

Student Guide to Residential Living

The **Office of Residence Life and Housing Services** is committed to providing you with the best environment possible to pursue your academic goals and develop a community within the residence halls.

All West Chester University resident students are expected to know and abide by all Code of Conduct policies and all policies stated in this Guide. These policies apply to students living in both traditional and affiliated housing, unless specifically stated otherwise.

There are links throughout this document to assist you.

Please note: Every effort has been made to verify the accuracy of the information contained herein. The University reserves the right to make changes to information in the guide as it deems necessary.

Housing Policies

Student Occupancy Agreement

As a resident student in University Housing you are required to sign a [Student Occupancy Agreement](#) before checking into your building.

This Agreement is a legally binding document and should be treated the same way as a lease at an off-campus location.

Please become familiar with the stipulations included in the agreement since you will be held to all its terms for the duration of your occupancy. If you have any questions about the Occupancy Agreement, please direct them to your Resident Director/Graduate Hall Director (RD/GHD).

For students living in Affiliated Housing, please refer to your housing agreement for terms and conditions of occupancy.

Room Changes

If you have University Housing, you may make room changes during a **designated period** in the beginning of each semester, as well as between semesters, depending on the availability of space in the traditional residence halls and apartments. Some emergency exceptions to this rule are made with the permission of your Resident Director/Graduate Hall Director. If you feel that your situation is an emergency, you must make an appointment to see your RD/GHD to discuss your concerns. Under normal circumstances you will be expected to wait until this designated period to make a room change. Special procedures for room and hall changes will be explained to you by Residence Life and Housing Services staff. Look for posters in your building explaining the room change procedure. If you have Affiliated Housing, please refer to the affiliated housing occupancy agreement.

Unauthorized Room Changes

Room changes without RD/GHD approval are NOT permitted. All room changes need to follow proper procedure and must be conducted during the room change period at the beginning of each semester or between semesters. Any student who changes rooms or apartment/suites without first obtaining the written approval of the Resident Director/Graduate Hall Director or University Student Housing staff will immediately be moved back into the originally assigned room or apartment/suite and may be subject to disciplinary action.

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Consolidation Policy

The University has developed the following policy regarding room consolidation.

1. The University reserves the right to consolidate two students who are occupying standard double rooms privately, or residents of two partially occupied apartments.
2. The University reserves the right to consolidate two students who each sign up individually for a double room on the same floor or in the same residence hall during the Room Selection process.
3. A student who is required to consolidate will need to do either of the following:
 - A. Have another student in a similar situation move into the unoccupied or unassigned space in their room or apartment
 - B. Move into an unoccupied or unassigned space in another student's room or apartment.

Extended Housing Policy

In an attempt to accommodate as many students as possible in University housing, the Office of Residence Life and Housing Services reserves the right to place students in triple rooms (a designed double room with three students) or in study lounge rooms. Historically, there are always students who do not notify the University that they will not be attending. If the University waits to confirm these spaces before housing is offered to students requesting to live on campus, many students would have to make other living arrangements.

The University believes that the benefits of living on campus (closeness to classes and services, the opportunity to meet other students, and the opportunity to get involved in campus activities) outweigh the temporary inconvenience of living in extended housing. The University is committed to moving students out of extended housing situations as soon as spaces become available.

Students living in a mandated triple housing situation will receive a reimbursement of one third of the room rate for every week that they live in triple housing. This reimbursement will be posted to a student's account after the student has been accommodated in a permanent room assignment.

The University provides staff and services to support students living in extended housing. All students living in mandated triples and study lounges will be contacted by the Resident Director/Graduate Hall Director within the first week of the semester and will attend a meeting by the end of the second week of the semester. This meeting will outline the process and timeline for moving students into a permanent room assignment. In addition, the Resident Assistant on the floor is available to answer questions and address concerns that may arise.

Opening and Closing

Traditional Residence Halls

Fall and Spring Semester Opening

The halls will open prior to the first day of classes. New students will receive information about their specific check in day prior to the start of each semester. Returning students on North Campus and South Campus may check in either of the two days before classes begin in the fall.

University Breaks

You are required to properly check out of your room at the mandated times published in your residential area. Limited space is available for North Campus residents to stay in a designated residence hall (usually Schmidt Hall) during University break periods.

