Contact Information
866-653-0212 • 307-766-3175
Residence Life & Dining Services
Dept. 3394
1000 E University Ave
Laramie, WY 82071-2000

www.uwyo.edu/reslife-dining

We encourage both parents and students to interact with us on social media:
Facebook: WyoReslifeDining
Twitter: @UWyoRLDS
Instagram: @UWyoRLDS
Welcome to Residential Living and Dining at the University of Wyoming!

Our mission is to provide an environment that supports student academic success. In this handbook, you'll find important information that will help you throughout the academic year. Please read all the information in this handbook, and keep it close by during the academic year.

Disability Access or Special Needs

If you need a disability-accessible room or special equipment supplied for your room, contact Residence Life & Dining Services at (307) 766-3175 and University Disability Support Services at (307) 766-6189 prior to moving in.
RESIDENCE LIFE & DINING SERVICES STAFF

One of the benefits of living in the residence halls is that our staff members are committed to helping you accomplish your goals.

Resident Assistant
The Resident Assistant (RA) lives on the floor with residents and is responsible for helping students transition to UW, helping students with academic and personal concerns, creating an environment that promotes academic success, and assisting with hall safety. Two RAs reside on each floor, except in Hill Hall where there is one RA per floor. Be sure to connect with your RA as soon as you arrive!

Senior Resident Assistant
The Senior Resident Assistant (SRA) is an experienced RA who is instrumental in leading community development efforts within their residential community and student staff. In addition to being a resource to our staff members, SRAs provide knowledge, resources and guidance to our students.

Graduate Residence Coordinator
The Graduate Residence Coordinator (GRC) is a graduate student who assists with administration of each residence hall, including supervising hall service desk operations.

Residence Coordinator
Residence Coordinators (RCs) are full-time professional staff members who live in the residence halls and coordinate daily services, programs, and activities. They help develop and enforce community standards and conduct policies. RCs are available to meet with students for a variety of reasons, including academic or safety concerns.

Facilities & Custodial Staff
The in-house facilities staff takes care of maintenance in the halls. If your room needs repairs, submit a work request through the form on our website, uwyo.edu/reslife-dining. The custodial staff ensures proper cleanliness and upkeep of housing facilities. Their duties include cleaning bathrooms, lobbies, and public areas.

Nutrition Information Specialist
Students with specific dietary needs should visit with our dietitian. The Nutrition Information Specialist works with the menu development team and assists in planning special meals. This staff member is available to answer questions regarding ingredients, recipes and food preparation techniques. Contact the dietitian at rlds-nutrition@uwyo.edu or call (307) 766-3175.

Washakie Dining Center Managers
The Washakie Dining Center Managers are trained food service professionals who supervise food production, menus and staff in the Dining Center. Washakie Managers are available to answer questions regarding the dining center, recipes, and food preparation. If you have questions, compliments, or concerns regarding anything in Washakie, please don’t hesitate to talk to a Dining Center Manager!

Residence Life & Dining Services Administration
Residence Life & Dining Services administrators are committed to ensuring you have a positive residential experience. Please stop by our office located in the lower level of Washakie Dining Center if you have questions or concerns.

Residence Halls Association (RHA) and Hall Senates
RHA and the Hall Senates encourage student involvement in creating a safe and fun living community. These groups are a great opportunity for gaining leadership experience, getting involved at regional and national conferences, and participating in Residence Life & Dining Services administrative decisions. Visit uwyo.edu/rha for more info.
Your Room & Meeting Your Roommate

Your Roommate

Whether you selected your roommate or were matched with one, it’s important to start things off on the right foot. Work with your roommate to make decisions about your room layout and decor.

Will you bunk or loft your beds or leave them as singles? How will you share larger items such as a mini-fridge or TV? Some roommates enjoy the experience of coordinating their room decorations. Others prefer maintaining individual styles. Whatever you decide, it’s important to work together to establish both shared and individual space.

Complete Your Roommate Agreement

At your first floor meeting, your RA will talk to you about establishing a good relationship with your roommate, and distribute a Roommate Agreement form. Use the Roommate Agreement form to have a discussion with your roommate. Minimize potential conflicts with your roommate by defining your boundaries as soon as you arrive. Do you plan to share your computer? Your clothes? How late should visitors be in your room? Do you plan to study in your room or elsewhere? Answering questions like this up front can save you hassle down the road.

Room Care

Your room is your new home. It’s important to make it a place where you are comfortable, while also respecting the needs of your roommate.

Please review the Residence Life & Dining Services Rights & Responsibilities at the end of this document for information on policies and procedures related to your room, as well as a list of items that are prohibited for the safety of everyone living in the halls.

Maintain your room in a clean and safe manner to avoid being charged with health/safety violations due to lack of cleanliness, excessive build-up of garbage and debris, or conditions which could contribute to insect or rodent infestation.

Residence hall staff will ask residents to clean their room if the lack of cleanliness could subject you or others to health risks or extreme discomfort. The residence life staff will conduct periodic health and safety inspections as needed. We expect that when you check out of your room it will be in the same condition in which you found it when you moved in.

Room Change Request

For administrative reasons, and because we want your roommate relationship to have a chance to develop, no room changes are allowed during the first two weeks of the academic year. After that, all room change requests must be discussed with and approved by your Residence Coordinator.
YOUR FIRST WEEK ON CAMPUS

Be sure you have your WyoOne Card

Your UW WyoOne Card is necessary to access your dining plan and enter your residence hall and room. The card is also used to access recreation facilities, athletic events, the library, and any funds deposited on your WyoOne Card Account. If you lose your card, Residence Life & Dining Services will issue you a temporary card to access your room and dining plan. To replace your card please visit room 28 in Knight Hall. To report a missing or stolen card, please contact the UW WyoOne Card office at (307) 766-5268 or the University Police at (307) 766-5179.

