

2023 - 2024

Residence Life Handbook

2023 - 2024 Academic Year



Table of Contents

Residence Life Mission Statement.....	3
The Mission of Residence Life.....	3
Residence Life Staff.....	3
Director of Residence Life and Housing.....	3
Area Coordinators & Resident Directors.....	3
Assistant Directors.....	3
Resident Assistants.....	4
Housing Policy Guidelines.....	4
Residence Life.....	4
Residence Hall Rooms.....	4
Privileged Housing.....	4
Off-Campus Housing.....	5
Food Service.....	6
Curfew.....	6
Pets.....	7
Service and Emotional Support Animals.....	7
Guests.....	8
Visitation.....	8
Class Attendance and Campus Residency.....	8
Keys.....	9
Business Ventures.....	9
Check-In, Check-Out, and Breaks.....	9
Arrival and Early Check-in.....	9
Housing Inventory.....	9
Final Exit Procedures.....	10
Overnight Check-Out for Residents with Curfew.....	10
After Hours Violations.....	10
Holiday Residence Hall Policy.....	11
Community Living.....	11
Entry, Search and Seizure.....	11
Community Responsibility.....	11
Room Care.....	12
Health and Safety Inspections.....	12

Personal Property..... 12

Personalizing Rooms..... 12

Quiet Hours & Courtesy Hours..... 13

Dress..... 14

Double Occupancy Rooms..... 14

Room Changes..... 14

Campus Housing Amenities..... 14

 Kitchens & Common Areas..... 14

 Laundry Facilities..... 14

 Maintenance Requests..... 14

Security and Safety Procedures..... 15

 Security of Residence Halls..... 15

 Missing Student..... 15

 Fire Safety..... 15

 Severe Weather..... 16

Useful Contact Information..... 17

Residence Life Mission Statement

The Mission of Residence Life

The mission of Residence Life is to promote the mission of York University to transform lives. Residence Life fosters community living that is inclusive, and supportive of each student's desires for personal and spiritual growth.

Residence Life Staff

Director of Residence Life and Housing

The Director of Residence Life and Housing is a full-time member in the Residential Life Staff. This position is responsible for the overall supervision, planning, coordination, and organization of Residence Life including information services, housekeeping, maintenance, and some administrative operations. This position also aims to provide vision and direction for the Office of Resident Life as well as several other areas within the Office of Student Life.

Area Coordinators & Resident Directors

Area coordinators (ACs) and resident directors (RDs) are full-time and part-time members in the Residential Life staff. They are responsible for supervising the assistant directors and residential assistants in their respective building(s), communicating with the Residence Life Staff around the campus, and the overall management of their residence hall(s).

Assistant Directors

Assistant directors (ADs) in the residence halls fulfill many different duties and has extra responsibilities and coverage as assigned by their area coordinator or resident director. Duties during the year that are not limited to, assisting the resident director with various tasks, e.g. confirming maintenance concerns or checking on students. This may include working during parts of spring, fall, and semester break and when the resident director is absent. Assistant directors follow all of the same specific duties listed below, except serving for an increase in lobby hours (three hours/week in the residence halls, eight hours/week in the Apartments). The assistant director is expected to be a leader to the other RAs, and in some cases will oversee building tasks and/or activities that the resident director would oversee.

Resident Assistants

Resident assistants (RAs) are students who live in the residence halls and serve as a resource to their residents and a liaison between the residents and the Resident Life staff. RAs receive special training in areas of programming, team building, community development, peer advising and referral, and interpersonal communication. RAs are individuals who are committed to making on-campus living a fun and rewarding experience. RAs have the authority and the obligation to maintain York University's mission and residence life policies and to report any suspicious or out-of-the-ordinary activity. RAs are assigned evenings to be "on-duty" in the lobby of each building through the week. In the evening, a resident's first resource is an RA.

Housing Policy Guidelines

Residence Life

York University is a residential campus, and the underlying expectation is that students live on campus. Off-campus living is available to students who meet [established criteria](#). All full-time students must live on campus unless they meet the criteria for living off campus and receive prior approval from the Office of Residence Life and Housing. Non-traditional students and students over the age of 28 will not be permitted to live in traditional student housing. Part-time students must make special arrangements to be allowed to live in the residence halls. Resident students, their guests, and non-resident students visiting the living areas are subject to the policies and procedures that follow.

