

2022-2023 University Housing & Residence Life Resident Handbook

 PRINT PAGE

Mission Statement

Our dedicated staff is committed to supporting the mission of Youngstown State University and the Division of Student Experience by facilitating students' individual development through creating vibrant, inclusive communities where students can establish a sense of home and succeed academically.

Youngstown State University does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity and/or expression, disability, age, religion or veteran/military status in its programs or activities. Please visit the [Electronic Information Technology Home Page \(/accessibility/digital-accessibility#main-content\)](#) for contact information for persons designated to handle questions about this policy.

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Welcome to University Housing

This Handbook is intended to inform residents about the important aspects of living in our residence halls. One of your first responsibilities as a resident is to read and become familiar with information in this book. All information contained in the Resident

Handbook is subject to change as determined by the Office of Housing & Residence Life and Youngstown State University. The most accurate version of the Resident Handbook can be found online at housing.yzu.edu.

At YSU, we view every facet of the campus experience as educational. This includes the experience of living in the residence hall community. Our community standards and expectations center around respect and shared responsibilities to build peaceful and positive communities. The Housing & Residence Life staff is here to help you with problems that might interfere with your progress at YSU. Our programs are aimed at assisting you in every area of college life. With a willingness on your part, we feel that a positive residence hall experience will add a great deal to the quality of your total education.

The Housing & Residence Life staff would like to take this opportunity to wish each of you a safe, enjoyable and successful year.

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INTRODUCTION OF HOUSING & RESIDENCE LIFE STAFF

RESIDENT ASSISTANT

The most important staff member to you will be your Resident Assistant. This individual is a full-time student who lives on your floor. The RA has received special training to serve residents as an advisor, peer counselor, leader, and resource person. An essential responsibility of each RA is to assist students in their adjustment to college life. The RA staff will also assist in the daily operations of their respective buildings. They are given the responsibility of maintaining an atmosphere which will enable you to study without interference and enjoy the residence hall environment without disturbing others or damaging property. Anytime you have a question or problem, please don't hesitate to talk to your Resident Assistant. If you need an RA and your RA is not on your floor, contact the front desk (by phone or in person).

GRADUATE ASSISTANT

The Housing & Residence Life staff consistently features Graduate Assistants and Graduate Interns. These individuals are full-time graduate students who live in campus housing. Graduate Assistants either plan and facilitate educational and social programming for our residential communities or participate in the professional staff on-call rotation and assist students during emergency and/or crisis situations.

HOUSING COORDINATOR

Cafaro, Lyden, Kilcawley, Wick and Weller Houses have a Housing Coordinator who is responsible for that building. This person is a professional, full-time University employee who lives in the building with you or oversees the building with the assistance of other live-in staff. They are typically available 9:00 am–12:00 pm & 1:00 pm–5:00 pm Monday–Friday in the office near the front desk, as well as after designated times after hours. Their office hours may change on a weekly basis and will be posted for resident reference. You will also see your Coordinator at other times

chatting informally around the residence hall. Each Housing Coordinator serves in an on-call rotation to assist with emergencies that may occur after standard business hours. Housing Coordinators also supervise the Resident Assistants and Desk Managers of their building.

ASSOCIATE DIRECTOR OF RESIDENCE LIFE

The Associate Director of Residence Life supervises the Housing Coordinators and is the lead for the residential education experience. They guide social and educational programming efforts and advise the formal 'voice' of our residential communities, YSU's Residence Hall Association.

ASSOCIATE DIRECTOR OF HOUSING CONTRACTS & ASSIGNMENTS

The Associate Director of Housing oversees the business processes surrounding housing contracts and the room assignment process. They are also responsible for recruitment initiatives, occupancy reporting and oversee the residential desk operations and desk staffing group.

BUSINESS OPERATIONS SPECIALIST

The Business Operations Specialist oversees collections for Housing & Residence Life. They are a resource for students, regularly meeting to inform students and recommend options regarding payment of student accounts. This staff member works closely with Financial Aid and the University Bursar.

DIRECTOR OF HOUSING & RESIDENCE LIFE

The Director of Housing & Residence Life is typically available 8:30 am–5:00 pm Monday–Friday and other times as necessary. They are responsible for the overall operation of the Office of Housing & Residence Life and will help you with questions or concerns that your Housing Coordinator cannot help you with. The Director's office is located in Kilcawley House.

HOUSING OFFICE STAFF

The University Housing Office is located in Kilcawley House. It is open 8:00 am–5:00 pm Monday–Friday. Office staff can help you with matters such as your account, work orders, meal plans, and signing up for housing for next year.

