Hallmarks: University Housing Residence Hall Policies

Hallmarks is your guide to the residence hall contract and your hall’s policies.

Introduction

All University Housing hall residents are responsible for reading the material in this document, the contract, bulletin boards, and emails from University Housing, etc. The information contained here is for general guidance on matters of interest to faculty, staff and students in University Housing at the University of Illinois at Urbana-Champaign. It summarizes campus/University policies as a convenient reference tool. However, information on campus and University policies contained herein is for informational purposes only and is subject to change without notice. For the most current information, please see the official campus/University versions of these policies as posted on official websites. These can be accessed through the Campus Policies and Procedures site.

University Nondiscrimination Policy

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms. The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. This University’s nondiscrimination policy applies to admissions, employment, access to and treatment in the University’s programs and activities. University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. Members of the public should direct their inquiries or complaints to the appropriate equal opportunity office.
Division of Rehabilitation Services

The Division of Disability Resources and Educational Services (DRES) is the designated office of the University of Illinois at Urbana-Champaign that obtains and files disability-related documents, certifies eligibility for disability services, and determines reasonable accommodations for students and guests with disabilities. Reasonable accommodations are provided to ensure access to all UIUC courses, programs, activities, and facilities. Current and prospective students, as well as faculty and staff are urged to contact DRES to request information about services and resources available to students with disabilities. To contact DRES, you may visit 1207 S. Oak Street, Champaign, call 333-4603 (V/TDD), or email a message to disability@uiuc.edu.
Your Community

University Housing currently operates 24 residence halls and three apartment complexes housing over 10,500 residents. There is an extensive staff available to residents to assist with community needs, learning, and development. Many different departments within University Housing work together to meet the needs of our residents. These departments include Business Services, Communications & Marketing, Dining Services, Facilities, Family & Graduate Housing, Housing Information Office, Residential Life, and Technology Services.

University Housing Mission Statement

University Housing supports the academic mission of the University of Illinois. We enrich the academic development and enhance the integration of our diverse student body into the campus community through our programs, personnel, services, and facilities.

Diversity Commitment

University Housing strives to create a safe and welcoming environment that values the diversity of our unique students, faculty, and staff. We are working toward an atmosphere where students and staff will work in partnership with faculty to cultivate respect for and appreciation of the differences and commonalities among all members of our university. We hold that students, faculty, and staff together share in the rights and responsibilities that are the foundation of this community.

Residential Life

Mission

The mission of the Department of Residential Life is to develop and promote learning opportunities, and to provide safe, civil, clean, and comfortable communities for students and staff.

In accordance with the mission of the University of Illinois, the Department of Residential Life shares the responsibility of furthering the personal and educational development of students and staff. We do this through creating safe and welcoming environments, providing leadership opportunities, developing intentional learning communities, and giving special attention to the first-year student experience.

Vision

Learning, Growing, Mattering: For every person, On every floor, In every community.
The Healthy Living Community

Staff work in partnership with residents to create healthy and comfortable living environments. Through communication and cooperation, each resident can expect a community with the following characteristics. A healthy living community is one in which:

1. All residents are able to read or study in their room/suite, free from undue interference. Noise and other distractions may inhibit the ability to do these activities.
2. All residents can sleep without undue disturbance from noise, guests of roommates/suitemates, etc.
3. All residents are assured that their personal possessions are treated respectfully, according to the wishes they have expressed to others about using and/or borrowing them.
4. The living environment is kept clean according to mutually agreed-upon terms (community agreements).
5. Residents have reasonable amounts of private time in their room/suite, reasonable amounts of time together with their roommate(s)/suitemate(s), and reasonable amounts of time with guests present.
6. Guests of all community members are respectful toward the residents of the floor and their physical surroundings.
7. All residents are treated with respect and consideration and are free from fear of intimidation, physical, and/or emotional harm.
8. All members of the community are courteous and responsive to reasonable requests from other hall members.
9. All members participate in the development of guidelines for the use of community space, the expenditure of hall funds, and the planning of community activities.
10. All community members accept responsibility for community safety (e.g., refrain from misusing safety equipment, propping open security doors, losing or forgetting room keys, etc.)

Guidelines for A Healthy Living Community
Adopted by the Residence Hall Association (RHA)

Harassment

Residents are prohibited from threatening or harassing others for any reason and on any basis, including on the basis of their actual or perceived race, color, national origin, religion, gender, sexual orientation, gender identity, age, disability, or veteran status. Specifically, residents may not (1) make any threat or engage in any physically threatening behavior which creates a reasonable fear for a person’s safety, or (2) engage in behavior which is so persistent, pervasive, or severe as to deny a person’s ability to participate in the university community.
Sexual Harassment

Section 1-109 of the Student Code states, “sexual harassment is defined by law and includes requests for sexual favors, sexual advances or other sexual conduct when (a) submission is either explicitly or implicitly a condition affecting academic or employment decisions; or (b) the behavior is sufficiently severe or pervasive as to create an intimidating, hostile, or repugnant environment; or (c) the behavior persists despite objection by the person to whom the conduct is directed. The University considers such behavior, whether physical or verbal, to be a breach of its standards of conduct. It will seek to prevent such incidents and will investigate and take corrective actions for violations of this policy. Further, retaliation against those who seek remedies under this policy is prohibited.” Students who have been the victim of harassment should speak with a resident director or complex director immediately or contact the Office of the Dean of Students at 333-0500 or by email at HELPdean@illinois.edu.

Staff

University residence halls are divided into five areas:

- **Urbana South**: Babcock-Carr, Blaisdell-Saunders, Oglesby, and Trelease
- **Urbana North**: Allen, Busey-Evens, Lincoln Avenue, Townsend and Wardall
- **Ikenberry Commons North**: Barton-Lundgren, Hopkins, Nugent, and Weston
- **Ikenberry Commons South**: Bousfield, Scott, Snyder, and Taft-Van Doren
- **Graduate Upper-Division Residence Halls**: Daniels and Sherman

Coordinating each undergraduate area for Residential Life is a professional staff member, called an area coordinator (AC), who manages the overall area and supervises the individual hall professional and student staff.

Each undergraduate residence hall has a full-time, live-in professional called a resident director (RD). Each RD supervises student staff, advises the hall councils and central housing groups, responds to emergencies, resolves student disciplinary issues, and promotes student learning and development, as well as leadership opportunities.

Each floor or wing of the undergraduate halls has a resident advisor (RA), an upperclassman student who assists residents with resource referrals, advises the
floor student government, provides nighttime coverage for the building, provides educational opportunities, and promotes community development.

Multicultural advocates (MAs) are students who live in the halls and have special training and interest around social identity, social justice, and multiculturalism. MAs work to encourage our communities to be open and supportive for all residents.

Some of the undergraduate residence halls offer living-learning communities such as Allen Hall/Unit One, Global Crossroads, Health Professions, Innovation LLC, Intersections, LEADS, Sustainability, WIMSE, and Weston Exploration. Halls with living-learning communities also have program coordinators (PC) on site. The PC works with the RD and RAs and directs the activities of the learning communities.

The undergraduate area staff is supported by a number of professional staff in the department of Residential Life. The director supervises five assistant directors who perform major functions that support students in their pursuit of academic excellence. These include Academic Programs & Research, Human Resources, Student Involvement, Community Standards, and Operations.

Coordinating and managing the graduate upper-division halls is a complex director (CD) and resident director (RD). The complex director is a full-time, live-in professional who manages both areas, supervises the student staff, resident director, and housing representative, responds to emergencies, promotes leadership opportunities and student learning, and resolves student disciplinary issues. The resident director is a full-time, live-in professional who is responsible for both halls, supervises the student staff, responds to emergencies, promotes leadership opportunities and student learning, and resolves student disciplinary issues.

Each graduate upper-division hall has a staff of resident advisors (RAs) who are available to residents. The RAs offer social and educational opportunities in the halls, provide resource referrals to students, promote community development, are on-call during the evenings, and respond to emergencies.

The graduate upper-division halls and apartments are supported by the department of Family & Graduate Housing. The director supervises three assistant directors and one complex director whose mission is to develop and support a safe and welcoming community where residents can pursue their academic goals.

Each area in the undergraduate and graduate halls has one or two secretaries or housing representatives who oversee the front desk operations, requests for services, room changes, and a variety of administrative tasks.

The Housing Facilities staff is responsible for making sure the public areas of each building are safe and clean. They respond to requests for services submitted to the area desks as well as any facility emergencies that may occur.
Residential Student Computing Services has network technicians (or nettechs) on staff to help make the proper connections to ResNet. They are also available for consultation in hall computer labs (see postings for hours). Staff members are also available to respond to requests submitted through an online form.

Unit managers supervise the daily operations of each dining hall, ensuring that we meet your dining needs. Culinary-trained production chefs work in each dining hall to provide their expertise in recipe and menu planning.

**Academic Resources**

There are numerous resources available to residents in the undergraduate halls. In addition to the staff listed above, undergraduate hall residents enjoy access to tutors, classes in the residence halls, and an extensive library system. The staff and programs offered in our communities support the academic mission of the University.

**Hall Libraries**

Eight libraries are located throughout the residence hall system. These libraries provide resources and support for academics including books, reference materials, quiet study spaces, and a knowledgeable staff to help students find the materials they need. An extensive collection of current fiction and nonfiction books, newspapers, magazines, and CDs is also available. Each library has two computer terminals that are networked to the University Library online system and the Internet.

Residence Hall Libraries are located in the following buildings: Allen, Busey-Evans, Florida Avenue, Illinois Street, Lincoln Avenue, Pennsylvania Avenue, and the Student Dining & Residential Programs building (SDRP). For more information, please call the Main Library office at 333-7150 or visit the residence hall libraries website.

**Living-Learning Communities**

University undergraduate residence halls are home to many living-learning programs and unique communities. These communities provide added programming and academic benefits to members of the communities, including classes on-site, co-enrollment in classes, or reserved seats in classes. There are also advising and referral services, tutors, and special opportunities to interact with faculty.
**Global Crossroads: An International Living-Learning Community**

Global Crossroads challenges and motivates students whose interests, experiences, and aspirations have a strong international component, including students planning international majors/minors, interested in international internships, study abroad or international work or service. Global Crossroads opened in fall 2000 and accommodates about 110 students on two floors in Saunders Hall, Pennsylvania Avenue Residence Halls (PAR). The community includes students from countries all around the world, and includes degree-seeking, transfer and exchange students. Global Crossroads is an excellent environment for international students to experience the United States college culture.

**Health Professions Living-Learning Community: Access, Advocacy, and Leadership**

The Health Professions Living-Learning Community brings together students pursuing careers in medicine, nursing, physical or occupational therapy, and veterinary medicine and related professions in a dynamic, engaging environment. This residential community combines elements to foster exploration of working with traditionally underserved populations (urban, disadvantaged, rural, elderly, and international) through courses, programming, services, and connections to campus and community resources. This program is located in Oglesby Hall of the Florida Avenue Residence Halls (FAR).

