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# YSU 2017-2018 Housing & Residence Life Resident Handbook

**Resident Handbook**  
Issuu PDF Version

([https://issuu.com/youngstownstate/docs/resident\\_handbook\\_2017](https://issuu.com/youngstownstate/docs/resident_handbook_2017)) [1]

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## WELCOME TO UNIVERSITY HOUSING

### MISSION STATEMENT

To support the academic mission of the University by fostering a residential environment that provides affordable, safe and comfortable facilities as the foundation for a community that is conducive to academic success and student development in the areas of intellectual, emotional, ethical, social and cultural growth.

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## WELCOME TO UNIVERSITY HOUSING

This Handbook is intended to inform residents about the important aspects of living in our residence halls. One of your first responsibilities as a resident is to read and become familiar with information in this book. This will help ensure that your stay with us will be safe, productive and happy for you. All information contained in the Resident Handbook is subject to change as determined by the Office of Housing & Residence Life and Youngstown State University. The most accurate version of the Resident Handbook can be found online on the Office of Housing & Residence Life's web page at <http://housing.yzu.edu> (<http://housing.yzu.edu>) [13]

At YSU, we view every facet of the campus experience as educational. This includes the experience of living in the residence hall community. As a member of this community, you are granted many rights and privileges. You will be expected to respect the rights and privileges of others. The Housing & Residence Life staff is here for the purpose of assisting you with problems that might interfere with your progress or happiness at YSU. Our programs are aimed at assisting you in every area of college life. With a willingness on your part, we feel that a positive residence hall experience will add a great deal to the quality of your total education.

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

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## HOUSING & RESIDENCE LIFE STAFF

## **RESIDENT ASSISTANT**

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

## **GRADUATE ASSISTANT**

Housing & Residence Life has two Programming Graduate Assistants. These GAs oversee the living learning community events, as well as a broad range of educational & social programs sponsored by Housing & Residence Life. Graduate Assistants are full time graduate students and are available at various hours.

## **PROGRAM COORDINATOR**

The program coordinator is responsible for the living learning communities, hall association/student leadership, and educational and social programming. The program coordinator supervises the Graduate Assistants. Their office is in Cafaro House.

## **HOUSING COORDINATOR**

Cafaro, Lyden, and Kilcawley-Wick-Weller Houses each have a Housing Coordinator who is responsible for that building. This person is a professional, full-time University employee who lives in the building with you. They are typically available 10:00 am–12:00 pm & 1:00 pm–4:00 pm Monday–Friday in the office near the front desk. You will also see your Coordinator at other times chatting informally around the residence hall.

## **DIRECTOR AND ASSOCIATE DIRECTORS OF HOUSING & RESIDENCE LIFE**

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

## **HOUSING & RESIDENCE LIFE OFFICE STAFF**

The Office of Housing & Residence Life is in Kilcawley House. It is open 8:00 am–5:00pm Monday–Friday. Office Staff can help you with matters such as your account and signing up for housing for next year.

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# **HOUSING & RESIDENCE LIFE GENERAL INFORMATION**

## **CABLE SERVICE**

Each room is equipped with basic cable channels.

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## **CONSOLIDATION**

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

1. A new roommate will be assigned to the room.
2. The student may be reassigned to another room.
3. The student may be allowed to pay for a single room and remain in the room with no roommate until the University wishes to fill the space. Students without a roommate (or anticipating the loss of their roommate) should contact their Housing Coordinator immediately to discuss their options. Housing & Residence Life will do what we can to minimize any inconvenience caused by this situation. Wherever possible, changes will be made during the first few weeks of the term (or at the end of the term for changes occurring at the start of the next term)

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## **COMPUTERS/ PRINTING**

Computer Labs are provided in Cafaro, Kilcawley, Lyden and Wick Houses for the convenience of our residents. A printer will be available for resident use in accordance with YSU policy, which states each student will be allowed up to 500 printed pages per semester.

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## **EXTENDED HOUSING**

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

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## **HOUSING CONTRACT**

Your Housing Contract details your rights and responsibilities while living in University Housing. It is important that you are familiar with this document. Please note that the Housing Contract is a year-long contract (see below for details about release from this contract). Additional copies are available online on our website: <http://housing.ysu.edu> (<http://housing.ysu.edu>) [13].

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## **HOUSING CONTRACT REVIEW BOARD**

Your Housing Contract is for the entire academic year (Fall & Spring semesters). This contract is a legal and binding agreement between you and YSU. YSU has established a review board for students who have a legitimate need to break their housing contract but remain enrolled. Application to Terminate Housing Contract forms are available online on our website: <http://housing.ysu.edu> (<http://housing.ysu.edu>) [13]. The Director of Housing & Residence Life is available to assist you with this process. If the Review Board determines that your circumstances do not merit termination of the contract, you will be required to honor the contract. Decisions of this board are final. Students who are no longer enrolled at YSU do not need to be released from their contract, but need to notify Housing & Residence Life of their change in enrollment status.

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## **HOUSING DURING BREAKS**

Residence halls are closed during breaks. Students requiring housing during breaks may apply for break housing. Applications are available in the Office of Housing & Residence Life or online at the housing website. Applications are due by the Friday two weeks prior to the break. There is a charge for break housing and students may be required to move to a temporary space during the break. Residents staying in University Housing during breaks receive Pete's Points for meals. In addition, restricted guest hours are in effect during breaks. At the end of each semester, students are required to leave within 24 hours of their last final exam with Friday evening at 9PM being the latest a student can stay. Contact the Associate Director for Contracts and Assignments if you need an exception to this policy.

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### **INSURANCE (RENTERS AND HEALTH)**

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

Each resident is strongly encouraged to consider coverage by the University Health and Accident Insurance policy or equal coverage by the provider of their choice.

