Welcome to Residence Life at the University of Illinois Springfield! This Community Handbook has been put together to help you navigate your new home. This information should enable you to fully and best experience life as a resident at UIS this academic year.

This handbook is intended to be an important resource to help you understand the terms and conditions of your housing contract and the policies that keep UIS a safe and positive place. The Residence Life staff is dedicated and committed to providing you with a safe, clean living environment and developing an informed, responsible community. For questions that are not answered here, please contact your Resident Assistant or Resident Director, or visit, call, or email the Department of Residence Life in the Homer Butler Housing Commons.

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Springfield, Illinois 62703
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Lincoln Residence Hall
Phone: (217) 206-6200

Founders Residence Hall
Phone: (217) 206-8474

This publication has been provided to the residents of University of Illinois Springfield by the Department of Residence Life to help explain the facilities and to assist in interpreting the policies listed in the Terms and Conditions of the housing contract. It should be used in conjunction with the Student Handbook published by the UIS Office of Student Life as well as the University of Illinois Springfield Undergraduate/Graduate Catalog published by the Division of Academic Affairs. By understanding the community standards as well as the academic requirements, we hope to set our residents up to succeed at the University of Illinois Springfield!
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Welcome to Campus: Housing Eligibility

We are excited you’ve decided to join us on campus this year! Living on campus has been shown to improve your chances of academic success by getting you involved with your campus community in a very personal way. There are many opportunities to get involved through student organizations, study groups, student activities, and intramural sports. An involved student is a successful student. Ask your Resident Assistant or Resident Director how you can get connected with the campus community!

Your residence hall, apartment, or townhouse is just a short walk from any of your classes. There are several dining areas and coffee shops conveniently located so you never have to cook or grocery shop if you choose. Not only will living on campus get you connected to students, staff, and faculty, but it’s convenient too!

First Year (30 credits or less) and Second Year (31-60 credits) Students
All first year (freshman) and second year students, including transfers, are required to live in the residence halls if they are 20 or younger at the start of their housing contract. Students with fewer
than 60 credits will likely reside in Founders or Lincoln Residence Halls. All residents must maintain 8 credit hours per semester and stay in good disciplinary standing to maintain their eligibility for campus housing. Students who wish to be exempted from living on campus must be approved through an appeal process reviewed by the Director of Residence Life. Please see www.uis.edu/residencelife/about/housingexemption.

All first and second year students in the Capital Scholars Honors Program are required to live in Lincoln Residence Hall following the above age and credit requirements.

Transfer and Graduate Students
Transfer and graduate students who are enrolled in a degree seeking program at UIS, and carry at least 8 credit hours each semester (4 credit hours in the summer) are eligible to live on campus. Although prospective residents may apply for housing before they have been admitted to UIS, persons who do not meet these criteria may not move into and reside on campus without the explicit permission of the Director of Residence Life. If you are a transfer student with less than 60 credits please refer to the above section on first year and second year requirements.

One standard exception is a continuing graduate-level resident who has completed their coursework and is enrolled only in the required one (1) credit hour thesis/project completion course, though these students too must petition and gain exemption from the Director of Residence Life. Note that this exception is normally limited to two semesters.

Family & Partnered Housing
Family Housing is available to enrolled students who will be residing with their legal spouse, domestic partner, and/or legally dependent children under 18 years of age. If both partners are students, one must maintain at least 8 credit hours each semester (4 credit hours in the summer). The contracted resident is responsible for the payment and terms of their contract. Spouse or partner of primary contracted student resident must submit to a background investigation at applicant or contractee’s expense.

Family Housing residents must provide the Department of Residence Life with the name(s), social security number(s), date(s) of birth, and relationship to the student of each family member who resides with them, as well as proof of marriage, partnership or copy of birth certificate and/or guardianship prior to move-in. Domestic partnership forms can be located on our website at www.uis.edu/residencelife/livingatuis/domestic. Lack of documentation on file will impact the ability of the non-student(s) (spouse, partner, or child) to request work orders, borrow keys, etc. and may indicate illegal occupancy. In family housing, one set of keys will be issued to each person signing the contract.

Parents may request in writing up to 2 additional sets of keys to be used by their children over the age of 12.
Non-UIS Student Residents
Housing is also available to area college students who are at least 18 years of age and enrolled in 8 credit hours or more. Eligibility is determined on an individual basis, and space is provided as available. Non-UIS first year and sophomore level (0-60 credits) students must live in the Residence Halls or other designated areas.

Non-UIS students must provide proof of ongoing registration each semester of occupancy, as well as sign a FERPA information release form at both UIS and their home institution. The UIS form can be found at http://www.uis.edu/registration/wp-content/uploads/sites/135/2013/06/FERPARELEASEFM.pdf. This enables communication between institutions on matters including but not limited to eligibility, financial aid and billing, and student conduct. Some pre-payment amounts requested may also be higher at time of application.

Interns
The Department of Residence Life offers housing to students who are serving internships or fellowships with Springfield area companies and/or government agencies. To be eligible, interns must be at least 18 years old and involved in a formal, educationally oriented internship (proof required). Intern housing is available as space permits during the regular academic sessions.

Residence Life Staff

The Residence Life staff is here to answer your questions and assist you in making the transition to on campus living safe and comfortable. We are here to provide you with growth and development opportunities as you pursue your degree. You are encouraged to get to know the staff and consider them a partner in your academic and personal development.

Resident Assistants (RAs)
A team of RAs resides in each area of Housing including the apartments, townhouses, and residence halls. Your RA can be one of the most important people you will interact with at UIS. The RAs have been selected because of their leadership ability, interpersonal skills, positive attitudes, and judgment. Your RAs are experienced residents and students who act as your community builder, role model, problem solver, helper, and administrator. The RA’s role is to provide support for your academic success and to monitor and enforce the policies and procedures of campus housing.

Your RA is an excellent resource and can be called upon to discuss feelings of homesickness, roommate concerns, academic questions, or inquiries about campus involvement. An RA is on call (RAOC) every night to support your residential community. They can assist you with noise complaints, lock-outs, fire alarms, or dealing with roommate conflicts. To contact the RA on call, please contact one of the following:
Residence Life Office at (217) 206-6190
Founders Residence Hall Front Desk at (217) 206-8474
Lincoln Residence Hall Front Desk at (217) 206-6200

After the desk is closed, please contact the RAOC via the UIS Police Department at the non-emergency number 206-6690 or the emergency number (only for emergencies) 206-7777.

Resident Directors
Resident Directors (RDs) are full time professional staff members who reside in Lincoln and Founders Residence Halls, the West Campus Townhouses, and the East Campus Apartments. The RD’s responsibilities include community development, training and supervision of RA staff, intervention in behavioral disturbances, support during emotional crises, and student support and special projects to aid individual student development. Please don’t hesitate to set up an appointment with your RD if you have questions or concerns about your living environment - or if you just want to visit!

Moving In, Moving Around and Moving Out

When You Move Into the Apartments, Townhouses, and Residence Halls

Students moving into the Residence Halls during Fall Move In will first check in to let Residence Life staff know that they have arrived and are ready to move in. Students will have access to unpack their vehicle from the parking lot. Assistance by the welcome crew will be available to help during move in. Instructions for getting assistance will be given during the check in process.

- Students will meet a representative from the Residence Life Staff who will have you review and sign your room/apartment condition inventory and housing contract, unless previously signed electronically. No access to an assigned unit can be authorized until completed.
- Students will receive an accurate inventory of the space and furnishings, as well as key information for your room and mailbox.
- Students will meet new roommates, housemates, or suitemates!
- Students will also be given an invitation to Welcome Week Events.

The Residence Life Office prepares for new residents by thoroughly cleaning the personal living space assigned to the new resident. When moving in, residents should check and document their living units thoroughly for damages, missing items (i.e., window screens, fire extinguishers), or unclean areas. If you find any damages or something that needs attention soon after your check-in please make a note of it via an email to your RD so that the item can be added to your inventory, and report it as a work order via the “Work Order” web form - https://uofi.uis.edu/fb/sec/721759 for non-technology issues or https://uofi.uis.edu/fb/sec/898127 for technology issues (internet, cable tv, etc.) The problem will be corrected as soon as possible. You initial survey must be completed in the first 24 hours after you have been in the space, but work orders are welcome at any point throughout the year.
Reassignment/Space Change
Residents who wish to move into another campus space must begin their request in writing to their area RD via email found on the website. Approval of such requests depends upon the situation at hand. Residents who are involved in a roommate dispute will be required to go through a mediation process involving their RA before a space change will be considered.

If the University determines that a space change is necessary due to personal conflicts between roommates, or for medical reasons, the University may set behavioral conditions appropriate for the person(s) involved in order for them to remain in student housing. Space change fees may be assessed in cases of a move due to misconduct or problematic behavior. An administrative space change fee may be assessed. Please consult your RD about possible charges.

Vacant Spaces
If your roommate moves out during the school year, you should plan on being assigned a new roommate at any time. Your belongings should be confined to your personal space and personal allotment of common space. Do not use a vacant bedroom for other uses, such as to host guests or for storage. Once these areas (including associated bathrooms) are cleaned by Residence Life personnel, the continuing residents will be charged for the “re-cleaning” of rooms that have been opened.

Serious infractions could result in financial penalty for the additional rooms being occupied to the continuing residents’ accounts. Residents who attempt to discourage someone from moving in with them will be subject to disciplinary action which could include additional charges for lost revenue.

Residence Hall Singles Buyout
Opportunities for singles buy-out will be coordinated through the RD based on availability. If you were assigned to a double room but did not have a roommate assigned, you can choose to buy out the other half of the room, paying the increased fee for a private room (typically pro-rated). This is handled on a case-by-case basis.

Space Consolidations
Situations may arise that necessitate moving or consolidating residents to accommodate the needs of the residents and/or the Department of Residence Life. Advanced notice will be given to students asked to consolidate. Due to circumstances surrounding the consolidation, advanced notice may only be 24 hours.

Break Closings
The Residence Halls will be closed for: Thanksgiving Break, Winter Break, Spring Break, and Summer Break; you can find these dates on the Academic Calendar. Residence Halls close the day after the
last day of university classes or finals before the break (typically Saturdays at 12 noon). We encourage students to plan their breaks well in advance of the closing date. Contact your RD with any concerns or special requests.

The apartments and townhouses do not close for Thanksgiving, Winter, or Spring Breaks.

**Moving Out**

Residents must complete a proper check-out at the time they vacate any student housing unit and any time they move into a different space. Expect a proper check to take around twenty minutes and plan accordingly. To complete a proper check-out, the resident must do the following:

Schedule a check-out appointment with the Front Desk for Residence Halls and with the Residence Life Office for Apartments and Townhouses at least 24 hours in advance at semester’s end and at least two business days in advance for mid-semester checkouts.