**Innovation LLC**

Innovation LLC welcomes students from all majors who share an entrepreneurial spirit. Students who thrive on invention, creative problem-solving, and fostering positive change in the world will feel at home in this inclusive community. Located on three floors in the Illinois Street Residence Halls, Innovation LLC features The Garage, a fully equipped workshop where individuals and teams can collaborate, develop ideas, and put their plans into action. Innovation residents also benefit from access to special courses, guest speakers, and resources to bring their ideas to reality.

**Intersections**

Whether your major is business, biology, sociology, or architecture, the ability to engage with others of diverse backgrounds is an asset that doesn't begin and end in the classroom. With this in mind, Intersections opened in 2004 to provide 120 students with a living experience where they could find deeper ways to talk about race and culture, more fully understand different life experiences and points of view, and learn to live in a diverse community. Intersections students enroll in one of two courses focusing on cultural diversity and have the opportunity to participate in programs planned by students, faculty and staff, and outside guests. Program staff members include an academic director, program coordinator, hall director, resident advisors, and multicultural advocates. This community is located in Babcock Hall, Pennsylvania Avenue Residence Halls (PAR).
LEADS: Leadership Experience through Academic Development and Service

LEADS is designed to provide students with a residential experience based on the Illinois philosophy of leadership that focuses on self-development, communication skills, project and program effectiveness, and group dynamics. The program helps students identify, develop and practice their leadership skills. The community opened in fall 2000 and is located on the 3rd floor of Hopkins Hall in the Ikenberry Commons North area. The approximately 140 students share opportunities to enroll in courses, and participate in programs planned by students, faculty and staff, and outside professionals. Program staff includes a program coordinator, hall director and resident advisors. Students interested in LEADS do not need to have held a formal leadership role in any organization. Participation is encouraged from any student who wishes to be part of an energetic community committed to making a difference.

Sustainability

Sustainability LLC is a living-learning community that welcomes students to live and learn about diverse aspects of sustainability in a variety of ways: academically, organically, and experientially. Located on two floors in the Lincoln Avenue Residence Halls, students with similar interests and intents from a range of different backgrounds are invited to experience this new community, where opportunities abound to learn not only from professionals, but from each other and from shared experiences. Academic partner is the SESE, the School of Earth, Society and Environment.

Unit One/Allen Hall

Unit One, located in Allen Hall, provides a small-college environment with an intellectually and personally challenging atmosphere in a strong community setting. Unit One was established in 1971 and now has 650 residents whose majors, general interests, and academic abilities reflect those of the University’s undergraduate population. Unit One features about 80 credit-granting courses, private music lessons, a host of workshops, field trips, volunteer activities, academic support, and about six guests-in-residence per year who live in Allen during one- or two-week visits. Staff includes a director, assistant director, student advisors, regular faculty, and teaching assistants who all have office space in the hall.
**Weston Exploration Program**

Weston Hall, in the Ikenberry Commons North area, is home to the Weston Exploration Living-Learning Community. Weston Exploration opened in fall 1997 with the mission to bring together classroom and living experiences to provide opportunities for students to discover areas of interest and abilities and how they relate to academic majors and careers. Students entering the Liberal Arts and Sciences General Curriculum may find Weston Exploration a particularly supportive and stimulating environment in which to begin their Illinois experience. Weston students from all majors can utilize the resources to identify and prepare for careers. Approximately 475 students are members of the Exploration community.

Program staff include a program coordinator, hall director, resident advisors, academic advisors, counselors, and career counselors who all work on site to provide classes, individual and small group activities designed to help students learn about themselves and campus resources.

**Women in Math, Science and Engineering**

The WIMSE community was established in fall 1996 to provide a supportive environment for undergraduate female students in a mathematics, science or engineering curriculum. The community has expanded since 1996 and is now home to approximately 135 students in Trelease Hall, Florida Avenue Residence Halls (FAR). WIMSE provides an active academic and social network designed to ease student transition to the university and facilitate student academic success.

Program staff include a program coordinator, hall director, resident advisors, and tutors. WIMSE students have a computer lab on each floor, a resource center, on-site courses, and seats held in high-demand courses in their curricula. Students interact with faculty and professionals as part of the WIMSE dinner series, and participate in a variety of activities to increase awareness of campus resources, including research and internship opportunities.

**Special Housing Options**

**Non-Visitation Community**

Here the community members agree to not have visitors of the opposite gender in their rooms at any time. This living option is available in specifically designated rooms in Evans Hall.

**Substance-Free Hall**

For residents interested in living in a residence hall free from alcohol (even if 21 years of age), and chemicals or drugs (other than prescribed medications), Snyder
Hall in the Ikenberry South area, our Substance-Free hall, is a good match. While a substance-free area does not change existing University policies that pertain to substances on campus, residents of this hall are committed to healthy habits and do not use tobacco products, alcohol, and other drugs inside the hall or on campus.

**Transfer Student Cluster**

Communities have been developed specifically for transfer students. The staff in these communities focus on the interests and needs of transfer students to assist in their transition to Illinois. This community is located in Scott Hall.

**Scholars Community**

This coed community, located on the second floor of Leonard (LAR), is home to residents interested in pursuing research projects and participating in academically focused programming.

**Getting Involved**

The best way to make the most of your time at Illinois is to get involved. There are many opportunities available for both undergraduates and graduates living in the residence halls. Below is a brief description of some activities and organizations that may be of interest to you.

**Undergraduate Halls**

**Central Residential Funding Board**

The Central Residential Funding Board (CRFB) was created by a group of students representing various residence hall organizations and constituencies. CRFB consolidates several other systems of providing funding for programs and activities in the residence halls. Any student living in University Housing’s residence halls has easy access to supplemental funding for any program or activity that fits within Housing and University policies.

There are still funding opportunities at each hall—check with your hall organizations, resident director, or RA for those options. The CRFB is a centralized and simplified location for additional funding. The CRFB will meet regularly throughout the semester, carefully consider all funding requests, and quickly respond to all requests submitted.
Black Student Union (BSU)/Central Black Student Union (CBSU)

Each hall or area supports a Black Student Union (BSU). BSUs provide additional leadership and programmatic experiences for residents. An executive board is elected in the spring and has similar positions to hall councils. Each hall or area Black Student Union also represents its hall/area in the Central Black Student Union (CBSU). The CBSU elects an executive board in the spring.

Graduate Halls

Residents of the graduate upper-division halls are encouraged to be involved in the Resident Leadership Board (RLB). This group is available to residents of both Daniels and Sherman, and is advised by the resident director. The RLB plans events, advises professional staff on resident issues, and supports community engagement.

Community Agreement

In the undergraduate residence halls, the Community Agreement is a way for residents to have an impact upon their own living environment. Community Agreements are contracts developed by residents on each floor at the beginning of the fall semester. Floor members collectively and collaboratively determine their floor lounge use, a standard of cleanliness in the restrooms and trash rooms, how to resolve floor or neighbor conflict, etc. These agreements will be reviewed throughout the year to ensure that the guidelines are being followed and to adjust the agreements as needed.

Courtesy Hours

Courtesy hours are in effect at all times. Always be considerate of others and comply with a request for quiet. If a person asks another individual to be more quiet, residents are asked to be courteous and respect the request. Failure to do so will result in a judicial referral. Stereos, TVs, and musical instruments should be operated with regard for the rights of others.

Quiet Hours

It is important that residents respect the rights of others when they study, sleep, listen to music, and socialize. To that end, quiet hours may be voted on by all residents during the fall semester. Prior to or in the absence of a vote, the default quiet hours will be 11pm-10am on weekdays (Sun-Th) and 12am-10am on weekends (Fri-Sat) in the undergraduate halls, and 24 hours in the graduate upper-division halls. During quiet hours, noise in any room/suite should not be audible outside that room/suite.
Quiet hours are enforced by residents and staff members as necessary for the well being of the community. Quiet hours also include the floor lounges and outdoor courtyard areas. At the end of each semester, quiet hours are extended to 24 hours per day in all halls. This action fosters the additional quiet necessary to prepare for final exams.

The graduate upper-division halls honor 24-hour quiet hours year-round.

**Guests and Visitors**

Residents are welcome to bring a guest into the residence halls, and residents assume responsibility for the actions of their guest whether they are University of Illinois students or not. A guest is defined as anyone without valid card access or keys to that hall, floor, and/or wing. Every guest must be hosted by a resident, and the hosts are responsible for informing guests about applicable University and residence hall regulations. All guests must present proper identification when requested by University staff. Failure or inability to do so will result in the guest being removed from the building and/or campus community.

A guest may not infringe on the rights of a resident's roommate/suitemate or other residents of the community. Guests who are disruptive may be required to immediately leave the University Residence Halls and may have future visitation restricted. Visitation regulations must be observed, and guests, including friends, parents, relatives, and faculty must be escorted at all times. A guest may not use a resident's key(s) or i-card. Any guest not willing to comply with applicable University or residence hall regulations may be removed immediately from the building and/or campus community. University Housing reserves the right to restrict access to guests as deemed necessary for a campus/community emergency or event.

Guests must use the proper restroom within the building, and must be escorted to the appropriate facility. Men must use restrooms designated for men; women must use restrooms designated for women; or gender-free restrooms may be used where designated.

Nonresidents are not permitted to use certain residence hall areas such as laundry rooms, residence hall computer sites and libraries, rental parking spaces, ice machines, or storage rooms. They must be escorted throughout the building at all times by their host upon entering through the outside security doors.

During the weekend known as "Unofficial St. Patrick's Day," residents of University Housing residence halls will not be permitted to host any non-University of Illinois at Urbana-Champaign student guests, either in residence halls or dining halls. A notice to residents is sent in advance, outlining the dates in which no guests are permitted (typically Thursday-Sunday).
Overnight Guests

Occasionally an overnight guest may wish to stay with a resident. The prior consent of the person's roommate(s)/suitemate(s) is necessary. Guests may not sleep in floor or main lounges, and an overnight guest may not stay more frequently than three consecutive nights per month.

A roommate/suitemate who has not been consulted regarding an overnight guest should address the concern first with the roommate/suitemate. If the matter is not resolved, the resident should seek the assistance of a resident advisor.

When ordered by the Director of Housing, University Housing may enforce a restricted visitation period when it is deemed that non-University guests are not permitted in University residence halls (such as during the weekend known as "Unofficial St. Patrick’s Day). Such a period would be in response to a critical incident for campus safety. Violation of this restricted visitation period will result in referrals to the University Discipline System.

Visitation

Visitation is established individually by the residents of each room. With the consent of your roommate, you may invite a guest to visit your room. Undergraduates may declare their own rooms “off-limits” for visitation during certain days or hours by discussing with their roommate(s).

There are designated areas in the undergraduate halls that are non-visitatation. The women's non-visitatation area is one wing of a residence hall floor. Students interested in this option should contact their Resident Director.

Lounge Furnishings

All hall and floor lounges, and shared living spaces, are furnished for the use of all residents. Furnishings (chairs, tables, lamps, cushions, and couches) must remain in their original locations. They are not intended for personal use in individual resident rooms. Floor, main lounge, or shared living space furniture found in resident rooms will be removed and the resident(s) will be billed a $40 relocation fee per item. Please be advised that some lounges may be used for break housing and temporary housing accommodations.
Security Awareness

Security in the residence halls requires resident cooperation and active participation. Room/suite keys are the most important means of security. Residents should keep their rooms/suites locked at all times, particularly when they are sleeping. A locked door deters intrusion.