Attend Your First Floor Meeting

Meet the other students on your floor and learn about what it means to be a part of the residence hall community. Each floor will have a scheduled meeting during opening weekend.

Connect to ResNet

Your internet connection is included in your room rate. Cables are provided to connect to the internet. Wireless internet is available in the study areas within the halls. If you intend to connect a router in your room, you must contact ResNet for setup instructions. For more information about getting connected visit uwyo.edu/resnet.

Bike Locker Rentals

Bike lockers outside the halls are available for rent. Reserve a bike locker at uwyo.edu/uwvending. Visit the vending office in the north section of the Hill Hall lobby to pick up the locker key.

Parking

A limited number of “R” Permits, which allow you to park your vehicle near the residence halls, are available for a fee. Or, you may park your vehicle at remote lots and ride campus transportation to the residence halls. Visit Transit & Parking Services’ website for more information: uwyo.edu/tap.

Employment Opportunities

We employ many students throughout the year. We consider your class schedule and offer flexible work hours. We have both Federal Work-Study and non-work-study positions available. Explore available positions at: uwyo.edu/hr.

Conduct Your Financial Aid Entrance Interview

If you are a first-time federal student loan borrower, you must complete the entrance interview. You can interview online at uwyo.edu/sfa. If you have questions, call (307) 766-3790.

Attend Events & Get Involved!

There are a variety of events, groups, and co-curricular activities on campus. Check the online UW Calendar at uwyo.edu/uw/calendar, visit the Wyoming Union’s website at uwyo.edu/union, or the Outdoor Adventure Program’s website at uwyo.edu/oap to get connected, network, and have some fun!
Students who reflect good study behavior will do better in school—act like a good student and you’ll be a good student. Basic study habits can make the difference in your grades:

• Attend class, every class. Don’t borrow someone else’s notes to get by because you won’t have participated in the thought process behind writing them.

• Sit up front. You’ll be more likely to stay focused on the lecture. Not only do you get the benefit of seeing the board better, but the professor can also see you.

• Ask questions. Introduce yourself to your professor and visit with him/her frequently to make sure you understand the material. It is better to clarify than to guess.

• Review your notes after class while the information is fresh in your mind.

• Attend study groups or tutoring activities. The Student Learning Center, located in the Washakie Center, can help you get started with good study habits.

STUDY HABITS & RESOURCES

Students who reflect good study behavior will do better in school—act like a good student and you’ll be a good student. Basic study habits can make the difference in your grades:

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• Review your notes after class while the information is fresh in your mind.

• Attend study groups or tutoring activities. The Student Learning Center, located in the Washakie Center, can help you get started with good study habits.

• Study frequently—don’t cram. Stay current with your text. Apply the information to your existing knowledge and circumstances. You’ll be more likely to remember things if you can relate to them.

• Stay healthy. Get plenty of sleep, eat well, and exercise. Take advantage of Half Acre Gym to reduce stress and develop fitness habits.

• Clarify your goals. Take advantage of the Center for Advising and Career Services to help you make career choices.

If during the first week of classes you are experiencing academic difficulty or realize you are in a class for which you feel you are not prepared, contact your academic adviser or the Center for Advising and Career Services. There is time to drop and add classes if you seek assistance early!
Guest Meal Passes

Each semester five complimentary meals are automatically available to each student on a dining plan and can be accessed with your UW WyoOne Card. Treat your parents or a faculty member to a meal just by letting the staff member who is checking cards know that you have guests when you enter the Washakie Dining Center.

Meals If You’re Sick

If you are unable to attend a meal in the Washakie Dining Center due to illness, your roommate, a friend, or your RA may pick up a meal for you. Obtain a Meal Request Form from your residence hall staff and send it with your UW WyoOne Card to the Washakie Dining Center. If residence hall staff are not available, contact the Residence Life & Dining Services offices at (307) 766-3175 to make arrangements.

Beverages on the Go

Students who purchase a dining plan are provided with a portable Washakie Dining Center beverage container, allowing carry-out of beverages. Carrying beverages out in other containers is not permitted.

Breakfast on the Go

Breakfast on the Go is available at Washakie Dining Center on Saturdays and Sundays from 7am - 10am, allowing students “on the go” to grab a quick bite to begin their day.

Washakie Dining Center is the centerpiece of the residential dining program at the University of Wyoming. Washakie is an all-you-care-to-eat facility that features marketplace dining with several serving areas placed throughout the dining center. A variety of vegetarian and vegan menu items are offered on a daily basis at various serving areas.

Admittance

You can conveniently pay to dine in the Washakie Dining Center in a variety of ways. Swipe your UW WyoOne Card, or pay with cash or a credit card (Visa and MasterCard are accepted). You can also use your Dining Dollars or cash deposited on your WyoOne debit account.

Menus & Hours

Weekly menus and Dining Center hours are posted on our website and digital signage. While classes are in session, Washakie is open from 7am - 7pm on weekdays, with slightly reduced hours on weekends and holidays.

Late Night Snack

Late Night Snack is available Sunday through Thursday from 8:30pm - 11pm for students with a dining plan. Selections might include, but are not limited to, hot wings and nachos.

