



2023-2024

**JOHNSON & WALES
UNIVERSITY**

**GUIDE TO
ON CAMPUS
LIVING**

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Guide to On-Campus Living

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I. Welcome to Wildcat Housing

Residential Life encourages and inspires residents to expand their definition of learning; Residential Life will provide a supportive living environment in which students will have meaningful and developmental opportunities to acquire essential life skills.

To maintain a standard of living that is fair, safe, and consistent, Residential Life requires all residents and guests to adhere to the rules and policies governing on-campus housing set forth by this guide and the [Student Code of Conduct](#). Violations of any requirements or prohibitions herein could result in disciplinary action up to and including suspension or dismissal from housing or the university. Please review both carefully and contact Residential Life if you have any questions.

The university reserves the right to amend this Guide to On-Campus Living at any time without notice. As Residential Life deems appropriate, students will receive notifications of material changes via their Johnson & Wales University email and in-hall communication from the appropriate Residential Life team member(s). This Guide to On-Campus Living does not grant any residents, guests, or anyone else any contractual rights, whether express or implied.

II. Eligibility to Reside in University Housing

Undergraduate/graduate students are eligible to live in the residence halls if they are enrolled in at least one class.

If students violate any university code, guide, policy, procedure, regulation, or rule, including but not limited to this Guide to On-Campus Living or the Student Code of Conduct, they may be barred from university housing, and any housing agreement or contract (known as the Resident Student Contract or online Room Terms Agreement) may be terminated, or they may be suspended or dismissed from the university. Residential Life will, at its discretion, bar or deny on-campus housing and/or terminate a housing agreement as to students who have been charged with or convicted of a felony or a misdemeanor if it appears the student presents an unacceptable risk to the community or if a student's personal history suggests an unacceptable risk to the community. Students charged with felonies or misdemeanors should immediately report the charges to Residential Life.

III. Responsibilities of Residents in University Housing

To maintain an environment that supports the well-being of every resident, each person is responsible for adhering to specific standards of good citizenship. Living on campus can provide an excellent opportunity to learn a great deal about yourself and others and learn to respect the rights and privileges of others. However, to enjoy living on campus, you must respect other residents' rights and uphold your responsibilities as a resident. Important guidelines and policies are in place to facilitate your transition to on-campus housing. We trust that you will find this information useful as you prepare for a positive campus-community living experience.

Residents should not deprive others of the following:

- The ability to read and study without interference, unreasonable noise, or other distractions
- The ability to relax and sleep without unreasonable interference, noise, or distractions and the responsibility to help others have this right.
- The ability to live in an area that is free of intimidation, physical, or emotional harm.
- The ability to maintain one's personal beliefs and values.
- The ability to safeguard one's personal belongings and property.
- The right to a clean living environment.
- The right to feel safe in residences as well as have free access to one's room and other facilities in the hall.
- The ability to seek redress of grievances/complaints addressed fairly and expeditiously.

IV. Room and Meal Selection and Assignments

A. Room and Meal Plan Selection & Assignment

All students not living in apartment style housing are required to obtain a meal plan.

The Wildcat Room Selection Process for first-year and transfer students allows new incoming students in the summer months to self-select a room on campus and meal plan through [jwuLink](#). These students will need to pay the reservation fee and complete their housing applications online by announced deadline. Students who complete the online application after the deadline may be assigned to temporary housing, which includes, but is not limited to, a room assignment with an RA or in a common or study room.

The Wildcat Room Selection Process for returning students takes place during spring semester for the following academic year. Students must complete the online housing application by the specified deadline in order to receive a timeslot to select their room and meal plan online. Due to the high demand for on-campus housing, returning students cannot be guaranteed their room preference; however, all students who apply within the deadline will be offered an opportunity to self-select a bed. Students who secure a room are required to be registered for fall semester classes and to have made financial arrangements with the university by the published deadline in order to retain the assignment. Please review the [Room Selection Process Guide](#) for comprehensive information about the process.

Room assignments are in effect for the entire academic year, except as set forth below. The university reserves the right to direct a room change and make consolidations as needed.

Residents can change meal plans for the semester by 12:00 p.m. on the first Friday of classes. After that, meal plan changes will not be approved for the remainder of the semester. All meal plan changes must be requested through Residential Life on the Wildcat Housing System in order to be considered.

B. Departure or Removal from Housing

When a resident of a room discontinues residence, Residential Life reserves the right to fill the vacancy or to reassign the resident(s).