Move all personal possessions from the unit prior to the scheduled check-out time.

Clean and tidy your living space.

Be present at the scheduled check-out time for a complete inventory of the living unit and of its condition, unless an express checkout is arranged.

Surrender all keys issued to you.

Provide the Residence Life Office with a forwarding address and complete a US Mail Change of Address form.

Sign the completed check-out form.

If you choose to complete an “Express Checkout”, you must get an envelope from the Residence Life Office or your building’s front desk and leave your keys as well as your forwarding information in the envelope. When you do an Express, you will be responsible for all subsequent damage charges which may be assessed.

**Property Abandonment**

Any property that is left in a housing unit after contract completion, termination, or cancellation will be classified as “abandoned property”. Residents will be charged based on the number and size of items abandoned. Residence Life will hold items for 30 days before disposal of said items. After the 30 days have expired, Residence Life is not responsible for storage or return of any abandoned items.

**Improper Check-Outs**

A proper check-out must be scheduled and performed with a Residence Life staff member, regardless of the time frame of your checkout, to prevent financial and other penalties. If any of the above details are incomplete, the Residence Life Office will charge you a $25.00 improper check-out fee. Please note checking out of your room/apt during the semester does not withdraw you from classes, from your Housing contract, or from the University. Likewise, if you withdraw from the University, you must contact the Residence Life Office, complete a contract cancellation request form, and complete a checkout to properly break your Housing contract.
Requests For Early Cancellation of Contract
Housing contracts are written for the entire academic year (August through May - Commencement Day). The Housing Terms and Conditions include provisions for early cancellation of contract under certain highly specific and well documented circumstances. These circumstances include 1) graduation at the end of the fall semester; 2) serious illness or medical condition which prevents resident from attending classes; 3) death in the immediate family; 4) academic suspension; 5) marriage; 6) academic related experiences off-campus and outside of the greater Springfield area; 7) complete academic withdrawal from all classes, including all on-line courses for the remainder of the contract period; 8) induction into active military service; or 8) counseling considerations.

UIS Residence Life may email residents with notification of contract cancellation submission deadlines, they are also available on the online Housing calendar. Please see http://www.uis.edu/residencelife for more information.

University Termination of Contract
The Department of Residence Life may terminate a resident’s housing contract for failure to take occupancy, for egregious violations of Housing policy, for failure to pay housing charges, for failure to live successfully and contribute positively to the academic environment, for certain criminal activity, and for other reasons specified in the Terms and Conditions.

Residents whose contract has been terminated may incur additional financial penalties, and have, by contract, three days to vacate the premises. The Residence Life Office will re-enter and take possession of the living unit if the resident fails to vacate. Any damage, storage or labor costs incurred in repossession will be charged against the resident. Such residents are still expected to complete a proper check-out of the unit.

Please see the Terms and Conditions of your Housing contract for specific information.

Financial Difficulty
Financial aid is available to those who qualify on the basis of need. Students should contact the Financial Assistance Office (UHB) or the Student Accounts Office (PAC) to discuss their specific financial needs. Lack of funds is not an acceptable basis for contract cancellation.

Community Living Guidelines
Being a part of a community is a wonderful experience and can provide you with lifelong friends. Living in a community also comes with a variety of responsibilities. The Department of Residence Life encourages community building and positive developmental opportunities.

The Rights of the Resident
The following list of rights is what you, your roommates and your neighbors should consider when resolving disputes.

- The right to read and study free from undue interference in one’s room. Unreasonable noise and other distractions inhibit the exercise of this right.
- The right to sleep without undue disturbance from noise, guests of a roommate, etc.
- The right to expect that roommate(s) will respect one’s personal belongings.
- The right to a clean environment in which to live.
- The right to free access to one’s room and facilities without pressure from a roommate.
- The right to privacy.
- The right to have guests with the expectation that guests are to respect the rights of the host’s roommate and other residents of the floor or building.
- The right to confront the situation if any rights are taken away.
- The right to be free of fear and intimidation - physical and emotional.
- The right to expect reasonable cooperation in the use of shared appliances.

**Roommate Contracts**

Roommate agreement forms, which are constructed, agreed upon and signed by all residents of a room/suite/apartment and by the RA, may not be violated in any way. Should a problem arise with the current roommate agreement form, any involved party may initiate a formal “revision” of the agreement. Until a new agreement is validated as stated above, the old agreement will remain in effect and all parties must adhere to that agreement.

**Conflict & Mediation**

Residents are expected to cooperate and communicate with their roommates/neighbors. Residents who demonstrate an inability to maintain effective roommate/neighbor relationships may have their contract cancelled. The best way to avoid a conflict is to speak openly, honestly, directly, and immediately to the person(s) involved.

The Department of Residence Life expects you to attempt to talk to your roommates and neighbors to resolve conflicts and deal with issues and concerns first. Please note that if a relationship ends with one party moving away, it is usually the complaining party who must move. If the situation is entirely an interpersonal problem, the Department of Residence Life will not allow a resident to force out another. Space change requests must be filed with the area RD.
Neighbor Considerations
Questions about noise, habits which will impact your neighbor’s lifestyle, where and what kind of items will be kept or used outside your unit are all relevant. Especially in Family Housing, neighbors should discuss concerns about child behavior, bedtimes and how to tell the parent important information about their child. The key to good neighbor relations and less stressful living environments is open, honest and consistent communication.

Services & Amenities

The Department of Residence Life strives to provide excellent service to our students. Please contact your RD if you have questions about the amenities and services listed below.

Apartments & Townhouses
The Apartments and Townhouses come fully furnished with dining & living room furniture, and a bed, dresser, and a desk in each bedroom. You have wireless internet coverage, campus cable, electric, heat, water, and sewer included in your housing rate. Dishwashers are provided in all townhouse units and renovated apartments. Each court has a laundry and recycling facility near your unit.

Residence Halls
The Residence Halls come with fully furnished bedrooms: bed, desk, and dresser. The residential wings of the buildings are secured 24-hours a day. You have wireless internet (and ethernet), and campus cable wired to your room. There are laundry facilities on each floor of Founders and in each wing of Lincoln. The lounges have flat screen TVs, microwaves, furniture and a pool/ping pong table.

Data Connection & Campus Email Communications
Internet service is included in your housing fees. Every bedroom on campus is wired for connection to the Campus Data Network and UISWiFi is accessible in all units. Residents who wish to access internet using hard line connections must provide their own Ethernet cable. UISWiFi is available to anyone who has a valid UIS Network ID.

For more information, visit the ITS website: http://www.uis.edu/ITS/ Technical assistance is available at the ITS Desk at 6-7357.

UIS Housing uses e-mail as its MAIN mode of communication with residents about everything from severe weather updates to social program advertisements. It is recommended you check your campus e-mail frequently.

Cable TV
Cable television is provided to all residents. The UIS Residence Life channel line-up is specifically designed to support the UIS mission for educational diversity. Outside telecommunication vendors are not permitted within UIS residential units.

**Recycling / Garbage Service**
The Department of Residence Life supports the mission for environmental sustainability. Recycling containers are provided within all housing areas. Residents are highly encouraged to be a positive global citizen and take a few minutes each day to help reduce personal waste and recycle. Blue recycling bins have been placed in each unit and disposal bins in laundry rooms (Apartment and Townhouse areas) and trash rooms (Residence Halls).

**Meal Plans**
UIS offers several options for the provision of meals to residents. Residence Hall residents are required to purchase one of three offered meal plans because there are no cooking facilities in the halls. Apartment and Townhouse residents have the option of a smaller apartment meal plan or residents not part of a residential requirement may choose not to have a meal plan because their units are equipped with kitchens. To learn more about your meal plan options, please go to: http://www.uis.edu/foodservice/mealplans.

**Mail & Package Pick Up**
All campus residents are assigned a mailbox near your living area. Your campus address is printed at the top of your housing contract. Please have all of your mail addressed as follows:

**Apartment/Townhouse Mailing Addresses**
(Your name)  
##### Street Name  
Court Name, Apt. #  
Springfield, IL 62703  
*see next page for Street Names

**Lincoln Residence Hall Mailing Address**
(Your name) LRH, Mailbox #  
2160 Vachel Lindsay Drive  
Springfield, IL 62703

**Founders Residence Hall Mailing Address**
(Your name) Founders, Mailbox #  
4800 Eliza Farnham Drive  
Springfield, IL 62703

The building numbers and their corresponding street numbers and names are charted here. Only residents' names may appear on or inside the mailbox. You will be notified via email whenever a
package arrives for you. Packages for Lincoln residents can be picked up at the LRH Front Desk, Founders residents can go to the FRH Front Desk, and Townhouse/Apartment residents can go to Housing Commons. To retrieve your package the following must be true:

Student or State ID presented
Only the resident to whom the package is addressed can claim the package
All packages must be addressed to current residents or they will be returned to the package carrier.

When moving out, a change of address card should be filled out to ensure mail is delivered to the appropriate address. The Department of Residence Life will not forward mail.

Misdirected mail should be returned to the front desk.

**Transportation:**

**Parking Permits**
Residents, visitors, and guests must comply with University policies regarding parking & traffic. The UIS campus parking hang tag must be obtained from the Parking Operations Department located in the PAC. Hang tags are notated by Hall, East, or West.

The Residence Life Parking Permits allow you to park in the assigned Housing parking lots at times that are prohibited to other vehicles. The hang tag does not give you permission to park in restricted areas (i.e., “Handicapped,” “No Parking,” and/or “Authorized Vehicles Only” spaces). The hang tag does not guarantee a particular space for anyone, nor does it guarantee a space will always be available in the Housing parking lots. If all spaces are filled, you must park your vehicle in an alternate lot (i.e., Lot A, etc.).

Residents are expected to comply with all parking requests, such as vacating parking lots for events or programs, or any other such requests. Visitors must park in designated visitor parking lots.

**Bicycles, Motorcycles & Motorized Small Vehicles**
Bicycles should be parked in bike racks. You may store your bicycle in your room or apartment upon agreement with your roommate(s). Bicycles may not be parked on walkways, on balconies, in hallways, or in the aisles of storage areas.

Motorcycles and motor-driven cycles must adhere to regulations governing all other vehicles and cannot be driven or parked inside courtyards, on lawns, inside buildings, or on sidewalks. Motorbikes, ATV’s, go-carts, snowmobiles and other vehicles that are prohibited on city streets may not be driven or kept on campus.

