



2023-24 Housing and Residential Life

# COMMUNITY LIVING GUIDE



**HOUSING THAT'S HOME.**



## OUR MISSION

The Office of Housing and Residential Life at Wayne State fosters student learning and success through engaging residents in an intentional living-learning community. Supported by safe, comfortable and convenient residence hall, apartment and dining environments, residents grow in self awareness and cross-cultural understanding as they practice social and group development as members of a diverse group of Wayne State learners.

# TABLE OF CONTENTS

Welcome .....	1
Your building staff .....	3
Living with roommates .....	4
Housing eligibility.....	4
Residential life.....	5
Services and amenities, A-Z .....	7
Campus safety .....	11
Personal emergency planning .....	14
Check-in and checkout procedures .....	16
Policies and procedures.....	18
Special policies for residence halls.....	21
Special policies for apartments .....	22
Community expectations .....	24
Rights and responsibilities .....	25
Judicial process and procedures .....	27
Official housing regulations.....	28
Student financial obligation for payment of tuition and housing fees.....	35



# WAYNE STATE UNIVERSITY LAND ACKNOWLEDGMENT

Wayne State University rests on Waawiyataanong, also referred to as Detroit, the ancestral and contemporary homeland of the Three Fires Confederacy. These sovereign lands were granted by the Ojibwe, Odawa, Potawatomi and Wyandot nations in 1807, through the Treaty of Detroit.

Wayne State University affirms Indigenous sovereignty and honors all tribes with a connection to Detroit. With our Native neighbors, WSU can advance educational equity and promote a better future for the earth and all people.



## THE HOUSING & RESIDENTIAL LIFE COMMITMENT

Wayne State University Housing & Residential Life is committed to creating an inclusive residential community who values and embraces the diversity of all its members. We aspire to develop an appreciation for ability, age, citizenship status, creed, cultural background, ethnicity, family model, gender identity and expression, health status, national origin, political ideology, race, religious affiliation, sexual orientation, spiritual affinity, size, socioeconomic class, and veteran status.

Many students use their college years to explore and develop their identities and values. We believe this exploration can best take place in an environment that is open to and respectful of individuals across the spectrum of human differences and distinctions. It is the responsibility of every member of the Housing and Residential Life community, staff and students alike, to work to create and maintain such an environment.

Housing & Residential Life is committed to providing a purposefully inclusive community where all members and visitors are free from harassment, verbal or written abuse,

threats, bullying, ridicule, intimidation, cyber-bullying, or violence because of their identity. We will not accept fear, ignorance, apathy, indifference, religious bias, anger, alcohol or substance abuse as an excuse, reason, or rationale for such behavior. We encourage all members within our community to make informed personal choices, hold each other accountable, and constructively challenge any injustices.

Housing & Residential Life, in collaboration with other campus resources, fosters the holistic development of the WSU residential community. We challenge all members of the Warrior Family to move beyond tolerance and engage in creating and maintaining an inclusive community for all.

Housing & Residential Life is dedicated to recruiting, hiring, promoting, and retaining an inclusive staff that supports the pluralistic diversity of Wayne State University and the Detroit community.

# WELCOME


Welcome to Housing That's Home at Wayne State University! We are so glad you're here. Living in and leaning on a community that is engaging, supportive, inclusive and safe will make your college experience an exceptional one.

We encourage you to read carefully thorough the Community Living Guide. This guide will help you understand how to successfully live in community at Wayne State, even if you are a returning resident. This guide is not only here for your benefit, but also to create shared expectations between you and your neighbors. There is information and guidelines that will allow you to live, learn, and grow together.

There are new things to learn and relationships to build! We strongly encourage you to get to know the other students living in community with you. Explore all that Wayne State has to offer through residential programs, one of WSU's 500+ student organizations, and our vast student success resources. The connections you make on this campus will exponentially enhance your college experience and will last a lifetime.

Housing & Residential Life holds steadfast in our commitment to providing a living environment that can feel like home for you. This guide isn't just about what we expect from you, but also what you can expect from us. Our entire department feels so lucky to have you here living on campus and that we have the privilege of being part of your educational journey.

You are what makes this campus community Warrior Strong.



Nikki Dunham  
Senior Director

## **Office of Housing and Residential Life**

Student Center Building  
5221 Gullen Mall, Suite 582  
Detroit, Michigan 48202

Phone: 313-577-2116

Fax: 313-577-6644

Email: [housing@wayne.edu](mailto:housing@wayne.edu)

Website: [housing.wayne.edu](http://housing.wayne.edu)

## **Front desk numbers**

### **Anthony Wayne Dr. Apartments:**

**North desk**

313-577-1815

**South desk**

313-577-2121

### **Chatsworth Suites**

313-577-5427

### **Ghafari Hall**

313-577-9700

### **The Thompson**

313-577-4424

### **Towers Residential Suites**

313-577-6600

### **University Tower Apartments**

313-577-8887

# Campus housing resources

The Office of Housing and Residential Life and WSU Dining staff are available to help you and your fellow residents build a positive atmosphere that fosters academic success, community, healthy eating, creativity, diversity and personal responsibility. We are here to help you adjust to the new people and ideas you will encounter at Wayne State. The chart below shows each member of our team available to assist you during your journey as a WSU Warrior. The Office of Housing and Residential Life is here to:

- Help you get involved in your residential community
- Support your academic success
- Serve as mentors
- Help make your living space safe and secure
- Help develop your leadership skills
- Help connect you to other WSU resources
- Help you in supporting a friend
- Help you get connected to student organizations
- Help you meet your dietary needs
- Fix things when they're broken
- Help you get involved in the Detroit community



*We are here to support you!*

# Your building staff

Visit [housing.wayne.edu](https://housing.wayne.edu) to get a complete list of our central housing office staff names and contact information, or reach our central office by phone at **313-577-2116**.

Each building has dedicated community directors (CDs), resident advisors (RAs), community assistants (CAs), area administrative coordinators (AACs), student desk assistants (DAs), residential security monitors (RSMs), dining, maintenance and housekeeping staff.

## Community directors (CD)

CDs are professional, live-in staff members who are responsible for the overall management of each residence hall/apartment building. They supervise the resident advisors, provide support to all residents in their building, and rotate as night and weekend on-call emergency responders.

## Area administrative coordinators (AAC)

AACs are professional staff members who run the administrative aspects of the residence hall/apartment buildings. They are the ones who give you access to the building. They help supervise the day-to-day operations of the front desk staff.

## Resident advisors (RA)

RAs are sophomore or upper-class students. They live on each floor and are trained in building community, conflict mediation, and emergency response to assist residents. You will meet your RA at check-in and your required floor meetings. Get to know your RA; it will make a big difference.

## Community assistants (CA)

CAs are sophomores or upper-class students who live within the WSU housing system. They are the smiling faces at the front desk of The Thompson. They monitor who comes in and goes out of the building 24 hours a day and assist with building rounds. They also assist in mail services, signing in guests and reporting maintenance concerns. They are trained in conflict mediation and emergency response.

## Front desk assistants (DA)

DAs are the smiling faces at the front desk of each building. They monitor who comes in and goes out of the building 24 hours a day. They also assist in mail services, signing in guests and filing maintenance work orders.

## Residential security monitors

RSMs are stationed in the front lobby of each hall/apartment building during high-traffic, late-night hours. The monitors assist the front desk staff with checking IDs and ensuring that guests are registered.

## Dining staff

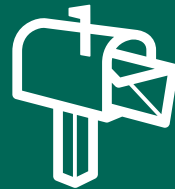
The dining services team members are here to give you the best dining experience possible. Whether answering important nutrition questions or having a friendly conversation, the dining team is dedicated to making students and guests the top priority.

Throughout the year, Towers Café and Gold 'n' Greens host several special events to increase guest engagement and satisfaction. Don't miss out on the exciting dining events planned

for the 2023-24 academic year! Stay connected on Instagram and Twitter @DineWayneState, or visit our communication station at the Towers Café entrance to learn more about upcoming events and additional information. You can share your dining experience with our staff at [yourdiningvoice.com](https://yourdiningvoice.com).

## Maintenance and housekeeping

These are staff members who take great pride in our halls and apartments. You may find yourself in contact with these individuals on a daily basis, and you are encouraged to say hello as they clean common areas and perform regular building maintenance. Many residents develop great relationships with these staff members.



## YOUR CAMPUS MAILING ADDRESS

### Anthony Wayne Drive Apartments

5235 Anthony Wayne Drive, Apt. #  
Detroit, MI 48202

### Leon H. Atchison Hall

5110 Anthony Wayne Drive, Room #  
Detroit, MI 48202

### Chatsworth Suites

630 Williams Mall, Room #  
Detroit, MI 48202

### Yousif B. Ghafari Hall

695 Williams Mall, Room #  
Detroit, MI 48202

### The Thompson

4756 Cass Avenue, Room #  
Detroit, MI 48201

### Towers Residential Suites

655 W. Kirby, Room #  
Detroit, MI 48202

### University Tower Apartments,

4500 Cass Avenue, Apt. #  
Detroit, MI 48201

# Living with roommates

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Meeting and beginning to live with your new roommate is an exciting event that can enhance your college experience, whether it is someone that you have never met or a good friend. You may have come to campus having never shared a room with someone else. Being a good roommate and enjoying living with a roommate will depend upon your ability to listen, communicate and compromise. The key to every relationship — including the one with your roommate and suitemates — is communication.

Everyone is naturally excited and nervous about meeting their roommate. If you use sites such as Facebook to find your roommate, we encourage you to be careful in forming an opinion too early. People don't always portray themselves online as they do in person. Just because your roommate posts party pictures or looks like they have a different personality than you doesn't mean that they are what you think. We encourage you to contact your new roommate as soon as you receive their contact information. The two main things you want to do in this initial conversation are introduce yourself and provide some information about your likes and dislikes. This is also the time to discuss and coordinate what items each of you will bring to campus.

It is natural to feel a little apprehensive about speaking with a new roommate for the first time. You will find that it is easier if you are upbeat, positive and respectful of your roommate's right to their opinions and expect some differences. The most important goal of the conversation should be to establish solid communication so that you have a base to build on when move-in day arrives.

Some topics to get you started might include:

- Favorite music, food, movies or television shows
- Your planned major or classes that you'll be taking
- What each of you will bring (television, computer, refrigerator, microwave, etc.)
- Your WSU email address to stay in touch over the summer

## Housing eligibility

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### *Residence halls and furnished apartment-style housing*

To be eligible to live in the residence halls/furnished apartment-style housing, you must be enrolled in a degree-granting program throughout the entire period of the license agreement.

#### **Room assignments**

Residence hall and furnished apartment-style housing room assignments are self-selected based on eligibility for certain spaces. Roommates will share the same living space for the entire academic year, and we encourage you to try to work out any differences. Open communication is the key to a successful living arrangement with other people.

Obviously, you and your roommate are individuals with special interests, hobbies, likes and dislikes. It is not essential that you are similar in every aspect of college life in order to be good roommates.

All students are encouraged to develop a roommate agreement, based on honest conversation and respectful compromise, during the first weeks of school in order to prevent potential conflicts. Your resident advisor will guide you through this agreement at your first floor meeting. Upper-class students are not required to develop a formal roommate agreement; however, it is encouraged, particularly if this is the first year they have lived together. As with any relationship, conflicts will arise — it is how you handle those conflicts that will determine your success.

To resolve personal differences with your roommate, follow these steps (to be proactive, fill out a roommate agreement):

1. Have a one-on-one conversation with your roommate about your concerns.
2. If that does not work, contact your RA to assist in mediating your differences.
3. In the rare case that steps 1 and 2 are not successful, you may contact your community director for help.

If you and your roommate experience difficulties living together, it may be helpful to contact your RA. By working together with your RA, perhaps you can eliminate the concern. Although most roommate problems can be worked out, we offer one opportunity each semester for students to switch room assignments. Before a room change is made, a resident must participate in the roommate mediation process (this process begins with your RA).

Housing has a room-change period each semester where students can complete a request to switch rooms; students can get the information for switching rooms at their building's front desk or the housing office when it becomes available. No student is allowed to switch their room assignment without prior written permission from housing.

To resolve personal differences with your roommate, follow the steps listed above in the Living With Roommates section.

### **Room consolidation — Atchison Hall, Ghafari Hall, Towers Residential Suites, The Thompson and Anthony Wayne Drive Apartments**

The Office of Housing and Residential Life reserves the right to change or cancel an assignment in the interest of order, health, safety or behavioral issues. The right of final assignment lies with the Office of Housing and Residential Life. The Office of Housing and Residential Life also reserves the right to fill vacancies in



## Housing eligibility (cont.)

rooms/apartments and to require the resident to move to another room/apartment to allow for optimum utilization of space or to resolve situations regarding interpersonal conflicts at any time (see Housing License Agreement Terms and Conditions).

### Unauthorized room changes/cohabitation

Residents who move from their original room assignments without prior approval will be subject to an unauthorized room change charge of \$100 and must move back to the original room assignment. It is important for residents to complete the roommate mediation process and official room change approval process. Any resident allowing a non-resident to reside in the residence halls/apartment-style housing will be charged with violating the Housing License Agreement and/or Student Code of Conduct and could face immediate removal from university housing.

### Unfurnished apartment occupancy

The Office of Housing and Residential Life does not match roommates for our unfurnished apartment spaces. Residents

are responsible for finding their own roommates to share the living space and rent. All residents are jointly and individually liable for the entire rent amount.

### Families

Parents, spouses, domestic partners and children of students may reside in an unfurnished apartment with the student resident. All occupants must be listed on the license and must not exceed the occupancy limit for the particular unit type. Brothers, sisters, aunts, uncles and other extended family or non-students may not be added to a license.

### Cohabitation

Any resident allowing a non-resident to reside in their unfurnished apartment will be charged with violating the Housing License Agreement and the Student Code of Conduct and could face immediate removal from university housing.

## Residential life

### Residential student organizations/programming

Opportunities to get involved and interact with a diverse group of people are available across campus, especially in residence halls/apartments. Each residence hall and apartment has a hall/community council you can join to gain leadership skills and assist in coordinating events. Events include barbecues, Late Night Breakfast, game nights, activities in the city and community service. You can also stay busy by attending one of the programs coordinated by the resident advisors, ranging from health/wellness and diversity activities to movie nights. Student organizations, fraternities and sororities also frequently host meetings and programs within the halls.