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### **INTERNET SERVICE**

Each residence hall has wireless access points throughout building. In addition residents have wired accessibility in residence hall rooms. Each room has ethernet jacks for each student to connect to the internet via the residence hall network. Your computer will need a standard 10/100 network card and a CAT-5 cable to hook up. Computers must be running on an accepted operating system to connect to the internet. Contact BBH tech at 1-855-326-9787 with any questions or concerns.

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### **KEYS**

Every resident will be issued a room key and a mailbox key upon check in. If keys are lost, the room lock will be changed and the resident will be charged \$55. Students are required to turn in room keys for winter break. Students may be issued proximity cards for exterior door access. These cards should be treated like keys.

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### **LAUNDRY**

A laundry room is provided in each residence hall for residents' use. Washers & dryers are available 24 hours a day. There is no charge to residents for laundry. Non-residents are not permitted to use these areas. Clothes in washers or dryers should not be left unattended. Machines requiring service should be reported immediately to the front desk. In addition, YSU participates in the online Laundry Alert Program. This program tells you if washers/ dryers are available and notifies you via e-mail/ text when your laundry is finished. <http://cms.ysu.edu/administrative-offices/housing-and-residence-life/laundry-alert-system> (<http://cms.ysu.edu/administrative-offices/housing-and-residence-life/laundry-alert-system>) <sup>[14]</sup>

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### **MAIL**



U.S. mail and campus mail is picked up and delivered daily Monday through Saturday. Mail is typically placed in residents boxes by 5:00 pm daily.

### **Packages/Large Mail Items**

Items that don't fit in your mailbox are held at the front desk. A package notification will be sent to you via email from EZTrackIt.com.

### **Overnight/Express Mail**

Overnight or Express mail should also be sent directly to your address. Items will be placed in your mailbox or held at the front desk if they are too large for your mailbox.

### **Stamps**

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

### **Forwarding Mail**

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

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### **Your Address is:**

Your Name

\_\_\_\_\_ House

Room # \_\_\_\_\_

Street Address

Youngstown, OH Your Zip

### **Cafaro House**

205 Madison Ave

Youngstown, OH 44504-1611

### **Lyden House**

251 Madison Ave.

Youngstown, OH 44504-1611

### **Wick House**

656 Wick Avenue

Youngstown, Ohio 44502

### **Kilcawley House**

117 University Plaza

Youngstown, OH 44502-1208

### **Weller House**

658 Wick Avenue

Youngstown, OH 44502-1215

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### **PARKING**

There are four parking lots located near the residence halls: R3, R4, R92 are residence only lots, M2 and M90 are multi-use lots. The M90 lot is located on Elm Street directly across the street from Cafaro House. The R92 lot is located on Madison Avenue adjacent to Lyden House. The R3 lot is located near Kilcawley House off of Bryson Street, next to Buechner Hall behind the Central Utility Building. The R4 lot is located near Kilcawley House off of University Plaza by the F1 and Visitors parking lots. Residents of University Housing will be issued a special parking pass that will allow them access to residence hall only lots, in addition to the other parking lots/decks on campus. Guest parking is available in the M90 lot.

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## **RESIDENCE HALL DAMAGES**

When you move into your residence hall room, you will be asked to review an online Room Condition Report for your room. It is very important that you review this very carefully to make sure it accurately reflects the condition of your room. When you move out of your room, the condition of the room will be compared to what is recorded on the Room Condition Report. You will be billed for damages to the room that are not noted on the RCR and that exceed normal wear and tear. You may also be billed for suite (Cafaro House only), apartment (Weller House only), and floor damages when appropriate.

## **RESIDENCE HALL DAMAGE APPEALS**

If you are billed for damages that you are not responsible for, you may appeal the charges. You must submit an appeal in writing to your Housing Coordinator explaining why you are not responsible for the damages. The Housing Coordinator in common with an Associate Director will either grant or deny the appeal. Appeal decisions made by the Associate Director are final.

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## **ROOM CHANGES**

If you feel you need a room change, contact your Housing Coordinator. If you are having a problem co-existing with your roommate, see your RA immediately to discuss the problem.

## **ROOMMATE BILL OF RIGHTS**

The following Roommate Bill of Rights is a reminder to each resident of his/her responsibility to his/her roommate. Your enjoyment of life in a residence hall will depend, to a large extent, on the thoughtful consideration that you demonstrate for each other. If you are having difficulty with your roommate, contact your RA immediately. Basic rights of a roommate include:

1. The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbance from noise, guest of roommate(s), etc.
3. The right to expect that a roommate will respect one's personal belongings.
4. The right to a clean environment in which to live.
5. The right to free access to one's room and facilities without pressure from the roommate(s).
6. The right to privacy.
7. The right to host guests with the expectation that guests are to respect the rights of the host roommate(s) and other hall residents.
8. The right to address grievances. Your Resident Assistant is available for assistance.
9. The right to be free from fear of intimidation, physical and/or emotional harm.

10. The right to expect reasonable cooperation and the use of “room shared” appliances (telephone, refrigerator, etc.) and a commitment to honor agreed-upon payment procedures.

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## **SAFETY & SECURITY**

If you see something that is a concern, please contact the front desk or University Police at 330-941-3527 (Emergency #911). Our public areas (including corridors) are equipped with video cameras to deter criminal or problem behavior. All fire exit doors are alarmed. Each room has a peephole and a deadbolt lock. Students are encouraged to keep their doors locked at all times. All buildings have modern fire alarm and sprinkler equipment.

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## **SECURITY DEPOSITS**

The \$200.00 security deposit is collected prior to your first semester in University Housing. You will be notified via email of any damages charged against you. You have the opportunity to appeal any charges. Security deposits are refunded if you complete the full year in University Housing and follow proper check-out procedures. As long as you are signed up for University Housing, we retain your deposit, rather than refund it and rebill you. It usually takes 4–5 weeks before the refund is processed. Students must sign up for Direct Deposit via the YSU Portal to receive their refunds. Checks will not be issued.

