

2021-2022

GUIDE TO RESIDENTIAL LIVING

CEDAR HALLS NORTH & SOUTH AND CITY VIEW TOWERS



JOHNSON & WALES
UNIVERSITY

CHARLOTTE CAMPUS

GREETINGS FROM THE DIRECTOR

On behalf of the entire Residential Life team, I welcome you to on-campus housing at Johnson & Wales University Charlotte. Whether you are new to on-campus living or have been with us before, we are excited to have you as our resident!

On-campus living has apparent benefits, such as location in uptown Charlotte and convenience to campus buildings and services. We encourage you to be actively involved in your residential community and to take full advantage of all that on-campus living has to offer.

Three essential tips for a successful residential experience:

Get involved in your building community by participating in programs and getting to know your fellow residents. You have one thing in common with every other person here— your education! Make the most of this diverse living experience by developing friendships that will support you through your time at JWU and possibly throughout the rest of your life.

Get to know your building staff. Your Resident Assistant (RA) and your Area Coordinator (AC) are a resource to all the university offers. The AC is a live-in professional who manages the building, ensures your safety, and supervises the Resident Assistants. The RA is a student just like you, who is here to offer support, programming opportunities and provide a safe, living-learning environment.

Become familiar with this guide. It contains important information you will need before arriving on campus and policies/procedures in place while living on campus. We also encourage you to stay informed throughout the academic year by reviewing items on bulletin boards, checking jwuLink and your email, and following Residential Life on the various social media apps.

I hope the coming year is one of success and happiness for you. Please feel free to call upon any of us in Residential Life should a need arise.

Sincerely,

A handwritten signature in black ink, appearing to be 'Shannon Coleman', written in a cursive style.

Shannon Coleman
Director of Residential Life

RESIDENTIAL LIFE

Residential Life is located on the first floor of Cedar Hall South. It is open Monday – Friday from 8:30 am to 4:30 pm. Always feel free to stop by or contact us by phone at 980-598-1800 or by email at reslife.clt@jwu.edu if you have any questions or concerns.

Department Purpose

Create a memorable experience by promoting inclusive learning environments beyond the classroom while providing a community of care to residential students.

Vision Statement

The Office of Residential Life provides a comfortable, safe, well-maintained, and equipped housing facility that fosters an atmosphere conducive to each residents' personal growth and academic success. In addition, we enhance a student's educational experience by providing leadership opportunities, social activities, and quality educational and cultural programs while encouraging responsible citizenship.

Foundational Principles

- Nurture existing and future learning partnerships from within the JWU community.
- Develop opportunities for students to create multiple paths of success and connection through self-selection of living experiences.
- Continually explore opportunities for self-governance and strengthen a sense of community.
- Examine innovative building renovation opportunities that add value to the residential experience and JWU as a whole.

Goals of HRL

- To offer students a memorable collegiate experience while providing them with an environment conducive to study, growth, and positive interactions
- Provide opportunities for student involvement in campus activities, leadership positions, and decision-making
- Maintain an environment supportive of a diverse population
- Challenge residents to be responsible community citizens and positive role models
- Maintain quality facilities by providing comprehensive maintenance to apartments and resident hall rooms
- To maintain a student-oriented, unbiased, and user-friendly staff
- Promote an academic atmosphere supportive of the educational endeavors of students
- Model holistic health, professionalism, and personal responsibility for living on-campus

Rights and Responsibilities of Residents for Community Living

To maintain an environment that supports the well-being of every resident, each 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.

Primary Rights

- The right to read and study without interference, unreasonable noise, or other distractions
- The right to relax and sleep without unreasonable interference, noise, or distractions, and the responsibility to help others have this right;
- The right to live in an area that is free of intimidation, physical, or emotional harm, and the responsibility to ensure this right for others;
- The right to maintain one's personal beliefs and values, and the responsibility to respect others' beliefs and values;

- The right to have respect shown for one's personal belongings and property, and the responsibility to respect others' personal property as well as community property;
- The right to a clean living environment and the responsibility to help keep it clean;
- The right to feel safe in University-owned residences as well as have free access to one's room and other facilities in the hall, and the responsibility to help ensure the safety of others in the halls;
- The right for redress of grievances/complaints addressed fairly and expeditiously, and the responsibility to seek assistance in settling conflicts.

Subordinate Rights

- The right to have respect shown for one's privacy, and the responsibility to respect the privacy of others;
- The right to have guests within a residence, and the responsibility for the behavior of those guests; guests must abide by all JWU Charlotte and Residential Life rules, and regulations host(s) must follow the Visitation Policy outlined in this handbook.

Basic Principles of Responsibility

JWU Charlotte is committed to a philosophy whereby students are treated as adults. As such, each student has primary responsibility for the quality of their educational experience and meeting the university's academic and social expectations. JWU Charlotte strives to be more than a reflection of the society of which it is a part. Through its programs and its example, the university seeks to challenge the community to adopt ever-higher standards and expectations for its members. However, the university is not a sanctuary from the larger society, nor from the laws and expectations of that society.

Institutional expectations, regulations, and practices are established to provide an environment conducive to human growth, to reflect the values to which the university subscribes, to recognize the proximity in which students live with one another, and to recognize the developing capabilities of students as they encounter and progress through the University experience. The purpose of these expectations, regulations, and practices is to promote:

- The academic mission of the university;
- Those opportunities and settings that facilitate the coming together of persons of different persuasions and backgrounds;
- Respect for the rights of others;
- It is the student's responsibility to initiate and maintain communication with parents or guardians. This is especially the case when enrollment is discontinued or when circumstances exist that may affect a student's ability to maintain good academic and/or social standing or meet graduation requirements.

Residential Life Expectations

Student residences are intended to serve the students as housing, study, and social centers. They operate for the improvement of the University community and support the academic mission of JWU Charlotte through educational living experiences and intentional programming. It is expected that individuals of the community will assume an equally active role in maintaining a safe, secure, and enjoyable environment that will promote its members' courtesy, respect, and responsibility.

Residential Life staff assist and facilitate this ongoing process rather than assume the complete or exclusive responsibility for maintaining a positive residential setting.

Expectations for Behavior of Individuals and Groups

Student participation in behaviors and/ or activities that develop to the degree that elicits public alarm disturbs the peace, threatens, endangers, or injures/damages the well-being, safety, or property of any person(s), or harms public or private property is prohibited. Similarly, student behavior that disrupts or interferes with the orderly processes of the university is also prohibited. "Orderly processes of the University" are viewed to include, but are not limited to the living, learning, and working environments, such as the holding of classes, the carrying forward of University business, arrangements for adequately authorized and scheduled events, and the observance of regulations and procedures. Students admitted to the

university, on-campus or elsewhere, are subject to all University policies, regulations, and expectations whether or not the university is in session.

Residential Life Staff

Director of Residential Life is responsible for the overall planning, organization, implementation, and supervision of all campus housing services and personnel, including budget development, orientation housing, and summer conferences.

Associate Director of Residential Life for Community Standards (AD) leads the residential life team in the department's daily operations to meet educational objectives, build community, and serve as a university community standard & conduct hearing officer for student matters.

Area Coordinators (ACs) are full-time professional staff members. They live in the residential community they are assigned to and supervise the Resident Assistant staff. They are responsible for overseeing the day-to-day operations of a residential area and assuming leadership responsibility for staff development, residential programming, operations, and student success.

Residence Life Coordinators (RLCs) are part-time professional staff members who live in on-campus housing, assist with large-scale all community programming, co-advise the Residence Hall Association, and supervise the front desk staff. In addition, they help the Area Coordinators overseeing the day-to-day operations of a residential area and assuming leadership responsibility for staff development, residential programming, operations, and student success.

Residential Life Assistant and Student Affairs Administrative Assistant is responsible for managing the daily administrative tasks for the office.

Resident Assistants (RAs) work to establish a safe and accepting environment for their residential community by offering support, information, and opportunities for education and entertainment throughout the year.

Desk Assistants (Das)/Student Assistants (SAs) are part-time student workers who help monitor the desk services' daily activities and operations in the residence halls.



ON-CAMPUS RESIDENCE FACILITIES

Residential Life provides housing for approximately 1,300 students in three residential facilities. Campus residence facilities are divided into two categories: traditional residence halls and apartments. All registered first-year and sophomore full-time undergraduate students are required to live on-campus, except those who are 21 or older, residing with an adult relative within 50 miles of the Charlotte Campus, are single parents or married/domestic partnership or transfer students (after high school). Juniors and seniors are eligible to live on campus, but their housing is not guaranteed.

Cedar Hall North houses 370 residents at total capacity, and Cedar Hall South houses 382 residents in suite-style rooms with two bedrooms. City View Towers houses 554 residents with apartments in a 4-bedroom configuration.

