Guide to Residential Living

The WCU Department of Residential Living Welcomes You.
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WESTERN CAROLINA UNIVERSITY'S RESIDENCE HALLS
Learn where you live...live where you learn!

While it’s true that college is about academics and preparing for your future, those are not the only important things about higher education. College is also about making a new home for yourself and meeting new people, balancing newfound freedom with its inherent responsibility, and synthesizing all your learning opportunities – in and out of the classroom – for a holistic university experience. Western Carolina University’s residential community is a great place to start on this journey. On behalf of the entire Residential Living Staff, we welcome you! We look forward to collaborating with you to make your academic experience a success.

The Department of Residential Living houses a variety of learning environments to meet an array of needs. Beginning with your first year and continuing through graduate school, there are living arrangements and learning communities designed to foster academic and personal success. We also have communities for older students who have returned to school and for living learning communities. Continue reading for more detail about our specialized communities.

Your residence hall will be the center of your academic and social experiences at Western. On-campus living provides you with opportunities to enhance your classroom experiences and develop new networks of friends and colleagues in a convenient location. The people you meet in your residence hall could easily become your future business partners, colleagues in coordinating important community projects, or friends for life. Through life in the residence hall, you can learn to appreciate the value of differences and foster a deep respect for learning. Living in a residence hall can help you reach your full potential as an individual and as an engaged member of society.

Trained staff are available in each hall to help coordinate a creative residential living program so you can study, have fun, make friends, study, decorate in your own style, study, and make yourself at home. Oh – and did we mention studying? You are coming to college to get an education and this usually requires doing some homework, reading, writing, cramming for tests, group projects and other academically related tasks. While the library and classroom are great places to give attention to those activities, we want students to feel comfortable studying in their rooms and the lounges in their “homes” as well.

Take advantage of this unique chance to explore new ideas, create meaningful relationships and experience the satisfaction of goals set and achieved. The information presented in this handbook is designed to inform you about the special opportunities associated with residential living, assist you in adapting to your new home, and educate you about your rights and responsibilities as a member of a residential community. We hope you enjoy your time on campus and wish you a successful experience. Let us know if there is anything we can do to help.
Frequently Asked Questions

Where do I get my mail?
U.S. Mail is collected and distributed in the Student Mail Center located on the 2nd floor of A.K. Hinds University Center. Packages can be picked up from the mail center as well. Your address was included in your room assignment email. For more information, see page 13.

Who do I contact if I need something fixed in my room?
If there is a maintenance problem in your room, please complete an online maintenance report at https://housing.wcu.edu and click on “Service Request”, or go through myWCU to submit a Maintenance Request. If your maintenance problem creates a life safety risk, please call the Department of Residential Living (828-227-7303) during normal office hours or contact your RA, GCC, or AC after hours. For more information, see page 14.

What are the social opportunities in my residence hall?
Your residence hall staff and residence life organizations will offer programs and activities for your floor and hall throughout the year. The programs range from social and recreational, to service projects, and skill-based programs on current issues. For more information, see pages 9-10.

What kind of computer access/support is available in my residence hall?
Connections to the WCU campus data communications network and the Internet are available in every room. All residence halls have WIFI capabilities. If you have computer problems, please contact the Student Computing department to assist you at (828) 227-7487. For more information, see pages 12.

What do I do if I’m having a problem with my roommate?
If it is evident that you and your roommate cannot live together peacefully, please contact a hall staff member. Try to work through the issues together. Bring in an RA as a mediator. For more information, see page 14.

How much freedom do I have to fix up my room the way I want to and what kinds of personal items can I bring?
Residential Living tries to allow residents as much freedom as possible for arranging your new home in a way that is comfortable, as long as safety procedures are maintained. For that reason, there are limitations on what kinds of decorations are allowed and where they can be placed. There also are items we recommend you bring and others that are prohibited. For more information, see pages 6-7.

What do I do with trash?
Trash and recycling receptacles are located outside throughout campus. Each student is responsible for placing his/her trash or recyclables in these receptacles. Please do not place trash in public restrooms, lounges, or kitchens.

What is Paw Print?
Paw Print stations are located in most residence halls and across campus. The networked system enables students to print, copy or scan at any print stations on campus. There is no need to take up space in your room or buy those expensive ink cartridges.

What options are available for food?
All students living on campus are required to purchase a meal plan with WCU Dining Services. For more information, see pages 10-11.

Can guests visit me in my room?
The visitation policy allows students to have friends visit in their room. Overnight guests of the opposite gender, however, are prohibited. For more information, see pages 21 and 22.

What are my responsibilities as a member of my residence hall?
Each member of a residential community has individual rights, but must also commit to protecting the rights of others. To achieve that, each resident must commit to accepting his/her share of the responsibility. That involves commitment to each other and to the University. For information on community living standards and residential living conduct, see page 19. For information on your residence hall contract, see page 18.

How do I become more involved in campus life outside of the residence hall?
From student government to sports to campus entertainment, the Western Carolina University campus offers an abundance of ways for you to be as active as you would like to be. For more information, see pages 8-9.
Residence Hall Staff

The Department of Residential Living has built an excellent staff made up of professionals, graduate students, and upper-class students who work together to maintain a positive community environment in the residence halls. A total of 233 people (162 students, 38 housekeeping staff, and 33 professionals) are readily available to assist you with your living and learning experiences at Western Carolina University.

The Department of Residential Living, a part of the Division of Student Affairs, is located on the second floor of Brown Hall. Residence life programs and resources, room assignments, and housing facilities and maintenance, are all located within this office. Staff positions for the Department of Residential Living are as follows:

Associate Director of Residence Life - The Associate Director of Residence Life is responsible for the operational and educational functions of a group of residence halls. Each Associate Director’s office is located within the Residential Living Office. In addition to keeping track of what goes on in your hall, your Associate Director of Residence Life possesses counselling skills and is in close contact with other University and community resources, which you may find helpful. He/she is also responsible for crisis intervention, program planning, implementing the disciplinary process supervision of Area Coordinators and supervision of Residential Case Managers.

Area Coordinator - The Area Coordinator (AC) is responsible for the overall management of an area of a residence hall. The AC supervises Resident Assistants (RAs) and provides assistance to residents. The AC is also responsible for advising your Residence Hall Council, coordinating check-in and checkout, and keeping an accurate record of room assignments in your building. He/she lives in your area and is available at a variety of times during the day and evening. Get to know your Area Coordinator—he/she can be an important player in making your Western experience positive.

Both the Associate Director of Residence Life and Area Coordinator positions are full-time professionals with master’s degrees in student personnel, counseling, or a related field of study.

Graduate Community Coordinator - The Graduate Community Coordinator (GCC) of your building is a graduate student paraprofessional who preferably has previous experience as a Resident Assistant. He/she is familiar with student needs and concerns in a community living environment. The Graduate Community Coordinator reports to the AC and works with the RAs. In the absence of an AC, the Graduate Community Coordinator is responsible for advising your Residence Hall Council, coordinating check-in and checkout, and keeping an accurate record of room assignments in your building. He/she lives in your building and is available at a variety of times during the day and evening.

Resident Assistant - The Resident Assistants (RAs) are probably the most visible and vital members of the Residential Living staff. RAs live on the floor with the residents and are attuned to particular resident interests, needs, and problems. RAs are trained to help with most situations that occur on the floor, such as adjustments to college life and personal, academic or maintenance issues. Your RA will assist you and your hall/suitemates to be aware of, and sensitive to, each other’s needs and concerns and will ensure that mutual respect and consideration prevail. RAs help residents plan different types of activities, and they also serve as information resources about the campus and the residence life program. Most of all, your RA is a fellow student and a friend.

