



# 2024-2025

# Housing & Residence Life Handbook

*Welcome to Wichita State and welcome to the Housing and Residence Life family! We are excited and honored that you are choosing to live with us this year. Living on campus can add a lot of value to your time here as a student. There are built-in support systems, such as your Resident Assistant and your building professional staff coordinators. The RAs in your building and on your floor are there to assist in answering questions, connecting you to campus, and providing support for your personal and academic growth. This handbook is filled with great information regarding the amenities of living on campus, important policies, and many other important things to know. We look forward to supporting you in your time on campus.*

**Last updated 7/17/2024**

**(Updated annually)**

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# HOUSING AND RESIDENCE LIFE

## Mission, Vision, & Values

### Mission Statement

Housing & Residence Life is committed to providing a positive student experience by creating a safe and inclusive community that promotes personal and academic success

### Vision

Housing & Residence Life will be a significant element of the student experience at Wichita State University

### Values

- Engagement
  - Ensure each student has a connection at WSU
  - Encourage applied learning
  - Create holistic learners
- Inclusion
  - Foster a safe and inclusive community
  - Celebrate the diversity of our students and staff
  - Listen and work to understand and respect others' points of view
- Collaboration
  - Develop partnerships across campus
  - Commit to effective and transparent communication
  - Prioritize team ahead of personal success
  - Offer assistance or request help when needed
- Excellence
  - Provide superior customer service
  - Create efficient and innovative departmental solutions
  - Cultivate opportunities to grow and develop
- Integrity
  - Follow through on promises made
  - Be fair and honest
  - Make fiscally responsibly choices
  - Establish sustainable practices

As a student who lives in the residence hall, you have the opportunity to become part of a community that is made up of individuals of diverse lifestyles. It is important to us that everyone feels comfortable living in their space and interacting with other residents. Because of this, we have created policies and procedures that we believe will allow everyone to live, learn, and grow together while ensuring the safety and security of all residents.

# CONTACT INFORMATION

## Housing & Residence Life Office

HRL Phone ..... 316-978-3696  
HRL Fax ..... 316-978-6458  
Website ..... [www.wichita.edu/housing](http://www.wichita.edu/housing)  
Email ..... [housing.wsu@wichita.edu](mailto:housing.wsu@wichita.edu)

## Shocker Hall

Information Desk ..... 316-978-3386  
Residence Life Coordinator ..... 316-978-6611  
Graduate Residence Life Coordinator 1 ..... 316-978-6720  
Graduate Residence Life Coordinator 2 ..... 316-978-5822  
RA Duty Phone ..... 316-210-4773

## The

# COMMUNITY LIVING

## Mail and Food Delivery Addresses

If you live in Shocker Hall your address is 2020 N Perimeter Rd, Your room number, Wichita KS 67208.

If you live in The Suites or The Flats and you are ordering a package your address is 2011 N Innovation Blvd, Your room number, Wichita KS, 67208

If you live in The Flats and you are ordering FOOD (through a delivery service such as GrubHub, Uber Eats, or through a restaurant that delivers, pizza hut etc.) your address is 4105 East Mike Oatman Dr, Wichita KS 67208

## Roommate/Suitemate Tips and Tricks

Without a doubt, your time spent at WSU will be filled with many new experiences and memories. For most of you, simply sharing a room may be a new experience. Roommate relationships are the foundations for community development. It is not necessary to be b





- If you have a lot of clothes or items in your drawers or closet, leaving them open can make your room feel cluttered and messy. Closing these items helps your room feel clean and gives you more room for activities.
- Vacuum your room
  - You probably don't realize how much dirt you are tracking in from outside, or how much hair and food crumbs are accumulating on your floor. By vacuuming your room once a week you will make sure that your floor is a clean and comfortable place for your friends to hang out. Vacuums are not provided by HRL.
- Wash your dishes
  - After using your dishes, go ahead and wash them. If you leave them for later, there is a chance that you will forget about them and the next thing you know, you have 2 weeks' worth of dirty dishes in your room. If you don't have time to wash them after you use them, create a dirty dishes tub for yourself and wash your dishes when the tub gets full.
- Take 5 minutes to pick up
  - It can be overwhelming to have to spend hours cleaning and organizing your room. Take 5 minutes at the end of your day to put your items back where they belong. This will help your room look cleaner

possible. Please do not tamper with the room sign in any way (including removing the room number or putting something over it).