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## **SINGLE ROOMS**

Single rooms may be available in some residence halls, depending upon occupancy. Only upperclass students in good standing are eligible for consideration. There is an additional charge for single rooms. If you are interested in a single room, speak with your Housing Coordinator.

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## **STATEMENT OF NONDISCRIMINATION**

Youngstown State University is committed to a policy of nondiscrimination. The University provides housing accommodations for students without regard to race, religion, color, age, gender, sexual orientation or national origin. The University has developed procedures to assist with concerns regarding discrimination. Assistance is available through the Office of Equal Opportunity and Diversity at 330-941-3370.

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## **THEFT/DAMAGE OF YOUR PROPERTY**

Valuable items should be kept in a secure place. University Police offers engraving and will give instructions on recordkeeping so that items could be recovered if they should be stolen. Student rooms should be deadbolt locked at all times. Textbooks are particularly susceptible to theft. Students should not leave textbooks unattended.

If Theft/Damage Occurs, report any theft/damage immediately to the Front Desk. They will contact University Police to take a statement and begin an investigation.

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## **VACCINATIONS**

Residents of University Housing are required to inform Housing & Residence Life whether or not they have been vaccinated against Meningitis and Hepatitis B. All international YSU students are required to have a TB test at Student Health Services.

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## **VENDING**

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

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## **WEBSITE**

The Office of Housing & Residence Life website is: <http://housing.yzu.edu> (<http://housing.yzu.edu>) [13]. This website is updated regularly and serves as a resource for current and prospective residents. Upcoming housing events, useful forms and information on signing up for University Housing can all be found on our website.

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# **All the Comforts of Home... What is acceptable in Your New “Home” and What is PROHIBITED.**

## **RECOMMENDED ITEMS**

### **Bedding/Linen**

- Sheets (extra long twin)
- Pillow/Pillow Case
- Blanket(s)
- Towels/Washcloths

*Hint: Extra long twin sheets may be difficult to find, but as it gets closer to August, stores such as Wal-mart, and Target will begin to carry them in stock.*

### **Toiletry Items**

- Soap, Shampoo, Toothpaste, Deodorant, etc.
- Shower caddy to carry toiletry items to the bathroom
- Flip-flops to wear in the shower
- Robe

### **Things to make your room more comfortable**

- Posters, Pictures of Friends/Family
- Personal Mementos
- Rugs (Cafaro and Lyden House rooms are not carpeted)

### **Convenience Items**

- Stereo, Alarm clock, TV, DVD player, Computer, Gaming systems
- Refrigerator (2' by 3' maximum/ or less than 4 cu. ft. and no more than 1 per room)

- Keurig (or similar) Brewing System, toaster, hot air popcorn popper, and/or hot pot. These are the only allowed appliances.

*Hint: Consult with roommate(s) to avoid unnecessary duplication. This will save space in the room.*

### Miscellaneous

- Laundry Aids (laundry bag, soap, dryer sheets, etc.)
- Postage Stamps
- Power Strips (with breaker switch for electrical items)

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### PROHIBITED ITEMS

- Pets (including fish)
- Coffee Pots (Keurig brewing systems are permitted)
- Microwave\*
- Hot plates
- All cooking devices not listed above
- Air Conditioners (all of our buildings are air conditioned)
- Halogen Lamps
- Alcoholic Beverages
- Empty Alcohol Containers
- Extension Cords (power strip is OK)
- Candles, Incense, Hooka, e-cigarettes
- Bed lofts, lofting kits and/or bed risers
- Medusa lamps with plastic shades
- Additional beds, sofas, armchairs

*\* Microwaves are located in the basement and on each floor of Lyden and Kilcawley Houses. A microwave is located in the basement of Cafaro House and each suite common area is permitted one microwave. A microwave is also located on the first floor of Wick House.*

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## RULES & REGULATIONS FOR RESIDENT STUDENTS

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

### NONDISCRIMINATION POLICY

Youngstown State University is committed to a policy of nondiscrimination. The University provides room and board accommodations without regard to race, religion, color, age, gender, sexual orientation or national origin.

## RESIDENCE HALL STUDENT CONDUCT

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

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

1. A Resident Assistant will write a description of what occurred on an Incident Report and give it to the Housing Coordinator.
2. Your Housing Coordinator will notify you via email that a complaint has been received about you. You are expected to meet with the Housing Coordinator for a conference to discuss the incident and determine if the matter can be concluded or if you should be referred to the University Conduct Board.
3. If you are found responsible for a violation, sanctions will be issued. Non-compliance with sanctions will result in further disciplinary action.

Continued inappropriate behavior beyond the initial conference becomes a serious problem. Corrective action is normally progressive in nature; that is, repeated violations resulting in student conduct action should lead to progressively stronger sanctions. Infractions normally start with verbal warnings, then progress to a conference, restitution, probation, and up to and including removal from the residence hall, suspension and/or expulsion. It is expected that most cases will be disposed of in this manner; however, the seriousness of certain offenses justifies immediate removal from the residence hall pending the outcome of a conduct hearing. These offenses may include violent behavior, possession of a weapon, possession of illegal drugs, and any form of intimidation of other residents.

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## EXPECTATIONS AND CONSEQUENCES FOR RULE AND REGULATION VIOLATIONS

### AIDING OR ABETTING

#### Expectation

Aiding or abetting is helping someone attempting to commit an act or action that would constitute an offense under any of the types of misconduct stated in these regulations or *The Code* and is prohibited.

#### Consequence

You will be subject to disciplinary action and/or criminal prosecution. Depending upon the nature of the violation, you may be immediately removed from Housing until your conduct case has been concluded. Acts of violence are considered very serious offenses with the expectation that the resident involved will no longer be afforded the privilege of living on campus and will likely be suspended from the University.