Residential Case Managers
Residential Case Managers (RCM) are full-time staff who have earned a Master’s degree. They work in conjunction with a variety of campus partners to provide an additional layer of support to on-campus students at WCU. The RCM meets with individual students and assists with residence hall programming.

The Office of Academic Partnerships
The Office of Academic Partnerships is a part of the Residence Life division of the Department of Residential Living. The Office of Academic Partnerships coordinates all residential theme and living-learning communities and works with campus partners to sponsor programs that promote academic success. The office also sponsors the Chancellor’s List where the Office of Academic Partnerships collaborates with the Provost’s office to recognize all students who made a 3.8 or above the prior semester. Finally, the staff in Academic Partnerships work with RA, GCC, and AC staff to identify and provide assistance to students facing personal or academic difficulty.
Other Supporting Staff Positions

**Housekeepers**- Housekeeping services are provided by the Department of Residential Living for all public area space, including community bathrooms and some suite-style bathrooms. Standard services are provided Monday through Friday during normal operating hours of 7 a.m.-3:30 p.m. Reduced services are provided on weekends, with emergency services provided as necessary. It is the responsibility of all students to maintain a safe and healthy living environment both inside and outside their rooms. Questions concerning housekeeping services should be directed to the Department of Residential Living at 828-227-7303.

**Residential Facilities Technicians**- The Residential Facilities Technicians perform routine tasks necessary for the maintenance of all residential facilities operated by the Department of Residential Living. These tasks include, but are not limited to: light bulb replacement, furniture and furnishing repair, Venetian blind installation and repair, baseboard and ceiling tile installation and repair, and general needs such as furniture and furnishings movement. The Residential Facilities Technicians have assigned work areas and perform under the supervision of the Assistant Director of Residential Facilities.

**Plumbers**- Plumbers install, repair, and maintains water supply lines, waste disposal systems, drinking fountains, and related appliances and fixtures to keep Residential Living halls flowing smoothly. Questions concerning plumber services should be directed to the Department of Residential Living at 828-227-7303. The plumbers have assigned work areas and perform under the supervision of the Assistant Director of Residential Facilities.

**Electricians**- Electricians install, maintain, and repair electrical wiring, switches, receptacles, bath fans, and fixtures for Residential Living. Ensure that work is in accordance with relevant codes. Questions concerning electrical services should be directed to the Department of Residential Living at 828-227-7303. The Electricians have assigned work areas and perform under the supervision of the Assistant Director of Residential Facilities.

**Residence Hall Living**

**Roommates**
The foundation of a residence hall community is built from positive roommate relationships. Good roommate relationships require common courtesy, consideration, understanding, and the time that any friendship requires. Roommates who are not accustomed to sharing a room or whose lifestyles are completely different can live together happily as long as they are willing to communicate, compromise, and respect the other’s space.

Tips for cultivating positive relationships and resolving problems include:
- Completing the “Roommate Agreement” and “Suitmate Agreement” if applicable
- Openly communicating concerns
- Giving constructive criticism
- Being willing to hear constructive criticism
- Being willing to meet halfway/compromise

A roommate relationship is a shared responsibility, with both individuals contributing positively to the relationship. If a problem occurs between roommates and cannot be resolved, it is recommended that a neutral party be asked to mediate the situation. RAs or other staff members may serve as mediators, allowing roommates to speak freely, with respect, in an attempt to resolve differences. In the event a mediator is unable to assist in resolving a conflict, a room change may be granted.

**Room Consolidation**
When vacancies occur in double occupancy rooms during the academic year, the University reserves the right to reassign residents in order to consolidate occupancy. Residents wishing to retain private rooms should notify the Room Assignments Coordinator. Requests will be granted, if space is available. Residents are required to sign a Private Room Contract and pay the additional private room fee. Residents who are not interested in obtaining private rooms may be assigned a roommate or be assigned to a new location. Any student with an empty space in his/her room must keep half of the room, including one bed, desk, dresser/wardrobe/closet clean and empty in preparation for a roommate to move in.

**Residence Halls**
There are fourteen (14) buildings that make up the Western Carolina University residential campus. Each building has its own special appeal, offering a different community and amenities based on building structure and student experiences or needs.
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<th>Study Lounges</th>
<th>Pool Table</th>
<th>Ping Pong, Foosball</th>
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*Please note that all residence halls at Western Carolina University are smoke-free facilities. Smoking is not allowed in any part of any residence hall per state law. Smoking is not allowed within 50 feet of any University facility.

**Room Decorating**

While we understand that decorating the living area is an enjoyable part of residence hall life, it is everyone’s responsibility to ensure that the residential community remains a safe and hazard-free environment. All decorations must comply with regulations governing fire safety for residence halls. Please follow these decorating guidelines:

- **Decorations, such as trees, paper, etc., that may cause an obstruction to traffic should not be placed in hallways.**
- **No decorations may be hung from the ceiling or overhead pipes.**
- **Burning candles or any open flames are prohibited in residence halls. Incense are not allowed.**
- **Excessive decorations (e.g., pumpkins, Christmas trees, evergreen boughs, paper or plastic trash bags and decorative sprays) may not be placed on hallway walls, and resident room door coverage (inside or out) should not exceed 50% of the door space.**
- **In the hallways, decorations may be placed only on the doors, bulletin boards, or staff approved space and should never cover safety devices (i.e., fire extinguishers or pull boxes).**
- **All materials used must be treated with a fire retardant.**
- **No decorations, including colored bulbs, should be placed over or near lights, electrical outlets, or heaters.**
- **All lobby decorations must be coordinated through the building Graduate Community Coordinator or Are Coordinator.**
- **Only “cool,” U.L. approved CFL or LED lights are authorized for use and only within the residence hall student rooms. No incandescent light bulbs are to be used. Lights should be checked for wear and tested before installation, and care should be taken to ensure that lights do not come into contact with draperies, curtains, etc.**
Room Furnishing
All double rooms are furnished with two loftable beds with extra-long twin mattresses, two desks and desk chairs, two drawer sets and closets, two computer jacks/Ethernet connections, overhead lights, and window blinds. All private rooms are only furnished with one of each.

RESIDENCE HALL BED OUTLINE

*General Rule, if you were to move in with this bed in the room, would you hit your head or have to jump over bed parts?* That’s why your support and safety rails must be latched on the back of the frame/heads against the room wall.