Residence Hall Rooms

Rooms, unless specified, may be furnished for two students, each student having a bed, a dresser, a desk, and a chair. This furniture may not be removed from the room or disassembled. A limited number of private rooms with single furniture are available in each residence hall. Rooms are also equipped with mini-blinds. Anything used in decorating should not deface the room in any way.

Privileged Housing

Privileged housing refers to the apartments on campus and is available to non-transfer students who meet one of the following criteria:

- 21 years of age before the first day of classes for the semester
- Earned 60 hours of college credit

- Have lived in York University housing four full semesters.

Privileged housing is available to transfer students who meet one of the following criteria:

- 21 years of age before the first day of classes for the semester
- Earned 60 hours of college credit
- Earned 52 hours of college credit and have lived in York University housing two full semesters

Note: Students who have not turned 21 on or before the first day of classes for the semester are ineligible for privileged housing unless they have lived in York University housing two full semesters and have earned 52 hours of college credit.

Campus apartments will remain open to students living there who make arrangements to stay on campus during holiday breaks. They are not available for occupancy during the summer.

Each apartment has 4 single occupancy bedrooms, 2 baths, and a shared kitchen and living room area. The bedroom window size and floor dimensions vary. The student apartments are fully furnished; however, students may wish to bring some small items to personalize their living space. Beanbag chairs or inflatable chairs are allowed, while recliners, futons, couches, and the like are not. Students may bring lamps, storage containers, and decorations as long as they can be moved to the apartment without potential for causing damage to the building. Personal refrigerators are allowed in the apartments and are limited to one per room.

Off-Campus Housing

Students may apply to live off-campus only if they meet one of the following criteria:

- 23 years of age before the first day of classes for the semester
- Earned 120 hours of college credit
- Have lived in York University housing eight full semesters
- Plan to live with immediate family who have established adult lifestyle
- Student teacher with placement outside York County who wish to reside in the community where they are teaching
- Medical circumstances prescribed by an attending physician. Documented medical cases will be reviewed and determined by the Office of Student Life based on documentation submitted

Nontraditional students who meet at least one of the following criteria are required to live off campus:

- Married
- Parenting children in close proximity to York
- Over 29 years of age

Students desiring to live off campus must complete an application for off-campus housing and receive approval from the Office of Residence Life and Housing prior to securing off-campus housing. No off-campus housing applications will be approved for more than four students residing at the same address. Any student who is not in good standing with Student Life does not qualify to live off campus. However, a waiver may be considered on a case-to-case basis. Contact the Office of Student Life for an application.

Note: The financial aid policy reflects York University's desire as a residential campus to promote community. Institutional scholarship amounts are reduced by 20% for students who, while eligible to live on campus, choose to live off campus. Inquire at the Financial Aid Office for details.

Food Service

All resident students must purchase a meal plan. The standard meal plan, which includes 15 meals per week, is included in the room and board package for all those living in the residence halls. Students may upgrade to 19 meals per week for an additional charge. For students living in the apartments, a meal plan of 10 meals per week is included in the room and board package. An upgrade to the 15 or 19 meal plan is also an option. Meal plans are also available to non-residential students upon request (contact Aladdin Food Service Management, janna.hammer@aladdinfood.com). Students who need special dietary considerations may contact the vice president for finance or the cafeteria management. The cafeteria closes for Thanksgiving Break, semester break, and Spring Break.

The student ID card is also a computerized meal ticket and must be presented at each meal. Fraudulent use of an ID card such as obtaining a meal for anyone other than the owner, is considered to be theft of services. Good manners, as well as appropriate dress and behavior in the cafeteria, are expected of students and guests.

Curfew

Curfew for residents of Thomas, and McCloud Halls is 12:00 a.m. on Sunday through Thursday and 1:00 a.m. on Friday and Saturday nights (Saturday and Sunday mornings). Curfew is in place until 6 a.m. the following morning. Any student who is 21 years of age or has earned 60 hours or more of credit is considered to be an upperclassman. There is no curfew for upperclassmen living in the apartments.

Records for eligibility of upperclassmen status are updated at the beginning of each semester. The entire campus is subject to this curfew except for “come and go” traffic of upperclassmen living in the apartments. No one is allowed to loiter on campus during curfew hours.