Hover boards and self-propelled scooters are prohibited from use or storage in indoor or outdoor residential areas.
Mass Transit
Alternative transportation is available in the Springfield area. Springfield provides mass transit in the form of Abraham Lincoln Capitol Airport, Amtrak, Greyhound, and the Springfield Mass Transit bus system. The Division of Student Affairs offers a weekly shuttle to local shopping districts and a shuttle to and from the Amtrak station before and after each break.

Recreational Amenities:

Lincoln Residence Hall
Lincoln recreation areas feature the Great Room with fireplace and a large meeting room. Sports equipment and board games are available for check out at the front desk. *To reserve spaces in HCOM or LRH please contact the Residence Life Office.

Founders Hall
Founders Hall features an amenities wing which includes the UIS Bookstore, The Capitol Grille and two classrooms. There is a lounge area with a television and fireplace in the main lobby. Sports equipment and board games are available for check out at the front desk.
*To reserve a Founders Hall Classroom please contact Janice Marvel at imarv1@uis.edu.

Homer L. Butler Housing Commons (HCOM)
Homer L. Butler Housing Commons is the hub of Residence Life. HCOM is the site of many social functions, club meetings, and other activities sponsored by student clubs and organizations. In addition to the Residence Life Office, the Housing Commons includes a great room with a fireplace; a large screen TV, meeting room, ping-pong, billiards, and a variety of board games are available.

Foxglove 12
Foxglove 12 houses the West Campus Resident Office and Resident Housing Association office and is available as a study or programming space. There is a kitchen and living room available for student use during posted hours. An XBOX and variety of games are available.

Outdoor Recreation Areas
Housing residents have several areas for outdoor recreation available to them. Residents have access to two outdoor basketball courts, two sand volleyball courts, a softball diamond, cricket field, tennis courts, the UIS Pond, and a bike/walking path. Please note that fishing, but not swimming, is permitted at the campus pond. Fishers must be properly licensed.

Getting Involved: Resident Housing Association (RHA)
RHA is a community organization for residents with its main purpose to promote better resident living through activities and by representing the residents of housing to the Department of Residence Life Administration. RHA consists of an elected board, area Community Councils, and a General Assembly. Any residents who live in housing who would like to get involved and help plan programs, become a student leader, voice their requests and concerns about life on campus and the Office of Residence Life should participate! Your RA can tell you how! And, you are already a member just by living on campus so come and make a difference right where you live!

**Office of Residence Life Policies**

UIS Residents are responsible for reading and understanding the policies set forth in the Community Handbook as well as the Housing Terms and Conditions. These are the rules and responsibilities you agree to live and abide by when you sign a Housing Contract.

Failure to comply with the Terms and Conditions of the contract and the operations described in this guidebook or any official verbal or written communications of the Residence Life Office could result in disciplinary action, including the loss of your privilege to live in campus housing. Policies are listed in alphabetical order.

**Alcohol**
The possession and consumption of alcoholic beverages on property owned or controlled by the University is controlled by regulations of the University and by laws of the State of Illinois. Absolutely no alcohol is permitted inside the Residence Halls or dry courts, regardless of the age of the residents, including empty alcohol containers. Possession, distribution to minors, and underage drinking is subject to student conduct action and/or criminal charges.

In the “wet” Townhouses and Apartments the possession and consumption of alcoholic beverages on property owned or controlled by the University is regulated by the University and by laws of the State of Illinois. No resident or guest under age 21 may possess, consume or be impaired by alcohol on campus, including within campus housing. Open alcohol is not permitted outside the Resident’s front door or to be carried between buildings or into the parking lots. Kegs and other large volume containers are prohibited on campus. Beer bongs are not permitted in campus housing. Resident(s) may not have decorative food and/or alcohol containers due to them being a potential health, pest or cleanliness issue.

More information for student organizations on hosting events with alcohol is available from the division of [Student Affairs](#) and the [Office of Student Life](#).

**Anti-Discrimination Statement**
As required by law, no resident, guest or university employee shall be discriminated against on the basis of: age, race, color, religion, sex, sexual orientation, gender identity, marital status, national origin, disability or handicap. Any action or situation involving verbal, mental, or physical assault and/or abuse including harassment, intimidation or other conduct that recklessly or intentionally endangers or threatens the health, safety or welfare of any individual is prohibited. This provision includes bias-based acts that violate another person’s rights. You can find the University’s Nondiscrimination Statement here.

Child Abuse & Neglect
Public Act 97-0711, a revision of the “Abused and Neglected Child Reporting Act” (ANCRA), mandates that all personnel of higher education institutions report cases of suspected child abuse or neglect to the Department of Children and Family Services at 1-800-25ABUSE.

Cleaning Expectations & Tips
All residents are responsible for cooperatively maintaining their living unit in a consistently clean and sanitary condition. This includes prompt trash disposal, proper storage and clean-up of perishable and nonperishable food items, as well as maintaining sanitation in bathroom areas by cleaning the floor, shower, sink, and toilet on a regular rotation schedule.

The University will provide for pest control as necessary. Pest control charges (including pets, animals, and bugs) incurred due to failure to properly maintain a clean living environment or remove illegal pets/animals will be assessed against all residents of the building, apartment, bedroom or suite involved. It is the responsibility of housing residents to maintain a clean and tidy space that will help reduce the risk for pest infestation.

Cleaning & Safety Inspections
Cleaning and Safety inspections will occur at least once during each term. Each semester, the Department of Residence Life is required to perform an inspection of the health, welfare and safety situation in every living unit. Every room of every residential space is entered during this inspection by a team of the area RA and the RD. Residents are provided both verbal and written feedback to this inspection. There is no “search” of a resident’s personal property although closets and cabinets are opened and some items may be moved aside to view outlets and other potential hazards. The following items will be examined for compliance

Clean facilities including, but not limited to kitchen, bathrooms, bedrooms, and common areas

All safety mechanisms, including smoke and particle detectors

Garbage properly stored

Food items are properly sealed and stored
No obstructions of any kind in front of vents and boiler rooms.

All residents of the unit are responsible for the conditions of common areas.

**Communication**

The Department of Residence Life will primarily contact you on university business matters using the university e-mail system. The Residence Life Office delivers important information to your student e-mail account regarding entries, emergencies, packages, events and activities. Do not overlook the information contained within such deliveries.

**Contagious Disease and Other Personal Health Issues**

Residents who become infected with an infectious or contagious disease that is deemed hazardous to other campus residents may be quarantined to their room or temporarily removed from campus housing until the Residence Life Administration receives proper authorization that it is no longer hazardous for that resident to return to living in campus housing.

**Decks & Balconies**

The decks and exterior stairways were designed to only provide access to and from the second floor apartments associated with them. No items of any kind should block or impede the walkways between the apartment and the surrounding grounds. Due to the risk of structural damage and bodily injury, large gatherings of people (e.g. parties) are not permitted on the decks. Bikes and other belongings are not allowed to be stored or secured to any residential building; bike racks are provided for residents' use throughout each community.

**Damages**

When a resident checks into campus housing, the RA will complete an inventory check-in form for the living space. Each resident is responsible for making sure that all damages and deficiencies are noted on this form. When the resident checks out of campus housing, all damages and deficiencies not listed on the inventory check-in form will be charged to the resident(s) of the living unit. If we must paint, fix, repair or replace our property because of a resident’s negligence or intention, then we will charge that resident for our time, materials and labor to bring our property back to good condition. The University pays for damages that occur through normal wear and tear; you are charged for any additional damages. Financial assessments for replacement or repair of items damaged are based on repair and replacement costs (including labor costs) plus administrative fees. Residents may forfeit deposits and incur additional charges based on damages incurred through their contract period. Maintenance and repairs will be completed based on the Department of Residence Life schedule and occupancy of the apartment, this may occur at a future time when deferred maintenance can be completed.

Residents are asked to help preserve their buildings by reporting incidents of damage or vandalism to their RA. In all cases, housing staff members will work to identify the responsible party. Any damages to your personal space will result in you being financially responsible for those damages unless there is a known party. In the case of loss or damage to a common area of the building (defined as being
an area not assigned to an individual), the cost of repair and/or replacement may be assessed to each resident (divided among all in the area). RDs investigate vandalism situations and, if unable to determine the individuals responsible, decide whether the charges should be assessed to the individuals living on a particular wing, floor, building or the community.

**Dating and Domestic Violence**

Incidents of violence will not be tolerated in UIS Housing, and will be addressed through the Residence Life and/or University Judicial Process. If you are a victim of dating or domestic violence, please contact your RD, the UIS Counseling Center, UIS Women’s Center and/or Campus Police. Significant and/or multiple incidents will result in termination of the Housing contract.

**Domestic Partnership**

As a function of serving our family housing residents, domestic partnership is allowed. This service is only provided to those who live in a family housing area. To request a domestic partnership please complete the form found at [http://www.uis.edu/residencelife/livingatuis/domestic/](http://www.uis.edu/residencelife/livingatuis/domestic/).

**Drugs and Other Intoxicating Substances**

The manufacture, sale, possession, purchase or use of any substance or paraphernalia which has been declared illegal by municipal, state or federal law is prohibited on university property and will result in confiscation and referral for student conduct. Paraphernalia such as hookahs, e-hookahs, e-cigarettes, etc. are not permitted in campus housing. As with alcohol, impairment is subject to disciplinary action.

**Entry Notices**

Entry notices specifically are posted to your student email account so that you have a personal copy of them. Please note the Terms and Conditions state that “Notice…shall be effective regardless of actual knowledge of the notice by the Resident(s).” The Housing Office will not use a non-university or private e-mail account for current residents.

**Family Housing:**

Please see the end of this section for family housing-specific policies.

**FERPA**

The Federal Education Rights to Privacy Act is a federal act that protects the privacy of students who are enrolled at colleges & universities. Students should become familiarized with this act and its implications on their educational career. More information on FERPA can be found at [http://www.uis.edu/registration/](http://www.uis.edu/registration/).

**Fire Extinguishers & Other Fire-Safety Devices**

Every residence is equipped with fire extinguishers. Fire extinguishers should be used only for their intended purpose and should not be removed from their assigned location. Residents should check their fire extinguisher occasionally to assure that it is properly charged. Inadequately charged fire
extinguishers should be reported as work orders. Tampering with fire safety extinguishers, smoke
detectors, or other fire-safety devices is considered a direct violation of the Housing Terms and
Conditions that will lead to disciplinary action that may include suspension, expulsion, a fine, and
applicable repair charges. Please note also that individuals who cause false fire alarms are subject to
criminal penalties, as well as University disciplinary action that may include suspension, expulsion, a
fine, and repair charges.