Special Events

Throughout the year, the Washakie Dining Center hosts regularly scheduled programs and events. You’ll have a chance to sample specialty cuisines and enjoy the festive atmosphere and entertainment.
DINING PLANS & SERVICES

Dining Plans

Each dining plan is identified by the number of times a student may enter the Washakie Dining Center per week. Dining plans run from Sunday through Saturday, and at the beginning of each week your dining plan balance is renewed.

When your UW WyoOne Card is presented at the entrance to the Washakie Dining Center, a staff member will be able to tell you how many meals you have left for the week. Meals not used during a week are not carried over to the next week. Meals are served during the contract periods for each semester. Limited service will be available during Thanksgiving, Spring, Easter, and Summer breaks for those students remaining in the residence halls. Current dining plan prices can be found on our website.

Dining Dollars

Dining Dollars are funds placed in a nonrefundable debit account on your UW WyoOne Card. Elements, The Book & Bean, Rendezvous, the Union Food Court, Washakie Dining Center, and vending machines across campus accept Dining Dollars.

All dining plans with at least 12-accesses per week have $50 of Dining Dollars per semester deposited on the your UW WyoOne Card. Before the semester starts, you can add $100 or $200, and Dining Services will add $10 or $25 more respectively, giving you added value on your Dining Dollars purchase.

YOUR NUTRITION

YourNutrition is an online menu tool to help you make informed, healthy choices in Washakie Dining Center and other campus dining locations. The YourNutrition system can help you select well-balanced meals, compare the nutrient content of menu items or screen our offerings to identify foods with common allergens. Dining preferences are also identified to assist our diners following vegan and vegetarian diets. To access YourNutrition, visit nutrition.uwyo.edu.

Nutrition Education and Information

Make an appointment with the dietitian regarding specific nutritional needs, nutrition counseling, physician-requested diets, or general nutrition information. For further information, please e-mail rld-nutrition@uwyo.edu or contact the Residence Life & Dining Services office.

Dining Plan Change Request

If you find that your dining plan needs have changed, you may request a dining plan change. Students may reduce their dining plan prior to September 26, 2014 in the fall semester or prior to February 20, 2015, in the spring semester without an additional fee. You may increase your dining plan at any time. To change your plan, fill out a Dining Plan Change Form at the Residence Life & Dining Services offices located in the lower level of Washakie Dining Center.
Academic Year Contract
Your Residence Life & Dining Services Contract is in effect for the entire academic year, excluding semester break. Please refer to the Contract Terms and Conditions available on our website for information about dates, cancellation, release, and termination. If your plans change after you have submitted your contract, it is important that you are in communication with us.

• Room charges do not include access to your room during the break between semesters. Winter break housing is charged on a per-night basis and will be arranged in a designated hall on a space-available basis.

• Dining plans do not include service during semester break.

• Meals not used during a week are not carried over to the next week.

• The halls close on Saturday, May 16, 2015, at noon with dinner on Friday the last meal served. Graduating seniors will be permitted to check out until noon on Sunday, May 17.

Rates & Payment
• For current rates, please visit our website: uwyo.edu/reslife-dining.

• Financial aid received will be applied to the balance owed regardless of payment arrangements selected on the contract. If funds remain after room and dining plan obligations are met, the remaining balance will be applied first to any other unpaid university debts.

• Room charges do not include water, electricity, cable tv service, a social fee, computer lab access, and internet access.
SAFETY & SECURITY

The residence halls maintain around-the-clock desk service. Exterior doors are locked 24 hours a day and are restricted to UW WyoOne Card access. If you don’t have your card, you will be asked to provide proof of residence. All non-residents must be escorted beyond the lobby.

You play an important role in contributing to your own safety:

- Keep your room door closed and locked.
- Don’t give your room/bathroom combination or UW WyoOne Card to anyone.
- Escort your guests at all times.
- Don’t allow any person claiming to be a UW official or maintenance employee into your room unless the person provides proper identification.
- Notify hall staff immediately if you are concerned about someone you don’t recognize in the hall.
- Report safety concerns in or around the halls.
- Air conditioners are prohibited.
- Large-amp appliances, such as refrigerators above 4.5 cubic feet or microwaves or devices larger than 800 watts, are not allowed.
- Avoid overloading electrical outlets. The residence halls recommend power strips designed to detect cord damage, disconnect powering 25/1000 of a second, and prevent cord fires and shock hazards. Do not use unapproved extension cords or multi-plug outlet adapters.
- The plug-in over the vanity mirror is not a Ground Fault Circuit Interrupter (GFCI) outlet. For your safety, unplug all appliances near the sink when not in use, and do not use a power strip with that outlet.
- After moving in, find the location of the two closest exits to your room and all potential exit paths. Count the number of doors to the nearest exits so that you can find your way in the dark. Maps on the back of room doors include tips for exiting.

Fire Safety

- In the event of a fire alarm, it is imperative that every resident and guest leave the building, move to an area of safety, and follow the instructions given by members of the staff, the voice alarm in the building or emergency responders. Do not assume a fire alarm is false. Failure to evacuate the building may result in disciplinary or legal actions.
- When exiting the building, go through the stairwells keeping to the right and using the handrails. Once you are out of the building, staff and firefighters will direct you to a safe assembly area.
- Don’t allow any person claiming to be a UW official or maintenance employee into your room unless the person provides proper identification.
- Notify hall staff immediately if you are concerned about someone you don’t recognize in the hall.
- Report safety concerns in or around the halls.
- Air conditioners are prohibited.
- Large-amp appliances, such as refrigerators above 4.5 cubic feet or microwaves or devices larger than 800 watts, are not allowed.
- Promote and encourage fire-safe behavior among residents and visitors.
- Storage of hazardous, flammable or combustible liquids in your room is prohibited.