You will be subject to disciplinary action consistent with the severity of the violation.

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## ALCOHOLIC BEVERAGES

### Expectation

The use or possession of alcoholic beverages in the residence hall and/or disorderly conduct due to consumption of alcohol is strictly prohibited. Empty alcohol bottles are also prohibited. Residents are held responsible for any alcohol containers in their room. Underage drinking is a violation of state laws and will be treated as such by Housing & Residence Life officials and YSU Police. Please note that residents will be held responsible for the actions of their guests.

### Consequence

Housing staff may inspect your packages if they suspect you have alcohol. Alcoholic beverages will be confiscated and disposed of. If you are so intoxicated that you may be a danger to yourself or others you will be transported to the hospital for treatment. You will also be subject to disciplinary action. It is likely that you will be asked to attend assessment or rehabilitative sessions in addition to other sanctions. Refusal of treatment, assessment or rehabilitative sessions may result in your removal from University Housing. Underage drinking and other criminal violations may be subject to criminal prosecution. Parents of students under 21 will be informed of alcohol violations.

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## APPLIANCES

### Expectation

Appliances such as portable dishwashers, washer/dryers, etc. are prohibited along with microwaves, and most cooking appliances. Kuerig Systems, hot air popcorn popper, hot pots, and toasters are allowed. With the exception of Weller House, the University does not allow cooking in student rooms. Each residence hall has a kitchen. It contains a stove, oven, and refrigerator (except Wick House which only has a refrigerator). All cooking must be confined to this area. You are responsible for cleaning the kitchen when you are finished. Suite common areas in Cafaro are each permitted to have one microwave. Each floor of Lyden and Kilcawley House has a microwave for resident use. Wick House has a microwave on the first floor. Residents must remain by microwave at all times when using to cook. Residents must also clean public microwaves after each use and refrain from tampering with or damaging Safe-T Sensor equipment.

### Consequence

If you have restricted appliances in your room they will be taken from you and held until you can remove them. You may be subject to disciplinary action up to or including removal from the residence halls. If you fail to clean the kitchen after use, you will be asked to return to the kitchen and clean it. If you fail to clean out a microwave, you will be asked to go back and clean it. You may be subject to disciplinary action. If you are irresponsible regarding fire safety (repeated fire alarms due to burnt food), you may be subject to disciplinary action.

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## BATHROOMS

### Expectation

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

**Consequence**

You will be subject to disciplinary action if you (or a person you host) enters an opposite gender bathroom. Whether you are a guest or the host, guest privileges may be restricted as well.

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**CABLE TV****Expectation**

Your room is equipped with a cable TV outlet. Tampering with outlets or other cable equipment is prohibited. Extra “tap-ins”, other rewiring, or other schemes designed to take services you are not entitled to are prohibited.

**Consequence**

You may be subject to disciplinary action and/or criminal prosecution. You may be required to pay back charges for a service you received improperly. You may be required to pay for damaged equipment or wiring. You may lose your cable TV privileges.

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**CARE OF YOUR ROOM****Expectation**

It is your responsibility to take care of your room, suite, apartment and its furnishings. This includes keeping your space clean. This includes refraining from defacing the walls, ceilings, floors and room doors by the use of paint, nails, tape, glue, screws, or other damaging fasteners. We recommend that you use blue painters tape. It is a good idea to ask a staff member if there is some question about what can or cannot be done in a room. Staff members may ask you to refrain from hanging anything from the ceiling.

After you check into your room your Resident Assistant will give you instructions on how to review your online RCR (Room Condition Report). You should carefully compare the condition of your room to the RCR and note discrepancies before accepting the RCR as you will be responsible for leaving your room in the same condition you found it. If damages are noted at check-out that were not indicated on the RCR, you will be responsible for applicable charges. Belongings left in a room after check-out or at the end of the year will become the property of YSU and be donated to a local charity. Intentional damage or defacement of University property (i.e. your room, residence hall public areas) will be considered an act of vandalism.

Offensive materials including posters, signs etc. are not allowed in public areas (suite common area doors & walls, hall walls and outside of room doors). Offensive material is defined as 1) Material that is overtly, sexually suggestive. 2) Material that is offensive or morally objectionable to the community standard. 3) Material that is utterly without any social or artistic value.

**Consequence**

You will be charged for any damages to your room or furnishings. You will be asked to remove offensive, unwanted or damaging materials. If you fail to clean your room prior to checkout you will be charged to have it cleaned. (This charge is typically \$50–\$75.) If belongings are left in a room after check out a packing fee will be charged. If roommates do not identify the responsible individual, the cost will be equally split between roommates. Billing is made at the time the damage is discovered or when the room is vacated. Any unpaid charges will be deducted from your security deposit prior to your refund. Disciplinary action may also result.



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## **COMPUTER USE**

### **Expectation|**

Wireless access points are available in each residence hall and Ethernet network ports are provided in your room for your convenience and privilege. Abuse of this privilege including, but not limited to, unauthorized entry into a file, unauthorized transfer of a file, unauthorized use of another individual's identification and password, sending threatening or harassing material and/ or copyright infringement will not be tolerated. No modems are allowed.

### **Consequence**

You will be subject to disciplinary action and or criminal prosecution. Use of University network services will be removed. Your computer may be removed and held until you can take it home.

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## **COOPERATION WITH STAFF**

### **Expectation**

You and your guests are expected to cooperate with Housing & Residence Life Staff at all times. You are to treat all staff with respect. You will be expected to show proper identification when requested by Housing & Residence Life Staff if not already obtained by the front desk. Falsification or misrepresentation of yourself or refusal to provide such information to staff is prohibited.

