

GUIDE TO COMMUNITY LIVING

2011-12



WAKE FOREST
UNIVERSITY

Guide to **Community Living**

Fall 2011/Spring 2012

Wake Forest University

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Wake Forest University is committed to administer all educational and employment activities without discrimination because of race, color, religion, national origin, age, sex, veteran status, handicapped status, disability, or genetic information as required by law. In addition, Wake Forest rejects hatred and bigotry in any form and adheres to the principle that no person affiliated with Wake Forest should be judged or harassed on the basis of perceived or actual sexual orientation, gender identity or gender expression. In affirming its commitment to this principle, Wake Forest does not presume to control the policies of persons or entities not affiliated with Wake Forest, and does not extend benefits beyond those provided under other policies of Wake Forest. The University has adopted a procedure for the purpose of resolving discrimination complaints. Inquiries or concerns should be directed to: Reynolda Campus, 336.758.4814; Bowman Gray Campus, 336.716.6123. Individuals with disabilities or special print-related needs may contact the Learning Assistance Center at 336.758.5929 or lacenter@wfu.edu for more information.

Welcome!

Welcome to the campus of Wake Forest University! The Office of Residence Life and Housing (RL&H) and the Resident Student Association (RSA) would like to extend a warm greeting to you as you join our residential community.

make your hall a home

As a member of the community, many opportunities are available for you to meet new people and make friends. In order to get the most out of your college experience, get involved and make a difference—make your hall a home. Many activities, both social and educational, will be planned for you by your Residence Hall Staff—so be sure to attend. It is a great way to get to know your neighbors. Enhance your college career even further by getting involved in campus leadership. The Resident Student Association is looking for leaders within the residence halls to help us improve campus life for everyone.

know

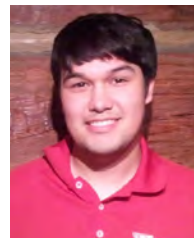
The services, facilities, and policies in this publication are here for your assistance. Acquaint yourself with the contents, and they will be a benefit to you during the year. Keep this guide and refer to it if you should ever have a question about on-campus living at Wake Forest.

ask

Residence life and housing and the Resident Student Association are here to make your on-campus living experience the best it can be. Feel free to contact either office, RL&H at ext. 5185, (336.758.5185) housing@wfu.edu or RSA at ext. 4261, (336.758.4261) rsa@wfu.edu. We want to work with you to create an exciting, fun, and productive year.



Donna McGalliard
Dean, Residence Life and Housing



Jayson Miller
President, Resident Student Association

Chapter 1

MISSION AND STAFFING

Residence Life and Housing

101 Benson Center

ext. 5185 (on campus)
336.758.5185 (off campus)

Operations

- Billing
- Deacon OneCard Office
- Facilities and Maintenance
- Off-Campus Housing
- Programs and Activities
- Room Assignments
- Staffing and Supervision

Mission Statement

The Office of Residence Life and Housing strives to foster a secure, diverse, and engaging residential environment where community members are afforded the opportunity to share in intellectual exchange and broad personal development in a comfortable setting. The office provides facilities, programs, and services that support the academic mission of the University, encourage community responsibility, and prepare undergraduate students for life beyond Wake Forest.

A Shared Community

As a campus resident, you share a unique partnership with the Office of Residence Life and Housing, the Resident Student Association, and the National Residence Hall Honorary. Together we develop and maintain an environment that supports the academic experience, encourages intellectual exchange, respects both the individual and community lives, and emphasizes an environment which contributes positively to the University as a whole. In order for this partnership to be successful, everyone must assist in the goals of providing a safe, enjoyable, and academically focused environment.

The campus is a shared community of diverse people from a variety of backgrounds, cultures, races, and values. As a result, we expect all community members to respect differences and encourage them to take advantage of the unique learning experiences that a shared environment brings. Responsible citizenship is the key to harmony in a residential community. Take the time to get involved—get to know those around you who are different from you as well as those who are like you. Your heritage, background, cultural, and religious values contribute to the person that you are; thus slandering or abusing another's race, culture, sexual orientation, or religion is an offensive act that cannot be tolerated in a shared community. As a responsible member of the Wake Forest community, you should set a positive example for others; speak out against negative behaviors, help mediate explosive situations, and support the community.

University Statement of Principle

Wake Forest is a community of men and women that seeks the enlightenment and freedom that comes through diligent study and learning. Its higher goal, however, is to give life to the University motto, *Pro*

Humanitate, as the passion for knowledge is translated into compassionate service.

A tradition is shared that embraces freedom and integrity and that acknowledges the worth of the individual. This heritage, established by the founders and nurtured by succeeding generations, promotes a democratic spirit arising from open-mindedness and discourse.

Wake Forest fosters compassion and caring for others. Its collective strength and character are derived from the values and distinctive experiences of each individual; therefore, the richness of human intellect and culture is affirmed and its contribution to knowledge, faith, reason, and dialogue. Furthermore, Wake Forest strives toward a society in which goodwill, respect, and equality prevail. To that end, hatred and bigotry in any form are rejected and justice, honor, and mutual trust are promoted

Residence Life and Housing Staff

The residence life and housing program is a vital component of student life at the University, since approximately 75 percent of Wake Forest undergraduates live on campus. Residents are supported and assisted by an extensive and well-trained network of professional and paraprofessional staff members, nearly all of whom live in the residence halls. The following is a brief description of the roles and responsibilities of the residence life and housing staff members available to assist you.

Hall Directors (HDs)—The hall director is a full-time graduate student responsible for the general supervision and management of the assigned residence hall or group of residence halls. Hall directors are available to assist students with various academic, personal, and social concerns. The hall director also supervises the resident advisers assigned to each community and resides in the assigned building.

Resident Advisers (RAs)—One of the first staff members you will meet on campus—and the backbone of the residence life and housing program at Wake Forest—is the resident adviser (RA). One RA is assigned to each residential floor/area and lives with the students as a member of that community. The 105 RAs on campus are carefully selected and trained undergraduates who have been chosen for their commitment to helping and advising their fellow students. Each RA is trained in assisting residents and/or referring students with academic and personal concerns to the appropriate resources. As a residence life and housing staff member, the RA assumes many roles, such as personal adviser, resource, consultant, program/activity coordinator, residence educator, and community leader. As a residence educator, the RA assists residents in planning, organizing, and coordinating a variety of activities and educational programs designed to provide a positive, fun, and educational environment in the residence halls.

As a community leader, the role of the RA is not to police the residence halls but rather to respond to incidents and issues that create problems and challenges for the community; to ensure that University policies, regulations, and community standards are upheld within the residence halls; and to assist residents in responding to conflicts, personal issues, and disagreements that might arise within residential communities. The RA works to build a cohesive floor community where individual residents feel comfortable, valued, and respected. Most importantly, the RA strives to build a community where everyone knows each other and feels truly at home.

RESIDENCE LIFE AND HOUSING STAFF DIRECTORY

Central Offices: 101 Benson Center
On-Campus Extension: 5185 Off Campus: 336.758.5185
Hours: 8:30 a.m.-5 p.m., Monday through Friday

Dean, Residence Life and Housing Donna McGalliard
Executive Assistant to the Dean Denise Williard
Staff Assistant Lisa Harris

Associate Director, Housing Bill Yost
Coordinator, Housing Jeff Tate
Administrative Coordinator, Housing Operations Dana Muto
Deacon OneCard Manager Frank Shelton
Access System Administrator Michelle Waites
Access System Administrator Ted Reavis

Coordinator of Marketing Teresa Earl

Director, Residence Life Matthew Clifford
Assistant Director, Assignments Murray MacDonald
Assistant Director, Residence Life Nicole Rodriguez-Pastor
Assistant Director, Residence Education Matthew Imboden
Residence Life Coordinator, North Area Stephanie Ganser
Residence Life Coordinator, South Area Cherise James
Coordinator, Residence Education Ashley Jones
Assignments Administrator Karen Wernsing
Administrative Coordinator, Assignments Kristy Eanes

The Residence Life and Housing Central Office Staff—The Office of Residence Life and Housing (located in 101 Benson University Center) is staffed by several full-time professionals available to assist residential students with their various needs. The staff is available to assist students and parents with concerns, issues, or questions that arise throughout the student's college career.

Residence Hall Office Hours

There is a resident adviser (RA) on duty in each building/area every night of the week (5 p.m.–8:30 a.m.). The RA on duty is available to assist students, parents, and visitors in any way possible. Should you need assistance in the evening hours, please go by the main desk in your respective building/area to see who is on duty. Should you need assistance during the day, please feel free to contact any RA or Hall Director (HD) available in the building/area, or come directly to the residence life and housing central office.

Most residence hall/area staff offices are open 10 p.m.–midnight Sunday-Thursday, and 10 p.m.–2 a.m. Friday and Saturday. Please stop by your staff office at the beginning of the year to confirm these times and to inquire about the services provided to residents by the staff in your respective building/area. Typical services provided during office hours include checking out a vacuum cleaner or other cleaning supplies; borrowing recreational equipment and supplies; or simply having a pleasant conversation with the RA or HD.

Employment Opportunities in Residence Life and Housing

If you are interested in a part-time job on campus, residence life and housing offers a variety of assistantship opportunities.

The residence life and housing office employs both undergraduate and graduate students in a number of positions. Upperclass undergraduates (sophomores, juniors, and seniors) may be qualified to apply for

resident adviser positions (approximately 105 positions), or residence life and housing office assistant positions (approximately 3-5 positions). Recruitment for these positions usually begins in January of each year. Similar summer positions are also available, and recruitment for summer positions usually begins in mid-March (after spring break). This includes resident adviser, summer conference assistant, and summer office assistant positions.

Graduate students on the Reynolda Campus may qualify to apply for graduate hall director positions (13 positions). The graduate hall director selection process usually begins in February each year. Applications, position descriptions, and other relevant information for all positions are available at www.wfu.edu/housing and in the residence life and housing office.

Departmental Grievance Policy

If for any reason a student or constituent believes that he or she has failed to receive an appropriate response from any member of the residence life and housing staff, or if he or she has failed to receive appropriate service or treatment, a grievance may be filed. By filing a grievance, the situation(s) will be reviewed and responded to by the appropriate departmental and University personnel. Should someone decide to file a grievance, the following two options are available:

1. Submit a written letter, which clearly outlines the nature of the grievance, to the direct supervisor of the individual against whom the grievance is filed. If the name of the supervisor is unknown, contact The Office of Residence Life and Housing at ext. 5185 (336.758.5185) and request this information.
2. Submit a written letter, clearly outlining the nature of the grievance, to the Dean of Residence Life and Housing, P.O. Box 7749, Winston-Salem, NC 27109-7749. Once the dean of residence life and housing receives the letter, the individual filing the grievance will be contacted in writing or via telephone or email for appropriate follow-up.

Should questions arise regarding the process for filing a grievance with the Office of Residence Life and Housing, please contact the dean of residence life and housing at the address above or call ext. 5185 (336.758.5185).

Release Statement

Every residential student at Wake Forest University (“WFU”) agrees to the following information by accepting their assignment to live in campus housing and participating in residence life and housing events. I understand that participation in residence life and housing events in which I elect to participate along with certain students, faculty, or staff of Wake Forest University, may expose me to certain risks or dangers. The events may include, but are not limited to, hall programs (movies, games, meals, etc.), off-campus trips (movies, meals, shopping, Wake Forest away games, etc.), or sporting events (hiking, bowling, paintball, canoeing, intramurals, etc.).

Examples of the potential dangers and risks include minor injuries such as abrasions or scrapes, major injuries such as broken bones, and life-threatening injuries such as spine, head and neck injuries or heart failure. These examples are not intended to be all-inclusive, but merely to exhibit my awareness of the risks inherent in my participation in the events.

I understand that WFU does not require me to participate in any activities of the events; I voluntarily choose to participate and I voluntarily assume the risks. Understanding these risks and understanding that participation in the activities of the events may subject me to physical exertion, I hereby state that I am physically fit to participate in the activities surrounding the events.

I will allow WFU to take actions it believes will protect my health and safety during the events. I agree to pay the costs that may result from those actions. I will not ask for money or services from WFU. No one will bring a lawsuit against WFU for actions taken to protect my health and safety.

I further release WFU, its officers, trustees, employees, students, and agents from any and all liabilities, claims, or demands for damages for personal injury, disability, property damage, or other loss of any kind that I may sustain as a result of my participation in the events, except for claims arising from the gross negligence of WFU.

Building Histories and Descriptions

All residence halls are coed facilities.

South Area

Babcock Residence Hall is named in honor of one of the University’s most generous benefactors, Mary Reynolds Babcock. With her husband, Charles Babcock, she donated over 300 acres to Wake Forest College as the site of the new campus. This corridor-style residence hall houses 250 first-year and upperclass students.

Bostwick Residence Hall is named after Jabez A. Bostwick, a Standard Oil official of New York, who was an important benefactor to the University. The corridor-style residence hall houses 194 first-year students. The formal parlor in Bostwick is an ideal place to study and socialize.

Collins Hall is named for William A. Collins Jr., the owner of a group of funeral homes and a major benefactor of student scholarship funds. He established a scholarship fund for students from Virginia in 1994. The corridor-style building houses 222 first-year students. The basketball court, TV lounge, and kitchens help make Collins Hall an enjoyable place to live. Collins also houses a Greek lounge and campus ministry lounges.

Johnson Residence Hall is named for the University’s first dean of women, Lois Johnson. She presided over the arrival of women students

in 1942 and defended their rights to equality with men. Dean Johnson retired in 1962. Johnson is a corridor-style building housing 194 first-year students.

Luter Residence Hall is named for Joseph Luter, a 1961 graduate of Wake Forest. Best known for establishing a sausage empire, he is one of the University’s most generous benefactors. The combined corridor/suite-style residence hall houses 287 students. A diverse living environment, Luter houses first-year students and includes large TV, study, and social lounge spaces.

South Residence Hall, the newest residence hall at Wake Forest University, opened in fall 2010, and is the first LEED certified building on the Reynolda Campus. It houses 201 first-year, coeducational students in a corridor-style layout with a classroom, media room, multiple study lounges and a recreation space.

Hearn Plaza (Quad Area)

Davis Residence Hall is named for Egbert L. Davis. Davis was a 1904 law school graduate and a business entrepreneur; he also was chair of the Board of Trustees of North Carolina Baptist Hospital. Davis Residence Hall is a suite-style facility that houses 301 students, as well as a Subway sandwich shop, Wachovia Bank branch, University Police office, and four Greek/student organizations. There is a study/activity lounge to accommodate a variety of activities.

Efird Residence Hall is named after J.B. Efird, the founder of the Efird department store chain. The residence hall was made possible through a gift of \$100,000 from the Efird Foundation. Efird houses 92 students and is connected to Taylor Residence Hall.

Huffman Residence Hall is named after Frank O. Huffman. A 1901 graduate of Wake Forest, he was a leader in the North Carolina furniture industry. The building’s construction was made possible through the donations of Mr. Huffman’s family members. The corridor-style residence hall houses 80 students and is connected to Poteat Residence Hall.

Kitchin Residence Hall was named for the ninth president of Wake Forest University, Thurman D. Kitchin. A 1905 graduate of Wake Forest, he guided the University administration through economic depression and many other challenges. It was during Kitchin’s administration that the University accepted an offer from the Z. Smith Reynolds Foundation to relocate the campus from Wake Forest, North Carolina, to Winston-Salem, a move that was accomplished ten years later in 1956. It also was during this time that women were first admitted to the University (1942). Kitchin Residence Hall houses 273 students. Within this facility, there are five Greek lounges, the Baptist Student Union (BSU) lounge, the campus ministry offices, the Deacon Shop, and two study/activity lounges. The open courtyard in Kitchin allows students to enjoy a variety of recreational activities.

Poteat Residence Hall’s namesake, William Louis Poteat, was an 1877 graduate of Wake Forest. President of the University from 1905-1927, he is best known for his defense of the teaching of evolution during a time when the topic was extremely controversial among scholars and theologians. Poteat Residence Hall is a suite-style, upperclass facility that houses 239 students. Campus mail services and a Greek organization are in Poteat.

Taylor Residence Hall is named after the sixth president, Charles E. Taylor (1884-1905). Taylor led the school through an era of expansion with the addition of the School of Law in 1894 and the medical school in 1902. His interest in Wake Forest’s appearance led to the designing of campus walkways. Taylor is suite-style residence hall housing 248 students. The University bookstore, two fraternity towers, and the Campus Grounds Coffee House are located in Taylor House. A study/activity lounge allows for study, gatherings, and group activities.