Curfew checks are done by Residence Life staff at curfew. If a student is not in their room at curfew, it is their responsibility to ensure that they report in person to the appropriate Residence Life staff member so that they will be marked present. Students who must work are expected to do so within the parameters of curfew.

Pets

Residents are not allowed to keep pets of any kind (except fish in a clean, odor-free aquarium, 20 gallons maximum) on campus, and must inform the resident director of their intention to keep fish. Residents are responsible for any damage to their room due to aquarium leakage, spillage or breakage.

If any other pet is found, it must be removed within 24 hours. A \$250.00 fine will be added to the owner’s account if he/she brings an animal onto campus to live without properly registering the animal with the Office of Student Life or completing the ESA paperwork. An additional \$50.00 fine will be added daily for 5 days until the dog is removed. If the animal is not removed, Residence Life staff will call Animal Control to remove the animal.

Pet-sitting is not permitted in campus housing.

Service and Emotional Support Animals

York University recognizes the importance of service and emotional support animals under the Fair Housing Act. York University is also committed to providing individuals with disabilities an equal opportunity to use and enjoy university housing. Service and emotional support animals are approved on a case-by-case basis and may not reside in York University housing without prior approval from the Office of Residence Life and Housing. Students must submit the appropriate documentation to the director of Residence Life and Housing by July 1 for the fall semester or December 1 for the spring semester. A \$500.00 annual

deposit is required for all Emotional Support Animals starting January 1, 2024. Students who begin the ESA owner process after this date will be subject to the annual deposit.

Guests

Students must inform their resident assistant or resident director of guests staying in their residence. Guests of the same sex are welcome to stay up to 3 nights free of charge. After the third night, they may be charged \$25 per night and may stay two additional nights for a total of five nights on campus. Guest fees should be paid to the resident director. Guests who need to stay longer than five days must get permission from the director of Residence Life and Housing. Consent and/or agreement forms will need to be completed with the resident director before any overnight stay is approved.

Visitation

There is no visitation of the opposite sex permitted in the residence hall rooms except during residence hall open houses arranged by Office of Residence Life or by special permission of the resident director.

Freshmen of the opposite sex are not allowed visitation beyond the lobby in the apartments. The lobby on the first floor of the building is open to guests of students living in the apartments 24 hours per day. Members of the opposite sex are not allowed in apartment bedrooms. All visitors beyond the apartment lobbies must sign in and out in the logbook provided. Gibbs, Studebaker and Eckman residents are not permitted to stay in McCloud Hall or Thomas Hall past visitation hours.

Visitation hours for the opposite sex in each residence building are as follow:

- Sunday through Thursday: 10:30am-11:30pm
- Friday and Saturday: 10:30am-12:30am

Note: Opposite sex visitation is not allowed during breaks when class is not in session, including Thanksgiving Break, semester break, Spring Break, and Summer break.

All persons, including residents, must enter/exit through the main lobby doors. Non-lobby doors (side doors) are emergency exit only. All persons entering or leaving the building are to remove hoods or otherwise refrain from covering their face.

Class Attendance and Campus Residency

Students who are living in residence halls, apartments or other campus housing and have stopped attending classes will be asked to vacate their residence unless express permission is given to remain in campus housing by the director of Residence Life and Housing.

Keys

If you lock yourself out of your room, a residence hall staff member can let you in. As a courtesy, the first time a staff member unlocks your room is free of charge. Thereafter, \$1 will be charged each time a staff member lets you back into your room. There is a \$25 charge for replacing a lost key for the residence halls or an apartment mailbox key. There is a \$75 charge for replacing a lost apartment key. Duplication of keys by residents is prohibited. Unauthorized possession of York University keys is a serious offense.

Business Ventures

Students are not permitted to conduct private businesses or solicitation on campus and in residence buildings. Childcare is not permitted in student residences. Minors are not permitted to spend the night in any YU residence unless approved by the director of Residence Life and Housing.

Check-In, Check-Out, and Breaks

Arrival and Early Check-in

For returning students, the residence buildings open at least one day before seated classes begin each semester (the apartments remain open during the semester break). Official opening dates for residence buildings will be communicated via email by the Office of Residence Life and Housing prior to the semester beginning, and dates will be published on the public calendar (see www.york.edu/calendar). For specific groups, there may be published openings prior to that.