**Fire Lanes & Sidewalks**
The inner courtyard drives in Sunflower and Clover Courts are blocked with chains to preserve their
use as fire lanes and to protect the residential use of those neighborhoods. A resident driving around
the chains or on the sidewalks for ANY reason is absolutely prohibited. Parking is not permitted in fire
lanes at any time and cars will be towed at the owner's expense. Similarly, sidewalks are not to be
used by motor vehicles and are prohibited.

**Flammable Materials/Liquids**
Use and storage of flammable materials/liquids in residential facilities is strictly prohibited. Fire hazards
such as newspaper stacks, excessive trash, improper wiring, and open flames (including candles, incense,
and potpourri burners) are prohibited as well. Charcoal briquettes, kept collected and secured, for use in food preparation grills are permitted.

**Garbage Removal**
Dumpsters are provided in all housing areas for resident use. Residents are responsible for depositing trash from their living areas into the garbage dumpsters. Garbage cans of more than 10 gallons are not allowed inside living areas. Garbage should not be stored outside of apartments.

Failure to remove garbage within 24 hours of a warning by Residence Life Staff will result in possible judicial sanctions. Large items such as chairs, couches, or mattresses should not be deposited in UIS Residence Life dumpsters. Fines will be assessed to responsible parties. Information about the proper disposal of large items in the Springfield Area can be provided to residents by their area RD.

**Grills**
Students living in the Residence Halls are prohibited from having any barbeque grills (gas or charcoal).
Students living in the apartments are allowed to have grills provided that they are used and stored outside at all times. Campus grills are provided in multiple common housing areas for resident use.

Barbeque grills are not allowed on or directly beneath apartment balconies or stairwells to avoid possible fire hazards. Do not put hot coals from a cookout on the ground or in the dumpster. When the ashes have cooled, please dispose of them in the dumpster.

All grills must be used at least 15 feet from any campus structure. In accordance with the flammable substances policy, gas or electric “turkey fryers” are not allowed. Outdoor fireplaces and patio firepits/firepots/firebowls/chimineas are prohibited as they are not used for cooking purposes and are intended for use with wood fuel.
Guests
Guests are a privilege and the exercise of one resident’s guest privilege cannot compromise the rights of roommates and neighbors. Overnight guests are permitted with prior consent from all roommates. Guests are allowed to stay in University Housing no more than three days in two weeks. Failure to comply with this directive can result in a financial penalty equivalent to 1-½ times the resident’s financial obligation for the semester. The University reserves the right to limit the number or frequency of overnight guests. Concerns by roommates can be directed to the area RD or another Residence Life professional.

Guests also must be escorted at all times. Residents may not sublet the premises nor give routine accommodation to roomers, boarders, friends, or relatives. Residents are allowed to have four times the number of beds in a space for occupants at one time (ie. Apartments and townhouses are allowed 16 total occupants at one time; residence halls are allowed 8 occupants at one time, and singles are allowed four occupants at one time).

Harassment and Stalking
University’s Non-Discrimination Policy: The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations.

This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.

Harassment is defined as actions that create an intimidating, hostile or offensive environment for another individual in both a virtual and actual setting. Any actions that invade the privacy of another individual or actions classified as “stalking” will be a violation under this harassment policy.

Stalking is defined as a pattern of unwanted contact between people; it can include: unwanted or unsolicited emails, social media contact, gifts, visits, etc. If you feel you are being stalked or harassed, please contact your RD, the UIS Women’s Center, or UIS Police.

Residents are expected to maintain an environment free of harassment for all campus residents, guests, and University employees. For more information, find the policy below or contact Deanie Brown.

http://www.uis.edu/aeo/policies/sexualharrassment/

Holiday Decorating
The Residence Life Office strongly encourages roommates to consult each other before decorating for any holiday. Residence Life property and equipment may not be altered or damaged in any way. Outdoor decorations may not block doorways, must be well anchored, in good condition and safe repair, and must be designed specifically for outdoor use. Lawn ornaments and paper lanterns are prohibited. The Office of Residence Life reserves the right to remove any unsafe or offensive decorations, and will charge residents for damages resulting from improperly displayed decorations. Artificial holiday trees and greenery should be fire resistant and UL or FM listed. Real holiday trees and greenery are not permitted. Do not overload electrical outlets and circuits.

**Identification**
All residents and their guests should be prepared to present picture ID, preferably the UIS I-Card, upon request to any Residence Life Staff member or to the UIS Police Department.

Misrepresenting or misusing student identification or failing to show identification upon request will be considered a violation of Residence Life policy. Lost or stolen cards should be reported as soon as possible to the ID Center at 206-7718 in PAC 108. To access the full privileges of living in campus housing, non-student residents are required to purchase a “visitor” I-Card at the ID Center.

**Inappropriate Behavior**
Campus residents are expected to respect the rights and property of others. Consequently, behavior or any actions that damage property or disturb others will be considered inappropriate in the Residence Life Community. Residents will be held judicially accountable for any behavior(s) deemed inappropriate by Residence Life Administration.

**Keys**
Keys are issued only to the persons assigned to a living unit. Guests and visitors must be invited by the resident and accompanied by that resident at all times. Persons not assigned to a unit who enter without authorization are illegally entering a private domicile. This is an explicit breach of security and is subject to disciplinary action as well as criminal charges. Residents and visitors are not allowed to enter housing storage, maintenance or office spaces, Housing Commons, Founders or Lincoln when the building is closed without the authorization of Residence Life Administration.

If you lose your key, you must report it immediately. You can request a lock change at the Residence Life Office if you believe your key was lost or stolen. If the lock is re-cored you will be charged for the replacement of the core along with the keys. The cost of key replacements is found at damage charges. Resident provided door-locking mechanisms are prohibited.

**Laundry**
Laundry rooms are located within all areas of UIS housing. Service telephone numbers are located on each machine as well as a machine number, so that a resident can immediately report a maintenance or service issue while present in laundry facility. Please call the service number to easily report any
issues. Only I-cards can be used in all laundry rooms. For more Information regarding Laundry service, please see our website at http://www.uis.edu/residencelife/facilities-and-operations/laundry/.

Lawn and Patio Furniture
Only furniture that is designated for use outdoors may be kept outside. Upholstered and/or UIS Residence Life furniture is not permitted for use outdoors.

Lockouts
Residents of Founders and Lincoln Residence Hall are eligible for assistance with lock outs through their area front desks or an RA on Call. Residents of the apartment and townhouse areas are eligible for assistance with lock outs through either the Central Residence Life Office or an RA on Call. A resident must show or verify identification before being provided access to their living space. Lockout keys must be returned within an hour or you will be charged $100 for a re-core of your keys. Two lockouts requiring assistance are free each semester; residents needing assistance more than twice will be charged $50 for each additional lockout.

Mail Service and Package Pick-Up
Mailboxes and mailbox keys are assigned to residents upon checking into housing. Residents’ names must be on the mailbox in order to receive mail. Only current residents’ names may appear on or inside the mailbox.

You will be notified via email whenever a package arrives for you. Packages for Lincoln residents can be picked up at the LRH Front Desk, Founders residents can go to the FRH Front Desk, and Townhouse/Apartment residents can go to Housing Commons. To retrieve your package the following must be true:

Student or State ID is required to pick up any package.
Only the resident to whom the package is addressed can claim the package, unless the office is notified via email that someone else is allowed to retrieve the package.
All packages must be addressed to current residents or they will be returned to the package carrier.

When moving out, a change of address card should be filled out to ensure mail is delivered to the appropriate address. The Department of Residence Life will not forward mail. Misdirected mail should be returned to the front desk.

Missing Persons
If you do not see your roommate for an unusual length of time and become concerned, please contact your RA or the Residence Life Office at 6-6190. Professional Residence Life Staff will investigate and contact parents, emergency contacts, and police as necessary.

Noise
Noise levels in and around campus housing are expected to be moderate and conducive to a positive academic learning community. Residents have a right to sleep and study free from undue interference in their living spaces. Roommates and neighbors should reach a general agreement about acceptable noise levels to prevent conflict. If you are having difficulty with a neighbor regarding noise, please attempt to talk to the person and resolve the problem. If you have further problems, you may call your RA or the RA on Call. University Residence Life staff members may confront residents who are making too much noise even if they have not received a complaint, and residents who are confronted because of noise levels are expected to reduce the noise immediately.

Residence Life observes 24 hour courtesy hours, and study hours begin at 11:00 p.m. and end at 8:00 a.m. each day, except in Sunflower Court. Study hours for this court, populated with many children and busy families, are set at 9:00 p.m. nightly.

During study hours, noise should not be disruptive to the general environment. Also, noise from within your room or apartment should not be audible outside your door. During finals week, 24 hour study hours are in effect from midnight on Saturday the weekend beginning finals, through the following Saturday.

**Operating a Business**
Residents of University Housing are not permitted run any organized business from their living unit within any residential area. This is strictly prohibited. Mail cannot be addressed to a company or organization name, advertisements or postings cannot be made. There are NO exceptions.

**Parking/Vehicle Info You Must Know**
Residents, visitors, and guests must comply with University policies regarding parking, traffic, and the maintenance of vehicles. The housing contract does not include parking privileges. Parking hang tag or vehicle registration requirements must be met by residents prior to bringing a vehicle on campus. The University policies are available at the Residence Life Office and the Parking Operations Office. Residents of UIS Housing will have a color coordinated UIS hang tag depending on their area of campus.

Parking in, or driving through the inner courtyards of Sunflower (East) Court or Clover (West) Court is not permitted at any time. Removal of chains from these courtyards is also not permitted except by University staff. In addition, driving or parking on the lawns near Pennyroyal Court is not permitted. Charges for damage to grounds will be assessed in these cases. Residents are responsible for their guests’ adherence to University parking regulations. Illegally parked vehicles may be towed without notice at owner’s expense. Motorcycles and motor-driven cycles must adhere to regulations governing all other vehicles and cannot be driven or parked inside courtyards, on lawns, inside buildings, or on sidewalks. All terrain vehicles, snowmobiles, and other motorized vehicles not licensed for operation on public streets are prohibited. Bicycles must be parked in bicycle racks or in storage closets. Bicycles may not be parked or stored in apartment hallways, on walkways, or on balconies. Access to the inner
courtyard drives may be obtained for the purpose of moving into or out of housing by contacting the Housing Office or your RA.