RESIDENCE HALL STAFF DIRECTORY 2011-2012

All phone extensions begin with 336.758.XXXX

Babcock Hall

Hall Director: Quinn Morris
Apartment ext. 4999 or Office ext. 5563
11 Resident Advisers
250 Residents
First-year and upperclass

Bostwick Hall

Hall Director: Orita McCorkle
Apartment ext. 1752 or Office ext. 5638
8 Resident Advisers
202 Residents
First-year

Collins Hall

Hall Director: Jonathan Ellis
Apartment ext. 1750 or Office ext. 5930
10 Resident Advisers
233 Residents
First-year

Davis Hall

Hall Director: Kristen Gurley
Apartment ext. 5587 or Office ext. 5600
7 Resident Advisers
301 Residents
Upperclass

Johnson Hall

Hall Director: Sarah Vavreck
Apartment ext. 1747 or Office ext. 1257
8 Resident Advisers
202 Residents
First-year

Kitchin Hall

Hall Director: Theodore Stripling
Apartment ext. 5681 or Office ext. 5277
7 Resident Advisers
273 Residents
Upperclass

Luter Hall

Hall Director: Sara Reynolds
Apartment ext. 1749 or Office ext. 6091
10 Resident Advisers
287 Residents
First-year

Martin/Polo Area

Hall Director: Kavitha Dharmalingam
Apartment ext. 8528 or Office ext. 6278
9 Resident Advisers
359 Residents
Upperclass
Martin/Polo Area Includes:
Martin Hall/95 Residents
Polo Hall/194 Residents
Residential Homes/70 Residents
(theme, special interest, & traditional housing)

Palmer/Piccolo

Hall Director: Molly Brummett
Apartment ext. 7008 or Office ext. 4858
5 Resident Advisers
149 Residents
Upperclass

Apartment Area

Hall Director: Jennifer Blevins
Apartment ext. 1853 or Office ext. 1873
6 Resident Advisers
300 Residents
Upperclass
Apartment Area Includes:
North Campus Apartments/190 Residents
Student Apartments/110 Residents

Poteat/Huffman Halls

Hall Director: Wade Sample
Apartment ext. 5666 or Office ext. 6137
8 Resident Advisers
319 Residents
Upperclass

South Hall

Hall Director: Ellen Sizemore
Apartment ext. 7861 or Office ext. 7860
7 Resident Advisers
201 Residents
First-year

Taylor/Efird Halls

Hall Director: Richard Lloyd
Apartment ext. 5586 or Office ext. 5652
9 Resident Advisers
340 Residents
Upperclass

A list of resident adviser telephone and room numbers is located at the RA office and/or at the front desk of each residence hall or area.

North Area

Martin Residence Hall, completed in 1994, and named for University benefactor Zeno Martin (BA, '26), expanded the boundaries of what was once considered the main campus. Martin Hall, a combined corridor/suite-style building with living rooms and kitchenettes, houses 95 upper-class students. The building accommodates two Greek blocks, two Greek organization lounges, and the gospel choir office.

Palmer/Piccolo is a complex named in honor of Wake Forest athletes Arnold Palmer (golf '54) and Brian Piccolo (football '64). The complex was originally built in 1982 for the housing of athletes; it now houses a diversity of upperclass students. This 118-student complex is located behind the campus stadium. Recreational facilities at the complex include basketball and volleyball courts. Ample study and social lounge space is available in both corridor-style facilities.

Polo Residence Hall opened in 1998, completing the residential community near Martin Residence Hall and the Student Apartments. Housing 194 upperclass students in a combined apartment/townhouse-style combination, the majority of the residence hall is comprised of single rooms. Within each townhouse, four students share a kitchen, living room, and two baths. The individual apartments each house two students that share a kitchenette, living/dining area, and one double occupancy bedroom.

This private residential area has been constructed with additional common area space for studying, group activities, and residential area functions. Four student organizations also have offices in Polo Hall: College Democrats, Emergency Response Team, Philomathesians, and the Euzelians. The cornerstone of the building is the main lobby, which is a two-and-a-half-story rotunda for studying, meeting, and socializing.

Student Apartments and Road Houses (located on Polo Road and Rosedale Circle) are other housing options available to students. The student apartments are arranged in an apartment complex setting. The Polo Road and Rosedale Circle houses are homes with specific themes. Theme housing is evaluated yearly, and students may develop their own programs.

North Campus Apartments (located on Allen Easley Drive), built in 1954, were converted to student housing in August 2008 and house 190 students in 9 buildings. The apartment style units provide 3 to 4 students with a kitchen, living/dining room, 1-2 bathrooms, and single and double occupancy bedrooms. The apartments have a centralized study lounge/RA office, and laundry facilities in each building.

(Some information for this section was taken from "A Walk Through Wake Forest," Jack D. Fleer, editor; 1984 Wake Forest University, Winston-Salem.)

Chapter 2

CAMPUS INVOLVEMENT

As an institution, Wake Forest University is committed to supporting the educational needs of its students. In order to be successful, a comprehensive approach is necessary to assist students in reaching their full potential and to encourage their complete and holistic development.

As a department, the Office of Residence Life and Housing supports the University's mission by providing programmatic initiatives for the social, educational, cultural, and community service needs of the students living on campus. The programs, activities, and experiences which are provided in the residence halls are absolutely central to community life at Wake Forest. Students' sense of connection to the Wake Forest community is fostered in the residence hall experience.

Getting Involved in Your Residence Hall

Living in the residence halls provides countless opportunities for involvement. The resident advisers (RAs) plan initiatives for both individual and building-wide residential communities, and the Resident Student Association (RSA) and National Residence Hall Honorary (NRHH) provide opportunities for leadership development as well as social and educational activities. One exciting way that first year students can become involved in their residential community is through their hall council. An important facet of the Resident Student Association, each first year residence hall boasts a hall council of residents who meet with the Graduate Hall Director for their building and work to plan programs for the community. Your involvement is limited only by your desire and initiative. The residence halls provide a great environment to make the most of your Wake Forest experience. When you become involved in the many activities that occur in your building, you learn new and valuable information and meet new people.

Residence Hall Activities

The staff of each building sponsors a variety of community development, cultural, educational, recreational, and community service initiatives. Many of these events are sponsored by your RA for the members of your floor/area; others are planned by the staff for the benefit of the entire building/area. Your RA will be interested in your input on implementing new ideas for your community. As a resident, you are welcome to initiate or assist in the planning of any event sponsored by the building staff. Bring your suggestions to your RA, and he/she will be happy to assist you in implementing the initiative.

RL&H Student Leadership and Involvement

The Resident Student Association (RSA) exists to serve the unique needs of the over 3,300 students who live on campus. The organization acts as a representative voice to residence life and housing and to the administration of the University. RSA strives to offer leadership opportunities and foster an essential link between the residential population and the campus administration.

RSA works to improve the quality of life for residents through many avenues. This is done most significantly through the planning and sponsoring of large-scale community programs on campus, as well as fulfilling building improvement requests submitted by residents. The organization also makes available programs and services with trusted vendors such as custom bed linens, welcome care packages, exam treat baskets, diploma displays, and online back-up software. RSA provides the residence life and housing office input on the room selection process, building renovations, policy implementation, and other issues raised by students. RSA also plays an important role specifically within the first

year residential community through a system of hall councils, where interested residents meet with the Graduate Hall Director and work to plan programs for the community. The hall council members are an important part of the larger Resident Student Association and play an important role in their community.

RSA is governed by an executive board. The RSA executive board includes a president, a finance and administration chair, two programming chairs, a resident advocacy chair, and a national communications coordinator. RSA is advised by professional staff members in the Office of Residence Life and Housing.

In addition to the many programs, activities, and service projects sponsored by RSA, it also serves as a primary campus organization for student leadership training. Belonging to a national network of RSAs at colleges and universities around the country, the Wake Forest University RSA regularly attends state, regional, and national leadership conferences, and has won many awards for its activities and programs. Members of RSA are eligible to take part in these exciting conference trips, which are fun and provide great leadership training. Contact an RSA member for more information or visit www.wfu.edu/rsa.

The National Residence Hall Honorary (NRHH), established in 1965, is a service and recognition organization of the National Association of College and University Residence Halls, Inc. The purpose of NRHH is to

give national and local recognition to students who have made outstanding contributions to the residential communities on their campuses. The membership in Wake Forest University's chapter consists of no more than the top one percent of those students living on campus. Students who are involved in their residence halls and spend time and energy to improve life on campus for themselves and others are marked as likely new members. NRHH exists to honor those students who have given outstanding service to the Wake Forest community, and provide them with more avenues for involvement. NRHH is governed by an executive board that plans service and recognition opportunities for the membership. NRHH is advised by professional staff members in the Office of Residence Life and Housing.

Other Student Leadership Opportunities

There are many student organizations on campus, and it would be difficult for students not to find something that interests them. Students may become involved in organizations related to their academic discipline, intramurals, special interest groups, and/or other leadership opportunities. The *Student Handbook* offers details on student clubs and organizations or contact the Office of Campus Life.

Chapter 3

ROOM ASSIGNMENTS/CHECKING IN AND OUT

Room Assignments and Dining Services

The room assignment process, along with the various housing options available to students, is designed to give students a substantial amount of flexibility and diversity in choosing a housing arrangement.

Eight semesters of housing are guaranteed for residential students who pay their tuition deposit by the published deadline each semester and do not lose housing eligibility due to disciplinary or academic deficiency, a move off campus, or a change to part-time status. Additionally, all first- and second-year students (and third-year students beginning with the class of 2015) are required to live on campus. In mid-spring of each year, students who are eligible for and who want to live in the residence halls during the following year participate in the Fall Room and Dining Selection Process. This process allows students to select their room, with a roommate or suitemates, depending on priority number. Selection of an assignment is completed during the online housing process and the submission of the electronic Residence Hall and Dining Agreement for the following year. See www.wfu.edu/dining for more information on dining services.

Residence Hall and Dining Agreement/ Roommate Information

Residence Hall and Dining Agreement

A. University Obligations

1. The University will provide the assigned room from the day before the next fall registration of Wake Forest College, or when the student is officially notified to report, except during stated recesses of the College, until 24 hours after the student's final academic examination for the spring semester or after termination of student status. A graduating senior may delay vacating the room until 7 p.m. on Commencement day.
2. In the event of mechanical difficulty (air conditioning, heat, hot water, and other equipment) or interruptions of electrical power or water service, the University will make reasonable efforts to restore service. However, there shall be no abatement in residence hall charges because of such failure.

B. Student Obligations

The student will:

1. use the room as his/her residence during the applicable academic year in accordance with this agreement.
2. exercise reasonable care in the use of the room and the facilities of the residence halls, and know and abide by all regulations pertaining to the residence halls of the University, whether such regulations are now in effect or will be enacted in the future.
3. hold harmless the University from any suit, action at law, or other claim whatsoever resulting from or arising out of any injury to the student's person or property while a resident of a residence hall under this agreement.
4. pay to the University the cost of replacement or repair for any breakage or damage to the room, its fixtures or appurtenances, and a pro rata share for damages to commonly-used property when the identity of persons responsible cannot be reasonably determined.
5. pay charges for both semesters in a timely manner in the amounts prescribed by the schedule of payments as issued by Wake Forest University for the type of room assigned.

C. Refund Policy

1. The University will refund the pro rata portion of the student's payments upon withdrawal from the residence halls for the following reasons:
 - a. the student graduates;
 - b. the student does not enroll in the College for the spring semester, provided written notice is received in the residence life and housing office at least two weeks prior to registration for that semester;
 - c. health reasons, approved in writing by the director of the Student Health Service.Any withdrawal for reasons above terminates the student's rights under this agreement.
2. If it is determined by the University that the student's health renders group living hazardous, then this agreement shall terminate upon notice to the student. The University will make a pro rata refund of the housing fee paid.
3. If the student is suspended from the University or removed from University housing as a result of a disciplinary proceeding, the student is not entitled to a refund.
4. If a student, who is currently enrolled in the College, breaches the Residence Hall and Dining Agreement by not occupying the assigned room or by vacating the room prior to the end of the spring term as specified in section A.1, the student is obligated to pay charges for both semesters. If no additional unoccupied space will result from the breach, then the Office of Residence Life and Housing may grant approval in advance to charge only pro rata charges for the room.

D. General Conditions

1. The University reserves all rights in connection with the assignment or reassignment of rooms. Additionally, any student whose actions are found by the University or its designated agent to be detrimental to the welfare of a student living group or in violation of University rules and regulations as set forth in the current *Student Handbook* or residence life and housing publications, may be required to withdraw from the housing assigned without further University obligation.
2. If a student is assigned a room for the next academic year and is academically ineligible to continue at the end of the first summer session immediately preceding, the room assignment will be canceled. If the student attends the second summer session and is permitted to return in the fall, the student may request placement on a waiting list, but housing is not guaranteed.
3. If a student's relationship with the University and/or Office of Residence Life and Housing is severed as part of a judicial sanction, policy violation, or other incident, that student will not be eligible to participate in any phase of the housing assignments process until the

RESIDENCE HALL ROOM RATE STRUCTURE

2011-2012

Description of Room	Price per Semester
Singles/Apartments All residence hall singles, Polo rooms, and all apartments (including apartment doubles)	\$4,502
Doubles All residence hall and theme doubles (excluding all apartments)	\$3,775

University has granted readmit student status and that he or she is otherwise in good standing with the University.

4. In the event this agreement is used for assignments after the fall semester has begun, it will be effective for the remainder of the academic year.
5. The University is not responsible for the loss or damage to items of personal property of the student in residence halls or on its grounds before, during, or subsequent to the period of the agreement.
6. The student grants permission for entry and inspection of the assigned room by authorized University personnel according to policies under the University Rights section of this publication.

Room Rates

An official listing of the various room charges is listed in this guide. The rates and billing information are also communicated to all students when they select their room. Any discrepancies in billing for room rent should be brought to the attention of the Office of Financial and Accounting Services. A student who moves from his/her original room assignment into a room that is less or more expensive will be charged a pro-rated amount for his/her room rent based on the number of weeks he/she lives in each room. The Office of Residence Life and Housing will determine this amount and notify Financial and Accounting Services of the change in status to update the student account. Any student who leaves the University is liable for the entire room rent until he/she has officially checked out of the building with the hall staff and has returned the keys. Refunds of room rent are granted based only on the guidelines listed in the Residence Hall and Dining Agreement. If a student moves out of campus housing due to a judicial sanction, there will be no refund of any portion of his/her room rent for the semester that he/she vacates.

Housing Requirements

All first- and second-year students (and third-year students beginning with the class of 2015) are required to live in campus housing.

First-Year Student Living Options

First-year students are assigned housing based on the personal preferences selected on the Residence Hall and Dining Agreement completed online after admission to the University. All selections chosen are only preferences, and no guarantees can be made that an exact roommate match will be found based upon these preferences. Single and double rooms are randomly assigned based upon availability.

Assignments are made to enable students to experience the diverse nature of the student body at Wake Forest without regard to race, color, or religious affiliation. Roommate or specific building requests are not considered.

Upperclass Student Living Options

Upperclass students participate in a room selection process each year during the spring semester. Priority for the assignment process is determined by the number of semesters a student has lived in campus housing. More information about this process is available from the Office of Residence Life and Housing at www.wfu.edu/housing/youchoose and during the spring semester.

There are several housing options available to upperclass students:

Block Housing is an option available to upperclass students. This option allows groups of students who would like to live together in adjacent rooms on the Quad or north campus to select into designated blocks of housing. Independent block groups select their housing assignment according to the highest priority number of the group.

Greek Housing Blocks are another option available to upperclass students. Greek organizations are allocated a set number of spaces in which members of their organization may be housed. These spaces are generally above or near their leased lounge space. The organization's officers must reside in the block. More information on Greek housing blocks is provided to the leadership of Greek organizations at the beginning of each year.

Theme Housing is a program established to promote a direct link between residential, academic and extracurricular life for students at Wake Forest University. It is designed to provide students who have common educational endeavors or common extracurricular interests the opportunity to live together in campus housing. By focusing on a specific area of residential living, theme housing can profoundly impact the experiences of students on campus. The theme housing program increases students' opportunities to pool resources and learn from each other and has proven to be an effective living/learning tool.