Security doors should not be propped open; security doors that are propped should be closed. Locked doors protect residents. Nonresidents should not be admitted. A resident must escort a nonresident at all times while inside the residence halls. The office or desk clerk should be telephoned if someone suspicious is seen.

Strangers wandering on a floor should be questioned. Residents can ask to see the person’s identification. If a resident calls to report someone suspicious, s/he should be able to describe the person. A staff member on the floor or the staff member on duty should be contacted immediately.

When residents question a stranger, they demonstrate that nonresidents cannot wander at will looking for opportunities to take advantage of a residence hall community and its members. Taking these precautions helps protect hall residents from these intruders.
Your Room/Suite

Appliances

Residents may use a reasonable number of UL-approved electronic devices in their room/suite so long as they do not present a fire hazard or consume an excess of power. Devices with an exposed heating element are considered a fire hazard. The following appliances are permitted in the residence halls:

- Alarm clock
- Blender
- Computer
- Curling iron, electric razor, and hairdryer
- Desk/study lamp
- Electric blanket
- Electric coffee maker/tea maker
- Fan
- Microwave (up to 800 watts)—one per room
- Popcorn popper
- Refrigerator (no more than 3.0 cubic feet)—one per room
- Video game consoles (PlayStation, Xbox, Wii, etc.)
- Stereo
- TV/DVD player/VCR
- Telephone/answering machine

See the move-in checklist for more on what to bring/what not to bring to the halls.

Cooking

Cooking meals is only permitted in designated hall or area kitchens. Hall kitchenettes are not intended for regular meal preparation because they cannot accommodate the number of residents in each hall.

Use of microwave ovens, popcorn poppers, or other approved electrical appliances is permitted in resident rooms/suites for preparation of snacks. One micro-fridge unit is provided in all Sherman Hall and Daniels Hall rooms. You may not prepare meals in your room/suite, as it is a violation of state health codes. If you do, you may be charged up to $50 per occurrence or lose your housing contract. Toasters, toaster-ovens, and "George Foreman"-type grills are not permitted in resident rooms at any time.
Extension Cords and Power Strips

Extension cords are to be used with small electrical appliances only, such as an alarm clock, lamp, or popcorn popper, and should be sized for the electrical load being served. Only one appliance should be plugged in at a time. However, power strips with surge suppressants are strongly encouraged for all electrical needs, especially large appliances such as refrigerators, computers, and stereos. Make sure your power strip includes a self-contained fuse, which reduces the risk of a tripped circuit breaker on the floor.

Furniture

Furniture provided in rooms needs to remain in the assigned room. You are responsible for all the furniture in your room\suite, and will be held accountable for any damages incurred. Extra furniture may not be removed by residents from double rooms rented as singles or triples rented as doubles.

Beds

Most halls have bunkable bed units. If residents want beds bunked, debunked, or bi-leveled, they must submit a maintenance request. Both roommates should submit the request in order for it to be honored. To prevent accidents and damage to the furniture, Building Service Workers must perform this task for residents. Unauthorized bed changes will result in a $30 charge per room plus a charge for any damages that may result. Bed rails are available for those residents sleeping in the upper bed of bunk beds, and bed extenders are available for residents who require a longer sleeping surface. You can also make a maintenance request if you would like to check out a bed rail or bed extender for the year.

Construction

Construction such as panels, dividers, lofts, shelves, and bunks is not permitted. Residents may not place boards or weights on radiator covers or wall-mounted bookshelves, and may not place beds on top of other furniture. Hot tubs are not permitted.

Halogen Lamps

Due to the high risk of fire, halogen lamps are not permitted in the residence halls.
Incense

The residence halls are smoke-free environments; therefore, incense is not permitted in the halls.

Musical Instruments

Musical instruments, especially amplified musical instruments or particularly loud instruments (e.g., brass instruments or drums), may be played only in designated practice areas. Check with your hall/area office for specific locations and access.

Personal Property Protection

If you have not already done so, check the provisions of any family homeowner or personal property insurance you may have for coverage of your personal property in the residence halls. University insurance does not cover students’ personal possessions.

We recommend engraving all valuables with your state abbreviation and driver’s license number for identification purposes. Doing so can assist police in tracing stolen items nationwide. If you decide to bring expensive equipment to campus, make sure to inventory and record serial numbers for your records.

Personalizing Your Room/Suite

Adding your personal touches to your room/suite will help to make it your own. We encourage you to display decorations, posters, or pictures as long as they do not deface or damage the surface or structure of the room/suite. Please do not use tacks or nails in the walls, bookcases, doors, desks, or beds, but rather use poster putty or poster tape provided at the beginning of the year. If you need additional putty/tape, see your Resident Advisor. Keep in mind that curtain rods or blind rods will not support the weight of plants. You may use additional furniture of your own in your room/suite as long as your roommate(s)/suitemate(s) agree to this arrangement. Due to limited storage space, no University furniture may be removed from resident rooms/suites. Carpet tape is difficult to remove and destroys the tiles. Please do not use this on your room/suite carpet.

Room/Suite Alterations

Each room will be inspected before, during, and/or after resident occupancy, and residents will be charged for any damages. The maintenance staff schedules repair work and determines the actual repair or replacement costs. Only maintenance staff members can paint or repair University property. Normal wear and tear will be considered in assessing costs for materials and labor.
Room/Suite Entry

Housing staff members may enter your room/suite to perform routine building service work, maintenance functions, or life-safety inspections. Notices of scheduled maintenance will be posted in advance on floor bulletin boards, on room/suite doors, or in resident mailboxes. Maintenance and Building Service Workers will lock your room when they leave, even if the room/suite was unlocked when they entered.

A University Housing staff member may enter resident rooms if danger to life, safety, health, or property is suspected. Furthermore, staff may open your room/suite to law enforcement officers who are in pursuit of a fleeing suspect or who present an applicable warrant. No other third parties (including parents, siblings, romantic partners, etc.) will be allowed access to your room/suite by a staff member.

Additionally, entry into your room/suite may be authorized if a community disturbance is originating from a room, such as a loud alarm clock or stereo, and you are not present to address the problem. You will be notified if a staff member enters your room/suite under these circumstances.

If any unattended burning odors (including, but not limited to, food, cigarettes, or other tobacco-like substances) can be detected from the hallway, staff members may enter your room/suite to ensure that a life safety situation does not exist.

Room/Suite Inspections

During announced periods and during vacations, staff members may inspect your room/suite to assess possible fire and life-safety hazards. Damages in your room will also be noted during these inspections. Staff do not open drawers or search through personal belongings. They will report apparent violations of regulations or statutes to the appropriate office. Both you and your roommate(s)/suitemate(s) will be billed for damages, missing furniture, or irregularities encountered in the room/suite if the staff cannot determine who is responsible.

Life-safety room/suite inspections are conducted early in the fall semester and again as needed by the resident advisor or Housing Facilities staff. Staff will assess the hazards or life-safety concerns associated with the following items:

- Extension cords: damaged, overloaded, routed under carpet, not UL-approved, etc.
- Overloaded electrical outlets: UL approved power strips with circuit breakers should be used
- Refrigerators: less than three cubic feet, only one per room permitted, must be plugged directly into wall outlet
• Hazardous cooking and household appliances: microwaves are the only cooking appliances permitted; halogen lamps and space heaters are not permitted
• Flammable liquids: storage of kerosene, fuel, or fuel containers not permitted
• Self-closing door hinges: may not be removed from student room and hallway doors
• Excessive combustible materials: excess trash / recyclables; ceilings, smoke detectors, walls or windows covered with drapes / posters; excessive holiday light strings; etc.
• Lofts: lofts that were not provided by University Housing are not permitted
• Furnishings in contact with room heaters
• Smoke detector functioning and not tampered with: covered, disconnected, or removed
• Cigarettes, candles, incense: use is not permitted in the residence halls

In addition, the following items will be checked for compliance with residence hall policies:

• Pets: fish are the only permitted pets (fish tank must be 5 gallons or less)
• Lounge furnishings: for public use, not individual room/suite use
• Highway/street/construction signs: considered stolen property and will be reported to the University Police
• Alcohol containers: may not be used for decoration even if empty.

If problems are identified, residents will be notified and will have three (3) days to correct the concern. Failure to comply may result in disciplinary action and fines.

**Smoke- Or Fog-Producing Devices**

The residence halls are smoke-free environments; therefore, these devices are not permitted in the halls.

**Window Screens**

Screens should remain closed and attached to room and lounge windows. Items should never be thrown from a residence hall window. If a screen is unfastened, it will be reinstalled at a $20 charge per window. If a window screen is missing, it will be replaced at a charge of $30. If strong wind, rain, snow, or an external projectile damages a window/screen, submit a Request for Services form at the area/hall office to report the damage. Missing or unrepairable screens will be replaced at a cost for a new screen plus installation.

For aesthetic and safety reasons, students may not hang, attach, or place anything on the outside of any residence hall or Housing structure (including window sills).
Dining Policies

Our mission is to provide you with high quality and flexible dining services. You may use your meal plan at any dining facility regardless of where you live. This is great for residents who may prefer to eat a mid-day or evening meal close to classes or with friends living in other residences. We encourage you to visit each dining hall, specialty restaurant, and a la carte location to discover the options available to you.

Meal Plans

Undergraduate Hall Residents

Students living in University Housing residence halls have the choice of three types of meal plans: Plans with Classic Meals and Café Credits, plans with Classic meals only, and an All Café Credits plan.

Classic meals are all-you-care-to-eat breakfast, lunch, and dinner. Café Credits are used in a la carte locations, where items are priced individually—you purchase only what you wish. Café Credits can also be used to purchase a Classic Meal, or to treat a friend to a Classic Meal or a la carte items. Café Credits are purchased as part of a meal plan. You can add Extra Credits at any time to your i-card account.

Café Credits allow you to customize your meal plan just the way you want it. And if you don’t use all of your Café Credits this week, it’s not a problem. You can roll over a maximum of one week’s worth of your plan's Café Credits into the following week, up to a maximum balance of double your weekly allotment. The Extra Credits you add to your i-card account never expire, as long as your i-card is active.

Plans with Classic Meals and Café Credits

• 12 Classic/15 Café Credits per week
• 10 Classic/45 Café Credits per week

Plans with Classic Meals and Café Credits

• All Café Credits (130) per week

Plans with Classic Meals Only

• Maximum Classic (dine up to 7 times per day)
• 6 Classic meals per week (Daniels and Sherman residents and off-campus students only)
Classic Meals

Classic dining halls are located in the following residence hall areas: Ikenberry, Lincoln-Allen, Busey-Evans, Illinois Street Residence, Florida Avenue Residence, and Pennsylvania Avenue Residence.

Classic meals may only be used once per meal period. For example, you cannot use a meal credit at 7:00 a.m. for breakfast and again at 8:00 a.m. for breakfast. The table below shows the times for each meal period. For dining hall operating hours, see the dining hall locations page.

Maximum Classic meal plan holders may enter once per meal period, up to 47 times per week.