Dimensions of bed
- Overall width: 36 1/2
- Overall length: 80 1/2
- Overall height: 36
- Blacking pin: 1 3/8
- Post size: 2 5/8 X 2 5/8

Support Rails are in the back on one side! (2x)

Safety Rail should latch on the bed frame in the back

You may wish to bring…
- Refrigerator (4.5 cubic feet or = 5 amps)
- Microwave (= 800 watts)
- Surge protector
- Television
- Extra-long twin sheets, mattress pad, pillow and pillow cases
- Blanket
- Bedsheet
- Towels and washcloths
- Bathrobe
- Soap, toiletries, shower bucket
- Alarm clock
- Clothes hangers
- Laundry detergent (HE only)
- Laundry basket
- Iron/ironing board
- Umbrella
- Fan
- Waste basket
- Small recycling bin
- Sticky poster mounting gum (look for Poster Gum)
- Study supplies
- Ethernet cord
- Flashlight
- Can opener
- Plants
- Bookshelf (free standing)
- Carpet or rug
- Camera
- Decorative items (pictures, posters, etc.)
- Cleaning supplies

What items are not allowed in the residence halls?
- Air conditioner
- Ammunition
- Amplifiers
- Aquariums (larger than 10 gallons)
- Archery equipment
- Ceiling fans
- Cooking appliances with open coils (toaster, toaster oven, coffee maker, hot plate, George Foreman grills, rice cookers, air fryers, crockpots, etc.)
- Darts
- Duct tape
- Electric blankets
- Electrical items that are not U.L. approved
- Explosives (including gasoline, kerosene, or other combustible substances)
- Fireworks
- Halogen or incandescent lights / lamps
- Hoverboards
- Indoor grill or broiler
- Kegs, party balls, funnels, bongs, and other drug paraphernalia
- Pets (other than fish)
- Power tools
- Refrigerators larger than 4.6 cubic feet or > 5 amps
- Space heaters (electric, ceramic, or kerosene)
- Waterbeds
- Weapons including, but not limited to: knives, BB guns, air/gas pistols or rifles, firearms of any type, pressurized guns, paint ball guns, stun guns, martial arts weapons and ammunition
- Weight lifting equipment
- Smoke/fog machines

This list is not all-inclusive. If you have questions, please contact the Department of Residential Living at: housingquestions@email.wcu.edu or via phone at: 828-227-7303.
Getting Involved

RSA - Resident Student Association
The Resident Student Association (RSA) includes representatives from each Residence Hall Council (RHC), including the president and vice president. These individuals represent their halls concerning various campus-wide issues and have a direct line of communication with the Director of Residential Living. RSA looks at avenues for improving the quality of residence hall life through policy review and recommendations, planned programs and activities, and service to the campus community. In addition to campus activities, RSA members represent WCU at various state, regional and national residence hall conferences. RSA is highly active and respected on campus, and is committed to positive residence hall living at WCU. Any student interested in residence life activities is welcome to attend RSA meetings. We encourage your interest, ideas, and participation in making WCU residence life the best that it can be. Contact a staff member or call the Department of Residential Living for more information.

RHC - Residence Hall Council
All residents have the opportunity to take part in the government of their residence hall by joining their Residence Hall Council (RHC). The RHC includes elected officers and representatives from each floor or wing and is actively involved in planning and implementing programs and activities of interest to residents, as well as addressing issues affecting the welfare of the residents of the building.

RHCs organize the first few weeks of the semester, and meetings are open to all residents. Talk with your residence hall staff regarding your interest, watch for signs and get involved. Residence Hall Council is a great way to meet and make new friends!

Omega Chi Upsilon - National Residence Hall Honorary
Omega Chi Upsilon is the WCU Chapter of the National Residence Hall Honorary (NRHH), and is affiliated with the National Association of College and University Residence Halls, Inc. The purpose of NRHH is to provide recognition for the residence hall students who have demonstrated outstanding service and important leadership in the advancement of the residence hall system. The NRHH chapter may only have one percent of the resident population as active members.

Residence Hall Programs and Activities
Your residence hall staff and residence life organizations will offer programs and activities for your floor and hall throughout the year. The programs range from social and recreational events to service and community projects and from educational programs on current topics to hall improvement activities. If you have a program idea for the residence hall, see your RA or contact your Graduate Community Coordinator, Area Coordinator, or Associate Director for Residence Life.

Intramural Sports
Intramurals, an important part of student life at Western Carolina University, provides ample opportunities for voluntary participation by all members of the University community including students, faculty and staff. A wide variety of sports is offered to meet the different needs of all communities. Western’s program includes team and individual sports activities for males and females, as well as co-recreational activities. Check out the website: [http://www.wcu.edu/experience/campus-recreation/intramural-sports](http://www.wcu.edu/experience/campus-recreation/intramural-sports) for more information.

Athletics
Western Carolina University students have a strong tradition of supporting the many athletic competitions sponsored by the university. Come out to support your fellow students in one of the many intercollegiate sporting events, and you may make some new friends! Sports offered at Western include football, basketball (both men’s and women’s), cross-country (both men’s and women’s), women’s soccer, women’s tennis, track and field (both men’s and women’s), women’s volleyball, golf (both men’s and women’s), and women’s fast-pitch softball.

Intercultural Affairs
There are a variety of clubs and organizations at WCU dedicated to encouraging minority student involvement on campus. These organizations include the Organization of Ebony Students, Project C.A.R.E. (Committed to African-American Retention in Education), Asian Student Association, La Voz Latina, and the Jewish Student Organization.
A.K. Hinds University Center (UC)
The University Center is the hub of student activities. The "UC" houses the Student Government Association, Student Mail Center, UC Food Court, numerous student organization offices and Last Minute Productions.

Department of Campus Activities (Located in the University Center)
Located in the center of campus, the Department of Campus Activities is the place for students to study or hang out with friends, attend movies and events and explore new ideas and activities. The Campus Activities team plans concerts, trips, arts and cultural events, and more, all of which are offered to students at low or no cost.

Last Minute Productions
Last Minute Productions (LMP; Facebook: https://www.facebook.com/lastminuteproductionsLMP) is an organization that provides entertainment to the students and staff of Western Carolina University. It is chiefly run and maintained by students, both hired (chairpersons) and volunteer (producers). LMP is centrally located on the third floor of the Hinds University Center in the middle of campus, but its activities are not restricted there. Many events (especially with the Outdoor Center) take place off campus.

Other Residence Life Programs

EXTREMES
Western Carolina Extremes is for upper-class students to ensure success by utilizing services and programs as they transition through their second and third years of college. Extremes will help sophomore and junior students in gaining valuable experiences that integrate curricular and co-curricular activities with their chosen career path.

The Honors College
The residential portion of the Honors College is housed in Balsam Residence Hall, (Blue Ridge overflow) which is the hub of the Honors College at Western Carolina University. Students seeking a richer, more rewarding academic experience in the residential setting will have the opportunity to experience this by living in Balsam Hall. Students will experience in-hall faculty interaction and the opportunity to engage in the expanded programs and activities that will take place in the comfort of their residence hall. Students who are no longer members of the Honors College and living in Balsam will be asked to relocate to another building.

The Village
The Village is home to Western’s residential Greek population, as well as other student organizations and general population. Students living in The Village will be located in “houses” that consist of other members of his/her organization. These houses will provide a rich social and academic environment for these students who are living amongst other students with similar interests and activities.

Western Carolina PEAKS
Western Carolina PEAKS is the first-year experience program at WCU. This program is designed to make the transition to college life easier and more successful for first-year students. All first-year residential students at WCU are a part of Western Carolina PEAKS, with special programming geared to introduce students to Western Carolina University and prepare them for issues that are typically experienced by first-year college students nationwide. Most of the programming for these students will take place in Scott and Walker Halls, but is available to any first-year student. Our goal is to connect students with each other, with faculty and staff, and with resources that will help ease the transition to WCU.

Living-Learning Communities and Theme Housing
Residential Living works in conjunction with campus partners to sponsor several Living-Learning Communities (LLCs) that integrate students’ in and out of class experiences. LLCs are primarily geared toward first-year students, but can also include upper-class students. LLCs offered for 2018 – 2019 include:

- **Band of Brothers**
  - Housed in Scott Hall, Band of Brothers is geared toward male students and assists them in exploring the concept of masculinity in today’s society. This community is based around the course LEAD 150.