### **Consequence**

If you or your guests fail to comply with reasonable requests from staff in the performance of their duties, you and/or your guest will be subject to disciplinary action. Your guest may be told to leave and may not be allowed to visit in the future.

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## **COURTESY HOURS**

### **Expectation**

Courtesy hours are in effect 24 hours a day, seven days a week. Courtesy hours mean that you will respect the rights and privileges of other residents. The noise level must not interfere with those students who want and need to study at any given time. If you are asked to be quiet, you should respond promptly and courteously.

\*\*If an alarm, stereo, or television is left on at a high volume and the resident is not present in the room, Housing & Residence Life reserves the right to enter the room and turn off equipment.

### **Consequence**

Your RA will notify you if they feel your behavior is disruptive to the residence community.

Further violations will result in disciplinary action. Sanctions may include community service, removal from a quiet study floor, or more serious sanctions depending on the nature of the violation.

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## **DOOR POLICY (ENTRANCE/EXIT)**

### **Expectation**

To limit access of non-residents to the living area of the residence halls and as a security measure, the main lobby doors are the only entrance in each residence hall.

All doors are locked in the evening. After doors are locked you must use your key to enter the building.

For your security and protection, the end doors of the residence halls are for exit only. You must enter the residence halls through the main lobbies. You should be prepared to show your identification if asked by Housing & Residence Life personnel.

*In Cafaro, Lyden and Kilcawley Houses, your room key will open the main lobby and/or stairwell doors. It is imperative that exit doors on the first floor be kept closed at all times.*

### **Consequence**

If you let anyone enter the residence halls through any entrance other than the main lobby entrance you are subject to disciplinary action. The person you let in will also be subject to disciplinary action.

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## **DRUGS**

### **Expectation**

The use, possession, dispensing, distribution, manufacture, being under the influence of controlled substances, paraphernalia and/or illegal drugs is strictly prohibited and is a violation of state and federal laws. Intentional misuse or abuse of prescription and/or over the counter drugs including, but not limited to taking somebody else's prescription drugs or using drugs in a manner other than intended, is strictly prohibited.

### **Consequence**

YSU Police will be notified immediately. Illegal drugs will be confiscated, you may be subject to arrest and/or criminal prosecution and will be subject to disciplinary action up to and including removal from residence halls. It is likely that you will be asked to attend assessment or rehabilitative sessions in addition to other sanctions. By refusing to do so, depending upon the nature of the violation, you may be immediately removed from the residence hall until your conduct case has been concluded. Parents of students under 21 will be informed of drug violations.

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## **ELECTRICAL APPLIANCES**

### **Expectation**

Certain electrical appliances are permitted in the residence halls (i.e. TVs, CD and DVD players, clocks, irons, hairdryers, shavers, and refrigerators under 4 cu. ft.). However, some appliances can be a health and safety hazard. These items are prohibited and include but are not limited to hot plates, microwave ovens (except in designated areas), space heaters, air conditioners, refrigerators over 4 cu.ft., toaster ovens, halogen torchiere' lamps (above 50 watts) and George Foreman grills. Equipment not in compliance with safety standards will not be permitted in rooms. If you have a question about an item, you should ask your Housing Coordinator. Depending on the number of electrical appliances you bring to your room, you may be required to purchase a UL approved power strip with a breaker. Extension cords are prohibited.

**Consequence**

You may be asked to remove the appliance from the residence hall immediately or the item may be taken by Housing & Residence Life staff and stored until you are able to take it home. Having a prohibited appliance may also result in disciplinary action.

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**ELEVATORS****Expectation**

Depending on the volume of use, the elevator may take a few seconds or several minutes to arrive. Nothing you do will make the elevator respond more quickly. Pulling on doors or bouncing on the floor of the elevator will damage it and can be dangerous. Students are expected to follow all posted elevator guidelines/ notifications.

**Consequence**

Charges to repair the elevator will be borne by the individual(s) damaging the elevator. If the individual(s) cannot be identified the cost will be paid by all residents. Repeated incidents of damage may result in use of the elevator being restricted or turned off. Students found in violation of posted elevator guidelines/ notifications will be subject to disciplinary action.

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**ESCORT POLICY****Expectation**

You must meet your guest at the front desk to sign him/her in. You will be expected to stay with your guest at all times.

All guests must leave picture identification (a current driver's license, college ID, or military ID only) at the desk.

*Your guest must sign out at the desk every time s/he leaves the residence hall. Their ID card will be returned at this time.*

**Consequence**

Unescorted guests will be asked to leave the residence hall immediately or may be cited for trespassing by Police. Any guest asked by University Staff to leave the residence hall is expected to comply. Failure to comply with these regulations could result in suspension of your guest privileges and/or those privileges of your guest. In addition, both host and guest will be subject to disciplinary action.

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**FALSE ALARMS****Expectation**

Students are prohibited from making false 9-1-1 calls, reporting false disturbances and/or making prank calls/sending prank messages.

**Consequence**

Any person who makes false 9-1-1 calls and/or reports false disturbances is subject to criminal prosecution and/or the University Conduct system.

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## **FIRE, FIRE ALARMS, AND FIRE DRILLS**

### **Expectation**

Illegal or unauthorized use of any fire-warning or fire-fighting equipment on University-owned or -controlled property is prohibited.

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

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

Two fire drills will be conducted each semester.

### **Consequence**

Any person who starts a fire through careless or inappropriate behavior will be subject to disciplinary action.

Any person who activates the fire alarm system through careless or inappropriate behavior will be subject to action.

Any person who intentionally activates a false alarm is subject to criminal prosecution and/or the University conduct system. The expected sanction for such a violation is suspension from the University.

Tampering with or disabling fire safety equipment is subject to disciplinary action.