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GENERAL INFORMATION & EXPECTATIONS

CONSOLIDATION

Each term, several students paying for a double occupancy room end up with a single room. This usually occurs because of last minute cancellations by their roommate, but it occurs for other reasons as well. At the University's discretion, one of three things will occur:

1. A new roommate will be assigned to the room.
2. The student may be reassigned to another room.
3. The student may be allowed to pay for a single room and remain in the room with no roommate until the University

wishes to fill the space. This option is not always possible and depends on many factors relating to occupancy and facilities. Students without a roommate (or anticipating the loss of their roommate) should contact their Housing Coordinator immediately to discuss their options. Staff will do what we can to minimize any inconvenience caused by this situation. Consolidation can happen at any point in the semester, but tends to occur around the sixth week of the semester.

Failure to prepare your room for a roommate or intentional obstruction of receiving a roommate can result in a single room charge and/or referral to the Student Conduct process.

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COMPUTERS/PRINTING

Computer Labs are provided in Cafaro, Kilcawley, Lyden and Wick Houses for the convenience of our residents. Color printers are also available for resident use in accordance with YSU policy.

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EXTENDED OCCUPANCY

At the beginning of Fall Semester, we may experience more students wanting housing than we typically have spaces for. In this situation, these students could be assigned to a private lounge or increased capacity in one of our larger rooms. These students will be reassigned a regular space as soon as spaces become available.

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HOUSING CONTRACT

Your Housing Contract details your rights and responsibilities while living in University Housing. It is important that you are familiar with this document. Please note that the Housing Contract is a year-long contract (see below for details about release from this contract). This contract is available online at housing.ysu.edu.

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HOUSING CONTRACT REVIEW PROCESS

Your Housing Contract is for the entire academic year (Fall & Spring semesters). This contract is a legal and binding agreement between you and YSU. YSU has established a review process for students who have a legitimate need to break their housing contract, but remain enrolled. Application to Terminate Housing Contract forms are available in University Housing Office in Kilcawley House. If it is determined that your circumstances do not merit termination of the contract, you will be required to honor the contract. Decisions are final. Students who are no longer enrolled at YSU do not need to be released from their contract, but need to notify University Housing of their change in enrollment status.

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HOUSING DURING BREAKS

Residence halls are closed during most academic breaks. Students requiring housing during breaks must register for break housing via the request to extend contract form, which features on the housing website. Requests are due by the Friday two weeks prior to the break. There is a charge for break housing and students may be required to move to a temporary or permanent space during the break. Meal plans are not available during breaks. In addition, restricted guest hours are in effect during breaks. At the end of each semester, students are required to leave within 24 hours of their last final exam with Friday evening at 9:00 pm being the latest a student can stay. Contact the University Housing Office if you need an exception to this policy.

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INSURANCE (RENTERS AND HEALTH)

YSU is not responsible for damage and/or loss of possessions. Each resident should have renter's insurance to cover any losses or damages that may occur. Many students are covered at school by their parents/guardians' insurance policy. Please ask your parent(s)/guardian(s) about this.

Each resident is strongly encouraged to have health insurance coverage. Health insurance policies may be available through Wick Primary Care or the International Programs Office.

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INTERNET SERVICE

Each residence hall has wireless access points throughout the building. In addition, residents have wired accessibility in residence hall rooms. Tampering with the wireless access point/ports is prohibited and may result in fines for damages to these ports.

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KEYS/PROX CARD

Each resident will be assigned a room key. In addition, door access will be programmed onto the student ID cards for any students specifically living in the residence halls. This door access is for main entry doors only. The physical key is required for room entry (and suite entry if applicable). If keys are lost, the room lock will be changed and the resident will be charged \$55. Student ID cards will be replaced at an additional fee. Keys/student IDs are never to be loaned or given to another person to use. Housing & Residence Life reserves the right to document a resident and notify student conduct if keys/IDs are loaned to another person.

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LAUNDRY

A laundry room is provided in each residence hall for residents' use. Washers & dryers are available 24 hours a day. There is no charge to residents for laundry. Non-residents are not permitted to use these areas. Clothes in washers or dryers should not be left unattended. Machines requiring service should be reported immediately to the front desk or via your cell phone. Follow the

instructions posted in each laundry room. In addition, YSU participates in the Laundry View program. Signs for this service are also posted in the laundry rooms.

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MAIL

U.S. mail and campus mail is picked up and delivered daily Monday through Saturday. Mail and packages are received by the front desks and logged by desk staff, who email package/mail notifications to residents. Residents are able to sign for and pick up their mail/packages at their front desk. Wick House residents may pick up their mail and packages at the Kilcawley front desk.

Stamps

Stamps may be purchased at Pete's Treats in Kilcawley Center.

Forwarding Mail

No mail is forwarded during Winter or Spring breaks. Mail will not be held for non-residents. Once you move out of University Housing, it is important that you file change of address notices so that your mail will get to you. The U.S. Post Office will not forward magazines so it's important to send a change of address to magazines you subscribe to.