Students may also become familiar with the campus by assessing the [campus map](#).

LEARNING COMMUNITIES

Students living in Cedar Hall South can elect to reside in living-learning communities, comprised of building floors developed around a common theme.

The *Business Learning Community* is designed for business majors who wish to enhance their experience at JWU by participating in this academically focused residential community. Students in the business-sponsored learning community will have the opportunity to participate in programming focused on their major and will have the chance to interact with staff and faculty outside of the classroom. In addition, students will have the opportunity to participate in ongoing programs presented by staff, faculty, and floor residents.

The *Hospitality Learning Community* is designed for hospitality majors who wish to enhance their experience at JWU by participating in this academically focused residential community. Students in the hospitality-sponsored learning community will have the opportunity to participate in programming focused on their major and will have the opportunity to interact with staff and faculty outside of the classroom. Students must be currently enrolled in the Hospitality College to live within this community. Additionally, students will have the opportunity to participate in ongoing programs presented by staff, faculty, and floor residents.

The *Culinary Learning Community* is designed for culinary arts majors who wish to enhance their college experience through programs focused on the field of culinary arts and also to develop collaborative relationships with other students and faculty in the College of Culinary Arts. Students must be enrolled in the College of Culinary Arts to live within this community.

The *Baking & Pastry Learning Community* is designed for baking & pastry arts majors who wish to enhance their college experience through programs focused on baking & pastry arts and develop collaborative relationships with other students and faculty in the College of Culinary Arts. Students must be enrolled in the Baking & Pastry Program to live within this community.

ROOM ASSIGNMENTS AND RESIDENCY POLICIES

Residency Requirement – First-year and second-year students must live on campus except those 21 or older, residing with an adult relative within 50 miles of the Charlotte Campus, are single parents or married/domestic partners, or are transfer students. Students falling into one or more of the above exemption categories are required to complete and submit a *Housing Contract Release & Exemption Form*, available through the Wildcat Housing System. This form must also include documentation to support why the student is requesting an exemption from living on-campus. In addition, to remain on campus, you must be an enrolled student (part-time).

Housing Contract – Living in campus housing requires that each student electronically agrees to the Room Terms Agreement, which confirms the contract’s residency period and other essential conditions through the online housing selection system. This agreement is in effect throughout the entire academic year for which the student has agreed to live on-campus. Electronic agreements to the terms and conditions of the contract are binding even if the resident is less than 18 years of age. Students are advised to print a copy of this agreement before accepting it for their records.

How Rooms are Assigned – Housing is generally secured for the entire academic year occupancy period. The only exceptions are students participating in a long-distance internship or externship experience, graduating at the end of the fall or winter terms, or withdrawing from the university during the academic year. All students are responsible for accessing the online housing selection system, Wildcat Housing System, at jwuLink and going through the appropriate steps to secure on-campus housing. Returning students (including rising 2nd-year students) will participate in a housing selection program during the spring term to apply for housing for the following academic year.

Per state and federal laws, no discrimination in contracting or assignments is made based on race, gender, religion, age, veteran status, color, disability, national origin, or ancestry. In addition, Johnson & Wales University welcomes all persons regardless of sexual orientation.

If you have been assigned to a building and then become inactive or decide to go on co-op/internship/term abroad, you will forfeit your assignment. Upon your return, there is no guarantee that you will be assigned to the same building or room/apartment.

A student who fails to occupy an assigned space by the last day of check-in will forfeit their assignment to a particular room/apartment *unless* a written statement providing sufficient cause for retention of the assignment is submitted and approved beforehand by Residential Life. In addition, the student will be held to the contract and housing charges for the **entire** academic year as long as they are a registered, active student at the university.

Housing Costs - Housing charges are assessed to the resident’s account each term. Payments must be made by university deadlines. Rates are subject to change annually. For info about fees, please refer to the [Student Academic & Financial Services website](#).

Room & Apartment Changes – Rooms and apartments are to be occupied only by the person(s) properly assigned to them, according to Residential Life records. Housing assignments are not transferable, and subletting is strictly prohibited. Room and apartment changes are permitted after the first two weeks of every term. This is what is called a two-week moratorium or “housing freeze.” Residential Life requires this period to confirm who is residing in each residential space on campus and make necessary administrative moves. To request a room or apartment change, students should visit the front desk of their residence hall and speak with their Area Coordinator. The AC will review each request to determine if the change is possible.

Unauthorized room and apartment changes (including relocating within the same room or apartment) are considered a violation of the Student Code of Conduct. Students found in violation will be subject to review through the student conduct process and may be required to relocate back to their original assignment.

Vacancies –Residential Life strives for full occupancy in each building. Suppose a vacancy becomes available in any room or apartment. In that case, the remaining student(s) in that room or apartment agree(s) to accept a new occupant **at any time** to fill the existing vacancy. Any student visiting a potential new room or apartment assignment to view the space should be welcomed without suggesting that the area is unavailable. Discouraging potential room/suitemates from taking the room or interfering with the housing placement process will be considered a violation of the Student Code of Conduct. Behavior that discriminates against a newly assigned occupant will be sufficient grounds for reassigning the existing occupant(s) or removing said occupant(s) from the community. Such determination will be made at the discretion of the Director of Residential Life or the Associate Director of Residential Life for Community Standards. Residential Life also reserves the

right to remove students from the community—especially those who, by their behavior, have exhibited disregard for the residential community—for the terms and conditions of assignment occupancy or other university/housing rules and regulations. The university may terminate this agreement and take possession of the room at any time for violations of the Student Code of Conduct as prescribed in the *Student Handbook* and this guide. Suppose a violation results in a student’s suspension or dismissal from the housing. In that case, the student must pay housing charges for the remainder of the term during which the suspension/dismissal takes effect.

Consolidation - Residential Life reserves the right to move residents for consolidation purposes, disciplinary action, a facility failure, safety reasons, or for other reasons in response to unforeseen circumstances. In the event of a decision to consolidate rooms, students will be informed as soon as possible. Available spaces will be assigned at the discretion of Residential Life.

Unauthorized Residents – If a space in a room or apartment becomes available, the remaining resident(s) may not allow another person (JWU or non-JWU affiliated) to reside in this space. For the well-being of all on-campus students, Residential Life must have accurate information on housing occupancy at all times. In addition, the Department of Residential Life must have all viable open spaces accounted for. **Students found in violation may be referred to Student Conduct for a review under the Student Code of Conduct.**

Entering Student Rooms & Apartments - Residential Life reserves the right to enter student rooms/suites/apartments for any of the following reasons: emergency, maintenance, health and safety inspections, suspicion of inappropriate behavior/policy violation, and administrative necessity. **Students refusing to grant entry to any university official (including ACs, RLCs, and RAs) acting in the performance of their duties may be deemed in violation of the Student Code of Conduct and may be referred to Student Conduct.**

Break Housing – During the Thanksgiving Break and Spring Break, all residential facilities remain open for students on campus. However, the Student Dining Center is closed. During the winter break, Cedar Hall North and Cedar Hall South will close on **Friday, December 17, 2021, at 5 pm** and reopen on **Sunday, January 9, 2022, at noon**. City View Towers remains open throughout the winter break, but the front office will be closed during this break. Students residing in Cedar Hall North or Cedar Hall South are required to vacate during Winter Break but are not required to remove all of their personal belongings. Residential Life encourages Cedar Hall North and Cedar Hall South residents to make alternate housing accommodations during the dates above if they plan to remain in Charlotte.

Early Arrival to Campus – Students are not permitted to arrive before their assigned move-in day for staffing and security reasons. In rare instances, early arrival may be granted by the Director of Residential Life; however, a daily fee will be imposed. If you have extenuating circumstances that result in the need to arrive early, these are addressed on a case by case basis by contacting Residential Life via email: reslife.clt@jwu.edu. Approval of early arrival requests cannot be guaranteed.

Departing Before the End of the Occupancy Period – Residential students, who withdraw from the university, are dropped from classes, are removed from housing through the Student Code of Conduct process, or for any other reason must complete the official check-out process. Generally, students are required to vacate their housing assignment within 24 hours of their notice of being dropped or withdrawing from the university. Due to sanctions through the Student Code of Conduct process, removals may have stricter deadlines to move out of on-campus housing. Students will be required to participate in a Standard Check-Out process or may complete an Express Check-Out. Students should contact their Area Coordinator (AC) immediately if they fall into one of the above criteria for further instructions on moving out. Students will be required to remove all personal belongings from their assignments. **Residential Life does not assume responsibility for any personal belongings left in the student’s housing assignment. Students may not store personal belongings on-campus, nor will Residential Life be responsible for shipping items to students. Items left behind by students will be considered abandoned, regardless of value, and disposed of or donated to a local charity.**

Termination of Housing Contract by the University – Upon reasonable notice and for a good cause, the university reserves the right to terminate a student’s housing contract. Should the contract be terminated, the student will be required to vacate the building within 24 hours unless special written permission has been obtained from the Director of Residential Life or their designee. Room charges will still be assessed to the student.