<table>
<thead>
<tr>
<th>Meal Period</th>
<th>Hours</th>
<th>Credit Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7–10 a.m.</td>
<td>7.80 Cafe Credits 8.94 Extra Credits (includes tax)</td>
</tr>
<tr>
<td>Early Lunch</td>
<td>11:01 a.m.–12 noon</td>
<td>9.93 Cafe Credits 11.39 Extra Credits (includes tax)</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:01–2 p.m.</td>
<td>9.93 Cafe Credits 11.39 Extra Credits (includes tax)</td>
</tr>
<tr>
<td>Late Lunch</td>
<td>2:01–3 p.m.</td>
<td>9.93 Cafe Credits 11.39 Extra Credits (includes tax)</td>
</tr>
<tr>
<td>Early Dinner</td>
<td>4:30–6 p.m.</td>
<td>13.01 Cafe Credits 14.93 Extra Credits (includes tax)</td>
</tr>
<tr>
<td>Dinner</td>
<td>6:01–8 p.m.</td>
<td>13.01 Cafe Credits 14.93 Extra Credits (includes tax)</td>
</tr>
<tr>
<td>After Dark</td>
<td>8:01 p.m.–12 midnight (available at PAR only)</td>
<td>9.93 Cafe Credits 11.39 Extra Credits (includes tax)</td>
</tr>
</tbody>
</table>

Dining halls are located in the following residence hall areas: Ikenberry Commons (Ikenberry Dining Hall), Allen, Busey-Evans, LAR, ISR, FAR, and PAR. Anyone can eat in any dining room regardless of where they live.

Café Credits

Café Credits may be used at a la carte locations and may also be used to purchase a Classic meal. If you use Café Credits for an all-you-care-to-eat meal, you receive a discount on the door price (see above prices)!
You may roll over a maximum of one week's worth of your plan's Café Credits into the following week, to a maximum of the previous week's Café Credits plus the current week's Café Credits. Rollover of applicable credits will occur automatically.

A La Carte

Use Café Credits or Extra Credits to purchase a la carte items. One credit is valued at one dollar. Check out 57 North and The Caffeinator in the Ikenberry/SDRP building, Penn Station at Pennsylvania Avenue Residence Halls, Chomps at Illinois Street Residence Halls, and Busey Bean and Green at Busey-Evans. Wireless hotspots for laptop computers are available at retail locations.

Extra Credits

Extra Credits provide added flexibility. They can be used to purchase food items at a la carte locations or to purchase Classic meals. Extra Credits can be purchased online with a credit card, with no minimum required (computer kiosks are located near front desks for your convenience). Extra Credits will not expire as long as you have an active i-card. Extra Credits may be used for the Colonial Room lunch at the Illini Union.

Extra Credits may also be used to do laundry!

Bringing in Friends

You can use your Café Credits or Extra Credits to bring in a friend to a Classic meal. You can also use Café Credits or Extra Credits to purchase a la carte items for another person.

Additional Info

- The calendar week for all meal plans begins and ends Sunday at 3 a.m.
- No refund is made for unused meals, absences, or lost passes.
- Two meals a day are served on Sundays, national holidays, and holiday observances.
- University Housing regulations do not allow people to enter the dining room shirtless, with bare feet, or in stocking feet.

For Non-Meal Plan Holders

Faculty, staff, and students living off-campus may purchase meals by maintaining a balance of Extra Credits on their i-card, using a credit/debit card, or purchasing a meal plan.
**Kosher Meal Option**

Read about Kosher options and meal options during Passover. For more information on the availability of Kosher meals in the area, please visit:

- Illini Hillel
- Chabad

**Ramadan Options**

University Housing offers some meal options for residents observing Ramadan.

**Vegetarian & Vegan Options**

Read about vegetarian and vegan dining options.

**Non-Transferable Rule**

Your meal plan is non-transferable and cannot be used by others. Meal plan holders may be asked to show photo ID. Violations are subject to charges under the Student Code.

**Meal Plan Changes**

Meal plans may be changed before the contract begins, or you may wait until after you arrive on campus. See the Meal Plan Changes page for deadlines. Visit the Housing website to change your meal plan: submit the change online. You may roll over up to one week’s worth of your old plan’s Cafe Credits to your new plan.

Note: Students who move from an undergraduate residence hall to a graduate hall after the meal plan cancellation deadline must keep their meal plan until the next meal plan change period.

**Prorated Meal Weeks**

Standard meal weeks begin on a Sunday. At various times of the year when the meal week begins on a different day (e.g., opening week in the fall, and after some break periods) your meal plan is prorated. This means you will have fewer meals during the week than you would in a regular week during the school year. When your meal plan rate was set, prorated weeks were already figured in (so you did not pay for them).

Prorating is calculated by dividing your meal plan into sevenths, representing seven days of the week.
To figure out prorated meals:

\[ \text{# of days with meals} \times \frac{1}{7} \text{ of your meal plan} = \text{Prorated meals and credits given} \]

**Board-Only Plans for Residents of Graduate Halls**

Residents in Daniels and Sherman halls do not have a mandatory board plan as part of their contract but can choose from one of the following meal plan options:

- 6 Classic
- Maximum Classic
- 12 Classic/15 Cafe Credits
- 10 Classic/45 Cafe Credits
- All Credits (130)

**NOTE:** This is an academic year contract that can only be cancelled before the dates listed in your contract. The 6 meals per week plans are not available to residents of the University undergraduate residence halls.

As an alternative, residents of the graduate halls can also elect to add Extra Credits to their i-cards to pay for meals. Extra Credits provide extra flexibility and can be used to purchase food items at a la carte locations or to purchase Classic meals held in residence hall dining rooms. Extra Credits can be purchased online or at a kiosk, with no minimum required. Extra Credits never expire as long as you have an active i-card.

Students who move from an undergraduate residence hall to a graduate hall after the meal plan change deadline must keep their meal plan until the next meal plan change period.

**Residence Hall Dining Areas**

Dining in the residence halls offers the largest selection of menu items. Hours of service and the weekly menu are posted next to the dining room entrance and are available online.

**Carry-Out Policy**

Residents eating in the dining halls may take a choice of one piece of fruit or one cookie or one ice cream cone and a non-dairy beverage in a thermos mug (up to 22 oz.) from the dining hall. Everything else must be consumed before you leave the dining area. A $10 charge may be assessed for any item above the one item provision.
Specialty Restaurants

Students may use their meal plan to dine in any of the specialty restaurants. These restaurants offer special theme menus and a unique dining experience.

A La Carte Locations

All a la carte items may be packed and carried out, but we welcome you to stay. You may use Cafe Credits, Extra Credits, or a debit/credit card to purchase items. Browse our a la carte locations and hours.

Other Locations Using Credits

The Colonial Room Lunch at the Illini Union
Enjoy a taste of campus tradition! Join us in the Illini Union for a lunch buffet in an elegant setting. Read about the Colonial Room lunch.

Responsible Use

Residents should take what they want and enjoy what they take, but they should not waste food. Dining Services does not receive any subsidy from the University or the federal or state government. It is funded entirely by resident payments. In order to keep the cost of meal plans and dining services down, please consider the following:

• Avoid wasting food; please take only what you can eat
• Care for your dining area and avoid breakage of dinnerware
• Ensure guests pay for their meals
• If you need to borrow something, please talk to the unit manager (There is a $10 charge for each unauthorized item removed from the dining room.)

Food Credit for Absences

If a student is absent from the residence halls for seven or more consecutive days because of illness, student teaching, or a University field trip, residents may request a dining service credit of $5.80 per day at the area/hall office. Residents should notify the office before leaving for teaching or a field trip or after return from an illness. There is no dining service during University vacation periods.

New Menu Items

Dining Services is always looking for new menu items. If you have a recipe that you think would appeal to students, please share it with us. Our Test Kitchen can expand a family recipe to serve any quantity.
Public Health Requirements

Illinois Public Health regulations do not permit food prepared outside the dining service area (including salad dressing) to be brought into or consumed in the dining room.

Temporary Replacement Cards ("Temp Cards")

Students who lose an i-card may obtain a temporary replacement card ("temp card") until another i-card is obtained. Replacement cards are available from the hall's front desk. Students are expected to go to the ID Center to replace the lost or broken ID. Lost IDs that are found later should be discarded, as they cannot be reactivated. Students should return the temporary replacement card to the area office and must have their current i-card activated within three business days of getting the temporary replacement card. If the i-card is not activated both the temporary replacement card and the i-card will remain inactive.

Sick Tray

If a student is ill, a roommate or a friend may obtain a sick tray for the ill student. The ill student should call his or her dining hall’s main office during meal hours and provide the ill student’s name, UIN (found on the i-card), and name of the friend who will be picking up the tray. Please call at least 60 minutes prior to the requested pick-up time. A Classic Meal or equivalent credits will be deducted for the meal.
About Your Residence Hall Contract

The University Residence Hall Contract that a student signs is an explicitly worded legal document—an agreement between the student and the University. The contract should be read carefully. Any questions about this contract should be referred only to the Housing Information office, 333-7111 or housing@illinois.edu. Other staff members are not trained to interpret the Housing contract. As noted in section 3c of the Contract, the regulations in Hallmarks are part of a resident’s contractual relationship with Housing. Regulations help establish equitable rights and services for present and future residents. A handwritten or electronic signature on the residence hall contract is the legal agreement to abide by the provisions in the contract and the regulations in this handbook.

Residents are also responsible for living within the standards in the University’s Code on Campus Affairs and Handbook of Policies and Regulations Applying to All Students (abbreviated as the Code). The Code is available at the Dean of Students Office, 300 Turner Student Services Building, or you can read it online.

University Student Account

Once a month, the University of Illinois emails students and Authorized Payers, reminding them to view their student account for recent activity. The student account will show all University and Housing charges, including any prorated charges or credits for room or meal plan changes. Failure to pay your Housing charges in accordance with the payment schedule outlined in the Contract may result, at the sole option of the University, in the denial of further meals or contract cancellation pursuant to University rules and regulations.

Room-Only Contracts

Room-only contracts are available to students who are assigned to Daniels or Sherman Halls. See the contract for deadlines to change or cancel meal plans.

Assignments

You agree to pay the applicable rate for the space to which you are assigned. Every effort is made to oblige student preferences and requests for assignments to specific rooms/suites, halls or roommates. However, according to the contract, full authority is reserved by the University to make assignment and reassignment of space in residence halls.
Room Reassignment/Housing Sign-Up

Each year current residents have an opportunity to sign a contract and choose a specific room and hall for the following academic year. Detailed information regarding the reassignment period (called "Housing Sign-Up") will be emailed to all current residents in September. Housing Sign-Up begins in early October each year.

Rates

Visit the rates section of Housing’s website for the latest rate information.

You will be billed for half of the academic year room and board rate each semester. During the spring semester, the amount billed is half, minus $100 credit for the advance payment made at the time you initiated the contract.

Your contract is an academic year contract that can only be canceled before the dates listed in your contract.

If you wish to cancel your University Residence Hall Contract based upon one of the reasons listed in section 11 of the Contract, and it is prior to May 15, return to the online contract and cancel. After May 15, complete the online contract cancellation form and send supporting documentation to the Housing Information Office (e.g., letter from your department verifying graduation, study abroad, or co-op). You will forfeit your $150 advance payment if you cancel after May 15 (or December 1 for new spring semester contracts). If you are not canceling your contract for one of the reasons approved in section 11 of the Contract, you are subject to a settlement charge of up to 75% of your room and board rate.