### Residential Curriculum

Our residential curriculum model is an intentional and specific way of promoting learning in WSU's residence life and education programs. We focus on a diverse set of experiences that support our four learning areas of emphasis: Academic Engagement and Success, Social Justice and Equity, Personal Responsibility and Development, and Warrior Pride. Through active engagement in our residential curriculum, residents are challenged and encouraged to become responsible local and global leaders.

### Resident advisors

These student leaders have attended Wayne State or another higher educational institution for at least two semesters and have knowledge and understanding of campus services and programs. They are committed to supporting your educational and social development. Each floor in the residence halls and apartments has an assigned RA.

### Resident advisors:

- Foster networking systems for residents with the same major, classes and interests.
- Create and maintain an atmosphere conducive to studying and academic success.
- Educate students on ways to achieve academic and social success.
- Plan educational and social programming that responds to the diverse needs of our residents.
- Commit to fostering community within each floor, building and on campus.
- Act as mediators to help residents resolve problems.
- Educate residents on safety and security guidelines.
- Are positive role models and assist in policy enforcement. The building's front desk can provide you with a list of RAs.

### Organization for Warrior Living

Organization for Warrior Living (OWL) is a resident-run Wayne State University residence hall/apartment-governing body. It is the parent organization for individual hall/community councils. Its function is similar to Student Senate, except that most activities pertain to on-campus living. WSU OWL will work actively with the Housing and Residential Life representative on WSU Student Senate to help voice residents' concerns and aid in the OWL's strategic process to move forward. OWL is dedicated to improving the on-campus living experience and providing many services to residents. Organization for Warrior Living is a student advocacy group established to help make your residential experience more fulfilling.

## Community councils

Community Council is a great way to get involved in your community and build leadership skills. Each council has an executive board and a general membership. All residence hall/apartment students are eligible to become a member of the hall/community councils for the hall or apartment building that they live in. Additionally, each hall/community council sends at least one representative to the larger governing body of OWL. Contact your community director or resident advisor for more information on how to get involved in your community.

## Academic resources and support

The Housing and Residential Life staff, along with several offices on campus, is available to help you achieve success throughout your academic career.

### Residential Life staff

The mission of the Office of Housing and Residential Life is to foster student learning and success through engaging residents in an intentional living-learning community. This is accomplished through educational programming (mind, body, health and spirit), living-learning communities, study groups led by resident advisors and academic support provided by the community directors.

### Academic Success Center

313-577-3165 • [success.wayne.edu](http://success.wayne.edu)

The mission of the Academic Success Center is to ensure that all Wayne State University students become self-determined, motivated and independent learners. We accomplish this through instruction and services that support students' development of skills to achieve academic excellence. Meet with a learning specialist or tutor, or attend workshops on study skills, time management, test preparation, writing research papers, note-taking and more. Located in the David Adamany Undergraduate Library (UGL).

### Mathematics Resource Center

313-577-3195

[clas.wayne.edu/math/mathematics-resource-center](http://clas.wayne.edu/math/mathematics-resource-center)

The Mathematics Resource Center is a free tutoring service provided by the Department of Mathematics for all Wayne State University students currently enrolled in mathematics classes. It also provides assistance to incoming WSU students as well as alumni who are trying to fulfill the WSU mathematics competency requirement. Math tutors are available to assist you with beginning algebra through calculus. Located on the first floor of the Faculty/Administration Building (FAB).

### Writing Center

313-577-2544 • [clas.wayne.edu/writing](http://clas.wayne.edu/writing)

Writing tutors provide assistance with various English courses, writing and preparation for the English proficiency exam. Located in the UGL.

### Student Disability Services

313-577-1851 • [studentdisability.wayne.edu](http://studentdisability.wayne.edu)

The mission of Student Disability Services is to ensure a university experience in which individuals with disabilities have equitable access to programs and to empower students to self-advocate in order to fulfill their academic goals. Student Disability Services is available for students who have special needs or disabilities that require reasonable accommodations (permanent or temporary). You must meet with a counselor to receive accommodations. If you have or believe you may have a disability and need accommodations (learning disability, visual impairment, communication or chronic mental and physical health disability), contact this office. Located in the UGL.



# Services and amenities, A-Z

## Accessibility

A limited number of handicap-accessible rooms are available for students who need accommodations. If you have special needs or require an accommodation, communicate this on your housing application or call the Office of Housing and Residential Life at **313-577-2116**. You can get additional assistance by registering with Student Disability Services. Learn more at [studentdisability.wayne.edu](http://studentdisability.wayne.edu).

## Air conditioning and heat

Most rooms, suites and apartments are equipped with air conditioning and heating controls. Although you have the ability to control the temperature in your living space, the system in some spaces cannot be switched to air conditioning if it is in heat mode, and vice versa. This switch happens building-wide and will happen according to guidelines established by Facilities, Planning and Management.

## Building hours

You may come and go without restriction 24 hours a day and are not required to leave notice of your whereabouts. However, for safety and notification in case of emergency, you are encouraged to inform your roommates or RA if you'll be leaving the building for an extended period of time, especially during nights or weekends.

## Cable television

Comcast provides streaming television service in residence halls and apartments at no additional cost to residents. Additionally, residents in Atchison and Ghafari Halls, Towers Residential Suites and University Tower Apartments have access to traditional cable television. You must provide your own TV and coaxial cord. Just plug in and select "channel search" or "auto setup" to begin watching TV.

Residents of all buildings have access to Xfinity on Campus. This service allows you to stream live TV, and access both On-Demand and DVR features from computers and mobile devices; some content can be shared to smart TVs. Users can also upgrade their channel selection for a monthly fee. Get started at [xfinityoncampus.com](http://xfinityoncampus.com).

Find tips and updates at [tech.wayne.edu/housingservices](http://tech.wayne.edu/housingservices).

## Care packages

Care packages may be sent by friends or relatives using the addresses provided on page 3.

## Carpets

All resident rooms in Ghafari and Atchison residence halls and the Towers Residential Suites are tiled; room carpets are not provided. You may bring your own carpet or rugs if desired. University Tower is carpeted except for the kitchen area. Anthony Wayne Drive Apartments and Chatsworth Suites have both carpet and hard surfaces.

## Common space reservations

Activity rooms, lounges, hallways, laundry rooms, trash rooms, elevators, stairwells, entryways, bathrooms and kitchenettes are all considered common spaces. Common spaces are maintained on a priority basis for use by residents of each building. Individual residents and resident groups may sponsor and hold functions in activity rooms, which are located on the first floor of each residence hall and must be reserved in advance through the front desk. Any group interested in reserving an activity room to host an event, program or meeting must comply with the guidelines outlined in this guide. Events scheduled by housing staff and residential academic programs will be given priority for programming and common space.

Sponsors of events or programs are responsible for cleanup of the area. The sponsoring group will be assessed cleaning costs at the prevailing housekeeping rate if the area is not cleaned to match its original condition. Sponsoring individuals or groups will also be assessed fees for damages to the building and facilities resulting from use of common space.

Groups that sponsor functions at which infractions of policies occur may be prohibited from sponsoring any future events or programs.

## Dining service

**Meal plan options:** Towers Café is located on the first floor of the Towers Residential Suites. This all-you-care-to-eat restaurant has a modern atmosphere, fresh food, and, above all, excellent service and value. Enjoy your favorite dishes, from homestyle entrées to international cuisines. Be sure to try the customizable breakfast options, along with the fully loaded deli and salad station, a brick-oven pizzeria, desserts, and more. Towers Café is open late with a wide variety of menu items to satisfy your hunger.

Gold 'n' Greens offers a diverse variety of healthy cuisine. The daily menu features vegan and vegetarian items. Gold 'n' Greens is known on campus for its delicious grill, freshly baked pizza, salad station, and homestyle entrees. Gold 'n' Greens is located on the first floor of Ghafari Hall. Meal swipes, Warrior Dollars, One Card Dollars and credit/debit are accepted at Towers Café and Gold 'n' Greens. For each venue's hours of operation, visit [dining.wayne.edu](http://dining.wayne.edu).

**Other dining options:** Food is also available in the Student Center Building and at various locations around campus, including The Grind at the David Adamany Undergraduate Library. The Student Center food court has everything you crave, including Panda Express, Taco Bell, Tenders, Love, and The Drop, Starbucks Coffee and the Midtown Market. Other on-campus choices include Starbucks Coffee (on Anthony Wayne Drive), Sushi Kabar, Subway and more. Many of these restaurants are open for breakfast, lunch and dinner. Purchases at these locations can be made with Warrior Dollars, OneCard and credit/debit. For details on each location and campus dining updates, visit [dining.wayne.edu](http://dining.wayne.edu).



## Services and amenities, A-Z (cont.)

### Front desk

A 24-hour staffed community desk is located on the first floor of every residence hall/apartment building. The front desk staff is responsible for answering the front desk telephone, distributing mail and packages, providing building information, checking in guests and visitors, and helping with other questions you may have.

By maintaining an awareness of residents and others entering and leaving the building, the front desk staff members play an important role in building security.

### Elevators

For your protection, elevators are only accessible by OneCard. Smoking is prohibited in all elevators and in all public areas. Tampering with, prying or propping open elevator doors, vandalizing or removing light covers, and jumping in or overcrowding the elevators is also prohibited. Inappropriate use of the elevators may result in disciplinary action and/or administrative fees determined by the Office of Housing and Residential Life.

### Extermination service

Keeping a room or apartment clean and free of trash or clutter greatly reduces the chances of pests. If you require service, please put in a special request at [wsufixit.com](http://wsufixit.com) or notify the front desk. It is highly recommended that you submit your request on-line and give as much detail as possible.

Residents must prepare the room according to the instructions they are given by the building's staff. Failure to follow the instructions may result in cancellation of service or individual billing. After a successful treatment, residents may be billed if they re-introduce pests back into their living space.

### Emergency sick trays

If you are sick and cannot eat in the cafeteria, contact your community director to get up to two meals delivered to your room per day. Meals will be deducted from your meal plan. If your symptoms are consistent with COVID-19, please contact the Campus Health Center if you have not already.

### Internet access

Wireless internet is available throughout university housing, including study rooms and lounges. To access Wi-Fi on campus, connect to WSU-SECURE and log in with your AccessID and password. Find detailed instructions at [go.wayne.edu/securesetup](http://go.wayne.edu/securesetup). Learn how to connect gaming devices, smart TVs and more at [go.wayne.edu/connectme](http://go.wayne.edu/connectme). Bringing your own router is strictly prohibited. Wireless printers are prohibited too. They clutter up the network and make it difficult for others around you to connect.

Rooms are hardwired for internet access for computers without wireless capability or when a more reliable connection is desired. To access the network without Wi-Fi, you must provide your own ethernet cable (6–12 feet in length recommended). Use of Wayne State's network indicates acceptance of the Acceptable Use of Information Technology Resources Policy, which can be found at [wayne.edu/policies/acceptable-use](http://wayne.edu/policies/acceptable-use).

Violations of university policies may result in a fine, the suspension or termination of residential network privileges, and discipline under the appropriate resident, student, faculty or staff due-process policy. If you need assistance with your residential network connection, please contact the C&IT Help Desk at 313-577-HELP or [helpdesk@wayne.edu](mailto:helpdesk@wayne.edu).

## Garbage disposals (where available)

To keep the garbage disposals working properly and avoid maintenance calls and damage, please follow these general operating instructions:

- Turn on the cold water and let it run.
- Turn on the disposal.
- Feed the garbage in small amounts at a time.
- Run the disposal for a few minutes until it is completely clear.
- Run cold water for one-minute after the disposal is turned off.
- Types of garbage that can be put into the disposal: meats (small amount), coffee grounds, fruit (no banana peels), vegetables (no celery or onions).
- Types of garbage that cannot be put into the disposal: potatoes, rice, bones, celery/onions, grease, tea bags, banana peels, metals, paper, plastic or glass objects.

## Guest units

There are furnished guest apartments available for rental. Residents or university personnel may reserve these apartments to accommodate visiting relatives/guests. The apartments include linens, towels, TVs and telephones. Arrangements must be made in advance and availability is on a first-come, first-served basis. If you are interested in reserving a guest apartment, please call **313-577-7869**.

## Laundry facilities

Laundry facilities are available in your building. All buildings have at least one coin-operated washing machine and dryer. Washing is \$1.50 and drying is \$1.50 per cycle, and the large machines in University Tower apartments are \$2.50 per cycle. Residents can use PayRange, a mobile app linked to a U.S. credit card. PayRange is available through the Apple App Store and Android Marketplace. Please report all laundry issues, including coin related issues, to the front desk so they may follow up with the OneCard Office and/or laundry vendor for resolution.

An online machine availability reporting system is available for Wayne State's laundry facilities. Using a phone, tablet or computer, residents can check the availability of specific washers and dryers at each building. Residents also have the option of entering their email address to be notified when a machine will be available. Visit Wayne State's WASH Alert website at [washalert.washlaundry.com/wsu.html](https://washalert.washlaundry.com/wsu.html). Residents can also download a "FixLaundry" app for IOS or Android that provides a means of immediately reporting a machine outage..

## Light bulbs

You are responsible for changing the light bulbs in the lighting you bring to campus (e.g., desk and floor lamps), and you are encouraged to use energy-efficient bulbs. If light bulbs are burned out in university lighting fixtures, please create an online work order at [wsuffixit.com](https://wsuffixit.com).

## Lockouts

If you are locked out of your room, present picture ID at the front desk and we will assist you. There is no charge for the first instance; however, a service fee will be assessed for each lockout thereafter. To avoid lockout charges, be sure to take your key with you whenever you leave your room, suite or apartment.

## Lofts (residence halls only)

Lofts may be built only with furniture provided by the Office of Housing and Residential Life. Mallets are available at your front desk for assembly and disassembly of lofts; a OneCard with building sticker is required to check one out. Your resident account will be billed \$25 if the mallet is damaged or not returned within one hour. In some buildings, lofting equipment is limited and is given on a first-come, first-served basis.

## Lounges

Lounges are meant for the general use and enjoyment of all residents and can be used for studying and socializing. Furniture must remain in the lounge at all times.

## Mail and packages

A mailbox is provided for each residence hall room, suite and apartment. Access to the mailbox requires use of your room or apartment key, and additional mail or combination code. U.S. mail is delivered to university housing Monday through Saturday.