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There is a fee for approved break housing students and these students should refer to Dining Services' Website for the shortened dining schedule (*Link to Dining Services Website: [Dining Services Link](#)*) Students approved for breaks in Affiliated Housing will be accommodated in Brandywine Hall as space permits.

Fall and Spring Semester Closing

You are required to properly check out of your room no more than 24 hours after your last final examination. You must adhere to the checkout instructions posted throughout your residential area.

South Campus Apartment Complex

The apartments will open prior to the first day of classes as per the schedule provided with the summer assignment mailing. Apartment residents are eligible for housing during break. For the semester break, you are eligible if you are registered for classes during the upcoming spring semester. Check out is to occur no later than 24 hours after your last final or at the designated closing time, whichever is sooner.

Graduating Seniors

You are required to check out of your room or apartment no later than two hours after the conclusion of the Commencement Ceremonies. All residence hall rooms and apartments are checked at break and semester closing to ensure that health and safety regulations are being followed.

Affiliated Housing

Please refer to your housing agreement for specific information about checking in and out of these facilities.

Inspections and Damages

During check-in, you will be provided with a Room Condition Verification Form for your assigned living area (room and/or common areas, if applicable). You are to note the condition of ALL items in your room and/or apartment/suite and it is imperative that any damages are noted on the form(s) to prove that these damages occurred prior to your occupancy of the room or apartment/suite. Room Condition Verification Forms will not be accepted after your first week of residency in the space.

You will be billed for all damages that occur in your room or apartment/suite during your occupancy. Therefore, it is extremely important that you fill out all forms accurately to avoid erroneous billing.

Check Out Procedures

When a student leaves a residence hall room or apartment/suite, either to complete a room change or to leave University housing, the following procedures must be followed:

1. All personal belongings must be removed and the room or apartment/suite must be cleaned before Residence Life Staff can complete an inspection.
2. You are required to complete an Express Checkout Envelope at the front desk of your building (or the desk at Southside for apartment residents). A formal checkout (inspection of your room with a Residence Life Staff member) is available upon request; it is your responsibility to schedule this with the staff member should you choose this option.
3. The room or apartment/suite condition will be assessed to determine if any damage has occurred while you have resided there.

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4. If there is a discrepancy between the original condition of the room or apartment/suite and the condition at the time of check out, Residence Life Staff will document this on the inspection form that will be processed for billing, if appropriate.
5. It is the responsibility of the Resident Director/Graduate Hall Director and Facilities Department to assign charges for the damages. The Resident Director/Graduate Hall Director will view all student rooms after the students have vacated. The RD/GHD has the final authority to assess damages and bill the appropriate students as necessary.
6. Your room and/or apartment/suite key must be turned in to the front desk at the time of your checkout. If your key is not returned, you will be billed for a lock change.

You must adhere to these procedures to correctly check out of your room or apartment/suite. Failure to do so may result in additional charges.

Residents of Allegheny, Brandywine, Commonwealth, and University Halls and The Village and East Village apartment communities can request an inspection with the University Student Housing staff at check-out; these inspections will be conducted **upon request only**.

Building Entrance Policy

In all residential areas, students will need their Ram E-Card always (24 hours a day, 7 days a week) to gain entry to the building through the card access system. The Ram E Card should be swiped through the reader located at the main entrances and the door will release to give the resident access. People unknown to the resident should not be allowed entry to the building. Should you choose to bring a guest into your residence hall, you assume responsibility for their actions as outlined in the Guest Policy below and in the Student Code of Conduct.

You must use your Ram E-Card to enter the building always. Do not use fire doors except in the case of emergency; exiting through a fire door will result in disciplinary action, except in cases of emergency. After 7:45PM until 7:45AM every day, the back doors of all residence halls are locked, and you may only enter through the front door of the building.

Please refer to the Guest Policies detailed below for more information.

Guest Policy

1. The University's Guest Policy is designed to maintain security in the residence halls and apartments. A guest is defined as anyone who is not assigned to a particular room, suite, or apartment. **Only with prior consent from a roommate(s) are guests allowed in residence halls, suites, and apartments. The rights of the roommate take precedence in issues involving a guest.**
2. Every guest is subject to University rules and regulations and is the responsibility of the resident host at all times.
3. The Department of Public Safety reserves the right to deny access to any person if it is reasonably determined that such person does not have valid identification and/or presents a threat to the peace, safety and welfare of other residents.
4. Only with prior consent from a roommate(s) are guests permitted to stay in University housing for a period of two nights within a 7-day period. The 7-day period begins when a guest stays overnight.