- **Secrets of Powerful Women**
  - Housed in Scott Hall, Secrets of Powerful Women is geared toward female students and helps them explore identities surrounding female leadership. This community is based around the course LEAD 151.
Guide to Residential Living

Whee Teach
• Housed in Walker Hall, Whee Teach is for first-year students looking to go into elementary, middle grades or high school education. The community helps students explore the education major before getting into major courses. There are multiple courses associated with this community including EDCI 191. Students can sign up through TRACS office.

Academic Success Program (ASP)
• Housed in Scott and Walker Hall, ASP is an extension of the summer program. Students are scattered throughout the halls and enroll in a LEAD course to further support their transition to the college environment.

Cultural Competency
• Housed in Walker Hall, students in this community are challenged to look at the world through different eyes and think critically about differences they see. Topics such as diversity, civic engagement, globalization and personal responsibility are explored.

Leadership Floor
• Housed in Scott Hall, the Leadership Floor is a part of the Office of Leadership and Student Involvement and allows Freshman Leadership Initiative (FLI) and Cat Camp students an entry into a 4-year exploration of leadership. Students must apply to and be accepted into the program and then enroll in LEAD 140.

LEARN
• Housed in Harrill Hall, this community is for first year students interested in the STEM (Science, Technology, Engineering, Math) fields. (preference given to first generation students)

Going Green
• Housed in Harrill Hall, Going Green looks at leadership through a sustainability and eco-friendly lens. Students explore how to be good stewards of the planet through the associated course, LEAD 152.

Global Awareness & Citizenship
• Housed in Walker Hall, students in this community will look at culture and its powerful impact on our lives and perceptions. They will discuss crossing cultures and how to be mindful and open to new learning in that journey. They will consider what it means to have a global worldview. The aim of this community is to develop an awareness of the realities, opportunities, and complexities of the world outside of the United States.

To learn more about a specific Living-Learning Community, contact the Associate Director of Residence Life for Academic Partnerships.

Dining Services

Meal Plan Requirement
University policy requires students who live in a residence hall to purchase a meal plan from the available plans each semester. Unused declining balance points at the end of fall semester will transfer to spring semester for continuing students. Unused declining balance points are forfeited at the end of spring semester. Block plan meals must be used in the semester for which they are purchased. Unused block plan meals do not transfer to the following semester and will be forfeited at the end of the semester. The balance remaining at the end of fall term does not change the requirement to purchase a meal plan for spring semester. Freshman must choose from either the Unlimited Plus Meal Plan or 175 Block Plan. No refunds will be issued for unused block plan or declining balance points.

Meal Plan Changes
Deadline for students to change their meal plan is the last day of course drop/add each semester.

Block Plan Meals
Block meals are prepaid discounted meals that are used upstairs at Courtyard Dining Hall and Brown Hall all-you-care-to-eat facility anytime during service hours. Block meals are provided by semester. There is no limit on the number of meals that may be used during a specific day or week, but meals must be used in the semester for which they are purchased. Block meals do not transfer from semester to semester.
Declining Balance Points
Declining Balance Points work on the same principle as bank debit cards. Each time you make a food purchase, the total cost of your purchase is subtracted from the point balance in your account. Declining balance points may be used at any campus dining location including the convenience stores and snack vending machines.

Meal Exchange
Students will have the opportunity to use a portion of their block meals at certain retail locations. There will be a list of meals that students can choose from at each participating location. Unused exchange meals do not carry over from the fall semester to the spring semester.

ID Card
A valid WCU Cat Card is required to use your meal plan. You must personally present your Cat Card to access your meal plan. You may not loan your card to anyone. Cards presented in dining locations by someone other than the card owner will be confiscated. Cards and replacements may be obtained in the Killian Annex at One-Stop Student Service Center. Cards that are damaged or the picture is impaired may be confiscated. Lost or stolen cards must be reported immediately to the Cat Card office or to University Police in order to have the card declared invalid. The University and Dining Services are not liable for purchases made with lost or stolen cards.

Serving Dates
Your meal plan can be used during scheduled service times from lunch on the day residence halls open until residence halls close at the end of the semester. Hours are subject to change and may be limited based on academic calendar closings. Dining is closed during the University Thanksgiving and Winter Break holidays. Serving dates and hours of operation at individual dining locations are described on our website at https://westerncarolina.campusdish.com. Holiday hours will also be posted several days in advance at each location and will be available on the website and Facebook www.facebook.com/WCUCampusDining.

Meal Plans

- Freshmen students on campus must choose either the Unlimited Plus Meal Plan or 175 Block Plan. Block Meals are only valid upstairs at the Lodge at Brown Hall or the Courtyard Dining Hall.

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Available for Meal Exchange</th>
<th>Cost per Semester + tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unlimited Plus</td>
<td>Unlimited Block Meals + $309 Declining Balance.</td>
<td>80</td>
</tr>
<tr>
<td>175 Block Plan</td>
<td>175 Block Meals + $542 Declining Balance.</td>
<td>35</td>
</tr>
<tr>
<td>125 Block Plan</td>
<td>125 Block Meals + $721 Declining Balance. (Upper-classman)</td>
<td>25</td>
</tr>
<tr>
<td>65 Block Plan</td>
<td>65 Block Meals + $925 Declining Balance. (Upper-classman)</td>
<td>13</td>
</tr>
</tbody>
</table>

Dining Locations:

- Courtyard Dining Hall
- Courtyard C-Store
- Courtyard Food Court
- Chili’s
- Freshens
- Starbucks (Courtyard and Brown)
- C3 Norton Road Residence Hall
- Steak ‘N Shake
- Java City at Hunter Library
- UC Food Court
- Café Java City HHS
- Einstein Bros. Bagels
- Chick-fil-A
- Brown Hall C-Store
- The Lodge at Brown Hall

*Meal Plans are subject to change each year
Residence Hall Services

Bicycles
Residents may keep bicycles in their room or outside the residence hall on the provided racks. Bicycles should not be parked in hallways, stairwells, inside or outside entranceways, or in any other public area in the residence hall, as this creates a safety hazard. Bicycles may not be stored by hanging from hooks installed in ceilings or by hanging or storing on pipes. And of course, please, no riding inside the buildings.

Cable Service
Basic cable TV service is provided free of charge in each residence hall room. Students with cable service issues should contact College Cable at 1-800-472-2054 ext. 222. Residents are not permitted to set up any outside antenna system.

Computer Network
Computer network connections are available to every student. The connection in the room provides direct access to the WCU campus data communications network and to the Internet. Network connections are also located in study areas. All residence halls are also equipped with wireless network connections. All residents are expected to abide by the WCU Computer Policy, found at https://policy52.wcu.edu. For additional information or problem resolution, residents may contact Student Computing or the Computer Center Help-Line (828-227-7487).

Please do not use the Wi-Fi option on printers as it slows the internet down.

While the University provides anti-virus and spyware blocking programs, it is the student’s responsibility to keep their copies up to date and his/her computer(s) scanned and virus and spyware free. Infected computers will be remotely disconnected from the campus network to protect other campus computers, and not reconnected until the computer is repaired.

Elevators
Report all problems with elevators immediately to a Residential Living staff member. In the unlikely event a resident is stuck in an elevator:

• Remain calm.
• Press the call button, UPD dispatch will answer.
• Do not try to pry open the elevator doors.

Hall Offices
Residence hall offices are staffed each day by residence life staff, Resident Assistants, Graduate Community Coordinators, or Area Coordinators. If you need assistance, stop by your hall office during the posted hours or call your RA, Graduate Community Coordinator, or Area Coordinator. Residential Living staff are available at other times in their rooms.