U.S. Mail at University Tower is delivered directly to the hall and placed in mailboxes. Packages from FedEx, DHL or other private delivery companies are delivered directly to the building. Packages from USPS are delivered to the Wayne State mail processing center and will arrive with other campus mail. Please allow up to 24 hours for items you may be tracking at USPS to be delivered to residence halls. If you are inquiring about missing mail or packages, please contact your building's front desk for additional assistance and guidance. To speak with Wayne State Mail and Receiving Services directly, contact them at **313-577-2376** or **313-577-2377**.

For your convenience, an electronic package log is kept at your front desk to record all incoming/outgoing packages. If you are expecting a package that requires a signature, desk staff will sign for your package. The front desk will only accept packages from U.S. mail or package delivery services.

If you receive a package, you'll find a package slip in your mailbox and will be notified in your WSU email. Present your photo ID at the front desk to obtain your package.

## Printing/copying/scanning

Wireless print/copy/scan stations are located in the lobbies of residence halls and apartments. Black and white printing, color printing, copying and scanning are all available in housing buildings. Machines only support 8.5" x 11" paper. Current fees are 11¢ per page for black and white, 35¢ per page for color, and 5¢ per page for scanning. Prices may change and can be found at: <https://contractservices.wayne.edu/print-services>.

You can print to student print devices in several ways:

- Download the correct driver from [contractservices.wayne.edu/print-services/students](https://contractservices.wayne.edu/print-services/students). You must be connected and logged in to the Wayne State wired or wireless network to print.
- Send your document from an email to [print@wayne.edu](mailto:print@wayne.edu).
- Upload your document to My Print Center. This option doesn't require any downloads. Simply log into [smsbaopharos.ad.wayne.edu](https://smsbaopharos.ad.wayne.edu) with your access ID and password, from your computer or any mobile device, and upload your document.



Once your document is uploaded in any of these ways, you can release it at any student printer/copier on-campus by swiping your OneCard at the device. For further information on how/where to print, visit [contractservices.wayne.edu/print-services](https://contractservices.wayne.edu/print-services).

### Recycling

We are proud to support the university's recycling efforts. You may recycle paper, cardboard, plastic and aluminum. Recyclables must be clean and placed in the appropriate containers in the trash rooms. If you have a recyclable that is too large to leave in the trash room, place it in the dumpster with the yellow lid located behind your building.

### Repairs and maintenance

Custodial and maintenance staff members provide prompt service to residents when repairs are necessary. If your room, apartment or suite requires repair, please use the online work order form at [wsufxit.com](https://wsufxit.com). After your request is submitted, a staff member will visit your room to complete the necessary work. Emergencies (e.g., water leaks, toilet/shower stoppages) should be reported immediately to the front desk staff. Failure to immediately report damaged room furnishings, damaged room equipment or emergencies to the front desk may result in the assessment of damage charges.

### Telephone service

Landline telephone service is provided by AT&T upon request for a fee in campus housing buildings. Any charges for wiring, jacks, handsets or service are your responsibility. To request a telephone line, contact AT&T directly.

### Trash disposal

**Residence halls** – There is a trash room on each floor. Please place trash inside the chute. Break down boxes and stack them neatly in the trash room for recycling.

**Anthony Wayne Drive Apartments**– Trash should be placed in the chute located on each floor.

**University Tower** – There is a trash room on each floor. Please place trash in the chute.

**The Thompson** – Trash and recycling must be taken out to the containers at the rear of the building.

### Vending

Vending machines are located in each building. Vending machines accept cash, credit cards, Apple Pay, Google Pay, and OneCards. If you experience problems with a vending machine or card reader, please report the problem to the front desk staff or call the AVI Vending Service line at 877-778-0947. For refunds complete the online refund form at [forms.wayne.edu/refund-request-form](https://forms.wayne.edu/refund-request-form) and the OneCard Service Center at the Welcome Center, 257 will follow up on your request.

# Campus safety

## Help keep housing safe

Security is an active and shared responsibility of the Office of Housing and Residential Life and each resident. All residential buildings are locked 24 hours a day and are equipped with a OneCard access system at each entrance. **You are required to show your OneCard and hall sticker at the front desk when you enter the building.** Residential security monitors are stationed in the lobby of each residence hall/apartment in the evening. Additionally, security cameras are located on the first floors to monitor activity in critical areas. For the safety and security of all residents, we strongly recommend that you follow these procedures:

- Do not allow people to enter the building behind you or “tailgate.”
- Do not check in guests you do not know or sign in guests for friends or roommates.
- Always keep your room/suite/apartment doors locked. Check your door whenever you leave your room.
- Do not prop, unlock, bar or leave open any exterior door, as this jeopardizes the safety of all members of the community.
- Immediately report any missing keys to the front desk and your roommate. Do not loan your key to anyone for any reason.
- Do not duplicate any key or card, or possess a duplicate.

Use of university housing facilities is restricted to residents, authorized university employees and registered guests. Unauthorized persons will be subject to immediate removal and prosecution for trespassing. If you encounter an unauthorized person in the building, contact a staff member, the front desk and the WSUPD immediately.

## Fire evacuation procedure

A fire plan is posted on the back of each residence hall/apartment door. Please read this plan and become familiar with your evacuation route. For additional copies of the plan, contact your community director.

All residents must immediately leave the facility when an alarm sounds. Treat all alarms as real emergencies. Familiarize yourself with the exits, sounds and procedures for evacuating a building. Get to know your exit routes before there is an emergency. If an alarm sounds:

- Quickly put on a coat and hard-soled shoes.
- Take a towel with you to prevent smoke inhalation.
- Close windows.
- Check your doorknob and door. If either is hot, do not open your door. Exit through a window if possible or summon help. If the door and doorknob are cool, exit cautiously and close your unlocked door. Take your keys and your OneCard with you.
- Walk quickly and leave the building via the nearest available exit.
- Use the stairwells to evacuate; do not use elevators. Once in the stairwell, check to see that the door is closed and proceed to the first level. Gather at the emergency gathering point 100 feet away from the building.
- DO NOT re-enter the building until a staff member, WSUPD or the fire department tell you it is safe to do so.

Failure to exit in an immediate and orderly fashion may result in disciplinary action and the issuance of citations.

## Evacuation and assembly areas

Residents and guests should proceed to their designated evacuation and assembly area. They are located as follows:

- Atchison Hall, in front of building retail
- Anthony Wayne Drive, between Manoogian/General Lectures
- Chatsworth Suites, Anthony Wayne Drive, west of Keast Commons
- Ghafari Hall, in front of Atchison hall.
- The Thompson, southeast side of Hancock
- The Towers Residential Suites, Gullen Mall (adjacent to the Student Center Building)
- University Tower, Cass Avenue (on the front side of the building)

## Fire evacuation procedure for mobility impaired/disabled persons

In the event of an emergency condition within a housing facility, the following procedures with respect to mobility impaired/disabled persons must be followed.

- All mobility impaired/disabled residents should move to the nearest area of refuge (designated stairwell) during any general fire alarm.
- In case of a real emergency, emergency evacuation personnel will personally evacuate each mobility impaired/disabled person from the nearest area of refuge.



## Emergency phone numbers

In an emergency, call the WSU Police Department. DO NOT DIAL 911. Call:

- 7-2222 from an on-campus phone
- 313-577-2222 from an off-campus phone or cellphone

## Blue Light phones

There are more than 300 emergency telephones located on campus, along its perimeter and within the parking lots. The phones are conspicuous, with bright blue lights, and will connect directly to WSUPD with the touch of a button.

## Fire prevention

Most fires are preventable. Please comply with the following policies regarding fire prevention:

- Candlesticks, oil lamps, torches and other open-flame objects are strictly prohibited.
- Keep all furniture, trash and personal items out of hallways.
- Keep room decorations and posters to a minimum.
- Smoking is prohibited in university housing. Ensure all detectors and sprinklers are uncovered.
- Make sure all electrical cords and appliances are in proper working order. All appliances must bear the Underwriter Laboratories or Factory Mutual certification seal.
- Do not overload electrical outlets. Staff reserves the right to unplug any outlet for health and safety reasons. Extension cords must be 10 feet or less.
- Do not prop open stairwell, hallway or fire doors.
- Halogen lamps and bulbs are prohibited throughout the halls.
- Fire doors, hallways and stairwells must be clear of obstructions at all times. Fire doors must be free to close automatically, especially in an emergency, to keep a fire from spreading.
- See Article 19, Prohibited Items/Fire Hazards, in the Policy Violations section for a complete list of prohibited items.

## Fire safety equipment

Smoke detectors and sprinklers are installed in all campus housing facilities. Tampering with or misuse of the fire alarm systems, fire extinguishers or any other fire safety equipment is prohibited, as it places the lives of every resident in danger. Any resident found tampering with any fire safety equipment may be subject to immediate removal from university housing and referral to the university conduct officer, as well as prosecution under state law.

## Medical emergencies

In the event of a medical emergency, immediately notify WSU Police at **313-577-2222** (DO NOT DIAL 911). Identify yourself and give the location, detailed description and name of the ill or injured person, and explain the problem. Stay with the ill or injured person until help arrives.

## OneCard identification and services

Housing facilities are restricted to residents, university employees and registered guests. Your OneCard establishes your affiliation with WSU and is not transferable. **You will be required to show your OneCard each time you enter a housing facility.**

Do not lend your OneCard to another person for any purpose, including entry to the building, purchasing meals and vending items, parking, fitness center access, or for any other reason. Any violation of this policy may result in confiscation of your OneCard, and Student Code of Conduct charges may also be filed in cases of OneCard sharing and abuse. If you must replace your OneCard due to loss, theft, damage or name change, there is a \$20 replacement card fee.

Acceptance of your OneCard indicates your agreement to the terms and conditions listed online. Full OneCard terms and conditions can be found at [onecard.wayne.edu/forms-policies](https://onecard.wayne.edu/forms-policies)

**Hall stickers** — Every resident is issued a color-coded hall sticker when they move in. These stickers help to identify residents of each building. You must have this sticker on your OneCard to enter the building, even if you have your room key. **You will be required to show your OneCard each time you enter a housing facility.**

Tampering with or using hall stickers for purposes other than their intended use will result in disciplinary action. If you must replace your OneCard due to loss or theft, a replacement sticker must be purchased for a fee of \$10. Proof of the new OneCard purchase (i.e., a receipt) must be given to the front desk to get the new sticker.

**Meal plans:** The OneCard can be used for meal plans — including meal swipes and Warrior Dollars — in campus dining facilities. Students living in Atchison, Ghafari and Towers Residential Suites are required to have a meal plan.

**Campuswide:** Your OneCard will provide entry into the Mort Harris Recreation and Fitness Center, as well as give you access to equipment rental and towel service.

It may also be used for vending purchases, parking, library copying services and book purchases at the WSU Bookstore. Money can be added to your OneCard with cash through one of the many deposit machines on campus or on Academica via credit card.

If you lose your OneCard, deactivate it immediately at [academica.wayne.edu](https://academica.wayne.edu) or report it to the OneCard office by calling **313-577-CARD**. The OneCard office is located in the Welcome Center, 42 W. Warren Avenue, Suite 257.





### ***Parking and transportation services***

Parking costs are not included in your housing and dining fees.

***If you are planning to bring a car to campus, you are required to purchase a parking pass in*** either Structure 2 (Lodge Service Drive and Kirby) or Structure 8 (Forest and Cass) from the OneCard/Parking Service Center. Passes can be purchased online at [parking.wayne.edu](https://parking.wayne.edu). For questions about purchasing a permit, pricing and temporary guest permits, please contact the OneCard/Parking Service Center at **313-577-2273**.

For issues with structure access or gate arm issues, please call the Parking Command Center at **313-577-1979**. For rates, lot/structure information and other details about parking, visit [parking.wayne.edu](https://parking.wayne.edu).

For transportation needs, please see [parking.wayne.edu](https://parking.wayne.edu). WSU Transit options on campus and nearby include DDOT, SMART, QLINE, Zipcar (car share/hourly rental), Mogo (bicycle rental), e-scooters rentals.

# Personal emergency planning

## Preparedness checklist

- I have completed the emergency contact information in Academics ([academica.wayne.edu](http://academica.wayne.edu)), and it accurately reflects how I want to be notified in case of an emergency.
- I have programmed the WSU Police Department's phone number (313-577-2222) into my cellphone so I can call them quickly in case of emergency.
- I have entered my cellphone number into the WSU Broadcast Messaging Service ([broadcast.wayne.edu](http://broadcast.wayne.edu)) so I will receive emergency text messages should there be an incident on campus.
- My roommates and close friends know how to contact my family or others in case of an emergency.
- My parents/family know how to contact my roommates and/or close friends in case of emergencies.
- I have an ICE (In Case of Emergency) entry in my cellphone so police/fire/EMS can call my emergency contact if I cannot speak.
- I know more than one way to get out of every building where I have classes. If one exit is blocked, I can get out of the building using a different exit. I am familiar with the fire exits for my residence and the buildings in which I have classes.
- I know where to find shelter in my residence and on campus in case of severe weather such as a tornado. For a severe weather shelter area, I should avoid windows and areas where there might be flying glass, exterior walls and rooms with high ceilings, such as auditoriums, and will try to get to one of the lowest levels in the building.
- When I go out at night, I have a plan for getting home. I have friends I can call to pick me up if I get stuck at a location where I feel uncomfortable. My roommate/friends know where I am going and the people I will be with.
- I know how to get to the WSU Campus Health Center in the Anthony Wayne Drive Apartments if I get sick. I am planning to get a flu shot during the fall semester. To decrease my chances of getting the flu, I wash my hands regularly with an alcohol-based soap. I cough into my sleeve and not my hands.
- I know the housing staff for my residence hall/apartment, including my resident advisor, community director and other staff in case there is an emergency or other problem.
- I have an emergency kit. A list of what to include is available at [ready.gov/build-a-kit](http://ready.gov/build-a-kit).
- I have an emergency COVID19 isolation bag. It includes clothing, toiletries, medications, electronics, phone and identification

## Emergency preparedness

Wayne State University and our residence hall staff put the highest priority on the safety and security of our community members. We continually plan for emergencies, however unlikely it is that they may arise during the academic year. We also encourage individual community members and their families to make plans for their personal safety. These resources can help you plan for emergencies.