- Each theme is required to recruit a faculty/staff adviser to work with the theme for the entire academic year.
- The group must create a purpose statement to outline the reasons for the theme's existence.
- A goal statement must be submitted for the upcoming year. This statement must specify how the theme will contribute to the Wake Forest community and the greater community of Winston-Salem.
- Each theme will have a student leader (Theme Programming Assistant) who lives within the theme to coordinate programming initiatives and complete program requirements with their faculty/staff advisor. It is the responsibility of each theme house to identify an individual who will serve in this capacity.
- Applications for theme housing opportunities are received by residence life and housing early in the preceding spring semester.

For more information about specific themes or how to become involved in theme housing, contact the Office of Residence Life and Housing at ext. 5185 (336.758.5185) or visit www.wfu.edu/housing.

"Yet to be Assigned" (YTBA) List

The number of rooms available on campus during the fall room selection process does not always meet the demand for housing, resulting in a group of students who are unable to select a room during the process in the spring. These students are put on a guaranteed housing list, (Yet To Be Assigned), and are given the opportunity to select an assignment as space opens during the summer. These students select their assignment based on their original computer-generated priority number. No guarantees of roommate or specific room can be made.

Reallocation of Space

Every year, due to changes in the student body and special interest groups that need housing, the Office of Residence Life and Housing reevaluates current housing patterns and reallocates space accordingly. Due to these reallocations, some residents may be required to move from their current room assignment and are unable to homestead their room assignment for the following year. These residents are not given any special consideration or treatment during the fall room selection process.

Medical Documentation for Special Housing or Dining Requests

Students with disabilities who require special housing or dining accommodations must submit appropriate documentation of the condition to the director of the Student Health Service. The student's physician or therapist should provide justification of the requested accommodations if this is not evident from the provided documentation.

Decisions regarding accommodations for these requests can be reached only after appropriate documentation of the disability and supporting data have been received. Evaluating requests takes time. Please allow 3-4 weeks upon receipt of all documentation for evaluation and assessment by the director of the Student Health Service. Consequently, students requesting accommodations should provide this documentation as soon as possible because of the time required to respond to individual requests.

Requests for special housing accommodations within 2 weeks prior to a housing selection period may not be considered due to time constraints. Requests for accommodations are reviewed on a case-by-case basis and receipt of the necessary documentation does not guarantee that the accommodations will be granted.

Guidelines for written documentation of a student's disability or psychiatric condition are as follows:

1. **Written statement from a licensed physician or licensed therapist** describing the disability (diagnosis, treatment plan, limitations caused by the condition, possible medical complications, and prognosis for improvement).
2. **Associated lab, X-ray, and test data**, if appropriate.
3. **Recommendation by the physician or therapist concerning specific housing or dining requirements** that may be needed because of this documented condition.
4. **Justification by the physician or therapist of recommended housing or dining requirement** if not evident from #1 and #2.

Documentation of the medical condition should be forwarded to:

Cecil D. Price, MD
Director, **Student Health Service**
Wake Forest University
P.O. Box 7386, Reynolda Station
Winston-Salem, NC 27109

NOTE:

1. ADHD and learning disabilities do not merit special housing or dining considerations.
2. All residence halls at Wake Forest are air-conditioned, non-smoking and use environmentally friendly cleaning supplies. Allergic rhinitis does not merit special housing considerations (such as a single room).
3. Residence life and housing conducts periodic air quality tests within the residence halls and additional tests are available upon request. Additionally, all individual room system filters are changed twice annually by the facilities and campus services staff.
4. Special housing or dining considerations based on a newly developed psychiatric or psychological condition usually require the development of a therapeutic relationship with a professional staff member at the University Counseling Center and/or documentation from an off-campus therapist.
5. Students with disabilities requesting housing and/or dining accommodations should proceed as normal with registration for each process until a decision regarding eligibility has been reached.
6. Requests to be released from the on-campus housing contract must be submitted in writing to housing@wfu.edu.

Study Abroad

Students who plan to pursue overseas or independent study programs must inform the international studies office, dean's office, and the residence life and housing office for permission and to arrange their return to campus. Students participating in study abroad programs who have resident status are guaranteed campus housing when they return.

Those students who are studying abroad in the spring semester must petition to be released from their Residence Hall and Dining Agreement

during the spring room change period (dates posted in the fall) to avoid housing charges from accruing on their student account.

Students who do not participate in the fall room selection process and plan to study abroad during the fall semester are reclassified with non-resident student status. These students are no longer guaranteed housing upon their return from a study abroad program.

Spring Semester Internships

Students participating in spring semester internships have two options for housing. First, students holding local internships may continue in their fall semester assignment without penalty for priority number. There is no proration for housing or dining charges. Second, students can petition to be released from their spring semester assignment in order to complete a long distance internship. This option releases the student from all on-campus housing obligations and changes their status to that of a non-residential student without guarantee of housing.

Release from Residence Hall and Dining Agreement

All students residing in campus housing must electronically confirm the Residence Hall and Dining Agreement form. This form is a binding agreement between the University and the student for campus housing and meals during the entire academic year. Any student wishing to be released from his/her Residence Hall and Dining Agreement must submit a written appeal to the Office of Residence Life and Housing, via email at housing@wfu.edu. Appeals are not automatically granted and are reviewed on a case-by-case basis. All students who are approved to be released from housing (not including those students leaving for study abroad, participating in internships, transferring to another University or leaving school for medical/personal reasons) will automatically be reclassified as non-resident students and forfeit their right to guaranteed on-campus housing.

Students who are scheduled to graduate mid-year must still be released from their Residence Hall and Dining Agreement. All petitions for release are due during the spring room change period (dates posted in the fall) to avoid housing charges from accruing on the student's account. Students should contact the Office of Residence Life and Housing if they have any questions regarding the Residence Hall and Dining Agreement. All students who are released from their Residence Hall and Dining Agreement and remain registered at the Reynolda Campus must submit an application to live off campus. (Information at www.wfu.edu/housing or in the Office of Residence Life and Housing, Benson 101).

Non-Resident Student Policies

Housing status is determined at the time of admission by the Office of Admissions. Undergraduate students who are admitted with residential status are entitled to eight semesters of housing. Non-resident students are not entitled to campus housing but may request it by application to the Office of Residence Life and Housing. Non-resident students requesting housing are placed on a waiting list in the order of the date of application and offered housing if space is available, after all residential students have received housing assignments.

Students admitted as non-resident students may not participate in the room assignment process each spring. They may, however, sign up for housing for the following year through the Non-Resident Student Waiting List.

A person does not change his/her status from non-resident to resident merely by moving on campus. To change status, a student must apply for a change to the Housing Status Appeals Committee. Students interested in having their residency status changed should submit a written request, outlining their rationale for the change, to the Office of Residence Life and Housing, via email to housing@wfu.edu by February 1. A minimum of a 3.0 Wake Forest GPA, one full year's attendance at Wake Forest, evidence of co-curricular involvement, and evidence of

good disciplinary and financial standing are the minimum standards which must be achieved by the student before a change of status will be considered. The availability of space in campus housing after residential students are housed is the final deciding factor in all situations, regardless of a student's eligibility.

Concession students who are not accepted as resident students may apply for status change after one year of attendance with a 2.0 GPA and evidence of co-curricular involvement. Concession students are defined as dependents of Wake Forest staff and faculty who have three years of continuous service.

Getting Settled/Checking In

Fall: The process for moving in for the fall semester simply requires

ROOM DIMENSIONS

The measurements for the items in these rooms are general in order to help create a visual image of the rooms in all of the buildings across campus. It must be noted that every room in every building is unique and varies in dimensions, sometimes greatly. We recommend that you **do not use** information on the website chart to help purchase any items that would require specific room dimensions. Wait until you arrive in your room and measure it.

The Polo Area houses were former residential homes that have been converted to Wake Forest University residences and theme houses. As a result, each of these houses is unique. They are not listed on this chart.

Remember that University furniture cannot be removed from individual student rooms. Any additional furniture students wish to bring must be able to fit into the existing room setup. Large pieces of furniture that cannot be incorporated into the current room arrangement are prohibited.

Water beds, regardless of size, are not permitted.

Click on your residence hall for online information including room specifications and floor plan.

Babcock Hall

Bostwick Hall

Collins Hall

Davis House

Efird Hall

Huffman Hall

Johnson Hall

Kitchin House

Luter Hall

Martin Hall

North Campus Apartments 3, 5, 6, 8, & 10 (3 person)

North Campus Apartments 2, 4, 7, & 9 (4 person)

Palmer/Piccolo Halls

Polo Area Houses

Polo Hall

Potat House

South Hall

Student Apartments

Taylor House

that you familiarize yourself with information on the website regarding move-in day and follow the instructions that pertain to checking in to your building. Generally, checking in includes meeting the staff on duty, obtaining your keys and the necessary paperwork, and moving your personal belongings into your room. Please pay careful attention to the residence life and housing website or refer to chapter 4 in this publication for items that you are not allowed to bring. If you have an outstanding University bill, you will not be allowed to check in to your space before clearing your account with the Office of Financial and Accounting Services.

Early Arrival: Students who arrive early without making prior arrangements will not be allowed to check in to their space or may be charged a fee. Early arrivals can only be arranged through the Office of Residence Life and Housing; incoming first-year students are not allowed to arrive early unless the student is participating in an approved program (i.e. band, athletics, pre-orientation activity). Requests to arrive early should be made to the Office of Residence Life and Housing via email at housing@wfu.edu prior to July 31.

Room Condition Report: When you move into your residence hall room, apartment, or house, a statement of the "condition at occupancy" is provided to you. At that time, you are asked to bring to the attention of your resident adviser (within 48 hours) any discrepancies between the conditions noted on the Room Condition Report form and those you actually find in your room, apartment, or house. Be sure that your RA documents all of the discrepancies that you may find and that you keep your copy of the Room Condition Report.

When you check out, the condition of your room will be compared with the information that was noted on your Room Condition Report form at the time of check-in. You are expected to return your room to its original condition and pay for damages that are present (beyond normal wear and tear) at checkout.

Since you are responsible for the condition of your room, common area, apartment, or house and its furnishings, it is important that you tell appropriate staff about damages or discrepancies at the time of their occurrence. Make sure that changes are noted on your Room Condition Report. This is particularly important when you feel that the damage or discrepancy is not your responsibility.

Spring: If you are arriving at Wake Forest University as a new resident student during the spring semester, you should contact the Office of Residence Life and Housing to arrange for a room assignment and specific instructions regarding check-in procedures.

Readmitted Student: If you are a readmitted resident student, contact the residence life and housing office in writing, requesting a room assignment. The Office of Residence Life and Housing cannot assign you to a room prior to official notification from the dean's office of your readmitted resident status. If you do not contact the residence life and housing office in writing, it is assumed that you do not want a room assignment. Readmit students are not guaranteed housing. Readmitted students who have requested housing are assigned upon availability of room assignments.

Checking Out

Mid-Semester: Please see your hall director to arrange an official check-out time and room inspection. You must return your room key(s) and remove all of your personal belongings from the room. Failure to follow proper mid-semester checkout procedures may result in an improper checkout fee and lock recore/key replacement. Generally, room rent refunds are not available unless an exemption is covered by the Residence Hall and Dining Agreement.

Mid-Year: Students who know they are not returning to school for spring semester should arrange an official checkout time and room inspection with the hall director of their building. Students should not wait until they are ready to leave before contacting their hall director. Please remove all of your personal items and return your key(s).

If you decide that you will not be returning to the University after leaving for winter break, you must contact the Office of Residence Life and Housing immediately to arrange removal of your belongings (please inform your roommate). Refunds of paid room rent will be made in accordance with the official University refund policy. Refunds will not be processed until the Office of Residence Life and Housing has received official notification of withdrawal and all personal belongings have been removed from the assigned room. Room rent will be charged to the student account, and no transcripts can be released until the account is cleared.

End of Year: Students will receive communications concerning checkout procedures for departing at the end of the academic year. Any questions that are not clarified should be directed to the hall staff or residence life and housing.

Revocation of Student Housing

If your housing is revoked during the academic year, you must make an appointment with residence life and housing in Benson 101, within 24 hours of being notified of the housing revocation. A staff member will provide, in detail, the appropriate procedures to follow in checking out of campus housing, the necessary forms to complete to checkout appropriately, assist in scheduling a checkout appointment with your hall director, and relay information to you in regards to future campus housing.

Failure to follow proper checkout procedures may result in an improper checkout fee being assessed (as well as any lock core changes that may occur). Generally, room rent refunds are not available for students who have had their housing revoked.

All About Roommates

You may have come to campus having never shared a room with someone else. Being a good roommate and enjoying living with a roommate will depend upon your ability to listen, communicate, and compromise.

Obviously, you and your roommate are individuals with special interests, hobbies, likes, and dislikes. It is not essential that you are similar in every aspect of college life in order to be good roommates. As with any relationship, conflicts will arise. How you handle those conflicts will determine your success.

Roommates who respect each other's rights and privacy and allow reasonable socialization tend to experience roommate life positively. As a result, all first-year students are required to develop a roommate agreement in the first weeks of school in order to prevent potential conflicts. Your resident adviser will guide you through this agreement in August. Upperclass students are not required to develop a formal roommate agreement; however, it is suggested that they consider it, particularly if this is the first year they have lived together.

If you and your roommate experience difficulties living together, it may be helpful to contact your RA. By working together with your RA, perhaps you can eliminate the concern. In the end, sometimes no matter how hard you try, it just does not seem to be working out with you and your roommate. It is possible to change rooms during the "room thaw" periods if space is available on campus. This occurs a few weeks into each new semester. In order to initiate a change, you and your roommate should contact your RA and hall director to determine where vacancies exist.

Changing Rooms

Mid-Semester: Any student wishing to change rooms in the middle of a semester must initiate a discussion with his/her RA. Any room change requested during "room thaw" must come through the residence life coordinator of the student's residential area to the Office of Residence Life and Housing. Room changes are not automatic, and students are discouraged from moving in the middle of a semester.

Mid-Year: Students who wish to change rooms at the semester break will receive communication in the fall semester with specific instructions. For students studying abroad, please see the information on study abroad in this publication. All requests are reviewed by the Office of Residence Life and Housing. Communication regarding the decision and specific instructions is sent to the student via email prior to the end of fall semester. If you are approved to move, you must make arrangements to checkout of your old space and remove your personal belongings prior to vacating the space for winter break. If you cannot check into your new space before you leave for break, you must take your belongings home or arrange for off-campus storage.

Break Housing: All information related to official University breaks and the status of housing during those breaks is given to each student via their hall staff well in advance of the break period. Please carefully read this material so that you are aware of the regulations that must be adhered to relative to breaks.

It is vital to your personal security that you observe common sense safety precautions if you find a need to stay during a low occupancy housing period over one of the breaks. Avoid isolated areas of your building at all times. Laundry rooms, study or recreation lounges, and basements which are not heavily traveled by others should be avoided. Know the location of the nearest telephone. Immediately report to residence life and housing or University police all broken doors, locks, alarm stations, telephones, lights, or other repairs that are necessary to prevent a breach of safety and/or security.

More information on breaks and low occupancy housing policies is available from the Office of Residence Life and Housing.

ROOMMATE BILL OF RIGHTS AND RESPONSIBILITIES

As a Wake Forest residence hall community member, the following are the rights you can expect and have a responsibility to maintain:

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).
- ...to sleep without undue disturbance from noise, guests of a roommate, etc.
- ...to expect that a roommate will respect one's personal belongings.
- ...to a clean environment in which to live.
- ...to free access to one's room and facilities without pressure from a roommate.
- ...to personal privacy.
- ...to host guests with the exception that guests are to respect the rights of the host's roommate(s), other hall residents, and the visitation policy.
- ...to address grievances. Residence hall staff are available for assistance in settling conflicts.
- ...to be free from fear of intimidation, physical, and/or emotional harm, and racial, sexual, or other prejudicial harassment.

Chapter 4

COMMUNITY RIGHTS/RESPONSIBILITIES/POLICIES

Community Responsibilities

The purpose of the residential community at Wake Forest is to enhance the academic environment and provide students with a well-maintained, safe, and positive living experience. You have the right to expect an environment that is conducive to study, sleep, and socialization.

Many diverse individuals and lifestyles make up the population living in the Wake Forest residential community. As a result of this shared environment, it is necessary for the University to have policies and procedures in place that serve as standards for resident behavior. These policies are not meant to hinder the student but to protect individual and community rights.

Students are held accountable for the information listed in this guide as well as information noted in the *Student Handbook*. The standards of conduct noted in this section pertain primarily to residential rules and regulations. However, please be aware that the conduct and honor policies listed in the *Student Handbook* also apply to the residential community.