Residential Life will, at its discretion, deny on-campus housing to students who have been charged with or convicted of a felony if it appears they have a personal history, which presents an unacceptable risk to the building community.

In addition, Residential Life will, at its discretion, deny on-campus housing to students who have demonstrated a personal history that presents an unacceptable risk to the building community, including previous student conduct behavioral violations and/or residential life policy violations.

If the decision is made to deny on-campus housing before move-in, all housing charges will be credited to the student’s account. However, suppose the decision is made to terminate on-campus housing rights once the student lives on campus. In that case, the student will be required to pay full or portions of the term’s room charges, depending on the situation and the university’s refund policy, as stated in the *Student Handbook*.

In rare cases, Residential Life may grant a contract release to a student who cannot remain on campus—typically due to severe financial constraints or significant medical needs that impede the student’s ability to reside on campus and attend the university. Residential Life or the exemption/release committee will only review a contract release request, which has been submitted by completing the *Housing Contract Release & Exemption Form*, available in the Wildcat Housing System through JWULink. Request forms must also include relevant and supporting financial or medical documentation. In the exceptional case a release is granted, the student will be responsible for paying room charges for the remainder of the term during which the waiver was approved.

Damage Charges and Community Charges – Charges for loss or damage to communications wiring, physical structure (walls, windows, doors, ceilings, floors, etc.), furnishings, or equipment in a student’s apartment or bedroom will be assessed to the student(s) of that apartment or bedroom. Charges for loss or damages to public area furniture, physical structure, and equipment not able to be assessed to a particular individual will be charged against the residential unit (i.e., floor or building community).

Personal Property Liability – Johnson & Wales University and/or Residential Life will assume no responsibility for the loss, damage, or theft of personal property belonging to, or in the custody of, the student for any cause whatsoever, whether such losses occur in student apartments or residence hall rooms, public areas or elsewhere in the building. Students are strongly encouraged to carry personal property insurance.

Storage – There is no storage for students’ belongings on-campus during the academic year or over the summer. Students must seek their own arrangements, if necessary, for the shipment and storage of personal belongings.

RESIDENCE HALL COMMUNITY AMENITIES

Vending Machines – JWU contracts with Canteen to supply quality beverage and snack vending machines conveniently located on every floor of Cedar Hall North & Cedar Hall South. Vending machines accept coins and bills. Need a refund? Contact the telephone number located on the machine. **Vandalism to any machine should be reported to Campus Safety & Security immediately at 980.598.1900. Students found responsible for damage to vending machines will be referred to Student Conduct for review through the Student Code of Conduct process.**

Internet Access – WIFIJWU is the on-campus student residential network, which allows you to connect to university online resources and the Internet. The university does not charge a fee for this service.

All you need is a computer with a wired network card for access from your residence hall room. Desktop and notebook computer wired network cards cost approximately \$20 and \$40 and are included on most new computer purchases. You will also need a wireless card for wireless access at specified locations throughout campus. Notebook computer wireless network cards cost between approximately \$50 and \$80 and are included on most new notebook computer purchases.

Learn how to set up and access WIFIJWU, steps to take to protect your computer from viruses and spyware, and more details and step-by-step instructions at the [University Help Desk website](#) and by clicking “on-campus network.”

Wi-Fi Hotspot Locations:

- Academic Center
- Gateway Center 4th Floor
- Cyber Lounge
- Library
- Cedar Hall North
- Cedar Hall South
- Residence Hall Quad
- City View Towers

When you have a notebook computer with a wireless card (or wireless device) in a wireless area, simply connect to the wireless network named “WIFIJWU” (see your particular notebook computer or wireless card user manual for instructions), then open a web browser and follow the instructions listed to log in with your JWU ID and password.

Telecommunications – Many changes are occurring across the university as we seek to consolidate and improve services for students. Although telephone service is no longer available in residence hall student rooms, a courtesy phone is located in the common room on each floor of Cedar Hall North and Cedar Hall South. These telephones may be used to call staff, faculty, and any JWU office by dialing the 4-digit extension. In addition, for medical and other serious emergencies, these telephones may be used to dial 911 for assistance and then Campus Safety & Security at extension 1900.

LAUNDRY

Cedar Halls North & South – Each residence hall has laundry rooms located on each floor. Laundry rooms are open 24 hours. The university is not responsible for lost or stolen items. Therefore, we recommend that you do not leave your clothes unattended.

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 Mac-Gray laundry system’s services.

Please report an issue with any machine through the Mac-Gray laundry system or to your front desk to report a problem.

City View Towers – Each apartment contains a side-by-side or stacked washer-and-dryer unit. Guests are not permitted to use these machines and are only to be used by the apartment residents. These units do not require cards or coins to operate. Residents cannot dry/air out clothes or other items by hanging them from their windows or rigging temporary clotheslines in their apartments. To report an issue with your washer or dryer, submit a work order through the Schooldude system at [jwuLink](#). For assistance with completing a maintenance request, please see a Residential Life staff member.

MAIL & PACKAGES

Cedar Halls North & South – Mailboxes are provided for each student in our residence halls. Each resident will be provided a key which you will need to keep in a safe place. If the key is lost or misplaced, come to the front desk and let us know right away! Students will be charged \$50.00 for replacement mailbox keys. NOTE: The mailbox assignment you receive at the start of the school year will remain in your mailbox for the duration of the academic year, even if you move to another room or building.

If you receive a package, a slip will be placed in your mailbox. Please bring your package slip and student ID to the mailroom located in Cedar Hall South, Monday – Friday, 9 am – 5:00 pm, to retrieve your package. Unfortunately, packages cannot be picked up outside these hours, including weekends and holidays when the university is closed.

Below is an example of how your mail should be addressed (assuming Cedar Hall North assignment):

Student Name:	Joe Student
Street Address:	725 W. 4 th Street, Box ##
City, State and Zip:	Charlotte, NC 28202

City View Towers - Mailboxes are provided for each apartment and shared by all occupants. Each resident will be provided a key which you will need to keep in a safe place. If the key is lost or misplaced, come to the front office and let us know right away! Students will be charged \$50.00 for replacement mailbox keys.

Do not send mail or packages before your move-in date. Residential Life will only accept items for students who have officially checked in and are actively residing in the building.

Mail is not automatically forwarded. If you move at any time (including at the end of the year), you will need to notify sources of your new address and complete a mail forwarding card with the US Post Office.

Mail is distributed into mailboxes directly by the postal service. If you receive a small package via USPS, a key will be placed in your mailbox to retrieve the package. This key will open the larger package mailboxes. Once you retrieve your package, leave the key in the lock of the package mailbox. For packages sent by all other carriers, your package will be brought to the front office. The package will be logged, and you will be sent an email to your JWU email that your package is available for pick up. Packages are available for pick up 8:30 am - 5 pm, M-F. After hours Mon-Fri, the RA On-Call will come down upon request to distribute packages.

Below is an example of how your mail should be addressed:

Student Name:	Joe Student
Building & Apartment Number:	City View Towers, Apartment 103
Street Address:	425 W. 5 th Street
City, State and Zip:	Charlotte, NC 28202

The addresses and front desk/office numbers for all of our residential facilities are listed below.

BUILDING	FRONT DESK/OFFICE PHONE	BUILDING ADDRESS
Cedar Hall North	980-598-1851	725 W. 4 th Street, Charlotte, NC 28202
Cedar Hall South	980-598-1871	215 S. Cedar Street, Charlotte, NC 28202
City View Towers	980-598-1861	425 W. 5 th Street, Charlotte, NC 28202

If you are sending “pre-paid” outgoing packages via carriers such as UPS, FedEx, or USPS, please bring them to Printing & Mailing Services, located on the 3rd floor of the Academic Center. Printing & Mailing Services is open Monday – Friday from 7 am – 4:30 pm. For more information about available services, contact Printing & Mailing Services at 980.598.1650.

MOVE-IN DAY

Directions/Parking – for directions to the campus, please visit the [Directions & Transportation](#) website. Parking is provided for all students and their families during opening weekend. University representatives will direct you to unload and parking zones.

Tips

Pack in many small boxes rather than a few big ones: Although all of our buildings have elevators, they will be busy during move-in, and you may use the stairs.

Bring assistance, but not too many people! A little bit of move-in help is always good, but keep in mind that your room/suitemates will also have people coming, and the rooms will be crowded with boxes.