Upon withdrawal or suspension/dismissal from the university, or if a student's housing status changes, the student is required to remove all personal belongings from their residence hall **within 24 hours**. The university also reserves the right to remove such belongings if the student does not comply within the 24 hour period. The university is not responsible for loss or damage to any belongings. Residential Life cannot store resident belongings.

C. Resident Student Contracts (or Online Room Terms Agreements)

The Resident Student Contract (or online Room Terms Agreement) is a contract (effective upon signing or submitting online) and covers the entire academic year, even though room/apartment and board (meal) charges are payable by the semester. So long as the student is in attendance at the university, they will be responsible for room/apartment and board (if applicable) charges for the entire academic year, even if they decide not to occupy the room or use their meal plan, for whatever reason, voluntary or involuntary, either prior to or during the academic year.

Students participating in study abroad or a non-local internship will have their room and meal (if applicable) assignment removed and they will not be charged for the room and meal plan for that semester while they are studying abroad or participating in a non-local internship. If a student withdraws from the university or is suspended or dismissed from the university generally or only from university housing, the student is still required to pay room and board (if applicable) charges for the remainder of the semester during which withdrawal or the suspension or dismissal takes effect; the student will not be charged for future room and board thereafter unless the student returns to the university. If a student is granted a reinstatement to the university, they must reapply for room and board and may not be offered the same room space as previously held.

The refund policy for withdrawal from the university is stated on the [Tuition Refund Policy](#) page.

V. Room Assignment Changes

Residents must have Residential Life approval in order to change their room/apartment assignments. Unauthorized room/apartment changes will require that residents return to their original assignment and may result in conduct charges.

Room change process will occur only during specific times each semester. We will communicate those dates in advance through Wildcat email. Students interested in relocating to another hall must fill out a Hall Change Request Form located in the [housing application](#) through the wildcat housing system.

Room/apartment and hall changes are dependent upon available space. Residential Life will attempt to honor change requests as space allows, but they cannot be guaranteed.

Please note that we are unable to offer any room changes during the first and last three weeks of the semester.

VI. Care of Room/Apartment & Residential Facilities

Residents are responsible for university property within their assigned room/apartment, including furniture, walls, bathroom and kitchen facilities (where applicable), flooring/carpeting, window screens and blinds, etc.

Residents are responsible for the following:

- Keeping their room/apartment clean, free of trash, and in a general sanitary state, including private bathrooms, which residents must clean and maintain. Dependent upon use, living areas and bathrooms should be cleaned at least once a week or per the advice of a university official.
 - If at any time a Residential Life staff member determines that the room/apartment is not meeting cleanliness standards, the staff member will give 24 hours to rectify the situation.
 - If, after 24 hours, the room/apartment still does not meet cleanliness standards, disciplinary action may result.
- Keeping window screens in place and secured. Residents are not permitted to hang or project anything outside of windows (speakers, flags, signs, etc.)
- Keeping window surfaces clear of all opaque materials, such as aluminum foil, posters, tapestries, hanging curtains (unless NFPA701 flame retardant standard certified), flags or signs, etc.
- Ensuring wall hangings do not cover more than 20 percent of the wall and keeping walls free from tapestries, which are prohibited.
- Ensuring all furniture assigned to the room remains in the room throughout the entire academic year. Missing furniture can result in replacement charges.
- Ensuring unoccupied furniture (beds, dressers, closets, desks, etc.) remains set up, clean, and available for use by a new resident at any time during the year.

VII. Personal Property/Insurance

The university is not responsible for the personal property of residents, guests, or anyone else in residential housing. This includes damage or loss of personal property due to any cause (e.g., university confiscation, natural disasters, theft, vandalism, etc.) and items delivered to the university on the behalf of a resident, guest, or anyone else.

The university strongly recommends that all students and residents obtain personal property insurance to protect themselves from loss or damage due to any insurable cause (which may or may not include university confiscation, natural disasters, theft, vandalism, etc.). In addition, residents should lock the doors and windows of their rooms each time they leave. Residents are responsible for taking precautions to secure their personal property during break periods. Any

belongings left behind during any such period are and remain the sole responsibility of the residents.

VIII. Maintenance Concerns

When a resident experiences a maintenance issue in the resident's room/apartment or within the hall, the resident should report it as soon as possible. Residents should report **non-emergency** maintenance requests (such as a light bulb out, a broken appliance, etc.) online at [jwuLink](#) through the Asset System.