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- A. A guest is only permitted to stay overnight 2 nights in a 7-day period in any university owned property (including all apartments, affiliated, and traditional residence halls).
5. Short term guests may visit from 12:00pm-12:00am. An overnight guest is any person remaining in a room/suite/apartment where they do not reside between 12:00am-12:00pm.
6. Any guest in a residence hall between the hours of 8:00pm and 4:00am must be signed into that hall by the building resident who they intend to visit. Guests who enter prior to 8:00pm should be brought down to the security desk to be signed in.
7. When the guest leaves, the host needs to accompany the guest to sign out of the building. Failure to adhere to sign-in/sign-out policies will result in loss of guest privileges.
8. The University does not condone or permit cohabitation or patterns of extended visitation in the residence halls or apartments. At no time can any resident student have long term guests (squatters). A squatter is a person who occupies a residential space without payment of rent. The host will be responsible for repayment.
9. Patterns of visitation and behavior which interfere with the rights and privileges or privacy of any resident student will not be tolerated and will be referred to the Office of Student Conduct.
10. The host must escort the guest at all times and inform them of university and residence hall policies. At no time can a guest be left in a room/suite/apartment while the host attends class, work, or any other activities.
11. You are not permitted to sign in other people's guests.
12. All visitors under the age of 18 that are not currently enrolled at West Chester University are not permitted to enter the residence hall or stay overnight. Unless taking part in a recognized university special event or are at campus at the behest of the University, they are not permitted to stay overnight.
13. Each student may have no more than 2 guests at a time in University-owned residence halls and apartments, as well as affiliated residence halls and apartments. Family members, such as parents, guardians, or siblings, are permitted to visit without the guest occupancy limit being imposed. However, guests under 18 must be accompanied by a parent or guardian.
14. This guest policy applies to single, double, and triple occupancy rooms in all North Campus residence halls, and at the South Campus, Village, East Village and College Arms apartment complexes. The policy applies to all residents regardless of having a roommate or not. Students residing in University Student Housing communities are held responsible for this guest policy but should also refer to the lease agreement for any additional information or clarification.
15. The host is responsible for ensuring their guests use the appropriate bathroom facilities during their visit.
16. All guests entering a residence hall are required to possess and display one of the following forms of photo identification. **Any guest not physically possessing the proper form of identification will not be permitted to be signed any hall. No exceptions. Public Safety Officers reserve the right to deny access to any guest or visitor attempting to gain entry into the residence hall.**

Acceptable forms of photo identification are limited to:

- a. Valid government-issued identification cards such as driver's license, military ID, state ID or passport. Date of birth and address must be listed on the identification card. *Expired driver's licenses and other expired IDs will not be accepted.*
- b. West Chester University Ram-E card.

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17. Any bag, box, laundry basket, instrument carry case and container is subject to search for possible contraband such as alcohol, illegal drugs, weapons such as firearms, bullets, knives, etc. University Police Officers will respond to the scene if any contraband is located, and offenders will be subject to arrest and referred to the Office of Student Conduct.

Bunk Beds & Bed Risers

All beds in the traditional halls can be bunked. Should you decide to bunk your beds, you must submit a work order for the University Moving Services to bunk your beds for you. *Please see the section below – “Work Orders” – for instructions on how to submit a work order. No lofts are permitted in any housing facility.*

Students are permitted to use **bed risers** that meet the following criteria:

1. The material must be plastic and have a shape such that the bed posts fit fully within the risers and cannot slip off.
2. Can raise beds no more than 5”
3. Dimensions are 6.5”x6”
4. Hold weight of 440 lbs or greater.
5. All four posts must be in the same type of riser.
6. *No homemade or wooden risers are permitted.*

How to Submit a Work Order

Work orders can be submitted for a variety of reasons including, but not limited to: leaks, furniture issues (ex. Dresser drawer sticking, closet door will not close), bug infestation, and bunking beds. Please expect for the work to take about a week, give or take, to be addressed. Residence Life Staff cannot submit a work order for you because your submission of a work order is your consent for Maintenance/Custodial staff to enter your space. Follow the instructions below to submit a work order.