Insurance
The university does not assume any legal obligation to pay for the loss of or damage to residents’ personal property; nor does it provide insurance for residents’ personal belongings. Students are encouraged to keep valuable items off the floor in order to minimize any possible water damage. We recommend that residents who desire insurance coverage check with their insurance companies about coverage through homeowner’s policies, or seek renter’s insurance.

Students who have property damaged because of negligence on the part of the University may submit a tort claim to the State of North Carolina in order to request payment for the property. To find detailed information on this policy or to request a Tort Claim Form, please contact the Safety and Risk Management office at 828-227-7443.

Disposition of Student Property
If a student abandons his/her property in a residence hall area the Department of Residential Living is not responsible for lost or unattended property. Residential Living staff will dispose of abandoned/unattended property consistent with WCU policies and procedures. If a student’s property is left unattended due to illness or death, Residential Living will work with the student’s designated emergency contact on record in WCU systems or with an appropriate individual producing a valid power-of-attorney or similar documentation. Students are encouraged to keep their emergency contact information current.
**Keys**
It is important to take all of your keys with you at all times. Exterior entry doors will be locked at all times and will require your Cat Card to gain access. If you find yourself locked out of your room, contact a Residential Living staff member to unlock your door for you. Report all lost keys to a Residential Living staff member as soon as possible.

**Lock-out Policy**
Residents are issued room keys when they check in and are expected to be responsible for those keys. If you are locked out of your room, you may wait for your roommate to return or find an RA to assist you. You must show identification and sign the lock out documentation form before a staff member will let you into the room. You will be charged an administrative cost of $10 each time a staff member lets you into your room, beginning with the first lockout.

**Re-Key Policy**
If your key has been misplaced you will be charged $50.00 to replace it. A rekey is submitted by making an online maintenance request. The key will be available for pick up at residential living between 4:30 and 5 PM. If you’re unable to make it the key will be with your RA on duty after 8 PM. You will only be able to pick up your key, your roommate will have to pick up their own.

**Laundry Facilities**
Each residence hall has a laundry room equipped with washers and dryers. These facilities are for residents only. Students should not leave personal items unattended in the laundry room, as the University cannot be responsible for lost, stolen, or damaged clothing/items. Please note that all washers are HE front load machines, and therefore, only require a small amount of laundry detergent (We recommend laundry detergent pods/pacs). Please never put more than two tablespoons of detergent in any University owned washer. Should you have problems with a machine, notify a staff member immediately and post an "Out of Order" sign on the machine. It’s a good idea to set a timer on your phone so you can be reminded when your laundry is done.

**Mail**
United States mail is collected and distributed to the Student Mail Center, located in A.K. Hinds University Center, Monday through Friday, and delivered to each resident’s mailbox before the end of the day.

During your first week on campus, you should stop by the Student Mail Center to receive your mail suite key. To ensure that your mail reaches you as quickly as possible, make sure that correspondents have your correct address and zip code. This is the proper format for your residence hall address:

Your Name  
245 Memorial Drive  
Suite  
Cullowhee, NC 28723

If you have a mail problem, speak with someone in the Student Mail Center between 10:30 a.m. and 5:00 p.m. Monday through Friday. Please note that, during the summer sessions, mail is not delivered to the individual boxes. Students may pick up their mail from the Student Mail Center during designated times.

UPS/Federal Express and most USPS packages should be picked up at the Student Mail Center between 10:30 a.m. and 5 p.m., Monday through Friday. U.S. Mail packages that are insured or classified as Priority Mail can be picked up at the Cullowhee Post Office. In all cases, proper student identification must be shown.

You will receive e-mail notification, via your Catamount e-mail account, for any packages received in the Student Mail Center. Therefore, it will be your responsibility to check your Catamount account regularly or forward that e-mail account to another account.

When checking out of the residence hall, please complete a Mail Forwarding Address Card to ensure your mail is forwarded to you. You will also need to return your mailbox key to the Mail Center in order to avoid a key replacement charge.

**Recycling**
Glass, plastic, aluminum, cardboard and paper recycling bins are located in specific areas outside of each residence hall near the dumpsters. Residents are encouraged to use the bins to dispose of all aluminum drink cans and paper products. Tons of recyclables can be diverted from the Jackson County waste stream if taken into the Facilities Management recycling program. Please do your part for the environment. Recycle!
Energy Conservation
We are committed to raising awareness about the ecological and economic benefits of conserving energy and reducing energy consumption on campus. Please participate by following these simple tips.

- Turn off your lights when you leave your room.
- Enable the sleep mode on your computer.
- Keep windows closed in winter
- Study in common areas where light is provided.
- Use sunlight for illumination.
- Use LED or CFL lights.
- Buy ENERGY STAR labeled products.

Repairs
Should you become aware of a maintenance problem related to your room or a public area within the residence hall, please report the problem immediately using the following method.

Submit an online maintenance report. Online maintenance requests may be made by going to https://housing.wcu.edu, and selecting "Service Request" on the right side of the page.

Please describe the problem as specifically as possible. Urgent or emergency repairs should be reported immediately to a residence hall staff member or to Residential Living (227-7303).

Room/Roommate/Building Changes
Room, roommate, or building changes can take place beginning August 2018, during the fall semester and January 2019, during the spring semester. This waiting period is necessary in order for Residential Living to verify which students have returned for the semester.

Residents who are changing rooms must officially check out of the current room and residence hall, if changing buildings, and check into the new room. Any questions about the moving process should be directed to your Area Coordinator, Graduate Community Coordinator or Associate Director of Residence Life.

Students who are housed in Albright/Benton, Scott, and Walker Halls will only be permitted to make room changes within and between those three buildings.

Half Empty Rooms
Students living in a double room without a roommate and who do not purchase the room as a private room must only occupy half of the room. This means that the second desk, dresser, wardrobe/closet and bed must be clear in order to accommodate another student at any time. Staff members will periodically check the condition of half empty rooms. Any student found to be occupying an entire room will face judicial sanctions, including a $75 dollar fee. Following the first offense, students will have one week to correct the issue before a staff member re-inspects that room. If the student is found to be still occupying the entire room, he/she will then be required to move to another half empty room or purchase the room as a private.

Safety
Each member of a residential community is responsible for protecting and safeguarding the community, including the preservation and appropriate use of public area furniture and other building features (windows, doors, etc.). It is important for residents to be watchful for strangers to the community and report suspicious behavior immediately to Residential Living staff or University Police. In the interest of safety, please avoid propping doors, sharing keys, or leaving room doors unlocked.
Request for Special Housing Accommodations
Western Carolina University does not have a separate admissions process for students with disabilities. All applicants must meet the criteria for admission to WCU. Admissions decisions are made without regard to disabilities.

Housing assignments are made on a first-come, first-serve basis. Residence Hall Agreements are available from the Department of Residential Living, 225 Brown Hall, 1 University Drive, Cullowhee, NC 28723, 828-227-7303. Also, information regarding the features and floor plan of each residence hall is available at https://www.wcu.edu/WebFiles/PDFs/RoomLayouts2018-2019.pdf. A $150 non-refundable housing deposit for both incoming and returning students is required with the application. Applicants who require special housing accommodations for medical reasons should complete the Request for Housing Accommodations form. This process starts by obtaining a request for housing accommodations form from the Residential Living Office. The student should then complete the form, and provide documentation from a physician that supports the request. Both the letter and the form should be returned to the Department of Residential Living; after which, it will be reviewed by Western Carolina’s ADA 504 Compliance Officer.

The request for housing accommodations form for the next academic year must be submitted prior to June 1. Any request form received after June 1 will be assigned on a space available basis.