Community Expectations

Students must make every effort to develop friendly and respectful relationships with roommates, suite mates, house mates, and other students. Adjusting to each other's lifestyles is a part of the shared living experience. If a student has difficulty compromising and negotiating with other students, then the matter should be brought to the attention of the RA or hall director. No student should feel as though an uncomfortable or inequitable living situation has to be tolerated. Students who deliberately manipulate the rights of others are subject to judicial or disciplinary action.

Students are expected to uphold all University rules and regulations, including those noted in the Residence Hall and Dining Agreement, the *Student Handbook*, and this guide—paying particular attention to the

"Roommate Bill of Student Rights and Responsibilities." Any violations of these rules and regulations are subject to disciplinary/judicial/honor system actions.

Wireless Spectrum Management Policy

Cordless phones (2.4 Ghz and 5.0 Ghz) and personal wireless computer access points interfere with the campus wireless network. For this reason, these and other certain electronic devices are not allowed to be used on campus. The Wireless Spectrum Management Policy is available at www.wfu.edu/technology/reference/policies.

Violations of this policy may result in the suspension of access to the University network.

Minor Students Housing Policy

On-campus housing for students admitted to Wake Forest is subject to the approval of both the dean of residence life and housing and the director of admissions. The University is concerned about providing all of our students with a safe and secure residential environment. The University will not provide custodial care for minors who reside in the University's residence halls and does not have the resources to provide individual monitoring for these students. Students who are not 18 at the time of matriculation are expected to comply with all of the University's policies and procedures as they apply to the residential community.

Judicial and Honor Systems

A complete explanation of all University judicial and honor systems is located in the *Student Handbook*. All violations of University regulations in the residential system will be forwarded to the dean of student

services office. In the case of a violation of the Residence Hall and Dining Agreement; the dean of residence life and housing, or his/her designate, will respond administratively (i.e., fines, damages, Residence Hall and Dining Agreement appeals, etc.)

Community Policies

University Rights and Policies

A. Campus Crime Act

The Student Right-to-Know and Campus Security Act, signed into law November 8, 1990, and subsequently revised, requires institutions of higher education such as Wake Forest to issue an annual report describing campus security procedures, facilities, policies, crime prevention programs, statistics, and other information. The purpose of the report is to give individuals in the University community the information they need for personal safety and security while on the campus. The most recent annual reports are available online at www.wfu.edu/police or at the residence life and housing office.

B. Administrative Withdrawal Policy

A student may be subject to administrative withdrawal from the University when, in the judgment of the director of the Student Health Service, the director of the University Counseling Center, or the dean of student services, and with the concurrence of the vice president of student life, the student:

1. engages, or threatens to engage, in behavior that poses a significant danger of causing physical or psychological harm to self or others; or
2. directly and substantially disrupts the activities of members of the University community, including other students, University employees and visitors.

Copies of the complete policy are available in the student life office.

C. Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. Right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the students of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be made.
2. The right to request amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. The student should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception which permits disclosure

without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; or a person, company, or governmental unit with whom the University has contracted to perform duties or services involving education records. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) electronic mail addresses, (5) date and place of birth, (6) major field of study, (7) enrollment status (undergraduate or graduate, full or part-time), (8) grade level, (9) participation in officially recognized activities and sports, (10) weight and height of members of athletic teams, (11) dates of attendance, (12) degrees and awards received, (13) the most recent previous educational agency or institution attended by the student, and (14) other similar information such as a photograph. Directory information may be disclosed by Wake Forest, for any purpose in its discretion without the consent of the student. Students have the right to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of the student, or as otherwise allowed by FERPA.

Any student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with this institution at the Office of the Registrar. Forms are available at that office.

If a refusal is not filed, Wake Forest assumes that a student does not object to the release of the directory information designated.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-4605.

Residence Hall Rights and Policies

1. Residence hall, custodial, and maintenance staff may enter assigned rooms at reasonable hours for purposes of inspection, maintenance, or to repair rooms and furnishings, or for reasons of health and safety. Students should be aware that room inspections will take place at winter and spring breaks, as well as pre-announced mid-semester inspection periods.
2. Search of residence hall rooms may be made by authorized University officials in emergencies when life or property appear to be in danger, or to investigate suspected violations of state, federal, or University policy where reasonable cause has been established. Authorized University officials include but are not limited to: residence hall staff, University Police, and other campus officials.
3. Residence life and housing has the right to levy and collect fines for unauthorized use or alterations of rooms, equipment, or buildings, for special cleaning necessitated by improper care or use of rooms, common areas/spaces, and equipment, and for noncompliance with registration or checkout procedures. The policies which relate to these fines are described throughout this Guide to Community Living publication.

4. The dean of residence life and housing reserves the right to require single occupants living in double rooms to move together in order to open double rooms for others.
 5. The University furnishes each student living in University housing with an extra-long twin-sized bed, chest of drawers, a closet or wardrobe, a desk, a bookcase or hutch, and a chair. Students may provide draperies or other decorations. The University does not provide linens or pillows. Custodial service is provided for residence hall areas other than students' rooms (and within Student Apartments, North Campus Apartments and Polo Residence Hall). Students are responsible for keeping their rooms orderly and sanitary and for cooperating in the upkeep of common areas. Students living in Student Apartments, North Campus Apartments and Polo Residence Hall are responsible for cleaning and maintaining sanitary conditions in their bathrooms and kitchen areas. The residence life and housing office reserves the right to levy and collect fines for unsanitary conditions or severe neglect in the upkeep of a room or lounge (trashing fines); it also reserves the right to levy and collect group bills for common area damages.
 6. The University reserves the right to disallow furniture and fixtures which students add to the rooms if it is determined that those items present a health or safety hazard. Only University professional staff members are allowed to make physical modifications to rooms/lounges/building areas. Any violation of this policy may result in fines or balance of total cost of physical changes
 7. The University does not provide facilities for students to store personal belongings. Students are encouraged to only bring to campus what they will need until there is another opportunity to return home. Though there are common area hallway closets in some of the traditional residence halls, the University cannot take responsibility for personal items that are lost, stolen, or damaged. Students who live in Polo Area houses are not permitted to place personal belongings in basements or hallways. Personal belongings found in these areas will be removed by the University. Students are not permitted to have facilities and campus services store room furniture.
2. The specific fulfillment of corporate social responsibilities in compliance with University rules include:
 - a. **Appropriate Behavior and Privacy:** Each residential group is responsible for the maintenance of an atmosphere suitable for study, privacy, and rest, according to the rules of the residential buildings.
 - b. **Alcoholic Beverages:** A residential group is held responsible for any communal activity that encourages its members or guests to drink alcohol excessively; results in any injury to persons or damage to property; violates University rules and regulations; or is in violation of the law. Isolated individual failures in restraint are not chargeable to the group. Any residential group is liable to disciplinary measures if it fails to show active concern for or enables unsafe behavior of those who may pose threat of injury to themselves or offense to others.
 3. **Lounge Space:** The University provides lounge space for use by recognized groups on a short-term or long-term basis according to policies established by the Student Life Committee. The use of off-campus facilities for social purposes on an ongoing basis shall be subject to approval by the University and conform to University rules for such kind of activities.
 4. **Reporting:** It is the group responsibility to promptly report to the appropriate University authority any serious illness or injury.

General Resident Student Policies It is an expectation that once students electronically accept their Residence Hall and Dining Agreement, they understand the rules and regulations of living in campus housing. Throughout the year information is distributed to residents regarding processes and policies. Information is also provided through the use of floor meetings and interaction between hall staff and residents. It is the ultimate responsibility of the resident to read information or to meet with hall staff. Residence hall staff will document any violations by means of a residence life and housing report or a room condition report.

1. **Air Conditioner Policy** Air conditioners are not permitted since all residential areas are air-conditioned. If an exception to the policy is needed for medical reasons, this must be documented by a physician's letter to Student Health Services. The air conditioner brand and model number must be included in the request to Student Health Service. An electrical surcharge will be collected per academic year if the request is approved. A maximum of 5,000 BTUs is permitted for an air conditioner. The air conditioner must be purchased by the student, however it is mandatory that the unit is installed by Facilities and Campus Services to ensure proper installation.
2. **Contraband Items Policy** Possession of local, state, or federally owned property is prohibited, including street signs, realtor's signs, road signs, and equipment owned by the Department of Transportation (unless proof of ownership is provided). Violators will be referred to University police, and signs will be confiscated by police or residence life and housing staff.
3. **Electrical Appliances Policy** In order to ensure maximum health and safety standards in the residence halls, several categories of electrical appliances have been established. They are:
 - a. Appliances that may not be used or stored in the residence halls. These include toaster ovens, convection ovens, electric skillets, waffle or crepe pans, crock pots, rice cookers, hot plates, hamburger makers, space heaters, electric blankets, fog machines, generators, lava lamps or halogen lamps.
 - b. Appliances that may be used and stored in student rooms. These include flat irons, curling irons, hair dryers, blenders, hot-air popcorn poppers, and fans.
 - c. Appliances that may be stored in rooms and used in kitchens or ironing rooms. These include irons, oil popcorn poppers, coffee

Residential Group Responsibility

An important aspect of the residential experience at Wake Forest University is the opportunity to live in a group setting as a member of an organization or participant in a program. As a part of the commitment, some student organizations and programs are afforded the opportunity to live together in housing blocks. Residential organizations are defined as a set of students who reside together and are members of a group (recognized or not) which has some organized structure, ongoing existence, and central purpose. The University's Statement of Mission and Purpose defines Wake Forest as a residential campus with a distinctive nature that is conducive to learning and interaction. The University has an obligation to preserve its distinctive residential character while assuring the general safety and well-being of student residential groups. Residential groups will be held responsible as a collective whole for adhering to residence life and housing policies and procedures. The failure of an individual community member to adhere to residence life and housing policies may result in the group being held responsible, with possible sanctions.

1. Included among the responsibilities that residential groups must accept are the enforcement of all fire laws, rules, and specifications; the proper use of fire fighting and prevention equipment; prevention of damage to or destruction of property; and maintaining the residential buildings to provide a sanitary, clean, and safe environment at all times. It is expected that group self-enforcement will be sustained by persuasion, censure, suspension, and/or expulsion, when necessary.

makers, George Foreman grills (and similar items), toasters, and hot pots of any kind.

- d. Refrigerators that meet University standards (maximum 10 amps/3 cubic feet) are permitted.
- e. The University prohibits the use of halogen lamps, lava lamps, and plug-in air fresheners in student residential areas or common spaces.
- f. Lights may not be covered with any material.
- g. Neon lights are permitted within the residence hall; they may not be placed in windows or be seen from the exterior of the building.
- h. Only microwaves provided by the University may be used within student rooms. Students may not bring additional microwaves to campus.
- i. Black (or dark) overhead light bulbs are prohibited in student rooms and hallways. These bulbs are permitted in student organization lease lounges only when standard florescent lighting in one area can be activated simultaneously.
- j. Though permitted for no more than 30 days, students may install string lights so long as this is done without damage to University property or installing through ceiling tiles and/or grid. Students may install string lights if there is not damage done to University property. Lights can only be hung inside student rooms, not outside or in the hallways. If there is damage to the ceiling tiles, grid, or other room property, students may be charged for repair and labor costs.
- k. Students may not hang anything from the ceilings by any means. This includes, but is not limited to, fabrics, string lights or television cables. Any violation of this will result in automatic removal and potential fines for damage caused.

In addition to the repair and labor costs, any violation of these policies may result in a fine. Second offenses will result in an additional fine and potential confiscation of the appliance.

4. **Electrical Extensions Policy** The fire marshal has dictated that the use or possession of extension cords, multiple plugs, multiple plug converters, or air fresheners with an additional plug adaptor is prohibited within all of the residence halls and Polo Area houses. The fire marshal has approved the use of Underwriter's Laboratories (UL) approved power strips with circuit breakers. Extension cords, multiple plugs, multiple plug converters, or plug-in air fresheners will be confiscated by staff, and students using them may be fined.
5. **Entrance Door Key Policy** In some buildings, residents are issued a key to front and back doors. If it is lost, the lock must be recored immediately. The procedures for recoring the lock(s) are the same as with individual room keys. However, the student assumes full responsibility for the costs involved in replacing all locks and keys. Students are not permitted to remove door closures and the discovery of such an act may result in a door propping fine in addition to re-installation or repair costs in the door closure. The cost of lock recore includes two keys, unless additional copies are needed.
6. **Fire Alarm and Sprinkler System Policies** Causing false fire alarms or tampering with fire alarms or sprinkler equipment is an offense under state of North Carolina criminal law.
 - a. "It shall be unlawful for any person or persons to wantonly and willfully give or cause to be given, or to advise, counsel, or aid and abet anyone in giving a false alarm of fire, or to break the glass key protector, or to pull the side, arm or lever of any station or signal box of any fire station, or willfully, misuse or damage a portable fire extinguisher or in any way to willfully interfere with, damage, deface, molest, or injure any part or portion of any fire alarm, fire detection, smoke detection, or fire extinguishing system."
 - b. "Any person violating this statute or any of the provisions of this section shall be guilty of a misdemeanor punishable by a fine

not to exceed five hundred dollars (\$500), imprisonment for not more than six months, or both." This is also punishable under Wake Forest University policy. The minimum mandatory penalty under the University judicial system is the immediate cancellation of the student's Residence Hall and Dining Agreement, without refund of fees paid.

- c. Any student who does not leave the residence hall during a fire alarm will be subject to a fine and/or mandatory participation in a work program, imposed by the campus judicial system/or residence life and housing.
- d. Students should take special precautions to avoid tampering with or accidentally activating the building sprinkler or smoke detection system. For example, sprinkler heads should not be used as a way to hang items in the room. Students may be held liable for damages that occur in rooms/common areas and/or be required to pay a Winston-Salem citation as a result of sprinkler or smoke detection system activation or tampering. The University typically receives a citation for all false activations of the fire alarm systems which result in a monetary system fine on a tiered cost schedule.
- e. The city of Winston-Salem Fire Code requires that students not place any personal items or University furniture within 18 inches of any sprinkler head, including in room closets if a sprinkler head is installed within it.

7. Fire Evacuation Policy For proper procedure:

- Activate the fire alarm.* If in a Polo Area house, direct everyone out of the house.
- Call University police, 911 from on campus or 336.758.5591 via cell phone and report your name. Report the name of the building, location of fire (wing, floor, room), nature of fire (laundry equipment, mattress). Stay on the line for questions, if it is safe to do so. The police dispatcher will contact the Winston-Salem fire department.
- Close all doors leading to the area (do not lock them).
- Meet the students from your area as detailed below. Please note that these areas may change. Consult the hall staff for more information.
- Wait for further instructions from your hall director, resident adviser, or safety personnel.

** The University Police Communications Office automatically receives a signal and calls the fire department when an alarm is turned in from any residence hall, student apartment or house.*

BABCOCK HALL

Evacuation Area: In between Luter and Babcock

Triage Area: Area Near Volleyball Pit

BOSTWICK HALL

Evacuation Area: In between Bostwick and Johnson

Triage Area: Lot G

COLLINS HALL

Evacuation Area: Across the street from Collins

Triage Area: Basketball court

DAVIS HOUSE

Evacuation Area: Reynolda Hall traffic circle

Triage Area: Grass area in Lot B

EFIRD HALL

Evacuation Area: Grass area in Lot A

Triage Area: Grass area next to Wait Chapel

HUFFMAN HALL

Evacuation Area: Grass are in Lot P

Triage Area: Grass area next to Wait Chapel

JOHNSON HALL

Evacuation Area: In between Bostwick and Johnson

Triage Area: Area near volleyball pit

KITCHIN HOUSE

Evacuation Area: Grass area in Lot M

Triage Area: Grass area in Lot N

LUTER HALL

Evacuation Area: Between Luter and Babcock

Triage Area: Grass area behind library

MARTIN HALL

Evacuation Area: Grass area in traffic circle

Triage Area: Volleyball pit near 1210 Polo Rd.