1. Go to the following link: [Work Order Link](#)
2. Select “Students”
3. You will be prompted to enter a Username and Password. Please use the below username and password combination that aligns with your residential area:

BUILDING/AREA	USER ID	PASSWORD
College Arms Apartments	COLARMS	ram199
Goshen Hall	GOSHEN	ram104
Killinger Hall	KILLINGER	ram103
South Campus Apartments	SCAMPUS	ram167
Schmidt Hall	SCHMIDT	ram134
Tyson Hall	TYSON	ram105

4. Select the type of request you are submitting from the menu on the left side of your screen (Work Request or Move Request)
5. Select your building from the Dropdown Menu
6. Fill out the entire Request Form (*Do Not forget to include your name, phone number, and email so that you receive updates about the work order*) and press Submit when completed.

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The above instructions apply to all students living in traditional housing. Students living in affiliated housing should use their personal Username and Password on the StarRez software to complete a work order. Please use the following link: [USH StarRez Link](#)

Room Decoration

It is the hope of the RLHS Staff that you will be able to personalize your room and/or apartment/suite and make it a "home away from home" during your stay on campus. However, to protect the condition of your surroundings from damage and in consideration of future residents, the following guidelines are in effect:

1. Residents of all housing facilities should use non-permanent, non-staining adhesive materials to hang decorations where wall moldings do not exist.
2. Under no circumstances should holes be drilled or placed in any walls or ceilings. No heavy-duty adhesives such as duct tape should be used in any housing facility.
3. No decorations should be hung or suspended from ceilings, fire alarm, sprinkler system or electrical systems.
4. Use of inappropriate adhesives or the non-removal of appropriate materials will result in damage charges being assessed to all responsible residents.
5. The room number and 75% of the door must be showing (only 25% of the door can be decorated/covered).
6. Cinderblocks, bricks or similar materials should not be used in housing facilities, including to raise beds, desks or other pieces of university furniture.
7. Municipal, state, street signs, neon signs, etc. are prohibited in the halls.
8. Water filtration coolers are prohibited. We offer a water filling station in the lobby of each floor and in Southside for South Campus residents.
9. Artificial trees are permitted. Live or cut trees are strictly prohibited.
10. Flat irons must be monitored and are not to be placed on or near flammable materials.
11. Only University-issued furniture is permitted in the residence halls. No futons, couches, chairs, etc. are permitted. Storage solutions such as bins are permitted.

Please see the following list of **prohibited items** from #11 on your Occupancy Agreement:

Residence Halls:

"The following are prohibited in or around the residence halls: (a) the use or possession of weapons, pyrotechnics, or other materials including flammable substances which may endanger resident health and safety; (b) use or possession of items which pose a fire hazard or cooking appliances such as hot pots, hot plates, toasters, refrigerators (none over 3.6 cubic feet permitted), microwave ovens (none larger than 0.7 cubic feet permitted), halogen lamps and sunlamps, as well as open flames and burning materials (i.e.,: cigarettes, candles, incense, etc.); (c) unreasonable use of radios and/or other sound equipment which are likely to disturb other residents; (d) the preparation of meals in a resident's room; (e) pets; (f) breaking the screen seal and removing the screen from the window, or disposing of any item from a window; (g) the changing of furniture from one room or area to another or removing furniture from the building; (h) using furniture in a manner other than originally intended (beds placed on bureaus, blocks, etc.); (i) any water-filled appliances or furniture (i.e., waterbeds, aquariums, etc.). Students with the need for service or emotional support animals should contact the Office of Residence Life and Housing Services for more information regarding service or emotional support animal policy.