**Parties**
The Apartment and Townhouses should never exceed 16 occupants at a gathering for the safety of our residents, their guests, and the facility itself. If Residence Life policies are being violated (including noise, alcohol or drugs, non-compliance, etc.), you may be asked to immediately disband your gathering by Residence Life Staff or UIS Police. Violating these Residence Life policies may result in a judicial meeting with your RD or Residence Life Staff Member, or a Student Code of Conduct meeting with the Dean of Students. Hosts can be held liable for the violations occurring inside their unit.

**Personal Property Restricted and Prohibited Furnishings and Accessories:**
Major appliances not provided by University Residence Life, are prohibited in the living units.

Any halogen bulb lamp style is prohibited.

Large pieces of furniture should not be brought into any area of housing without specific written permission from the area’s RD. Residents may have one additional piece of large furniture in their living room (e.g., couch), or two smaller pieces of furniture (e.g., recliner or armchair). Excess or unapproved furniture will have to be removed as the resident’s expense. Furniture or items that are brought in must fit with UIS Residence Life Furniture, which will not be removed to make space for additional personal furniture.

Sound amplification devices such as subwoofers are prohibited in the Residence Halls.

Candles including decorative ones are not allowed in the residence halls or townhouses/apartments; incense is also prohibited in all Residence Life units.

Sensy pots, oil warmers, and other wax warmers are not allowed regardless of style.

Alcohol bottles and cans, with or without liquor, are not allowed in any residence hall room or any other designated “dry” area of UIS Residence Life.

Musical Instruments: Please be considerate of your neighbors. If an instrument becomes a problem, you will be asked to remove it. Excessive noise violations could result in contract termination.

Any fire or combustion chambers, other than coverable charcoal grills used for food preparation, including outdoor fireplaces, firepots/firebowls/firepits/chimineas, and turkey fryers (gas and electric) are prohibited.

Crock Pots and Rice Cookers are only allowed in apartment and townhouse kitchens or residence hall lounges near the microwave using the GFCI plug.

**Pets**
Only fish are permitted as pets in the residence halls (max of 10 gallon in Residence Halls, 20 gallon in Apartments). 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 approved by the UIS Office of Disability Services.

Students who require this accommodation should register with the Office of Disability Services www.uis.edu/disabilityservices/ (217) 206-6666 and file documentation with the Residence Life Office.

Physical Assault
All forms of physical assault, including physical attacks, fighting, acts of intimidation, hazing, sexual violence, and sexual assault are prohibited in campus housing and will be dealt with severely and promptly. Victims should contact UIS Police, their RD, or the UIS Women’s Center. UIS Residence Life Staff & University officials are mandated to report incidents of physical assault to the UIS Police while maintaining reporter confidentiality.

Picnic Tables
Picnic tables are provided in each apartment court and outdoor seating is available at the patio of both Residence Halls. Picnic tables are permanently mounted in common areas in each Housing Area. Picnic tables should not be removed from their individual secured locations. Any un-mounted picnic tables should not be relocated for personal use.

Plants & Gardens
Legal plants are permitted in campus housing indoors and outdoors in proper containers. Outdoor containers must be properly secured. Gardens are not permitted in UIS Campus Housing.

Posting Guidelines and Bulletin Boards
Signs, advertisements, etc. should ONLY be posted on designated bulletin boards. The area RD must approve flyers, posters, door hangers, and other materials. Inappropriate or unapproved postings will be removed without notice. The campus policy is available from the Building Services Office (BRK 113).

“Public” Area and Lounge Furniture
Furnishings in common or public areas (i.e. lounges, Housing Commons) may not be removed for use in a resident’s room or apartment for any reason. Residents or entire wings may be charged for missing or damaged items from common areas.
Responding and Complying to Directives from University Staff
Residents and their guests are expected to respond to all reasonable directives, written or verbal, from staff members and must not interfere with the performance of any duties. This includes providing proof of identity when asked. Any verbal abuse, harassment, or intimidation of staff members will be documented and referred to the Residence Life student conduct process, may be referred to the Vice Chancellor of Student Affairs or DOS Office, and could result in contract termination and/or additional university action.

Recycling
The Department of Residence Life supports the mission for environmental sustainability. Recycling containers are provided within all housing areas. Residents are highly encouraged to be a positive global citizen and take a few minutes every day to help reduce personal waste and recycle. Blue recycling bins have been placed in each unit and disposal bins in laundry rooms (Apartment and Townhouse areas) and trash rooms (Residence Halls).

Seizure of University Property
Any university property (e.g. cafeteria dishes, garbage cans, banners and signage, lounge furniture, etc.) that is found in your living unit may be confiscated and returned without notice to the appropriate department or entity. Residents of the living unit may be held accountable through UIS Residence Life and Campus Judicial Process and/or the criminal system.

Sexual Assault and Sexual Abuse
Sexual assault is a serious, violent crime defined as unwanted sexual penetration. Sexual abuse is unwanted sexual contact.

If you have been sexually assaulted or abused, you have the right to: have your confidentiality protected; request reasonable changes to your housing accommodations; receive information about counseling, support, and advocacy services; report anonymously; pursue criminal or campus disciplinary charges; and receive notification of the outcome of your case.

Students living in campus housing who wish to file a report about a sexual assault may do so through their RD, the UIS Women’s Center, or Campus Police. More information can be obtained from the UIS Women’s Center homepage: http://www.uis.edu/womenscenter/.

Smoking
Beginning July 1, 2015 through June 30, 2016 smoking and use of tobacco products is prohibited on all campus property at the University of Illinois Springfield, both indoors and outdoors, except in any instance in which an individual is traveling through or parked on campus property in a vehicle that is not owned by a state-supported institution of higher education. No smoking or tobacco use is permitted in metered parking spaces. The advertising, sale, or free sampling of tobacco products is also
prohibited on campus property. Littering the remains of tobacco products or any other related waste product on campus property is further prohibited. Smoking within Residence Life facilities is not permitted. Residents may only smoke (cigars, cigarettes, e-hookahs or e-cigarettes) OUTSIDE their Housing Unit at least 15 feet from the front door in the Townhouses and Apartments, and in designated smoking areas ONLY for LRH & FRH Residents. Fines and other remedial sanctions will result if residents are found responsible for violating the Smoking Policy. Tampering with smoke detectors can result in severe fines. Multiple violations may result in termination of the Housing Contract. Hookahs are not permitted in or near Housing areas, including within resident vehicles.

Definitions:
“smoking” means
1. Lighting, burning, inhaling or exhaling any type of matter or substance that contains tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, bongs, and hookahs;
2. lighting or burning of non-tobacco plants or marijuana; and
3. using electronic cigarettes.

• “tobacco products” means all forms of tobacco, including but not limited to cigarettes, cigars, cigarillos, pipes, beedies, kreteks, water pipes, bongs, and hookahs, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco and any non-FDA approved nicotine delivery device or product.
• “campus property” means any property owned, leased, operated or otherwise controlled by the University of Illinois Springfield, including but not limited to academic and auxiliary buildings, classrooms, laboratories, residences, residence halls, elevators, stairwells, restrooms, roofs, meeting rooms, hallways, lobbies and other common areas, conference facilities, athletic complexes and facilities, exterior open spaces, shuttle buses, shuttle bus stops, university-owned parking lots, driveways, loading docks, university-owned streets, sidewalks and walkways.

Solicitation, Canvassing & Campaigning
Door to door sales and canvassing are not permitted in campus housing. Children of family residents may request approval for fundraising; Student Government Candidates are given specific campaign guidelines for campus housing.

Never give money or personal information to a person who does not have authorization for solicitation. Solicitors without approval, suspicious, threatening, or badgering solicitation or distribution of unauthorized or inappropriate material, regardless of purpose or organization, should be reported to the University Police.

Posting Approval Process for Residence Life Staff and Residential Student Organizations:
1. Anything posted or used for advertising events sponsored by the Department of Residence Life or residential student organizations will need advance approval by the advisor/supervisor for their position. Approval can be obtained by bringing a copy of the publicity to their office or by sending an email attachment depicting the item prior to copying or ordering the publication, posting or item.
2. After being approved, the flyers or other documents must be pre-counted and bundled (by RA, by floor/court, or by community) by the submitting entity and given to the advisor/supervisor for posting at least 10 working days prior to the event (or expected dissemination of materials). Exact numbers are included at the end of this document.

3. The advisor/supervisor will notify the organization/individual if there is a problem with approval of the publicity.

4. Once received, reviewed and approved, the advisor/supervisor will distribute the items to the Resident Director for the specified community within 1 business day, the Resident Director will pick them up within 1 business day and will distribute them to their Resident Assistants within 1 additional business day. Once distributed, the Resident Assistants will have 1 business day to post or distribute the items. As such, it could take up to one full week for items to be posted in a community once received. Some items may take longer if the event or publicity is received further in advance.

5. Residence Life staff members or residential student organizations desiring to post information must provide all copies or products and must use the appropriate account to pay for the materials to be produced.

Posting Approval Process for Groups Other Than Residence Life Staff and Residential Student Organizations:

1. Students and student organizations that are non-residential, members of the university faculty and staff, and all non-University constituents will need advance approval by the Director of Residence Life or his/her designee (in this case Daniel Schraeder, Assistant Director of Residence Life & Education). Approval can be obtained by bringing a copy of the publicity to the Department of Residence Life or by sending an email attachment depicting the item prior to copying or ordering the publication, posting or item.

2. After being approved, the flyers or other documents must be pre-counted and bundled (by RA, by floor/court, or by community) by the submitting entity and given to the Department of Residence Life for posting at least 10 working days prior to the event (or expected dissemination of materials). Exact numbers are included at the end of this document.

3. The Department of Residence Life will notify the organization/individual if there is a problem with approval of the publicity.

4. Once received, reviewed and approved, the Department of Residence Life will stamp their approval and distribute the items to the Resident Director for the specified community within 1 business day, the Resident Director will pick them up within 1 business day and will distribute them to their Resident Assistants within 1 additional business day. Once distributed, the Resident Assistants will have 1 business day to post or distribute the items. As such, it could take up to one full week for items to be posted in a community once received. Some items may take longer if the event or publicity is received further in advance.

5. The Department of Residence Life will not pay to have materials produced. Organizations and/or individuals desiring to post information must provide all copies or products.

Distribution to Individual Students:
1. Coupons, flyers, or giveaways not related to University organizations or offices will not be placed in student rooms but will be put in community offices or floor lounges or will be given out at events at the discretion of the Resident Director following approval by the Assistant Director of Residence Life (Daniel Schraeder).