If a resident has an **EMERGENCY** maintenance situation (e.g., toilet leak, broken window, etc.) outside of office hours (8:30 a.m. – 4:30 p.m. Monday-Friday) or during the weekend, **the resident should contact a Resident Assistant (RA), Residential Life staff member, or the building's front desk (if applicable) right away; if a resident is unable to connect with Residential Life, the resident should call Campus Safety & Security (PVD: 401-598-1103; CLT: 980-598-1900)**. In the event of an emergency maintenance situation outside of office hours, the resident should still submit a maintenance request as soon as possible.

IX. Pest Concerns

Unwanted pests sometimes attempt to seek food and shelter in the residence halls, especially when the weather changes. If you see or suspect pests such as mice, ants, flies, bugs, etc., it is extremely important that you report the issue online at [jwuLink](#) through the Asset System.

Remember to keep food sealed in containers at all times and to remove your trash and recycling regularly to deter such nuisances. It is your responsibility to deter any pests by maintaining a clean room/apartment and reporting any issues right away.

Please note, after reporting of pests, pest control services will come to your room to alleviate the problem. Should the issue not be resolved on the first visit, please put in additional work orders as pest control will not re-visit your space without a notice that pests still remain an issue.

X. Damages

Upon move-in, it is the resident's responsibility to report any items that appear to have been damaged or broken through [jwuLink](#) through the Asset System. If the resident does not report damaged/broken items within the first two weeks of the resident's arrival, the resident could be assessed damage charges.

When property damage in rooms/apartments occurs, whether voluntary or involuntary, the resident(s) and student guest(s) responsible will be assessed charges for replacement or repair (excluding normal wear and tear). If non-student(s) guest(s) of any resident is/are responsible, the resident shall be assessed charges for replacement or repair (excluding normal wear and tear). If the responsible student cannot be identified, all residents assigned to that room/apartment will be equally assessed charges for replacement or repair (excluding normal wear and tear).

When property damage in common areas (such as hallways, lobbies, recreation and study rooms, laundry rooms, vending machines, etc.) occurs, whether voluntary or involuntary, the student(s) responsible will be assessed charges for replacement or repair (excluding normal wear and tear). If non-student(s) guest(s) of any resident is/are responsible, the resident shall be assessed charges for replacement or repair (excluding normal wear and tear). If the responsible student cannot be identified, all or a portion of those residing in that residence hall, room/apartment may be assigned responsibility by a Residential Life staff member and assessed charges for replacement or repair (excluding normal wear and tear).

Please be sure to report damages promptly so that the damages can be addressed promptly by Maintenance.

When any resident(s) vacate(s) any room/apartment, they must clean it; on inspection, either during the academic year or at the end of it, any damages discovered shall be charged to the residents. Damage charges are assessed to student accounts if the responsible resident is a student. Any disputes about damages must be raised within 90 calendar days.

XI. Prohibited Activities & Items

A. Prohibited Activities

The activities noted below are prohibited in the residence halls. The conduct of or participation in any such activities may result in removal from university housing.

- Using or attempting to use university property in a manner inconsistent with its designated purpose, including but not limited to painting, furniture modification, possession of university-owned items in your personal room/apartment not originally placed in your space, illegally obtained signs, tampering with locks/keys, electrical, plumbing, and fire safety equipment.
- Subleasing or renting out of rooms/apartments (or any university space or portion thereof) for any duration and in any manner, including but not limited to personal contact, newspaper ads and/or website(s) such as Airbnb, Craigslist, Homeaway, vrbo.com, etc.
- Hanging, attaching, or posting items to be visible outside your room on windows/doors and throughout the building (including in hallways or stairwells) without university approval.
- Engaging in activities or using items that can or do result in damage to any room/apartment or anything therein or any other part of the residence hall or other university property therein (e.g., hall sports, skateboarding/rollerblading in hallways, horse-play, etc.).
- Taking any actions that may affect the safety or security of the residence hall and those residing in or near it.
- Tampering with wiring or plumbing or hanging/blocking items from pipes and fire equipment.
- Using nails, paint-removing substances, wall-puncturing, wall decals or permanent-affixing items on windows, walls, doors, ceilings, or appliances. Hanging items

should be done in a manner that does not damage windows, walls, doors, ceilings, or appliances.