Early check-in is discouraged; however, if students are given permission to arrive before the date assigned for them, a fee of \$25 per night may be charged from the time the student moves in. Contact the director of Residence Life for prior approval.

Housing Inventory

All students will receive and complete a room/apartment inventory upon moving into campus housing. Students should make any additions or corrections to the inventory with an

RA within 24 hours of moving in. An inventory and damage check will be done by Residence Life and facilities staff when a student checks out of their room. Any charges will be billed to the student's account.

Final Exit Procedures

- Clean your room and return it to its original condition.
- Complete a room exit inventory with a Residence Life staff member.
- Turn in your room/mailbox key to a Residence Life Staff member.
- Exit your residence before the deadline with approval from Residence Life staff.

Charges for damages, cleaning, and failure to exit by the deadline, improper exit procedures, or any additional charges will be charged to a student's account. Any resident who fails to leave their room completely empty and thoroughly cleaned will be assessed a minimum fine of \$200. Assessments for materials and labor to make repairs and/or additional cleaning charges will be made in conjunction with facilities staff.

While accommodations can be made if a student needs to stay in housing after the end of a semester, students need to be completely moved out of their residence building by the checkout deadline. Students who need to stay for extracurricular performances, student teaching or competitions will have housing arrangements made by the director of Residence Life and Housing.

Overnight Check-Out for Residents with Curfew

Students with curfew may check out to a home off campus. Please note that Residence Life staff and the Office of Student Life reserve the right to deny a check-out request at their discretion. Curfewed students are not permitted to check-out to the campus apartments or the residence of an off-campus student..

- You must sign out using the online forms found on [PantherNET](#). The form is on the left-hand side. Students may not check out more than 2 nights per week unless it is cleared by the resident director for special circumstances.
- Individuals who fail to check out properly and/or abuse this privilege may be subject to disciplinary action as outlined in the [Student Handbook](#).

Note: When a student completes the check-out form, a report is generated that supplies the university with information including the name, address and phone number of the person(s)

the student is checking out to visit. Parents and guardians can opt to receive a copy of this report via email. Contact the dean of students for more information.

After Hours Violations

Curfew violations will be satisfied through fines. A \$10 fine will be assigned for each 15 minutes past curfew that a student is late. This fine will be added directly to the student's account.

For curfew violation fines, students have the opportunity to participate in our Fine Reversal Program. Upon receipt of the Notification of Fines, the student has 72 hours to return the completed form to the assigner. Failure to do so indicates acceptance of the fine.

Holiday Residence Hall Policy

The Residence Halls close during semester break (usually begins the morning after fall final examinations end). You must make other living arrangements during this time. Check your residence lobby for posted dates and times that the cafeteria and/or residence halls are closed. The apartments remain open during semester break.

Note: Residence halls and apartments close at 5:00 p.m. the day after spring semester finals end.

Community Living

Entry, Search and Seizure

Authorized university personnel have the right to enter any student housing location for routine maintenance, health, or safety inspections. As a courtesy to the students, university personnel will make every effort to notify the occupants regarding entry to their room for inspections when they are not present. The area coordinator may confiscate any inappropriate or hazardous materials. In such cases, the student will be notified regarding the location of their property. Confiscated items that violate the moral principles of the university will not be returned.

The university reserves the right to search any room in campus housing if there is any reason to believe a violation of the handbook, local, state, or federal laws may have occurred. Entry may also be made if it is believed that there may be a risk to the health and safety of the occupant(s). In such instances, designated university officials, with authorization from the

dean of students or vice president of student life, may search a room with or without the consent of the occupant(s).

Community Responsibility

All residents in the residence halls are jointly responsible for the protection of its furnishings and equipment. When the university cannot identify the person(s) responsible for damages, students may share in the payment for those damages, including charges for labor and material. Charges for damages will be assessed as they occur throughout the semester and will appear on your financial account with the minimum charge being \$5. Disciplinary action will be taken when appropriate.

Room Care

Residents are responsible for keeping their rooms and living areas clean. Each apartment is responsible for the cleaning of their apartment and should plan on providing their own trash cans, cleaning supplies, toilet tissue, paper towels, etc. Food must be stored in sealed containers to prevent the attraction of insects. Trash should be emptied into the dumpsters outside of the building on a regular basis. Do not empty your personal trash into the residence hall bathroom or lobby trash cans.

