

Residence Life & Campus Dining Agreement 2019 – 2020



RESIDENTIAL LIVING POLICY

The College of Wooster provides housing for its full-time enrolled students. Students are required annually to sign the Residence Life and Campus Dining Agreement, which involves obligations as to payments and adherence to regulations. All students must live in College housing. Occasionally exemptions are made through an application process under special circumstances such as if a student lives at home with a parent/legal guardian in their primary residence, has dependents, is married, widowed or divorced, has a medical need that cannot be met on campus or will be 24 by September 1 for the upcoming academic year.

All enrolled students must abide by all policies and procedures as established by The College of Wooster. These publications may be amended from time to time and include, but are not limited to, *The College of Wooster Catalogue*, *The Scot's Key*, and the Residence Life website (<http://wooster.edu/students/reslife>).

If it is found that a student resides in local housing outside of the College, without the prior approval of the Vice President of Student Affairs or their designee, that student may be found in violation of this agreement.

When a student's course registration drops to fewer than 3.000 credits or a student's status is changed to Leave of Absence or Withdrawn, they must immediately vacate their College housing assignment unless otherwise approved by the VPSA. All housing assignments are for the entire academic year.

This agreement may be terminated by the College if the student's account is not paid in full. It is the student's responsibility to notify Residence Life of any change in the student's enrollment status during or between semesters which would affect this agreement.

Students will be billed the rate based on the assigned space. Rates will be adjusted if the student is moved to another space with a higher or lower rate. Students who are assigned their space through the Housing Accommodations process and/or are first-year students, will be billed the Multiple rate.

RESIDENCE LIFE

I. DATES OF AGREEMENT

Terms of this agreement begin when a resident selects a housing assignment for the following academic year. Terms of this agreement end at 10 am, Friday, May 8 2020, for all non-graduating students and at 8 pm, Monday, May 11, 2020, for all graduating seniors.

II. HOUSING DATES

The dates that housing is open and available to students is based on the academic calendar.

Semester I:

First Year Move In: 12 pm on the Sunday before Fall classes begin

Returning Student Move-In: 10 am on the Tuesday before Fall classes begin

Close for Winter Break: 10 am the day after exams end

Semester II:

Open for All: 10 am on the Saturday before Spring classes begin.

Closing (Except Graduating Seniors): 10 am the day after exams end

Closing (Graduating Seniors): 8 pm the day of Commencement

III. HOUSING OUTSIDE OF HOUSING DATES

This agreement does not include break periods. Students may apply for break housing during these periods. During certain break periods, only a select number of halls will remain open. Students are expected to work with others in the on-campus community to secure housing and complete the online forms provided on the Residence Life webpage. It is the student's responsibility to secure permission from Residence Life to arrive early or depart later than stated dates of the agreement, or to remain in designated residential facilities during periods when halls are closed. If students are found responsible for violating College Policies or the law during break periods, they may be asked to leave housing until the day before classes resume. If approved, these options may be an additional cost to the student.

IV. Off-Campus Study

Students who go through the housing selection process in the spring, and then receive an opportunity to study off-campus for fall semester, must notify Residence Life once they have been accepted to their program. When a student returns to campus after fall off-campus study, that student will be placed in the assignment that was chosen by the student through the housing process if it is still available. All students participating in off-campus study fall semester will be sent the *Return from Off-Campus Study Housing Interest* form to be completed during fall semester. Information on this form will be used to verify housing preferences and placement for spring semester. Students who do not complete this form will be placed in those rooms that are currently available. It is the responsibility of the student who is studying off campus to communicate with potential roommates their plans for housing and to be off campus.

Students who are planning to study off campus during spring semester or for an entire academic year are responsible for designating a proxy to make housing decisions for them during housing selection in the spring.

V. PRIVACY & SECURITY

Residential living in an academic community provides opportunities for educational and social exchanges within the residential units. These exchanges, however, should not be permitted to interfere with the rights of individuals to privacy and to the use of their rooms and adjacent areas for study and sleep. Therefore, members of the community must conduct themselves within residential units in ways that will not infringe upon the rights of roommates and/or other residents to use their rooms for study and sleep and to honor their rights to individual privacy in all areas of the residential unit.