Those students who need a personal attendant to live in or nearby should indicate this on the application so that at the time of room assignment, special accommodations can be considered.

Accessible features and facilities vary in each hall. Students should request additional information from Residential Living and visit the halls to evaluate the facilities that best fit their needs before listing their housing preferences on the application. Rooms have been adapted in the following residence halls to offer a variety of campus housing to students who have disability related needs:

- Albright/Benton Hall
- Balsam Hall
- Blue Ridge Hall
- Buchanan Hall
- Judaculla Hall
- Harrill Hall
- Madison Hall
- Noble Hall
- Norton Road Hall
- Reynolds Hall
- Robertson Hall
- Scott Hall
- The Village
- Walker Hall

It is important for students, with disabilities, who are transitioning from high school to college to understand their rights and responsibilities. Please refer to this website: http://www.ed.gov/about/offices/list/ocr/transition.html.

Storage
Storage is not available in the residence halls (including the storage of residence hall room furniture to make room for other furniture). Residents who need to store items should make arrangements with a local storage company. All room furniture should remain in the room and must be in the room at checkout, in order to avoid charges. Personal items and room furniture may not be stored in hallways, stairwells, closets, or other public space.

Residents may not leave or store belongings in the residence halls between spring semester and summer session or between summer session and fall semester.
Your Residential Living Contract

Residential Living Records
The Department of Residential Living maintains all student records in compliance with FERPA. Student records such as the Residential Living Contract and Room Condition Reports are maintained in a locked office within Residential Living facilities. Student records are destroyed in office after five years.

Check-in Procedures
Residents checking into a residence hall should report to the hall office, where a staff member will issue your keys. Each resident must complete a Room Condition Report (RCR) and sign and date the RCR in acknowledgment of the current room condition.

Any resident moving into a residence hall before the official opening day, each semester, will be assessed $30 per day, unless the resident is required to arrive early due to an approved University function. If a resident arrives without approval there will be a $20 charge.

Break Closing Procedures
During the December break, all residence halls must be vacated. During this time, the University shuts down its physical operations to a maintenance level only, including heat, steam, hot water, and electricity. Residents who need to stay in Cullowhee during the break should make arrangements for off-campus housing. Residents are encouraged to take valuables home during the break, but other items may remain in rooms.

Residents should ensure that the following tasks are completed before leaving for December break:

- Clean, defrost, and unplug refrigerators.
- Unplug all appliances, including fish tanks, computers and answering machines.
- Leave the heat ON.
- Close and lock all windows.
- Remove items from floor.
- Empty all trash.
- Take all valuables and money with you.
- Turn off all lights, close blinds, and lock door.
- If leaving the residence hall permanently, check out of room with a RA.

Please be aware that housing staff will inspect all rooms during the December break.

Checkout procedures
Residents must check out with a staff member when moving out of the residence halls or complete an express checkout. All personal belongings should be moved out of rooms prior to official checkout. All university furniture must be in rooms and set up as it was upon check-in, and keys must be turned in. Any damages or missing items will be noted on the Room Condition Report (RCR), and the student account will be assessed for such items.

Residents should ensure that the following are complete at checkout:

- Make sure room is clean and properly assembled, including floors, walls, counter and desktops, and all furniture.
- Assemble beds properly.
- Students living on the 1st floor should close their blinds, students living on floors 2 and up should open their blinds.

During final exam week, residents are expected to check out of residence hall rooms within 24 hours of their last final exam. Residence halls close, for most students, at 5 p.m. on the last day of exams. Students who are scheduled to take a late final examination on the last day of exams are permitted to remain in the residence halls until 9:00 a.m. on the following Saturday.

Graduating seniors and students participating in graduation will be permitted to remain in the residence halls after the official closing date, but must notify staff members. All residence halls will be closed by 6:00 p.m. on the Saturday following exams. All students needing to remain past this time must receive, at least one week in advance, approval from the Area Coordinator or Graduate Community Coordinator.

A resident officially withdrawing from the university must check out with a Residential Living staff member within 24 hours after withdrawal.
Express Checkout
Express checkout procedures provide flexibility and save time at the end of each semester. This option allows residents to check out of residence hall rooms at any time of day or night prior to the residence hall checkout deadline. Beginning the week before final exams, residents may pick up an Express Checkout key envelope at the residence hall office, the office of the Area Coordinator or Graduate Community Coordinator, or the Department of Residential Living.

Residents choosing the Express Checkout option should:
• Make sure room is clean and properly assembled, including floors, walls, counter and desktops, and all furniture.
• Fill out the requested information on the key envelope, put keys in the envelope, and deposit the sealed key envelope into the Express Checkout drop box.

Residence hall staff will check each resident’s room later. Residents will be responsible for any damages to the room or furnishings that were not previously recorded on the Room Condition Report. Residents choosing Express Checkout may not appeal damage charges. If there are concerns related to the condition of your room, Residential Living encourages you to check out through a staff member.

Summer School Housing
Residents planning to live on campus while attending summer school need to complete a summer Residence Hall Agreement. For more information about summer housing, speak with the Room Assignments Coordinator in Residential Living, or call 828-227-7303.

Inspection
Each semester, Residential Living staff will conduct health and safety inspections throughout the residence halls, including student rooms. Unsanitary conditions, violations of University or Residential Living policies, and safety problems will be documented, and residents will be notified of such problems and expected to resolve them.

Private Rooms
If private rooms are available, Residents wishing to have a private room may meet with the Room Assignments Coordinator. Requests will be honored if space is available. Residents must sign a Private Room Contract, indicating agreement to occupy the room as a private room for the academic year or remaining portion thereof, and to pay the fees indicated on the contract.

Residents may be assigned a temporary roommate at the beginning of the semester, based on space limitations. Temporary roommates will be assigned to permanent space as soon as possible. If a temporary roommate is in a private room for more than a reasonable period of time, a prorated refund will be due to the private room resident.

Residence Hall Room and Suite Key
Room, and when appropriate, suite keys, are issued to each resident upon checking in to the residence hall. The room key allows access only to the resident’s room. In addition, residents in Judaculla, Harrill and Walker Halls will receive a suite key. Residents are asked to carry keys with them at all times. Residents are responsible for charges for keys that are lost, stolen, or not returned. Room key cost is $50 and Suite Key (where applicable) is $50. Lost or stolen keys should be reported to a staff member immediately.

Electronic Access
All residence hall entry doors are equipped with Electronic Access. All residents are granted access to their building through their University CatCard. Students should carry their CatCard with them at all times in order to have access to their residence hall. These systems are in place to increase building security. Students are encouraged to assist in keeping buildings safe by not propping doors or allowing strangers to enter a building with them.
Residence Hall Agreement
The following information responds to some of the common questions residents have regarding the Residence Hall Agreement. Please keep in mind that this section addresses some, not all, of the stated agreement terms. Residents should refer to the Residence Hall Agreement for complete details.

Each student living in a residence hall must sign a Residence Hall Agreement for the entire academic year, or any part of the year remaining when the student moves into the residence hall. Students who breach this agreement will be required to pay an $800 housing cancellation fee. Freshmen who must meet the Residency Requirement but who do not sign a Residence Hall Agreement will be required to pay room and food charges for the two semesters needed to satisfy the Residency Requirement. The Department of Residential Living must be notified of cancellations in writing and with appropriate documentation.