NORTH CAMPUS APARTMENTS

Evacuation Area: In front of buildings 2, 4, 7, and 9

Triage Area: Sidewalk in front of buildings

PALMER/PICCOLO HALLS

Evacuation Area: Blue light near WFDD

Triage Area: Basketball court

POLO HALL

Evacuation Area: Grass area in traffic circle

Triage Area: Grass area next to R2

POLO AREA HOUSES

Evacuation Area: Back yard of houses

Triage Area: Front yard of houses

POTEAT HOUSE

Evacuation Area: Grass area in Lot P

Triage Area: Grass area in Lot N

SOUTH HALL

Evacuation Area: Volleyball court behind Johnson

Triage Area: Basketball Court

STUDENT APARTMENTS—A

Evacuation Area: Grass area in traffic circle

Triage Area: Courtyard of Student Apartments—B

STUDENT APARTMENTS—B

Evacuation Area: Grassy area in traffic circle

Triage Area: Courtyard of Student Apartments—A

TAYLOR HOUSE

Evacuation Area: Grass area in Lot A

Triage Area: Grass area in Lot B

The triage area is the location to which injured persons should be taken in case of a major disaster in order that they may be assessed for medical treatment and transported to medical facilities. EMS and other medical personnel will be in-formed of these areas and you should make your staff aware of these also.

8. **Firearms and Weapons Policy** It is a violation of North Carolina State Law (General Statute 14-269.2) and University policy to possess or carry—whether openly or concealed—any weapon on the University campus or on any other property owned, used, or operated by the University. The prohibition also extends to the possession or carrying of a weapon to school-sponsored curricular or extracurricular activities. The only exceptions to this prohibition are for law enforcement and military personnel carrying out their official duties and for weapons used in the conduct of ceremonial or educational activities authorized by the president or designee.

The definition of the term “weapon” as used in this policy statement includes not only all firearms, but also powerful explosives and devices such as knives, clubs, or other instruments intended for use in personal combat. Paintball guns are banned by Winston- Salem city ordinance and thus are prohibited on the campus of Wake Forest University (this includes Polo Area houses).

Wake Forest University strictly adheres to federal law.

Punishment at Wake Forest will occur immediately pending a judicial hearing. Please refer to the Wake Forest University *Student Handbook* for further information about weapons, violations, and sanctions. Violations of this policy will be referred to appropriate authorities for criminal prosecution and for University disciplinary action in the case of violations by faculty, staff, or students.

9. **Fireworks Policy** Fireworks are prohibited under North Carolina state law and are not allowed in the residence halls. Violations will be referred to the judicial system. Please also continue reading section 10 for the Flammable Materials Policy.
10. **Flammable Materials Policy** Flammable materials such as charcoal, lighter fluid, propane, kerosene, gasoline, oil-based paint, tiki torches, and paint thinner are not allowed in the residence halls (including all lounges or common areas). Anything that could either start or rapidly accelerate a fire is restricted from the hall. If you have questions about whether something is allowed, please contact the hall staff. While we do not require any furniture you bring to be flame-retardant, you should do everything to ensure your room is as risk-free as possible. Candles, incense, and similar open-flame producing items are not allowed in residence halls. Any violation of the policy will result in confiscation and a fine.
11. **Hall Lounge Policy**
 - a. The hall lounges in the residence halls are provided as common areas for students living in rooms adjoining the lounges. A lounge may be used as a social and/or study space by students. The lounge is furnished with sofas, chairs, lamps, and tables.
 - b. The lounge is a common area available for students to use as a social and/or study space. Therefore, the lounge is not an acceptable area for storage of personal property (suitcases, boxes, towel racks, bikes, etc.) or student room furnishings.
 - c. Each resident living in a suite or room adjacent to a lounge should review and sign the Room Condition Report (RCR), acknowledging the condition of furniture, carpet, walls, etc., in the lounge.
 - d. Students must maintain lounges in a clean and orderly fashion. Papers, trash, clothing, etc., on the floor and/or unkempt or broken furniture are unacceptable. Walls of the suite must be kept free of dirt, ink, food, etc. Custodial Services will perform basic cleaning, vacuuming, and dusting on a regular basis. However, students living in the rooms adjoining the lounge are responsible for maintaining its cleanliness.
 - e. Students should not nail or tack anything into walls or wood window frames in the lounge.
 - f. The painting of lounges is not allowed.
 - g. Lounge furniture must not be removed from the lounge at any time; it may not be used in student rooms.
 - h. Students may place TVs, stereos, or acceptable recreation games (bumper pool tables, board games, etc.) in the lounge for temporary use. These items are subject to the student's own risk of loss or damage and must be approved by the Office of Residence Life and Housing. Please contact your hall director for additional information.
 - i. The Office of Residence Life and Housing reserves the right to determine the appropriate use of the lounge space. Inappropriate use and/or maintenance of the lounge space may result in fines, billings, or loss of lounge privileges to students in the suites and rooms adjoining the lounge, or in the entire building.
 - j. Formal inspections of the lounges will occur throughout the year. The lounge also will be subject to informal inspections from time to time by residence life and housing, and facilities and campus services staff members.
12. **Holiday Decorations Policy**
 - a. **Holiday Trees:** Live trees and other live decorations are prohibited in the residence halls, apartments, and houses. Artificial trees

and decorations may be used as long as they are fire retardant and are placed away from radiators, fan coil units, kitchens, lamps, or other heat sources.

- b. **Lights:** All holiday lighting and wiring must be undamaged and labeled Underwriters Laboratory (UL) approved. Tree lights should be plugged into a single plug on one outlet and not multiple outlets. Lights may only be placed on the inside of room window(s) using electrical tape. Do not hang lights using staples, nails, or tacks. Outside lights are permitted on balconies and decks as long as they are plugged into a ground fault interrupt (GFI) device. No additional holes may be placed in the building to hang lights and facilities management will inspect all light structures for safety. Inside lights should be unplugged whenever residents leave the room and should not be left on overnight. Candles, incense, and other open flame items are never permitted in campus housing.
 - c. **Decorations:** Holiday decorations may be placed on bulletin boards and room doors. Decorations should not be placed near radiators, fan coil units, kitchens, or other heat sources. All decorations used should be made of nonflammable materials, such as foil, metal ornaments, artificial wreaths, and flame retardant paper. Corridor walls, elevators, and fire exits should not be decorated.
13. **Home Owners and Renter's Insurance Policy** The University is not responsible for damage, loss, or theft of property in residential facilities. Additionally, the University is not responsible for damage or loss of student property due to unforeseen facility issues. Students are encouraged to obtain insurance through their parent's or guardian's insurance company or purchase individual renter's insurance to cover possible losses.
14. **Key Policy** Each student is issued a room key upon checking into a residence hall at Wake Forest. The student is responsible for proper use and maintenance of keys. It is understood that the key is for the student's use only. If a key is lost, it is the responsibility of the student to inform a residence life and housing staff member in his/her building within 24 hours. Procedures for replacement, lost, or broken student room keys are as follows:
- a. **Broken Keys:** Students should inform residence life and housing staff if they have a broken key. There is no cost for having a new key cut.
 - b. **Lost Keys:** If a key is lost, the door to the room must be re-cored and a new set of keys cut. Students will be charged for the cost of re-coring. The student will pick up the replacement key at the Office of Residence Life and Housing during business hours or it will be left with hall staff by the facilities and campus services locksmiths if after hours and on weekends. If the student is present during a re-core, the key will be handed to that student by the locksmith, and he or she must sign off on receiving that key.
15. **Littering Policy**
- a. Maintenance of the physical condition of the residence hall is the responsibility of the residents. Each resident is personally responsible for maintaining his/her room, hallway, bathroom, and adjacent common areas in a clean condition.
 - b. Failure to maintain these areas in clean condition may result in a fine. Individual students and groups will be assessed a fine for excessive trashing on the first offense. Further incidents will result in higher fines, and the incidents may be referred to the judicial system or the dean of residence life and housing for further disciplinary action.
 - c. The facilities and campus services staff may report incidents of excessive litter and vandalism to the residence life and housing staff as soon as discovered. The staff will immediately inspect reported incidents and assess a fine when appropriate. The fine will be assigned to the entire group of residents when individual violators cannot be identified, or in the case of official housing

blocks, assigned to the student organization.

- d. The cost of repairs for acts of vandalism will be assigned to the group when individual violators cannot be identified.

16. **Noise Policy**

- a. Sunday - Thursday quiet hours: 10 p.m. to 8 a.m.
Friday and Saturday quiet hours: 2 a.m. to noon
Courtesy hours: 24 hours a day/7 days a week.
- b. The residential environment is one meant to be supportive of the academic mission and focus of the University. As such, noise or other activities that are excessively loud or bothersome to other people (i.e., noise that is generally above normal conversational level) are strictly prohibited at any time, both inside and outside of quiet hours.
- c. During quiet hours all residence hall community members should be committed to upholding the spirit and intent of these hours. Playing loud music, loud talking in the hallways/common areas, unregistered social functions, slamming doors, etc., are all examples of activities that should be avoided during these designated times.
- d. Amplified bands and systems are only permitted in the student organization lounge spaces during registered events.
- e. Personal amplification systems, including stereos and radios, may not at any time be played loudly, be placed in residence hall windows, or be used with the intention of entertaining persons outside the resident's or organization's room/space. While items such as subwoofers are not prohibited, the use of these devices may never infringe upon the rights of others to peacefully reside in the halls.
- f. On the last day of classes each semester, 24-hour quiet hours are in effect until the end of the exam period. The residence hall environment should be completely quiet during the exam period.
- g. Residence life and housing staff members will, in an effort to maintain an environment conducive to academic pursuits, confront and address all noise issues brought to their attention in the residence hall. In addition, all members of the community are encouraged to actively confront others who may be in violation of the above policy.

If residents are found to be in violation of any of the above policies, a fine or judicial referral may be imposed.

17. **Open Flame Policy** The burning of candles is not permitted within the residence halls. Additionally, the possession of candles is not permitted in the residence halls; all candles will be confiscated. Any type of open flame or the presence of such items (candles and incense, for example) is strictly prohibited, including all types of candle warmers. The presence of any type of open flame (or evidence of a flame) in University property will result in a fine and possible referral to the judicial system.
18. **Pet Policy** Animals are not permitted in the residence halls. Violations will result in a fee to be determined and the animal(s) will be removed from campus immediately. The only exceptions to this policy are service animals registered with the Learning Assistance Center and fish in tanks of 10 gallons or less.
19. **Posting Policy** In an effort to effectively convey information of importance to the University community, and at the same time to keep the campus free from litter, the following guidelines have been established for the posting of notices and printed materials in and on the residence halls:
- a. All public notices or publicity material posted must be sponsored by a recognized student organization, and University department and be submitted for approval by the dean of residence life and housing, or designate, at least 24 business hours in advance.
 - b. Organization banners, student organization symbols and other large display items may not be posted on the exterior of buildings without 72 hour advance written approval by the dean of residence life and housing or designate.

- c. Items may be placed on bulletin boards and on exterior stone, brick, or concrete.
- d. Items may be hung only with masking tape, scotch tape, double-sided poster mounts, or thumbtacks and staples (bulletin boards only).
- e. The use of duct tape is strictly prohibited.
- f. No items may be placed on any doors, door frames, windows, glass, trees, sidewalks, railings, lamp posts or painted surfaces (including columns) of any residence hall.
- g. Students may not display items in or on exterior windows.
- h. Residence Life and Housing staff reserves the right to remove any items displayed in a common area or on a room door facing a hallway or common area or any postings that do not comply with the posting policy.
- i. Groups posting information in residence halls are responsible for removing those postings within 48 hours after event(s) is/are complete.
- j. Independent students who wish to post materials in the residence halls are welcome to contact Residence Life and Housing directly at housing@wfu.edu.

Please see www.wfu.edu/housing for the approval process for posting in the residence halls.

20. Roof and Balcony Policy

- a. Students are not permitted on the roofs of any University buildings, with the exception of south campus residence hall sun decks. The graveled roofs of the quad residence halls and slate roofs on south campus cannot be used because of the possibility of personal injury as well as damage to the structure. Students seen on any roof will be fined. The fraternity/sorority or individual(s) in non-Greek housing will be billed automatically when students are seen on roofs or screens are removed from windows that are adjacent to their suites. They may also be billed for the cost of labor or damages to building materials.
- b. Students are not permitted to jump or climb from the balconies of residence hall buildings. Students also are not permitted to throw items (e.g. University property, water balloons, etc.) from the windows or the balconies. A fine and/or judicial action will result.

23. Room Displays

Residence life and housing encourages students to personalize their room by displaying items in your room. Realizing that the display of certain items may be considered offensive and disrespectful to some community members, the University requires the use of discretion concerning the content of the pictures, posters, or written materials displayed in rooms and hallways. Residents possessing any materials that the University deems questionable may be asked to remove such items.

- a. Students may not display items in or on exterior windows.
- b. In the interest of encouraging students to be active participants in national elections, the University permits the display of signs endorsing candidates for office for a 10-day period before the day of elections. Students should be trusted to use their good judgment in complying with this exception.
- c. We advise you to use discretion when displaying items. Students are responsible for any damage caused through the display of items.

24. Room Furnishings Policy

- a. Water beds are not allowed in residence halls because of potential leakage and damage to property.
- b. Furnishings are not to be used for any function other than their intended purpose. University equipment, furniture, or furnishings may not be removed or disassembled. Violators will be fined and possibly charged with a judicial violation. Students will be charged for replacement or repair costs.
- c. Students are not permitted to repair damages that have occurred to University property or furnishings.

- d. Indoor furniture that is left outside overnight by students or groups may be considered a trashing violation.
- e. Lounge furniture may not be placed in students' rooms. If lounge furniture is found within student rooms, residents will be documented and may be fined.
- f. If students are interested in raising their bed, they must purchase, from a University approved vendor, bed risers that do not exceed 18 total inches in height. Cinder block use is prohibited within the halls. Some residence halls are furnished with bed lofts. (South Hall, Polo Hall, and North Campus Apartments)
- g. Students may not make any modifications to student room furnishings involving the furniture and/or structural items. Modifications will only be permitted with written prior approval from residence life and housing or other University offices. All unapproved changes will be returned to their original condition under the direction of residence life and housing staff. Students will be responsible for any associated costs and may be fined for noncompliance.
- h. Students are not permitted to give furniture to any University personnel to store for the academic year. All student room furniture must stay inside of its original room. Students may be fined if they do not keep University provided furniture in its original room.
- i. Students must not block egress in student rooms or common spaces by using personal property or university provided furniture and fixtures.

25. Loft Policy

- a. Only lofts rented from the University approved vendor will be permitted in the residence halls.
- b. The student room furniture in both Collins Hall and Luter Hall allows for the students to gain floor space by bunking the beds. Therefore, loft rental is not needed to gain space in the rooms. However, students may rent a loft on move-in day in August, after rooms are viewed by residents.
- c. Rooms in South Hall, Polo Hall and North Campus Apartments are already supplied with a loft as a part of their current student room furniture.
- d. Residence life and housing recommends that students in all of the other residence halls rent one loft per student room if the students decide that they would like to use a loft. Please talk to your roommate(s) to discuss the use of lofts in your rooms before deciding to order.
- e. Contact residence life and housing for information regarding renting lofts.
- f. Students installing non-registered or illegal lofts will have to remove the structure within 24 hours and will be assessed a fine.

26. Sales Policy

The use of a residence hall room as a sales or service office (including any Internet sales or business) or storeroom, without permission in writing from the residence life and housing office, is prohibited.

27. Screen Policy

- a. Window screens must be left in the windows and are not to be removed. Windows are not to be used as entrances or exits, and personal belongings are not to be outside of the windows.
- b. A fine is charged for any screen found missing from its window. (This includes screens that are stored in a resident's room.)

28. Door Security Policy

- a. **Tampering with the door security system:** To help preserve the safety and security of all residential students, tampering with the door security system is not tolerated to any degree. To protect yourself and others, please be aware of the following policy statement: Door-propping or tampering with the door security system is a serious violation of the Residence Hall and Dining Agreement and will result in phased sanctions. Refer to the table on page 22 for fines related to the violation.