Follow this link to view the entire Occupancy Agreement: [Occupancy Agreement](#)

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Apartments:

“The following are prohibited in or around the student apartments. (a) the use or possession of weapons, pyrotechnics, or other materials including flammable substances which may endanger resident health and safety including halogen lamps; (b) open flames and burning materials (i.e.: cigarettes, candles, incense, etc.); (c) unreasonable use of radios and/or other sound equipment which are likely to disturb other residents; (d) pets; (e) breaking the screen seal and removing the screen from the window, or disposing of any item from a window; (f) the changing of furniture from one apartment, bedroom or area to another or removing furniture from the building, (g) using furniture in a manner other than originally intended (beds placed on bureaus, blocks, etc.), (h) any water-filled appliances or furniture (i.e. waterbeds, aquariums, etc.) Student with the need for service or emotional support animals should contact the Office of Residence Life and Housing Services for more information regarding service or emotional support animal policy. “

Follow this link to view the entire Occupancy Agreement: [Occupancy Agreement](#)

Surge Protectors

No extension cords are permitted. The University provides one approved surge protector per person in traditional housing. Should you choose to bring your own surge protector, it must have an On/Off switch and a UL label to ensure it is fire safe. Fire Shield units may be purchased in the S.S.I. Bookstore in Sykes Student Union if needed.

Candles

Candles are not permitted in the residential areas. For a complete list of prohibited items, please see the Fire Policy published by the Office of Environmental Health & Safety at the following link: [Environmental Health & Safety Policies Link](#)

Community Expectations

You and Your Roommate (Apartment-mates/Suitemates)

Being a roommate and having a roommate or living in an apartment/suite with others can be both rewarding and challenging. Learning how to communicate, compromise, share, and build interdependence will enhance your relationship with your roommate or others in your apartment/suite. We strongly encourage that you and your roommates discuss your expectations for living with each other and complete the Roommate Agreement which will be provided to you by your Resident Assistant at the beginning of the year. This helps reduce issues as the semester progresses and is a great resource when problems do occur.

Community Member Expectations

Your enjoyment of life on campus will depend to a large extent on the thoughtful consideration that you show your community members. Listed below are your basic rights, expectations, privileges, and responsibilities.

1. Complete your roommate agreement. Specificity is a requirement.
2. You have the right to read, study, and sleep free from undue noise or disturbance in your assigned living area. Courtesy Hours are in effect 24 hours a day, 7 days a week, and Quiet Hours are in effect from 10PM-10AM Sunday-Thursday and from midnight-10AM on Friday and

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Saturday. Please see Pages 10-11 of this guide for the full Courtesy/Quiet Hours Policy and/or follow this link to view the policy in our Student Code of Conduct (#18E): [Student Code of Conduct](#)

3. You and your roommate or apartment/suite-mate are expected respect one another's personal belongings and privacy.
 - A. The use of electronic devices for recording or photographing roommates or community members without permission is prohibited and disciplinary action will be taken should a violation of this expectation occur
4. You are expected to keep your room clean which includes, but is not limited to, regular cleaning of your room (floors, furniture, etc.) and washing your clothes, body, and hair. It is your responsibility to submit a work order in TMA immediately if you detect mold in your living space. *See Pages 5-6 of this guide for instructions on how to fill out a work order at the following link: [Work Order Link](#)*
5. You have the right to free access to your room or apartment/suite.
6. You have the privilege of having guests with the understanding that guests are to respect the rights of your roommate or apartment/suite-mates and of the other residents in the building.
 - A. See the Guest Visitation Policy on Pages 5-6 of this guide or in #18A and #22 of the [Student Code of Conduct](#)
7. You have the right to discuss questions or concerns. Residence Life and Housing Services staff members are available for assistance in settling conflicts between you and your roommate or others in your apartment/suite.
8. You have the right to be free from intimidation, physical or emotional harm
9. You are expected to clean your room/apartment. If you need supplies to do so, you are permitted to sign supplies out at your front desk free of charge

Communicate and Set Ground Rules to Avoid Conflict

The following topics can sometimes be an issue between roommates and apartment/suite-mates. Help avoid conflict before it starts by spending some time with your roommate(s) and apartment/suite-mates at the beginning of the semester to discuss these items:

1. Start by completing your roommate agreement. Detail is key.
2. Daily Schedule: sleeping times, quiet hours, study habits, meal times, TV viewing, computer usage, bathroom usage in the apartment/suite, etc.
3. Personal Habits: life-style choices, exercising, singing, snoring, talking on the telephone, cleaning your space, hygiene, etc.
4. Values: philosophy, religion, politics, prejudices
5. Rules and Regulations: do they intend to abide by the drug and alcohol policy, courtesy/quiet hours policy, smoking policy, etc.
6. Visitation: friends in the room or apartment/suite, parties, privacy.
7. Housekeeping: making beds, picking up clothes, cleaning common areas in the apartment/suite, etc.
8. Locks and Keys: getting locked out, leaving the room or apartment/suite unlocked, sharing keys, etc.
9. Sharing: respect for each other's property, respect for each other's rights in using the room or apartment/suite.