### Health & Safety Room Checks

Twice a semester our staff will conduct health and safety room checks. These are not checks to look for policy violations, but instead are a time for us to make sure that there are no big safety concerns in your room. You will be given a minimum of 24 hours advance notice so that you can make sure your room is ready for us to inspect. If you have any questions about what we are looking for, or if something might be considered a safety hazard, please contact your RA.

### Vandalism

Our staff works hard to make door decorations, floor decorations, bulletin boards, and to keep our residence halls clean. Please don't take these items without permission from the staff member that made them or purposely destroy them. Make sure that you are also respecting your roommate's personal items and treating them as you would want your items to be treated. Tampering with floor decorations will result in documentation within the Office of Student Conduct and Community Standards.

### Smoking/Smoke Damage

Smoking is prohibited on University premises (including on-campus housing) as outlined in Policy 11.11. This includes but is not limited to smoking the following: cigarettes, marijuana, vaping, e-cigarettes, or any other illegal substance. If a residence hall room, common space, or hallway directly outside the room has a smell of smoke, a conduct report may be submitted, and the student(s) residing in that space could be held responsible for a restitution fine starting at \$100 (Price is determined by Housing and Residence Life).

Should smoking cause damage to University property, students may be charged under Student Code of Conduct policy VI.C.1- Damage and/or Destruction of Property which may lead to additional restitution fines.



## Game Room/Clubhouse/Media Room

The game rooms in the residence halls are open to the residents of their assigned building and their guests only. Only residents can check out equipment at each information desk and they must provide the Shocker Card as identification.

## Information Desks

The information desks, located within Shocker Hall and The Suites, exist to assist you. Desk assistants answer questions, take phone messages, and check out temporary keys/cards, cleaning supplies, cooking supplies, recreation equipment, and other items. Cleaning supplies must be returned within one hour. Please be aware that a late charge may be assessed for temporary keys/cards and other items not returned on time. These charges will be assigned to your university account. Desk hours are 24/7 but may vary during advertised dates.

## Internet Service

Wireless internet service is available throughout WSU residence halls for residents and their guests, using the university's standard "WSU Secure" and "WSU Guest" networks. Gaming and streaming devices may connect to the WSU Guest network, but please note that not all devices are guaranteed to connect. The wireless networks are serviced by WSU's Information Technology & Telecom departments.

Guest wifi is available in each building and is labeled "WSU Guest (building)" (i.e. WSU Guest Suites). The password for each of these wifi networks is "shockers"

Wire internet service is only available in resident spaces in Shocker Hall. The Media Room in the Suites at WSU offers wired connections for specialized eSports events.

## Laundry Facilities

The laundry rooms in Shocker Hall are within the five LKLs. All laundry machines are new and can be used free of charge. An app is available to download for timing convenience. If you notice that a laundry machine is broken, or not working properly, report it to the information desk or call the washing machine company. The number for the washing machine company is located in the LKL.

A washer and dryer are provided in each apartment in The Flats and each suite in The Suites, the costs of which are included in the room rates. Any malfunctions with either machine should be reported immediately to the Suites information desk.



Mail cannot be delivered to non-residents. Mail must be addressed to the resident receiving the mail. Mail will not be given to any other individual. Packages will be held for 14 days before they are returned to sender. HRL cannot forward packages, meaning all unclaimed packages will be returned to sender.

After the end of the spring semester, or whenever a resident permanently leaves on-campus housing, first class mail will be forwarded for up to 30 days (or in accordance with postal regulations) if the resident leaves a forwarding address when they check out of the building. Non-profit mail, pre-sorted standard mail, magazines, and newspapers cannot be forwarded. Please note that you cannot leave the address of a friend living in HRL as a forwarding address. If you do not leave a forwarding address, your mail will be returned to sender. Remember to contact all creditors and companies with your change of address before you move, as many package distributors will not allow us to forward packages, and they will therefore be returned to sender.

### [Maintenance Service](#)

The maintenance staff makes repairs to the facilities as needed and performs preventive maintenance operations. Please report problems that you observe in public areas at your Information Desk. Room maintenance requests may be made by residents through their housing portal. If residents cannot access this feature, please see the information desk. Routine maintenance and repairs will be completed during regular business hours. Facilities staff members will leave a notice in the room indicating work has been performed if done while no residents are present. If, after a reasonable period of time, you do not see improvement in a maintenance problem you reported, notify your Residence Life Coordinator.