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YOUR ADDRESS IS:

Your Name _____ House
Room # _____
Street Address _____
Youngstown, OH Your Zip _____

Cafaro House

205 Madison Ave.
Youngstown, OH 44504-1611

Lyden House

251 Madison Ave.
Youngstown, OH 44504-1611

Wick House

656 Wick Ave.
Youngstown, OH 44502

Kilcawley House

117 University Plaza
Youngstown, OH 44502-1208

Weller House

658 Wick Ave.
Youngstown, OH 44502-1215

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PARKING

There are four parking lots located near the residence halls: The R92 lot is located on Madison Avenue adjacent to Lyden House. The R3 & R4 lots are located near Kilcawley House. The M2 lot is located by Wick and Weller. The M90 lot is located on Elm Street

across from Cafaro House. Residents of University Housing are allowed to purchase a parking pass that will allow them access to residence hall only lots, in addition to other parking lots/decks on campus.

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RESIDENCE HALL DAMAGES

It is our goal to ensure that your room is comfortable, clean and in great condition. When you move into your residence hall room, it is important that you relay any facilities-related concerns or issues to staff in-person or via a maintenance report (you are able to submit these via your Housing portal). When you move out of your room, staff will assess rooms in each building and assess charges to student accounts for any damage that is significant or appears to be intentional. If you are billed for damages that you are not responsible for, you may appeal the charges. You must submit an emailed appeal from your YSU student email address to the University Housing Office explaining why you are not responsible for the damages. A staff member will either grant or deny the appeal. Appeal decisions are final.

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ROOM CHANGES

There is a housing freeze the first two weeks of each semester. If you are having a problem living with your roommate, see your RA immediately to discuss the problem. After this step has been completed, if you feel you need a room change, contact your Housing Coordinator.

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COMMUNITY STANDARDS & EXPECTATIONS

- Our residential communities value safety and security.
- It is your responsibility to keep your living space secured, and to not prop doors open or allow in strangers. You also have a responsibility to uphold all policies and procedures. Violations of the Student Code of Conduct may put yourself and others at risk.
- Our residential communities value a reasonably peaceful and quiet environment that is conducive to study and sleep.
- It is your responsibility to observe quiet hours, to keep your music, TV, computer and your voice at a reasonable volume in your living environment, and to remind your guests and others that you expect the same of them, regardless of the time of day.
- Our residential communities value privacy and resident's fair use of room, both in terms of space and time, and the ability to be free of unwanted guests in your room.
- It is your responsibility to let your roommate know of your wishes and preference for hours of sleep, study, and guest visitation, and to work through any difference you may have in a peaceful manner. You also have a responsibility to make

- sure your guests do not violate your roommate's rights or interfere with his/her use of your living space.
- This is your home, so keep your room, floor and bathroom clean. Don't litter, don't leave food or hair in drains...wipe the toilet seat!
 - If you borrow something, return it
 - Our residential communities encourage respectful confrontation when another person's behavior infringes on your rights.
 - It is your responsibility to examine your own behavior when confronted by another and to work toward resolving conflicts.
 - You have the right to the assistance of a Resident Assistant, Resident Director, or other Housing and Residence Life staff members when you need help with a problem
 - It is your responsibility to notify a staff person of your problem and request assistance in a timely manner and to cooperate with those involved as they work with you as you solve your problem.
 - It is your responsibility to read the information provided for you by Youngstown State University. This includes, but is not limited to your Housing Contract, the Resident Handbook, and the Student Code of Conduct. You may report any violation, whether or not you were personally affected by it.
 - Try to incorporate empathy in your daily life. If, "Treat others how you would like to be treated," is the golden rule then, "Treat others how they would like to be treated," should be the platinum rule.
 - Penguins care about fellow Penguins! If you notice that someone doesn't seem OK, ask them! If you are concerned for someone's health or safety, please let a Housing & Residence Life team member know.

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SAFETY & SECURITY

If you see something that is a concern, please contact an RA, Housing Coordinator, the front desk, or University Police at 330-941-3527. Our public areas (including corridors) are equipped with video cameras to deter criminal or problem behavior. All fire exit doors are alarmed. Each room has a peephole and a deadbolt lock. Students are strongly encouraged to keep their doors locked at all times. All buildings have modern fire alarm and sprinkler equipment. Fire alarm drills will occur twice each semester to ensure fire safety equipment is working effectively and all students understand evacuation protocols. Each student is expected to treat all fire alarms as a real situation and exit the building each time they occur.

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SINGLE ROOMS

Single rooms may be available in some residence halls, depending upon occupancy. There is an additional charge for single rooms. If you would like a single room, please contact the University Housing Office. If you require a single room for medical reasons, you are able to officially request one through the Office of Accessibility Services.

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THEFT/DAMAGE OF YOUR PROPERTY

Valuable items should be kept in a secure place. Student rooms should be deadbolt locked at all times. Textbooks and technology are particularly susceptible to theft. Students should not leave textbooks unattended.

If theft/damage occurs, please report immediately to an RA or the front desk. They will contact University Police to take a statement and begin an investigation.