- **WSU Police Department:** A resource for crime prevention and personal safety on campus and in the community. [police.wayne.edu](http://police.wayne.edu)
- **Campus Health Center:** A resource for personal health promotion and an on-campus health clinic open to all students. [health.wayne.edu](http://health.wayne.edu)
- **Detroit Homeland Security:** The Do1Thing Program provides monthly suggestions for how to prepare for potential emergencies. [detroitmi.gov/dhsem](http://detroitmi.gov/dhsem)
- **American Red Cross training classes:** [redcross.org/take-a-class](http://redcross.org/take-a-class)
- **State of Michigan Family Preparedness Guide:** [michigan.gov/michiganprepares](http://michigan.gov/michiganprepares)
- **U.S. Department of Homeland Security:** Resources for family preparedness. [ready.gov](http://ready.gov)

## Personal property protection

Wayne State University, the Office of Housing and Residential Life, their directors, agents, or employees shall neither be responsible for, nor liable for, property of the resident(s) which may be lost, stolen, damaged or left behind after the resident has moved out of their assigned space. **All residents are advised to carry personal property and liability insurance.** Report all lost or stolen property to the WSU Police immediately. You should also keep serial numbers, pictures and receipts of your valuables to help identify and recover items if they are lost or stolen.

## Insurance

Accidents can happen! In recent years WSU Housing has experienced incidents in student rooms (i.e. setting off sprinklers, starting fires) where a resident was responsible for repair bills in the tens of thousands of dollars. Although there are always investigations to determine the cause of damage, it's possible you may be responsible for such remediation costs if you are determined to be cause the damage. This could be true whether the damage was caused by accidental or negligent behavior.

Although not required, we strongly recommend that you have adequate renter's insurance either through your family's homeowners' policy or by purchasing a renters' policy yourself. Many insurance companies sell renters insurance for campus residents. We suggest googling "college renters insurance" as a way to get started looking for the right coverage to select.

**Wayne State University does not endorse any insurance company, but we strongly encourage you to consider obtaining insurance to protect you from unexpected costs of damages that may occur.**



### Personal safety

Do not engage in activities that might place you or others at risk of bodily harm. This involves but is not limited to: propping exterior doors; throwing things out of windows; sitting on window ledges; entering onto any roof areas; or the use of bicycles, rollerblades or skateboards within any university building. These behaviors may result in damage charges or termination of your housing agreement based upon the severity of the incident.

### Safety of children (unfurnished apartments only)

Unfurnished apartment residents with children under 16 years of age should supervise them at all times. When leaving older children at home alone, prepare them for emergency situations. Identify dependable neighbors that your children could contact if help is needed. These neighbors, along with the front desk staff, should know your emergency contact numbers. Teach your children the difference between strangers and trustworthy individuals.

Tell children that they should never reveal to strangers that they are home alone or give out their phone number/address or open the door to strangers. Give your children a list of emergency numbers, including the WSU Police and your building's front desk. Remind your children that there is always someone at the front desk 24 hours a day if they need assistance.

### Severe weather procedures

WSU Police will notify staff if severe weather makes it necessary for staff and residents to move to designated shelter areas.

In the event of severe weather, you should listen for directions that may be given over the building's emergency speaker system.

### Snow

WSU will close when severe weather conditions compromise the safety of residents, faculty and staff, both on campus and in transit to or from campus. Severe weather could consist of excessive snow or ice accumulation during a single snow period or prediction of excessive snow or ice accumulation. Residence halls/apartments will remain open.

Closure will be publicized through the WSU Broadcast Messaging Service, the university news line (313-577-5345), WDET-FM 101.9 public radio, and by local radio and television stations.

### Tornadoes

**Tornado watch:** A tornado could potentially develop.

**Tornado warning:** A tornado has actually been sighted.

If a tornado warning is issued:

- Proceed to a lower floor level, interior hallway or corridor (center core), or windowless stairwell.
- Seek shelter under sturdy or heavy furniture, tables or desks.
- Avoid elevators, top floors of the building, areas with glass windows or doors, cafeterias, and unsecured objects.
- Assist persons with disabilities to the safest area on the same floor.
- If possible, take a flashlight, radio or cellphone with you.
- Staff will advise you when it is safe to return to your room/apartment.



## Check-in and checkout procedures

### Checking in

Upon check-in, you will complete a mandatory Room Condition Report (RCR) to inventory the condition of your room, suite or apartment. Residential Life staff members will help you determine the condition of your assigned space. You must note any discrepancies you observe in your room on your RCR and electronically submit it before moving belongings in.

The RCR will be used during checkout to assess charges for damages or missing university property. If you fail to return your RCR, any changes in a room's condition found at checkout will be assumed to be damages and billed to you accordingly.

### Checking out

Contact your building's front desk when you are ready to check out of your space. A community director, area administrative coordinator or RA will help you check out. (Checkouts performed by RAs are double-checked by professional staff afterward; only professional staff may assess damage charges). Together, you will complete a review of your space using the RCR. Your participation in the checkout inventory is strongly recommended. Then you'll return your room key and hall sticker to the front desk indicating the date and time of your checkout.

### Express checkouts

If you cannot or choose not to be present for your space assessment, express checkout is an option. Residential Life staff will review your RCR and perform the checkout inspection in the space without you. You must still return your key and hall sticker to the front desk, and you will be asked to check the box on the key receipt acknowledging that you waive your right to appeal any move-out charges assessed to you. Unless scheduled in advance, all checkouts performed from 8 p.m. to 9 a.m. are automatically express checkouts. If you miss your scheduled checkout time and do not reschedule in advance, you will automatically receive an express checkout.

### Closing procedures

All personal belongings must be removed at the end of the Housing License Agreement period. If items are not removed, they will be disposed of or become the property of the university. At the end of the winter semester, you must vacate Atchison Hall, Chatsworth Suites, Ghafari Hall, The Thompson, the Towers Residential Suites, and Anthony Wayne Drive Apartments within 24 hours of your last scheduled final examination. Students who check out late will incur an improper checkout charge of \$50.

### Mail and packages forwarding

The residence halls and the university do not forward mail or packages. It is up to the resident to update their mailing addresses with the individuals, businesses and organizations that they receive mail from via the United States Postal Service and other companies that ship packages, like Amazon. It is highly recommended you time this appropriately prior to move-out. USPS will not accept or process change of address information for Anthony Wayne Drive Apartments, Atchison Hall, Ghafari Hall, The Thompson and Towers Residential Suites. However, they will accept change of address information for University Tower Apartments.

Anthony Wayne Drive Apartments, Atchison Hall, Chatsworth Suites, Ghafari Hall, The Thompson and Towers Residential Suites will hold mail and package for seven (7) business days after the final day of move out as a courtesy to the resident. After that, all mail and packages are returned to their senders. Residents of University Tower Apartments must complete a change of address form and return it to the USPS. Mail and packages will not be held by the apartment staff.

### Food and Grocery Delivery

Front desks will not accept perishable food deliveries. You must be present at the front of the building to receive your order or it will be refused. We reserve the right to discard any perishable deliveries left at the front door or desk.

## Early move-in and late move-out

### *Residence halls and furnished apartment-style housing*

All Housing License Agreements have the same dates of occupancy, which correspond with the current academic year; however, some students find that they have academic reasons to move to campus early or to stay past the move-out date, (e.g., the Law School and School of Medicine have calendars that differ from WSU's main academic year). Students with academic reasons to move onto campus early or stay past the move-out date must make arrangements and get advance approval by contacting the Office of Housing and Residential Life. Additional fees per day will apply and ability to move in early or stay past the move-out date will be subject to the availability of the student's assigned space.

### *Unfurnished apartments*

License agreements for unfurnished apartment units have set dates of occupancy based on communication with the apartment coordinator. These dates may vary slightly from the academic year. All agreements will begin and end on dates approved by a professional staff member of OHRL unless otherwise specified. Licenses can be extended per day over the summer with prior approval and are subject to availability. A per-day fee will apply.

## Spring/summer housing

Residents who wish to stay during spring/summer must enter into a new Housing License Agreement and pay the corresponding fees required. For more information about summer housing dates, costs and more, visit [housing.wayne.edu](https://housing.wayne.edu).

## Damages: Assessment and fines

You will be held financially responsible for any damages or vandalism to university property caused by you or your guests. Residents who choose to take responsibility for certain damages in the room will be required to do so in writing so that Housing may keep a record of it. You may also be held financially responsible for unauthorized possession of university furniture or equipment; missing furniture or equipment; excessive cleaning; and replacement of a room, suite, apartment or mailbox key due to lost or stolen keys or failure to turn in keys upon checkout, among other things. Damage assessments or fees may be charged in a variety of situations.

## Community damage

You are liable for damages to your room, suite or apartment. This includes loss, abuse or vandalism of furnishings and fixtures, as well as any necessary housekeeping. Likewise, residents, as a group, are liable for damages to and cleanup of common areas of the building when individual responsibility cannot be assigned. The "group" responsible may include roommates, dormmates, suitemates or buildingmates, as determined by the location of the damages and the nature of the circumstances surrounding the damage incident. Costs for such damages will be determined by the community director and staff of the Office of Housing and Residential Life. Group damages for the year will be assessed to students as they occur. Common area damage charges may not be appealed. **Note:** Only professional staff will assess damage charges or fees.

## Immunization records

It is strongly recommended that all WSU students in the campus community have their Personal Immunization Record on file at the Campus Health Center. In accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), these records of personal health information will be maintained at the Campus Health Center as part of the student's personal health record. Through its independent relationship with public health authorities, the Campus Health Center has access to the Michigan Care Improvement Registry (MCIR) which contains immunization records of individuals born after 1994 who are in the registry. The Campus Health Center also partners with local public health authorities for public health concerns related to vaccine preventable communicable disease cases. All students not born in the State of Michigan will not be in MCIR and are directed to provide their Personal Immunization Record to the Campus Health Center. Any student who is unaware of their immunization status is strongly encouraged to visit the Campus Health Center to ensure immunizations are up to date.

All appropriate offices on campus including the Dean of Students, the Campus Health Center, the Office of International Programs, and Housing and Residential Life will communicate this recommendation to students annually along with the procedure for providing the Personal Immunization Record.

## Missing student policy

During the housing application process, you must provide an emergency missing person contact. This gives you the opportunity to confidentially identify an individual to be contacted by the university in case it is determined that you are missing. This is a separate contact from the emergency contact. Only authorized campus officials and law enforcement officers may have access to this confidential contact information in furtherance of a missing person investigation. However, if you are under 18 and not an emancipated individual, the university is required to notify your parent or guardian if you are missing. A student shall be deemed missing when he or she is absent from the university for more than 24 hours without any known reason.

## Well-being checks

Occasionally a parent, friend, colleague or instructor who is concerned about a resident's well-being may ask Housing and Residential Life staff to look into the welfare of a Wayne State University student. If you have reason to be concerned about an emergency health or safety concern related to a resident of WSU housing, please contact the front desk of the building where the resident resides.

Please recognize our responsibility for student privacy and understand we will use our discretion to appropriately contact the resident. As a result, Housing and Residential Life staff will not be able to disclose the results of the Wellness Check to you. If you have questions, please contact Housing & Residential Life main office and we will determine the best course of action given the circumstances.

# POLICIES AND PROCEDURES

This section provides information on policies and procedures governing life in university housing. These policies safeguard the health and safety of our residents, and ensure that your living environment is conducive to personal development and academic success. These standards are a shared responsibility, and we ask that you follow them at all times.

## **Advertising, solicitation and distribution**

Fliers, signs and/or posters may be submitted for posting to the central housing office. Advertising by student groups, organizations, clubs and/or for student events is welcome. Groups may submit items for posting to the central housing office for approval. Any advertisement that promotes alcohol, drugs and/or behavior incongruent with the mission of Housing and Residential Life or the university will not be approved for posting.

Groups/individuals may not put advertising under doors or post in stairways, elevator lobbies, etc.

Non-residents of university housing may not physically post in the buildings. All approved signs will be disseminated by the CD or central office and posted internally. Individuals and groups who post inside university housing will have their signs removed and risk being denied the privilege of posting in the future.

The Office of Housing and Residential life reserves the right to deny posting based on space and type/size of the advertisement.

Room-to-room solicitation and distribution is prohibited. Any group or person soliciting room to room risks permanent denial from advertising in university housing. If you encounter an individual or group soliciting and distributing in the residence halls/apartments, please contact a staff member immediately.

University-affiliated groups are not allowed to solicit in the residence halls/apartments at any time. This includes the following:

- Distribute information or questionnaires
- Recruit members
- Seek contributions for charitable purposes
- Obtain signatures for petitions on matters of concern to WSU students
- Sell tickets of admission to benefit performances of plays or musicals held on university property

## **Billing and payment policy**

Residents signing a Housing License Agreement agree to be responsible for room and board fees or rent for the entire academic or calendar year. Residents agree to make timely payments set forth in the schedule below.

## **All residence halls and furnished apartment-style housing**

**Fall semester:** Full payment for fall room and board fees due prior to move-in.

**Winter semester:** Full payment for winter room and board fees due prior to the first day of classes for winter semester. If the resident fails to pay for the room and board provided, the university,

without notice to quit or demand for payment of room and board, may terminate this agreement and repossess the licensed premises.

Students residing in residence halls and furnished apartments are billed for room and board by semester to their student account. Students will receive an eBill through Academica. Tuition and related fees are also posted to the resident's student account and will show up on the eBill. Students may pay their eBill online using an electronic check or credit card, though please be advised online credit card transactions incur a 2.99% convenience fee. Check payments and Money Orders may also be mailed to the University Cashiers Office, where payments are also accepted in person. The university also offers a variety of payment plans to assist you in making payment. The Housing office will not accept any payments directly. For more information about billing and payments, please visit [wayne.edu/bursar](http://wayne.edu/bursar).

## **Unfurnished apartments**

Students residing in an unfurnished apartment are billed by semester to their student account. Students will receive an eBill through Academica. Other fees or charges are also posted to the student's account and will show up on their eBill. Students may pay their eBill online using a credit card or electronic check, mail a check to WSU, pay in person at the cashier's office, or use a payment plan. The housing office will not accept any payments directly. For more information about billing and payments, please visit [wayne.edu/bursar/payment](http://wayne.edu/bursar/payment).

Any resident with a past-due housing and/or tuition balance who has not enrolled in a university-approved payment plan (Tuition Management Systems or WSU Internal Installment Payment plan) after the first week of the semester is subject to having their building access turned off and being removed from their housing space.