All students generally will have access to all residence halls at all times; however, access may be restricted in the discretion of the College under the terms of a no-contact order or for other safety reasons. Students living in small houses may gain access to their houses 24 hours a day using exterior door card readers or assigned exterior door keys where applicable.

VI. SAFETY & SECURITY

The student is responsible for their assigned room and/or program house key/swipe card. If this key or card is lost or stolen, the student is expected to report such loss to the Campus Access Office (Keys and IDs) immediately to replace the key or card. Students are not to loan any key or card to other individuals. This is considered a violation of the *Scot's Key*. Students are not to prop open any doors in residential settings.

VII. RIGHT OF ENTRY

College representatives may enter student residential spaces at any time, with or without notice, for the purposes of inspection, health and safety checks, maintenance, repairs, and/or investigation of suspected violations of College policies / suspected violations of law.

VIII. LIABILITY

The College shall accept no responsibility for the damage, theft, or loss of money, valuables, or other personal belongings of the student. The College encourages students to obtain appropriate insurance coverage.

IX. COLLEGE I.D. POLICY

The College of Wooster I.D. Card (C.O.W. Card) is used for identification on campus, admission to College dining facilities, entrance to residence halls/houses, and as a debit card at certain locations including some vending machines. The card is valid for the entire time a student is enrolled at the College. It is not transferable.

Students must be able to produce their C.O.W. Card upon the request of College officials, including but not limited to: VPSA staff, Residence Life staff (including Resident Assistants), and Security and Protective Services personnel.

X. COMMUNICATION

Residence Life uses wooster.edu email address as its primary source for communicating relevant and important information to its residents. It is the responsibility of the student to set up a Wooster email account, maintain their Clutter box, and check it on a regular basis. Residents will be held accountable for all information communicated via email. Please note: Failure to properly set up and check the assigned wooster.edu email account does not absolve the resident from adhering to the information that is communicated by this system.

XI. DISABILITIES ACCOMMODATION POLICY

The College of Wooster is committed to full compliance with the Americans with Disabilities Amendments Act (ADA) as amended and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Under the ADA and its amendments, a person has a disability if they have a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the institution whether qualified or not. A substantial impairment is one that significantly limits or restricts a major life activity (including, but not limited to, hearing, seeing, speaking, breathing, eating, sleeping, standing, lifting, bending, learning, reading, concentrating, thinking, communicating, working, performing manual tasks, walking, or caring for oneself); or the operation of a major bodily function (including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain respiratory, circulatory, endocrine, and reproductive functions).

To apply for housing accommodations, students must follow the process outlined on the webpage *Students Seeking Housing Disability Accommodations* (<https://www.wooster.edu/academics/apex/learning/disability/housing/>) site found on the APEX Webpage.

XII. WAIT LIST:

Students who, after receiving an assignment, would prefer another housing option may place themselves on the waitlist beginning on the third week of classes fall semester. Priority is on a first-come, first-served basis. Reassignments required for students in temporary housing will take priority over students on the waitlist. Applications for the housing waitlist are only good for the academic year in which the request is made. The College reserves the right to alter priorities for students on the waitlist in exceptional circumstances on a case-by-case basis.

A. Singles Waitlist:

Students who apply for single housing during housing selection and are not offered the opportunity to take part in that process due to numbers will automatically be placed on the *Singles Waitlist* for the following academic year. Those students will be offered priority, according to housing selection number, when those spaces become available.

XIII. CHECK-IN AND CHECK-OUT PROCEDURES:

A. Check-in:

Upon checking in to College housing, students are responsible for acknowledging the condition of their assigned space by signing the Room/Suite/House Condition Report within twenty-four (24) hours of arrival. The purpose of the Condition Report is to provide information about housing conditions that may need to be addressed as well as to serve as a basis on which the premises will be inspected for any damages upon check-out. Changes to the Condition Report must be submitted to Residence Life, in writing, within five business days of check in and contain detailed information about the condition of the item described.