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TORNADOES/SEVERE WEATHER

In the event of severe weather watches/warnings, YSU Police communicate with Housing & Residence Life staff. If a tornado is reported, YSU Police will sound the Tornado Alarm in your residence hall. Residents should report to the lowest level or tornado shelter immediately and wait for the all clear signal from YSU Police.

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VACCINATIONS

The following immunizations are required for all students applying to live in University Housing at Youngstown State University.

T-dap: One (1) adult dose in the last 10 years

Hepatitis B: Three (3) doses of Hepatitis B OR lab report confirming immunity

MMR: Two (2) doses of MMR (second one must have occurred on or after first birthday) OR Two (2) doses of Measles, Two (2) doses Mumps, and One (1) dose of Rubella OR lab reporting confirming immunity for each.

Varicella: Two (2) doses of varicella OR Lab report confirming immunity

Polio: Four (4) doses of IPV or OPV. Only required for those students who will be younger than 18 at the start of the semester.

Meningococcal conjugate (ACWY): One (1) dose since age 16

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VENDING

Vending machines are conveniently located in each residence hall. If you notice that a machine is out of stock, please inform the front desk.

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RECOMMENDED AND PROHIBITED ITEMS

RECOMMENDED ITEMS

Bedding/Linen

- Sheets (extra-long twin)
- Pillows/pillowcases
- Blanket(s)
- Towels/washcloths

Toiletry Items

- Soap, shampoo, toothpaste, deodorant, etc.
- Shower caddy
- Flip-flops (for shower)
- Robe

Things to Make Your Room More Comfortable

- Posters, pictures of friends/family
- Personal mementos
- Rugs (Cafaro and Lyden House rooms are not carpeted)

Convenience Items

- TV, computer, gaming systems
- Keurig (or similar) coffee brewing systems are allowed

Please note: A micro/fridge unit is provided in each room, which is to be shared by the occupants of the room. No additional mini-fridge or microwave units are permitted.

Miscellaneous

- Laundry items (laundry bag, soap, dryer sheets, etc.)
- Power strips (with breaker switch)

PROHIBITED ITEMS

- Pets (including fish)
- Refrigerators and microwaves (as they are supplied)
- Appliances with open heating elements (i.e., hot plates, toasters, toaster ovens, deep fryers, air fryers, electric skillets, indoor grills, waffle makers, coffee pots without auto shut off, etc.)
- Air conditioners (all of our buildings are air conditioned)
- Halogen lamps
- Alcohol and illegal drugs (as deemed by the State and Federal governments)
- Extension cords (power strips are acceptable)
- Candles, incense, hookah, e-cigarettes and vaping pens
- Bed lofts, lofting kits and/or bed risers
- Medusa lamps with plastic shades
- Additional beds, sofas, or armchairs
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POLICIES AND EXPECTATIONS FOR RESIDENT STUDENTS

Living in campus residence halls is an opportunity to be enjoyed by students at Youngstown State University. As a member of this community, you will be granted many rights and privileges. In return you will be expected to respect the rights and privileges of others. These rules and regulations and The Student Code of Conduct are intended to facilitate a comfortable living environment for all resident students. Both of these materials are available to you via the YSU web site. Your responsibility is to become familiar with and observe these rules and regulations. Violation of these rules and regulations constitutes a breach of your housing contract and can result in disciplinary action. All residents are expected to cooperate with members of the residence hall staff and to respect their requests.

RESIDENCE HALL STUDENT CONDUCT

Residence hall conduct is intended to be educational. It is also a method of maintaining a positive community living environment. When your behavior is disruptive to the community environment, you will be subject to the student conduct process.

Typically, a reminder from your Resident Assistant will be sufficient to correct minor concerns. For situations where a reminder is not successful, the following actions will take place:

1. An RA will write a description of what occurred in an Incident Report
2. A Housing Coordinator or member of the Student Conduct staff will notify you via email that a complaint has been received. You are expected to meet with them to discuss the incident and determine if the matter can be resolved or if it should be referred to the Student Conduct Board.
3. If you are found responsible for a violation, sanctions will be issued. Non-compliance with sanctions may result in further disciplinary action.

Continued inappropriate behavior beyond the initial conference constitutes a serious problem. Corrective action is normally progressive in nature; that is, repeated violations resulting in student conduct action lead to progressively stronger sanctions. Infractions normally start with verbal warnings, then progress to meetings, restitution, probation, removal from the residence hall, suspension and/or expulsion. It is expected that most cases will be processed in this manner; however, the seriousness of certain offenses may justify immediate removal from the residence hall, pending the outcome of a conduct hearing. These offenses include, but are not limited to, violent behavior, possession of a weapon, possession of illegal drugs, and any form of intimidation of other residents.