2. Coupons, flyers, or giveaways related to University organizations and offices will only be placed in student rooms in the Fall before students return to campus. All items must be approved by the Assistant Director for Residence Life (Daniel Schraeder) and received in the Office of Residence Services at least 2 weeks before the start of the Fall quarter to be placed in students rooms. Items will only be placed on the desk in each student room. Nothing can be hung or affixed to the door. Items later than 2 weeks before the Fall academic term will be put in community offices or floor lounges or will be given out at events at the discretion of the Community Director following approval by the Assistant Director for Residence Life (Daniel Schraeder).

3. University and non-University related organizations and offices wishing to have items put in student mailboxes must mail their items through the United States Postal Service and must include a specific student’s name and complete mailing address in order for the item to be placed in their mailbox.

4. Individuals and/or organizations may not go door to door passing out publicity. Nothing is to be slid under individual student or apartment doors, affixed to the door or put in the door handle.

5. Approval will not be granted for any publicity promoting alcohol, drugs, weapons, illegal activities, sexual insensitivity, or items deemed to be offensive in nature.

Solicitation Policy:
1. Because the safety and privacy of the students is paramount, no solicitation or canvassing of any kind, may be conducted in residential areas, nor may articles, goods and services be offered for sale by anyone in residential areas without prior permission of the Director of Residence Life or his/her designee (in this case Daniel Schraeder, Assistant Director of Residence Life & Education). Solicitation in residential areas is limited to the exterior entrance and/or the main lobby. Solicitation in residential areas may only be conducted for events sponsored by campus-affiliated groups.

2. The door-to-door distribution of information (verbal or tangible) must be approved by the Director of Residence Life or his/her designee (in this case Daniel Schraeder, Assistant Director of Residence Life & Education) and is limited to a group of five (5) students in a residential hallway at one time. One of the members of the group must be a resident of the community they are distributing information in. This individual must serve as a host to the guests. Guests are expected to abide by all regulations which apply to their hosts. Hosts must escort their guests at all times within the residential area and are responsible for the actions of their guests within the residential area. If a guest violates a university policy, it will be adjudicated in accordance with the appropriate judicial procedures. Since the host is responsible for their guest(s), the host may be held responsible for the actions of their guest(s).

3. Approved solicitation is limited to those residents whose doors are open at the time of solicitation. Solicitation may only occur on days and at times agreed upon by the groups and the Director of Residence Life or his/her designee (in this case Daniel Schraeder, Assistant Director of Residence Life & Education) at least one week before the solicitation is to take place. Flyers may not be distributed to residents unsolicited, may not be slid under doors, and may not be posted on any residence hall door, nor may any messages be left on a resident's door regarding the purpose of the soliciting group.
4. Residents will be contacted prior to the group’s solicitation via email so that they can decide whether to open or close their doors.

5. Resident Assistants may, on occasion, knock on residents’ doors to notify them of events sponsored by the Department of Residence Life or residential student groups.

6. Students should be aware of solicitors who traditionally target college campuses and often fail to deliver their promised goods or services. These individuals include some vendors of perfume and cosmetics, magazines, and telephone calling services. If you are approached by one of these individuals, please report the individual(s) to the University of Illinois Springfield Police Department and a Resident Assistant or Resident Director immediately.

Miscellaneous Information:
1. Designated areas for posting information in residence halls and apartments are determined by the Resident Director for each community.
2. Residence Life professional staff members reserve the right to remove unauthorized, defaced, damaged or postings without notice. Residence Life professional staff members reserve the right to decide the length of time for individual postings to remain posted within a given community once posted.
3. Space for hanging outdoor banners in the residential communities is limited. Individuals desiring to hang a banner in the residential communities must receive advance approval from the Director of Residence Life or his/her designee (in this case Daniel Schraeder, Assistant Director of Residence Life & Education). Only university departments and UIS student organizations will receive approval. Residence Life events will receive priority. Banner size is limited to a maximum of 6 feet high and 12 feet wide.
4. Exterior bulletin boards will be maintained by the Resident Director for each community. Individuals wishing to post items on these boards must provide one flyer to be posted on the board. The board will be cleared on the first Monday of the month regardless of when items were posted on the board.
5. No more than 2 of the same flyers will be posted on a single floor.
6. Posting of flyers will not be allowed in the stairwells or elevators of any residence hall.
7. Posting of flyers will not be allowed on the glass entry doors to any residence hall (Residence Life staff members or residential student organizations may so long as the view of the hallway is not obstructed).
8. Blue painters tape should be used to affix items to glass doors and in designated areas for posting. Staple guns are not to be used.
9. A formal, written complaint may be lodged against any individual, organization or office if an individual is offended by a posting. The result of a written complaint will be shared between the two parties.
10. The Director of Residence Services or his/her designee reserves the right to make final judgment regarding any document denied.
11. Failure to follow the policies outlined in this document by individuals, organizations, or offices could result in disciplinary action through Residence Life, administration processes, and/or the University of Illinois Springfield Police Department.

Staff Entry
The University reserves the right to enter your living unit without notice for purposes of inspections, maintenance, repair, or alteration of University property. The intended entry will be communicated prior to arrival and shall be effective regardless of actual knowledge of the notice by the residents. University staff is authorized to enter without notice upon proper identification to protect health, safety, or welfare of individuals and to prevent or minimize damage to university property.

**Student Conduct Process**
Students are offered the right of due process through an educational hearing process which includes an administrative hearing, one level of appeal, and possible educational and monetary sanctions. As part of each student’s due process we offer appeals following administrative conduct hearings. At the conclusion of a hearing you have two business days to complete the judicial process based on specific criteria for consideration. For more information please contact your RD.

**Students with Disabilities**
Accessible and/or adaptable living units are available in every housing area, and all fire alarm systems have both audio and visual alarm signals. Residents are strongly encouraged to disclose their need at the time of application or upon origination of need in order to be properly assigned. Requests for accommodations will be verified through the Office of Disability Services. The Department of Residence Life will make reasonable accommodations.

If you have particular needs for your living environment, please contact your RD and visit the Office of Disability Services in the Business Services Building (HRB 80) for specialized assistance.

**Student Support System**
The Student Support System is a systematic proactive warning system that is administered by the RD to the RA during each semester. If a resident is observed to exhibit high risk behaviors as described on the student support form the form will be turned in to the RD. The RD will request a meeting with the student to discuss the documented concerns and possibly seek referral services.

**Suicide & Self-Harm**
Suicidal ideation, threats and/or attempts are considered to be serious events that require immediate Residence Life and University intervention. The affected student(s) will receive necessary assistance that will include the involvement of University professionals (counseling or medical staff). University Residence Life administrators are supportive of those who seek help and firm with those who refuse help.

The response to those who attempt suicide may include:

- Outside medical evaluation or hospitalization
- Medical clearance before a resident can return to UIS Housing following hospitalization
- Reassignment to a temporary space pending decision regarding the Housing contract
Termination of the UIS Housing contract if the resident is unwilling to take a measure of responsibility for addressing underlying problems

**Telephones, Computers and TV**

Telephones and telephone service is not provided in your on-campus room, or apartment.

The living room and all bedrooms in each apartment are wired for cable television. The University has embarked on its own 120-channel, satellite-based digital cable system. This system provides a diverse channel lineup featuring foreign-language based channels (German, French, Spanish, Russian, Chinese, Japanese, South Asian, and Arabic); 3 HBO’s, Disney, sports packages, etc. Residents are not able contract directly with outside cable or satellite providers. Additional “premium” channels and digital box upgrades are not available on the system at this time. The system is 100% digital; analog TVs will require a converter box. For other questions regarding the campus cable system please go to http://www.uis.edu/informationtechnologyservices/iss/cabletv/.

Ethernet ports are located in every bedroom on campus. In addition, UIS WIFI exists throughout campus for all individuals who possess a supported username and password. If you are not a student and wish to utilize the WIFI, you can request a temporary password. Any issues should be sent directly to campus technology services or by internet and cable work order.

**Theft**

Theft is defined as using or removing the property of another without authorization. All forms of theft will be handled as a violation of Residence Life and University policy. Residents should report any possibility or suspected theft immediately to Residence Life Office or the UIS Campus Police.

**Tornadoes and Severe Storms**

In the event of a tornado or severe storm, please take shelter immediately. Do not take shelter in your car. Do not go outside to watch the storm. Storms and tornadoes are quick and unpredictable. You are expected to cooperate with all Residence Life Office staff and University Police instructions. Be aware and helpful to mobility impaired residents and children who may need assistance. Familiarize yourself with the evacuation plan pertinent to the campus area in which you live or are visiting. For reference, please refer to the UIS Disaster-Reference webpage.

In the Apartments: If you hear the siren, please evacuate to the PAC tunnel, where you will receive more information. If time does not permit, please seek a downstairs bathroom. In many East Campus Apartments you will need to set up a plan with your downstairs neighbors in advance if you wish to use this option.

In the Residence Halls: If you hear the siren, please go to the first floor residential wings, enter a bathroom, face the wall and kneel with your arms covering your head. Keep stairwell, lobby access and room doors closed.
In the Housing Commons: The concourses at Brookens, PAC, and HSB serve as the central University Emergency Shelter.

Transgender Inclusive Statement
The Department of Residence Life is committed to providing a safe and comfortable living environment for all students, including those whose gender identity and/or expression differs from the sex assigned to them at birth. For transgender students looking for a supportive living arrangement in the residence halls and apartments should contact the Director of Residence Life. Residence Life respects and affirms a student’s gender identity and/or expression, prioritizes our student’s physical and emotional safety, and will find the best match between the student’s needs and the options available. Students seeking additional support in the University environment should contact the LGBTQ Resource Office.

Trash Removal
Dumpsters are provided in all housing areas for resident use. Residents are responsible for depositing trash from their living areas into the garbage dumpsters. Garbage cans of more than 10 gallons are not allowed inside living areas. Garbage should not be stored outside of apartments.

Failure to remove garbage within 24 hours of a warning by Residence Life Staff will result in possible judicial sanctions. Large items such as chairs, couches, or mattresses should not be deposited in UIS Residence Life dumpsters. Fines will be assessed to responsible parties. Information about the proper disposal of large items in the Springfield area can be provided to residents by their area RD.

Unauthorized Occupancy
Occupancy is defined as a person staying on campus more than 3 days in a two week period. It is the responsibility of the resident to know if their guest is violating the terms of occupancy. Occupancy is limited to only those persons assigned by contract. Residents may not sublet the premises, nor give routine accommodations to guests, roomers, boarders, friends or relatives. Contracted resident cannot be displaced by guests.

Residents will be held financially responsible for the period of illegal occupancy at twice the current contract rate, plus deposit, damages and utilities, and may be asked to leave campus housing.

Residents may not move in early or stay past their contract period without prior authorization from the Residence Life Office, extra charges will apply.