## **Housing Cancellations and Appeals**

When you completed the housing application, the first step in that process was to review the Housing License Agreement (HLA) terms. These terms are a legally binding agreement that you entered into with Wayne State University acting by and through the Office of Housing & Residential Life. These terms outline important dates, deadlines, and what you and Wayne State are responsible for during your time living on campus. There are also cancellation terms in the HLA that outline the reasons a student can request to cancel their housing agreement. After your request to cancel is received, staff will review your application and then send an approval or denial based on those reasons in the HLA email to your wayne.edu email. If your initial request is denied, you will have an opportunity to have your request re-evaluated by the Housing Appeals Committee. Learn more at

[housing.wayne.edu/resident/cancellation-process](http://housing.wayne.edu/resident/cancellation-process)

## Late Fees

Late fees will be assessed on your student account according to the university's late fee schedule. Outstanding balances under \$500 remaining on your student account after the due date are subject to a monthly \$25 late fee throughout the semester. Outstanding balances over \$500 unpaid after the due date are subject to a \$40 late fee throughout the semester. If you have a balance on your student account over \$500 after the 15th of each month, you will be charged a \$40 late fee. Late fees apply to your entire student account balance, not just the housing amount due.

Residents who are faculty/staff, affiliates or non-registered students must pay their rent by the first of each month through Academics or at the Cashiers Office.

## Keys

Residents living in Atchison Hall, Ghafari Hall, Towers Residential Suites and University Tower Apartments will receive a room key at check-in and should be very protective of it. Unauthorized use, possession or duplication of keys is strictly prohibited. Residents or guests found in possession of keys not assigned to them will face disciplinary action in addition to lock-change charges.

If you lose your keys, immediately report it to the front desk. If your keys are stolen, also report it to the WSU Police Department. Residents who lose their keys or give them to another person are responsible for any and all charges, including replacement keys for roommates. If your keys were stolen, bring a copy of the police report to your community director, who will assess whether the lock change/replacement charge can be waived.

The charge for a lock change varies on the type and when work is completed. The lock change charge ranges between \$170 and \$500, and the charge to replace a damaged key is \$5. These are the charges directly assessed by the locksmith. The Office of Housing and Residential Life will not accept cash payments. Please see the Billing and Payment Policy information in the Policies and Procedures section for how charges are billed to and paid by students.

No additional locks or locking devices may be attached to room doors.

## Decorations

Room decorations (e.g., posters, wall hangings) may be hung using only nail-free picture hangers. You may not use nails, tacks, pins, screws, masking tape, Scotch tape, stick-on picture holders or other types of sticking agents on the walls, ceilings, woodwork or doors. You may not make any alterations to your room, deface the room, or let anyone else deface the room. Any damages that result from room decorations, alterations or their removal will be charged to the resident. We highly discourage using LED lights for decoration as they commonly cause wall damage.

### Holiday decoration policy

To maintain fire safety during holidays, some materials are prohibited as decorating materials.

**Prohibited:** Natural trees, wreaths, roping or similar decorations, bamboo, cedar trees or branches, corn stalks or shucks, cotton or confetti, dry moss or leaves, flammable powders or liquids, hay, paper streamers, plastic sheeting or pellets, sawdust, tumbleweeds, wood bark, and wood shavings.

### Other guidelines:

- No flimsy decorations that could produce quick or fast-burning fire are permitted.
- The use of combustible material for decoration purposes is prohibited.
- The use of open-flame devices including but not limited to candles is prohibited.
- Artificial trees/plants and decorations shall be located so as not to obstruct exits, corridors, aiseways and emergency light units.
- No decorations shall be placed on fire sprinkler heads or piping.
- Electric light sets shall bear the Underwriter Laboratories or Factory Mutual certification seal.
- No more than three sets of electric lights should be plugged in to an extension cord.

**Permitted:** Artificial trees/plants labeled as flame retardant by the manufacturer, and tree decorations of noncombustible type such as metal or glass.

## Painting

You are not permitted to paint your room, suite or apartment. Residents who paint their rooms, suites or apartments are responsible for the cost of repainting and will be subject to disciplinary action.

## Windows and coverings

No window coverings may be placed directly over the windows. Aluminum foil, cardboard, tape, newspaper, computer paper, garbage bags, contact paper, posters, flags, etc. may not be used to cover windows. Traditional curtain rods are not permitted; however, curtains on tension rods are allowed. Report damages to any windows in the building to the front desk.

Using windows for exits (except in emergencies) is prohibited and will result in disciplinary action. Window screens should not be removed.

## Furniture

Each room in the residence halls and Anthony Wayne Drive Apartments is furnished with a bed, mattress, dresser, desk and desk chair for each resident. All furnishings must remain in the room, suite or apartment at all times, and you must return your room, suite or apartment to its original condition. Disassembling furniture is not allowed.

We encourage you to be creative and decorate your space to suit your personal taste. You may also bring your own furniture into the room, suite or apartment; however, the Office of Housing and Residential Life will not remove university-owned furniture to accommodate your items. Property or furnishings may not be moved into resident rooms/suites or apartments from building common areas. You will be charged a fee for removal of any furniture that does not belong in your room at checkout. If lounge or public area furniture is found in your space, it will be removed and you will be assessed a \$100 fine.

### **Bunk beds/lofts**

The residence halls are furnished with a bed for each resident. The beds provided have the ability to be bunked or lofted through the use of university-provided parts. There are a limited number of lofting parts available, which your resident advisor or front desk can provide. You will not be able to bring your own loft; however, we encourage you and your roommate(s) to creatively set up your room in a way that works for you. No lofting may be completed during quiet hours — no exceptions. Upon move-out, residents must de-loft and un-bunk their beds. Charges will be assessed for beds left lofted/bunked.

### **Lounges/furniture**

Missing lounge furniture will result in group billing charges for corrdormates, suitemates or hallmates as determined by the location of the missing furniture. Individuals in possession of lounge furniture will be charged \$100.

### **Abandoned property**

Take all personal belongings with you at the end of your Housing License Agreement. Bicycles, furniture and other items left on campus or in your room after move-out will be considered abandoned and are subject to donation or disposal at your expense. We will store your belongings for a maximum of 30 days after your Housing License Agreement has expired. You will be charged storage fees of \$100 per bag. At the expiration of the 30-day storage period, we will dispose of or donate your property.

### **Health and safety inspection**

Mandatory health and safety inspections will be conducted during the semester for residents living in our apartment communities and once a semester for residents living in our residential hall communities. The staff will check for cleanliness, pest problems, prohibited items and fire safety violations. Residents who fail their health and safety inspection will be required to go through the judicial conduct process and at minimum will be placed on housing probation for the first offense and could face having their housing license agreement canceled and be removed from housing for up to a year for a second failed inspection.

Students moving into a space/apartment that does not meet the required housing standards are responsible for reporting any and all cleanliness issues, pest problems, prohibited items and fire safety violations to the community director. Failure to do so will make the student equally responsible.

If you need more information about taking care of your space, cleaning guides are available from the resident advisor and community director.

### **Pest control and prevention**

Take trash out regularly and keep eating areas clean. Tightly cover food in cupboards and refrigerators. Quickly eliminate newspapers, bags, bottles and all unnecessary refuse from your room, suite or apartment. Report the presence of pests immediately by submitting a work order at [wsufixit.com](http://wsufixit.com) or to the front desk so that a treatment program can be implemented.

You can cooperate by having your room, suite or apartment ready on the assigned day. Your front desk staff will give you sufficient notice and information about preparing your room, suite or apartment. Residents must prepare the room according to the instructions they are given by the building's staff. A \$250.00 charge will be assessed to your account if your space is not ready for the scheduled extermination treatment or you cancel the treatment within one business day. If your space requires multiple treatments due to sanitation issues, each resident living in the unit will be responsible for the cost of each treatment.

If your space has previously been treated for bedbugs, repeat treatment after 30 days of initial application will result in the resident(s) paying the full cost of the bedbug treatment. One bedroom units cost \$625.00, two bedroom units cost \$725.00, and three and four bedroom units cost \$825.00.

### **Roofs**

In order to reduce the potential for injury to individuals and damage to property, the roof areas of university housing facilities are not to be walked on, nor to be used for any purpose.

### **Smoke- and tobacco-free campus for indoor and outdoor spaces**

No smoking of any substance is permitted anywhere in residence halls/apartments or in any of the public areas of the building. This rule applies to stairwells, activity rooms, laundry rooms and public restrooms.

The no-smoking policy is strictly enforced, and anyone caught smoking anywhere in a building will be referred through the student conduct process and may be removed from university housing. You are also responsible if your guest/visitor is caught smoking.

### **Trash disposal**

Leaving trash in stairwells, hallways, laundry rooms, elevators, elevator lobbies, the front and back exterior areas, and the building lobby is a violation of the Community Living Guide and a \$100 fee will be assessed for each item in violation of this policy.

### **Quiet hours**

Excessive noise is prohibited at all times in university housing. Be considerate of your neighbors' rights to study and sleep, and use discretion in all cases where noise is concerned. Loud music, gathering in hallways and other disturbances are not allowed. If music is played near windows or is a problem in any area around university housing, owners risk removal of the device from the building. Quiet hours are in effect from 10 p.m. to 9 a.m. Sunday through Thursday and from 11 p.m. to 9 a.m. Friday and Saturday.



# Special policies for residence halls

## Prohibited and permitted items

The items listed below are prohibited in residence halls. If these articles are found to be in a resident's room, that resident will be requested to immediately remove them from the building and an incident report will be written. Residents will be held financially responsible for damages incurred by use of prohibited items or unsafe use of permitted ones.

### Prohibited:

- Pets (Residents may have up to a 10-gallon fish tank for non-flesh-eating fish only. Piranhas and other flesh-eating fish are not permitted.)
- Firearms, weapons or explosives
- Fireworks
- Fog machines
- Halogen lamps
- Candles
- Oil lamps
- Incense
- Space heaters or air conditioners
- Chest/deep-freezers
- Toasters and toaster ovens
- Instant Pots
- Hot plates/electric skillets or frying pans, pots, deep fryers, hot pots, griddles, broilers, Crock-Pots, woks, heating coils, electric grills, George Foreman-type grills
- Hot iron/curling iron stoves
- Refrigerators larger than five cubic feet or 45 inches high
- Heat lamps
- Electric blankets
- Any tobacco products, including cigarettes, clove cigarettes, cigars, pipes, electronic cigarettes and hookahs
- Waterbeds
- Alcohol and alcohol bottles (for dry rooms)
- Drug-related paraphernalia and/or illegal drugs
- Furniture lofts
- Subwoofers
- Barber chairs
- Furniture from building common areas or lounges

- Wall-mounted televisions
- Washers and dryers
- Hoverboards and electric scooters
- Wireless printers
- Routers

### Permitted:

- Portable hair dryers and curling irons
- Microwaves
- Coffee makers
- Electric razors
- Refrigerators less than five cubic feet, 115 volts and 45 inches in height (limit one per person or two per room)
- CD players, stereo systems, televisions, radios, VHS/DVD players
- Fans
- Computers
- Hot air popcorn poppers
- Natural potted plants no taller than three feet

## Cooking and kitchenettes

Cooking is not permitted in the residence halls within individual rooms/suites, bathrooms or hallways. However, you may cook in kitchenettes located in Atchison and Ghafari in lounges on the third and fifth floors; Towers lounges on the third, fifth, seventh, ninth and eleventh floors; and in The Thompson on the first, second and third floors. You must supply your own pots, pans and other cooking utensils, and you must clean the space after use. The use of microwaves within individual rooms is permitted. Please do not leave food out in your room or in the common areas.

Please do not place hot pots or pans in your sink or on the countertops in the kitchenettes. The heat causes permanent discoloration. Charges will be assessed to students for any permanent damage to countertops.

All items left on the counters or in the sinks in the kitchenettes will be considered abandoned and will be discarded.

# Special policies for furnished and unfurnished apartments

## Unfurnished apartment changes

If you desire to move to another apartment or building:

- An apartment change period will be offered each semester to help accommodate students who wish to move.
- Apartment changes may not be made within the first three weeks of any semester.
- Apartment change forms will be available after the third week of each semester.
- If the apartment type you have selected is unavailable, your name will be placed on a waiting list. You will be contacted when there is an apartment available and when you are at the top of the waiting list. Upon being notified of an available apartment, you will have 24 hours to accept the apartment (weekends not included). If you do not accept the transfer within 24 hours, your request will drop to the bottom of the waiting list.
- All moves must take place within two days after the new unit is available to you.
- Internal moves will not be granted if your account is delinquent. All past-due amounts must be paid before an internal move can be made. A resident with a history of late payments (four or more in any 12-month period) will not be approved for an internal move.

Additional questions should be directed to the Office of Housing and Residential Life.

## Kitchen equipment

Do not place hot pots or pans in your sink or on the countertops. The heat causes permanent discoloration.

If your refrigerator is not self-defrosting, be sure to carefully defrost your freezer periodically. Do not use sharp utensils on the tubes in the freezer when defrosting it. These tubes could puncture and cause damage to the refrigerator. Report any issues with kitchen equipment to the front desk.

## Lead paint disclosure

To fully comply with Federal EPA regulations regarding communication about use of lead-based paint in residential facilities, the following information is provided to all residents of campus-owned and leased apartment-style housing.

**Lead warning statement:** Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessors must also receive a federally approved pamphlet on lead poisoning prevention. **Lessor's disclosure:** Presence of lead-based paint and/or lead-based hazards. Known lead-based paint and/or lead-based paint hazards are present in the housing. For more information visit [epa.gov/lead](http://epa.gov/lead).

## Occupancy capacity

Occupancy capacity is set by the Office of Housing and Residential Life to comply with state/federal laws and to ensure the safety, security and cleanliness of the building. Capacity for efficiency/studio, one-bedroom, two-bedroom and three-bedroom apartments is listed below. Residents may not exceed the occupancy rate for unfurnished apartments set by the housing office.

### University Tower Apartments:

One Bedroom	Maximum two-person occupancy
Two Bedroom	Maximum four-person occupancy
Three Bedroom	Maximum six-person occupancy



## Prohibited and permitted items

The items listed below are prohibited in apartments. If these articles are found to be in a resident's apartment, that resident will be requested to immediately remove them from the building and an incident report will be written. Residents will be held financially responsible for damages incurred by use of prohibited items or unsafe use of permitted ones.