Bring your own personal cart/hand truck. This will make moving in much more manageable. Unfortunately, the university **does not** provide hand trucks and has a limited number of move-in boxes.

Plan for the weather. Try to pack items in weather-resistant material, such as Rubbermaid® storage containers, instead of cardboard boxes. Bring ponchos in the event of rain (it’s hard to carry boxes with an umbrella 😊)!

Dress comfortably. Moving is always hard work. Wear light clothing and comfortable shoes.

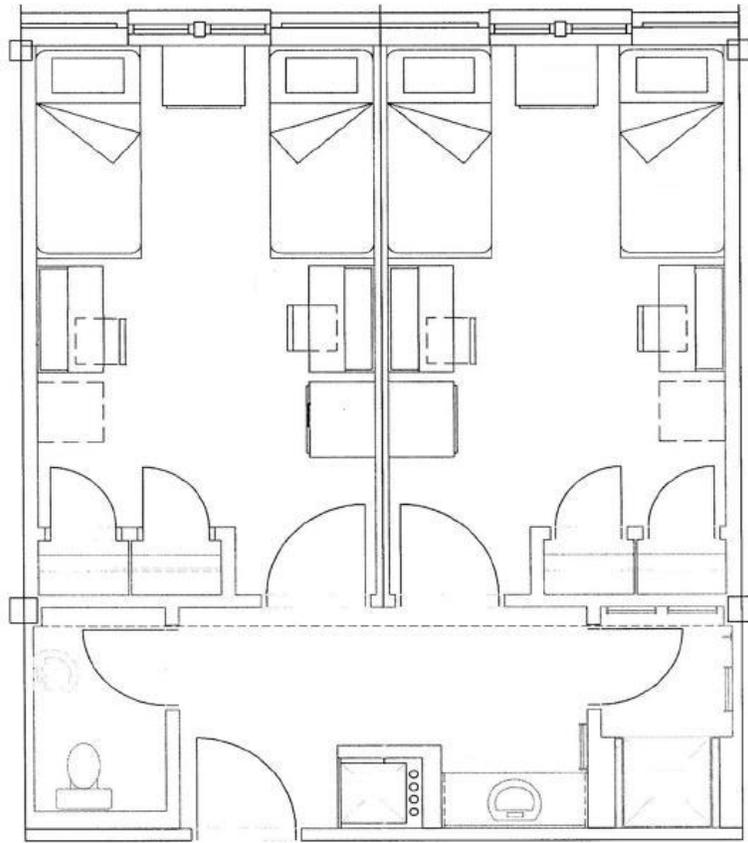
Contact your roommate before you pack. Make sure you are not doubling up on large items, such as TVs, stereos, etc.

If you live close by or within a reasonable travel distance, only bring seasonal clothing with you. You can always switch to winter clothing on a visit home.

Don’t worry if you forget something. Residential Life staff can direct you to the nearest stores, grocery, and retail outlets. Don’t feel as though you need to bring everything with you.

SUITE LAYOUT AND DIMENSIONS

Cedar Hall North & Cedar Hall South offer 2-bedroom suite configurations housing four students, with a small number of 2-person suite layouts. Below is the standard suite layout and dimensions for the furniture provided to each student.



Furniture Dimensions

- (1) 3-drawer dresser [24" d x 30" w x 29.5" h]
- (1) 4-drawer desk [24" d x 42" w x 29.5" h]
- (1) 2-position desk chair [24.5" d x 18.5" w x 32" h] [Seat height: 17"]
- (1) Adjustable/bunkable XL twin-size bed [36" w x 80" l] [Maximum height: 31"]
- Closet with shelf and rod

THINGS TO BRING

Here are some of the common items you should remember to bring:

Appliances

Alarm clock
Extension cord or power strip
Hair dryer
Iron (*automatic shut-off only*)
Lamp (*no halogen bulbs*)
TV/VCR/DVD
Stereo

Desk/Study Items

Computer (*with laptop lock if needed*)
Desk organizer
Pens/pencils; pencil sharpener
Envelopes and stamps
Notebooks
Stapler and staples
White out
Scissors

Personal Hygiene

Bathrobe
Brush/comb
Dental floss
Deodorant
Hair care
Nail file/clippers
Shaving items
Soap
Shampoo/conditioner
Tissues
Toilet paper

Cleaning and Laundry Items

Broom
Detergent and fabric softener
Disinfectant
Laundry bag/basket
Trash bags
Trash basket
Bathroom cleaning supplies

Linens

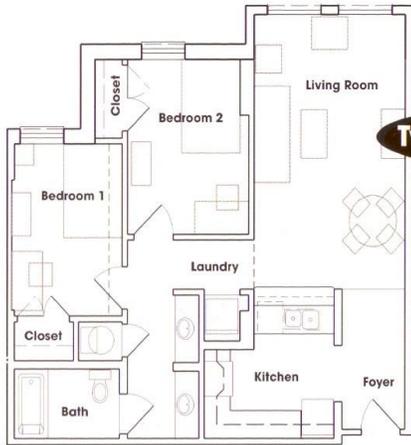
Twin sheets (*standard or extra long will work*)
Comforter
Blanket
Pillows
Mattress pad

Room Accessories

Posters, pictures
Removable adhesive

APARTMENT LAYOUTS AND DIMENSIONS

City View Towers offers 4-bedroom apartment configurations, with a small number of 2- or 3-bedroom layouts. Below are apartment layouts for each configuration and dimensions for the furniture provided in each bedroom. Each apartment is furnished with a couch, sofa chair, end table, coffee table, entertainment center in the living room area. Bedrooms are also provided with a ceiling fan/light. Living room areas do not have illumination.



Two-Bedroom



Three-Bedroom



Four-Bedroom

Furniture Dimensions

- (1) 4-drawer dresser [18”d x 36”w x 39”h]
- (1) Desk [24”d x 47”w x 30”h]
- (1) Desk chair [22”d x 16.5”w x 34”h]
- (1) Full-size bed [54”w x 80”l]
- Closet with shelf and rod

University Provided Amenities**Recommended Items to Bring****Living Room (carpeted floor)**

Couch (fully upholstered)
Arm chair (fully upholstered)
Coffee table, end table
TV stand
Cable TV hook-up

Television, DVD player/VCR
Coasters (for coffee table)
Vacuum
Telephone
Stereo

Kitchen (tiled floor)

Full-size refrigerator with freezer
Oven/range
Sink with garbage disposal
Microwave
Dishwasher

Pots/pans
Plates, bowls, cups
Utensils
Can opener
Dishwashing liquid/detergent
Paper towels
Broom/dustpan
Mop
Dish towels
Kitchen cleaning supplies
Trash can and trash bags

Bathrooms (one or two)

Tub with shower or roll-in shower
Shower curtain
2-4 sinks with mirror
1-2 toilets

Toiletries (shampoo, soap, etc)
Hand soap
Toilet paper
Towels, wash clothes
Bathroom cleaning supplies
Bath mat
Trash can and trash bags

Bedrooms (carpeted floor)

Full-size bed
Dresser
Desk with chair
Built-in closet
Internet connection
Ceiling fan with light

Full-size bed linens
Pillows
Hangers for closet
Alarm clock
Ethernet cable for Internet connection
Small bookshelf
Storage bins
Desk lamp

Laundry Closet

Washer/dryer unit (no card/coin)

Laundry detergent
Bleach
Dryer sheets
Fabric softener
Laundry basket/hamper

Additional large furniture is NOT permitted (small items require prior AC approval).

As you settle into your assigned suite or apartment, you should remember the following guidelines:

- Do not remove any furniture from your suite
- Building or installing lofts or platforms, placing beds on top of any furniture in the room, or using cinder blocks as bed risers is strictly prohibited
- Keeping their room/apartment clean, free of trash, and in a general sanitary state, including private bathrooms to be cleaned and maintained by the room residents.
- If a Residential Life team member determines that the room/apartment is not meeting cleanliness standards, 24 hours will be given 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. Screens should not be removed, and residents are not permitted to exit onto residence hall roofs, sit on window sills, or hang out of windows.
- Keeping window surfaces clear of all opaque materials, such as aluminum foil, posters, signs, etc.
- Ensuring all furniture assigned to the room remains in the room unless removed by the residence hall team or maintenance team. Missing furniture can result in replacement charges.
- Ensuring unoccupied furniture (beds, dressers, closets, desks, etc.) remains set up and available for use by a new resident at any time during the year.