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# HEALTH, SAFETY, SECURITY, & EMERGENCY INFORMATION

In case of any emergency situation on HRL property, notify your RA, RLC, or Information Desk. If the situation warrants, call the University Police Department at 316-978-3450 or 911. Students are encouraged to register for the WSU Rave Alert System to receive e-mails and text messages notifying them of severe weather and on-campus emergencies. This service is available for sign up through the *myWSU* online portal. The scrolling marquees located in each building will also notify students of severe weather and on-campus emergencies.

## Bomb Threat

If notified to evacuate, exit quickly and quietly, and move at least 400 feet from the building. Follow the instructions of staff members and emergency personnel.

## Chemical Safety

Used motor oil, antifreeze, turpentine, or oil-based paint may not be disposed of on the ground or in the University dumpsters. They should be disposed of at the Household Hazardous Waste Facility at 801 Stillwell, Wichita, KS.

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landline). Contact a staff member as you leave the building.

- Please use the stairwell closest to your room and exit the building immediately as required by state law.
- Any time you hear an alarm, exit immediately and quickly move at least 400 feet from the building. Follow all

- Personal Emergency – when the personal welfare, health, or safety of any individual is suspected or known

Shocker Hall and The Suites have 24-hour desk services and all guests that arrive between the hours of 10pm and 6am must be registered at the front desk. After 10pm and before 6am all residents may only enter through specified doors within their building. Door alarms have been added and will sound if doors are propped or held open for too long. Security cameras have been added to all three resident halls to ensure resident safety and security.

All visitors must be escorted by a resident or staff member at all times. If you see an unescorted non-resident (guest or stranger), note their behavior and appearance and contact HRL staff immediately. Unescorted visitors will be asked to leave HRL property.

Please be aware that security depends on you. Do not allow people to walk through doors behind you unless you are sure they are residents. In addition, the accessible button should not be used to open doors unless absolutely necessary. Unwanted visitors may enter when this door is opened. Report any strangers to a staff member or the University Police Department immediately.

Individuals who misuse personal protection devices will be referred for disciplinary action. Residents who tamper with alarms or locks, prop doors open, assist others in gaining unauthorized entry into the residence halls, or endanger the safety of residents will be referred for disciplinary action.

### Severe Weather

When you see a funnel cloud, hear the tornado siren, or receive directions from HRL staff, move to the bottom floor or lowest floor of the building and/or designated shelter areas. Stay away from glass windows or doors and protect your face from flying debris.

chosen to get a vaccination, you can make it a part of your medical records with the university by uploading your vaccination card to your Student Health Portal. If you need assistance on how

# STUDENT CONDUCT PROCEEDINGS

## Philosophy

Housing & Residence Life at Wichita State University strives to maintain a community which values academic excellence; institutional integrity; and justice, equity, and diversity. Each member of the community shares responsibility in maintaining conditions that support the University's purpose. The WSU Student Code of Conduct and the Housing & Residence Life Handbook outline the standards of behavior expected of every student living in campus housing. The policies and procedures outlined have been designed to assist students in their pursuit of knowledge and personal development. A student voluntarily joins the Wichita State University community and thereby assumes the obligation of abiding by the standards prescribed in the Student Code of Conduct and the Housing & Residence Life Handbook. Housing & Residence Life, through the Da8 (o)2 (du)3 (,)15 ( t)10 (h (bl)4 (i)4 d.)2 (m)4 (m4 (,)r)4 (ng)16 (

# RESIDENCE HALL POLICIES AND PROCEDURES

Housing and Residence Life's primary concern is the health and safety of our students. To accomplish that goal, some regulations are necessary to promote safety and security in the residence halls. The Housing and Residence Life Handbook outlines HRL behavior expectations for students. By choosing to become a member of the On-Campus housing community, students are expected to demonstrate respect for themselves and others and to conduct themselves in a manner that is consistent with Wichita State University rules and policies; federal, state, and local laws; and city ordinances. When choosing to become a part of the On-Campus housing community, students must understand it is a privilege. A student's failure to follow the outlined policies and procedures may determine if they should no longer share in that privilege.

These policies and procedures also apply to behavior conducted online, via e-mail or through other electronic mediums. Behavior in Shocker Dining is expected to mirror behavior in the residence halls. Allowing, permitting, or providing an opportunity for a guest to violate these policies and procedures may be subject to disciplinary action as outlined in the Student Code of Conduct. Lack of familiarity with these policies and procedures, intoxication or impairment from alcohol, drugs, or other substances, or an individual's disability is not an excuse or a defense to a violation of these policies and procedures. Unless specifically noted in the policy definition, intent is not a required element to establish a policy violation.