*Failure to evacuate the building during a fire alarm will result in disciplinary action.*

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## **FIRES, FIREWORKS, FIREARMS, WEAPONS**

### **Expectation**

You may not burn or ignite any object. Candles, incense, etc. are a fire hazard and are prohibited. Live Christmas trees and most other holiday decorations (except small lights) are also prohibited. E-cigarettes and Hooka are not permitted due to the sensitivity of our fire safety equipment.

The possession or use of firearms, ammunition, knives (of any size/variety), swords, explosives (e.g., firecrackers) or other dangerous weapons or use of hazardous or combustible materials is prohibited in the residence halls.

In addition, paintball guns, pellet/BB guns, handcuffs, stun guns/tasers or any similar object that may be used to do harm are not permitted in the residence halls. Pepper spray may not be used recreationally, or without proper cause, in the residence halls. Pepper spray or similar items should be used for emergencies only. Housing & Residence Life reserves the right to confiscate any object that may be used for inappropriate behavior.

*Soft pellet guns, toy guns and water guns are also prohibited from the residence halls.*

### **Consequence**

If you burn or ignite any object you will be subject to disciplinary action and/or prosecution through the court system. Depending upon the nature of the violation, you may be immediately removed from the residence hall until your conduct case has been concluded. The sanction expected for burning or igniting an object is removal from the residence hall and/or suspension from the University. Candles, hooka, and incense (burned or unburned) will be taken from you.

If you are in possession of a weapon it will be taken from you and you will be subject to disciplinary action and/or prosecution through the court system. Depending upon the nature of the violation, you may be immediately removed from the residence hall until your discipline case has been concluded. The sanction expected for possession of a weapon is removal from the residence hall and/or suspension from the University. Fireworks constitute a fire hazard and have caused fires in residence halls. Possession or use of them will result in disciplinary action and/or prosecution through the court system. These items will be taken from you.

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## FURNITURE AND EQUIPMENT

### Expectation

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

### Consequence

You will be asked to return the furniture to the proper location. You may be charged for furniture that has to be returned by University Staff. Having unauthorized furniture or equipment in your room may result in disciplinary action. If your bedroom furniture (including all pieces of loft kits) is not in your room you may be charged to replace it. Additional furniture not approved by the Housing Coordinator must be removed. If refused, disciplinary action will be taken.

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## GUESTS

### Expectation

In the interest of the rights of roommates and other hall residents, there are limits to the frequency and duration of guests. Guests must be 16 years old and must present a valid photo I.D. Visitors and guests may visit in rooms, suites, apartments, corridors, floor lounges, study lounges, or the basement during guest hours and **only** when accompanied by you, the host resident. All guests must be accompanied by the host at all times. You will be held accountable for the conduct of your guests, and guests are expected to abide by all Housing policies. Whenever you see a non-resident unaccompanied by a resident host, you should report it to the front desk or an RA.

You and your guest must use proper discourse and must be properly dressed when in public areas. Guests may stay in University Housing facilities a maximum of 3 days/nights in any 7 day period. This includes all buildings. Longer stays may be allowed but require advance consultation with the Housing Coordinator. Exceptions to guest hours may be made for parents of residents. Parents are expected to sign in as guests. A maximum of 3 guests may be signed in per room at any given time. Residents are expected to sign in guests accordingly.

Guest privileges are in effect 24 hours. **Guests may come and go any time within the 24-hours of open visitation, however guests must adhere to overnight restrictions.**

Housing & Residence Life officials reserve the right to deny any guest the right to visit the residence halls. Residents of University Housing are not eligible for Overnight Passes.

We do not provide a bed or bedding for guests of our residence halls.

### **Consequence**

Violations of guest procedures will be subject to disciplinary action for both you and your guest(s). This can mean the loss of guest privileges or more severe sanctions depending on the nature of the violation.

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## **HARASSMENT/THREATS**

### **Expectation**

You are expected to treat all persons with respect and dignity. You should not harass any individual or group. Harassment is defined as a course of conduct which subjects a person or group of persons to unwanted physical contact or threat of such contact or the creation of an intimidating or hostile educational, work or university environment, or interfering with or unreasonably affecting that environment. This includes activity over the phone or via social media (i.e. Instagram, Facebook, Twitter)/Internet. Threatening remarks/behavior will be taken seriously and will be treated accordingly. (Also see Physical or Verbal Abuse.) Display or distribution of material that constitutes harassment or is threatening to others is prohibited.

### **Consequence**

You will be subject to disciplinary action up to and including removal from the residence halls and/or criminal prosecution. (Also see Physical or Verbal Abuse.) Depending upon the nature of the violation, you may be immediately removed from the residence hall until your conduct case has been concluded.

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## **HOUSEKEEPING AND ROOM INSPECTIONS**

### **Expectation**

You are responsible for the housekeeping of your room/suite/apartment. A neat, clean room and well organized surroundings are more conducive to effective study. Food must be kept in refrigerators or closed containers. Inspection of rooms will be held periodically to ensure healthy and safe conditions. The University reserves the right of entry into any room for the purpose of inspection, cleaning, repair, or discipline.

### **Consequence**

Your Housing Coordinator or RA will ask you to clean your room. If the problem persists you will be subject to disciplinary action and/or be refused reassignment to the residence hall. Housing & Residence Life may also have the room cleaned and charge you (\$50-\$75). Should you develop a problem with insects, etc., notify your Housing Coordinator immediately so appropriate measures can be taken to correct the problem.

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## INAPPROPRIATE BEHAVIORS

### Expectation

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

### Consequence

Your Housing Coordinator or RA will ask you to stop. If the behavior continues disciplinary action will be taken.

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## INSPECTION OF PACKAGES

### Expectation

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

### Consequence

Any individuals who fail to comply to a request by a staff member to search a package entering the premises will be documented and YSU Police may be notified. Entry to the residence hall will be denied.