The following actions and items are **prohibited** (subject to change without notice):

- 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 room not initially placed in your room, illegally obtained signs, tampering with locks/keys, electrical, plumbing, and fire safety equipment.
- Subleasing or renting out of rooms/suites/apartments for any duration and in any matter or manner, including but not limited to personal contact, newspaper ads, and/or website(s) such as Airbnb, Craigslist, Homeaway, vrbo.com, etc.
- Throwing items or shining lasers/laser pointers out of windows
- Hanging, attaching, or posting items on your windows/doors facing outward and/or throughout the building without university approval
- Activities, incidents, and items that can or do damage (nails, wall decals, permanent-affixing items, horse-play, etc.)
- Excessive noise that emanates beyond the room does or can disturb others.
- Items that may affect the safety or security of the residence hall and those residing in or near it
- All items and behaviors prohibited under the [JWU Student Code of Conduct](#) are not permitted in the residence halls, including but not limited to Alcohol and Drugs. Refer to the university's [Drug and Alcohol Policy](#) for more information
- Firearms, explosives, weapons, and ammunition (including replicas and realistic toys) include airsoft/BB guns, knives with a blade over 3 inches (excluding university-issued culinary knife kits), brass knuckles, tasers, fireworks/firecrackers. Refer to the university's [Firearms Policy](#) for more information.
- Flammable liquids, chemicals of any kind, combustible decorations, explosive materials, and other similar materials, except for sealed containers not exceeding one-ounce capacity. Fire/open flame materials or unapproved high-heat producing devices, including, but not limited to, candles, lanterns, incense, incense burners, halogen lights/ lamps, lava lamps, camping stoves, fireworks, firecrackers, hookahs, neon signs, rope lights, charcoal grills, and sunlamps.
- Hoverboards
- Wall/ceiling tapestries, flags, or other wall or ceiling coverings.
- Mopeds, motorcycles, scooters, and similar vehicles, including internal combustion or battery engines and/or gasoline-powered toys or mini bikes, are prohibited. In addition, bicycles may not be kept in hallways, stairwells, or public areas inside the residence halls.

- Personal furniture (unless medically necessary and approved by the Center for Academic Support).
- Large power tools, air conditioners, portable washing machines (dish or clothes), open-coil appliances, heaters, cooking equipment, is not allowed in residence halls without kitchens; including but not limited to: immersion heaters/coils, pottery water-warmers, ovens, hot plates, fryers, grills (including George Forman grills), toaster ovens/toasters, hot pots, fry pans, stoves and exposed burners (including popcorn poppers without self-contained heating units), griddles, crock pots, dehydrators, outside grills. For questions about specific items, please contact Residential Life for a determination.
- Additional microwaves or refrigerators
- Coffeemakers and popcorn makers that have an automatic shut-off and concealed heating elements are allowed.
- Live or artificial plants larger than 2 feet in height (holiday décor included)
- Oversized radios or speakers.
- Unlawfully obtained street, traffic, and construction signs.
- Antennas or wires extending outside room windows.
- Satellite devices (i.e., Direct TV).
- All electronic items brought into the residence halls must be UL listed/certified.
- Items that may affect the safety or security of the residence hall.

***** For residents 21 years of age and older and living in City View Towers, attendance at an alcohol safety workshop, a signed alcohol agreement, and a validated ID sticker are required. Details will be provided at check-in. For more information on the University policy on alcohol consumption, please refer to the Student Handbook and Student Code of Conduct.**

EXTERIOR DISPLAYS

While students do have the freedom to be creative within their suite/bedroom, please note the following regarding exterior displays:

- The university assigns only the interior of suites/rooms for student use
- The university does not permit students to decorate or in any way modify the exterior or common areas of University buildings
- Students living in apartments with balconies in CVT are to keep their balconies clear of clutter. Items such as clothing, towels, brooms/mops, rugs, dead plants, banners, posters, flags, etc., are not permitted on balconies. University-issued furniture is not allowed on balconies at any time. Awnings and blinds are not allowed. Balconies are not designed for additional storage (bicycles are not permitted on balconies). No exterior lighting is permitted, including but not limited to: string lights, rope lights, etc. Cooking appliances are strictly prohibited from balconies
- Students may not hang any banners, flags, or other items outside their University windows
- Displays inside the window of a student room are permissible provided they do not interfere with the egress in case of an emergency

The outside of the suite door (not including the surrounding wall and doorframe) is considered the interior space for decoration. Students may decorate their door with items such as a message board and other materials they choose. All displays and messages must be in good taste, to be determined by the Department of Residential Life. All residents are encouraged to be sensitive to the values and beliefs of other residents when choosing what is displayed.

ROOM AND COMMON AREA CONDITION

Private vs. Common Area – All spaces within our residential facilities are categorized as either “private” or “common.” **Private spaces** include student apartments/bedrooms, apartment/suite bathrooms, living room, and kitchen areas.

Common areas include the exterior walkways, breezeways, and grounds adjacent to University residential facilities, building entries, lobbies, corridors, lounges, common rooms, study rooms, community room, fitness center, stairways, and any other University residence areas accessible to all residents of a property except those specifically listed under the private category. The Department of Residential Life reserves the right to enter student apartments/rooms for any of the following reasons: emergency, maintenance, health and safety inspections, suspicion of inappropriate behavior/policy violation, and administrative necessity. **Students refusing to grant entry to any university official (including Residence Directors and Resident Assistants) acting in the performance of their duties may be deemed in violation of the Student Code of Conduct and may be referred to Student Conduct.**

Move-In – When a student moves in, they will have the option to complete an online *Room Condition Report*. Students will be provided with an opportunity to inspect the suite before moving their personal belongings into the assignment. Students should be thorough in noting any existing damage to the suite or University furnishings on the *Room Condition Report* to be released from financial responsibility for repairs/replacement at the time of check-out. Failure to note discrepancies on the condition of the suite or its' furnishings at the time of move-in will result in the student being financially responsible for the repair/replacement of the item/area. If a resident does not complete a *Room Condition Report* by the prescribed deadline at move-in, Residential Life will assume the resident is satisfied with the apartment's condition.

During the Year – Residents are responsible for the care of University property in their suite and the common areas of the residence hall community. Any damage or loss will be assessed to the person(s) responsible. Please note that if you have non-JWU guests, you are liable for any damages or losses they incur. The university has established policies governing its residential facilities to protect its property and provide a comfortable living environment for all students. The occupants of each suite share the responsibility for the suite jointly. Occupants are responsible for the condition of the furniture, walls, ceiling, etc. Damage that occurs beyond normal wear and tear is charged to the occupants of each suite. Residents are responsible for keeping their own suite/bedroom clean and must furnish all supplies needed to maintain an acceptable level of cleanliness, as determined by the Residential Life. This responsibility extends to the bathroom areas of the suite as well.

Move-Out – For students to properly move out of their assigned suite during the year, they must complete the following:

- Contact your AC via email or by telephone advising that you will be moving out. Your AC will provide you with options for checking out and will work with you to determine a suitable date and time by which you must vacate the building. Generally, students are provided a maximum of 72 hours to complete the check-out process and move out of the building. Your AC will also assign a RA to facilitate the check-out process.
- Remove all personal belongings from the suite. **However, residential Life does not assume responsibility for any personal belongings left in the student's housing assignment. Students may not store personal belongings on-campus, nor will Residential Life be responsible for shipping items to students. Items left behind by students will be considered abandoned, regardless of value, and disposed of or donated to a local charity.**
- Clean your bedroom and bathroom areas. This includes sweeping and mopping tiled surfaces and dusting furniture/window sills.
- Remove all trash/unwanted items from the suite and dispose of them properly in your floor's trash room. Students who leave trash/other things behind will be subject to a fee for trash removal.
- Close and lock windows and doors.
- Depending on your check-out option, you will either be provided with an envelope to return your keys in or will turn them into a Residential Life staff member during a check-out appointment. Students are provided an envelope for their keys should return the sealed envelope to their residence hall front desk upon leaving.

Like to plan ahead? Here is some information about our major breaks and holiday closing. While our residence halls are open during the fall and spring breaks, they **close completely** during the winter break. Please arrange travel according to the following dates and times:

WINTER BREAK (Cedar Hall North/South Closed, City View Towers open): Residence halls close Friday, December 17, 2021, at 5 pm. Halls reopen on Sunday, January 9, 2022, at noon. **Students are not permitted to remain in Cedar Hall North or South during this time.** All students who require housing during the holiday break must make their arrangements for accommodations. *Winter Break housing may be available for students for an additional fee. If Winter break Housing is available, students will be notified via email of the application process.*

BUILDING CLOSING (May): Students must depart within 24 hours of their last exam or **no later than** noon on Thursday, May 5, 2022. Graduating students must sign up to remain in housing until 10 am on Sunday, May 8, 2022.