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ALCOHOL

The use or possession of alcoholic beverages in the residence hall and/or disorderly conduct due to consumption of alcohol is strictly prohibited. Empty alcohol bottles are also prohibited. Residents are

held responsible for any alcohol containers in their room. Underage drinking is a violation of state laws and will be treated as such by Housing & Residence Life officials and YSU Police. Please note that residents will be held responsible for the actions of their guests. University Housing staff may inspect your packages if they suspect that they contain alcohol. Alcoholic beverages will be confiscated and disposed of. If you are so intoxicated that you may be a danger to yourself or others, you will be transported to the hospital for treatment. Underage drinking and other criminal violations may be subject to criminal prosecution. Parents of students under 21 will be informed of alcohol violations.

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APPLIANCES

Each resident room is equipped with a micro/fridge unit. Additional refrigerators or microwaves are not permitted. Other cooking appliances are prohibited, with the exception of Keurig (or Keurig-like) brewing systems, which have internal heating elements and auto shut-offs. Each residence hall has a kitchen. It contains a stove, oven, and refrigerator. You are responsible for cleaning the kitchen when you are finished using the space. If you are irresponsible regarding fire safety (repeated fire alarms due to burnt food), you may be subject to disciplinary action.

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BATHROOMS

The bathroom facilities located on gender-specific floors or within gender-specific suites may only be used by students of the specified gender (i.e. the bathroom on a female floor will be designated an all-female bathroom). Entering opposite gendered bathrooms is prohibited.

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CARE OF YOUR ROOM

It is your responsibility to take care of your room, suite, apartment, and its furnishings. This includes keeping your space clean and refraining from defacing the walls, ceilings, floors, and room doors through the use of paint, nails, tape, glue, screws, or other damaging fasteners. We recommend that you use blue painters' tape to hang items, as needed. Students should refrain from hanging anything from the ceiling due to fire safety considerations. Intentional damage or defacement of University property (i.e. your room or residence hall public areas) will be considered an act of vandalism.

You are responsible for leaving your room in the same condition you found it. Upon your check-out, if damages are found in your room that appear to be significant or intentional, you will be responsible for applicable charges. Belongings left in a room after check-out or at the end of the year will be donated to a local charity or disposed of. If you fail to clean your room prior to check-out, you will be charged to have it cleaned. If the responsible individual cannot be identified, the cost will be equally split between roommates.

Items, including posters, signs, etc. that may be harassing, derogatory, or obscene to a reasonable person are not allowed in public areas (suite common area doors and walls, hall walls, and outside of room doors).

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CLEANLINESS AND ROOM INSPECTIONS

You are responsible for maintaining the cleanliness of your room/suite/apartment. Food must be kept in refrigerators or closed containers. Inspection of rooms will occur periodically to ensure healthy and safe conditions. Should you develop a problem with insects or other pests, notify your RA or Housing Coordinator immediately so appropriate measures can be taken to correct the problem. The University reserves the right of entry into any room for the purpose of inspection, cleaning, repair, or emergency.

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COOPERATION WITH STAFF

You and your guests are expected to cooperate with Housing & Residence Life Staff. You will be expected to show proper identification when requested, if not already obtained by the front desk. Falsification or misrepresentation of yourself or refusal to provide such information to staff is prohibited. If you or your guests fail to comply with reasonable requests from staff in the performance of their duties, you and/or your guest will be subject to disciplinary action. Your guest may be told to leave and may not be permitted to visit in the future.

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COURTESY HOURS

Courtesy hours are in effect 24 hours a day, seven days a week. Courtesy hours mean that you will respect the rights and privileges of other residents. The noise level must not interfere with those students who want and need to study at any given time. If you are asked to be quiet, you should respond promptly and courteously. If a speaker, alarm, or television is left on at a high volume and the resident is not present in the room, Housing & Residence Life reserves the right to enter the room and turn off the item.

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DISTRUPTIVE BEHAVIOR

Bicycles, skateboards, scooters, rollerblades, hall sports, or other similar behavior that may cause damage or a disturbance to other residents is not permitted in the residence halls.

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DOOR POLICY (ENTRANCE/EXIT)

For your security and protection, all exterior doors to the residence halls are locked 24/7. You must enter the residence halls through the main lobbies. You should be prepared to show your identification if asked by staff. If you aid anyone in entering the residence halls through any other entrance, you and your guest are subject to disciplinary action.

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DRUGS

The use, possession, dispensing, distribution, and/or manufacture or illegal drugs and paraphernalia is strictly prohibited and is a violation of state and federal laws. Medical marijuana is prohibited, as its use is federally illegal. Intentional misuse or abuse of prescription and/or over-the-counter drugs, including, but not limited to taking somebody else's prescription drugs or using drugs in a manner other than intended, is strictly prohibited. YSU Police will be notified immediately. Parents of students under 21 will be informed of drug violations.