Health and Safety Inspections

Violations of the student handbook or repeatedly failing Health and Safety Inspections may result in the loss of privileged housing. Students living in privileged housing are expected to reside there. Attempts to circumvent residency requirements may result in loss of eligibility for privileged housing or living off campus, or additional disciplinary action, including dismissal.

Personal Property

The university neither assumes responsibility for nor is it liable for any loss or damage to a student's personal property. Residents are advised to keep their doors locked to help prevent theft. Residents are also advised not to keep large sums of money in their rooms. Residents must have a key to their rooms. Report lost keys to your resident director. Bicycles may be locked to a bicycle rack. Report any theft to your resident assistant or resident director, who will then forward the report to the Office of Student Life. Students are encouraged to purchase insurance to cover any possible losses. Information on third-party insurance policies can be picked up at the Office of Residence Life and Housing.

Personalizing Rooms

You may make your room personal and attractive and give it your own special touch. However, all decorations should be tasteful and are subject to approval by the Office of Residence Life and Housing. Please check with your resident director or RA for guidelines and restrictions before hanging items on the wall.

The following items are prohibited in campus housing:

- Open flames, unshielded halogen bulbs, open element appliances such as toasters or any kind of incendiary device such as candles with wicks or incense
- Weapons, firearms, fireworks or ammunition including paintball guns, BB guns, pellet guns, etc.
- Posters that sexually exploit, promote racism, or degrade men or women in any form
- Signs, containers, or posters that advertise or support alcohol, tobacco or illegal drugs
- Official highway or street signs are not permitted in student housing
- Personal window air conditioners or space heaters
- TV satellite dishes
- Extension cords
- Wireless routers

Quiet Hours & Courtesy Hours

Courtesy hours are in effect at all times. Courtesy hours allow all residents to sleep, study, relax, or host visitors without distracting noise from neighbors. Typically, residence hall staff will use the "two-door" rule. If noise can be heard two doors from the room making the noise, it is too loud.

Official Quiet Hours are 10:00 p.m. – 10:00 a.m. Excessive noise (loud stereos, amplified instruments, parties, loud voices, etc.) is an infringement on the rights of other students and is unacceptable at York University. Students are encouraged to use headphones. Speakers are not allowed to be placed in windows. It is your right as well as your responsibility to let offenders know if their activity is disruptive. If the problem persists, contact your RA or resident director.

- 1st Violation: Reminder
- 2nd Violation: Warning
- 3rd Violation: Disciplinary action may include loss of speakers or noise device for 3 days or a \$50 fine.

- 4th Violation: Disciplinary action may include banning of the sound system or noise device from campus, fines and/or probation.

Periodically, activities approved by the director of Residence Life and Housing may receive exemption from the quiet hours guidelines.

For quiet hour policy fines, students have the opportunity to participate in our Fine Reversal Program. Upon receipt of the Notification of Fines, the student has 72 hours to return the completed form to the assigner. Failure to do so indicates acceptance of the fine.

Dress

During the daytime, maintenance or support service personnel may be in the residence hall. Please be considerate of other residents and guests at all times with regard to your dress. It is important to be properly dressed when in the hallways, studies, game rooms and lobbies.

Double Occupancy Rooms

Students in double occupancy rooms whose roommate situation changes, will be given two weeks to find a new roommate (Room change fee will be waived to facilitate this). If they are unsuccessful, they will be charged the private room rate. Note that at least three occupants are required in the Thomas Hall suites in order to receive the double room rate.

Room Changes

There is a \$50 fee to change rooms. The room change process begins at the Office of Residence Life and Housing. Once approval is given, the move must be completed in 3 days.

Campus Housing Amenities

Kitchens & Common Areas

Kitchens and common areas are provided for your convenience in some residence halls. Care should be taken by all residents to maintain these areas. The use of these areas may be restricted by the resident director if these areas are not being properly used or maintained.

Laundry Facilities

Laundry rooms are available in each residence hall and apartment building. Please contact the residence hall staff if you have problems with the equipment.

Maintenance Requests

Residents should report needed repairs and insect problems to their resident assistant or resident director immediately. Please inform your resident assistant if problems persist.