Private Area Maintenance – Maintenance issues should be reported as soon as possible to be addressed quickly and avoid minor problems escalating into larger ones. Students may submit maintenance requests via the Schooldude system at [jwuLink](#). Complete and submit the online form. Facilities Management strives to respond to maintenance requests within a 24-48 hour period from the time of submission. However, major problems or requests submitted on holidays or weekends may experience longer response times. For assistance with a maintenance issue, please contact a Residential Life staff member.

If there is a significant maintenance issue in your suite, including complete loss of power, air conditioning/heat, or overflowing sink/toilet, please report the issue immediately to the front desk or Safety & Security by calling 980.598.1900.

Extermination Services – Reports of insects and vermin should be reported through the online maintenance system outlined above.

Common Area Maintenance – A regular schedule for cleaning common areas, including community rooms, bathrooms, hallways, fitness center, common rooms, study rooms, lounges, and other shared spaces, is maintained by CMTI, the university’s environmental services company.

Common areas are generally serviced between 5-7 days a week under normal circumstances, and each area is cleaned 1-2 times per day.

Please note: CMTI employees do not maintain a cleaning schedule of suites. Therefore, residents are responsible for their room upkeep.

Keys – All students are provided with room and mailbox keys. Students must maintain control of their keys for their safety and the safety of others in their community. Students are responsible for reporting lost or stolen keys promptly to the front desk. Students will also be responsible for the replacement fees of each missing, stolen or not returned key. The following is a list of key costs:

Mailbox.....	\$50.00
Bedroom.....	\$50.00
Student ID (visit Safety & Security for replacement).....	\$30.00

DUPLICATING JWU KEYS IS STRICTLY PROHIBITED AND WILL RESULT IN FINANCIAL CHARGES AND POSSIBLE STUDENT CONDUCT ACTION.

Lockouts – If a resident is locked out of their assigned suite, they must visit the front desk or call the RA on call. 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.

SUGGESTED CAMPUS SUSTAINABILITY ENERGY GUIDELINES

JWU Charlotte prides itself on its environmental commitments. Here is what students can do to help promote a green, environmentally friendly community:

Heating Control – Each suite is on the building-wide heating and air conditioning system, meaning that the entire building is provided with all heat or air conditioning, depending on the time of year. You may control the degree and fan speed of heat or air conditioning through the thermostat and fan control in your suite. Keeping your suite thermostat at a constant temperature will prevent the HVAC system from working unnecessarily.

Windows – Please do not leave your windows open during the winter months. If you want to air out your room, open all windows for about 5-10 minutes to create a cross-breeze and then shut them. The longer windows are kept open during the winter; the more energy is being wasted. In addition to wasting heat, leaving your windows open in the winter may cause pipes to freeze and break, causing water damage to your suite. When opening your windows, shut off your HVAC system through the fan control.

Leaks – If you find a leak in the bathroom area, submit a maintenance request or visit the front desk as soon as possible.

Lights – Facilities Management is responsible for replacing light bulbs in university-provided fixtures. Shut off lights in your bedroom and suite when you leave. Hallway lights remain on for safety.

Appliances – Please remember to turn off all devices when not in use.

Computers – Please turn off computers when not in use for several hours and enable the power management feature on computer monitors.

Recycling – Dispose of recyclable glass, plastic containers, and paper through the designated containers in your floor's trash room. Residential Life manages one of the largest recycling initiatives is "Don't Waste in Haste" – a waste-reduction project that collects unwanted items from departing students in the spring term. Program information for the "Don't Waste in Haste" collection will be posted in residential facilities before the end of the academic year.

GETTING INVOLVED

Your New Community

Our residential facilities house students of various cultures, races, religious beliefs, and sexual orientations. All residents will have different thoughts and attitudes about the world in which they live. Interacting with and learning from others who are different from you can be one of the most exciting experiences of your college career. Developing a community spirit in the residence hall can foster these interactions. While respecting individual differences is a vital expectation of all JWU students, we hope you will also take advantage of this opportunity to meet new people and learn what living in a worldwide community is all about.

We understand that it is often hard to adjust to living with other people in close-knit environments. However, if you feel frustrated or don't feel you fit in the way you wanted to, talk to your RA! They are here to help you become involved in the hall and other activities around the university. They can also help out with roommate conflicts or other issues that may be making you uncomfortable in your new home.

Campus life at JWU Charlotte is about student development. We understand that our students will become future leaders in their chosen careers. We believe leadership comes with a strong understanding of community – learning to live with each other and learn from one another.

There is truly something for everyone at JWU – you need to get out there and find it!

Hall Programs

Throughout the year, events or programs are offered in our residential facilities. More casual, social topics may include study breaks, hall movie nights, trips, and other opportunities. Educational and cultural programs may also be offered on various topics, such as study skills, sexuality, relationships, safety, current events, and career skills, to name a few.

The RAs host these programs in your hall. Let the RA staff know about your program interests by talking to staff members and attending floor meetings. Attend programs offered in your hall and take advantage of the opportunity to learn something or meet someone new.

CHECK FOR ANNOUNCEMENTS ON BULLETIN BOARDS THROUGHOUT YOUR RESIDENCE HALL ABOUT EXCITING THINGS HAPPENING IN YOUR HALL AND AROUND CAMPUS!

Community Standards & Engagement

At the beginning of the year, many clubs and organizations on campus will be putting up flyers and holding informational meetings for you to find out what they are all about. Make sure you read the writing on the wall – literally! – to find out when groups you are interested in are meeting.

In addition, Student Engagement sponsors a wealth of activities for you to attend during Welcome Week and throughout the academic year.

Recreational Services

Recreational Services and Athletics is excited about all that is going on at JWU Charlotte this year! We have so many new and exciting ways for you to get involved. Whether your passion is flag football or poker, we likely have what you want. However, if you see that we don't have a program you are interested in, ask us, and we will try our best to make it happen! For more information, visit the [Athletics](#) website.

ROOMMATE RELATIONSHIPS

The residential life staff at JWU Charlotte is committed to providing residential students with a healthy and comfortable living environment. The staff is available to assist students with many issues, including successful roommate relationships. In addition, **resident students must be committed to creating healthy and strong relationships with their roommates.** Open communication from the very beginning is an integral part of building such connections. More often than not, roommate conflicts occur, and relationships fail due to the lack of communication between those involved. Students who find themselves in difficulty with their roommate relationship should not hesitate to contact their RA for assistance.

In some cases, students who share a room during the academic year cannot resolve their issues and find it best to deal with problems using written agreements. Students who wish to engage in a written contract may contact their RA for assistance in doing so. Here are some examples of what roommates would discuss to create procedures for dealing with: communication styles, quiet time, guests/guest hours, room cleanliness, borrowing/lending, personal hygiene, stereo/radio/TV usage, personal habits, and other specific topics that are pertinent to a written agreement.

The biggest mistake that roommates can make is not discussing a problem as it develops.

RESIDENTS' BILL OF RIGHTS

All residents of JWU Charlotte have the following rights:

- The right to read and study in your apartment/room
- The right to sleep without undue disturbances from noise, guests, roommate(s), etc.
- The right to expect that your roommate(s) will respect your personal belongings and honor any agreements you have made regarding their use
- The right to live in a safe, clean, and drug-free environment
- The right to free access to your room without pressure from your roommate(s)
- The right to personal privacy
- The right to be free from fear of intimidation, physical, and emotional harm
- The right to host guests within the context of the university's policy on guests and host responsibility
- The right to expect reasonable cooperation in the use of the apartment telephone and other equipment
- The right to assistance in resolving issues or concerns you may have

SAFETY, SECURITY, AND EMERGENCY PROCEDURES ON CAMPUS

The safety and security of resident students are a vital concern for Residential Life. **Students need to take responsibility for their safety and well-being.** Crime prevention is essentially being aware of one's environment and avoiding those situations that could make students vulnerable to crime.

CAMPUS SAFETY & SECURITY

Cedar Hall South, off the east breezeway. 980.598.1900

Campus Safety & Security is headquartered in Cedar Hall South and can be accessed through the east breezeway. The department is lead by the Director of Campus Safety & Security and the Captain of Campus Safety & Security. Campus Safety & Security uses contracted officers to patrol the campus 24 hours a day, seven days a week. Primary responsibilities include maintaining a safe and secure living and working environment and the enforcement of parking regulations and efficient traffic flow. Security officers do not have arrest powers. However, the university has developed a highly cooperative relationship with the Charlotte-Mecklenburg Police Department to help ensure prompt and efficient action.

Escort Service—Campus Safety and Security will provide a walking escort to any campus building or parking lot 24 hours a day, seven days a week. Please contact 980-598-1900 for assistance or utilize the Blue Light Call Boxes.