- Hanging items from the ceiling.
- Covering or wrapping room doors in flammable materials, particularly loose paper. Dry erase boards are the only items allowed to be posted on the outside of doors.
- Gaining unauthorized entry to areas of residence halls, including, but not limited to, roofs, window ledges, balconies, offices, and dining halls.
- Tampering with or damaging mobility or hearing impaired equipment (e.g., door knockers, bells, lights, door arms, etc.).
- Removing or blocking of door peepholes.
- Engaging in any other unreasonable or inappropriate activity.

B. Prohibited Items

The items noted below are prohibited in the residence halls. Possession of any such items may result in confiscation, seizure, and/or disposal without any notice or warning (other than the foregoing) and disciplinary action, up to and including suspension or dismissal from housing or the university. The university shall not be responsible for any damage to or loss of prohibited items. Exceptions are listed below.

- All items prohibited under the [Student Code of Conduct](#) are prohibited in the residence halls, including but not limited to alcohol and drugs. Refer to the university's [Drug and Alcohol Policy](#) for more information.
- Alcohol bottles used as decorations.
- Personal furniture, including but not limited to couches, chairs, bean bag chairs, mattresses, etc. are prohibited (unless medically necessary and approved by Accessibility Services).
- Firearms, explosives, weapons, and ammunition (including replicas and realistic toys) such as airsoft/BB guns, knives with a blade over 3 inches (excluding university-issued culinary knife kits), brass knuckles, fireworks/firecrackers. Refer to the university's [Firearms Policy](#) for more information.
- All flammable, internal-combustion engine, gas-powered, or open flame and high-heat producing items such as candles, incense, halogen and lava lamps, stoves and grills, personal microwaves, heaters, sunlamps, rope lights, gasoline/butane fuels/torches, and hover boards.
- Wall/ceiling tapestries and flags or other wall or ceiling decorations larger than 2x3 feet.
- Street/stop signs from a community.
- Motorcycles/scooters, etc.
- Large power tools and air conditioners.
- Live holiday trees and artificial trees larger than 4 feet.
- Any other items that are unreasonable for a student residence hall or are otherwise inappropriate.
- In Charlotte, MicroFridges® are provided; no additional microwaves or refrigerators are allowed.

C. Prohibited Items Exceptions

- Small, moveable, non-fabric furniture is approved, provided it does not block any resident's ability to exit the resident's room in an emergency.
- Kitchen and other appliances that do not emit heat (e.g., blenders, mixers, food processors, etc.).
- All power strips or extension cords, provided they are UL certified.
- Keurigs, coffeemakers, and popcorn makers that have an automatic shut off and concealed heating elements are permitted in all residence halls.
- Pets/Animals:
 - Students may have fish in a bowl or tank under five gallons, one bowl or tank per resident.
 - There are limited pet and animal friendly living spaces:
 - In PVD, Harborside Village E and F; the first floor of Snowden Hall; the first floor in McNulty Hall; the ground floor of Harborview; the first floor of East Hall; the first floor of South Hall; and the first floor of Xavier Hall.
 - In CLT, certain suites in Cedar Hall North and South.
 - Types of pets permitted in the pet and animal friendly living spaces are:
 - Dogs (no heavier than 40 pounds and no younger than 1-year-old).
 - Domestic cats (no younger than 1-year-old).
 - Small caged mammals (the cage may be no larger than 16 sq. ft.).
 - No more than one approved pet per resident is allowed.
 - Dead animals are not allowed in university housing.
 - All animals must go through our application process which can be found on the [Wildcat Housing System](#).
 - For specifics regarding pets and animals, please be sure to refer to our [Pet & Animal Friendly Community Guide](#).
 - If you have any questions about emotional support animals (ESAs) or service animals, please contact Accessibility Services.
- In Providence, microwaves are permitted in rooms only if they are rented as part of the MicroFridge® system. See below.
- In Providence, one personal refrigerator per room is permitted as long as the refrigerator meets all of the following criteria:
 - Energy Star certified
 - Do not exceed 2.0 amps or 250 watts
 - Are not larger than 3.3 cubic feet

XII. Health & Safety Inspections

Residential Life conducts health and safety inspections at least once a semester (and more frequently as needed) and generally announces such inspections in advance. These inspections are designed to ensure that your room/apartment is in working order and no fire, health, sanitation, or safety hazard or maintenance concerns exist. If at any other time during the year you have a

concern with your room/apartment, you should report it immediately via the maintenance request system or to a Residential Life staff member.