Remember, when differences occur the only way to work them out is by communicating to the other person there are some things that need to be worked out. Keep in mind it's **NOT effective** to let

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everyone on your floor know about your roommate problems, to purposefully annoy your roommate to get their attention, or assume that your roommate will know what your problem is by your non-verbals (i.e. Stomping, huffing and puffing). The BEST way to work out differences with your roommate is by sitting down with your roommate(s), apartment-mate(s) or suite-mate(s) and talking about the issues.

If you need help with a room/apartment/suite-mate problem, contact an RA or the Resident Director/Graduate Hall Director. They will help to facilitate communication and attempt to bring about a resolution. Where appropriate, Residence Life staff members are available to mediate when students seek further assistance in resolving conflict.

Alternative Dispute Resolution

To resolve conflict between parties, the Department is willing to provide assistance when students cannot reach a resolution on their own. Restorative Justice Practices are employed in these situations via a facilitated discussion. If the conflict is not resolved by the Residence Life Staff, Senior Management will assist when appropriate.

Courtesy and Quiet Hours Policy

Courtesy and Quiet Hours

Living in close quarters with other people requires extra sensitivity as to how your behavior affects others. Every resident has the right to a living environment that allows for adequate sleeping and studying conditions. With this right, there is also the responsibility for monitoring your behavior so as not to violate the rights of others.

A quiet policy is in effect in all housing facilities during the week. All areas have 10:00 p.m. - 10:00 a.m. Quiet hours Sunday through Thursday; and midnight - 10:00 a.m. Quiet hours Friday and Saturday. The exception is the third floor of Killinger Hall, which is a designated quiet floor. **During quiet hours, noise from televisions, music players, stereos, voices, etc. must not reach levels that can be heard by other community members.** For example, if the noise from your room can be heard from two doors away from your room, it is too loud. Residents always have the right to require that noise be reduced to allow them to sleep or study. This policy is most effective if you remember to be considerate of others and to confront directly those who are disturbing you. Both you and staff members are expected to confront those making "unreasonable" noise. When a resident violates the quiet policy or when someone is unreasonable or uncooperative, that student will be subject to disciplinary action.

Courtesy Hours are hours when the quiet policy is not in effect; residents should be courteous of their noise level 24 hours a day, 7 days a week. During Courtesy Hours you must still be conscious and considerate of your noise level as you are expected to keep your noise at reasonable levels (i.e. Noise should not be heard down the hall, your bass should not be heard in the next room, etc.). Residents still have the right to require that noise be reduced to allow them to sleep or study. At no time is it acceptable for noise to be heard outside of the building. Speakers in the windows, for the purpose of providing music for people outside, are not permitted.

Please note that residents can be documented for violating both the Courtesy and Quiet Hour Policies.

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Alarm Clocks

Students should be aware that alarm clocks are often a source of nuisance noise when left "on" and unattended. Students who repeatedly leave their alarm clock on and unattended may be subject to disciplinary action.

Musical Instruments

Students may only practice musical instruments in their room if the quiet and courtesy hour guidelines are adhered to (i.e. Instruments should not be audible in other residents' rooms). Softer instruments may be played in the residence hall rooms. Some examples of these instruments include acoustic guitars, woodwind instruments, string instruments, etc. Electrical instruments may be played within student rooms only if earphones are used. The following instruments should not be played in student rooms: drums, horns, amplified instruments, electrical instruments without earphones, etc. These instruments can be played in the practice rooms available in the Swope Music Building.

Lobby Furniture Policy

The University provides furniture for the lounge/lobby areas of each residence hall. The furniture is there for the use and comfort of all students on the floor and in the building. Thus, the furniture needs to stay in those designated locations. Students who remove furniture from its designated lobby/lounge area may be subject to disciplinary action.

Lockout Policy

It is important for you to carry your key with you at ALL times. Should you lock yourself out, expect a wait to be assisted.