Rights & Responsibilities

It is extremely important that you review the Rights & Responsibilities document contained in this handbook or on our website. The R&R lays out residence hall policies, and contains answers to questions you may have about them.
Student’s Responsibilities and Rights for Residence Life & Dining Services
2014 - 2015 Academic Year

The Department of Residence Life & Dining Services (RL&DS) at the University of Wyoming is committed to providing a fair and just environment for all individuals within the residential community.

The rules and regulations within the following publications apply to all residents, guests, and visitors in and around the residence halls. These policies are meant to help you, the student, understand what is expected of you and processes available to you while residing at the University of Wyoming. When students enter the University of Wyoming, they become responsible for their actions including satisfactory academic performance and behavior consistent with the purpose of the University. Students, guests, and other members of the University community are expected to follow all University Policies and standards of conduct.

Failure to abide by the policies outlined in this document may result in disciplinary action as outlined below and/or as outlined in the Student Code of Conduct. Furthermore, any violation of these policies that is also a violation of federal or state law may be subject to prosecution under any applicable federal or state law.

The following policies are in addition to the University of Wyoming Student Code of Conduct. For a copy of the Student Code of Conduct please see: http://www.uwyo.edu/dos/judicial/index.html

General Policies

Alcohol
In addition to the sections of the Code of Conduct related to alcohol, RL&DS would like to reiterate a few of those points and add some additional regulations for residents and guests of our residential buildings:
• No person under 21 years of age may possess or consume alcohol.
• Public or severe intoxication, regardless of age, is prohibited.
• Possession of kegs, party balls, and alcohol bongs are prohibited.
• Alcohol is not permitted within the residence halls or apartments, except as outlined below.
• No individual may be in possession of alcohol containers in the halls or apartments, except as outlined below. Please be aware that this includes displaying alcohol containers even if they are empty.
• Remaining in a room containing open, unopened, or empty containers of alcoholic beverages is prohibited, except as outlined below (See Passive Involvement).
• No individual may be in possession of paraphernalia in any of the halls or apartments, this includes displaying bongs.
• Production and/or selling of alcohol in the UW Apartments and Residence Halls is prohibited.
• Alcohol is permitted in Hill Hall and the UW Apartments only under the following rules:
  1. The alcohol is in a private room (i.e. not a public space) and
  2. Everyone in the room is 21 years of age or older. Even in these rooms, possession of excessive amounts of liquor and displaying alcohol containers is prohibited.

Community and Civility
• Actions which disrupt the community and otherwise make the atmosphere unwelcoming to individuals are prohibited.

Compliance
• Interfering with staff while they are performing their duties, being uncooperative, uncivil, or verbally abusive to staff will not be tolerated.
Computing
- Students may not improperly use computer access or data communications at the University of Wyoming. The Acceptable Use Policy can be found on the Information Technology page at http://www.uwyo.edu/infotech/index/

Cooking
- Appliances, including microwaves, used for cooking must be approved for home use and use fewer than 800 watts in full operation.
- Cooking items cannot be left unattended when in use.
- Open flame or exposed element appliances (such as a hot plate, toaster oven, George Forman-style grill, quesadilla maker, etc.) are prohibited.
- Outdoor grills are prohibited in the UW Apartments.
- Refrigerators must be smaller than 4.5 cubic feet and use no more than 800 watts of power, with the exception of the refrigerators that are provided for the UW apartments.

Damaging, Tampering, or Vandalizing Personal or University Property
- Students may not damage, vandalize or tamper with the property of the University or other parties.
- Stealing, borrowing, or modifying University property is prohibited, including lounge furniture.
- Tampering with hall elevators, including, but not limited to, misuses of emergency stop, alarms, prying doors open, overloading, or causing elevators to jam is not permitted.
- The tampering, damage, or misuse of fire safety equipment, alarms, extinguishers, exit signs, and smoke detectors is not permitted. This includes touching, hanging any items from, or covering sprinkler heads and smoke detectors.

Decorations
- Decorations may not cover exit signs, extinguishers, and alarms or like items. Decorations also may not cover exit doors and hallways, exterior lights, or security peep holes. Students must leave a 4 inch non-decorated perimeter on a door. Paper may not hang over any edge of the door.
- Residents may not hang lights on the exterior of the building or outside of their rooms or apartments. Electrical lights are permitted inside the room, but must be UL labeled and designed for interior use.
- Making holes in walls, placing items on the exterior of the building (antennas, cable, etc.) is prohibited.
- Banners, signs, pictures, and other items may not be displayed in individual room windows, or on the exterior of the building.
- Non-potted, non-rooted trees are not permitted. Decorations containing dried plants or plant parts are prohibited.
- Removal of window screens is prohibited.