Johnson & Wales University reserves the right to enter any residence hall, room/apartment, or any other university-owned property at any time in the event the university believes that a violation of the [Student Code of Conduct or local, state, or federal law](#) has occurred or may occur. The university (generally through Campus Safety & Security) may search any residence hall, room/apartment, or any other university-owned property or any resident or guest property therein (such as MicroFridges, refrigerators, room safes, bags, and packages) at any time (i) for fire, health, sanitation, and safety hazards, (ii) for prohibited items, and (iii) for maintenance and inventory reasons. The university may also deactivate resident, guest, or other access to residential halls insofar as provided under the [Student Code of Conduct or as otherwise needed to ensure health, safety, and security](#).

Residents must follow all directives from university personnel related to mitigation of the transmission of communicable diseases (including but not limited to COVID-19) and other health and safety matters. Endemic and pandemic communicable diseases, including but not limited to COVID, often continuously evolve; university policies and federal, state, and local laws are subject to change without advance notice. Residents must keep themselves informed as to the latest directives regarding communicable diseases from the university and federal, state and local agencies and, should any of those directives differ, abide by the more stringent directive.

XIII. Quiet Hours & Courtesy For Others

As members of a residence hall community, residents must understand that the actions of one person can affect the comfort of others in direct and indirect ways. It is the responsibility of every resident to be considerate of those around them.

Quiet hours for all residence halls are as follows:

- Sunday through Wednesday **10 p.m. - 8 a.m.**
- Thursday through Saturday, **midnight (12 a.m.) - 8 a.m.**
- 24-hour quiet periods are in effect during the examination period of each semester and at other times as announced.

During quiet hours, sound must not be audible beyond the limits of any individual room, hallway, or common area.

Moreover, as also discussed elsewhere herein, any time during the day or night, residents must be respectful of one another and maintain a community that does not interfere with anyone's ability to study, relax, sleep, and enjoy other appropriate activities. Residents should, at all times:

- Avoid slamming doors
- Be cautious of speakers/TV volume
- Keep voices at an acceptable level. This includes in your room and in common areas such as hallways, the lobby, building entrances, common rooms, stairways, and elevators.

- For those with parking privileges on site, set the volume of your car stereo at a reasonable level.

If residents or guests in your hall are making enough noise to bother you, you have the right (at any time of day or night) to *politely* ask them to be quieter. If the issue persists, please contact a Residential Life staff member to help address the noise.

XIV. Alcohol & Drugs

A. Alcohol

As stated in the University's [Drug and Alcohol Policy](#), possession or use of alcohol anywhere on university premises is prohibited, with a few exceptions. Alcohol possession and use is permitted to residents of East & West Hall (PVD), Snowden Hall (PVD), Harborside Village & Harborview (PVD) and Cedar Hall South (CLT) who are age 21 years or older, but only if they have satisfied all of the following requirements:

- Signed a Special Agreement Regarding Residential Locations Approved for Alcohol, For ages 21 or Older (“Special Agreement”)
- Participated in the required Residential Life alcohol workshop (“Workshop”)
- Affixed a host sticker to their JWU student ID

The Special Agreement sets forth detailed requirements for such residents, including approved types of alcohol, the amount of alcohol permitted per resident, and rules on hosting guests. At all times, residents must comply with those requirements and all applicable local, state, and federal laws.

Approved types of alcohol and amounts for approved residents who have signed the Special Agreement and have completed the Workshop:

- *No more than one 12-pack of beer (16-ounce maximum per bottle/can) OR*
- *No more than one 12-pack of seltzers/malt beverages (16-ounce maximum per bottle) OR*
- *No more than 2 (two) one-liter bottles of distilled alcohol OR*
- *No more than 2 (two) 750 ml bottles of wine*

Alcohol possession and use is not permitted in the other residence halls regardless of a resident’s or guest’s age. Home brewing is also not permitted in any room/apartment regardless of age.

B. Drugs

As stated in the University’s [Drug and Alcohol Policy](#), illegal drugs, including unlabeled medication bottles or bottles of medication that are not prescribed to the resident or guest who possesses them, are prohibited. In addition, items intended to aid in the use of illegal drugs or excessive alcohol consumption (e.g., bongos, pipes,

hookahs, needles, funnels, etc.) or items perceived to be for drug use are also prohibited in residence halls or on campus.

C. Violations

If a Residential Life team member suspects a resident or guest is in violation of the alcohol and drug policy (or any other policy) behind a locked door, the Residential Life staff member reserves the right to enter the room at any time to ensure the safety of the residents and guests.