### Prohibited:

- Pets (Residents may have up to a 10-gallon fish tank for non-flesh-eating fish only. Piranhas and other flesh-eating fish are not permitted.)
- Firearms, weapons or explosives
- Fireworks
- Fog machines
- Halogen lamps
- Candles
- Oil lamps
- Incense
- Space heaters
- Air conditioners
- Chest/deep-freezers
- Hot plates/electric skillets, deep fryers, hot pots, griddles, broilers, electric woks, heating coils, electric grills, George Foreman-type grills
- Hot iron/curling iron stoves
- Refrigerators larger than five cubic feet or 45 inches high
- Heat lamps
- Electric blankets
- Any tobacco products, including cigarettes, clove cigarettes, cigars, pipes, electronic cigarettes and hookahs

- Waterbeds
- Alcohol bottles for display
- Drug-related paraphernalia and/or illegal drugs
- Furniture lofts
- Routers
- Wireless printers
- Subwoofers
- Barber chairs
- Furniture from building common spaces or lounges
- Wall-mounted televisions
- Washers and dryers
- Hoverboards

### Permitted:

- Portable hair dryers and curling irons
- Microwaves
- Coffee makers
- Electric razors
- CD players, stereo systems, televisions, radios, VHS/DVD players
- Fans
- Computers
- Hot air popcorn poppers
- Natural potted plants no taller than three feet
- Alcohol (students 21 and older only)
- Candles in glass jars
- Airfryers



## Community expectations

### General behavioral expectations

Wayne State University is sensitive to the rights, freedoms and responsibilities of all its residents. Policies and procedures have been established to ensure that individual rights and freedoms are protected and responsibilities are understood. Residents of Wayne State University are expected to:

- Observe state and federal laws, as well as university policies and regulations
- Respect the rights and privileges of others
- Be forthright and honest in all of their academic and social conduct
- Share the responsibility of maintaining an environment where individual actions do not violate the community's welfare

Residents are also responsible for abiding by all policies, rules and regulations for on-campus living, including but not limited to:

- Office of Housing and Residential Life Community Living Guide – [housing.wayne.edu/live/forms-policies](https://housing.wayne.edu/live/forms-policies)
- Housing License Agreement Terms and Conditions –  
Residence Halls: [housing.wayne.edu/live/forms-policies](https://housing.wayne.edu/live/forms-policies)  
Apartments: [housing.wayne.edu/live/forms-policies](https://housing.wayne.edu/live/forms-policies)
- WSU Student Code of Conduct – [doso.wayne.edu/conduct/code-of-conduct.pdf](https://doso.wayne.edu/conduct/code-of-conduct.pdf)
- WSU Workplace Violence Policy – [idrm.wayne.edu/risk/workplace-violence.php](https://idrm.wayne.edu/risk/workplace-violence.php)
- WSU Non-Discrimination Policy – [oeo.wayne.edu/policies.php](https://oeo.wayne.edu/policies.php)

- WSU Sexual Harassment Policy – [oeo.wayne.edu/policies.php](https://oeo.wayne.edu/policies.php)
- Acceptable Use of Information Technology Resources Policy – [wayne.edu/policies/acceptable-use](https://wayne.edu/policies/acceptable-use)

The university does not attempt to use formal rules to define every unacceptable form of behavior. In situations not covered by specific regulations, you are expected to use common sense and conduct yourself at all times as a mature, responsible individual. Remember: If it's illegal off campus, it's illegal on campus. University property does not insulate residents from being accountable for their actions.

Residents who are positive and active community members are vital to the quality of life on the Wayne State University campus. Abiding by the regulations set forth below is a major part of developing a supportive residential community that encourages academic, social and personal growth.

While most residents demonstrate respect for others in the community and conduct themselves in an appropriate manner, the small number of individuals who do cause problems may have a negative effect and disrupt the entire community. Failure to comply with university and/or residential policies may result in disciplinary action. Serious and/or repetitive violations of these policies may be grounds for termination of a resident's Housing License Agreement and may affect their opportunity to return to university housing.



## Rights and Responsibilities

Residents in university housing facilities possess specific individual and group rights while engaged in activities that are part of university life. With these rights, residents have reciprocal responsibilities to ensure the same rights for other residents. Housing and Residential Life staff will assist residents in learning the rights and responsibilities associated with community living and use them as a guide in making decisions concerning resident welfare and behavior. The following statements define minimal expectations of residents and their guests.

### Residents have the right:

- To reasonable access to their living accommodations based on a published schedule of occupancy
- To live in a clean and secure environment
- To use facilities and programs that support the pursuit of academic success
- To have access to written copies of university housing rules and regulations, or building policies that govern individual and group behavior
- To the respect for and safety of personal property
- To study without interruption or interference
- To be free from unreasonable noise
- To be free of intimidation or harassment
- To express themselves freely within established guidelines
- To expect enforcement of the Housing License Agreement
- To have direct access to staff who provide assistance, guidance and support as needed
- To host guests within established guidelines
- To receive equitable treatment when behavior is in question
- To receive individual freedoms regardless of race, ethnicity, sex, national origin, disability, age, religion, sexual orientation, gender identity, gender expression or political affiliation
- To participate in resident governmental bodies and housing departmental committees
- To have access to individual and group social, educational and developmental opportunities in their living community

### Residents have the responsibility:

- To read, understand and adhere to rules and regulations governing students at the university and in the residence halls/ apartments, including the Community Living Guide
- To honor everyone as an individual and important member of the community
- To show proper university or state identification when asked
- To comply with reasonable requests made by staff, university officials or fellow residents
- To meet payment schedules for room, board and other required fees
- To sign in, monitor and accept responsibility for the behavior of guests
- To report violations of rules and regulations to appropriate staff
- To conduct themselves so as not to violate the rights of other students and members of the residential community
- To conduct themselves in accordance with local, state, and federal law
- To report broken items or damages to their living area
- To refrain from damaging or removing communal items

Any violation of these responsibilities is subject to review and action according to the procedures outlined in the Community Living Guide for residents and the Student Code of Conduct for Wayne State University.



## Rights and Responsibilities (cont.)

### **Assumed responsibility**

Residents are responsible for all activities that occur in their room/suite/apartment/community. By allowing behaviors or items that violate residence hall/apartment/university policies or city, state or federal laws, you have demonstrated an assumed responsibility for the violations. As a resident, you are responsible for taking an active role in ensuring that inappropriate behaviors or items do not exist in your residence hall/apartment building. It is your responsibility to report behaviors or items that violate policies or laws to a staff member. Passive participation that violates policies or laws is not a valid reason to avoid responsibility. Residents will be considered in violation of housing policy and university policy if they fail to remove themselves from an incriminating situation in any location in the residence halls, apartment buildings or campus.

### **Apartment/residence hall room entry**

Wayne State University and the Office of Housing and Residential Life are respectful and committed to the protection of students' right to privacy. The university also has a responsibility to ensure that the welfare of people on campus, the educational and service functions of the university, and the property of the university receive adequate attention and protection. To these ends, the room entry policy is as follows:

Apartment/residence hall staff shall not enter a resident's room without permission from one of the residents, unless under conditions of immediate and serious threat to the safety, health or well-being of persons or property.

The university and/or its designee(s) reserve the right to enter apartment/residence hall rooms and suites for inspection, cleaning or maintenance purposes at reasonable times and upon

reasonable notice. Apartment/residence hall rooms will be entered periodically each semester for health and safety inspections. These typically take place during university break periods in the residence halls.

Staff may also enter into a resident's room, suite or apartment if the resident is not present to eliminate disruptive noise from electrical sound equipment such as radios or alarms, which may violate an individual's right to sleep, study, read, etc. as defined in the Resident Rights and Responsibilities Statement. A full-time staff member will be contacted to give permission for the RA staff to enter, and an incident report will be written if this occurs.

Access to rooms will not be granted to friends, relatives or other students by staff. For your own safety and security, you should keep your door closed and locked at all times and should not give your key/OneCard out to anyone.

### **Administrative searches**

The Chief Housing Officer (CHO) or their designee(s) may conduct an administrative search of a residence hall room/apartment to determine compliance with the rules of the institution; housing policies; or with federal, state or local laws if there is reasonable cause to believe a violation has occurred or is occurring. The CHO or their designee(s) shall determine the existence of "reasonable cause" and must grant authorization before an administrative search can be conducted. Searches may be conducted in the absence of residents where a violation has occurred or is occurring, and evidence may be retained by the administration.

# Judicial process and procedures

## Breach of Housing License Agreement

Any violation of the rules and regulations contained in this publication may be considered a breach of the Housing License Agreement. The chief housing officer or designee is authorized to cancel the Housing License Agreement of residents who are considered to be in breach of the Housing License Agreement. No refunds will be given to those found in breach of the Housing License Agreement and additional fees or penalties may be assessed. Students may also be permanently banned from housing due to violations of the Housing License Agreement. All cancellations of a Housing License Agreement or bans from housing will be handled according to the administrative meeting procedures and the appeal process set forth below.

## Incident reporting

Violations of the Community Living Guide and the university Student Code of Conduct in university housing are usually reported and documented through an incident report. Incident reports may be filed by any university or residential community member at a building front desk with assistance from an RA. Typically, incident reports are filed by Residential Life staff to address concerns within or around any Housing and Residential Life facilities. Incident reports are submitted to the community director of the building and may also be submitted to the director of residential life, associate director, assistant director, director for facilities, associate director for facilities, chief housing officer, dean of students, and the student conduct officer. The WSU Police Department may also view and use these reports.

When an incident report is filed, a designated individual (typically the community director) will review the incident report and make a decision to:

- Handle the incident internally as an alleged violation of the Housing License Agreement and the Community Living Guide.
- Handle the incident as an alleged violation of the Student Code of Conduct or other university policy by forwarding the report to the student conduct officer.
- Handle the incident as an alleged violation of both the Housing License Agreement/Community Living Guide and the Student Code of Conduct.

The process for investigations and hearings conducted by the student conduct officer may be obtained through the Dean of Students Office, located on the third floor of the Student Center Building, or at [dos.wayne.edu](https://dos.wayne.edu).

## Administrative meeting

Once a behavior has been determined by a community director or designee to be a potential violation of the Housing License Agreement and/or the Community Living Guide, a community director or designee will meet with the resident(s) involved to discuss the incident and determine an appropriate response.

Each resident involved will receive an allegation letter by email within ten (10) business days of the incident. The letter will describe the incident and alleged violations and set a deadline by which a meeting to discuss the incident must be scheduled with the community director or designee.

Residents who receive an allegation letter are required to make an appointment with the community director or designee for an administrative meeting within five (5) business days of the date of the letter.

Failure to arrange the required meeting to review the incident and alleged violations and/or failure to attend a scheduled meeting will result in the community director or designee making a determination of the facts and responsibility, if any. If responsible, the community director will issue appropriate sanctions without further input from the resident involved.

Within five (5) business days of the administrative meeting or decision in lieu of meeting due to failure of the resident to schedule a meeting or appear at a scheduled meeting, a written decision of the final determination will be sent to the resident. This letter will describe the decision, which may include sanctions if the resident has been found responsible, and describe future expectations or conditions as appropriate.

The process described herein may be reasonably modified or extended if residents are unable to meet in a timely way or an investigation of the incident requires more time.

Disciplinary sanctions are imposed for behavior that is in violation of housing policy. The following behavioral sanctions may be imposed for violation of housing policies and procedures as described in the Housing License Agreement and the Community Living Guide. Please note this is not an inclusive or exhaustive list:

- Verbal warning
- Written warning
- Letter of understanding
- Educational programs and/or bulletin boards
- Hall/Community Council attendance
- Reflective paper
- Suspension/revocation of guest or other hall/apartment privileges
- Moving a resident to a new floor or building
- Restitution
- Residence hall/apartment probation
- Removal of a resident from university housing (Housing License Agreement termination)
- Ban from entering university housing and dining facilities as a guest

## Appeals process

Residents who have received disciplinary sanctions as a result of administrative meetings may appeal those decisions in writing through email to an associate director of Residential Life or designee within five (5) calendar days of receipt of the final determination letter.

If the associate director of Residential Life participated in the original administrative meeting that resulted in disciplinary sanctions and a resident wishes to appeal, such an appeal can be directed in writing to the chief housing officer within five (5) calendar days of receipt of the final determination letter.

All sanctions will be enforced immediately until modified by an appeal.



## Official housing regulations

### Non-discrimination

Wayne State University, as an equal opportunity institution, is committed to compliance with federal and state laws prohibiting discrimination. It is the policy of Wayne State University and the Office of Housing and Residential Life that no person will be discriminated against in employment, educational programs and activities on the basis of race, color, gender, national origin, religion, age, sexual orientation, disability or veteran status.

It is also the policy of Wayne State University and the Office of Housing and Residential Life that no person will be retaliated against and/or harassed as a result of filing a complaint for discrimination. More information about the university's non-discrimination policy can be found at [oeo.wayne.edu](http://oeo.wayne.edu).

### Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (also known as FERPA) affords students certain rights concerning their student educational records. When a student reaches the age of 18 or begins attending a post-secondary institution, regardless of age, FERPA transfers the rights to the student. This limits the student's educational record information that may be released to third parties (including parents and guardians) without the student's permission unless it is considered "directory information." Wayne State University fully complies with FERPA.

### Notice of change in policy

Any notices or announcements of changes to policies and procedures may be served in writing or by WSU email to a resident's AccessID.

Notices will be deemed properly given if one or more of the following occur:

- Posted prominently in the apartments/residence halls for a period of no less than one week (when possible).

- Delivered personally or through campus mail/email.
- Delivered by registered mail in a postage-paid envelope addressed to the student at the hall/apartment building in which the resident resides. Notices may also be updated at [housing.wayne.edu](http://housing.wayne.edu).

### Rules and regulations

The chief housing officer or their designee may disseminate rules and regulations concerning conduct in apartments/residence halls for the safety and convenience of the residents as a whole and to clarify procedures for administration of the residence halls and apartments. Residents must comply with all rules and regulations of municipal, state or federal authorities and must, at all times, comply with the rules and regulations enforced or adopted by the university and the Office of Housing and Residential Life as set forth in the university's Student Code of Conduct, the Housing License Agreement Terms and Conditions, and the Community Living Guide.

### Right to terminate occupancy

The chief housing officer or their designee reserves the right to cancel the Housing License Agreement and terminate a resident's housing when the conduct of the resident disrupts other residents; when the resident disregards the rights of other residents; when the resident's conduct jeopardizes the safety and well-being of others; or when the resident violates the terms of the Housing License Agreement, municipal, state or federal law, or policies of the university. The resident will be given notice and an opportunity to be heard prior to termination, although the chief housing officer or designee reserves the right to take immediate action to remove a resident or other person for safety, health or emergency reasons. Housing License Agreements terminated due to behavioral issues do not entitle the resident to a refund (see Community Expectations).