Dining Facility Regulations
- A valid UW WyoOne Card is required for entrance to the dining hall. UW WyoOne Card privileges are not to be shared with others (see Security). A card used by anyone other than the owner will be confiscated.
- Disturbing the peace, or throwing food, or objects in the dining hall is not allowed. (See Disorderly Conduct).
- Shirts, shoes and appropriate clothing must be worn at all times.
- Appropriate and non-abusive physical and verbal behavior is expected at all times (See Harassment).
- Food must be consumed within the dining hall. Beverages may only be taken out of the dining facility if they are in a Washakie Dining Center mug.
- Plates, silverware, and other Dining Services property must remain within the facility; removal of any of these items will be considered theft (see Theft).
- Backpacks, book bags, and musical instrument cases may be brought into the dining hall if they are properly stored beneath a table or chair and out of the aisles.
- Skateboards, roller blades/skates, and manual scooters are not permitted in the dining hall.
- Students must take trays, dishes and trash to the designated area when finished dining.
- Entrance into the kitchens, storerooms, loading dock, and areas used to prepare food is restricted to authorized persons.

Drugs
The State of Wyoming and the University of Wyoming do not recognize Medical Marijuana cards nor the use of Medical Marijuana. Use or possession of this drug for medical or other reasons will not be permitted at the University.
In addition to the sections of the Code of Conduct related to drugs, RL&DS would like to reiterate a few of those points and add some additional regulations for residents and guests of our residential buildings.

- Possessing or the use of any illegal drug or drug paraphernalia is prohibited. Paraphernalia includes, but is not limited to: bongs, crushers, pipes, water pipes, or any items that have been modified or adapted so they can be used to consume illicit drugs.
- Possession or use of prescription drugs not prescribed to the student are prohibited.
- Selling, manufacturing, or distributing any illegal drugs or drug paraphernalia is prohibited.
- The misuse/abuse, selling or distribution of any prescription drug or misuse/abuse of any over-the-counter drug is prohibited.
- The use of compounds that produce or intend to produce hallucinations or illusions or alter your state of mind when introduced into the body are prohibited.
- Remaining in a location where illegal or illicit drugs or drug paraphernalia are present is prohibited (See Passive Involvement).

Fire Safety
- The use of extension cords or multi-plug outlet adapters are not allowed. Only UL-approved power strips are allowed.
- Residence cannot run extension cords from any interior building outlet to an exterior location.
- Residence cannot bring in or store flammable liquids (for example fuel) or containers (empty or full).
- Falsely reporting, setting, or causing a false alarm is prohibited.
- Burning of any substances in the residence halls and apartments is not permitted.
- Possession of candles or incense is prohibited.
- Candle warmers and Halogen lamps are not permitted.
- Storing, transporting, or discharging fireworks of any kind is not permitted.
- To enhance the safety of everyone—including emergency response personnel—residents and guests must follow directions given by staff, emergency responders, or the voice system. Residents and guest should evacuate the building immediately and follow all directions of emergency responders.

Furniture
- Residents may not remove furniture from rooms/apartments.
- University Housing facilities must be returned to their original condition before moving out at the end of the term. Residents will be charged for any items which are missing at the time of check out. Residents will also be charged for removal of personal items left in rooms/apartments.
- Furnishings in common areas are for use by all members of the community. Residents may not remove furniture from common areas. Students are encouraged to report acts of vandalism or theft in regard to the common areas.
- Waterbeds are prohibited.

Guests
- All guests must comply with the rules and regulations of RL&DS as well as the University of Wyoming.
- Residents are responsible for the actions of their guests and may be held accountable for their guests actions.
- Any guest who violates any RL&DS or University policy while in the residence halls, dining room, UW Apartments, Community Center, or surrounding areas may be subject to disciplinary action, including removal from the building and restriction from accessing the residence halls, dining room, UW Apartments, Community Center, and/or surrounding areas.

Residence Halls
- Residence hall residents may have overnight guests, provided they, in advance:
  1. Obtain the approval of their roommate
  2. Obtain the approval of their RA
  3. Have the guest (?) sign in at the residence hall front desk.
- No guest may stay in a room for more than three nights in a 14-day period. A maximum of two guests is allowed in a double occupancy room on a given night.
- Guests in the building must be accompanied by their host student at all times, including to and from the Hall entrance and restrooms.

Apartments
- UW Apartments Residents may have overnight guests, provided they, in advance:
  1. Obtain the approval of their roommate
Residents are responsible for following any pest management procedures that are being performed in their living space.

Lockouts
- Misuse of emergency lockout service is prohibited.
- Apartment residents who call upon staff to provide access to their apartment and/or mailbox may be charged with misuse of this service if the requests occur more than once for one household in four months, or if the resident fails to meet at the appointed time for the lockout service.
- Subject to a two week grace period at the beginning of each semester, residents will be charged a $5 fee for each temporary card or replacement card.

Noise, Quiet, and Courtesy Hours
- Quiet hours are Sunday through Thursday, 8 p.m. to 8 a.m. and Friday through Saturday, midnight to 8 a.m.
- During final exams week, 24-hour quiet hours will be observed.
- During quiet hours, no noise should be heard outside of your room.
- During all hours of the day, excessive noise, such as loud televisions, stereos and radios, are prohibited. Noise should not be heard more than two doors away from your room.
- Amplified instruments, drum sets and other items that create loud noise are prohibited, the sole exception being instruments that are plugged into and used only with headphones.

Health & Safety Room Checks
RLDS staff want to create a healthy and safe environment for all residents living within the residence halls and apartments. To maintain this environment, RLDS may conduct health and safety room checks in the residence halls each semester and monthly in the apartments. RLDS staff reserves the right to conduct health and safety room checks at any time.