At the time of checkout, students will be billed for all damages/losses above ordinary wear and tear that were not noted on the check-in Condition Report. Failure to sign the check-in Condition Report will result in the loss of the right to appeal damage charges assessed upon checkout. The student is responsible for the behavior of their guests and may be held responsible for damages caused by them. No furniture assigned to a student room or lounge may be removed.

B. Check-out:

The student must arrange a time to complete the check-out process with Residence Life staff member 24 hours in advance of checking out. The student also has the option to return an Express Check-Out form to the Residence Life Office once the room is completely vacated. If the check-out process or an Express Check Out are not completed, the student waives the right to contest an improper check-out fee of \$100 and any damage charges.

It is the student's responsibility at the end of the occupancy period to remove all personal possessions and leave room in regulations set forth in the Express Checkout form. All College-owned property that is in the room at the start of the occupancy period must be in the room at the end of the occupancy period. Students are expected to reassemble furniture and to remove all trash, personal belongings, and College property not itemized on the Condition Report prior to check-out. Fines and/or charges will be assessed for failure to meet the check-out requirements or for damage or loss of College property. Residence Life and Facilities staffs are all able to assess fines/charges to students. It is important for students to understand that additional charges may occur after check-out when a final inspection is completed by College staff. Students must vacate College-owned housing by the published deadlines. Failure to vacate will result in the assessment of a late check-out charge of \$100.

C. Appeal of Damages:

Students living in campus housing have the right to appeal additional charges, if they have followed proper check-in and check-out procedures, by documenting concerns and sending the appeal to the Office of Residence Life using the online appeals form on the Residence Life website. Appeals must be submitted within thirty (30) days of the date the charges are invoiced.

XIV. REASSIGNMENT

The College reserves the right to make changes in room assignments and to assign a student to any room at any time. In the event of a campus emergency, all students in campus residence halls have the obligation to make space available within their assigned housing for occupancy by other students.

XV. ROOM CHANGES

The Residence Life staff encourages students with roommate concerns to begin with their Resident Assistant to talk about ways to communicate concerns and work toward mutual collaboration and resolution. Should the mediation process, which includes constructing a Roommate Agreement document, not be successful in creating a collaborative living arrangement, then the student can meet with either the Resident Director or Assistant Director to discuss additional strategies. Additionally, a student may meet with the Housing Coordinator to discuss room change options. The student with a concern is typically the party to move.

Room changes occur on the following schedule:

Semester I:

2nd Monday of the semester

Fall Semester room change process begins

12th Monday of the semester

Fall Semester room change process ends

Semester II:

3rd Monday of the semester

Semester II room change process begins

12th Monday of the semester

Spring Semester room change process ends

After Spring Semester Room Selection, room changes will be accepted for Fall Semester Housing until June 30th. After that time, students will have to wait until after the Fall Semester room change process begins the 2nd Monday of the semester.

Residents who complete an unauthorized room change or fail to complete an approved room change may lose their preferred housing assignment, be required to relocate, be charged a fine, and/or be subject to disciplinary action. Students whose assignment changes are authorized at the end of fall semester must vacate their current assignment prior to leaving campus at the end of the semester

XVI. VACANCIES

When vacancies occur in College housing spaces, the College has the right to show these spaces and assign new occupants to fill these vacancies. The College also reserves the right to reassign the remaining occupant of a housing space to different accommodations. During the academic year, if student(s) have a roommate who fails to move in, leaves the College, or moves to other College housing, the remaining student must request a housing change subject to availability, or inform Residence Life of an individual they would like to fill the space, within five (5) business days. After five (5) business days, the College may consolidate assignments and assign new students to the empty space(s). The College will make decisions for filling the vacancy based on the resident's Gender Identity listed in the College's student database.