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ELEVATORS

Depending on the volume of use, the elevator may take a few seconds or several minutes to arrive. Nothing you do will make the elevator respond more quickly. Pulling on doors or bouncing on the floor of the elevator may damage it and can be dangerous. Students are expected to follow all posted elevator guidelines/notifications. Charges to repair the elevator will be borne by the individual(s) damaging the elevator. If the individual(s) cannot be identified, the cost will be split by all residents.

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FIRE ALARMS AND DRILLS

Illegal or unauthorized use of any fire-warning or fire-fighting equipment on University-owned or -controlled property is prohibited. All fires must be reported to YSU Police or Housing & Residence Life staff. The fire alarm should be sounded, regardless of the nature and the size of the fire. The building will be evacuated each time an alarm sounds, even if a false alarm is suspected. You should not return to the building until an authorized all-clear signal is given or you are told by a police officer that you can return.

If you use a fire extinguisher for any purpose, you must report it to Housing & Residence Life Staff so that the extinguisher can be refilled. Tampering with or disabling smoke detectors is prohibited. You should familiarize yourself with all building exits so that you can vacate the building by the nearest exit.

Two fire drills will be conducted each semester. Failure to evacuate the building during a fire alarm or drill may result in disciplinary action.

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FIRE HAZARDS

You may not burn or ignite any object in or around the residence halls. Candles, incense, and the like are fire hazards and are prohibited. Live Christmas and holiday trees are also prohibited. E-cigarettes, vape pens, and hookahs are not permitted due to the sensitivity of our fire safety equipment and YSU's status as a smoke and tobacco-free campus.

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FIREARMS AND WEAPONS

The possession or use of firearms, ammunition, knives (with the exception of a foldable pocket knife with a blade less than 2 inches or a kitchen knife used expressly for preparing and consuming food), swords, explosives (e.g., fireworks) or other dangerous weapons or the use/storage of hazardous or combustible materials is prohibited in the residence halls.

In addition, paintball guns, pellet/BB guns, handcuffs, stun guns/Tasers or any similar objects that may be used to do harm are not permitted in the residence halls. Pepper spray or similar items should be used for emergencies only. Housing & Residence Life reserves the right to confiscate any object that may be used inappropriately to harm/disrupt other students.

Toy guns, water guns, and other gun-like items are also prohibited from the residence halls.

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FURNITURE AND EQUIPMENT

You should not modify the furniture (beds, dressers, etc.) in any way. Non-university lofts, loft kits, and bed risers are strictly prohibited. Furniture and equipment should not be taken from public areas of the building to your room without prior consent of the Housing & Residence Life staff. Existing bedroom furniture must remain in bedrooms. This includes all pieces of loft kits. No additional beds/furniture may be added to rooms/suites without permission from your Housing Coordinator. Students must contact housing@ysu.edu to request furniture adjustments.

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GUEST POLICY

A guest is defined as any individual who visits a residence hall to which they are not assigned. Guests must be at least 16 years old and must present a valid photo I.D that shows birthdate (a current driver's license, college ID or military ID) at the front desk of the residence hall they are visiting. Residents hosting guests must meet them at the desk to sign them in and then must accompany their guest at all times. Residents must also officially accompany their guests to sign them out at the desk. You will be held accountable for the conduct of your guests and guests are expected to abide by all Housing & Residence Life and University policies. If you see a non-resident guest unaccompanied by a resident host, you should report it to the front desk or an RA.

In the interest of the rights of roommates and other hall residents, there are limits to the frequency and duration of guests. Guests may stay in University Housing facilities a maximum of 3 nights in any 7-day period. Parents are expected to sign in as guests. A maximum of 3 guests may be signed in per room at any given time. Residents are expected to sign in guests accordingly.

Guest policy is in effect 24/7, however, guests must also adhere to overnight restrictions. In a shared bedroom, permission from all roommates must be gained before a guest may stay overnight. In the case of guests who are visiting but not remaining overnight, care must be taken to allow for the rights of all roommates to enjoy the privacy of their shared room. Students are expected to

respect the rights of their roommates and/or suitemates whenever present. The privilege to host a guest does not supersede the rights of the assigned roommates.

During University breaks, no overnight guests are permitted. Housing & Residence Life officials reserve the right to deny any individual the right to visit the residence halls. Housing & Residence Life does not provide a bed or bedding for guests in residence halls.

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INSPECTION OF PACKAGES

Housing & Residence Life reserves the right to have any staff or front desk attendant search any items/packages/bags that enter the residence halls, if safety concerns exist. This applies to guests as well as residents.

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KEYS/PROX CARD

You have been issued a key to your room and have a student ID that has programmed access to your specific building. It is illegal to copy University keys. You should deadbolt lock your door whenever you leave your room. Do not leave your door open, do not lend your key/ID card to anyone, and report any unauthorized persons found in your room. If your key/ID card is damaged, lost, or stolen, report it immediately to your RA or Housing Coordinator. Do not alter the lock or room door and/or rig the room door to open without using your key/ID card.