University Property & Furnishings
Residents are responsible for the care of University-owned furniture. University-owned furniture should never be placed outside. Residents will be held responsible for the cost of missing or damaged furniture. University provided appliances and furnishings must remain in the unit and may not be stacked, moved to another unit, or used for other than their intended purpose.

**Verbal Abuse**

Use of language that is perceived to be abusive, discriminatory or intimidating is considered verbal abuse. Students may be held accountable for verbal abuse communicated through forms of oral, written, telephone, or electronic (including email and social media), etc. It is expected that all members of the Residence Life Community refrain from abusive language in their interactions with residents, guests, and all University employees in all forms of communication.

**Weapons and Projectiles**

The use and possession of firearms, fireworks, BB guns, pellet guns, air guns, paint guns, stun guns, potato (spud) guns, bows and arrows, slingshots, water cannons, knives, swords, machetes, throwing stars, or any other form of weapons or toys that look like weapons, explosives or projectiles is strictly prohibited by the University and the Department of Residence Life. Fixed blade knives over 3 inches long, excluding kitchen knives, are not permitted. Water guns, nerf guns, and other toy guns are not allowed. Possession of a gun anywhere on the UIS campus is a felony and will be prosecuted to the fullest extent of the law. Check the UIS Police Department website for current information regarding lawful concealed carry regulations.

**Policies and Procedures Specific to Family Housing:**

**Childcare & Public Schools**

Childcare is available on campus at the Cox Children’s Center (located northeast of Bluebell Court), which accepts children from 6 weeks to 6 years of age. To enroll your child, please contact the Cox Children's Center (217-206-6610) directly.

Lincoln Land Community College’s Child Development Center (217-782-2450) is open to the public for care of children ages 2-5. LLCC is adjacent to UIS and the Child Development Center is located on the bike path between the two campuses.

School aged children attend the highly regarded Ball-Chatham public schools. School buses transport children from the housing area to all Chatham schools. School buses pick up near the entrance Sunflower Court at about 7:30am and return them home at about 4:00pm. Contact the school that your child will attend for more information about registration.

Chatham Elementary (grades K-4): (217) 483-2411
Ball Elementary (grades PreK-4): (217) 483-2414
Glenwood Elementary (grades K-4): (217) 483-6704
Glenwood Intermediate (grades 5-6): (217) 483-1183
Changes in Family Members
Family housing residents must inform the Residence Life Office of these changes in their residential household:

- Marriage, divorce, or legal separation
- Birth, adoption, or gain of legal guardianship of a child who will be residing on campus
- Loss of legal guardianship of a child who was residing on campus
- Death of a resident family member

University ID for Family Members
Please refer to the University ICard webpage for more information

Child Behavior Guidelines
Residence Life is a living and learning environment composed of people of all ages. Please review the following guidelines for residents under the age of 17 who reside in UIS Campus Housing:

The Residence Life Office is obligated to report evidence of child abuse or neglect to the Illinois Department of Children and Family Services.

Parents and or guardians are responsible for the supervision of their children at all times. Children under 7 must be supervised by an adult (person over 17) at all times and may not be issued a lockout key at any time.

Children must be accompanied at all times in campus residential areas including offices, recreational areas, and campus buildings and to any event held on University property.

Parents and/or guardians are responsible for cleaning all trash littered by their children. This includes trash left on the grounds or in any housing space.

Children who have not completed the 5th grade are not permitted to play outside their apartments after the exterior lights come on unless accompanied by an adult.

Play that is disturbing to residents is prohibited within reason after 9:00 pm or anytime during finals week.

Any damage to University property caused by children or other non-lease holding members of the house will be charged to the resident parent or guardian who is the leaseholder.
Children are not permitted to play in or near the garbage dumpsters, air conditioning units, or any other area deemed “unsafe for play” by the Residence Life Office.

Children’s Outdoor Toys
Children’s toys should be stored inside the apartment. Children’s bicycles must be stored in the apartment or on bicycle racks. Children’s swimming pools cannot exceed six feet in diameter or 12 inches in height, and should be hard sided or be deflated. Swimming pools should be stored empty against the building when not in use. Items that appear abandoned may be removed and disposed of by maintenance personnel. Chalking is prohibited on campus buildings and facilities.

Playground
A children’s playground and a basketball/paved recreational area are located in Sunflower Court. The basketball court is provided for both children and adults. Basketball hours are from 9:00 a.m. to 9:00 p.m. Residents are solely responsible for the supervision of their children, and the proper use of the equipment at these sites. The University does not supervise these locations, and will not assume any liability at these sites. Children should not be permitted to play or leave toys and sporting equipment in the parking lot or inner courtyard drive (fire lane).

Curfew
Please note that statutory curfew for a person under age 17 years is 11:00 p.m. Sunday - Thursday nights, and Midnight on Friday and Saturday in the City of Springfield and on the UIS campus.

House sitters, Babysitters & Caretakers
House sitters are not allowed, as this is a violation of key and security policies. Residents should notify the Residence Life Office of any extended stays outside of the campus space.

Children under 14 years of age may not be left unattended on campus premises, and no child may be left unattended under any circumstance which would endanger the health and safety of the child. Parents may not leave their children with another caretaker on campus for more than 24 hours without written notice to the Residence Life Office. Such notice should include the name of the babysitter, contact information for the parent, and the parent’s expected date of return. Babysitters may borrow an apartment key, in the case of a lockout, if the resident parent has so authorized in writing (with signature) that they wish the Residence Life Office to allow it. Babysitters will be required to show picture ID.

Student Conduct Process and Community Standards

Incident Reporting
Violations which compromise the safety and security of the living environment, result in damages or that are disrespectful or indecent may be documented in an Incident Report and considered for disciplinary action. Any student or resident may document a complaint against a resident based on
an alleged violation of the Department of Residence Life or institutional policy by submitting an Incident Report. Incident Reports must be filed with the RD in the area where the incident occurred.

Upon receiving an Incident Report, the RD will contact the resident to discuss the incident in a Judicial Meeting. Your RA can help you complete an Incident Report. Confidentiality is held to the highest regard when addressing resident complaints and incident reports.

**Student Conduct & Hearing Processes**
Students are offered the right of due process through an educational hearing process which includes an administrative hearing, one level of appeal, and possible educational and monetary sanctions. Please see judicial appeals process.

**Inactive University Sanctions**
A student’s inactive sanction is the Residence Life or student classification of status such as disciplinary status, housing contract review, suspension, or termination, based on the student’s judicial record and/or severity of policy or contract violations.

**Active University Sanctions**
University campus housing reserves the right to apply educational sanctions to students who are found responsible for policy violations at the completion of their judicial due process. Educational sanctions may be in the form of community service, online modules, educational papers, peer to peer education, etc.

**Failure to Complete Sanctions**
Students that do not complete the sanctions applied to them will be called to another hearing and may have additional sanctions applied.

**Student Code of Conduct**
Residence Life has the right to review student Code of Conduct issues, and students should familiarize themselves with them. The UIS Student Handbook can be viewed here.

**Maintenance Supplies**
Recommended Apartment Maintenance and Cleaning Supplies:
- Toilet Plunger - Comet, Ajax or Soft Scrub
- Vacuum, Broom and Mop
- Light Bulbs - Glass, surface & oven cleaners - Sponges, rags and towels
- Bucket, Bleach and Gloves

**Maintenance Service**
Routine maintenance requests should be reported to the Department of Residence Life using the work order submission portal at www.uis.edu/residencelife/facilities-and-operations.

Work order requests are prioritized on a daily basis and assigned to trades staff. As the number of requests received on a daily basis can vary, response time and correction will also vary. There are times when an item may take longer to correct than UIS Residence Life would like. This can be due to limited availability of staff, an urgent issue arising on campus pulling staff away from a work order item or the need to coordinate multiple trades to address a problem. Routine maintenance service is provided to residents without charge unless repairs and/or damages are the direct result of resident (or their guest’s) negligence or irresponsible behavior. No charges will be issued for repairs that arise from ordinary wear and tear. Charges for repairs due to negligence and/or vandalism will include labor, materials and an administrative handling fee.

Residence Life Facilities personnel work Monday–Friday 8a to 4p except designated state and federal holidays or official University closures. Emergency maintenance/facilities issues should be reported directly to the Housing Office (6-6190) or LRH Front Desk (6-6200) or FRH Front Desk (6-8474) depending on where you live. Emergency situations will take precedence over minor or routine problems. If emergency maintenance problems arise when facilities personnel are not available, the Resident Assistant On Duty (RAOD) will assess your problem and determine if an immediate solution needs to be applied. The RA will contact appropriate staff to resolve the problem.

Maintenance emergencies are typically defined as, but not limited to:

- No electrical power in entire room, apartment or townhouse
- No water service in entire building, apartment or townhouse
- No heat in entire building, apartment, townhouse when the outside temperature is below 50 degrees F (as reported by the Weather Channel for the 62703 area)
- No air conditioning in entire building, apartment or townhouse when the outside temperature is above 90 degrees F (as reported by the Weather Channel for the 62703 area)
- Flowing water from broken pipes causing area(s) to be flooded
- Toilet clog and/or backup (and cannot be cleared by plunging) when no other toilet is available
- Other plumbing related disasters
- The existence of an unsafe condition such as electric shock hazard or broken window with missing glass

**Light Bulbs**
Should your light bulb (lamp) burn out from normal use submit a work order for your light bulb to be replaced and Facilities staff will take care of this matter. The Residence Life Office maintenance staff will change fluorescent, appliance, specialty, vaulted-ceiling fixtures (West Campus Townhouses), and residence hall ceiling fixture light bulbs for you in your apartment, room, or bathroom. Always give your specific location and a good description of the problem.
Window Screens
Window screens are a safety, security and pest control device. Do not remove your screens except to clean them. If you need assistance to replace them, please report your need as a work order. Do not use your windows as means of entry and exit except during an emergency situation. Damaged screens and/or windows will be assessed to the occupants or individuals responsible.

Plumbing Items
Problems may occur if the sink, commode, or bathtub is used improperly. It is highly recommended to avoid clogs, slow drainage and/or damage, to follow these basic rules of use:

Do not place large food items or non-food items in garbage disposal.
Do not pour grease, oil, sand, dirt or rocks down the drain
Do not empty fish tank gravel down sink/tub drains or the toilet
Do not use drain cleaning products (such as Draino) to address a clog on your own
Do not use bowl coloring and cleaning agents (such as TidyBowl)
Do not use dish washing liquid in the dishwasher; use dish detergent
Do not continue to flush a toilet which is already clogged causing water to overflow
Do not attempt administer your own plumbing solution outside of a plunger
Do not discard feminine products in the toilet (regardless if it is dissolvable)
Do use a strainer or trap when showering to collect hair
Do run water when using the garbage disposal

If your sink, tub or toilet becomes clogged and you are not able to “clear” the problem, please report the issue using the work order portal. Any plumbing issue found where there was vandalism, neglect, or misuse may incur a charge. Please dispose of trash related items in your waste cans as the drains in your apartment are not substitutes for bulk waste removal.