Blue Light Call Boxes – Blue light telephones are generally located near residential facilities and parking areas and can readily be seen at night. Each phone is connected via radio directly to Safety & Security, and officers can be dispatched when needed. All students on campus are encouraged to familiarize themselves with the locations of such call boxes. These boxes are to be used in emergencies only. Misuse of emergency call boxes is considered a violation of the Student Code of Conduct.

Project ID is a service that aids in the recovery of lost or stolen items. Valuables are engraved with a unique number, then entered into a database with the owner's information. If you have questions or are interested in this service, contact us at 980.598.1900.

In Case of Emergency (ICE) – In an emergency, time is critical, and getting answers quickly could mean the difference between life and death. ICE ensures that emergency service providers and public safety personnel get answers quickly if you are incapacitated.

Crime Alerts are published throughout campus. Any incidents that require immediate notification to the university community are posted in administrative and academic buildings, residential facilities, and other gathering places throughout the campus. These alerts are intended to inform the university community about criminal activity and assist in maintaining a safer environment for all.

Building Security – Building access on the campus is controlled through an electronic card system. When you arrive on campus, you will be given an identification card that will grant you entry to buildings. Improper use of an identification card—for example, allowing unregistered guests to gain access to a building— can result in a suspension of access rights and/or referral to the Department of Student Conduct

DO NOT PROP DOORS OPEN. Propped doors invite entry by non-residents along with criminal activity within the communities. If students see a door propped, they should close it immediately. **NEVER LEND OUT YOUR KEYS OR ID** and do not allow someone into the building or suite that does not belong there. This activity is considered “piggy backing,” and it is prohibited. **Lock doors while sleeping or out of the suite. This is the single most effective action in preventing crime/theft.**

Tips for being safe on and around campus:

- Avoid walking alone at night
- Call Safety and Security for an escort, 980.598.1900
- Walk briskly and confidently in the center of the sidewalks
- Do not talk on cell phones or listen to music (remove earbuds)
- Note possible hiding places (i.e., building corners, shrubs, or parked cars)
- Use the campus blue light call box system for rapid emergency communication with Campus Safety & Security
- Please utilize the safety escort service by calling Campus Safety & Security at 980.598.1900
- If a student is being followed on foot, they should attempt to cross the street, change direction and vary the speed at which they walk. If the following persists, the student should go to a lighted building and call Campus Safety & Security or 911
- When being followed by a car, turn around in the other direction or go up a well-lit one-way street. If the situation persists, attempt to record the license plate number and call Campus Safety & Security or 911

FIRE AND LIFE SAFETY

As of July 1, 2015, Johnson & Wales University is proud to be a tobacco-free institution. As such, all outside areas owned by JWU, all buildings used by the university, including, but not limited to, the residence halls, are designated as tobacco-free. This includes, but is not limited to, smoking, chewing, snuffing of tobacco products, electronic cigarettes (“e-cigs” or “e-cigarettes”), and vapor cigarettes.

- Room doors must be kept free of flammable materials, particularly loose paper. Entries cannot be wrapped or covered with flammable materials. Dry-erase boards are the only items allowed to be posted on the outside doors. Any items posted on the inside of doors must not obstruct the view of the path of egress signs or peepholes.
- Electrical outlets must be appropriately used. In addition, electronic equipment (computers, stereos, televisions, hair-styling tools, etc.) must not overload circuits, be improperly wired, or have damaged wiring to 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. Finally, these appliances should only be used for their designed purpose.
- Room decorations must not overload electrical outlets and, if appropriate, must be fireproofed in accordance with environmental health and safety standards.
- 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 under state laws. In addition, it jeopardizes the safety of all residents, and violators will face disciplinary action by the university (up to and including dismissal from the university).
- Students must exit the building whenever a fire alarm sounds, during routine fire drills and when illegal or unauthorized use of this equipment has occurred. (Be sure to take your JWU ID with you so that re-entering the

building is orderly.) The residential Life team will direct you to a safe location once you are out of the building. Drills will be performed each term 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 tidy, residents can ensure that a clear path of egress is always available in an emergency or drill.
- Residence hall fire escapes are to be used in actual emergency conditions and must be kept clear of obstacles and impediments at all times. Therefore, fire exits and escapes are off-limits except during emergencies. Violators are subject to fines and disciplinary action.

The following actions are prohibited:

- Tampering with any fire safety equipment, including, but not limited to, fire alarms, fire extinguishers, fire hoses, exit lights, smoke detectors, and sprinkler systems (this is a serious criminal offense under state laws).
- Propping open fire doors or exterior doors of residence halls.
- Unauthorized entry to areas of residence halls, including, but not limited to, roofs, window ledges, balconies, offices, and dining halls.
- Failing to vacate the residence hall when directed to do so by residence hall team members, emergency staff, or the sounding of a fire/smoke alarm (this violates state laws).
- Improper use of kitchen/cooking facilities.
- Blocking hallways with furniture or personal belongings.
- Tampering with or damaging mobility and hearing impaired equipment (e.g., door knockers, bells, lights, door arms, etc.).
- Removal or blocking of door peepholes.
- The possession of halogen lights/lamps

It is a violation of North Carolina State Law to shut off, disconnect, obstruct, remove, or destroy fire protection equipment. This includes the tampering of smoke detectors, fire extinguishers, and horn/strobe warning devices. Students found in violation of this policy will be immediately referred to Student Conduct and possibly local law enforcement authorities. In addition, the fire marshal determines maximum occupancy of rooms and must be adhered to at all times.

COMMUNITY STANDARDS, POLICIES, AND PROCEDURES

University policies: (Please note that this is not an inclusive list. Refer to the *Student Handbook* for a complete list of university policies.)

Johnson & Wales University seeks to provide all on-campus residents with a living experience that will allow students to gain self-awareness, function interdependently, and responsibly engage in a supportive campus community. To maintain a standard of living that is fair and consistent, Residential Life requires all students to adhere to policies governing on-campus housing. Violations of the Student Code of Conduct and/or Residential Life policies may result in a student conduct hearing through Student Conduct.

Guest Policy

The resident's responsibility (s) is to ensure that all guests comply with this Guest Policy and any rules and regulations specific to each residence hall.

- Residents may sponsor a maximum of two guests in a residence hall, provided that the residents advise their guests of, and the guests agree to comply with, all university rules and policies, including the behavioral expectations outlined in the Student Code of Conduct.
- A guest is any individual who does not reside in the residence hall to which the individual is requesting access.
- Overnight guests are permitted in the residence halls; however, overnight guests are limited to no more than three (3) visits in any calendar week.

- Any guests under the age of 18 must be approved at least one week in advance by the residence director, and guests under the age of 16 are not permitted to spend the night in the residence halls.
- Sponsoring residents must accompany their guests at all times and are responsible for their guests' actions and behaviors, including ensuring that the rights and privacy of the other room and hall occupants are respected.
- Residents may be subject to disciplinary action and suspension of guest privileges for any conduct by their guests that violate university rules and policies, including this Guest Policy and the behavioral expectations outlined in the [Student Code of Conduct](#).
- Roommates must work out their arrangements for guests in advance of guest visits. If a student and roommate cannot agree, they should contact a Residential Life staff member for help.
- Guests must have a temporary permit to park vehicles on university property. It is the resident's responsibility to inform the guest of the rules and regulations regarding university parking. Visit [jwuLink](#) for information on parking permits.
- Providing keys or access cards to guests is strictly prohibited.
- Residential Life reserves the right to amend this Guest Policy and deny and/or limit guest access at any time, at its sole discretion.

Additional Guest Policies

- All guests must sign in & sign out of the building at the residence hall front desk.
- The sponsoring resident must escort their guest(s) to and from the residence hall front desk.
- Both the guest and the sponsoring resident must leave a valid, government-issued picture ID card with the residence hall front desk while the guest is in the building.
- Residential JWU students visiting another residence hall may do so at any time without an escort, provided they have their student ID with a validation sticker. They will be required to sign in and sign out at the residence hall front desk and leave a valid, government-issued picture ID card.

IMPORTANT NOTE: The comfort and rights of the roommates supersede the rights of the visitor.

Therefore, if hardship is caused to the roommates by the frequency or the guest spending the night, a Residential Life staff member may intervene to mediate the situation, including establishing days/times for visitation that are fair to all roommates involved.