Please refer to the [Student Code of Conduct](#) for additional details regarding alcohol and drug violations.

XV. Smoking & Fire Safety

A. Smoking

Johnson & Wales University is a tobacco-free campus.

- All areas of all residence halls are tobacco-free including rooms, bathrooms, and common areas such as lounges, hallways, laundry rooms, entryways, and areas outside the residence hall near room windows. This includes, but is not limited to, chewing tobacco, smoking products, electronic cigarettes (“e-cigs” or “e-cigarettes”), and vaping.
- Never throw cigarettes in mulch or trash receptacles, as they can cause mulch to catch on fire or catch fire in a trash receptacle by igniting combustible items (e.g., paper, etc.) therein.

B. Fire Safety

- Electrical outlets must be appropriately used and electronic equipment (computers, stereos, televisions, hair-styling tools, etc.) must not overload circuits or be improperly wired or have damaged wiring that could create a safety hazard.
- High-heat generating items such as curling irons, clothes irons, and hair dryers should never be left on or unattended while plugged in. In addition, these items should be monitored until they have cooled to avoid potential fire hazards. These appliances should only be used for their designed purpose.
- Fire safety equipment, fire pull box alarms, and extinguishers are placed in the residence halls for your safety and the safety of others. Misuse of this equipment is a serious criminal offense. In addition, it jeopardizes the safety of all residents.

C. Fire Alarms

- Students must exit the building whenever a fire alarm sounds (as required by state law), during routine fire drills, and when illegal or unauthorized use of equipment has occurred. (Be sure to take your JWU ID with you to facilitate orderly entry into the building but only if doing so will not endanger your safety or the safety of anyone else.) Residential Life will direct you to a safe location once you are out of the building. Drills will be performed each semester to ensure that all residents are aware of fire exits.
- Residents are required to keep belongings out of the main walkway and doorway to the room/apartment. By keeping the room/apartment tidy, residents can help ensure that a clear path of egress is always available in the event of an emergency or a drill.

D. Prohibited Actions (among others noted elsewhere herein)

- Propping open fire doors or exterior doors of residence halls.
- Improper use of kitchen/cooking facilities.
- Blocking hallways with furniture or personal belongings.

XVI. Guests

A. Guest Policy

It is the responsibility of each resident to ensure that their guests comply with this Guest Policy and any other applicable rules, regulations, and policies.

- A guest is any individual who does not reside in the residence hall to which such person is requesting access.
- Residents may sponsor a maximum of two guests in a residence hall. The residents should advise their guests of, and the guests must agree to comply with, all university rules, regulations, and policies, including the behavioral expectations set forth in the Student Code of Conduct.
- Overnight guests (any persons not assigned to the room in question) are permitted in the residence halls; however, overnight guests are limited to no more than three visits within seven days or three consecutive nights.
- Residential Life strongly discourages parents and other family members from spending the night during the first week of each semester; during this time, it is imperative for students to make connections with their communities and their campus.
- Guests under 18 years of age but at least 16 years old: Any guests under 18 but at least 16 years old must be approved by authorized Residential Life staff at least one week in advance.
- Guests under 16 years of age: Anyone under the age of 16 (including infants) is never allowed to stay overnight. They may be allowed to visit for a short period of

time in a residence hall, but only if accompanied by a parent or legal guardian and approved in advance by Residential Life.

- Sponsoring residents must accompany their guests at all times and are responsible for their guests' actions and behaviors; sponsoring residents must ensure the rights and privacy of all other residents are respected.
- Residents may be subject to disciplinary action and suspension of guest privileges for any guest conduct that violates university rules, regulations, or policies, including this Guest Policy and the [Student Code of Conduct](#).
- Roommates should be considerate and communicate with one another prior to having guests.
- Roommates must discuss guest visits in advance. If they cannot agree, they should contact a Residential Life staff member to assist with mediating the conversation.
- Providing keys or access cards to guests or anyone else is strictly prohibited.

Both the guest and the sponsoring resident must leave a valid government-issued photo ID with a date of birth with the attendant at the front desk while the guest is in the hall. **Other university or high school IDs are not permitted.** Photocopies, pictures, or virtual IDs are not accepted. In order for you to check in your guest, both the sponsoring resident and the guest must have an original ID that complies with these requirements.