Room Changes

Authorized room changes are only completed in the manner described below. Requests for a change from one room to another, whether in the same hall or to a different hall, begin with a resident advisor (RA) in the undergraduate halls. It is very important for safety as well as billing that students live in their official assignment. Unauthorized moves may result in a $50 charge, and residents may be required to move back to their original assignment locations.

Hall residents may request a room change using the online form in MyHousing through November 15, 2015.

Upon approval of the request, a Housing staff member will contact the resident to sign a Change of Contract form before the move can begin.

Residents are assigned to the same room for both semesters. Unless there are urgent and exceptional circumstances, room changes do not take place during:
- The first two weeks of each semester (to allow for students in temporary housing to be permanently assigned first, as well as to allow roommates to get to know each other).
- After the Thanksgiving/Fall Break and before Winter/Semester Break, as this is a critical time leading up to exams.
- The last 4 weeks of the academic year.

**Room Change Checklist**

Students should complete all items on this checklist to avoid being billed any charges when moving:
- Meet with your RA to complete a Room Change Request form
- Wait for authorization from the RD and hall/area secretary before beginning the move
- Report to your current hall/area office to sign a Change of Contract form.
- Complete the end-of-semester room change prior to leaving for Winter/Semester Break
- All belongings must be out of the "old" room
- Complete all check-out procedures as outlined in this document
- Pick up the new room keys at the hall/area office
- Return the old room keys to the hall/area office within 24 hours after picking up the new keys
- Submit a forwarding address for U.S. mail, if necessary (can be done in MyHousing)
- If a resident has already moved into her/his new room, Housing contract charges will continue until the resident cancels her/his contract by completing a Change of Contract form, vacates the old room, completes check-out procedures, and returns the keys

Residents who remain within the University Housing residence halls will automatically have their address and phone number changed in U of I Direct. Those residents leaving the University residence halls must use U of I direct to change their local address.
**Room Change for Spring Semester**

Some residents request to change rooms for the spring semester. Residents must complete the following procedures:

- Meet with your RA to discuss your request to move.
- Submit an online room change request form in MyHousing. The request deadline is December 1, 2015.
- Wait for approval from the RD and Secretary/Housing representative
- Sign a Change of Contract form

**Vacancy Option and Consolidation**

If a vacancy occurs in a room and no other student is available for assignment to that space, the area/hall office may send the remaining resident(s) a Vacancy Option form offering four choices:

1. Retain the room and pay an increased rate for the reduced occupancy of the room (i.e., two residents in a triple would retain the room at double occupancy and pay an increased rate.) This total rate is determined by the number of weeks remaining in the semester.
2. Move to a specific room with a specific person
3. Have a specific person move into the room
4. Retain the room at its current capacity and agree to be assigned a new roommate(s) at any time

Residents must return the Vacancy Option form within three business days to the area/hall office indicating the choice selected. If a resident does not respond to the Vacancy Option form, the Resident Director will determine with which of the last three options the resident will comply.

Any vacancy remains under the jurisdiction of Housing for assignment, reassignment, or room changes. A resident of a room with a vacancy who in any way discourages the selection or moving in of a prospective resident is subject to administrative review of assignment or contract status and may be required to move.
**Contract Status**

**Academic Drops**

Students may be dropped from the University because of poor academic performance. If a student's name appears on the University academic drop list, the Housing Information Office will contact the resident to cancel the residence hall contract because s/he is no longer considered to have "student" status. If a resident plans to petition her/his College or Department for readmission and wishes for the contract to remain in effect pending the outcome of the appeal, a request must be submitted in writing to: Housing Information Office, 100 Clark Hall, 1203 South Fourth Street, Champaign, IL 61820-6982; fax to (217) 244-7073; or email housing@illinois.edu by the specified deadline.

**Non-Registered Student Status**

The contract requires residents to be enrolled at the University of Illinois in order to live in the residence halls. If a resident loses her/his student status (due to withdrawal from the University, academic or judicial dismissal, failure to complete enrollment, etc.) s/he is required to cancel her/his contract and move out of the hall. Students should complete the check-out procedures described earlier in this document. In some cases, the resident may be permitted to remain in the halls for a limited time; however, all housing room and board charges will continue to apply, and permission must be secured through the Associate Director of University Housing for Housing Information. Having another lease DOES NOT constitute a "special" circumstance.

**Break Periods**

The residence hall contract covers that period when the University is in session. The undergraduate residence halls close for three periods during the academic year: Thanksgiving/Fall Break, Semester/Winter Break, and Spring Break. The graduate residence halls (Daniels and Sherman) and the Global Crossroads community in PAR are open during break periods at no additional charge. The cost has been included in their contracts.

Each resident is required to complete a series of tasks prior to departing for the break periods. Notices will be posted on each floor, and specific information will be sent to residents outlining these procedures.

All students who wish to reside in a designated Break Housing hall during a break period must sign a Break Housing contract. Any student without a break housing contract who accesses a building during a break period will be assessed the full break housing charge amount. In addition, any student who accesses a hall without a Break Housing contract will also be referred to either the Residential Life judicial process or to the University Police for trespassing.
Fall/Winter/Spring Break Closing Instructions

Each resident is required to complete the following checklist before leaving for vacation:

- Empty trash can and make sure it is clean
- Put recyclables in appropriate closet
- Unplug appliances, except refrigerators and fish tanks
- Close and lock room windows
- Close curtains on ground and first floors only
- Turn off lights
- Lock the room door

Reciprocity Transfer

Students living in University Housing residence halls or Private Certified units/Greek units have the opportunity to move at selected times during the academic year. This opportunity applies to any University Housing residence hall resident. Under the reciprocal agreement you may cancel your contract to move to a designated Private Certified unit at set times during the year, following the published procedure. Or the student may move from designated Private Certified units or Greek units to the University Housing residence hall system. Students requesting to move to a certified unit for the fall semester must submit the request prior to move-in day. For the spring semester residents must file an application and return it to 100 Clark Hall by November 15. Applications may be obtained at area/hall offices or the Housing website.

Appeal for Contract Release

A release from the contract for reasons other than academic drop or official withdrawal from the University is highly unlikely. If you feel that personal circumstances warrant consideration, you can request a copy of the Contract Release Petition form from the Housing Information Office in 100 Clark Hall. You should complete the release form, supply all necessary documentation, and return the completed form as directed. Only the Associate Director of University Housing for Housing Information grants final approval. You should not sign another contract before being notified in writing of release from the residence hall.

University Withdrawal

If a student has officially withdrawn from the University before the end of the academic year, s/he must submit the online cancellation form to cancel his/her contract. S/he must also sign the checkout change form with the area office. Students must complete the check-out procedures listed earlier in this document and are responsible for all housing contract charges until checked out of the room, keys are returned, and the cancellation form is submitted.


**Off-Campus Program Semester/Year Absence**

If you will be absent from the residence halls for a semester while participating in an undergraduate off-campus academic program (such as study abroad, internship, cooperative program, or student teaching), write to request a residence hall contract around October 1 for the subsequent spring semester. Students studying abroad during the spring semester who wish to return the following fall semester may participate in Housing Sign-Up during the October preceding the spring semester away. Contact the Housing Information Office at housing@illinois.edu for more information.

**Break Housing**

Residents of the graduate upper-division halls and the Global Crossroads community in PAR are not required to leave during breaks. For other residents who wish to remain on campus during break periods, notices regarding Break Housing will be posted prior to each break period. Limited Break Housing accommodations may be available to residents, at an additional charge.

Please contact Housing Information for more information.

All students who wish to reside in a designated Break Housing hall during a break period must sign a Break Housing contract. Any student without a break housing contract who accesses a building during a break period will be assessed the full break housing charge amount. In addition, any student who accesses a hall without a Break Housing contract will also be referred to either the Residential Life judicial process or to the University Police for trespassing.

**Check-Out**

When a resident decides to move to another room/suite, cancel her/his contract and move out, or during move-out at the end of the academic year, they must follow the check-out procedures outlined here. You may schedule an appointment with a staff member to complete the check-out portion of the Room Condition Report (RCR). A staff member will complete a room inspection following check-out and assess any damages to be billed. Any personal belongings, valuables, or property left in the halls or on the premises after the expiration or termination of the current contract shall be considered abandoned property and may be retained by the residence hall as its property or may be disposed of through sale, donation or any other manner at the sole discretion of the residence hall staff. All proceeds derived from the sale or other disposal of such property shall be the property of the University.
Check-Out Procedure

- Schedule a check-out time with staff member (optional) to complete RCR
- Return room/suite furnishings to their original positions within the room/suite, except for bunking or debunking of beds
- Review the room/suite to compare the present condition to the initial condition documented on the RCR
- Return the keys to the hall/area office
- Complete a contract cancellation Change of Contract form with the hall/area secretary or the Housing Information Office
- Provide a mail forwarding address in MyHousing

Failure to complete check-out procedures may result in a $25 improper check-out charge. Failure to check out by the specified time of hall closing may result in a charge of $25 per hour.

Temporary Housing

Residents assigned to temporary housing locations (floor lounges) will be notified as openings occur in permanent spaces. Students will continue to be assigned in order of the date their contract was received. The student’s original area and room type preference will be considered, but cannot be guaranteed. Once residents are notified of their permanent assignment, staying in temporary housing the entire semester is not an option.

Damages, Repairs and Charges

The following examples are some of the commonly billed damages found in resident rooms. With a bit of care, residents can avoid all of these!