These policies are a supplement to a resident's responsibilities outlined in the [Wichita State University Student Code of Conduct and the Housing Contract Terms and Conditions](#). All students in a room or area where a policy is being violated may be held responsible for the behaviors, even if they are not engaging in the behaviors or violation of policy directly. Additionally, residents are responsible for all actions of their guests.

## A. Alcohol

In conjunction with the law, any person under the age of 21 is prohibited from consuming, possessing, or distributing alcohol on campus.

- Intoxication is never an acceptable excuse for misconduct or for infringing upon the rights of others. Residents should avoid engaging in dangerous drinking behaviors (excessive/rapid consumption).

## B. Balconies

Only appropriate porch furniture and potted plants will be permitted. No bicycles, flowerpots, vbycj -010.00136 0f0d2

- Viewing illegal pornography
- Running a business
- Hacking
- Creating and running servers
- Using a computer with malicious intent
- Illegal file sharing or downloading

This policy is adapted from University Policy 19.01

## I. Cooking and Appliances

### 1. Cooking

The following policies apply to community kitchens as well as apartment kitchens in The Flats at WSU:

- Never leave a stove, oven, or microwave with active heat sources unattended
- Utilize the venting features through either a vent hood or microwave vent when using the stove to cook
- Exercise an abundance of caution when cooking with any type of oil. Cooking vessels must not be filled more than 25% with oil
- Properly dispose of oil and grease leftover from any cooking. Never dispose of grease or oil down a sink drain. Allow grease and oil to cool before attempting to dispose of it
- Do not put metal or part-metal containers or utensils in microwaves. Always verify a dish/vessel is rated for use in a microwave before placing it in a microwave

### 2. Electrical Appliances

Any electrical appliance or power strip with a surge protector should be Underwriters Laboratories (UL) approved. Appliances must be plugged directly into the wall to avoid overloading power strips. The following appliances are prohibited:

- |                                   |  |  |
|-----------------------------------|--|--|
| • Electric skillets               | • Personal washing/drying machines         | • Toasters   |
| • Pressure cookers of any variety | • Electric blankets                        | • George Foreman grills                              |
| • Space heaters                   | • Electric mattress pads                   | • Hot-plates (including induction style)             |
| • Halogen lamps                   | • Exterior antennas                        | • Coffee makers without an automatic shutoff feature |
| • Sun lamps                       | • Microwaves that exceed 700 watts         | • Any type of deep fryer that uses oil               |
| • Barbecue grills                 | • Refrigerators that exceed 4.9 cubic feet | • Satellite dishes                                   |
| • Personal dishwashers            |  |  |
| • Stand-alone freezers            |  |  |

Pressure cookers of any variety, space heaters, halogen lamps, sun lamps, barbecue grills, personal dishwashers, stand-alone freezers, personal washing/drying machines, electric blankets, electric mattress pads, exterior antennas, microwaves that exceed 700 watts,



Prohibited acts include:

- Use of any open flame including candles with a wick, lighters, etc.
- Tampering with or misusing elevators
- Tampering with smoke detectors or alarms
- Climbing into or out of, or scaling the sides of, or occupying the: roofs, window ledges, or outside structure of HRL facility or property
- Throwing, or dropping, or shooting any object within HRL property
- Hanging, throwing, or dropping items out the window of a HRL building
- Hanging items from the ceiling or sprinkler heads
- Hanging electrical items outside of your door
- Storing or possessing: lighter fluid, fuels, paint, charcoal, lithium batteries or other combustible items or piles of flammable materials in Housing facilities
- Storing or possessing scuba

## 1. Visitation

All residence halls have 24-hour visitation privileges: however, non-residents staying in the building after 2:00 am must abide by the following conditions:

- The host's roommate and suitemate(s) must agree to have a visitor in the room.
- A resident may have a maximum of two overnight guests in any 24-hour period.
- A guest may stay

## N. Room Guidelines

### 1. Furniture

All university owned furniture or equipment must always stay in the room/suite. Removal of lounge furniture from its appropriate place in the building is prohibited. Any additional furniture must not restrict exit from any portion of the room or be a safety hazard to persons walking around the room. Furniture containing liquid of any kind is prohibited in all Housing facilities.

### 2. Walls

Painting walls or other surfaces is prohibited. Decorations are encouraged as long as they do not create health hazards, fire hazards or damage to the room. No more than 20% of each wall space may be covered.