Housekeeping
- Residents are responsible for regularly cleaning their rooms/apartments.
- Failure to maintain living areas to the minimum standard of cleanliness is a cause for disciplinary action and possibly eviction from University Housing.
- Under no circumstances are personal trash cans or trash/recycling to be left in the hallways/corridors or outside of student rooms/apartments.
- Residents are responsible for maintaining the cleanliness of all community areas (ex. study rooms, fishbowls, kitchens, and lobbies). Residents are not permitted to clean or dress animal carcasses in any residence hall.
- Wild game meat may not be frozen in residential housing freezers unless the meat has been properly prepared/dressed.
- There is a very limited amount of freezer space in the residence halls, and all items placed in the freezer must be properly wrapped and labeled.

Harassment
Harassment of any type is unacceptable in or around the residence halls and is prohibited under University Regulations 1-5 (See: http://www.uwyo.edu/generalcounsel/new-regulatory-structure/university-governance-and-structure.html). Harassment may include, but is not limited to: any behavior physical, verbal, or electronic that threatens an individual or creates a hostile environment for an individual on the basis of race, sex, gender, color, religion, national origin, veteran status, sexual/affectionate orientation, political belief, or other status protected by state and federal statutes. Complaints of harassment should be reported to the Dean of Students Office as outlined in the code of conduct.

Passive Involvement
As a member of our residential community, you are responsible for your behavior, the choices you make, and the behavior of your guests. It is our expectation that you will abide by all University and Housing policies. If you are ever in the presence of a policy violation, you have some choices:
- You may attempt to stop the violation
- You may contact the residence hall staff
- You may remove yourself from the situation
If you choose to stay present while a policy violation is occurring, then you will be included on the incident report and could be held responsible for a policy violation.

Pets/Animals
• Animals are not permitted in residence halls and apartments with the exception of fish contained in aquariums of 20 gallons or less. Students registered with University Disability Support Services may have a service/assistance animal. For information on the University’s Service and Assistance Animals Policy please see: http://www.uwyo.edu/generalcounsel/new-regulatory-structure/other-university-policies.html.

Repairs and Maintenance
Repairs and maintenance must be performed by authorized University staff and contractors only. Residents should report maintenance concerns in a timely manner by submitting a work request form on the RL&DS website (http://www.uwyo.edu/reslife-dining/).

Restroom Access
• Guest restrooms are provided in the main lobby of each building.
• Providing restroom combinations to non-residents of your floor is prohibited.

Right to Entry
The University respects an individual’s right to privacy. However, authorized University personnel may enter student rooms/apartments without notice for:
• Routine maintenance of University property and responding to resident work requests.
• To inspect for or make necessary repairs to rooms/apartments equipment.
• To verify occupancy.
• In situations where a student’s safety and well-being are thought to be at risk.

Room Consolidation/Apartment Changes
• RL&DS reserves the right to consolidate vacancies by requiring residents to move from single occupancy to double occupancy rooms. When RL&DS determines that space is available, the resident may be given the option for single occupancy charges rather than consolidation. Residents in shared apartment accommodations (Bison Run Village) without a roommate(s) may only utilize their own bedroom.
• If a resident has a concern related to a conflict with a roommate, the resident should contact a RLDS staff member who will try to work with both parties to address the concern. If the concern is not addressed, the resident may request a room/apartment change. Room/Apartment changes are a last option and are not granted easily. Changes must be made with an Authorization Form obtained from the Residence Coordinator in your area in cooperation with the RL&DS Contracts Office. Changing rooms or trading keys without permission from a Residence Coordinator is not permitted.
Security

- Students’ UW WyoOne Card is the property of the University of Wyoming and is provided to you so that you and you alone may access the privileges and services provided for you. It is unacceptable to give, loan, or otherwise make available your UW WyoOne Card to another individual. Loss of your UW WyoOne Card must be reported to RL&DS immediately.

- Building entry is restricted to residence hall students and their invited/accompanied guests. Entering through locked side doors, windows, or attempting to break and enter is prohibited. Unauthorized use of a key, combination, UW WyoOne Card, or other method to gain entry to locked facilities without University authorization is prohibited.

- Allowing another person or persons to enter the building by holding the security door open for them (tailgating) or allowing another person to use your UW WyoOne Card to gain entry into the building is prohibited.

- If you believe that someone is missing, you should quickly notify your Resident Assistant (RA), Apartment Life Assistant (ALA) or the residence hall lobby desk worker. RL&DS staff will attempt to contact students believed to be missing and will contact law enforcement personal if attempts to make contact with the student are unsuccessful. The Missing Person Policy is available at: http://www.uwyo.edu/uw/campus-safety/.

- Child Supervision: Parents/guardians are at all times responsible for the behavior and supervision of their children in all residence halls, apartments, and associated areas. Children are not permitted to be left alone overnight without proper adult supervision. Cases of child neglect or abuse must be referred to an Apartment Life Assistant or the Assistant Property Manager for referral to appropriate authorities.

Sexual Misconduct

The Dean of Students Office is responsible for all conduct proceedings resulting from allegations of sexual misconduct. For complaints related to sexual misconduct and the sexual misconduct policy please see the code of conduct available at: http://www.uwyo.edu/dos/judicial/index.html

Smoking

- In order to provide a smoke free environment and in accordance with UW Regulation 2-180, smoking is prohibited within all residence halls, apartments, and dining areas. Smoking is permitted in outdoor areas including University sidewalks, seating areas, and grounds that are at least 20 feet away from entranceways, passageways, operable windows or ventilation systems.

- Smoking traditional pipes, cigarettes, hookahs, e-cigarettes and like items within the residence halls, apartments, Community Center and dining areas is prohibited.

- Smokeless tobacco products are prohibited in the residence halls.