- Tape marks on the walls/doors/windows/ceilings
- Decals/stickers or residue from such
- Missing/damaged furniture (including scratches, dents, gouges, TV cable missing)
- Carpet, trash or recycling items left in room
- Missing/loose floor tiles
- Holes in or missing screens
- Bent/damaged blind slats
- Dismantled or damaged room smoke detectors
Damage Billing Amounts

- ADA sign replacement $50
- Bathroom key replacement $25 administrative fee
- Bulletin board replacement $25 - $75
- Ceiling tile replacement $25 minimum
- Cooking occurrences $50 per occurrence
- Desktop replacement $100 minimum
- Desk lamp (floor lounge), replacement $75
- Desk lamp (floor lounge), missing fluorescent bulbs $15
- Desk lamp (floor lounge), missing ballast $15
- Dining room, failure to take a tray to the conveyor $5 per occurrence
- Dining room, tableware or food removed $10 per item
- Door refinish one side $175 minimum
- Door (room or closet) replace $300
- Elevator retrieval of personal belongings, including keys $15
- Excessive room cleaning assessment based on time necessary to clean
- Fire extinguisher repair $15 - 25
- Fire extinguisher replacement up to $100
- Furniture replacement Cost of the item
- Furniture moved from designated room $40 per item
- Furniture moved from lounge to room $40 per item
- Glass/window replacement $30 minimum
- i-card lent to someone else $25 per occurrence
- i-card lost (Temporary/Guest) $20
- Improper check-out $25 (not completing the check-out RCR with an RA and/or not returning keys)
- Key loan in undergraduate halls (first one each semester is free) $10 per occurrence
- Key loss and replacement (room key only) $25/ lock
- Key not returned (room key only) $25 per key
- Lock/latch-set/passage replacement $105
- Late check-out (not pre-approved) $25 per hour
- Microfridge, cleaning and/or replacing unit (Sherman) $50 minimum
- Miniblinds repair $20 minimum
- Miniblinds replacement $80
- Mirror replacement $30 minimum
- Nail holes repaired $30 minimum
- Paint student room $250
- Personal carpet removal $40
- Posting, improper or unapproved $25 per posted area
- Room change, unauthorized $50
- Security key replacement $100
- Smoke detector reconnect $25 per station
- Smoke detector replacement $45 minimum
- Smoke detector replace/tampered with $22
- Student Room hub replacement $25
- Student Room hubpower supply replacement $10
- Student Room hubcable replacement $4
- Telephone jack repair or replacement $20 - 40
- Trash container in student room $23
- Touch-up or wash painted surface $30 minimum
- TV cable replacement $5
- Window screen reinstallment $20
- Window screen replacement $30
Community Damages

Our expectation of all community members is that they will respect the community grounds, buildings and furnishings. If extensive vandalism occurs and no one is identified as specifically responsible, Community Damages may be assessed. If damage to residence hall facilities occurs and it is possible and appropriate to assign responsibility for the damage, the cost of repairs is charged to the individual or group. Housing reserves the right to bill a floor or hall for repetitive or excessive cases of common area damage. See previous section for damage billing amounts.

Hall & Room/Suite Charges

The charges listed above are based on approximate costs and will vary according to the hall and the situation. They are also based on wages for work performed during regular working hours (8:00 am to 4:30 p.m. on weekdays). Work completed at any other time will be billed at an overtime rate, which can be up to twice the regular hourly rate. Calls at night or during weekends or holidays also have a minimum charge of two hours. The minimum billed to a resident account for damages is $10.

Liability, Loss of Property

Students are responsible for the security of their own property. The University and the residence halls do not accept responsibility for the theft, damage, or other loss of money, valuables, or personal effects in or on University or residence hall property, including storage areas and parking lots. Check the personal property section of your home insurance policy for coverage in the event of such a loss. Residents are strongly encouraged to acquire renter’s insurance to cover their possessions.

To reduce thefts from occurring:
  • lock the room door at all times (including when showering)
  • engrave property with a driver’s license number
  • confront strangers or unescorted guests on the floor
  • call a staff member when something or someone seems suspicious
  • report any theft promptly to University Police and the Residential Life staff

During the semester, any personal belongings left in laundry rooms, bathrooms, or public spaces will be discarded, recycled, or donated to a charity.

Summer Contracts

Summer Housing contracts are available for graduate and undergraduate students in Daniels Hall. Daniels residents may remain in their same hall if they sign a summer contract. Apply for summer housing online starting in early spring semester.
Policies and Procedures

Prohibited Activities

Cellular Phones & Video

Any use of a cellular phone, including camera or video functions, is strictly prohibited in bathrooms.

Courtesy Phones

Floor courtesy phones are not to be used for pranks. Any abuse involving prank calls to emergency services (9-1-1) will result in a referral to the University discipline system for possible dismissal from the University.

Email, Computer Use

According to the Student Code (section 1-302.0), students are prohibited from sending “obscene or intimidating messages that are unwelcome to the recipient” using electronic mail. Students may not tamper with another student’s computer or misuse the residence hall and campus computer facilities.

Gambling

No form of gambling (e.g., card games for money, sports pools, casino games, or lotteries) may be conducted on University property.

Smoking

All campus facilities and grounds are smoke free, meaning a complete prohibition of smoking any materials. Smoking inside of a residential facility will result in a $25 charge per occurrence.

Commercial Sales

Residence hall facilities or resources may not be used for commercial activity or solicitation that is not in conjunction with a University Housing Living-Learning Community. Sales representatives or commercial agents are not allowed to canvas door-to-door. If you see a commercial salesperson in your hall, please call your Resident Advisor, or hall/area office. However, you may invite a sales representative to your room as your personal guest if your roommate(s) agrees.
Residents are not allowed to conduct commercial activity using the room/suite, room/suite address, room/suite telephone, or computer address (email/ResNet). Sales representatives cannot make presentations in floor or main lounges or other hall areas, and residence hall facilities cannot be used to advertise presentations. This restriction includes sales representatives or demonstrations involving magazines, beauty products, insurance, home products, wholesale orders, and the like.

**Solicitation**

Solicitation in the residence halls is prohibited except as outlined in the Code. Persons wishing to solicit should check with the office of Residential Life regarding procedures and methods. Solicitation encompasses postings, fliers, lobby tables, coupons, demonstrations, advertising, newspapers, magazines, commercial agents, food items, and the like. The chalking of sidewalks and walls in areas controlled by Housing is not permitted. This includes any sidewalk in front of a residence hall entrance and around the Student Dining and Residential Programs Building. Door-to-door activities are not permitted (for political canvassing regulations, see the Code). University Housing reserves the right to bill individuals and/or groups for unauthorized solicitation activity.

**Sports in the Hall**

Recreational areas and playing fields are located near most residence halls. Because of the risk of personal injury, damage to the residential facilities or individual property, and disruption within the living environment, the use of any sports equipment (balls, Frisbees, boomerangs, hockey pucks, skates, skateboards, in-line skates, footballs, etc.) or rough and boisterous play is not allowed inside residence halls.

**Surveys, Research Involving Residents**

All research activity in the University Residence Halls must be approved in advance by the Student Affairs Committee on research, and the Director of Housing. If research activity is approved, staff will designate a location in a central residence hall area where a table may be set up to invite voluntary participation. Research or survey materials approved for distribution in mailboxes or in central area distribution locations must also comply with this requirement. For assistance, contact the Assistant Director of Housing for Academic Programs and Research at 333-0770.
Use of Public Areas

Students are not permitted to sleep in public areas of residence halls.

Vandalism/Theft

State statutes and University regulations provide penalties for theft of or tampering with, defacing, or unauthorized possession of municipal, state, University, or residence hall properties or the private property of members of the University community (students, staff and faculty) and public. These include street and traffic signs (state fine of up to $1,000), laboratory equipment, vending machines, and furniture. Students are not permitted to write, draw, or otherwise deface unit buildings by using chalk, paint, or any other substance.

Prohibited Possessions

Alcohol and Other Drugs

No person under the age of twenty-one may store, possess, or consume alcoholic beverages on any property under the control of the University of Illinois, including student housing.

Residents who are twenty-one or over may possess or consume alcohol in their own rooms or the room of another twenty-one year-old as long as the room door is closed. No underage person may be present in such situations excepting any underage roommate(s). Residents who are twenty-one or older may not purchase alcoholic beverages for those under-age. Alcoholic beverage containers may not exceed one gallon, four liters, or one twelve-pack for beer. Kegs are not permitted in the residence halls.

As a practical matter of enforcement and in order to avoid disagreements regarding violations of the alcohol policy and health hazards, empty alcoholic beverage containers are not permitted within the residence halls. Additionally, students under the legal drinking age must immediately vacate any space where alcohol is present; and if present, this will result in an Incident Report being filed.

Drugs that are prohibited by state and federal statutes are not permitted in the residence halls. According to the Student Code, “The use, possession, distribution, sale, making, or manufacture of drugs by a University student raises the question of a student’s fitness to continue at the University of Illinois” (Section 1-305). Students found in violation of the University and/or residence hall drug policy may be subject to the cancellation of their housing contract and will face University conduct action, which may include dismissal from the University.
When a drug policy violation is suspected or detected, the University Police will be called. The police may elect to utilize within the parameters of the law a drug-sniffing K-9 dog to assist their efforts in enforcing the University drug policy.

This section shall be interpreted to include not only possession or consumption of alcohol or drugs, but also voluntarily participating in activities involving violations of the drug or alcohol policies (i.e. being present in a residence hall room where such violations are occurring).

Bikes

Bikes must remain outside at all times. Storage of bicycles within the halls is not permitted because of space in the residence halls, potential damage to buildings, and the blockage of escape routes during a fire or emergency. Students should use the bike racks located near the halls and not stair railings, sign posts, trees, or entrances to any buildings. Residents may bring a detachable bike tire to their room/suite as long as it is properly stored. Covered bike rack spaces are not assigned and can be used on a first come, first served basis.

Students must register their bike with Campus Parking, 1110 West Springfield, Urbana (Springfield at Goodwin). If a registered bike is parked illegally a ticket will be issued. If a bike is not registered or it is inoperable, the bike may be impounded (or a University Police lock will be placed on it), and the student will need to prove ownership, pay a fine, and register it before the bike can be released.

Candles

Due to fire hazards associated with an open flame, candles may not be kept or burned in individual residence hall rooms/suites.

Fireworks

Fireworks or pyrotechnic explosive devices are not permitted by state statutes and are prohibited in the residence halls.

Flammables

Any substance that potentially could cause fire, damage, or explosion is not permitted inside the residence halls. This provision includes kerosene heaters and fuel, fuel containers for motorcycles or motor vehicles, as well as candles, open flames, fragrance pots, blow torches, bottled propane, and similar burning devices.
**Laser Pointers**

Laser pointers may not be used in or around the residence halls. The only exception is for classroom instruction or formal programs/presentations taking place in hall facilities.

**Medical Syringes**

Used medical syringes should be disposed of in a manner that will eliminate the possibility of accidental injury. This can be accomplished by placing used syringes in a receptacle and delivering it to the McKinley Health Center so staff can dispose of the receptacle properly. Students can obtain receptacles, free of charge, at McKinley Health Center.

**Motorcycles/Scooters**

Motorcycles, scooters, mopeds, and all such motorized vehicles must be registered with the University, parked only in designated motorcycle lots, and operated in accordance with rules of the road for automobiles. They may not be driven on bike paths or sidewalks, and they may not be brought inside any residence hall. Fuel or fuel containers (even if empty) may not be brought inside any room or building; doing so is prohibited by state statutes.

**Pets**

Only fish are permitted as pets in the residence halls. All other pets are not allowed on the residential floors, and if found, they must be immediately removed.

**Service Animals Exception**

University Housing, in accordance with ADA and Illinois 775 ILCS 30/ or “White Cane Law,” will provide an exception to the University Housing pet policy for residence hall/ apartment facilities for residents who present a documented need for a service or therapy animal accommodation. The Service/Therapy Animal Policy (pdf) outlines the responsibilities of the residents who are granted approval for service or therapy animals in living, dining, or public areas within University Housing.

Students who require this accommodation must complete the Service/Therapy Animal Registration Form to ensure that their animal is properly registered with University Housing. Students may also contact the Housing Information Office at (217) 333-7111 or by email at housing@illinois.edu to share their needs and accommodations.
Segways

Segways are not permitted in the residence halls.

Skateboards/In-Line Skates

Skateboards, roller-skates, or in-line skates may not be used in residence halls. They may be used as a means of transportation, but may not be used for recreational or sporting use on campus, except in designated areas.