If you lock yourself out of the room, you should make efforts to contact your roommate to coordinate re-entry to your room with their assistance. If this is not possible, you are able to go to the central Housing office during business hours (8am-5pm weekdays) to check-out a spare key. Outside of normal business hours, or during extenuating circumstances, you should go to your residence hall's front desk for assistance. Lockouts are recorded. Students who have more than 3 recorded lockouts per semester may be sent through student conduct.

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MEAL PLANS

Each resident of University Housing (excluding Weller residents) is provided with a meal plan as part of their room & board. Pete's Points/Flex Dollars are provided with each resident's meal plan. These points may not be used to purchase alcohol, tobacco, or other designated non-food items. Residents may not give their YSU ID to anyone with the purpose of having them use their meal plan. A meal plan may only be used by the resident it is assigned to. Residents have two weeks at the beginning of each semester to change their meal plan. Residents can visit the [Y Card webpage \(https://ycard.yosu.edu\)](https://ycard.yosu.edu) (in the Penguin Portal under "Student Services") to manage their YSUID and meal plan.

Any student on a meal plan who is permitted to leave University Housing (whether remaining a student at YSU or not) is

responsible for the cost of Pete's Points/Flex Dollars used that goes beyond the prorated weekly allotment. Unused Pete's Points/Flex Dollars are not refunded.

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PETS

No pets of any type may be brought into or kept in any place inside the residence hall. Pets may not visit the residence halls. Service animals are permitted in University Housing. For information on Emotional Support Animals, please contact Accessibility Services at (330) 941-1372. All approved animals that are living in the residence halls must be registered with Housing & Residence Life prior to entering the residential buildings.

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PHOTOGRAPHIC AND RECORDING EQUIPMENT

Unauthorized use of video, photographic, listening device, and recording equipment (including, but not limited to web cameras, cell phones, and audio recorders) in common areas (including, but not limited to hallways, lounges, stairwells, and restrooms) of residence halls is prohibited, as is recording people without their permission.

Cameras located throughout the halls are used to promote safety and for the investigation of policy violations.

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PHYSICAL OR VERBAL ABUSE

You are expected to treat all persons with respect and dignity. You are not permitted to physically or verbally assault any other resident. This includes sexual assault, harassment, and/or threats. Slurs regarding a person's identity are considered verbal abuse. All forms of physical or verbal abuse are prohibited, including over the phone or via the internet/social media.

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QUIET HOURS

Quiet hours are in effect Sunday–Thursday from 11:00 pm–9:00 am. On Friday and Saturday, quiet hours are from midnight to 10:00 am in all residence halls. During finals week, 24-hour quiet hours apply.

The following regulations are in effect during quiet hours:

- The volume of speakers will be kept at a level that cannot be heard outside the suite/room or outside the building.
- There will be no unreasonably loud talking or other noise which will disturb residents who wish to study or sleep.
- Running, yelling, or other disruptive behavior is not permitted in the corridors.

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ROOM CAPACITY

For health and safety reasons, no more than 3 guests are permitted in a room at one time. Housing & Residence Life staff has the right to monitor the number of guests and room capacity at any given time.

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ROOM ENTRY/ ROOM SEARCHES

Entering rooms other than your own without the permission of a resident of that room is not permitted. When present in another individual's room, the owner of that room must be present. No RA is authorized to let you enter any room other than your own. The University reserves the right of entry to any room for the purpose of inspection, cleaning, maintenance, and repair, or to determine if University policy is being violated. Health & Safety Inspections will be held at least once a semester and additionally as necessary. University Housing and Housing & Residence Life staff may perform visual searches of any resident room.

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SECURITY CAMERAS

Residence hall public areas (including corridors) and exterior areas are equipped with security cameras. Security cameras may never be covered or turned off for any reason. Tampering with security cameras and/or interfering in security camera equipment's normal operating function in any way is prohibited.

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SMOKING

Smoking, e-cigarettes, vaping, and tobacco use are prohibited within all residence halls. For more information about the University's smoke, tobacco, and vape-free environment policy, please visit page 115 of the [Student Handbook \(/sites/default/files/student_affairs/ysu_student_handbook.pdf\)](#).

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SOLICITING OR SELLING

Door-to-door selling or other solicitation, and advertising non-university events, is prohibited in the residence halls and the Christman Dining Commons. Student organizations who wish to promote their group or event in residence halls must get permission to do so from the office of Student Activities. Personal services, including but not limited to tattoos, piercings, and haircuts, are not permitted in the residence halls.

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SPORTS/RECREATIONAL EQUIPMENT

Sports equipment, bicycles, skateboards, scooters, Segways/monorovers/hover boards, roller blades, or other similar equipment that may cause damage or disturbance is not permitted to be used in the residence halls.

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TRASH

Your room has a trash container. Room trash from your container should be dumped in the trash containers in the hallway. Items that do not fit in the hallway trash container must be taken by residents to the nearest dumpster. Weller residents must take their trash to the dumpster, as hallway trash containers are not available. Recycling is encouraged when possible.

