms are provided and may be checked out at the Information Desks. Should a resident elect to hire a cleaning service, the resident must always accompany the service staff members while in WSU residence halls.

The elevators in the residence halls are provided for the convenient transportation of students and staff members. If you become trapped in an elevator, or notice something wrong with an elevator, do not try to fix the elevators yourself, instead please report it to the information desk or a staff member. Elevators may be subject to security video recording.

Food service is provided by Chartwells and ran by a Director of University Dining Services. Shocker Dining and the Groundhouse Coffee Shop are coordinated by a Dining Services Manager. Chartwells works very hard to meet needs to individuals and groups with special diets for medical or religious reasons. Residents requesting an accommodation to the meal plan (either full or partial reduction), may submit a Meal Plan Accommodation Form through the HRL website. Your request will be forwarded to the Director of University Dining Services for review, and possible consultation of how Chartwells can best meet your dietary needs. This staff welcomes your input. They make themselves available during meal hours and would enjoy talking with you. You may also share your ideas and comments by using the comment board in the cafeteria or by taking part in other open forum discussions that will be hosted by Chartwells.

If you wish to change your meal plan, you must do so by advertised dates. Some restrictions apply. Please do not request more than one change each semester.

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

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

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

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

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

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

If you lock your phone/card in your room, obtain entry from the information desk or RA on duty. You will be asked to show a form of ID and then will be charged a \$10 lockout fee.



reasonable period of time, you do not see improvement in a maintenance problem you reported, notify your Residence Life Coordinator.

In the case of emergency repairs, contact the RA on Duty or the Information Desk. Emergency repairs, as determined by the HRL staff person or Facilities personnel, will be completed as soon as possible. Residents may submit a Maintenance Request Form to have their beds bunked/lofted by the Maintenance Staff if materials are available but may be subject to a fee to do so. Residents are NOT to bunk/loft the beds without assistance from WSU maintenance staff. Please note, during openings, the maintenance staff will respond to bed bunking/lofting requests as soon as possible. Their immediate concern will be other maintenance issues as they arise.

Unless otherwise noted, Pest Control services are provided free to the resident. Routine inspections as well as spraying assist in creating a pest-free environment. To assist HRL in keeping your space and the facilities pest-free, please follow the Maintenance Request Form to have your beds bunked/lofted by the Maintenance Staff if materials are available but may be subject to a fee to do so. Residents are NOT to bunk/loft the beds without assistance from WSU maintenance staff. Please note, during openings, the maintenance staff will respond to bed bunking/lofting requests as soon as possible. Their immediate concern will be other maintenance issues as they arise.



In case of any emergency situation on HRL property, notify your RA, RLC, or Information Desk. If the situation warrants, call the University Police Department at 316-978-3450 or 911. Students are encouraged to register for the WSU Rave Alert System to receive e-

- Any time you hear an alarm, exit immediately and quickly move at least 400 feet from the building. Follow all instructions from staff members (RA, G/RLC, and others) and rescue personnel.
- Remain outside until staff members give the signal or rescue personnel to return to your room.
- If you encounter heavy smoke in an area, exit another way if possible. Staying low or putting a towel over your nose and mouth will help you minimize smoke inhalation.
- Never use elevators during a fire. The shafts act as chimneys. A malfunction could trap you.

- Service – to complete needed or requested repairs, maintenance, inventory checks, pesticide spraying, etc.
- Safety – to conduct safety inspections
- Violation – when a violation of the contract or university policies is suspected. This may include a search of the housing unity

Any resident needing the assistance of a service, assistance, or support animal must contact the WSU Office of

Security cameras have been added to all three resident halls to ensure resident safety and security.

All visitors must be escorted by a resident or staff member at all times. If you see an unescorted non-resident (guest or stranger), note their behavior and appearance and contact HRL staff immediately. Unescorted visitors will be asked to leave HRL property.

Please be aware that security depends on you. Do not allow people to walk through doors behind you unless you are sure they are residents. In addition, the accessible button should not be used to open doors unless absolutely necessary. Unwanted visitors may enter when this door is opened. Report any strangers to a staff member or the University Police Department immediately.

Individuals who misuse personal protection devices will be referred for disciplinary action. Residents who tamper with alarms or locks, prop doors open, assist others in gaining unauthorized entry into the residence halls, or endanger the safety of residents will be referred for disciplinary action.

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

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

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

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

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All students in a room or area where a policy is being violated may be held responsible for the behaviors, even if they are not engaging in the behaviors or violation of policy directly. Additionally, residents are responsible for all actions of their guests.

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

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

- Open containers of alcohol are not permitted outside student Suite/Apartment.
- Only one open container of alcohol is allowed per person who is 21 years of age or older.
- Those of age to legally consume alcohol must do so with the Suite/Apartment door closed.
- If a Suite/Apartment is

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

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

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

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

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

Residents are responsible for the care of the room and all appliances/equipment inside and attached to the dwelling unit. The resident accepts the indicated room in its present condition and agrees to keep the premises in good, clean condition. Please see the health and safety section of this handbook for appropriate guidelines.

Housing & Residence Life recognizes that the operation of unmanned aircraft systems, also referred to as "drones", are popular for both recreational and educational usage. To assist with compliance with Federal Aviation Administration requirements, state laws, local ordinances and university policies and procedures, HRL defers to University Policy 11.03 regarding the usage of drones on campus. In addition to seeking permission through the policy, the Director of HRL, or their designee, must also approve any drone usage in residential areas.