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## KEYS

### Expectation

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

If you lock yourself out of the room, the front desk can assist you. You will have a limited amount of time to return the spare key and show proof of your room key.

### Consequence

You will be charged for lost or stolen keys and for any costs associated with rekeying the locks. If you lend your keys to another person you may be subject to disciplinary action. Altering room doors in any way to avoid using your key will result in disciplinary action.

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## LAUNDRY

### Expectation

Free laundry service is provided to residents of University Housing only. Non residents are not permitted to use residence hall laundry facilities for any reason. Residents may not have guests do their laundry. Residents are not permitted to use the free laundry service to wash/dry anyone's clothes but their own. Residents should use washers and dryers appropriately at

all times, taking care not to overfill machines. Clothes should be removed promptly when cycles are finished. Residents should not interrupt someone else's laundry cycle for any reason. Machines requiring service should be reported immediately to the front desk. You can call the desk with the issue or stop by.

### **Consequence**

Residents found improperly using laundry facilities and/or non-residents found using laundry facilities may be subject to disciplinary action. Anyone found responsible for intentionally damaging laundry equipment will be subject to disciplinary action and restitution. Housing & Residence Life will not be responsible for clothes left unattended in laundry facilities.

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## **MEAL PLANS**

### **Expectation**

Each resident of University Housing (excluding Weller residents) is provided with a meal plan as part of their room & board. Meal plans are optional for Weller residents only. Pete's Points/ Flex Dollars are provided with each resident's meal plan. These points may not be used to purchase alcohol, tobacco or other designated non-food items. Residents may not give their YSU ID to anyone with the purpose of having them use their meal plan. A meal plan may only be used by the resident it is assigned to.

Residents have two weeks at the beginning of each semester to change their meal plan. Balances may be checked on the GET App – down load it here: <https://cms.ysu.edu/administrative-offices/kilcawley-center/penguin-xing/#get> (<http://cms.ysu.edu/administrative-offices/kilcawley-center/penguin-xing/#get>) <sup>[15]</sup>

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Any student on a meal plan who is permitted to leave University Housing (whether remaining a student at YSU or not) is responsible for the cost of Pete's Points/ Flex Dollars used that goes beyond the prorated weekly allotment. Unused Pete's Points/ Flex Dollars are not refunded.

### **Consequence**

Students who give their YSU ID to others to use their meal plan may be subject to disciplinary action. Students who leave University Housing and have used more than the prorated weekly Pete's Points/ Flex Dollars allotment will be charged for the overage. The charge will be added to the student's University account.

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## **PETS**

### **Expectation**

No pets of any type may be brought into or kept by you in your room or any place in the residence hall. Pets may not visit the residence halls.

### **Consequence**

You will be asked to immediately remove your pet and may be subject to disciplinary action.

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## PHOTOGRAPHIC AND RECORDING EQUIPMENT

### Expectation

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

Housing and Residence Life have cameras throughout the halls that are used for safety and investigation of policy violations.

### Consequence

You will be asked to immediately discontinue the use of the photographic and/or recording equipment and turn over any unauthorized material to Housing & Residence Life staff. Photographic and recording equipment may be confiscated and held by staff until you can take it home. You will be subject to disciplinary action.

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## PHYSICAL OR VERBAL ABUSE

### Expectation

You are expected to treat all persons with respect and dignity. You are not permitted to physically or verbally assault any resident including yourself. This includes sexual assault, harassment and/or threats. Slurs regarding a person's racial, ethnic, or sexual orientation are considered verbal abuse. All forms of physical or verbal abuse are prohibited, including over the phone or via the internet/social media (i.e. Instagram, Facebook, Twitter).

### Consequence

Housing & Residence Life has a Zero Tolerance Policy on Physical or Verbal Abuse. You may be subject to arrest or criminal prosecution in addition to University disciplinary action such as immediate removal from the residence halls until your discipline case has been concluded.

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## QUIET HOURS

### Expectation

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

The following regulations are in effect during quiet hours:

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

### Consequence

Your RA will ask you to respect the quiet hours. Repeat violations will result in disciplinary action.

Sanctions may include community service, probation, or more serious sanctions depending on the nature of the violation.

The use of stereos, radios, and other audiovisual equipment is a privilege which may be revoked if used in such a way as to interfere with the maintenance of courtesy and quiet hours. Repeated violations are likely to include your having to remove your objectionable equipment from the building. If necessary, Housing & Residence Life staff will remove the item and hold it for you until you are able to take it home.

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## **ROOM CAPACITY**

### **Expectation**

For health and safety reasons, you will be asked to keep the number of guests in your room to no more than 3. Housing Staff has the right to monitor the number of guests and room capacity at any given time.

### **Consequence**

You may be asked to have large gatherings in a lounge rather than your room. Depending upon the circumstances (noise, etc.) you may be subject to disciplinary action.

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## **ROOM ENTRY/ ROOM SEARCHES**

### **Expectation**

Entering rooms other than your own without the permission of a resident of that room is not allowed. A resident of that room must be present. No RA is authorized to let you enter any room other than your own. The University reserves the right of entry to any room for the purpose of inspection, cleaning, repair or discipline. Health & Safety Inspections will be held at least once a semester and additionally as necessary. Housing & Residence Life staff may perform visual searches of any resident room.

### **Consequence**

You will be subject to disciplinary action if you are in another resident's room without permission of the room occupants or in another resident's room without the resident present.

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## **SECURITY CAMERAS**

### **Expectation**

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

### **Consequence**

Any person found covering, tampering with or disabling security camera equipment in any way is subject to disciplinary action and, if applicable, restitution in addition to criminal prosecution.

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## **SMOKING**

### **Expectation**

YSU is a smoke-free campus. Smoking is only permitted in outdoor areas at least 50 feet away from the entrance, overhang, windows, vents, loading dock or other openings to a building or other structure, provided that smoke does not inadvertently enter the building. Hooka is not permitted in the residence halls. Electronic cigarettes (e-cigarettes) and/or vaporizers may not be used in residence halls.