If you are locked out of your Room or Apartment/Suite, please do the following:

1. Contact your roommate.
2. If you are unsuccessful, go to the Front Desk or Southside of your building/complex.
 - A. For College Arms Residents, contact 202 Lawrence Center at 610-436-3307 Monday-Friday between 8:00AM-4:30PM. Outside those hours, contact the College Arms RA on call directly.
3. Check out a Temporary Key to your room/apartment/suite.
4. Return the key immediately within 10 minutes after you have let yourself into your room. Failure to return the key will result in your being billed \$30.00 for a core change and keys to your room, \$45.00 for a core change and keys for your apartment (university housing) and \$50.00 for a core change and keys for any lock in Affiliated Housing (University, Allegheny, Brandywine, and Commonwealth Halls, and The Village/East Village Apartments). In addition to a core change/s and billing, a formal documentation through the University Conduct Process may be filed.
5. If you are locked out when the Front Desk in a Residence Hall is closed, let the Security Officer on duty know you are locked out. The Security Officer will contact the RA on duty to let you into your room.
6. If you are locked out when Southside's Desk at South Campus is closed, apartment residents should contact the RA on duty using the mobile phone number.

Excessive use (after 3 times per semester) of the Temporary Key program will result in the immediate termination of this privilege.

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Under no circumstances should your room or apartment/suite be left unlocked. Leaving your room or apartment/suite unlocked endangers the safety of you, your roommate(s) and your possessions.

NOTE: This process is not intended to substitute for a lost key. If you lose your key, you are responsible for following the steps outlined below.

1. Replacement of bedroom keys in traditional residence halls or SCAC costs \$30.00. Replacement of apartment door keys in SCAC costs \$45.00. Replacement of mailbox keys in SCAC costs \$5.00. Affiliated residents should refer to their lease for the cost for lost keys to bedrooms/suites in affiliated areas (University, Allegheny, Brandywine, Commonwealth, or the Village/East Village Apartments). These fees cover the cost of a lock change and replacement keys.
2. Payments for lost keys for University Housing are made at the Bursar's Office at 25 University Avenue. Bring the receipt to your Resident Director/Graduate Hall Director who will make the necessary arrangements with the locksmiths.
3. Payments for lost keys for Affiliated Housing are made at the Front Desks of Allegheny, Brandywine, Commonwealth, and University Halls or the Clubhouse Desk for the Village/East Village Apartments.
4. It will take approximately one week for your lock to be changed and your new key(s) to be issued. You can pick up your new keys at the Front Desk of your building/area. You will be contacted when your lock has been changed and your new key is available.

Alcohol and Drug Policy

In Pennsylvania, it is illegal for anyone under the age of 21 to purchase, possess or consume alcohol. It is also illegal for anyone to use or possess controlled drugs. At West Chester University, it is illegal for any student, regardless of age, to possess or consume alcohol on campus or to return to campus under the influence.

Residence Life and Housing Services and Public Safety staff members will enforce the State law and rules of the University as follows:

- A member of the RLHS or Public Safety staff may enter a student's room for visual inspection when there is reasonable suspicion of a rule violation.
- Possession of alcohol or drugs will result in disciplinary action and may result in criminal action.
- Any student responsible for organizing or providing a location for a gathering where alcohol is served, shall be referred for disciplinary and possibly criminal action. Any student in attendance where alcohol is served, whether they have been consuming or not, shall be referred for disciplinary action.
- Any person responsible for having a keg of beer or like quantity of alcohol in a housing facility may be subject to loss of housing or suspension from the University.
- Any student responsible for having drugs, drug paraphernalia or furnishing drugs may be subject to loss of housing or suspension from the University.
- Since alcohol is not allowed on our campus, collections or displays of alcohol containers of any sort are prohibited. **Empty alcohol containers, even for decorative or sentimental reasons, are not allowed.**

Please see the Student Code of Conduct for full explanation of what constitutes an Alcohol or Drug Violation: [Student Code of Conduct](#)

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Smoking Policy

West Chester University defines smoking as, “The carrying by a person of a lighted cigar, cigarette, pipe, battery operated (e-cigarettes) or other lighted smoking device.” Using any of these items in any housing facility is NOT PERMITTED.

Smoking is restricted to designated areas outside the building only as outlined by the staff of each specific hall or building. Violations of this policy by residents or guests may result in applicable University action up to and including removal from University or Affiliated housing.