Eavesdropping, surveillance, or intruding upon the privacy of another person or group by means of bugging devices, concealed recorders, cameras, camera phones, magnifying optics, etc. is prohibited.

As it relates to computer and network usage, the following practices are prohibited:

- Personal networks (wireless networks, wireless routers, etc.)
- Viewing illegal pornography

- Running a business
- Hacking
- Creating and running servers
- Using a computer with malicious intent
- Illegal file sharing or downloading

This policy is adapted from University Policy 19.01



- Storing or possessing scuba tanks, propane tanks, or other pressurized items on HRL property
- Possession and use of any type of hookah device, lava lamps, open filament devices, and incense
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Please Note, decorative wax figures are allowed only if they do not have a wick. Additionally, candles that have never been burned, have the wick removed or cut down, and cannot be lit are allowed for decorative purposes.

The University reserves the right to direct residents to remove any hazardous materials from their room.

Failure to evacuate a hall within 5 minutes when an alarm sounds for any reason represents grounds for disciplinary action

The Flats: No more than 10 people are allowed to be in a Flats at WSU bedroom at one time. Flats 1-bedroom apartments should not exceed a capacity of 10 people at a time. Flats 2-4-bedroom apartments are not to exceed 25 people at a time.

The Suites: No more than 10 people are allowed to be in a 1- or 2-bedroom suite at one time. The Suites 4-bedroom suites are not to exceed 20 people at a time.

It is expected that students act with courtesy at all times throughout each HRL community as it relates to noise. This means that stereos, speakers, televisions, bass, and other equipment should always be played at moderate level. Residents should refrain from making loud noises in their rooms, the hallways, and other public areas (including outdoor spaces adjacent to the buildings) at all times. This includes any and all behavior that can be seen as disruptive to the community, such as pranks and running through the hallways, etc.

Hallways and common areas are areas that should be always under courtesy hours. This also includes any pranking such as "ding dong ditching" other rooms, yelling in the common areas/hallways, or general disruption of the community.

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Quiet hours are in effect from 10:00pm until 8:00am, Sunday through Thursday, and from 12:00am until 8:00am Friday and Saturday. While quiet hours are in effect, noise should not be heard outside your room.

With the exceptions of policies related to service, assistance, and support animals defined later in this document and non-dangerous fish, residents are not allowed to keep pets of any kind on campus. Fish must be kept in a clean, odor-free, aquarium no bigger than 20 gallons. "Fish" are defined as animals that live and breathe entirely under Residents may be responsible for any damages caused by a pet or animal.

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



appropriately and positively contribute to the HRL program as long as obtain prior written approval from HRL. Donors whose donations are not accepted may contact the WSU Foundation for information about other ways to contribute to the University. The donor's name may appear on donated material, and the HRL staff may recognize the donor through verbal or published announcement. However, the donor must not use the donation as a means of sales or solicitation in any other manner.

Any vendor and their product(s) that competes directly with any WSU department or their services will not be allowed to promote or solicit to the residents in the hall. HRL does not provide mailing lists, room numbers, or other contact information to non-approved vendors. Persons wishing to contact residents for the purpose of sales and solicitation are advised to use means outside of the residence halls such as the U.S. Postal System, the telephone system, the student newspaper, or to take advantage of opportunities established by the university for sales and solicitation in areas of the campus other than HRL property.

Posting or distributing any signs, posters, pictures, flyers, brochures, newspapers, or other material of any sort on HRL property is prohibited except in accordance with the following guidelines:

- Materials to be posted on HRL property must be left at the designated information desk for each building. Materials without approval posted or distributed by any person other than a member of the HRL staff will be removed.
- Only materials submitted by a University office or registered student organizations will be approved for posting

- Any violation of established policies will result in removal of all campaign material for the particular party, as well as referral to the office of Student Conduct & Community Standards and/or SGA Election Board.

All personal belongings are to be stored in each individual room. Common entrances, stairways, and halls are for entrance and exit travel only and state fire regulations require that they be clear at all times. The University reserves the right to remove and dispose of all items without liability when residents leave items in the above areas.

Subleasing of any room in HRL facilities is prohibited. This includes offering your room/apartment on Airbnb and other short term leasing platforms during break periods, etc.

Violation of any term or condition of the Housing & Residence Life Contract Terms & Conditions, or of policies specified in the Wichita State University Code of Conduct is prohibited. Likewise, violation of any policies instituted by HRL staff during the term of the housing contract is prohibited.

All trash and recycling items must be disposed of in designated receptacles in the building dumpsters. Leaving trash in the hallways, stairwells, elevators, or other public areas may result in a minimum \$25.00 fine, cleaning charges, and further disciplinary action. Large items such as furniture, appliances, mattresses, etc. may not be placed in the dumpsters. Residents are responsible for the proper removal of such items.

Students will not use, tamper with, or otherwise touch valves, breaker boxes, and other utility access points even when they can be found in public spaces.



military duty, or other qualifying factors will not be assessed a cancellation fee but will be responsible for room and meal plan fees while actively residing on campus, and any incidental charges incurred.

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

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

- Prior to checking out, a contract cancellation form must be filled out through the Campus Housing portal on the myWSU website. Checking out without completing that form AND receiving approval from HRL may lead to additional fees/charges
- Once your cancellation request has been approved you can complete the following steps
- Remove all your belongings from your room, bathroom, and common space
- Clean your room by: throwing away trash; wiping off desk







- Living with a preferred roommate.
- Living in a single room with a private bathroom.
- Having HRL staff seek out possible roommates who would be supportive

We recognize that some students may have a chosen name/nickname different from their birth certificate name and