The Residence Hall Agreement may be cancelled for the following reasons without breach of agreement:

- Graduation - A student graduating at the end of the Fall Semester must provide written notice to Residential Living before December 1.
- Medical reasons - A physician must certify medical reasons or injury making it necessary for a student to live off campus or withdraw from the university.
- Marriage - Proof of marriage must be presented to the Department of Residential Living.
- Academic or disciplinary dismissal from the university.
- Participation in an educational program that requires living off campus.
- Official withdrawal from the university.
- Dependent children.
- Military: Called to active duty.

Students who desire waivers or who wish to appeal breaches of the Residence Hall Agreement must submit a written letter outlining their reasons to the Assistant Director for Operations in the Department of Residential Living who will then render a decision based on the information provided. If the student wishes to appeal that ruling, the student must submit a letter of appeal to the Residential Living Appeals Board for review at their next scheduled meeting. The Director of Residence Life chairs the Appeals Board. The Appeals Board membership includes student, faculty, and staff representatives. Rulings of Residential Living Appeals Board are final. The only issue to be considered in any appeal at any level is whether or not the individual’s appeal request fits the criteria listed above.

The University reserves the right to cancel an Agreement if a resident poses a problem to the interest, order, health, discipline, or general well-being of other members of the residential community or University.

The University reserves the right to make all assignments and reassignments as necessary, including temporary accommodations during breaks and holidays.

Room Condition Report (RCR)
The Room Condition Report (RCR) is a form that indicates the condition of the resident’s room prior to occupancy. During check-in, each resident will receive an RCR which will need to be completed and signed. The resident should carefully and thoroughly examine his or her room and record the condition of the items and room on the RCR. It is the resident’s responsibility to notify the Area Coordinator or Graduate Community Coordinator within 24 hours of check-in if there are any repairs that need to be made to the room or items in the room.

Once repairs are made, the RA will make corrections on the office copy of the RCR. When a resident checks out of the residence hall, a staff member will use the RCR to again check the condition of the room. The resident will be billed for any damages that have occurred to the room during the resident’s occupancy. If ownership of damage cannot be determined, the charge will be divided between roommates. The process to appeal any charges will be provided to all students billed for damages.
Room selection
Room selection for the following academic year will take place during spring semester. (For example: Room selection for the academic year 2019-2020 will take place early in spring semester 2019.) Detailed information will be distributed to all residents and posted in all residence halls. Students will be permitted to select their roommate, residence hall and room on a space available basis.
A non-refundable housing deposit of $150 must be paid and a Residence Hall Agreement (which is valid for the entire academic year) must be signed and returned to the Residential Living office before a room may be selected.

The Residence Hall Agreement for the subsequent year may be canceled without penalty (other than loss of the non-refundable housing deposit) if the student making the application cancels before June 1 (for the following fall semester). Those canceling after June 1 will be considered in violation of contract and will be responsible for the $800 housing cancellation fee.

All regular room changes will begin to take place during a designated time around the second week of classes each semester. Specific dates will be posted in each residence hall. The Area Coordinator, Graduate Community Coordinator, or Room Assignments Coordinator must approve all room changes. Residents who make unauthorized room changes will be assessed a $50 fine.

Off-Campus Partners
The Student Affairs Division has entered into an agreement with Off Campus Partners to list off-campus housing opportunities. Off-Campus Partners provides a site to link potential tenants with potential landlords/property managers. Users are provided with a variety of online services, including but not limited to the capability to search a database of off-campus properties, to post properties for rent or sale and to post and search messages on message boards. The link to this service is available at: http://www.wcu.edu/offcampus/

Withdrawal from the University
Students withdrawing from the university should complete the appropriate paperwork with the University One Stop, located on the first floor of Killian Annex Building, and make arrangements to move out of residence halls within 24 hours.

Community Living Rights and Responsibilities
Residents of University Residential Living possess specific individual and group rights, and with those rights come certain responsibilities. The following statements define expectations regarding these rights and responsibilities.

Residents have the right to:
- Reside in reasonably affordable, clean and secure living accommodations.
- Sleep and study without interruption or interference, free from unreasonable noise.
- Express themselves creatively within established guidelines.
- Confer with staff who provide assistance, guidance, and support as needed.
- Enjoy individual freedoms without regard to race, color, sex, national origin, disability, age, religion, sexual orientation, or political affiliation.
- Participate in residence hall governing bodies, educational and developmental opportunities in their living community, some Residential Living departmental committees and personal judicial proceedings.
- Obtain written copies of the Residential Living rules and regulations, or individual building policies, which govern individual and group behavior, and to expect fair and consistent enforcement of the Residence Hall Agreement/Contract, Residential Living Policies, WCU Creed, and Code of Student Conduct.

Residents have the responsibility to:
- Follow the established guidelines for and to make personal efforts toward a clean, safe and secure living community.
- Respect the rights of fellow residents, staff and University officials, treat these individuals with respect and comply with reasonable requests made by these people.
- Meet expected room and board payment schedules.
- Participate actively in self-governance, floor meetings, educational and developmental activities and in Residential Living departmental committees.
- Express themselves individually or by association with groups.
- Become familiar with the policies and procedures of the University and the Department of Residential Living, adhere to all rules and regulations and assist staff in their efforts to hold all residents and their guests accountable to these policies.
Expected Conduct in Residential Living
Students are expected to comply with policies set by Residential Living, the University, and live by the WCU community creed (http://www.wcu.edu/experience/dean-of-students/student-community-ethics/index.aspx). Outlined in this section are some of the general Residential Living and University policies. For more specific information, please see your Code of Student Conduct. Violations of policies may result in disciplinary action.

Disorderly Conduct
Behavior which is disruptive to orderly community living or the daily operation of the residence halls or the university is prohibited. This includes, but is not limited to: playing in the halls, throwing items in the hallways, bouncing balls on the floors or walls, pranks, wrestling, outdoor games, fighting, verbally disruptive behavior or any other behavior which may cause community disturbance, physical injury, damage to property or behavior that is potentially dangerous to the health and well-being of residents.

Public Common Area Use
Public common areas (bathrooms, kitchens, study rooms, TV lounges, hallways, stairwells, suite living room areas, and lobbies) are for the use of residents living in the respective residence hall. Any sponsored activity taking place in the residence hall lobby or lounge must be reserved in advance through the Area Coordinator or Graduate Community Coordinator. Resident groups have priority over nonresident groups. Groups reserving residence hall space must be affiliated with the university. Any activity that creates a disturbance for other residents is not permitted in public common areas. Lobbies and suite living room areas should be clear of any debris or blockage for traffic flow. If conditions of the public common areas are becoming messy or cluttered, Residential Living reserves the right to close or limit access to these spaces.

Public Area Furniture
Furniture is placed in public areas of residence halls for the use of all residents of the building. Public area furniture is not to be removed for use in resident rooms.

Candles/Incense & Other Flammable Items
Candles and incense may not be burned anywhere in the residence halls. They present a fire hazard and also produce an odor that may disturb other residents.

Grills, propane tanks, lighter fluid, charcoal, and/or other flammable items are not permitted in any residential facility on campus. This includes organizational storage rooms and patios in the Village.

Cohabitation
The visitation policy is set up to allow students the ability to bring friends into their living environment. However, overnight guests of the opposite gender are prohibited. The only people allowed to live in a room are the people assigned to live there.

Damage
Residents are responsible for the condition of their rooms, and will be charged for damage other than normal wear. The condition of public areas is the responsibility of all students. Please help maintain public areas by treating them with care. Damages occurring in public areas will be charged to those persons responsible for the damage. If the responsible person(s) cannot be determined, it is possible that the cost of cleaning, repair or replacement will be charged to members of the community. Residents can help keep costs down by encouraging others to respect public areas and assume responsibility for their actions.