## Policy violations

The following is a range of policy violations in university housing; this includes any building that the university temporarily uses as a housing facility to house university residents. This is in no way an inclusive or exhaustive list:

**University housing buildings are as follows:** Anthony Wayne Drive Apartments, Chatsworth Suites, Leon H. Atchison Hall, The Thompson, Towers Residential Suites, University Tower Apartments, and Yousif B. Ghafari Hall.

### Article 1 – Aiders and abettors

No person shall aid and abet another person in committing an act which violates the Community Living Guide, expectations and protocols for residents, Wayne State University Student Code of Conduct, Michigan law or federal law. Anyone who aids or abets in the violation of any policy or law, or who encourages the violation of any policy or law may be deemed as responsible as the actual violator or offender and may be subject to the same sanctions as the original violator. See also Assumed Responsibility information, page 33.

### Article 2 – Alcohol

- A. Chatsworth, Ghafari and Atchison Halls are dry halls. This means that no person shall possess, transport, consume or be in the presence of any forms of alcohol at any time in any area of these buildings, regardless of the age of the persons involved.
- B. Residents living in Anthony Wayne Drive Apartments, Towers Residential Suites, The Thompson, and University Tower Apartments who are over the age of 21 may possess and consume alcohol within their apartment/suite only if all occupants (residents and guests) are over the age of 21. All other alcohol policies outlined below apply.
- C. Drinking any forms of alcohol in public areas is strictly prohibited. Public areas are all areas other than individual living spaces. Public areas include but are not limited to: lobbies, hallways, living/multipurpose rooms, lounges, restrooms, recreation areas, stairwells, elevators and outdoor areas.
- D. If any of the residents or guests of a suite or apartment are not of legal drinking age (21 years), no alcohol is allowed in the room at any time. Neither the residents nor their guests (even if they are of legal drinking age) may bring alcoholic beverages into a room where any person under the age of 21 lives or is present.
- E. Possession or consumption of alcoholic beverages by persons under the legal drinking age as defined by Michigan law is prohibited. Any person under 21 who is in possession of alcohol or is in a room where alcohol is knowingly present will be assumed to have been consuming alcohol. If a resident is under 21 years of age and in a room where alcohol is present, a violation will be written for all residents present (regardless of age). It will be presumed that all persons present over the age of 21 furnished alcohol to any minors present.
- F. No person shall dispense, sell or supply alcoholic beverages to a person under the legal drinking age as defined by Michigan law.

- G. No person shall possess or use a common source of alcohol (i.e., keg, trashcan, multiple cases, etc.) whether empty or full, nor shall any person participate in an event where a common source is present. Empty alcohol containers (includes decorative empty containers) and/or packaging within a resident's room will be considered the property of the resident. Any resident and guest(s) can be held in violation of the Community Living Guide and/or the university alcohol policy if empty containers are in their room. No person shall use a room, suite or apartment (or allow others to use it) for alcohol parties.
- H. No person shall possess or use paraphernalia used explicitly for alcohol consumption, (i.e., funnel, bong, etc.). No person shall possess or display empty alcohol containers.
- I. Public advertisements of alcohol products are prohibited. This includes any signs or advertisements that are visible from public areas and any alcohol-related signs, displays or objects visible from outside your room, suite or apartment.
- J. Intoxicated individuals will face disciplinary sanctions under the alcohol policy. Residential Life staff will determine whether a person is intoxicated based on the behavior of the person at the time of the incident. Residential Life staff are not responsible for the care of intoxicated individuals.

### Article 3 – Children

Parents are responsible for the supervision of their children at all times. Parents will be held responsible for any damage or misuse of property caused by their children. Children under the age of 16 cannot be left unattended. University Tower unfurnished apartments are approved for family housing. Residents staying in Anthony Wayne Drive Apartments, Atchison Hall, Chatsworth Suites, Ghafari Hall, Towers Residential Suites, and The Thompson may have children visit them periodically but the residents may not have their children living in these residence halls or furnished apartment-style spaces.

### Article 4 – Creating an unsafe environment/endangerment

- A. No person shall participate in disturbances that threaten the health and safety of one's self or others.
- B. No person shall enter, exit, throw, drop or project objects off, out or into a residence hall/apartment window. Screens must be left secured and in place at all times.
- C. No resident or guest shall give access to the building by propping security doors open or allowing others to enter ("tailgate") into the halls /apartments. Residents and their guests shall not enter/exit through emergency exit doors except in case of emergency.
- D. No person shall impede safe evacuation of residents from a building or participate in behavior which may potentially block entrances or impede pedestrians. This is prohibited on residence hall and apartment grounds, porches, playgrounds, courtyards, entrance ways, and directly adjacent areas. In addition, personal belongings (i.e., furniture, trash, etc.) should not be placed/left in hallways, stairwells, lobbies, elevators, etc. Staff will assess reasonable fees for the removal and disposal of such items.
- E. No person shall remove/alter window stops so that windows can open wider than currently restricted.

### **Article 5 – Drugs and drug paraphernalia**

- A.** No person shall receive, possess, use, consume, sell, manufacture, distribute, be in the presence of or be under the influence of illegal drugs, narcotics or controlled substances, or engage in improper self-medication while on university property. Any prescription drug not found in the original container with the resident's name on the bottle is a violation of the drug policy.
- B.** No person shall possess or use paraphernalia used for drug use (i.e., rolling papers, bong, scale, roach clips, etc.).  
*Note:* Smoke from prohibited drugs and/or documentation of the smell of such drugs will be considered a violation of the drug policy. Documentation from trained staff is considered reasonable evidence for use in a conduct hearing/administrative meeting.
- C.** No person shall possess or smoke marijuana.

### **Article 6 – Failure to comply with a staff member performing duties/failure to produce ID upon request/furnishing false information**

- A.** Resident shall not furnish false or misleading information to university staff. No person shall fail to comply with a reasonable request of university staff, including Housing and Residential Life staff, acting in the performance of their duties. Also, no person shall use abusive language, display defiance or disrespect, or other behavior that is threatening and directed toward university or Housing and Residential Life staff.
- B.** No person shall fail to comply with the student conduct officer. No person shall fail to respond, schedule a meeting, or provide information to a Housing and Residential Life staff member or to the university conduct officer.
- C.** No person shall provide false or misleading information to a staff member or refuse to positively identify themselves and show appropriate identification to a university official, Housing and Residential Life staff member, or their designee(s).

### **Article 7 – Fire safety**

- A.** No person shall set a fire in a residence hall or apartment building or areas immediately associated with the facilities.
- B.** No person shall falsely report a fire, interfere in any way with emergency services or procedures, or fail to conform to established safety regulations.
- C.** No person shall fail to immediately exit during a fire alarm.
- D.** No person shall tamper with the fire equipment used to notify people of, detect or suppress a fire, nor use such equipment for anything other than the prevention or control of a fire. This includes: smoke detectors, sprinklers, fire alarms, fire alarm covers, fire hoses, fire extinguisher boxes, door closers, exit lights, alarm systems and any other firefighting devices.
- E.** Fire safety violations may result in immediate removal from university housing.

### **Article 8 – Free access and cleanliness/health and safety requirements/improper trash disposal**

- A.** No person shall interfere with the free access of another to and from their own apartment, room or suite. No person shall interfere with the safe or clean environment of others. This includes room and bathroom maintenance, proper trash removal, intentional damage, etc.

- B.** No person shall fail to meet the minimum cleanliness standards set by the Office of Housing and Residential Life. Residents are expected to meet the minimum standards in their rooms/apartments at all times and to pass health and safety inspections as they are conducted by Residential Life staff throughout the year. Residents who repeatedly fail to pass inspections and meet health and safety requirements may be subject to cleaning fees and removal from university housing.
- C.** Residents are expected to work with Housing staff to control unwanted pests. Residents notified of an inspection or treatment, whether requested due to current problems or as part of housing's regularly scheduled preventative plan, must be fully prepped and ready for the inspection/treatment on the scheduled date and time. Residents who do not follow the preparation guidelines provided to them or who continue to have reoccurring pest issues may be subject to fees for repeated treatments and removal from university housing.
- D.** Residents should place trash only in designated trash disposal areas, (i.e., trashrooms, trash compactors or dumpsters). Trash should not be placed or left in hallways, lounges or other common areas, stairwells, elevators, etc.

### **Article 9 – Gambling/profitable enterprises**

- A.** Gambling is prohibited in university housing.
- B.** The resident will occupy the assigned space solely as a residence for themselves and not as a salesroom or a storage room for merchandise. Residents may not conduct nor condone any manner of business operations from their campus residence. Businesses of any type are prohibited in the apartments/residence halls. Examples include babysitting, tattooing, piercings, nails, hair, massages, cosmetics, adult entertainment, eBay, home interior, candles, scrapbook and snack/food item sales. This is not a comprehensive list.
- C.** Individuals are not permitted to solicit in the residence hall. Solicitation includes posting flyers for businesses or services, canvassing, placing door hangers, knocking on doors, or approaching individuals with the purpose of selling a service. This list is not an exhaustive definition of solicitation.

### **Article 10 – Guests**

- A.** All non-residents are considered guests and must be registered at the front desk when entering an apartment/residence hall building (i.e., parents, siblings, children/babies, other relatives, associates and/or friends). This includes other on-campus residents who do not live in the building they wish to enter.
- B. During the hours of 8 a.m.–8 p.m.,** students residing in Wayne State University housing buildings other than the building they wish to enter are not considered guests. If residential students are visiting a building to which they are not assigned, all rules and regulations still apply.
- C. During the hours of 8 p.m.–8 a.m.,** students residing in Wayne State University housing buildings other than the building they wish to enter are considered guests and should be checked in at the front desk as such.

- D. Roommates must discuss their preferences with respect to all guests in the room. Guests of one roommate cannot infringe on the rights of other roommates.
- E. No person shall fail to escort guests at all times while in the building, including entering and exiting the building. No person shall fail to register their guests at the front desk in accordance with the guest policy. Residents must inform guests of the need for required forms of ID to visit the apartments/residence halls. All university housing buildings, including apartment buildings, require 24-hour guest registration. All guests must provide an acceptable form of ID. Acceptable forms of photo ID include a valid driver's license or state ID, military ID, passport, or high school ID for students who are currently enrolled in high school. WSU students may use their OneCard to check in as a guest. Guests who do not provide acceptable ID will be denied entrance into the building. Signing a visitor into an apartment/residence hall designates you as the host. The host will be held responsible for all actions of their guests (see Assumed Responsibility information on page 33).
- F. All guests must be signed out when they leave the building.
- G. No university housing resident shall fail to register at the front desk when visiting other university housing buildings. No university housing resident shall fail to be escorted at all times when visiting other university housing buildings. This includes any building that the university temporarily uses as a housing facility to house university residents. All university housing buildings, including apartment buildings, require 24-hour guest registration. University housing buildings are as follows: Leon H. Atchison Hall, The Thompson, Towers Residential Suites, University Tower Apartments, Yousif B. Ghafari Hall, Anthony Wayne Drive Apartments.
- H. Residents in any of our apartments or residence halls are allowed to have no more than two (2) guests registered to them at any time. The university reserves the right to limit the frequency of guest visits.
- I. No person shall fail to take responsibility for his or her guest(s), which includes informing them of policies and being responsible for the guests' behavior within university housing. This includes failure to take immediate and appropriate action to prevent or stop a violation by a guest. If a violation takes place by a guest, the hosting resident is responsible for the guest's violation(s), financially and judicially (See Assumed Responsibility information).

#### Article 11 – Guests (overnight)/cohabitation

- A. **Overnight guests:** Each resident of university housing may host one (1) overnight guest at a time and must have prior approval from their roommate(s). Each resident is allowed to have a maximum of six (6) overnight guests during a month.
- B. In all residential facilities, overnight guests must register at the front desk. Residents may register guest, at any time. Guests in the building between 1-8:30 a.m. Sunday-Thursday and 2-8:30 a.m. Friday and Saturday are considered overnight guests and must be registered as overnight guests even if they were checked in as non-overnight guests prior to the listed times.
- C. Where applicable, in both apartments and residence halls, hosts will incur costs for unapproved guests staying for an extended duration. Roommates who do not report

an overnight guest may also be responsible for part of these costs. This policy also applies to residents who have single rooms.

- D. **Cohabitation:** Additional occupants may not live within the premises other than those assigned by the Office of Housing and Residential Life. Visitors are permitted ONLY in accordance with policies established by the university and as outlined in this guide. No one visitor may sign in as an overnight guest more than six (6) times in a particular building within a month; this will be considered cohabitation.
- E. Our apartments cannot accommodate long-term visitors such as parents, relatives or other long-term guests (except in University Towers unfurnished apartments). If the occupancy rate of an apartment permits, parents may be added to the license agreement; if not, they must seek other accommodations or the residents must transfer to a larger apartment that will accommodate the number of people living there. Relatives other than parents and children who are not WSU students are not able to reside in university apartments. University Towers residents should contact their community director to begin the process of adding a long-term guest or relative to their housing license agreement.

#### Article 12 – Harassment/threats

- A. No person shall physically or emotionally harass another person verbally; in writing; or through the phone, computer, etc. No person shall harass or stalk any person or group of persons. Stalking, racial and sexual harassment are included under this policy. Sexual harassment is defined under WSU Statute No. 2.28.06, which can be found at [bog.wayne.edu/code/2\\_28\\_06](http://bog.wayne.edu/code/2_28_06).
- B. Harassment that threatens or endangers the health or safety of another person is prohibited. Harassment can be physical, verbal, in writing, in person, via telephone or text, or other electronic means.
- C. No person shall exhibit behavior that threatens to harm or to cause reasonable apprehension of harm to any other person or their property, including university and Residential Life staff.
- D. Placing an explosive device or an intentional facsimile of such a device, or threatening the placement of explosives in housing, food service or adjacent areas is prohibited.

#### Article 13 – Hazing

No person shall engage in any type or form of hazing. Hazing is defined as “any planned or spontaneous action or situation that is demeaning to an individual, results in physical abuse or mental duress, or in any way threatens or endangers the health or safety of an individual.”

#### Article 14 – Trespassing/Unauthorized entry

- A. Trespassing - Entrance to any resident's room or apartment is by invitation only (except for university staff as defined in the Housing License Agreement). Entering without invitation is prohibited and considered trespassing. Entrance by any person who has been banned from the residence halls/apartments is prohibited and is considered trespassing. Trespassers will be removed immediately by the WSUPD.