Students are not given the option of maintaining a room as a single when a space becomes available in the room and should expect that the vacant space will be reassigned. Students requesting to move into a specific space that is vacant must be able to fill all beds assigned to that space. Students exhibiting inappropriate behavior intended to discourage prospective roommates, such as removing or dismantling or using the other sets of furniture, or otherwise manipulating the housing assignment process, will face serious ramifications, including the loss of privileges to make housing preferences in the future and/or possible referral to the VPSA Office for disciplinary action.

The College retains the right to fill any vacancies that occur over the summer and winter break at its own discretion.

XVII. PERSONAL USE:

All students residing on-campus agree that the housing assigned to the resident shall be used only by the individual assigned to the space and may not be transferred, assigned, or sublet to another person. Residents may not be assigned to more than one (1) residency space at the same time or occupy more than one (1) space at the same time. The space will be used only for personal living, sleeping, and studying. No commercial business operation, solicitation, canvassing, sales, marketing, or advertising will be conducted out of the assigned space. Residents should be aware that they are subject to all local, state, and federal laws, including those regarding gambling, firearms, and the use and possession of alcoholic beverages and illegal drugs.

XVIII. GUESTS IN RESIDENTIAL UNITS

Guests of students are welcome in the residential units on a limited basis. With roommate approval, guests may reside in a student room or residential unit on no more than three separate occasions per semester with a maximum of three consecutive days per occasion. **Cohabitation is not permitted in College housing.** Residents are responsible for their guests and their actions and should take reasonable precautions to guarantee the security of other students living in the unit. Guests should be in the company of their hosts always.

XIX. STORAGE OF PERSONAL BELONGINGS

Students may not store personal belongings on campus and should seek outside storage vendors if this service is desired.

XX. TERMINATION

The College reserves the right to terminate this Agreement without refund due to improper conduct. Upon signing or electronically approving the Agreement, the student is obligated to its terms. Students removed from College housing must exit the building immediately unless otherwise authorized by the VPSA. If the student withdraws from the College, this agreement will be terminated and eligibility for any refund will be determined by the College refund policy. Students who are suspended, leaving, or withdrawing from the College must immediately vacate their College housing assignment unless stated otherwise.

CAMPUS DINING SERVICES POLICY

A student accepts responsibility to abide by the policies of the Department of Campus Dining and Conferences Services and to respect the authority of the person in charge of each food operation with regard to: dining hall entrance with valid C.O.W. Card, only; carry-out food is permitted from Lowry Dining Hall by using 1 meal swipe for carry-out upon entering the dining hall, and by using the approved and provided carry-out containers; and, compliance with all public health ordinances such as dress standards as required by the Wayne County Health Department.

Student meal plans are active when classes are in session, during exam weeks and during fall and Spring breaks. Meal plans are not available during Thanksgiving Break and winter break.

CAMPUS DINING

I. Students living on campus are required to contract for student dining services unless they receive a dietary accommodation from the Housing/Dietary Accommodation Committee. Please see the Dietary Accommodation Guidelines

(<https://www.wooster.edu/academics/apex/learning/disability/dietary/>) for information on this process.

II. The first meal provided on meal plan for all students in August will be lunch on Tuesday before classes begin. When returning to campus after fall, Thanksgiving, winter and spring breaks, the first meal on meal plan for all students is lunch on Sunday before classes begin.

III. Meals are provided to students only when classes are in session. Limited food services will be provided between semesters or during fall and spring breaks.

IV. Meals are provided through lunch on the day of Commencement for Seniors.

V. The use of someone else's ID is prohibited. The ID will be confiscated and the student will be reported to the VPSA and Security and Protective Services for using a stolen card.

VI. The student must comply with all public health ordinances such as dress standards, as required by the Wayne County Health Department. By signing or electronically approving this Agreement, you will be bound to the Residence Life and Campus Dining Agreement and fees for one academic year (Fall and Spring Semesters). You agree to comply with the terms and conditions of this Agreement as well as those outlined in College publications related to policy, procedure, and student conduct.