Solicitation and Business Operation

- Selling door to door in the residence hall is not permitted. In addition, students are not permitted to operate a business from a residence hall facility. This includes businesses operated through the Internet.

Sports in the Halls

- Sports activities are not permitted inside the residence halls or close to the buildings. This includes, but is not limited to throwing objects, roughhousing, water fights, roping, and snowball fights.

- Actively using bicycles, skateboards, rollerblades, skates, or other related equipment are not permitted in any RL&DS building or tunnel.

- Residents may walk bicycles to their rooms for storage.

- Under no circumstance will bicycling, skateboarding, rollerblading, skating, or related devices be allowed on ramps, curbs, benches, steps, or stairs and any other structure around the residence halls or apartments.

Substance-Free Living

- Students living on substance-free living floors may not possess, consume, or distribute alcohol, drugs, or tobacco products. Students may not be publicly intoxicated, regardless of age.

Technology/Telecommunications Misuse, Tampering, or Damage

- RL&DS, in partnership with Information Technology, reserves the right to monitor the flow of traffic over the network and make changes to the network to optimize the network for academic purposes. RL&DS reserves the right to disconnect any user at any time for any purposes.

Weapons

- Firearms, weapons, ammunition, and explosives are not permitted in or around residence halls, apartments, and dining room. Prohibited weapons include, but are not limited to: paintball guns, airsoft guns, tasers, slingshots, mace or pepper spray containers in excess of 1 ounce, knives or
swords (blades 3” or longer except in the apartments for cooking purposes only), brass knuckles, blow guns, dart guns, bows, arrows, martial arts weapons.

- Firearms may be stored at the University Police office, which is located on the corner of 15th and Flint. Residents are given 24-hour access to their weapons. Unfortunately, the University Police are unable to accommodate requests to store ammunition, sprays, or swords.

**Windows, Balconies, and Rooftops**

- Hanging, climbing or attempting to climb the exterior or interior of buildings through room windows is not permitted. Disabling window stops or rivets is prohibited.
- Accessing or climbing on the exterior of buildings, roofs, and balconies is prohibited.
- Throwing, dropping, or shooting any object (including liquids) within or from residence hall or apartment windows or any building is prohibited.
- Removal of window screens is prohibited.

**Filing an incident Report**

Any resident, student, faculty, or staff member of the University may file an Incident Report regarding a resident or guest for failure to follow the policies outlined in this document. RL&DS staff can help you obtain an Incident Report form and fill out the complaint. Staff within RL&DS can file Incident Reports regarding matters brought to their attention either by direct observation of student behavior, through on-line media, or through student communication. Incident Reports or written letters should include the following information:

- Name of the accused
- Address of the accused
- Date the complaint is filed
- Date of the alleged violation
- A narrative of the incident and summary of concerns
- Name and address of the person filing the concern
- Name and address of potential witnesses

After completing report, the report can be provided to any RL&DS staff member. A staff member will review the complaint and follow the most appropriate procedure for addressing your concerns; depending on the type of complaint, you may or may not know the results of the process.

Students reporting an incident involving sexual misconduct are strongly encouraged to contact the University Police Department as soon as possible, and to seek assistance from the STOP Violence counselor in the Dean of Students Office. Residence Hall staff is able to assist students with these referrals.
**Conduct Procedures**

**Overview**

Conduct procedures are designed to uphold and respect the rights of the accused and to ensure the wellbeing of the alleged victim as well as other residents. As stated above, failure to abide by the policies outlined in this document may result in disciplinary action as outlined below and/or as outlined in the Student Code of Conduct. Furthermore, any violation of these policies that is also a violation of federal or state law may be subject to prosecution under any applicable federal or state law. This policy shall apply to a student’s conduct even if that student withdraws from school while a disciplinary matter is pending. In addition, proceedings under the Code and this policy may be conducted prior to, simultaneously with, or following any civil or criminal proceedings. (UW Regulation 8-30)

**Correspondence**

Official correspondence regarding any incident will be made through the student’s University e-mail account.

**Procedures**

1. A potential violation of policy occurs, the incident is documented and referred to RL&DS.

2. Within 2 business days of receiving notice of an alleged violation, an individual designated as a Student Conduct Officer by the Executive Director of RL&DS will email the student a notice regarding the alleged violation. The notice will contain the following information:
   a) Specific portions of this policy and Code of Conduct that may have been violated;
   b) A Review of the potential sanctions; and
   c) A review of the meeting procedures.

3. The Conduct Officer will work with the student to schedule a meeting. The Student Conduct Officer may choose to include other University officials in the meeting process.

4. At the meeting:
   a) The Conduct Officer will review the Incident Report with the accused and provide an opportunity for the accused to present relevant information and witnesses.
   b) The student has the option of bringing an advisor to the meeting. The advisor may only advise the student, not represent the student.
   c) The student has the right to present witnesses and information.
   d) The technical rules of evidence applicable to civil and criminal cases shall not apply.
   e) After all information has been presented, the Conduct Officer will review the findings and come to a decision and possibly assign sanctions. (See below for a list of possible sanctions)
   f) Upon making a decision, the Conduct Officer will complete a Case Resolution Form detailing the charges, decision, and rationale for the decision. The accused will then be asked to sign the form; one’s signature does not waive the right to an appeal.
   g) The Conduct Officer will discuss the appeal process available to the student at the conclusion of the meeting and provide an appeal form.
   h) Should the accused fail to appear, the meeting may be held in her/his absence and sanctions may be imposed.