**B. Unauthorized Entry** – Includes individuals brought into the building by residents without following the guest policy or without the permission of a Community Director. Persons may be removed by the RA, community director or WSUPD.

#### **Article 15 – Noise**

- A.** No person shall cause or otherwise contribute to unreasonable noise in university housing.
- D.** Quiet hours are defined as specified periods of time when it is expected that noise will not interrupt the required atmosphere for living and learning. During quiet hours, all activities that might be disturbing to others must be suspended. Residents and their guests are expected to refrain from generating any noise that transfers from room to room, room to hallway, public areas to rooms or hallways, or carries down the hallway. This includes speaking loudly in the hallway and the volume of TVs or stereos. Noise must not be audible outside the door, floor or ceiling of a room, suite or apartment. Residents and guests who violate this requirement may be administratively removed from the community at any time. Students playing musical instruments in the halls or apartments are required to use a muting device.
- E.** Lofting or de-lofting beds should not take place during quiet hours.
- F.** Quiet hours in all residence halls and apartment buildings are as listed below unless specifically published differently:  
Weekdays (Sun.-Thurs.): 10 p.m. to 9 a.m.  
Weekends (Fri.-Sat.): 11 p.m. to 9 a.m.
- G.** During final exam periods, beginning with Study Day, quiet hours are enforced 24 hours a day. No person shall interfere with attempts of others to sleep or study during final exam periods; such a violation may result in immediate removal from the apartments/residence halls.

#### **Article 16 – Non-acceptance of a new roommate**

No person shall impede or fail to accept a roommate assigned by the Office of Housing and Residential Life (i.e., using more than one bed, dresser, desk, chair, closet, failing to allow access to the new roommate, treating the new roommate or their possessions inappropriately, etc.). Residents should be prepared to accept a new roommate at any time. Housing and Residential Life staff are authorized to move belongings of an individual who has occupied more than one space.

#### **Article 17 – Online communication/ housing network violations**

Students must abide by the university's acceptable use policy for information technology. Downloading illegal music, videos and other media is prohibited and subject to possible charges. The full terms and conditions are available at [wayne.edu/policies/acceptable-use](http://wayne.edu/policies/acceptable-use).

#### **Article 18 – Pets**

- A.** Animals/pets are not permitted in the apartments or residence halls with the exception of non-flesh-eating fish. Fish tanks shall not exceed 10 gallons.
- B.** A resident found in violation of this policy will be required to remove the pet immediately. Fines will be assessed on a per-day basis until the pet is removed, with a minimum charge of \$100.
- C.** Any costs associated with having an illegal pet (i.e., cleaning, extermination, floor or furniture repair) will be assessed to the resident's account. Costs are determined by the Office of Housing and Residential Life.

### Article 19 – Prohibited items/fire hazards

- A. No person shall possess or use any object that displays an open flame or coil.
- B. In Anthony Waybe Drive Apartments, Atchison Hall, Chatsworth Suites, Ghafari Hall, The Thompson and the Towers Residential Suites, candles, incense, oil lamps, hot iron/curling iron stoves, and electrical appliances such as electric skillets/frying pans, woks, electric grills, George Foreman-type grills, griddles, broilers, hot plates, hot pots, toasters, toaster ovens, Crock-Pots, blenders and refrigerators in excess of five (5) cubic feet are prohibited. Residents will be asked to remove prohibited appliances/items. If they fail to remove the item, it will be confiscated and stored for 10 working days, in which the resident can obtain their item(s) and remove them from campus. After the 10-day period, items left behind will be disposed of.
- C. In University Tower apartments, candles are prohibited unless they are in a glass container with sides that are taller than the candle. Incense is also prohibited. Also prohibited in the apartments are washing machines and dryers.
- D. **Additional prohibited items in all buildings** – Pets, lofts, waterbeds, heat lamps, halogen lamps, space heaters, air conditioners, electric blankets, chest/deep freezers, furniture from the lounge, drug and/or alcohol bottles and related paraphernalia, firearms, fireworks, explosives, weapons, wireless routers, barber chairs, fog machines, wall mounted televisions, etc.
- E. **Router** – Bringing your own router is strictly prohibited.
- F. **Fire hazards** – Bringing or keeping distillates such as fuel, solvents or highly combustible substances in a room/apartment is prohibited. This restriction applies to any container, tank, cylinder or other device (empty or otherwise) used to contain or store combustible substances.

### Article 20 – Room occupancy

- A. No person shall occupy an empty room or space to which they are not assigned or enter restricted areas such as storage rooms and roofs.
- B. Residents who move from their assigned room or suite without prior approval are subject to a \$100 fine and will be required to relocate to the original assigned space.
- C. Any resident allowing a non-resident (guest, friend, parent, relative, etc.) to reside in the apartments or residence halls will be charged with violating the Housing License Agreement and could face immediate removal from university housing.
- D. **Apartment occupancy** – Apartments may not exceed the occupancy limits as listed in the Housing License Agreement. Apartments cannot accommodate long-term guests. All occupants must be added to the license agreement or find other accommodations according to the terms of our Housing License Agreement and Community Living Guide (see also cohabitation policy).

### Article 21 – Sexual assault

No person shall use force or the threat of force to engage a person in sexual activities without the person's willing consent. This includes all unwanted sexual contact. Conduct will be considered without consent if no clear consent is given or when

the inflicted person is unconscious or otherwise without the physical or mental capacity to consent. Inflicting sexual contact on someone under the influence of alcohol or drugs may be considered "without consent." Violators will be charged under the Student Code of Conduct. Violators may also be prosecuted under federal, state and local law.

### Article 22 – Smoke- and tobacco-free campus

Smoking anything containing tobacco (cigarettes, clove cigarettes, cigars, pipes, electronic cigarettes, hookahs, etc.) in any university housing building is prohibited in all areas, including common areas such as stairwells, hallways, elevators, lounges, etc., as well as resident rooms/apartments. Fines will be assessed for the repair or replacement of any furniture, walls, ceilings, etc. damaged by smoking. Hookahs may be stored in rooms but not used there.

### Article 23 – Theft and privacy violations

- A. No person shall possess, tamper with or borrow without permission the personal property of others. Such actions will be treated as theft. This includes residence hall/apartment property, university property, personal property, furnishings and equipment. This also includes removal of food and/or eating and drinking utensils from designated dining areas in the halls. Privacy and theft violations claiming to be committed as a so-called joke, a prank, or "innocent fun" will be treated as serious violations.
- B. No person shall, without proper authorization, remove any property from its assigned place in a residence hall, apartment or suite. This includes all common room space (i.e., lounge furniture).
- C. No person shall knowingly furnish false information or make false accusations of theft.
- D. Theft is considered grounds for removal from university housing and violators may be prosecuted under federal, state and local law.

### Article 24 – Unauthorized possession of any campus key/card/hall sticker

No person shall permit another to, nor shall themselves, use the university identification of another, including the OneCard, hall stickers, room key, student identification card, etc., for the purpose of improperly gaining access to a residence hall, apartment building, dining facility or residence hall/apartment sponsored event. The unauthorized possession, duplication, use or sale of keys, OneCards, or hall stickers is prohibited. OneCards/keys/stickers will be confiscated from those not authorized to possess them.

### Article 25 – Vandalism

No person shall damage, deface, or destroy any property. This includes, but is not limited to, marking or writing on room doors, floors, walls, elevators, stairwells, lobby bathrooms, community rooms, lounge furniture, carpet, windows, window screens, wireless access points, bulletin boards and door decorations. Individuals and/or groups of residents — including a suite, floor or entire building — may be charged for damages and/or cleanup fees due to vandalism (see Group Damage Billing information). Vandalism violations claiming to be committed as a so-called joke, a prank or “innocent fun” will be treated as serious violations.

### Article 26 – Violence/disorderly behavior

- A.** No person shall assault, physically batter or intimidate another. No person shall threaten to assault, physically batter or intimidate another. Physical violence may result in immediate removal from university housing and banning from all housing and dining facilities. In addition, charges will be filed with the student conduct officer.
- B.** No person shall be involved in disruptive or abusive behavior including but not limited to: physical abuse, verbal altercations, fighting, destruction of property, snowball fights, water fights, sports in the hallway/building (i.e., ball dribbling, hockey playing, skating, running, rollerblading, bicycles or scooters), and other violations of the Community Living Guide.
- C.** No person shall behave in a manner which disturbs the peace of others, disrupts university or Residential Life staff in their daily operations or has a disruptive influence upon others.

### Article 27 – Weapons, firearms, fireworks

- A.** No person shall display, possess, manufacture, sell, distribute, use or intend to use firearms, BB and pellet guns, ammunition, paintball guns, blow guns, air guns, dart guns, bows (this includes crossbows), arrows, knives, martial arts weapons, tasers of any kind, slingshots, fireworks, firecrackers, explosives, smoke devices, chemicals and/or other dangerous weapons, and hazardous objects or any device that could be used to inflict injury in the public or private areas of apartments/residence halls. A dangerous weapon is any weapon capable of causing death or serious bodily harm including but not limited to large knives, daggers, metallic knuckles, swords, bows, arrows, etc. Items such as mace or pepper spray that are used inappropriately may be considered weapons.
- B.** Any items brandished as a weapon are also considered a violation of this policy.

### Article 28 – Violation of the Student Code of Conduct

No person shall violate the Student Code of Conduct. Copies of the Student Code of Conduct can be obtained from the Dean of Students Office, located on the third floor of the Student Center Building, by calling **313-577-1010**, or can be accessed at [dosu.wayne.edu/conduct/code-of-conduct.pdf](https://dosu.wayne.edu/conduct/code-of-conduct.pdf).

## Service / Assistance Animal Policy

Wayne State University (“WSU” or the “University”) is committed to providing reasonable accommodations to persons with disabilities, fulfilling its obligations under state and federal law. This policy governs the use of service/assistance animals as reasonable accommodations for persons with disabilities in campus housing.

The health and safety of WSU students, faculty, staff, and service/assistance animals are paramount. Therefore, each request for such an accommodation will be carefully considered and decisions will be made on a case-by-case basis. Requests for an accommodation regarding an assistance animal must be supported by sufficient medical documentation for proper consideration of the request.

WSU will not allow in campus housing any animal that poses a threat to the health or safety of others, would cause substantial physical damage to the property of others, would pose an undue financial and administrative burden, or would fundamentally alter the nature of housing operations.

Students living with service/assistance animals are expected to adhere to the same housing policies as all other residents. In all cases, the owner of the service/assistance animal is responsible for its behavior. Costs associated with cleaning, repairs, and/or pest control required due to the presence of the service/assistance animal in any residence hall and/or apartment will be charged to the animal's owner.

# Student financial obligation for payment of tuition and housing fees

By completing registration for a semester, students become financially responsible for payment of all applicable fees by the published due date(s). Payments not received by the due date(s) are subject to collection, attorney and litigation costs, which also become a financial obligation of the student. **Payment due dates are: fall – Aug. 15, winter – Dec. 15, and spring/summer – April 15.**

Failure to make payment because an invoice is not received does not exempt students from late payment fees. Students are encouraged to make certain that the university has their correct mailing address and familiarize themselves with the required payment due dates and deadlines outlined on the Office of the Bursar's website. Students' account statements are also available at [a.wayne.edu](http://a.wayne.edu).

Students deciding not to attend classes after registering should drop them at their earliest convenience, as failure to attend does not result in an automatic withdrawal from classes.

Additionally, accounts must be current to maintain enrollment eligibility and to request and receive official university documents and services. If you have questions or require additional information, please contact the Student Accounts Receivable Office at 313-577-3653.

## Path to payment tips and resources

It is very important to have your tuition and housing bills paid by the published due date(s). You could jeopardize your housing status if you have a balance after the published due date(s). Please understand that any payment made on your student account will be applied to your outstanding tuition bill first; housing is always paid last, even if you request that the payment go toward your housing bill.

**Tuition and housing payment options:** checks, internet ACH, credit cards, cash, wire payments.

**Installment Payment Plan** is an optional plan that allows students and/or parents to spread payments of educational expenses over a scheduled period.

## Nelnet Installment Payment Plans

Payment plans administered by Nelnet are offered for fall and winter semesters. A spring/summer plan is not available through Nelnet. For more information about Nelnet payment plans, please visit [wayne.afford.com](http://wayne.afford.com).

### Fall plan

Open enrollment period begins in May and ends on the tuition cancellation date for the fall semester.

- Five monthly payments from July 15 to Nov. 15
- Four monthly payments from Aug. 15 to Nov. 15\*
- Three monthly payments from Sept. 15 to Nov. 15

**\*Students should review their TMS monthly payment plan budget in August to ensure budgets accurately reflect the fees owed to Wayne State University.**

### Winter plan

Open enrollment period begins in November and ends on the tuition cancellation date for the winter semester.

- Five monthly payments from Dec. 15 to April 15
- Four monthly payments from Jan. 15 to April 15
- Three monthly payments from Feb. 15 to April. 15

## WSU internal payment plans

Currently enrolled students who have missed the opportunity to enroll in the Nelnet fall and/or winter payment plans may enroll in WSU's Installment Payment Plan. A plan is also offered in spring/summer. WSU plans allow students and/or parents to spread payments over the remaining two or three months of the semester.

For more information about WSU plans and student eligibility, log in to Academics and click on Student Resources. To enroll in a plan, click on Online Payments, then click on the Installment Payment Plan menu. If a plan is open for enrollment, monthly payments and billing information will display. Follow the instructions to complete enrollment. Additional information about internal payment plans can be found at [wayne.edu/bursar/payment/installment-plans/](http://wayne.edu/bursar/payment/installment-plans/)

## Parent PIN setup

The Parent PIN functionality of WSU's online payment system (CASHNet Smartpay) allows a student to assign a parent or authorized person to make payment on the student's WSU student account. Students set up Parent PINs by accessing the Online Payment System (CASHNet Smartpay) through WSU Academics. CASHNet Smartpay is a secure payment system that maintains separate payment methods for students and parents. That is, a payment method saved by a student cannot be accessed by the parent and vice versa.

To create a Parent PIN, log in to WSU Academics and click on the Student Resources link under the WSU Resources menu. To set up a PIN, click on Online Payments, then click on Parent PIN Online Payment Information. Follow the instructions to set up a parent or authorized person PIN.



**WAYNE STATE**  
UNIVERSITY

**Office of Housing and Residential Life**

[housing.wayne.edu](https://housing.wayne.edu)