B. Guest Parking

- PVD: Guests must have a temporary permit issued by Campus Safety & Security in order to park vehicles on university property. There is very limited to no visitor parking available at most halls.
- CLT: Guests must park in the Cedar Street Parking Deck. Parking is not permitted in Lot A for guests.

C. PVD Guest Bus Passes

Residents in Providence with non-student guests who wish to use JWU buses must obtain a guest bus pass at the Student Transportation Office or Campus Safety & Security. No guests are allowed on JWU buses without a guest pass along with a valid government-issued photo ID. Residents must accompany their guests when riding the buses and only two guests per resident are allowed on buses at any given time.

XVII. Keys

All residence hall keys (room and mail) are the property of Johnson & Wales University and must not be loaned or duplicated. Report lost or damaged keys immediately to your Residence Life front desk. If you lose or damage your key, there is a replacement fee that will be charged to your student account:

- Room/apartment key: \$100
- Mailbox key: \$50

Turn in any found keys (or other found items, including student IDs) immediately to residence hall front desk staff or Campus Safety & Security.

Lock-Out Policy

Sometimes residents may accidentally lock themselves out of their rooms/apartments, in which case they can request a Residence Life staff member to unlock their doors for them. The resident must produce the room/apartment key immediately after being let into the room/apartment in order to ensure their keys are not lost. A resident will receive three (3) complimentary lockouts per year. Additional requests could result in a charge or a lock change, with costs billed to the student

XVIII. Trash & Recycling

A. Trash

Trash should be disposed of properly and on a regular basis to residence hall trash rooms or trash chutes to maintain a pest free area.

In Providence, residents of Harborside Village must empty trash in the following locations only:

- the dumpsters located between buildings F & G
- the dumpsters located between buildings H & J
- the dumpsters by the Grace Welcome Center

Residents living in pet and animal friendly living spaces should refer to the [Pet and Animal Friendly Community Guide](#) for specifications on appropriately disposing of animal waste.

B. Recycling

All residence halls on campus participate in the university's recycling program. Signs and information on how to recycle can be found in the trash rooms located within each residence hall.

XIX. Laundry

Please note: The university is not responsible for damaged, lost, or stolen items. It is highly recommended that you do not leave your clothes unattended. Guests are not permitted to use laundry machines.

A. PVD

Laundry facilities are located in each residence hall. The cost is \$1.65 to wash and \$1.65 to dry.

Use Laundry Tracker to see when a machine is available or how much time is left on a cycle (enter code: JWU). More details on how to use the tracker can be found in each laundry room.

To report an issue with a washer or dryer, speak with the appropriate front desk staff member or visit the website www.automaticlaundry.com. Residents of Harborside Village should report issues at [jwuLink](#) > Student Services> Online Maintenance Request.

B. CLT

Each residence hall has laundry rooms located on each floor. Laundry rooms are open 24 hours.

Washing machines and dryers are paid for by credit or debit cards branded with Visa, MasterCard, and Discover. The laundry system will allow students to receive a text when laundry is complete and/or when other machines are available for use. Signage in each laundry room will explain taking full advantage of all the CSC laundry system's services.

Please report an issue with any machine through the CSC laundry system or to your front desk.

XX. Microwaves and Refrigerators (PVD only)

One refrigerator is allowed in each room. Students may either rent a MicroFridge® (refrigerator/freezer/microwave combination unit) or bring a personal refrigerator that must not exceed 3.3 cubic feet. To rent a MicroFridge® or get more information, go to www.mymicrofridge.com or call 1-800-525-7307. **This outside vendor manages the payment for the rental.**

Microwaves that are not part of a MicroFridge® unit and additional freezers are prohibited.

Harborside Village comes equipped with fridges and microwaves in each kitchen; additional microwaves are not permitted.

XXI. Mail & Packages

Depending on the residence hall, a resident may have their own mailbox or share one with their roommates. In either case, each resident is assigned a mailbox and provided with a key. The mailbox assignment a resident receives at the start of the school year will remain in effect for the duration of the academic year. If the key is damaged or lost (whether by theft or otherwise), it should be reported immediately to the front desk staff. The cost of a replacement mail key is \$50.

Student mail and packages are delivered from a postal service to the front desk of each residence hall Monday-Saturday during the academic year, beginning on the second day of classes of a new

semester. Mail is suspended on national/local holidays, during the university winter holiday break, and at the close of the academic year.

Students who receive packages will be sent an email to their JWU email address notifying them that they have received a package; the email will specify where the package is to be picked up, the designated pick-up times, and how long the student has to retrieve the package. If students do not collect their packages within this time period, they will be returned to sender.