### 3. Door

Covering more than 20% of a door surface by hanging flammable materials such as fishnet, parachutes or large flags is prohibited. Residents may decorate the area of no more than 12 inches from the doorframe outside of their room/suite/apartment, as long as the decorations follow established fire code. Please be considerate of those around you and the differences we all share, the outside of the room doors is considered a public viewing area.

The installation of any "smart" doorbells and other video monitoring and/or recording devices is strictly prohibited on any part of suite/apartment doors and areas around the doors.

Exterior and hallway facing suite/apartment doors should be closed and locked if the resident is not present. This includes sliding glass doors in The Flats.

### 4. Windows

No window display may be permitted if it substantially detracts from the aesthetics of the residence hall. Removal of screens is prohibited.

### 5. Decoration Guidelines

Residents are encouraged to utilize the Heskett Center or Steve Clark YMCA for physical fitness activities.

#### 9. Plants and Planting

Residents are not permitted to plant flowers or vegetables outside. Live potted plants are permitted in the buildings.

#### O. Sales, Solicitation, and Posting

##### 1. Sales and Solicitation

Door-to-door sales or solicitation in the residence halls is prohibited. Conducting any enterprise for profit on HRL property is prohibited with the following exceptions:

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### 3. SGA Election Campaigning

SGA candidates will be allowed to campaign on HRL property with the following guidelines:

- Campaigners must have approval from an RLC or Associate Director of Residence Life for any and all campaigning that takes place on HRL property.
- No individual is allowed to campaign by going door to door.
- All postings must meet HRL posting guidelines.
- Postings will be limited to one poster per platform.

# ADMINISTRATIVE PROCEDURES

## Abandoned Property Policy

Residents are responsible for their individual property at all times. When a resident has not vacated their assigned space as scheduled (internal moves as well as moves out of the university housing facility at the end of a contract period), and has not removed individual property, the items will be considered abandoned and will be donated to a non-profit organization or disposed of by Housing and Residence Life.

## Appeals – Damage

Due to the nature of the property, the university is not responsible for damage to personal property. The university is not responsible for damage to personal property. The university is not responsible for damage to personal property.

- After you have emptied and cleaned your room, checkout of your room via your housing portal. If you were given any physical keys (temporary access cards or SALTO cards) return them to the front desk.
- Go to your housing portal and complete the mail forwarding form. This will make sure all WSUPS-delivered mail gets routed to your new address. UPD, FedEx, and other private carriers must be notified by you directly to change your delivery address. After you have left, packages delivered by those carriers will be returned to sender
- If you fail to check out properly, you will be billed accordingly. Some of t



roommates in these rooms are expected to stay within their contractually assigned space and must always keep one half (or third for triples) of their room clean and ready to receive a roommate. Failure to do so will result in a single room charge from the time the vacancy occurred.

### [Intersession Housing](#)

Intersession housing is available to all residents. Shocker Dining is generally closed during intersession periods.

### [Keys and Access Cards](#)

account suite. Changes in room assignments should be discussed with the RA and G/RLC before submitting a room change request form online

*Note: due to expected high occupancy, residents seeking a room change should be prepared to not be able to move to their desired room type, especially single rooms. ~~Rc - Tw Tc Tw~~*

If a student has a conflict with a roommate because of their gender identity and/or expression they can utilize their RA as a resource. If the student should need further help, they can see their Residence Life Coordinator. RLCs are full time professional staff members. All residence life staff have taken part in training specifically on gender identity/expression issues provided through Wichita State's Office of Diversity and Inclusion. Another resource available is the staff at the Office of Diversity and Inclusion, located in the Rhatigan Student Center. Should a student ever experience bias on campus, they are encouraged to submit a Bias Reporting Form found at [https://cm.maxient.com/reportingform.php?WichitaStateUniv&layout\\_id=7](https://cm.maxient.com/reportingform.php?WichitaStateUniv&layout_id=7) in addition to reporting the incident to a staff member.

### Summer Living

During the summer months, Housing & Residence Life plays host to numerous camps and conferences in addition to housing residents who lived in HRL facilities spring semester of the same year and/or are taking a summer class. Shocker Dining, the RSC, Information Desks, Groundhouse Coffee Shop, and the Game Room/Clubhouse may operate under different hours during the summer months.

# LIVING ON CAMPUS

[Wichita State University Notice of Nondiscrimination](#)

Wichita State University does not discriminate in its employment practices, educational programs, or activities on the