- b. All side doors to corridor-style buildings are alarm-activated and locked from any outside entrances 24 hours a day. Door-propping or activating the alarm is a violation of the Residence Hall and Dining Agreement and may result in the administration of fines or the loss of University housing.
 - c. All ID card access buildings will be locked 24 hours a day. All students will have access between 7 a.m. and midnight through the use of their ID cards. However, residents of the building/suite will be the only students to have access between midnight and 7 a.m.
 - d. It is a judicial violation to enter the residence hall using someone else's ID card or to be present without being invited by a specific resident. Furthermore, it is against University policy to loan out an ID card or bypass the card access system in any way. This includes, but is not limited to, tampering with doors and locking mechanisms. Violations of this policy may result in a loss of housing, reimbursement costs for damages, or other judicial action.
 - e. Students who are not residents of that particular hall may enter after midnight only by having a person with whom they are acquainted open the door for them. The individual who opens the door is responsible for all of those whom he/she lets into the building.
 - f. All residents who lose or misplace their identification cards must report it to the Deacon OneCard office within 24 hours. If an identification card is reported lost or stolen during non-business hours, a temporary ID card will be activated, thus canceling the lost ID card.
 - g. Students who forget their ID card may gain access to their building or suite by contacting the University police communications dispatcher from the courtesy telephone typically located at each building entrance.
 - h. Residence life and housing will issue replacement ID cards. All residents who live on campus are able to have a card fee waived per academic year. A replacement fee will be charged for all lost or damaged cards, beginning at \$25 for the first replacement card and increasing by \$10 for each subsequent replacement (with a maximum charge of \$55).
29. **Search and Seizure Policy** Searches of residence hall rooms may be conducted by authorized University officials, including residence hall staff, in emergencies when life and property appear to be in danger or to investigate suspected violations of state or federal law or University policy where reasonable cause has been established.
30. **Smoking Policy** All Wake Forest residence halls, apartments, and houses are nonsmoking. This includes all interior spaces of the buildings, such as bedrooms, living rooms, bathrooms, recreation rooms, formal parlors, and Greek/student organization lounges. The no-smoking policy extends 50 feet from buildings.
31. **Solicitation Policy**
- a. All solicitation in the residence halls is prohibited for any person or group who is not affiliated with an approved campus organization. Those found in violation will be removed from the residence halls and may face judicial and/or legal action. Any person found soliciting after once being removed from a residence hall will be arrested for trespassing. Persons not affiliated with Wake Forest will be arrested immediately.
 - b. Persons who are part of or are sponsored by an approved campus organization, may solicit, sell, or distribute materials under the following conditions:
 - 1. The person or groups must request permission in advance, in writing, from the dean of residence life and housing. Such requests should include an identification of the participating group and articles to be solicited, sold, or distributed. The request also should identify who will be involved, the inclusive dates, the inclusive times, and the purpose for the project.
 - 2. Permission will not be given unless the written request is received in the residence life and housing at least 48 hours in advance of the proposed first day of the activity.
 - 3. No disruptive actions, as determined by the residence life and housing staff, may occur during any such activity. The staff reserves the right to terminate any activity which is determined by them to be disruptive.
32. **Alcohol and Drug Policy** The University complies with all local, state, and federal laws/regulations regarding the possession, consumption, dispensing, and sale of alcoholic beverages. This University policy will be modified to conform to local, state, and federal laws/regulations at such time that such laws/regulations change. To that end, Residence life and housing may issue residence life alcohol warnings to students for alcohol violations including, but not limited to:
- Underage possession/consumption
 - Possession of alcohol paraphernalia
 - Possession of open containers in public areas that are not part of an approved University function
- A residence life alcohol warning does not appear on a student's official University judicial record. There may be instances when residence life and housing may forward incidents to the dean of students office for judicial review; these incidents include, but are not limited to, alcohol abuse, drinking games, and unregistered parties. Refer to the *Student Handbook* for more information regarding the University's policy on drugs and alcohol.
33. **Tunneling Policy** Students are prohibited from entering any tunnel connecting residence halls or underground passages; this also applies to building attics. Violation of this policy will be treated as unauthorized entry.
34. **Visitation Policy** There are no restrictions on visitation hours unless otherwise determined by the residents of the suite, apartment, house, or hall. All students must follow the visitation and cohabitation policies
- a. Each student may decide what persons are allowed to be in his or her room. A student may refuse entry to the room by any person except his/her roommate(s).
 - b. Each student must respect his or her roommate's right to sleep, study, and be comfortable. A student's guests should *never* infringe upon these or other basic rights of personal privacy.
 - c. Guests in corridor-style buildings (Babcock, Bostwick, Collins, Johnson, Luter, South, Palmer, Piccolo, Efirid, and Huffman) must use bathrooms designated for their gender or designated gender neutral. Bathroom usage in suite or apartment style buildings (Davis, Kitchin, Martin, North Campus Apartments, Polo, Polo Road and Rosedale Houses, Poteat, Polo, Student Apartments, Taylor) is determined by the residents of that space. Guest use of suite or apartment bathrooms cannot infringe upon the rights of the residents.
 - d. Students are responsible for the conduct of their guests. Guests must abide by all residence life and housing policies and Wake Forest rules and regulations. Guests who do not abide by these rules may be asked to leave campus by a University official. Wake Forest students are held responsible for the actions of their guests.
 - e. All residents will be able to establish specific visitation hours for their individual halls or suites. Should they desire to do so, they should contact their resident adviser. Then, at the beginning of each semester, all residents will determine their individual hall or suite visitation hours facilitated by their resident adviser. If stricter visitation hours are adopted, students will be held responsible for violation of these guidelines.
 - f. Each individual resident must assume responsibility for his/her own actions. It is the responsibility of each resident to confront

and communicate with other residents of that room, suite, or hall that are failing to assume their own individual responsibility. The resident adviser should be called upon when an individual continues to fail to assume responsibility.

- g. Violations of the visitation policy may result in varying levels of penalty. Please see the presumptive sanctions listed in the chart below.

Cohabitation Policy

Cohabitation with non-roommates is not allowed under the University visitation policy. Cohabitation is defined as guests sleeping/staying in the room, which infringes on the rights and privacy of residents in the living area for an extended period of time. Continued use of a residence hall room or apartment by a person or persons other than those to whom the room

General Student Policies	Associated Fees
Approved air conditioner	\$100 surcharge
Unapproved appliances	<i>First offense:</i> \$50 fine <i>Second offense:</i> \$100 fine and potential confiscation
Unapproved electrical extension	<i>First offense:</i> \$50 fine <i>Second offense:</i> \$100 fine and potential confiscation
Lost or stolen keys	Cost of lock re-core
Failure to leave during fire alarm	\$100 minimum fee and possible participation in work program
Tampering with fire alarm and/or sprinkler system	<i>Minimum:</i> immediate cancellation of Residence Hall and Dining Agreement without refund of fees paid
Possession of flammable materials, candles, incense	Confiscation of items and minimum \$100 fine
Open flame	\$100 fine and possible referral to the judicial system
Littering/vandalism	Minimum fine of \$100, plus cost of repairs
Noise violation	<i>First offense:</i> written warning <i>Second offense:</i> \$50 fine, meeting with GHD, and warning letter placed in file <i>Third offense:</i> \$100 fine, judicial referral, and loss of housing priority points <i>Additional offenses:</i> loss of University housing
Unapproved animal in residence hall	\$100 fine per animal, plus immediately removal of the animal and all associated fees for cleaning and/or damage
Violation of roof and balcony policies	<i>First offense:</i> \$100 fine plus cost of damages to building materials <i>Second offense:</i> \$200 fine plus cost of damages to building materials <i>Third offense:</i> \$300 fine plus cost of damages to building materials
Disassembled University furniture	Cost of replacement, repair, and/or reassembly
Indoor furniture left outside	\$100 fine
University furniture moved from its original location, including lounge or room furniture	\$50 fine per item
Modifications to room furniture	\$50 fine and associated costs for repairs
Unapproved lofts	\$25 fine, plus removal of loft within 24 hours
Missing widow screen	\$50 fine plus cost of damages and/or replacement
Door propping	<i>Group:</i> if no individual admits responsibility, each community member will be charged \$50 <i>Individual:</i> If an individual admits responsibility, they receive a \$100 fine, plus the cost of damages and repairs
Visitation/cohabitation	<i>First offense:</i> written warning <i>Second offense:</i> \$50 fine <i>Third offense:</i> \$100 fine and loss of one housing priority point <i>Fourth offense:</i> Immediate loss of University housing

or apartment is assigned is strictly prohibited. Specifically, cohabitation is defined as staying four nights, consecutive or otherwise, within any thirty (30) day period. Those persons cohabiting are subject to the penalties of violating the visitation policy, including the loss of housing. Students may contact their resident adviser, graduate hall director, and/or the Office of Residence Life and Housing if a guest needs to stay longer than the aforementioned guidelines. Requests are evaluated on a case by case basis by the graduate hall director. At any time, a student has the right to refuse entry to the room by any person except his/her roommate(s).

35. **Lounge Use/Reservation Policy** Residence life and housing is responsible for scheduling all lounge reservations and should

be contacted directly via email at housing@wfu.edu. Residence hall lounges are available for use by recognized campus groups and organizations, as well as individual student functions. The sponsoring group or individual must abide by the residence life and housing policies and will be held responsible for any damages and/or policy violations. Please see www.wfu.edu/housing for more information about this policy and for the process of reserving space.

36. **Roommate Bill of Rights** All residents are expected to uphold and adhere to the Roommate Bill of Rights.
37. **Appeals** To contest fines that are assessed to an account, the student may appeal the charges via email at housing@wfu.edu within 30 calendar days of the fine assessment being posted to the student account.

Chapter 5

FACILITIES AND CAMPUS SERVICES

Facilities and Campus Services

Residence life and housing works closely with facilities and campus services to attend to issues as they arise on campus.

Identifying Facilities and Campus Services Staff

All facilities and campus services staff working in the residence halls typically wear a grey, blue or beige shirt, along with a photo identification tag.

Occasionally, the University will hire temporary staff to assist in the daily cleaning of the halls or perform certain maintenance tasks. Temporary hires do not wear a University uniform, but they are required to wear a photo identification tag or a uniform from the company which has been employed by the University.

To report suspicious individuals, or representatives distributing advertisements from businesses outside the University, contact University Police immediately at ext. 5591 (336.758.5591).

Reporting a Facilities Issue

To submit repair requests for your room, bathroom, apartment, or house, residents can call facilities and campus services directly at ext. 4255 (HALL) or 336.758.4255.

Typical issues that can be reported directly to facilities and campus services include: fan coil unit(s), ie, heat and air conditioning units not operating properly; lights not working; clogged bathroom drains or toilets; leaks; stuck windows; pest control; and inoperable locks. When calling facilities and campus services to submit a repair request, please be as detailed as possible in order for staff to analyze the problem fully.

Facilities and campus staff members do not clean individual student rooms, assist in room set-up or take down, or remove or store University furniture or personal property. Issues related to room telephones, cable television, or Internet connections should be directed to customer service at Information Systems, ext. 4357 (HELP) or 336.758.4357.

If an issue arises with a student organization lounge within the residence halls, submit a repair request to lounges@lists.wfu.edu.

Facilities and Campus Services Staff

Facilities and campus services custodial staff members typically work in the residence halls between 9:30 a.m. and 4 p.m., Monday through Friday. Custodial staff members also remove trash on Saturday mornings when

students are in residence. Landscaping crews may begin work earlier in the day when labor is needed or when conditions warrant.

Maintenance crews work in and around the residence halls performing repair requests and preventative maintenance tasks between 9:30 a.m. and 4:30 p.m., Monday-Friday. After-hours maintenance and custodial crews are available to handle emergency or immediate issues in the residence halls. For those requests, call facilities and campus services at ext. 4255 (HALL) or 336.758.4255

When a repair request is submitted, the student grants permission for facilities and campus services staff to enter the room. Students do not need to be present nor should the door be left unlocked.

Filing a Compliment, Concern, or Complaint

Residents wishing to file a compliment, concern, or complaint in relation to facilities and campus services staff should first visit with their resident adviser or member of the hall staff. Comments will then be forwarded to the appropriate department personnel. If members of the hall staff are unavailable, either call ext. 5185 (336.758.5185) or visit residence life and housing (Benson 101) and request to speak to a residence life coordinator. Students may also email housing@wfu.edu.

Lost Keys

If you should lose your key to your room, apartment, or house, contact your resident adviser or a member of your hall staff to facilitate the process of having the lock(s) changed. Once a lock core change is performed, the student who has lost his/her key(s) will be assessed a charge. In most residential facilities, the charge is \$75 per lock core. More information on the University's key policy can be found in this publication in Chapter 4.

Accidental or Intentional Damage

Accidents do happen. If a window, a piece of furniture, or any University owned items in a residence hall are broken, contact facilities and campus services at ext. 4255 (HALL) or 336.758.4255 and report the incident to your hall staff promptly. Though the damage to University property may have been done by accident, there is usually a charge associated with the repair of the damage that is assessed to the responsible individual(s). If no individual accepts responsibility, the community will be charged. If no individual accepts responsibility, the community will be charged.

Students are responsible for the behavior of their guests in the residence halls and will be charged for any property damage or extra clean up required or caused by their guest's behavior.

Laundry Machines

If you have a problem with a residence hall laundry machine, note the number of the machine and contact the vendor of the laundry machines directly by calling 1.800.MAC.GRAY (1.800.622.4729) or submit an online repair request at www.wfu.edu/housing.

Air Conditioning and Heating Systems

Students may use air conditioning at any time of the year in the following locations: Martin, Palmer, and Piccolo Halls; and the houses along Polo Road and Rosedale Circle. The other residence halls use a system that heats or cools an area depending on the outside temperature.

When the outside temperature exceeds 60°F, the heat will not come on and the fan coil unit or vent will operate in air conditioning mode and blow cool air. When the outside temperature falls below 55°F, the heat will automatically come on and the fan coil unit or vent will operate in heat mode and blow warm air. When the outside temperature is in the 55-60°F range, neither warm nor cold air blow from the fan coil unit or vent—the unit will blow room temperature air.

If your room fan coil unit seems to be producing air that is opposite from what the unit should be contact facilities and campus services for a service repair. For fan coil units to operate properly, the unit should not be blocked with personal items or furniture. Filters to all fan coil units are changed three times a year—prior to the opening of the residence halls in the summer, at winter break, and at the conclusion of the academic year.

During cooler months and winter break period, all fan coil units should remain on, with room windows closed, to prevent pipes from freezing. Prior to leaving for winter break, residents should set their fan coil unit to on and set the room temperature for 70°F.

Medical Issues

Students medically approved to use syringes should properly dispose of used syringes in sharp container units versus hall/bathroom waste receptacles. These can be obtained from Student Health Service. Students who discover bodily fluids in residence hall common areas should not attempt to clean up the fluids. Contact facilities and campus services immediately at ext. 4255 (HALL) or 336.758.4255. for proper clean up. Facilities and campus services staff have been properly trained in bodily fluid clean up and disinfection. In addition to contacting facilities and campus services, please notify a residence hall staff person.

Chapter 6

CAMPUS SAFETY

Campus Safety

Residence life and housing staff strives to provide the safest environment possible in the residence halls. In return, you are asked to take time to think about your own safety by reading this section of the guide. In it, you will find information regarding policies for fire prevention, guests, and building access, as well as general information regarding your own personal safety and security. If you have any questions call your RA or hall director.

Recycling and Energy Conservation

Wake Forest University is committed to preserving the environment. It is expected that students will practice appropriate recycling and conservation habits. Recycling containers are dispersed throughout campus and in all of the residence halls. To conserve energy and reduce utility charges, residents are encouraged to turn off all lights and electrical devices when not in use.

Office of Sustainability

The Office of Sustainability supports faculty, students, and staff in transforming environmentally friendly principles into practices. Office staff and interns work with local and regional community representatives to develop synergies between Wake Forest's sustainability programs and those larger communities.

The sustainability office encourages and facilitates the collaborative efforts of faculty, students, and staff to generate knowledge, acquire skills, develop values, and initiate practices that contribute to a sustainable, high quality of life on campus, in the Triad, and across the globe. Visit the Office of Sustainability's website, <http://sustainability.wfu.edu>, for more information.

Mold Management Plan

The facilities and campus services office has developed a Mold Management Plan for the University. For more information, visit the website at: www.wfu.edu/facilities.

Unforeseen Issues

Though the residence halls are properly maintained throughout the year, occasionally an unforeseen facility issue arises (i.e. broken water pipe). In the event of an unforeseen facilities issue, staff will respond to correct the problem as quickly as possible and return the affected area(s) back to its original condition.

The University is not responsible for the loss or damage to items of personal property of the student in the event of an unforeseen facilities issue. Additionally, in the event of mechanical difficulty (air conditioning, heat, hot water, and other equipment) or interruptions of electrical power or water service, the University will make reasonable efforts to restore service; however, there will be no refund of residence hall charges because of such failure.

Safety and security is an issue on every college and university campus. Read the Old Gold and Black's "Security Beat," and you'll see that crimes are committed on campus every week of the year. With great regularity, the Winston-Salem fire department responds to several false fire alarms monthly. We realize your main purpose for being at Wake Forest is not to fight crime or prevent false fire alarms. But in order to be a responsible member of the community, you need to be aware of the various ways you can protect yourself and others from becoming victims.