Weapons

Possession and/or storage of weapons, where possession would be in violation of state statutes or regulations of the University of Illinois, is not permitted in the University residence halls. Such weapons include, but are not limited to, BB guns, paint ball guns, pellet rifles or pistols, switchblades, slingshots, bombs, nunchucks, items that imitate weapons, or other devices containing an explosive or caustic substance.

Safety

Decorations

The Fire Department must inspect any major decorative construction (e.g., platforms, haunted houses, and obstacle courses) for fire safety before it is used. Students should follow these expectations for fire-safe decorations:

- Use fire-resistant materials in student room/suites and at social events.
- Do not overload electrical outlets or extension cords.
- Do not place electrical cords under carpet, through doorways or windows, or behind pillows.
- Provide adequate safety lighting at all social events.
- Do not obstruct access to exits and fire extinguishers.
- Natural, live trees are not permitted.
- Decorations may not be hung from ceilings.

Deliveries

Deliveries in the Urbana residence halls must be received by the desk for processing. All deliveries in the Ikenberry Commons halls must be received by the SDRP Package Station. Deliveries may not be left outside the halls, in main lobbies or lounges, or at unattended offices.
**Elevators**

Elevators are equipped with sensitive safety devices in order to protect the passengers. Tampering with elevators can be extremely dangerous and expensive and will result in charges and disciplinary action.

**Fire Safety Equipment**

Fire equipment saves lives! Tampering with smoke detectors, intentionally causing false fire alarms, hanging items from sprinkler heads, propping fire and smoke doors open, discharging a fire extinguisher, or tampering with other safety equipment can end in personal tragedy and may also result in criminal charges, fines, University disciplinary action, and/or termination of a resident's housing contract.

**Sprinklers**

Do not hang anything on or from sprinkler heads: this can cause unnecessary water discharge and you could be held liable for damage to University and private property.

**Self-Closing Hinges**

All residents’ room, suite, floor, and outside security doors are fitted with self-closing hinges. These mechanisms help prevent the rapid spread of fire by ensuring doors are properly closed. Residents may not remove these hinges from doors.

**Areas of Rescue Assistance**

Persons with physical disabilities who require assistance during an emergency (i.e., fire alarm, tornado warning) should exit the building as directed if they are on the first floor when the emergency occurs. If on an upper floor, the person should go to the nearest stairwell and have a friend or staff member notify rescue personnel that they need assistance. Rescue personnel will then evacuate the person to a safe location.

**Fire Alarms and Fire Drills**

For resident safety, a fire drill will be conducted early in each semester. When a fire alarm sounds, residents should follow the instructions on the back of their room/suite door. Fire drills, false alarms, and genuine fire alarms are indistinguishable.
Whenever the fire alarm sounds everyone MUST evacuate the building. Even in a building designed to be resistant to fire, a small wastebasket fire can quickly fill an area with smoke and deadly gases. Smoke is the major cause of death from fires within residence halls. For this reason, residents should be certain to close their room door and windows when evacuating in order to retard the spread of smoke. Hallway and stairwell fire doors should be closed at all times. Residents cannot re-enter the building until the Residential Life/Housing staff, Fire Department, or University Police Department gives an “all clear” signal.

Residents who fail to evacuate a residence hall building during a fire alarm or who do not follow the directives of fire, police, or residence hall staff will be referred to the University discipline system for judicial action.

Obstructing a doorway, exit, stairwell, or room/suite door is a serious safety hazard.

**Fire Extinguishers**

Fire extinguishers will be charged, available, and operable at all times. Tampering with fire extinguishers is a serious offense and could lead to your dismissal from the University.

**Smoke Detectors**

Smoke detectors save lives! Students must submit a Request for Services to the area/hall office to report a damaged or faulty smoke detector. Only residence hall staff may disconnect smoke detectors; the building maintenance inspector will replace damaged or faulty detectors. A resident who disconnects, covers, or otherwise tampers with a smoke detector will be assessed a $250 fine and referred to the University discipline system. Also, state statute provides that tampering with, removing, or destroying a smoke detector is a Class A misdemeanor. This equipment is in place for your safety and for that of your neighbors. Residents who tamper with fire equipment will be referred for judicial action and/or residence hall contract termination.

**Security**

**Keys**

The i-card is used to gain access through security doors. Security doors are cored to accept room keys if the i-card system is down. The room key is a primary means of security for a resident and his/her roommate(s) as well as room belongings. Students should keep their room/suite door locked at all times.
Keys are University property and may not be loaned or duplicated. Lending a key is a security violation and will be referred to the Residence Hall Conduct System. Residents must return their room and bathroom key (if applicable) when they cancel their contract or move to another residence hall. Those who do not return their key at time of check-out will be assessed a fee of $25 per missing key for lock core changes.

Residents who lose or misplace a residence hall room key and/or bathroom key should check out a room backup key, and a bathroom key if necessary, from the designated hall/area office. These keys may be kept for up to 72 hours. There is no cost for this service. If a resident has not returned the backup key(s) after 72 hours, the resident will be automatically billed $25 per lost key. If the lost key was a room key, the room's locks will be changed.

If a resident believes that their missing key was stolen, or in use by some other person, the resident should request a lock change at the hall/area office right away. There will be a charge of $25 per missing key.

Access Cards

Each resident of the University residence halls is issued access through their ID card, which will permit entrance to the hall and the floor security door. Residents should never lend their room/suite key or access card to another person. There is a $20 replacement charge for lost i-cards. Loaning a room/suite key or access card to another person or duplicating a room/suite key is a violation of residence hall policy and may result in disciplinary action. Keys found in possession of someone other than the designated resident will be confiscated. Non-residents must be escorted on individual floors at all times.

University ID Card

The i-card is University property and must be shown upon request to any staff member, including RDs, RAs, desk clerks, dining room staff, office staff, or other residence hall employees. A student may possess only one i-card and it may not be lent to anyone. If a lost i-card is found, students should return it to the hall/area office. Anyone possessing more than one i-card is subject to disciplinary action. A University staff member may confiscate the extra i-card or an i-card that is in the possession of a guest.

Tornado Watches and Warnings

March through October is the “tornado season” in central Illinois. The community alarm is tested at 10 a.m. on the first Tuesday of each month.
Residents who fail to follow the directives of fire, police, or residence hall staff during a tornado warning can be referred for judicial action.

Informational programs are held during the academic year to familiarize residents with tornado emergency procedures. News media and emergency agencies use specific terms when referring to tornadoes.

**Tornado Watch**

Weather conditions are suitable for producing a tornado. Students should be alert to changing weather conditions and be prepared to seek shelter (lowest level of the residence halls away from windows).

**Tornado Warning**

A tornado has been sighted in the area. If residents are inside the residence halls, they should hear a continuous blast from the Outdoor Warning System located on the top of several campus buildings, and be alert to radio/TV news bulletins.

Students should take the following steps quickly during a tornado warning:

1. Follow specific instructions posted on the back of your room door and instructions from staff members and student life-safety officers.
2. Close your room windows to avoid water damage.
3. Close your drapes to inhibit flying glass.
4. Grab a pillow, blanket, or coat to protect your head from flying objects.
5. Leave your room and lock your door, going to the lowest level of the residence hall.
6. Return to the floor and room only when the “all clear” has been announced on the local radio station or by a University Housing staff member.
Student Conduct System

The University of Illinois residence halls have specific rules and regulations, as well as general guidelines of good citizenship and responsible behavior. Students should understand that by virtue of enrollment, all students enter into a formal agreement with the University of Illinois that they will abide by the institution's rules and regulations and will observe standards expected of students.

Living in a University Housing residence hall provides the opportunity to learn firsthand about citizenship, and helps students to develop an understanding of and appreciation for life in a democratic society. In order to accomplish this, an atmosphere of civility, cooperation, respect, and open communication is necessary between and among student residents and staff. All residents are expected to:

- Abide by all hall and University regulations.
- Show respect and sensitivity for the needs of others.
- Support open communication that enhances the residence hall living-learning atmosphere.
- Provide positive empathy and support for the enforcement of rules and regulations.
- Help to sustain community pride and develop a sense of respect for the physical facilities of the hall.

The primary publication outlining University regulations is the Code on Campus Affairs and Handbook of Policies and Regulations Applying to all Students (referred to as the Code). Students may obtain a copy of the Code at the Turner Student Services Building, 610 E. John Street, Champaign, or at the Office of Admissions and Records, 901 W. Illinois Street, Urbana. The Code may also be found online.

Administrative Room/Suite Change

Residents may be subject to an administrative room-suite change or contract termination for significant threats to persons or property, including but not limited to: assault/battery; setting a fire; tampering with fire safety equipment; use of fireworks; propelling or discarding items from residence hall windows; the manufacture, use, or distribution of a controlled substance; or continued disruptive behavior. The Code outlines additional actions and penalties. An administrative room change is NOT judicially based and, as such, may be imposed as separate action from an official hearing with a hearing body. An administrative room change or contract cancellation may take place in addition to a hearing.

Although every effort will be made to oblige student preferences, full authority is reserved by the University to assign (and/or reassign) space in accordance with
The student agrees to accept any accommodations the University assigns.

In addition to the terms of the contract, students are subject to the regulations in the Code and may be required to move into another space or to leave the residence halls pursuant to sanctions imposed under the University disciplinary system.

The University reserves the right to terminate the contract by written notice if a student fails to comply with any of the terms and conditions of the contract and all other University Undergraduate or Graduate residence hall rules and regulations.

Noncompliance

The Code provides that any student failing to comply with, or providing false information to, a staff member (desk clerk, resident advisor, resident director, graduate assistant, complex director or area coordinator, University Police, etc.) or an agent of the University acting in the performance of her/his duties will be referred to a disciplinary hearing officer.

Judicial Process

It is important to remember that the faculty are ultimately responsible for the campus discipline system. The discipline system is designed to protect the rights and property of the University and of all persons within the University community. The mission of the University and Residential Life (Housing) disciplinary system is to hold students responsible for their behavior within the living/learning community. This is done by applying appropriate disciplinary sanctions and assigning educational conditions to these sanctions.

Staff or residents may initiate the judicial process in the University residence halls when an Incident Report (IR) form is completed documenting a possible violation of policy. Incident Reports are submitted to the resident director (RD) or complex director (CD) of the building in which the incident occurs, or may be submitted by email. The RD/CD reviews the report and determines if the matter can be settled in the hall or should be referred for more formal action. Students meeting with the RD/(CD will have the opportunity to admit the charge(s) and sign a Case Disposition form agreeing to certain sanctions and conditions.

Students may also deny the charge(s) and allow the RD/CD to decide responsibility for a violation. If the RD/CD determines responsibility, a sanction and any conditions will be assigned. This action may be appealed to the area coordinator (AC). If more formal action is appropriate, there are three possible hearing bodies:

1. The Residence Hall Judicial Commission (RHJC) is a hearing board made up of student “justices” who reside in University residence halls.
2. A University of Illinois Hearing Officer is an administrator empowered by the Faculty Senate to hear cases and decide responsibility and sanctions on behalf of the University.
3. The Senate Sub-Committee on Undergraduate Student Conduct is the highest hearing body for undergraduate students and is made up of faculty and student members.