### **Consequence**

You will be asked to extinguish your cigarette if you are smoking in a prohibited area. In addition, you will be subject to disciplinary action which may include removal from University Housing.

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## **SOLICITING OR SELLING**

### **Expectation**

Door-to-door or other solicitations, selling, or non-university event advertising is prohibited in the residence halls and Christman. Student organizations who wish to promote their organization or event in residence halls must get permission to do so from the Director of Housing & Residence Life. Personal Services including but not limited to tattoos, piercings, haircuts, etc are not permitted in the residence halls.

### **Consequence**

You will be asked to cease your soliciting in the residence hall. If you invite or help unauthorized salespersons to contact residents or assist unauthorized salespersons to gain entry into the residence hall, you will be subject to disciplinary action.

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## **SPORTS/RECREATIONAL EQUIPMENT**

### **Expectation**

Sports equipment, bicycles, skateboards, scooters, Segway's/monorovers, roller blades or other similar equipment and behavior that may cause damage to the halls or cause a disturbance to other residents is not permitted to be used in the residence halls. Hoover boards are not allowed in any residence hall.

### **Consequence**

You may be asked to remove the objectionable equipment from the building and you may be subject to disciplinary action.

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## **THEFT**

### **Expectation**

The act of attempted or actual theft, including possession of stolen property in Housing facilities, is strictly prohibited. Report any theft to the Resident Assistant Staff and YSU Police.

### **Consequence**

You will be subject to disciplinary action (which may include removal from the residence halls) and/or criminal prosecution.

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## **TORNADOES/SEVERE WEATHER**

### **Expectation**

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

### **Consequence**

Failure to report to the basement or tornado shelter during a tornado alarm may result in disciplinary action.

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## **TRASH**

### **Expectation**

Your room has a trash container. Room trash from your container should be dumped in the trash containers in the hallway. Weller residents must take their trash to the dumpster. Recycling is encouraged when available.

### **Consequence**

If you throw trash or liquids out the windows or onto the floor or walls you will be subject to disciplinary action.

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## **UNAUTHORIZED PROPERTY/AREAS**

### **Expectation**

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

### **Consequence**

You will be asked to return any unauthorized property (or it may be taken from you) and may be subject to disciplinary action and/or prosecution through the criminal court system. You may be assessed a per day fine for public area furniture found in your residence hall room. If found in a restricted area, you will be subject to disciplinary action.

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## **VANDALISM AND DAMAGES**

### **Expectation**

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

**Consequence**

You will not be charged for normal maintenance required to maintain the facility. You will be charged for damages caused by negligence, vandalism or carelessness.

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**WINDOWS AND SCREENS****Expectation**

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

**Consequence**

You will be charged for any damage you cause and/or the cost of replacing your window or screen and may be subject to disciplinary action. This may include removal to another floor or house. If you throw items from your window or bring items through the window you will be subject to disciplinary action.

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## HOUSING NETWORK SERVICES STUDENT NETWORKING PROTOCOL

1. Do not connect anything to the campus network but your PC. (No wireless access points, no hubs, etc.)
2. Do not configure a modem to auto-answer.
3. Do not download copyrighted materials. This is illegal.
4. Do not impair or interfere with another person's use of the campus network or the internet.
5. Do not harass others or send threatening or obscene materials or messages to others. Altering of email headers is prohibited.
6. Do not leave your PC unattended after you have logged on to the Housing network. Sharing accounts is prohibited. You are responsible for all activities that transpire under your password and user ID. Promptly logoff when finished to limit your liability.
7. Do not use Housing Network, University network or PC lab facilities as a base for a personal business.
8. Do not access a machine or service for which you have not been authorized.
9. Do not scan one or more machines to see what is running.
10. Do not participate in peer-to-peer file sharing programs. This is prohibited.
11. Do password protect any local file sharing that you may do.
12. Do conduct yourself in a professional manner and seek to conform to a high moral standard.

For questions regarding this protocol, contact the BBH at 855-326-9787

**STEP BY STEP GUIDE FOR CONNECTING DEVICES TO HOUSING WIRELESS NETWORK.**

Step 1; Connect to the YSU Housing wireless network from fevice

Step 2: Visit [www.ysuhousingwifi.com](http://www.ysuhousingwifi.com)

Step 3: Enter login credentials provided to you at move in.

Step 4: Add or Manage devices

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## HOUSING & RESIDENCE LIFE DISCIPLINARY ACTIONS

Students found in violation of Housing & Residence Life policies will be subject to the University Student Conduct process. Housing & Residence Life disciplinary actions are a part of the University Student Conduct process.

### **DISCIPLINARY ACTIONS INCLUDE ANY OF THE FOLLOWING PROCEDURES:**

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

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

**Conduct Conference/Hearing:** A meeting between the alleged violator(s) and either Housing & Residence Life staff or the University Conduct Officer/Board.

### **DISCIPLINARY ACTIONS MAY INCLUDE ANY OF THE FOLLOWING SANCTIONS:**

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

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

**Room/House Transfer:** You may be required to transfer houses and/or rooms.

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

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

**Warning:** You may be given a written notification that you have violated institutional regulations. This written warning means that further problems may result in more serious sanctions being placed on you. You may be placed on disciplinary warning for a period not to exceed one academic year.

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

**Removal from University Housing:** You may be removed from the Residence Hall for a specified period of time. You may not be allowed to visit the Resident Halls or Dining Facilities following your removal. You will not receive any refund of housing fees.

**Disciplinary Suspension:** You will be separated from the University for a specified period of time (not to exceed one academic year) after which time you are eligible to return. You will not receive any refund of housing fees.