University Police

The University Police offices are located on South Campus next to the Facilities and Campus Services building and in Davis Hall Room 16. Officers are on duty 24 hours a day. Their first priority is your safety and the safety of the campus. If you need to reach an officer in an emergency, you should either dial 911 from any campus telephone, or 336.758.5911 by cell phone, or find a “blue light” emergency telephone. The emergency telephones are located throughout campus.

Remember to report all suspicious behavior to both University Police and your RA staff. The slogan to remember is “If you see it...or hear it... report it!” Please become familiar with both the location of your nearest emergency telephone as well as the location of University Police.

Emergency Response

Wake Forest University has initiated various means of communication to report crises to all students, staff, faculty, visitors, and others. More information can be found at Wake Alert <http://wakealert.wfu.edu>.

Register Your Cell Phone Number: New students and current students are asked to register their cell phone numbers through WIN at <https://win.wfu.edu>. Under the “Personal” tab, select “Your Personal Information” and add your mobile number.

Text Messaging and Voicemail System: University Police will send text and voice messages to mobile phones of students, faculty and staff who have registered to receive such messages in the case of campus emergencies. Students, faculty, and staff will see the phone number 336.758.8911 on their telephone when they receive the text message. Include this number in your contacts list as “WFU Emergency Alert.”

Outdoor Alert System: The outdoor alert system uses a siren and prerecorded message to warn the Reynolda Campus of emergencies, included weather-related threats such as tornado warnings. Emergency messages announced by the speakers are preceded by a siren. University Police is responsible for activating the outdoor alert system. The outdoor system relies on speakers set up at three campus locations: Davis Field across from Parking Lot B, behind Kentner Stadium near the tennis courts, and along Wingate Road near the Facilities and Campus Services and University Police offices.

Television Alert System: In the event of an emergency, messages will be displayed on the screen of any turned-on television that is connected to the campus cable system.

Securing Your Room

Every hall is equipped with a basic security system: doors and locks. Also, most buildings are secured by a key card access system.

Here are six rules to live by:

1. Never lend your keys or ID card to anyone.
2. Never prop open or otherwise tamper with security locked doors.
3. Always lock the door to your room.
4. Never open a locked exterior door for anyone except your guests.
5. If you lose your keys or ID card or if they are stolen, report it as soon as possible to your RA staff and University Police.
6. Be sure to close and lock all room windows.

Building Access

All residence hall main entrances are locked 24 hours a day. If you see someone you do not know unaccompanied in your hall, call University Police.

Students have access to the residence halls based on the following schedule:

1. 7 a.m. - Midnight - All Wake Forest students have access to every residence hall main entrances and Quad building (Taylor, Kitchin, Davis, Poteat) suite door entrance.
2. Midnight - 7 a.m. - Only assigned residents of the particular building or suite have access to the building.
3. The following houses are only accessible by residents who live in the houses 24 hours a day: 109-111 Rosedale Cir, 1109 Polo Rd, 1115 Polo Rd, 1125 Polo Rd, 1141 Polo Rd, 1145 Polo Rd, 1157 Polo Rd, and 1210 Polo Rd.

Fire Prevention

Each residence hall and apartment has sprinklers and smoke detectors.

Fire Drills

Twice each semester, your hall will participate in fire drills to familiarize you with the building's evacuation procedures. When you hear a fire alarm, regardless of whether you believe it to be false or not, you must evacuate the building.

Fire Marshal Inspections

Throughout the year, the city fire marshal visits Wake Forest to ensure the campus is in compliance with city, county, and state fire codes and regulations. The fire marshal tours all campus buildings, including residence halls, and is given access to all areas. When touring in the residence halls, the marshal will occasionally ask to enter a student's room or, if no one is present, he/she will use a key to enter the room to perform an inspection. Any violations are documented by the fire marshal and a residence life and housing representative: students are required to comply. In any documented situation, possible judicial action or fines may be levied.

Mid-Semester Inspections

At least once each semester (typically prior to fall and spring breaks), a scheduled formal inspection of resident rooms is conducted in each building. The primary purpose is to identify health and safety hazards. It is also a time when unreported maintenance needs can be discovered and corrected. RA staff must notify students 48 hours in advance for scheduled inspections. Each room is inspected by the respective RA and/or the hall director. Should a violation occur, the staff member will generate an *RLM RMS Report*. The residents will have 24 hours to correct the problem(s). A re-inspection of the room will occur at the end of the 24-hour time period when students return to campus. If the violation has not been corrected, or other violations exist, the residents of the room will be fined as related to a failed inspection. Other possible charges may be incurred or the student(s) may be referred to the appropriate judicial process.

Break Period Inspections

On the last day of class before winter and spring breaks, hall staff will inspect student rooms to ensure that all checklist items have been completed by students. If unauthorized items are found in rooms, or if the rooms are left in unsatisfactory condition, administrative action, billing, and/or judicial referral may be the result when students have failed to complete closing checklist items.

Furniture Safety

If you would like to add furniture to your room, please keep in mind the following:

- If you plan on furnishing your room with a couch or chair, please try to find one that does not have polyurethane foam padding. This type of padding emits several toxic gases if set on fire.
- Students may not remove ceiling tiles to accommodate additional furniture, placement of room furniture, a loft, installation of a hammock, or to run cable or wires.
- Cinderblocks are not allowed. However, students can use bed risers up to 18 inches. Please refer to the Loft Policy in Chapter 4.

Guests/Visitation

In the interest of providing the safest environment in the residence halls, residence life and housing has the following guidelines for guests:

1. Guests are not allowed to enter a hall without a resident escort. Do not let other residents' guests into your hall. Ask the guest to call his/her escort from the courtesy telephone outside the hall.
2. You may be held responsible for the actions of your guests. Please make sure your guests are aware of all applicable University policies.
3. If anyone enters your hall and vandalizes any part of the hall, the entire hall is held responsible and may be billed as a group. If someone takes responsibility for the actions, he or she will be billed individually.

Operation ID

In the event that you become a victim of theft, Operation ID is the best way to ensure the recovery of your belongings. Operation ID is a nationwide network set up to identify stolen property. To participate:

- Borrow an engraver from the University Police communications office in Davis Hall.
- Engrave your driver's license number and state abbreviation on your belongings.
- Remember to lock your door.

If any of your engraved items are stolen, they will be traced back to you if recovered.

Three Tips To Help You Recover Stolen Goods

1. Review your family's homeowner's insurance policy. If your possessions are not covered by the policy, consider taking out renter's insurance.
2. Make two lists of your valuables. Include each item's serial number, model number, and approximate value. Leave one list at home and the other with you in a safe place. The lists will come in handy if you have to file a claim with your insurance company.
3. Report any lost or stolen items to University Police and your RA staff as soon as possible. Even if the items are not recovered immediately, you may be helping officers to establish a pattern of crime.

Bikes On Campus

Bicycle theft is a real part of life at Wake Forest. The following steps may be helpful in reducing the risk of having your bicycle stolen.

1. Register your bike (for free) with University Police as soon as you arrive on campus. Stolen bikes are often recovered but can only be returned to the owner if registered.
2. Use a U-Bolt type lock every time you park your bike.
3. Do not ever leave your bike locked up in the same place for an extended period of time. No lock is 100 percent effective.

4. During all break periods in which you will not be on campus, you should lock up your bike in your room to prevent theft.
5. Bikes that appear abandoned or those that are unregistered are removed by University Police and Facilities and Campus Services during the summer. Please call 311, the police non-emergency number, to check with University police if your bike is missing.

Getting Around Campus

To assist you in any emergency situations, the University installed the "blue light" telephones, as well as courtesy telephones on the outside of every residence hall on campus.

Although Wake Forest's Reynolda campus is fairly small, it is important that you consider your personal safety. Familiarize yourself with the locations of the courtesy telephones located in the "late night" buildings on campus (i.e. Scales Fine Arts Center, Reynolda Hall, Tribble Hall, the Z. Smith Reynolds Library, and the Worrell Professional Center).

Day and evening shuttle service is available while classes are in session. A shuttle schedule is available at www.wfu.edu/ridethewake.

Safety Escort Service is provided by University Police for students traveling alone after dark when the shuttle service is not in operation. Call University Police at 311 or 5591. Emergency calls (336.758.5911) or calls directly from the emergency phones located in campus parking lots will be given priority.

Finally, remember at all times to be aware of your surroundings. Even when you are in a large group of people, stay in tune with what's going on around you. If you must walk alone, do not wear headphones. It makes you an easy target, and the headphone wires provide a weapon for a potential attacker.

The Office of Residence Life and Housing is concerned about your safety and security while on campus. Please remember to have your keys and ID, lock your door, and be aware of your surroundings at all times.

Getting On To Campus—Gate Protocols

In order to monitor vehicular traffic entering campus at night, gates are located at the three main entrances to campus (Reynolda Road, University Parkway, and Polo Road). Traffic is monitored at the Reynolda Road (West Gate) and the University Parkway (East Gate) gates between 10 p.m. and 6 a.m. seven days a week. The Polo Road gate is closed to vehicular traffic nightly during those hours. The purpose of the gates is to serve as a deterrent to criminal activity on campus and to assist the public and University visitors with campus information and parking. Guests may be registered online at www.wfu.edu/police/gate.php

Residents who want to enter campus without being stopped must display front windshield identification in the form of a gate pass decal (students), a visitor pass, or a University-issued gate pass hang tag on their vehicle. Vehicles without such Wake Forest identification will be stopped and operators will be asked their name and destination.

A time-restrictive visitor permit, which includes a campus map, will be issued (generally for 24 hours).

Students, faculty, staff, and residents may pre-register guests by email, by telephone, or by completing a Guest Registration Card. Registration materials are available at the gate houses between 10 p.m. and 6 a.m. and the University Police 24-hour Satellite Office in Davis Hall

Parents and Friends: Students may pre-register their parents and three friends. These passes will be mailed to the individuals requested. Parent passes are valid until the student graduates or leaves the University. Friend passes are usually good for the current semester.

More detailed information regarding the gates can be found by visiting www.wfu.edu/police/gate.php. To download a parking rules brochure and map, visit www.wfu.edu/facilities/ParkingManagement.html.

Chapter 7

DEACON ONECARD

The Deacon OneCard is the official Wake Forest identification card used by all faculty, staff, and students. The Deacon OneCard has many functions including identification, library privileges, Deacon OneCard account access (i.e. for dining and bookstore purchases, etc.), card access, event admission, and vending on campus. The Deacon OneCard Office is located in the Benson Center, Room 101, within residence life and housing.

Functions

1. **Identification:** Your Deacon OneCard has your photo, name, date of birth and University ID number for use as an identification tool similar to a state driver's license or identification cards. For students, it also contains your expected year of graduation and expiration date of the card. It is your responsibility to carry your valid Deacon OneCard with you at all times. You must present your Deacon OneCard to any University official upon request. During emergencies or special instances, you may be required to have your Deacon OneCard visible at all times.
2. **Library Privileges:** Libraries on campus use the Deacon OneCard bar code as a means of identification for use of library materials including checking out items. You may also be required to show your Deacon OneCard upon entry at the library.
3. **Deacon Dollars:** Your Deacon OneCard account provides you with cashless purchasing power at any dining or other authorized location on the Reynolda Campus. You may establish an account directly with the Wake Forest University dining services office, located in Room 12, Reynolda Hall cafeteria or through the financial and accounting services office, located in Room 107, Reynolda Hall. Dining locations on campus include: Reynolda Hall Cafeteria (The Pit), Magnolia Room, Benson University Center Food Court, the Subway located on Hearn Plaza (the Quad), the Benson Food Court, and at Student Apartments (Polo Area Sundry).
Other authorized locations on campus allowing use of the Deacon OneCard account for payment of purchases or services include: University stores (bookstore, textbooks and Deacon shops), telecommunications, parking management, University theatre, financial and accounting services, campus recreation, Student Health Service, and the Student Union. For your convenience, funds may be added to your Deacon OneCard account using a Visa or MasterCard, and account balances can be checked by logging on to the Deacon OneCard page at www.campusdish.com/en-US/CSSE/wakeforest where you will create your own PIN number for online use. This site also contains information regarding policies, procedures for reporting lost cards, dining options, and hours of operation for the various dining locations.
4. **Card Access:** All residence halls are locked 24 hours a day for your safety and security. For added safety and security, entries and alarms from the card access system are monitored at the University Police office. As an undergraduate student, your valid Deacon OneCard will allow you access to all residence halls on campus from 7 a.m. until midnight. From midnight until 7 a.m., access will be limited to the residents of the particular residence hall or suite. Your valid Deacon OneCard will also allow you access to the library, the fitness center during their business hours, Student Health Service during limited early evening hours, and the University Police office at Davis residence hall during lockdowns.

During your tenure at Wake Forest, you may be allowed card access to certain labs, classrooms or other areas on campus. Some approved University faculty and staff also have access to the residence halls during various hours of the day. If the card reader light is flashing red, you will need to use your Deacon OneCard for access. After placing your Deacon OneCard on the reader, the light indicator will turn green and unlock the door briefly if access is allowed to that area. If the light turns solid red, access is not allowed. If the light turns red and access to the area should be allowed or if the light continues to flash red, please contact the Deacon OneCard Office for assistance; after normal business hours contact University Police for assistance.

5. **Event Admission:** Your Deacon OneCard may be used at various locations on campus for events such as theater performances, music recitals, concerts, art exhibits, movies, guest lectures, intramural sports, Student Union activities, student government elections, and football games. Some events may also require a fee for entrance.

Deacon OneCard Replacements

1. Deacon OneCard replacements may be obtained from the Deacon OneCard office, located in Benson Center, Room 101. The office hours are 8:30 a.m.-5 p.m., Monday through Friday, and some evenings/weekends during special time periods of the year. After-hour replacement requests may be submitted by completing a form found at www.wfu.edu/housing/deacononecard.
2. Students living on campus may obtain one new card, with the replacement charge waived, per academic year. If a student's ID card needs to be replaced more than once during an academic year, a charge based on the number of cards that have been replaced may be assessed.
3. The fees apply for lost, stolen, broken, damaged, malfunctioning, and other circumstances concerning your Deacon OneCard.

Important Information

1. To prevent unauthorized usage, report Deacon OneCards lost, stolen, or stuck in vending machines immediately to University Police at ext. 5591. Neither the Deacon OneCard office, ARAMARK, nor Wake Forest will be liable for unauthorized usage of your Deacon OneCard.
2. You are responsible for all transactions using your Deacon OneCard. It is imperative not to allow others to use your Deacon OneCard; to do so is considered a violation of University policy.
3. You are responsible for ensuring your Deacon OneCard is kept in good working condition. With proper care and handling, your Deacon OneCard can last all four years of your undergraduate study without replacements.
4. Any function of the Deacon OneCard may be suspended at the request of an authorized University official.
5. Your Deacon OneCard remains the property of the University and must be surrendered upon departing or replacement.

Chapter 8

OFF-CAMPUS HOUSING

Off-Campus Housing Policy

Residence life and housing is responsible for verifying compliance of this policy and administering the off-campus application and approval process.

The policy was created to provide greater assurance that students comply with Rule 16 of the University's social regulations and policies. This rule asserts that "Wake Forest [University] students are responsible for conducting themselves so as to not bring disrepute to the University. Conduct or activity by members of the student body living in, or hosting functions at, off-campus locations which has the effect of unreasonably interfering with the rights of neighbors is prohibited. This standard of conduct recognizes and affirms a responsibility to respect the rights of others appropriate to the setting in which one lives. It also recognizes the duty of Wake Forest students who are residents of off-campus rooms/apartments/houses to control the nature and size of activities carried out in or on their premises consistent with the standards of the University. The University has established policies and procedures regarding eligibility to live off campus. Non-compliance with University policies and procedures subjects a student to disciplinary proceedings, including suspension."

Off Campus Housing Registration

Eligible students choosing to live off campus must register their residential address, thereby declaring their compliance with the University's off-campus housing policy. Enrollment and registration for classes each semester are conditioned upon verification of compliance by residence life and housing. All students living off campus, including those renting at apartment complexes, will be required to provide addresses.

Residence life and housing will verify the local addresses for undergraduate students at Wake Forest. Therefore, any undergraduate, resident or non-resident student enrolled in a degree-seeking program desiring to reside off campus must apply to live off campus. Visit the RL&H website at www.wfu.edu/housing/offcampus/offcampusinfo.html where the off-campus housing application process is explained in detail.