Needle Disposal Policy

Because of the potential for transmission of several infectious diseases and to protect the safety of students and staff, all students utilizing injectable medicines will be required to show evidence of satisfactory disposal of needles and syringes. The Student Health Center in Commonwealth Hall will provide free disposal of medical waste and will also provide sharps containers to store used needles.

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Room Entrance Policy

University employees may enter your room under the following circumstances:

1. To conduct a visual inspection if there is probable cause that you are in violation of a University policy.
2. To inspect your room or apartment when you check out during vacation periods to ensure that you have left using the proper closing procedures.
3. To inspect for cleanliness, health and safety standards and other reasonable housing regulations as outlined in this publication. Rooms and apartment/suite will be inspected on a regular basis as announced by an RLHS staff member.
4. Your signature in the maintenance log or the submission of a work request via the web system authorizes maintenance personnel to enter your room or apartment/suite to make the necessary repairs. Maintenance personnel may also enter your room or apartment/suite without permission for emergency repairs. Contractors may also be escorted into living areas to complete work or do inspections as required.
5. Your room, apartment/suite and personal belongings may be searched upon the authorization of the Office of Student Conduct. The purpose of these permits is for the investigation and search of suspected circumstances, conditions or objects within a student room which may be detrimental to the general welfare of the University and/or its students. The process is more fully outlined in the Student Code of Conduct, which also explains your rights against unreasonable search and seizure. Please use this link to access your full list of rights and WCU's policies: [Student Code of Conduct](#)
6. Search and seizure for purposes related to suspected violation of civil or criminal law of the Commonwealth may be made by civil authorities.
7. To address noise disturbances (alarm clocks, radios, etc.) when there is not a presence in a room.

Bathroom Use

WCU traditional residence halls provide single gender community bathroom facilities. Any person found using a restroom facility not in alignment with their gender identity may face disciplinary action.

The Gender-Inclusive community in Killinger Hall has a gender inclusive bathroom. There are also gender inclusive restrooms on the first floor of each traditional hall (Killinger, Goshen, Schmidt, Tyson) and in Southside for the South Campus Apartments.

Pet Policy

Due to maintenance and sanitation problems, **no pets are permitted in any housing facility.**

**Students with an identified need for service or emotional support animals should contact the Office of Residence Life and Housing Services for more information regarding service or emotional support animal policy. **

Bag Check Policy

The following guidelines have been established concerning the checking of bags in all University housing facilities:

1. If a staff member has good reason to believe that an individual is bringing an item(s) of an illegal nature into any housing facility, the staff member reserves the right to detain both the individual and the alleged illegal property. A staff member shall be defined as a Resident

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Assistant, Graduate Assistant, Resident Assistant, Resident Director/Graduate Hall Director or Security Officer.

2. If a staff member detains you as you enter a residence hall or apartment, the following procedure should be adhered to as documented.
 - A. The staff member should remind you that the University reserves the right to inspect bags when "probable cause" exists to suspect that the bag being brought into the facility contains an item(s) of illegal nature.
 - B. If, after being informed of the University's policy, you choose to leave the building with the bag, the matter will not be pursued.
 - C. If you do not leave the building or area, the staff member will:
 - i. Detain you
 - ii. Request your name and local address
 - iii. Ask you what the bag contains
 - iv. If you admit to having an illegal item, disciplinary action will be taken. If you refuse to comply with the staff member's request, you will be informed that the Resident Director/Graduate Hall Director and/or Public Safety retain the right to inspect all bags entering the building. Public Safety and/or the Resident Director/Graduate Hall Director will be notified
 - D. If, upon being detained, you attempt to pass by the staff member after being confronted, Public Safety and the Resident Director/Graduate Hall Director will be notified.

This policy is to be enforced at the discretion of staff members. Any questions or concerns about this policy should be directed to the Office of Residence Life and Housing Services at 202 Lawrence Center.

Please use the following links for ease in navigating WCU's Policies and Residence Life and Housing Services' documents, all mentioned above:

[Traditional Housing Occupancy Agreement](#)

[Student Code of Conduct](#)

[Work Order Link](#) (Traditional Housing)

[USH StarRez Link](#) (USH Work Orders)

[Dining Services Website](#)