Decorations/Holiday Trees
- Residents may have artificial trees, but live holiday trees (either cut or with root ball) are not allowed. Plastic or metallic-plastic trees must be clearly labeled that they are constructed of slow burning plastic, and metal trees should have indirect lighting only. Please avoid setting trees near any source of heat (radiators, curling irons, irons, etc.).
- All tree trimmings (i.e., bulbs, garland, candy canes, cranberries, icicles, etc.) should be of noncombustible material.
- Placing holiday trees in stairwells and hallways is prohibited.
General Decorations
All decorations, pumpkins, and trees must be disposed of properly immediately following the holiday or event (prior to December break for holiday decorations).

Judsonia, Harrill and Walker residents should follow the guidelines listed for "hallways" when decorating suite space. Please refer questions to residence hall staff.

Evacuations

Fire Alarm Procedures
When a fire alarm sounds, all residents should begin evacuation immediately. Residents should dress quickly, close windows and close and lock room doors as they evacuate. Everyone should stay to the right and proceed to the outside of the building through the nearest possible exit. If smoke is present, stay low, near the floor, cover face, and move as quickly as possible to the outside of the building. Elevators should not be used during any fire alarm situation. Reenter the building only when directed by staff. Failure to evacuate during any fire alarm could lead to judicial sanctions, fines, and/or prosecution.

If you are required to evacuate the building for a fire, remember to not use the elevator, close all doors behind you, turn off all electronics, evacuate in groups, provide assistance to others, and evacuate in a safe and orderly manner.

If the building is being evacuated due to a bomb threat, follow the same steps as listed above, but do not turn on or turn off any electronic devices.

Fire Drills
Each residence hall will conduct one planned and one unplanned fire drill each semester. Residents will not be notified of the time or date of this drill. All persons in the building are expected to evacuate the building when the alarm sounds.

Tornadoes
The following guidelines are for use in the event that tornado warnings are issued. Tornado warnings are ordered when a funnel cloud has actually been seen; a tornado watch is ordered when weather conditions are such that a tornado could occur. Staff members will alert each floor that a tornado warning is in effect. You should seek shelter from the upper floors of the building, leave your room and other areas with windows and take shelter in protected areas away from the exterior of the building. Doors to student rooms should be closed. Areas of shelter are interior hallways, basements, lower floors and windowless rooms. You should remain within the building. The building staff will notify you when the tornado warning has expired and an all clear is announced from campus Public Safety Officials.

Residential Life Policies

Guests
All guests, regardless of gender, must be escorted at all times by a resident. Residents are responsible for the actions, behavior and conduct of their guests at all times.

Overnight Guests
An overnight guest is a non-resident of the same sex who is visiting a residence hall. All guests, regardless of gender, must be escorted at all times by a resident. Residents are responsible for the actions, behavior and conduct of their guests at all times.

Pets
The only pets allowed are fish. A resident may have fish in a tank not larger than ten gallons.

Screen Opening/Removal
Screens have been installed in all room windows to improve security and comfort. Please do not tamper with or remove screens from any windows. Residents are not permitted to personally replace damaged screens or broken windows. Residents who find a screen missing upon check-in should request screen replacement by placing a work order online at https://housing.wcu.edu/ and clicking on “Service Request.”
Noise
Each resident is responsible for keeping noise levels to a minimum at all times. In order to provide an environment conducive to positive group living, studying, and sleeping, certain hours have been established as "Residence Hall Quiet Hours." These hours are 9 p.m. to 8 a.m. daily. Regardless of the time, "Courtesy Hours" are always in effect. Courtesy Hours are defined as residents being considerate of all others and the demands of living in a group environment. Noise should not exceed a reasonable level at any time. In a communal living situation, a certain amount of background noise is commonplace and should be expected.

Helpful tips for reducing noise where you live:
- Close your door to minimize sound travel.
- Locate stereo speakers, radios, and TV to reduce the amount of sound that travels through the floor and walls. It is helpful if one does not place these items directly upon the floor or up against the wall. Using an outer wall or a piece of foam rubber behind the speaker can reduce the sound that may disturb your neighbors next door.
- Put a piece of tape on the volume control that indicates the maximum volume for residence hall living. Confirm this with your next-door neighbors and RA.
- Do not place speakers or radios in your windows.
- Use headphones if you enjoy listening to loud music.
- Discuss with your roommate appropriate times to watch TV, listen to music, etc.

If you feel that your rights to quiet time are being infringed upon, you should:
- Speak to the person/persons causing the disturbance and politely ask them to modify the noise level. (If you are asked to lower your noise level, please respond courteously and appropriately.)
- If this action does not produce satisfactory results, contact your Resident Assistant, the RA on duty, or any residence hall staff member.

Solicitation
Unauthorized sales and solicitation in the residence halls are prohibited. Student groups interested in selling items in the residence halls must obtain and complete a "Solicitation Application" from the Director of the University Center in room 130 of the Hinds University Center. The application will be considered after it is returned. The process may take up to two weeks to complete.

Visitation Hours/Escort Policy
Residents are given the privilege of having guests of the opposite sex visit with them in their residence hall rooms at any time as they are escorted. All bathrooms are designated for a single gender. Students and guests are responsible for using the appropriate bathroom designated for their gender. Public facilities are located in the main lobby of each building. Visitation hours for each building are posted in the hall offices and main lobbies.

All buildings have a 24-hour visitation policy that is defined as “the act of visiting” not “cohabitation.” Guests of the opposite gender are not allowed to sleep over in a resident’s room.

During designated hours, anyone wishing to enter a hall must be escorted by a resident of that community.

Alcoholic Beverage Policy
Governing principles: It is illegal, and a violation of university policy, for any person under 21 years of age to consume, purchase, or possess an alcoholic beverage. Guests of a student under the age of 21 are not allowed to drink in the underage student’s room. Scott and Walker are dry buildings no matter the age of the resident.

Illegal Drugs Policy
Western Carolina University is an academic community dedicated to the transmission and advancement of knowledge and understanding. The illegal use of and trafficking in drugs can jeopardize the welfare of members of this academic community. Accordingly, the Board of Trustees has adopted a detailed policy on the illegal use of and trafficking in drugs.
Sexual Assault Policy
An act of sexual assault can jeopardize the health and welfare of members of the university community. In an effort to address such threats to the quality of campus life, Western Carolina University has adopted a detailed policy on Sexual Assault.

Safety First
Emergency Situations
Dial 828-227-8911 from your cell phone or 8911 from any campus phone to report any emergency to the University Police. They will contact medical or fire safety personnel as needed.

Medical Emergencies
Western Carolina University Health Services is committed to providing quality health care for the campus community, and to promoting and maintaining the overall well-being of University students, faculty, and staff.

For details and additional information, please visit the Health Services Web site at http://www.wcu.edu/experience/health-and-wellness/health-services/index.aspx. Additionally, WCU Health Services offers an ambulance service consisting of WCU students who are Certified Emergency Medical Technicians. The service is in operation 24 hours a day when school is in session and is dispatched by dialing 828-227-8911 from your cell phone or 8911 from any campus phone.

**Policies are subject to change by the University. If a policy is changed, the University will notify students of the changes.

Important Telephone Numbers

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<thead>
<tr>
<th>Residences halls contacts</th>
<th>Offices around campus</th>
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<tr>
<td><strong>Building</strong></td>
<td><strong>AC/GCC</strong></td>
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<tr>
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