- **Do not send mail or packages before your move-in date.** Residential Life can only accept items for students who have officially checked in and are actively residing in the building; mail and packages sent prior to check-in will be returned to sender.
- Mail is not automatically forwarded. Residents are required to communicate a change of address to anyone that delivers mail to them (whether the change results from the close of the academic year; a move to a different room/apartment or hall during the year; living elsewhere on or off campus for the summer; or no longer being enrolled at the university) and complete a mail forwarding card with the U.S. Postal Service. An incorrect residence hall address will result in mail being returned to sender.

A. PVD

Resident mail should be addressed as follows:

Student Name
Hall & Room Number
Street Address
City, State and Zip Code

JWU Residence Hall Addresses		
Hall	Hall Address	Front Desk Phone
Harborside Village	100 Harborside Boulevard Providence, RI 02905	401-598-5149
McNulty	101 Pine Street Providence, RI 02903	401-598-4797
Snowden	32 Page Street Providence, RI 02903	401-598-1025
South (East & West)	6 Washington Avenue Providence, RI 02905	401-598-4720
Harborview	1150 Narragansett Boulevard Cranston, RI 02905	401-598-1154

B. CLT

Resident mail should be addressed as follows:

Student Name
Street Address
City, State and Zip Code

JWU Residence Hall Addresses		
Hall	Hall Address	Front Desk Phone
Cedar Hall North	725 W. 4 th Street Charlotte, NC 28202	980-598-1851
Cedar Hall South	215 S. Cedar Street Charlotte, NC 28202	980-598-1871

XXII. Breaks & Residence Hall Closing

During breaks (the dates for which can be found on the academic calendar), residence halls are open with limited or no services (e.g., no dining, mail, front desk operations, and transportation services will be provided). No guests are allowed during such breaks. If a resident wishes to remain in university housing during such breaks, the resident may be charged a fee in order to offset the costs of keeping the residence halls open during the breaks, irrespective of whether the stay is for just one night or the entire break.

Prior to vacating for all breaks, students must ensure:

- All windows and doors are locked.
- All electrical appliances are unplugged.
- Small refrigerators are unplugged and defrosted.
- Rooms/apartments are clean, trash is removed, and no items have been left on the floor or window sills.
- All medications have been taken home by the resident.
- Although it is not necessary for residents to remove all belongings, it is recommended that residents secure all valuables or take valuables with them during the break. As previously noted, the university will not be responsible for damage to or loss of any resident or guest belongings.

Residential Life will provide more information about how to sign up to remain on campus prior to breaks on request.

If a student is moving out at the end of the fall semester, the student must vacate the residence hall no later than noon on the last Friday of finals week. Students registered for any courses that continue to meet after this date should make alternative housing arrangements.

Residents are responsible for ensuring their room/apartment is in compliance with all requirements outlined by Residential Life for the academic year and breaks.

XXIII. Checking Out of Your Residence Hall

Students must vacate their rooms/apartments within 24 hours after the last examination of the semester, termination of their student status, or a change in their housing eligibility. At the close of the academic year, students must **depart the earlier of (1) within 24 hours of their last**

examination and/or (2) no later than Wednesday of finals week at noon. Graduating students must depart by 10:00 a.m. on the Sunday after spring semester graduation.

All personal property must be removed when the room/apartment is vacated. Residential Life does not store or keep items for pickup at a later date. Personal property left behind will be classified as abandoned and removed for permanent disposal. There is no storage on campus. We recommend you contact a local storage company for your storage needs.

Once you have packed all of your belongings and you are ready to depart, you have two options for checking out:

A. Standard check out

Visit the front desk of your hall and let the front desk staff member know you are checking out. An RA will accompany you to make sure your space is in good order, collect your keys, and sign you out. Any damages found or missing keys will be indicated during your inspection and assessed to your student account.

B. Express check out

Visit the front desk of your hall and fill out the express check out envelope. Insert your key in the envelope, seal it, and drop the sealed envelope in the express check out box located in your building's lobby. At a later time/date, a Residential Life staff member will inspect your space and assess any damages.

Please note: If damage or trash is found at check out, all residents of the room/apartment could be assessed for the damage unless a specific resident(s) takes responsibility. If no one assumes responsibility, the total cost of the damages will be equally divided among the residents of the room/apartment. Students who utilize the express check out waive the right to appeal any damage or trash charges assessed to their accounts.