**Appeal**

If a Student disagrees with the decision of the Conduct Officer, the student has five business days from the date of receiving the decision to submit the appeal form to the Associate Director of RL&DS. The student can only appeal the decision if the student believes:

1) The decision reached was not based on a preponderance of the evidence, which requires that the facts more likely than not prove the issues for which they are asserted
2) The sanctions imposed were unduly severe or disproportionately harsh
3) New information is available which was not available at the time of the meeting

The Associate Director will review and determine whether he or she agrees with the decisions of the conduct officer. If the Associate Director agrees with decision, the Associate Director can reverse the decision or modify the sanction. The Associate Director’s decision is final.
Sanctions

Sanctions may be implemented when students are found responsible for violations of RL&DS or the Code. Repeated violations or multiple violations of this policy are not acceptable. If sanctions are assigned, failure to complete any part of the sanction will result in a hold placed on the student’s academic record. In addition, failure to complete sanctions may result in new charges and/or sanctions. Sanctions may include, but are not limited to:

- **AWARE – Alcohol**
The AWARE programs strive to utilize best practices in providing drug and alcohol education and prevention programming for the University of Wyoming campus and community. The AWARE program promotes a standard of wellness in regard to healthy choices surrounding alcohol use and the prevention of illicit drug use by college students.

- **AWARE-Marijuana**
The AWARE program strives to utilize best practices in providing drug and alcohol education and prevention programming for the University of Wyoming campus and community. The AWARE program promotes a standard of wellness in regard to healthy choices surrounding alcohol use and the prevention of illicit drug use by college students.

- **Discipline Warning**
This is a written statement summarizing the outcome of a conduct meeting. This serves as notification to students that their actions are not acceptable and future violations of any rule in this policy during the stated period may result in more severe sanctions.

- **Educational Assignment**
Educational assignments are sanctions assigned by a Conduct Officer for a student to more closely address the desired learning outcomes of the conduct meeting. Examples include but are not limited to: special projects, apologizing to affected members of the community, participating in a Registered Student Organization, or writing a reflection paper.

- **Parental Notification**
Subject to FERPA, parental notification may be made when a determination is made by the Conduct Officer that the student’s behavior demonstrates: a risk of harm to self or others, a pattern of repeat offenses, or, any violation of law involving a controlled substance.

- **Community Service**
This can include work on or off campus.

- **Conduct Probation**
When a determination is made by the Conduct Officer, and upheld on appeal (if applicable), that the student’s misconduct was of a serious nature the student may be placed on conduct probation for a specified period of time. Occurrence of any further misconduct during the stated probationary period will constitute grounds for suspension or expulsion from the University.

- **Deferred Eviction**
Being placed on deferred eviction status means if you are found responsible for violating any further policy or procedure you will be evicted from the residence halls. This constitutes your last chance to remain eligible to live in the residence halls.

- **Deferred Parental Notification**
RL&DS staff may make the determination that contact be made with the parents of any student due to any future policy violation. This is especially applicable in situations when a student may have passive involvement in alcohol and/or drugs situations.

- **Eviction**
Based on the recommendation of the Conduct Office, the Executive Director may determine the need to revoke the privilege to reside within or visit the residence halls, apartments and dining facilities. Students may be charged for room/meal plan charges for the academic year. It is probable that such action will be accompanied by Conduct Probation or perhaps a more severe sanction as determined by the Dean of Students.

- **Housing Probation**
The student is placed in a status of warning for a specified period for either serious or repeated misconduct. Occurrence of any further misconduct during the stated period will likely result in eviction from the residence halls or apartments—students may be charged for room/meal plan fees for the remainder of the academic year/lease.

- **Parental Notification**
Subject to FERPA, parental notification may be made when a determination is made by the Conduct Officer that the student’s behavior demonstrates: a risk of harm to self or others, a pattern of repeat offenses, or, any violation of law involving a controlled substance.

- **Community Service**
This can include work on or off campus.

- **Referral**
Students may be sent to other entities to further learn of the consequences of their behavior or to learn how to adjust to a mature college setting. Referrals also may be made to help students learn how to manage life skills.
- **Room/Building Change**
  Requiring a student to move to another floor, residence hall, or apartment.

- **Recommendation of Suspension from the University**
  The Conduct Officer may recommend to the Dean of Students separation of the student from the University for a definite period of time, after which the student is eligible to return. An administrative hold may be placed on the student’s record and conditions for readmission may be specified.

- **Recommendation of Dismissal from the University**
  The Conduct Officer may recommend dismissal (a permanent separation of the student from the University) for misconduct from the University to the Dean of Students.

**Records**

All documents relating to the conduct proceeding will be kept in the student’s judicial file in the Dean of Students Office for seven years from the date of the incident.

**Trespass**

Separate from the disciplinary process, when an individual’s actions are deemed to be harmful and/or disruptive to the university and/or its individual members, contrary to the University’s policies, rules or regulations, or where the individual’s actions are contrary to law, an individual may be legally barred from University owned or controlled properties. For more information on the University’s Trespass policy please see: http://www.uwyo.edu/general-counsel/new-regulatory-structure/facilities.html.

**Additional Resources**

ResNet Service Agreement (www.uwyo.edu/resnet/service_agreement.asp)

RL&DS Contract Terms and Conditions( http://www.uwyo.edu/reslife-dining/Halls.asp)

University of Wyoming Student Code of Conduct (http://www.uwyo.edu/DOS/)

University of Wyoming Regulations (UW Regulations) (www.uwyo.edu/legal/)

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