Quiet and Courtesy Hours

- Residence hall community quiet hours are in effect Sunday – Thursday (or any day preceding scheduled classes) 10 pm – 8 am and Friday & Saturday, 12 midnight – 8 am. During quiet hours, noise is to be at a level conducive to studying and sleeping.
- Quiet hours apply to behaviors inside the building and outside the residential area.
 - During final examination weeks, 24-hour quiet hours are in effect. Quiet hours will begin at 8 pm before the start of exams and end at 8 pm on the last scheduled exam day.
- Courtesy hours are in effect 24/7 and provide an environment conducive to studying and sleeping in one's room. Residents should respectfully confront neighboring suites when they believe it is too noisy and, in turn, respect fellow residents' requests to hold the noise level down.
- Residents have the right to sleep and study in their rooms at any time without interference from those around them. During quiet hours, sound must not be audible beyond the limits of any individual apartment/room, hallway, or shared space. Residents are expected to demonstrate courtesy and consideration toward others at all times, and if reminded to respect this right, residents are expected to comply promptly.
- A resident whose primary rights to sleep and study in their room are being violated should:
 - Speak to the person(s) causing the interference
 - If this action does not produce satisfactory results, contact Safety & Security
- Residential Life reserves the right to amend quiet and courtesy hours if needed to address floor or building behavior.

Activities Resulting in Disturbance, Distress, or Damage

- Individual or group activities that result in distress or disturbance to others are prohibited. In addition, individual or group activities that can cause damage or destruction to the property are also prohibited. Types of behavior that fall into this category include, but are not limited to, hall sports, hallway disruptions and/or impromptu gatherings, unsanitary conditions, pranks, use of water guns in public areas, and placing furniture and/or trash in public areas, including stairwells.
- Using or attempting to use university property in a manner inconsistent with its designated purpose is prohibited.
- Individuals are not allowed to remove window screens, exit or access building roofs, sit on window sills, or hang out of windows.
- Individuals are not allowed to yell, throw or hang items out of windows. In addition, lasers and laser pointers are not to be shined out of the window opening.
- Concerning others living in and around our community, excessive noise in areas frequented by the general community (such as the lobby, building entrances, community room, hallways, stairwells, and elevators) is prohibited.

Health & Safety Inspections

- Johnson & Wales University reserves the right to key into rooms and search bags (upon entry), residence hall rooms/apartments, MicroFridges, refrigerators, room safes, and packages at any time for fire, health, and safety hazards for prohibited items and maintenance and inventory reasons.
- The university also reserves the right to inspect and search residents' rooms/apartments if a violation of the Student Code of Conduct occurs or is believed to have occurred. Members of Campus Safety & Security conduct room searches.
- Health & Safety Inspections are conducted once a term or more if deemed necessary by Res Life team members and are announced in advance. These inspections are designed to ensure that your room/apartment is in working order and no health, safety, sanitation, or maintenance concerns exist. If you have a concern with your room/apartment at any other time during the year, it should be reported right away. In addition, suppose violations of the Student Code of Conduct or policies within this guide are discovered during the course of an inspection. In that case, residents may be subject to student conduct review and disciplinary action. (Note: rooms in pet-friendly communities will be inspected once a month at a time determined by Residential Life.)

Selling & Soliciting

Student organizations registered with Student Engagement may obtain permission to sell items or promote fundraising drives (i.e., clothing and non-perishable food items) in the public areas of the building with prior approval from the respective Area Coordinator. Such activities must conform to other building policies and standards established by university contracts with private vendors or suppliers.

- Door-to-door solicitation is not permitted.
- Solicitation for off-campus events not sponsored or approved by Student Involvement and Leadership is prohibited.

Alcohol & Drug Use

The university's Drug and Alcohol Policy states that possession or use of alcoholic beverages anywhere on university premises is prohibited, with few exceptions. Any resident found responsible for violating the [University Alcohol and Drug Policy](#) could face sanctions through Student Conduct.

- Alcohol is permissible for lawful use at events, operations, or programs sanctioned by university officials.
- *Residents of City View Towers who are age 21 years or older who have signed a "Special Agreement Regarding Residents of City View Towers Ages 21 or Older" and participated in a required university alcohol workshop may possess and use alcoholic beverages in their own apartment/room per the Special Agreement and applicable laws. 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. Empty alcohol containers are not allowed to be displayed or kept in an apartment/bedroom.

- Alcoholic beverages and containers are prohibited for students under 21 regardless of campus location, **including Cedar Hall North and Cedar Hall South. In addition, alcohol is not permitted in Cedar Hall North and Cedar Hall South, regardless of age.**
- Residents found responsible for alcohol-related violations could be relocated to another residence hall or removed from housing
- Illegal drugs, including unlabeled medication bottles or bottles of medication that are not prescribed to the person who possesses them, are prohibited.
- Items intended to aid in the use of illegal drugs or excessive alcohol consumption (i.e., bongs, pipes, hookahs, and funnels) are prohibited.
- Behavior resulting from possible intoxication that affects the community (i.e., loud noise, destruction of property, and non-compliance) is prohibited.
- **Please refer to the [Student Code of Conduct](#) for details regarding alcohol and drug violations.**

FREQUENTLY ASKED QUESTIONS

Can I change my room assignment now?

Room assignments can be changed before move-in but no less than five days before move-in.

Can I change my room after I arrive?

Room changes do not occur *earlier than three weeks into the school year*; however, moves could take longer depending on available space. Residential Life will attempt to honor room/building change requests as space allows, but they cannot be guaranteed. To inquire about a room change, please speak with your Area Coordinator.

After I arrive, can I just switch rooms with another person if they also want to move?

Room swaps cannot be permitted. By completing room changes through our staff, we ensure all parties are comfortable with the move; it also preserves the accuracy of our housing records for security reasons. (**Important:** *If you make an unauthorized room change, you'll be required to return to your initially assigned room and could face additional sanctions.*)

Can I move in early?

For staffing and security reasons, we do not allow students to arrive before their assigned move-in day.

Can I have my belongings shipped ahead?

Mail and packages cannot be accepted before the move-in weekend. If you send any mail or packages ahead of time, they will be returned. Please plan for all shipments to arrive after you have moved into your suite.

What's in my room (CEDARS)?

The university provides each resident with a standard twin bed (regular and extra-long twin sheets will fit), a desk and chair, a dresser, and closet space.

Sheets must be used on the beds for hygiene reasons.

What's in my residence hall (CEDARS)?

Each residence hall has particular areas reserved for student use, including study rooms, lounges, common rooms, game rooms, laundry rooms, and a full kitchen. These areas are furnished and equipped for use by all members of the community.

What's in my apartment (CVT)?

The university provides each resident with a full-size bed, a desk, chair, dresser, and closet space. In addition, each apartment includes a couch, armchair, end table, coffee table, and entertainment center.

Sheets must be used on the beds for hygiene reasons.

Can I bring additional furniture?

Additional large furniture is not allowed in the apartments/suites. This includes, but is not limited to: futons, couches, recliners, entertainment centers, etc. Small additional pieces may be allowed with prior approval of the Area Coordinator, such as bookcases, desk chairs, and end tables.

What if I want to eat on-campus?

Residents of City View Towers are provided with seven meals per term. In addition, there are a variety of meal plan options available for purchase. For more information on meal plans, visit the Student Dining Center, located in Cedar Hall North, or via the [Dining Service's website](#).

What does my meal plan include?

The Student Dining Center is located in Cedar Hall North. You must have your student ID to eat in the dining center. There are a variety of meal plan options available for purchase. For more information on meal plans, visit the Student Dining Center or via the [Dining Service's website](#). Guests may purchase meals directly from the front counter at the dining center.

Is there a nurse or doctor on campus?

Health & Counseling Services is located on the second floor of the Academic Center. A doctor is available on specific days. Please refer to [Health & Counseling Services website](#) for more detailed information.

Can I park on campus?

Parking permits may be purchased on a yearly or term basis. There is no visitor parking on-campus. For more information about parking on campus, please refer to [JWU Transportation Information](#).

Can I have pets?

Fish in a bowl or tank under five gallons are permitted, but only one per room, suite, or apartment. For the 2021-2022 academic year, Residential Life will have small pet-friendly communities in Cedar Hall North/South and City View Towers. Your pet must be approved through the Area Coordinator and meet all requirements outlined in the Pet-Friendly Communities Application and Agreement. Note: even though you may live on the pet-friendly floor, it does not guarantee permission of a pet. A student residing in a pet and animal-friendly community is permitted to have **one** pet only. JWU Pet and Animal-Friendly Communities permit a student to have/bring an animal in the following categories: dogs up to 40 lbs. (non-aggressive and state/city approved breeds), cats, small caged mammals, turtles, and lizards that can comfortably live in a five gallon-tank or smaller. No animal that has to be fed a live animal for survival, wildlife, poisonous or endangered species, farm, lab, or production animals are permitted. All pets and animals must be pre-approved by Residential Life before the animal arriving on the campus. No other pet or animal is allowed in university housing, including pets that live at home. (Pets from home are not permitted to visit.) *Restricted breeds: Pit bulls, Akitas, German Shepherds, any wolf hybrid, or any breed not permitted by city or county ordinances. Pet-Friendly Community policies are updated regularly and subject to change without notice.