Security and Safety Procedures

Security of Residence Halls

A student's residence is accessible using an official York University student ID card 24 hours per day while their residence is open for housing (see Holiday Residence Hall Policy on page 36). A student ID grants limited access to other residence halls or apartments during visitation times only. Tampering with the doors or alarms is vandalism and will result in disciplinary action. Propping doors open at any time or opening doors for others after curfew is prohibited. Use a student ID card to gain entrance into the residence halls before curfew or phone the Resident Assistant on call after curfew.

Note: Correct use of the student ID card to scan into the building helps to ensure the safety of all residents. Misuse of this system may result in disciplinary action.

Missing Student

Any person who believes a York University resident student is missing should immediately notify the director of Residence Life and Housing and/or the dean of students. Upon receiving a report and determining that the resident student has been missing for 24 hours or more, the dean of students will contact law enforcement officials. York University students have the option to provide the university with a confidential contact to be notified in the event the resident student is determined to be missing for more than 24 hours. However, unless the university is advised in writing to the contrary, the dean of students will contact parents, legal guardians, or other persons the resident student has authorized the university to contact regarding their enrollment at York University and/or emergency situations. The university is required by law to notify the parents/legal guardians of any resident student who is under the age of 18 years and not emancipated if the resident student is determined to be missing. If circumstances warrant a faster implementation, nothing in this statement precludes implementing these procedures in less than 24 hours.

Fire Safety

As a safety measure, the residence halls are equipped with functioning smoke alarms. Fire safety procedures can be found here: [Fire Protocol](#). These smoke alarms must not be tampered with in any way (i.e. removing the battery, disconnecting, etc.). The residents of each room are responsible for their alarm. Hallway and fire doors are never to be propped open except during moving times. A \$350 fine will be assessed to the students that violate safety and security regulations or tamper with safety and security equipment.

Severe Weather

In the event of a weather emergency (Tornado Watch/Warning), go to the basement or first floor hallway of the residence hall (for those without basements.) Close fire doors and stay out of central lounge areas and away from windows. Bring your cell phone, a pillow or heavy blanket to cover your head and or body. Stay low. Wait for a Residence Life staff member to give an all-clear sign before returning to your room. More specific information on each residence hall's severe weather procedures can be found here: [Severe Weather Protocol](#).

Intruder in Residence Hall

Intruder in Residence Halls Protocol

Avoiding Intruders

Keep doors locked always, with the exception of move-in days or other YU sanctioned events.

In the Event of an Intruder

***Please call 911 first and get safe if the intruder/s are aggressive or violent and you do not feel safe.**

Otherwise be mindful of the following protocol;

1. The individual who first responds to the intruder will be or will designate the "Crisis Coordinator". Preferably, this will be an RA, AD or AC.
2. The Crisis Coordinator will assess the threat level immediately.
3. Crisis Coordinator will assign a person to call an AD, Area Coordinator in that order depending on the assessed threat level. Give as many details as possible relative to location, number of intruders, means of aggression and any other info you can provide.
4. If approaching the Intruder in order to diffuse the situation, always approach in pairs and try to direct the Intruder into the path of the security camera (if possible).

2023 - 2024

5. Depending on the assessed threat level; Crisis Coordinator will assign one person to call the non-emergency police number if necessary, or 911 if necessary.
6. After calling the non-emergency number, if necessary, call the Residence Life Director and/or VP of Residence Life.
7. At any time during this event the Crisis Coordinator may assign an RA to text the RA Group Chat if more help is needed.

Useful Contact Information

Director of Residence Life and Housing

Stephen Cooper (Eckman Hall)

Office - Larsen House

Email - slcooper@york.edu

Office Phone - (402) 363-5718

Area Coordinators/Resident Directors

Bryce Winkler (McCloud Hall, Gibbs Hall)

Office - Larsen House

Email - bwwinkler@york.edu

Office Phone - (402) 363-5633

Lynnette Gonzalez (Studebaker Hall)

Office - Larsen House

Email - lagonzalez@york.edu

Office Phone - (402) 363-5753

Deb Cleveland (Thomas Hall)

Office - Thomas Hall (1st Floor)

Email - dcleveland@york.edu

Office Phone - (402) 363-5766