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UNAUTHORIZED PROPERTY/AREAS

Unauthorized possession or use of University property, or property of a member of the University community, or property of a campus visitor, is prohibited. This includes taking public area furniture into residence hall rooms. Unauthorized entry into restricted areas (i.e. residence hall maintenance rooms) is prohibited.

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VANDALISM AND DAMAGES

You are responsible for damages to or loss of University property in your room, suite and/or apartment. In addition, you are expected to report stolen or damaged property. In the case of damages in the hallways or other public areas of the building, charges will be assessed to those responsible. In the event that it is impossible to determine responsibility, the charges may be divided equally among all residents. Requests for maintenance or repair should be reported immediately to your RA or the front desk.

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WINDOWS AND SCREENS

Windows and screens are an important part of building security and appearance. Tampering with windows and screens will not be tolerated. Screens may not be removed from windows for any reason. Any damage to windows or screens should be reported immediately. Nothing should ever be thrown from your windows or brought in through them.

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USING NETWORK SERVICES | STUDENT NETWORKING PROTOCOL

1. Do not connect anything to the campus network but your PC (no wireless access points, no hubs, etc.)
2. Do not configure a modem to auto-answer.
3. Do not download copyrighted materials. This is illegal.
4. Do not impair or interfere with another person's use of the campus network or the internet.
5. Do not harass others or send threatening or obscene materials or messages to others. Altering of email headers is prohibited.
6. Do not leave your PC unattended after you have logged on to the Housing network. Sharing accounts is prohibited. You are responsible for all activities that transpire under your password and user ID. Promptly logoff when finished to limit your liability.
7. Do not use Housing Network, University network or PC lab facilities as a base for a personal business.

8. Do not access a machine or service for which you have not been authorized.
9. Do not scan one or more machines to see what is running.
10. Do not participate in peer-to-peer file sharing programs. This is prohibited.
11. Do password protect any local file sharing that you may do.
12. Do conduct yourself in a professional manner and seek to conform to a high moral standard.

Internet service in the residence halls is managed by YSU IT. Each resident has access to an in-room wired port and there are many wireless access points that provide the halls with University WiFi. If you experience issues with connectivity, you should contact YSU IT Services at (330) 941-1595. Alternatively, you are able to access self-help documents at ysu.edu/it-service-desk or visit the IT service desk (located on the fourth floor of Maag Library) for in-person assistance.

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DISCIPLINARY ACTIONS

Students found in violation of Housing & Residence Life policies will be subject to the University Student Conduct process. For more information, please review The Student Code of Conduct, found on the Office of Student Conduct's website.

DISCIPLINARY ACTIONS INCLUDE ANY OF THE FOLLOWING PROCEDURES:

Incident Report: When a violation of policy occurs in the residence halls, the violation is documented, typically by an RA, in the form of an incident report. This report is given to Housing & Residence Life and Student Conduct staff.

Email Notification: This is a written notice from Housing & Residence Life or Student Conduct staff that a report has been received indicating you may have violated a University regulation. You will be asked to attend an appointment to discuss the alleged violation.

Conduct Conference/Hearing: A meeting/hearing between involved individuals and Housing & Residence Life staff or the University Conduct Officer/Student Conduct Board

DISCIPLINARY ACTIONS MAY INCLUDE ANY OF THE FOLLOWING SANCTIONS:

Removal/Restriction of Property: You may be asked to remove objectionable property (or it may be confiscated from you), such as a stereo that has been repeatedly played too loudly, unsafe electrical appliances, etc.

Education/Community Service Assignment: You may be given a supervised community service/educational assignment appropriate to the situation.

Room/Hall Transfer: You may be required to transfer halls and/or rooms.

Termination/Restriction of Privilege: Your privileges may be terminated or restricted for violating certain regulations. For instance, your visitation and/or your guests' visitation privileges may be restricted or terminated for violation of visitation regulations.

Restitution: You may be asked to compensate any loss, damage, or injury your violation causes. This may take the form of additional service, as well as monetary or material replacement.

Warning: You may be given a written notification that you have violated institutional regulations. This written warning means that further problems may result in more serious sanctions being placed on you.

Conduct Probation: You may be placed on conduct probation, which is notice in writing that any subsequent violation(s) of University regulation may result in suspension or expulsion and/or imposition of restrictions or conditions consistent with the offense committed.

Removal from University Housing: You may be removed from the residence hall for a specified period of time. You may not be allowed to visit the halls or dining facility following your removal. You will not receive any refund of University Housing fees.

Suspension: You will be separated from the University for a specified period of time, after which time you are eligible to return. You will not receive any refund of University Housing fees.

Expulsion: You will be permanently separated from the University. You will not receive any refund of University Housing fees.

Parental Notification: The University may notify parents of students who are under 21 years old when they are found responsible for violating alcohol and/or drug policies.

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