Students currently residing, or desiring to move, off campus must apply each year to insure compliance with the policy and to ensure that individual records are updated. Though a student has registered to reside off campus, the application submitted is purely a request, and it should not be inferred that approval has been received. Students whose applications are approved will receive written notification of such action.

Once a student has been approved to reside off campus, the local address that is provided to residence life and housing is valid for one academic year only. Additionally, if a student changes location of residency, they must re-register their address and check to make sure that the location of residency is approved. Continuing enrolled students who do not re-register to reside off campus (prior to the expiration of the original approved local address) will have a hold placed on future class registration processes until approval is received (or may risk having their registration canceled).

Students who previously lost, or lose during the current academic term, campus housing due to judicial sanctions also need to register to reside off campus. Other populations of students who need to also register upon acceptance to the University include transfer or any student classified with non-resident student status.

Students who are discovered to have moved off campus without receiving prior permission will, minimally, have their class registration held (or possibly canceled); risk financial penalties; and be required to submit an application for review. If the application were approved, the student would receive a warning similar to those students who have

had a law enforcement officer visit their residence (see Ongoing Review and Sanctions). If the application is denied, options described in the Application and Review instructions apply.

Application and Review

Beginning with the class of 2015, all first-, second- and third-year students are required to live in campus housing unless accepted through the admissions office as non-resident students. First-, second-, and third-year resident students requesting to be released from their residency requirement must petition to be approved to reside off campus. Students in the class of 2014 and before are eligible to live off campus after their fourth semester of living on campus.

With the understanding that city ordinances state that there shall be no more than four (4) individuals that are not related by blood, adoption, or marriage living together in a single family dwelling unit, residence life and housing will monitor the number of students that are granted permission to reside in residential areas zoned for these units. The office will, at no time, grant permission to any individual(s) to exceed this number nor is there an appeal process to do so.

Students who desire to live off campus also need to complete the landlord information (requested online). Again, it should be emphasized that this initial online submission of address and landlord information is only a request and does not provide authorization to live off campus.

Students whose applications are approved will be sent an email and their local address will be changed in the University Records System with an expiration date at the end of the academic year. Those students who are denied will also receive an email that may outline or provide rationale for the decision. Students who have been denied permission to reside off campus may choose to appeal the initial decision to the dean of residence life and housing.

Students whose applications are denied and who currently reside off campus are automatically added to the Non-Resident Student Wait List for campus housing.

Students who wish to purchase a meal plan may do so electronically during the online registration process. Meal plan purchases will be processed (booked and fee assessed) once a student application is approved. All meal plan purchases are for the entire academic year. To review the meal plans, visit www.wfu.edu/housing/processes/youchoose/dining.html.

University Jurisdiction and Scope of Review

At the University's discretion, all complaints of alleged student misconduct will be reviewed by the appropriate University authority. Cases deemed as potential violations will be processed within the guidelines set forth in the Student Code of Conduct. As such, final authority for case resolution rests with the University. As a member of the University Area Community Partnership, Wake Forest University will serve as a liaison between members of the local community and the City of Winston-Salem for issues relating to city ordinances or related matters.

Questions

Visit www.wfu.edu/housing for additional information on the off-campus housing policy or to obtain the necessary application to reside off campus. Select the "Off-Campus Housing" link.

Chapter 9

ON-CAMPUS SERVICES

Barber Shop

336.759.2443 (Must dial prefix.)

Monday-Friday 9 a.m.–5 p.m.

Lower level, parking lot side of Taylor Hall

Benson University Center

336.758.5255

Monday-Friday 7:30 a.m.–midnight

Saturday & Sunday 10:30 a.m.–midnight

The following resources are located in the Benson University Center: The offices of Residence Life & Housing, Deacon OneCard Office, Campus Life, Multicultural Affairs, Dean of Student Services, and the Benson Center administration. Additionally, it houses the Information Desk, the Benson Ticket Office, a multipurpose 280 seat auditorium, lounges, Lost & Found, public email stations, meditation rooms, student organization offices, the Student Union Collection of Contemporary Art, WAKE Radio, campus student publication offices, a Food Court and much more. To learn more, visit www.wfu.edu/benson.

The Benson Copy Center

336.758.5251 or ext. 5251 from on campus

Fax: 336.758.6074

Monday-Friday 8:30 a.m.–7 p.m. (Academic year)

Monday-Friday 8:30 a.m.–5 p.m. (Summer)

Located on the 2nd floor of Benson, this full-service copy center offers color copies, poster printing, Kodak printing, binding, faxing, laminating, and more. Deacon Dollars, cash, credit card and checks are accepted for payment. Jobs can be sent to copies@wfu.edu.

The Benson Ticket Office

336.758.4265 or ext. 4265 from on campus

Monday-Friday 10:30 a.m.–5:30 p.m.

Major event tickets are sold through the Benson Ticket Office, located on the 3rd floor of the Benson Center. Tickets to area events and attractions such as major concerts and professional sporting events, Carowinds, and airport shuttle passes are available. Discount tickets to the Grand Movie Theater on University Parkway may also be purchased. Cash, check, MC/ Visa and Deacon Dollars are accepted for payment.

Meeting and Event Space

Phone: 336.758.4869 or ext. 4869 from campus

Fax: 336-758-4744 or ext. 4744 from campus

Monday-Friday 8:30 a.m.–5 p.m.

Meeting space in Benson must be reserved in advance. Call or stop by 335 Benson during regular business hours. Forms are also available online at www.wfu.edu/benson and completed forms can be faxed. A variety of audio/visual equipment is available.

Bookstore

336.758.5415 or ext. 5415 from on campus

Monday-Friday 8:30 a.m.–5 p.m.

Saturday 9:30 a.m.–5 p.m.

Sunday Noon–4 p.m.

Summer Hours Mon.–Fri., 8:30 a.m. – 5 p.m.

Located a few paces from Wait Chapel, the Bookstore is a popular destination for Wake Forest students and visitors. The Bookstore is located on Hearn Plaza on the first floor of Taylor House. In addition to its selection of books, literature, and gifts, the Bookstore also carries greeting cards, helium balloons, an ink cartridge refilling system, special order Greek apparel, jewelry, Deacon pride merchandise and school/office supplies from Office Depot. As a special “perk,” self-service Starbucks coffee is available along with fine teas, refreshments, snacks, and other sundry items.

Textbooks

336.758.3388

Monday-Friday: 8:30 a.m.–5 p.m.

Textbooks, located beneath the Bookstore in Taylor Hall, offers new and used textbooks as well as other course materials for students. Here, students can research publisher information and also request special order textbooks.

Deacon Shops

The Original Deacon Shop

336.758.5606 or ext. 5606 from on campus

Monday-Friday 8:30 a.m.–5 p.m.

Saturday 9:30 a.m.–5 p.m.

Sunday Noon–4 p.m.

Summer Hours Mon.–Fri., 8:30 a.m.–5 p.m.

The Original Deacon Shop on Hearn Plaza offers a large selection of Deacon merchandise for students, alumni, or fans. Wake Forest memorabilia, such as sweatshirts, T-shirts, and tailgating merchandise, is available. The Deacon Shop is located in Kitchin Hall.

The Deacon Shop at Hanes Mall

336.659.3511

Monday-Saturday 10 a.m.–9 p.m.

Sunday Noon–6 p.m.

The Deacon Shop at Hanes Mall is a sports-themed store with much to offer. With the convenience of mall hours, you can shop after work, before or after a day sporting event, or on Sundays when you are in the Winston-Salem area.

The Deacon Shop at Bridger Field

336.758.3767

The Deacon Shop at Bridger Field House is a small, retail store with limited hours of operation. Located within Bridger Field House at BB&T Field, less than three miles off campus, The Deacon Shop at Bridger Field House gives its visitors the opportunity to purchase team-spirit items and brand-name apparel. Open during home football games (3 hours prior to kickoff and 1 hour post-game), special athletic events, and for limited hours during season ticket pick up.

Deacon Dollars

In addition to a dining plan, students may also purchase Deacon Dollars. The Deacon Dollar account is a debit account system on the student ID card that allows purchases throughout campus. For campus purchases at the Bookstore, Benson Food Court, Subway, convenience stores, and all other dining locations, \$1,000 per semester is recommended. Deacon Dollars may be purchased at the Dining Services cashier window, located on the first floor of Reynolda Hall, or through the financial and accounting services office, located in Room 107, Reynolda Hall.

Dining Services

All resident students are required to sign up for a dining plan. Specific meal plan requirements are available at www.wfu.edu/dining. Choose the plan that best fits your lifestyle. Plans include:

Block Meals. Covers all-you-care-to-eat dining for breakfast, lunch and dinner in the Reynolda Hall Fresh Food Company and lunch in the Magnolia Room. You receive a certain number of meals per semester, based on the plan you choose.

Guest Meals. Provided only with the Unlimited Plan.

Food Dollars. Can be used like cash at all retail food outlets such as the Benson Center Food Court, Subway, Starbucks and the campus convenience stores.

Changing a meal plan. The last day to upgrade a meal plan is two weeks after classes begin (and there are no pro-rations). The last day to downgrade a meal plan is by August 1 prior to the beginning of the fall semester. All meal plan change requests should be submitted by email at housing@wfu.edu.

Library

336.758.4931 or ext. 4931 from on campus
Visit <http://zsr.wfu.edu> for hours of operation.

The mission of the Z. Smith Reynolds Library is to help students, faculty, and staff succeed. In addition to 1.4 million volumes in the general collection, and more than 20,000 videos and DVDs, the Library is also home to a Starbucks, the University Writing Center, an auditorium, and study rooms that can be reserved online at <http://zsr.wfu.edu/studyrooms>. Librarian faculty teach elective courses on conducting research and are available for one-on-one help with research throughout the semester <http://zsr.wfu.edu/ask>. The Library's annual "Capture the Flag" and "Wake the Library" events are always popular among students.

Parking and Transportation

Parking Information 336.758.5048 or 336.758.6129

All students bringing a motor vehicle to the campus must register the vehicle with the Parking and Transportation Office. Vehicle registration is online. To register, go to <http://wfulparking.t2hosted.com> or you can log on to WIN, go to "Personal" and click on "Register Your Vehicle for a WFU Parking Decal." Upperclassmen and graduate students have different options for parking decals, with the prices depending on the location and availability. All first-year students park in the Student Drive parking areas, on the periphery of campus. Parking decal distribution methods and dates will be communicated to students via WIN or the Parking and Transportation website.

Vehicle registration is not complete until both decals are displayed on the vehicle per instructions on the back of each decal.

Automobiles parked illegally (without parking stickers or parked in unauthorized spaces) will receive a parking citation. More than one

citation can be issued at a time, if there is more than one violation at that time. Some important traffic concerns that should interest you include:

1. Read the Traffic Rules and Regulations pamphlet and make a mental note of the regulations. You may only park in designated student parking. Please direct your visitors to park in general parking areas, to avoid citations.
2. **BE FOREWARNED!** Parking enforcement officers are very efficient. Only a few minutes to you is enough time for a citation to be placed on your windshield.
3. Temporary (14 day) parking decals may be purchased (limit two per semester) for a fee. If you have a registered vehicle and will be driving a different vehicle for a short time, you can get the temporary decal at no charge.
4. Student parking citations will automatically be charged to your student account. Preregistration and graduation will be blocked if parking fines are not paid in full.
5. Citation appeals must be filed online, according to the directions on the back of the citation. You must file the appeal within 14 days or lose your opportunity to appeal.
6. Parking regulations are in effect 24 hours a day and throughout the entire year—including summer sessions and break periods.
7. Students may use any 15 or 30 minute parking space on campus, whether it is in a visitor or employee parking lot or not.

Shuttle Service

Shuttle Questions: 336.758.5344

Shuttle Information: www.wfu.edu/ridethewake

Handicapped Service (Day and Evening): 336.758.5591 or ext. 5591 from on campus

Late night transportation (after 3 a.m.)

336.758.5591 or ext. 5591 from on campus

A daytime shuttle provides safe transportation around campus when school is in session, (except holidays). There is no student shuttle service during the summer months. Monday-Friday, day shuttle service operates on a set route with a set schedule. An evening shuttle service also operates on a set route with a set schedule. Shuttle service schedules are available at www.wfu.edu/ridethewake.

Although every effort is made to operate the shuttle service as scheduled, there may be times when service is suspended due to dangerous driving conditions. Please refer to the website if inclement weather is forecasted.

Student Health Service

336.758.5218 or ext. 5218 from on campus

Clinic Hours:

Fall and spring semesters

Mon.-Fri. 8:30 a.m.-noon and 1:30-4 p.m.

Summer session

Mon.-Thurs. 8:30 a.m.-noon and 1:30-4 p.m.

The Student Health Service is in the George C. Mackie Health Center located in the lower level of Reynolds Gymnasium. The Student Health Service promotes a healthy lifestyle through health education and health maintenance. A physician-directed medical staff offers urgent care, illness care, physical examinations, counseling, limited psychiatric care, allergy injections, immunizations, gynecological services, pharmacy, laboratory, sports medicine clinic, referral to specialists, confidential HIV testing, and travel information. Visit www.wfu.edu/shs for more information about the Student Health Service, health education, and links to online medical information.

Urgent Care Hours A registered nurse with a physician on-call is available 24 hours a day when school is in session during the academic year.

Emergencies: CALL 911 University Police will send WFU Emergency Medical Technicians (EMTs) and if needed will contact the Forsyth County Emergency Medical System (EMS) for community emergency response or ambulance assistance.

Summer Storage

336.758.5281

Summer storage is NOT available in the residence halls or houses. Please contact the Wake Forest Post Office for storage options at 336.758.5281 or silvermm@wfu.edu.

Telecommunication and Cable Television Services

336.758.4357 or ext. HELP from on campus

Telephone Services

All residence hall rooms are equipped with a land-line telephone jack connection. You can request to have local telephone service and voice mail activated in your room by contacting the Information Systems Service Desk. Activation of this service will provide local dial service for the campus and the Winston-Salem community, call waiting, caller ID and voicemail. To make a request, after arrival to campus, students living in residence halls must send an email message to the Information Systems Service Desk that includes their name, building, and room number. Long-distance telephone service is not provided. Students must bring their own phone. Cordless phones (2.4 Ghz and 5.0 Ghz) interfere with the campus wireless network and are not allowed on campus.

For questions concerning phone or network services, contact Information Systems at 336.758.4357 or <http://help.wfu.edu>.

Cable Television

The on-campus housing package includes select HDTV channels and 80 cable television stations as part of the campus cable TV network. You must bring your own television. An off-air high-definition receiver or QUAM tuner and compatible television are required to view the HDTV channels. Cable channel 6 is student-run WAKE-TV, which features various student programming. Channels 20 and 22 carry SCOLA and SCOLA42, nonprofit educational services that feature television programming from more than 50 different countries in their original languages.

More information about cable television and the current channel line-up can be found at <http://help.wfu.edu/services/tv-and-phones>. For questions concerning cable television, contact Information Systems at 336.758.4357 or help@wfu.edu.

University Police

EMERGENCY: 911 from on campus

Non-emergency: 311 from on campus

Student safety is the concern of the University Police. There are professionally trained staff members (patrol officers, supervisors, communicators, traffic officers, bike officers, foot patrol officers, and support service personnel) who work to make the college experience enjoyable and crime free. Other services include bicycle registration, campus Crime Stoppers, Operation ID, a shuttle service, Silent Witnesses, a computer protection program, victim's assistance, rape aggression defense (RAD) self-defense classes, and fingerprinting services for international travel and/or graduate entrance exam requirements.

Wake Forest Post Office

Poteat Hall 336.758.5281

Monday-Friday 8 a.m.–5 p.m.

Saturday 7 a.m.–1 p.m.

There Post Office is a full-service mail, packaging, and shipping center located in Poteat Residence Hall facing Hearn Plaza (the Quad). Box rental is included in the room rent payment. You can access your box 24-hours a day with your key. Remember, do not lose the key; it costs \$10 to replace. To ensure you receive your mail, use the following address:

Student Name
P.O. Box XXXX*
1834 Wake Forest Rd.
Winston-Salem, NC 27109-XXXX*

**Put in your box number*

Wachovia Bank

336.759.7576 (must dial prefix)

Davis Hall, Monday-Friday, 10 a.m.-3 p.m. Automated Teller Machine is open 24 hours a day.

WFDD-FM (88.5)

336.758.8850 or 8850 from campus

WFDD broadcasts a program of classical and jazz music, NPR news and talk/informational programs, 24 hours a day, 365 days a year to the Piedmont area of North Carolina. It is an affiliate of National Public Radio.