**Due Process Rights**

Any student facing disciplinary action is entitled to the following procedures:

- The right to be notified in writing of charges* and to attend a meeting with an RD/CD or another hearing body. [The student may be required to contact the hearing body within a specified time period to answer to the charge(s).]
- The right to present information and witnesses relevant to the charges against him/her.
- The right to examine the Incident Report before admitting any charges or prior to a formal board hearing.
- The right to appeal the sanction or finding if the student has not signed a Case
- Disposition form (see Appeal Process).

*Note: This process may be adjusted during the final exam period to facilitate adjudication before students leave for the semester break or summer.

**Judicial Sanctions**

There are two levels of sanctioning at the University of Illinois: University Residence Hall sanctions and University sanctions.

**University Residence Hall Sanctions**

Residence Hall Reprimand: Imposed as a written warning noting the behavior was unacceptable. RH Reprimand is designed for those who knowingly violate or the violation has more significant community impact.

Residence Hall Censure: Imposed as a written warning noting the behavior was unacceptable. RH Censure is designed for those who have significant or repetitious violations of policy that call into question an individual’s ability to remain in a specific community.

Residence Hall Probation: Imposed for a specified time period, for up to as long as the student resides in University Housing. During probation, individuals are expected to maintain model behavior. Violating Residence Hall probation may result in housing relocation or contract termination. Probation will include two or more of the conditions specified below.
University-Level Sanctions

The Senate Sub-Committee on Undergraduate Student Conduct, a University Hearing Officer, and the Residence Hall Judicial Commission (RHJC) can issue University-level sanctions. All University sanctions may also include conditions.

1. University Reprimand. A University Reprimand indicates that the student’s behavior is inappropriate for a member of this academic community. A University Reprimand is maintained in the student’s disciplinary file for one year and would serve as a basis for further sanctioning should subsequent violations occur. If there are no further violations within that one year period, the file is destroyed. A University Reprimand will not occur on the academic transcript.

2. University Censure. A University Censure in an official communication that a student’s behavior is inappropriate for a member of the University community. A University Censure is maintained in the student’s disciplinary file until the student graduates and would serve as a basis for further sanctioning should subsequent violations occur. A University Censure will not occur on the academic transcript.

3. Conduct Probation. Conduct Probation is a strong communication that a student is no longer in good disciplinary standing with the University community. Any subsequent violations of the Student Code will be evaluated in the context of the student’s probationary status. Conduct Probation is maintained in the office for seven years and is copied to the Dean of the Student’s College and to the Recorder for a notation on the transcript. The notation remains until either the end of the probationary period or graduation unless a petition for early removal is approved. Conduct probation shall be terminated automatically upon graduation.

4. Suspension. Suspension shall be imposed upon a student when the hearing body determines that the student’s relationship with the University must be suspended from the University for a definite period of time. Suspension may only be imposed by the appropriate Subcommittee or the Senate Committee. A student who is suspended until the termination of a given academic term may not be required to petition the appropriate Subcommittee on Student Conduct for readmission at the end of the period of suspension. However, it will be the responsibility of the student to make proper application to the Office of Admissions and Records for academic readmission to the University. A copy of the notice will be forwarded to the Dean of the Student’s College and to the Recorder for a notation on the transcript. Suspension records are maintained indefinitely. Any suspension imposed shall be recorded on the student’s transcript during the suspension period and until the student matriculates for the following academic term. Should a student remain out of the University during an academic term following a suspension, he/she must apply for readmission as would a student who had withdrawn from the
University. At the end of a suspension period, the student is placed on Conduct Probation until graduation, unless aggravating or mitigating circumstances warrant a different sanction.

5. Dismissal. Dismissal shall be imposed upon a student when the hearing body determines that the student’s relationship with the University must be terminated. Dismissal may only be imposed by the appropriate Subcommittee or the Senate Committee. When dismissal is imposed upon a student, he/she may petition the original hearing body for readmission to the University after the specified time. A copy of the notice will be forwarded to the Dean of the Student’s College and to the Recorder for a notation on the transcript. Dismissal records are maintained indefinitely. Dismissal shall be noted on the student’s transcript until such time as the student is readmitted to the University or successfully petitions for the removal of the notation. Permission for readmission by the Subcommittee does not abrogate the right of any dean or director to deny readmission on the basis of scholarship. At such time as a student is readmitted to the University, the student is placed on Conduct Probation until graduation, unless aggravating or mitigating circumstances warrant a different sanction.

**Appeals**

Students have the right to appeal an outcome if, and only if, one of the following applies to their case:

1. There is lack of due process.
2. Severity of sanction is inconsistent with the philosophy of the judicial system.
3. There is new substantial evidence in the case.

A student may not appeal simply because he/she does not like the sanction imposed; the appeal must meet one of the criteria listed above. The appeal form is available from a resident director/complex director or area coordinator. **ALL APPEALS MUST BE SUBMITTED IN WRITING AND MADE WITHIN A SPECIFIED TIME FRAME. CHECK THE SANCTION LETTER FOR MORE INFORMATION.**

*Note: If a student agrees to the charges and the sanction and signs a case disposition form, the student waives his/her right to appeal.*
Beckwith Residential Support Services

Beckwith Residential Support Services on the first floor of Nugent Hall is a cooperative venture between the Division of Disability Resources and Educational Services (DRES) and University Housing. This community provides learning experiences both through formal courses and informal interactions between those with and without disabilities.

Features in this community include:

- All resident rooms located on the first floor
- Classroom/kitchen space completely accessible so that students may use it to learn community living skills necessary for living outside of the Beckwith-supported community
- Accessible features such as keyless entry into rooms, adjustable hospital beds, SureHands lift system, etc.
- A student lounge, voice-activated computer station, laundry facilities, and other features that had previously existed at Beckwith Hall

Students living in the new facility will use Ikenberry Dining Hall, which is connected to Nugent Hall. This arrangement further integrates Beckwith students with the larger University of Illinois student community. The partnership with University Housing allows DRES to continue in its mission of providing the best programs and services in the country to college students with physical disabilities, and to be the leader in evidence-based practice and translational research that leads to improved services for students with disabilities at all universities.

Transitional Disability Management Plan (TDMP)

The TDMP is a formal educational program designed to improve the disability management knowledge and skills of Beckwith-supported residents. Good disability management results in students achieving their highest level of independence in every aspect of their lives. It involves residents taking responsibility for themselves and acquiring the knowledge to find the resources they need and to make good life choices. Good disability management skills build student confidence necessary to successfully make the transition to the lives they envision beyond college.

During each year of their stay in the Beckwith-supported community, residents are given the opportunity to participate in the program. Students work with the disability specialist, one-on-one, to determine the areas they would like to work on to increase their skills. The student and the disability specialist together define individual goals for each of the following target areas:

1. Improved knowledge of disability laws and disability resources
2. Improved skill in advocating for access and reasonable accommodation
3. Improved physical and/or functional capacity
4. Improved social integration
5. Maximal independence in the performance of activities of daily living
6. Acquisition of the knowledge and skills necessary to allow the student to benefit maximally from the use of available assistive technology
7. Acquisition of the knowledge and skills necessary for independent personal attendant management
8. Successful transition to internships and/or permanent employment upon graduation
9. Accessible living

**Personal Assistant Program**

Beckwith Residential Support Services provides personal assistant (PA) services for students with disabilities as required to accommodate their performance of activities of daily living. These include, but are not limited to, assisting with showering, dressing, bowel and bladder care, and transfers. Students have access to up to five hours/day of PA services, based on their needs.

Beckwith Residential Support Services recruits persons to provide PA services, performs University approved security screening of all PA applicants, hires PA staff with the recommendation of individual student residents, and trains individuals to provide PA services.

PA screening, in keeping with the recommended procedures of the University of Illinois Risk Management Office, is performed in cooperation with the Illinois State police and includes personal and employment reference checks.

Students residing in the Beckwith-supported community must also provide training for their PA staff regarding their specific care needs. Ongoing PA training from each student is critical to the delivery of safe and effective PA support services.

Students learn the skills to effectively supervise and evaluate their PA staff, reinforce proper technique, train new staff, as well as recruit staff independently. The personal assistants are hired to fill two distinctive roles- they can work in more than one position if desired:

- **Individual Personal Assistant:** A person assists a resident with a disability on an individual basis, schedule based upon mutual agreement with each student that they work for.

- **Floater/Night Clerk:** A person available on call to assist all residents in the residence hall with brief tasks. Staff have a set schedule in 5-6 hour shifts to comprise the 24/7 schedule.
Students who require a personal assistant and are NOT part of the Beckwith Program must employ and provide training for their PA staff regarding their specific care needs. Ongoing PA training from each student is critical to the delivery of safe and effective PA support services.

A PA must have a current employment contract with the resident and complete the PA Registration Form in order to be granted access to University Housing property. This process includes the completed registration form and a criminal background check. If a PA requires proximity access, they must have a prox-eligible i-card. The cost for a prox i-card is $10.

Resident Rooms

Beckwith Residential Support Services Rooms are equipped with a medical bed with side rails (detachable), a wardrobe (no closet), bookcase, nightstand, and desk. This furniture is all adjustable height.

All other ADA rooms (not part of Beckwith) are equipped with the standard room furniture which includes a bed, desk, chair, book shelf, chest or drawers, and a closet.

Students do have the option of providing their own hospital bed and/or desk if needed. University Housing is not responsible for providing or storing these items but will gladly remove and store the furniture designated to that room if it does not meet the student’s medical needs.

Service Animals

University Housing, in accordance with ADA and Illinois 775 ILCS 30/ or “White Cane Law,” will provide an exception to the University Housing pet policy for residence hall/apartment facilities for residents who present a documented need for a service or therapy animal accommodation. The Service/Therapy Animal Policy (pdf) outlines the responsibilities of the residents who are granted approval for service or therapy animals in living, dining, or public areas within University Housing.

Students who require this accommodation must complete the Service/Therapy Animal Registration Form to ensure that their animal is properly registered with University Housing.

Students may also contact the Housing Information Office at (217) 333-7111 or by email at housing@illinois.edu to share their needs and accommodations.
Services

Accessible Computer Station

A computer station with internet access and scanner is available in a quiet area near the Nugent Hall mini-desk. This computer station, located in a private area, has Kurzweil 3000 and Dragon Naturally Speaking installed along with internet access and a scanner.

Dining Hall

The Ikenberry Dining Hall is conveniently connected to Nugent Hall; students may also dine at any other University Housing dining facility.

Laundry

University Housing provides laundry services and room cleaning to students with disabilities requiring this service. One laundry day is assigned per resident with a disability per week in which the room is thoroughly cleaned and linens/clothes are washed and returned to the resident. On a daily basis, bathrooms are sanitized, students’ beds are made, and room trash is removed.

Maintenance

Floors in students’ rooms are swept and mopped daily. Maintenance needs are addressed in a timely fashion.

Mentoring

A three-fold approach toward mentoring is available to Beckwith-supported residents in the Transitional Disability Management Plan. First, Beckwith-supported residents mentor high school students, some returning residents mentor incoming students, and finally, alumni mentor current residents. All mentoring goals are focused on minimizing the stressors associated with the upcoming transition that the student is about to embark upon, as well as provide leadership opportunities to those participating.