Personal Security & Your Living Space

Building Security in Residence Halls
UIS Residence Life expects residents to carry their iCard on them at all times for safety and security purposes. Contracted residents of residence halls will need to swipe their ICard to gain entry into residential wings or to the main entrance after 11:00pm upon the doors locking for the night. Only contracted residents of the residence halls are allowed access to the upper floors, unless otherwise accompanied by a resident of the building.

If you are a residence hall resident and do not have your I-Card, you must verify your identity at the front desk or be the guest of another resident in order to enter the residential areas. Guests must be accompanied by the resident at all times. The distribution of, or public use of an I-card, is prohibited. Do not share your I-card with anyone.
In order to ensure the safety and security of all residents, propping or otherwise interfering with the closure of any access door (exterior doors, wing doors, apartment/room doors, etc) is prohibited. Please refer to www.uis.edu/police/think_safety.html for additional security information.

**Stolen Property**
The Office of Residence Life staff cannot guarantee the safe keeping of your valuables. The University is not responsible for any of your property that is lost or stolen. Please put away valuables and keep your door locked while you are out. If theft does occur, contact your RA and the UIS Police (6-6690) to file reports.

**Renter's Insurance**
The University assumes no responsibility for the loss or damage of resident’s possessions in University Housing and the university cannot replace or repay residents for fire/water damage, electrical irregularities, appliance failures, etc. You are, therefore, encouraged to consider purchasing renter’s insurance, particularly if you will be bringing your own furniture or expensive appliances such as a computer, TV or stereo. Renters insurance is widely available and is fairly inexpensive. The Res Life Office has information on a renter’s insurance program specifically for students. Students covered under their parent’s homeowner’s insurance may not need renter’s insurance. We strongly suggest that you check with your insurance agent to find out if you are covered while living on campus.

**Safety Issues & Standards**
**Please reference the Disaster Plan Reference for more specific information**

**Code Blue Phones**
Code blue phones located throughout campus add to the coverage provided by the UIS Police. These provide immediate direct access to campus police dispatchers, and can be used for all legitimate contact with the police. However, pranks involving the code blue phones are equivalent to making a false 911 call, and tampering or vandalism to the phones interferes with public safety.

**Cooking & Appliances**
Lincoln and Founders Residence Hall: No electrical appliances with an exposed heating element, other than curling irons and clothes irons, are permitted in residence hall rooms. Coffee machines, popcorn poppers, small microwave ovens (1000 watts or less), small refrigerators (3.5 cubic feet or less) and some other appliances are allowed. Clothes irons are to be used with an ironing board only in the laundry rooms or bathrooms. Clothes irons are to be immediately stored away when cooled.
Apartments & Townhouses: For reasons of safety and sanitation, only the kitchen is authorized for cooking purposes. Please do not leave cooking food unattended. Be sure that pots and pans (especially those containing grease) are removed from heat immediately after cooking. Turn burners “off” when not in use. Electric stoves continue cooking for some time after being turned off and cool slowly. Meat or any type of leftover food should not be hung, stored, or left outside of for any reason.

*Microwave Safety: Do not use metal products, including aluminum foil and silverware, in a microwave. Doing so will short out the wiring or result in a fire.

Fire Alarm Response
In the Apartments & Townhouses: All fire alarms must be reported to the University Police. For emergency reports only, the number to call is 6-7777. The non-emergency police telephone number is 6-6690. If not yet activated, pull the nearest alarm box. Should the fire alarm in your apartment activate, you must report the location and the nature of the alarm (i.e. smoke from cooking, grease fire, steam from the shower) to the police.

In Founders and Lincoln Residence Hall: If not yet activated, pull the nearest alarm box. When exiting the building, stay calm and proceed immediately to the nearest exit. DO NOT use the elevator. Be sure to know an alternate route if the nearest exit is blocked. Wear shoes and dress for the weather since you may be outdoors for a long period of time. Take your keys because your room will be locked when you return. Bring a towel to cover your face in case there is smoke. Stay at least 50 feet away from the building but do not leave the premises without someone knowing in case we have to take a head count. Only re-enter the building after the alarm has been turned off and you have been instructed to do so. During fire drills or alarms, individuals who fail to evacuate are subject to University disciplinary action and fines.

Fire Extinguishers & Other Fire-Safety Devices
Every residence is equipped with fire extinguishers. Fire extinguishers should be used only for their intended purpose and should not be removed from their assigned location.

Residents should check their fire extinguisher occasionally to ensure that it is properly charged. Inadequately charged fire extinguishers should be reported as work orders. Tampering with fire safety extinguishers, smoke detectors, or other fire-safety devices is considered a direct violation of the Housing Terms and Conditions that will lead to disciplinary action that may include suspension, expulsion, a fine, and applicable repair charges. Please note also that individuals who cause false fire alarms are subject to criminal penalties, as well as University disciplinary action that may include suspension, expulsion, a fine, and repair charges.

Transportation to the Hospital
The Division of Student Affairs provides transportation to and from the hospital or prompt care facility by contracting with a local cab company should students be unable to get transportation to the hospital but are not in a severe enough medical state to require transportation by ambulance. Students desiring
this service should make contact with a member of the Residence Life staff who can work with the Administrator on Call to provide a voucher for this service.

Reckless Behavior & Hallway Sports
Due to the risk of injury and damage to property, sports activities, horseplay, and other reckless behavior, including but not limited to floor hockey, bicycle riding, skateboarding, Frisbee, soccer, hacky-sack, and water fights may not be conducted anywhere in the buildings or on the grounds surrounding the buildings except in designated areas.

Weather & Your Living Unit

Long-term Evacuation of Campus Housing
In the case of long term displacement from your space, please see our website for more information. http://www.uis.edu/residencelife.

Heating
Residents must keep the heat in their living unit at a sufficient level at all times to prevent freezing of water pipes. Damage caused by failure to adequately heat a living unit will be charged to the residents. Please set your thermostats to “heat” and “auto”. The Townhouses have programmable thermostats. All heating and cooling systems run more efficiently when left at one constant temperature. During the heating season, no heating system should ever be turned off entirely.

In Sunflower and unrenovated Clover Courts, the baseboard heaters provide a supplemental heat source to your main furnace in the event of severe cold or heating emergencies. Be cautious when using your baseboard heaters, as they can get very hot and may ignite upholstery, clothing and other flammable items/substances that are too near them.

In Lincoln and Founders Residence Halls, the bedrooms have their own adjustable temperature controls, but the system can only produce heat in the heating season and cold air in the cooling season. Do not block the HVAC access panel or vents. We remind you that kerosene and oil heaters are prohibited.

Severe Cold
From mid-October until the following April it will be necessary to heat your living unit, otherwise the water pipes might freeze and cause considerable damage. Make sure that when temperatures of 55 degrees F or colder are predicted that the controls of your thermostat are set to “heat” and “auto” before doing so. Make sure that you have suitable clothing for cold weather.

Snow & Ice Removal
The Res Life Office employs a crew of student snow shovelers, or alternatively a private snow removal company, to clear snow and ice from the decks, stairs and sidewalks in the housing areas. When a
snowfall or icing occurs, the snow crew will begin clearing paths as quickly as possible and to the best of their ability. They will always address the apartments in which residents with mobility and vision impairments reside first.

**High Winds**
During high winds, Sunflower Court and Clover Court residents should close and lock all windows to prevent damage, including broken cranks, arms and shattered windows.

**Tornado**
In the event of a tornado or severe storm, please take shelter immediately. When a watch is issued, students are encouraged to be proactive and go to Brookens, PAC, or HSB for the duration of the watch as the tunnels are the safest location should sirens sound indicating a tornado has been spotted. Do not take shelter in your car. Do not go outside to watch the storm. Storms and tornadoes are quick and unpredictable. You are expected to cooperate with all Residence Life staff and University Police instructions. Be aware and helpful to mobility impaired residents and children who may need assistance.

*In the Apartments:* If you hear the siren, please evacuate to the PAC tunnel, where you will receive more information. If time does not permit, please seek a downstairs bathroom. In many East Campus Apartments you will need to set up a plan with your downstairs neighbors in advance if you wish to use this option.

*In the Residence Halls:* If you hear the siren, evacuate to the PAC tunnel, where you will receive more information. If time does not permit, please go to the first floor residential wings, enter a bathroom, face the wall and kneel with your arms covering your head. Keep stairwell, lobby access and room doors closed.

*In the Housing Commons:* Proceed directly to the concourses at Brookens, PAC, and HSB, which serve as the central University Emergency Shelter.

**Earthquake**
Springfield feels the seismic activity of the New Madrid fault. In an earthquake, get under a strong piece of furniture such as a desk or bed to avoid falling objects. If you are outside, stay outside in an open area. Do not try to enter or leave buildings during a tremor.

**Damage Assessments & Charges**

**Assessing Damages Charges**
If we must paint, fix, repair or replace our property because of a resident’s negligence or intention, then we will charge that resident for our time, materials and labor to bring our property back to good condition. If anything in your room needs repair, please refer to Maintenance section. The University
pays for damages that occur through normal wear and tear; you are charged for any additional damages. Financial assessments for replacement or repair of items damaged are based on repair and replacement costs (including labor costs) plus administrative fees. Residents may forfeit deposits and incur additional charges based on damages incurred through their contract period. Maintenance and repairs will be completed based on the Housing schedule and occupancy of the apartment; this may occur at a future time when deferred maintenance can be completed.

Community Damages
In the case of loss or damage to a common area of the building (defined as being an area not assigned to an individual), the cost of repair and/or replacement may be assessed to each resident (divided among all in the area). RDs investigate vandalism situations and, if unable to determine the individuals responsible, decide whether the charges should be assessed to the individuals living on a particular wing, floor, building or the community.

Vandalism
Vandalism of Residence Life facilities, including the vegetation, recreation equipment, and the community areas (such as the Housing Commons, laundry rooms, and trash containers), costs all residents in terms of rent increases. In some instances, destruction of property poses a safety threat to all residents, as in cases of fire or damage to electrical equipment. Residents and/or their guests face disciplinary action and possible arrest and conviction if found guilty of vandalizing state property or other residents’ personal property.