

**WHEELING JESUIT UNIVERSITY
DIVISION OF STUDENT DEVELOPMENT**



**STEENROD GRADUATE RESIDENCE HALL
HOUSING INFORMATION PACKET
2013-2014**

The Office of Residence Life
316 Washington Ave.
Wheeling, WV 26003
Phone: 304.243.2257
Fax: 304.243.2352

Dear Graduate Student,

The Office of Housing and Residence Life looks forward to your arrival on campus; we are pleased to highlight our graduate student housing opportunity in Steenrod Hall.

Located just a few blocks from the university, the facility offers a high quality of living at a very affordable price. Each resident in Steenrod will have his or her own bedroom. Three one-bedroom apartments are available, but the majority of the apartments are two bedrooms. Apartments are furnished with a refrigerator, stove, living and bedroom furniture, central air conditioner and Internet access. The rent varies for each style of apartment as is outlined below.

2013-2014 Rates	
TYPE OF APARTMENT	RATE PER PERSON PER TERM
Double	\$ 2,495.00
Single	\$ 3,700.00
Double as a single	\$ 4,990.00

To reserve an apartment you must do the following:

1. Complete, sign and return the enclosed Housing Contract.
2. Pay a \$200.00 deposit by sending a check or money order payable to Wheeling Jesuit University, The Office of Housing and Residence Life, with your signed Housing Contract.

When we receive your deposit and completed Housing Contract, we will notify you of your housing status. It is important that you act promptly, because space is limited. Once again, we look forward to your arrival at Wheeling Jesuit University. Please feel free to contact me if you have any questions.

Sincerely,

Dr. Justin Tyler Owens, PhD
Director of Residence Life and Student Conduct
Phone: (304) 243-2257

STEENROD GRADUATE RESIDENCE HALL

- Originally Steenrod Elementary School from 1924-1995
- In 1997 Wheeling Jesuit University purchased the building with plans to renovate the 18,400 square foot structure
- In August of 1999, renovations started to transform the school into a modern apartment-style building
- In 2000 Steenrod Graduate Residence Hall opened its doors to students
- Building Features
 - 3 floors
 - 20 Apartment-style units: 17 two-bedroom and 3 single-bedroom
 - Handicapped accessible building and units
 - Students possess their own bedroom which consists of:
 - bed, nightstand/under desk unit, desk with chair, lamp, wardrobe with 2 drawers, and 2 dressers with 2 drawers each
 - Students share:
 - Electric kitchen with refrigerator, stove with oven and ventilation system, cabinetry, and sink
 - Living room with couch, cushioned chair, television stand, coffee table, dining table with four chairs
 - Bathroom with commode, two towel racks, shower, and a detached sink, mirror and under sink storage.
 - Automatic fire alarm and sprinkler system with units in each room
 - First floor laundry room with 3 washers, 3 dryers, and utility sink included with rent
 - Elevator
 - Convenient parking for 50 vehicles in a well lit lot
 - 2 main accesses
 - Emergency exits on each floor
 - Heat, air, electric, water, cable, telephone, internet, laundry, convenient parking, and sewage all included with rent

WHEELING JESUIT UNIVERSITY

The Office of Residence Life

STEENROD GRADUATE RESIDENCE HALL POLICIES

2013-2014 Academic Year

The University believes that off-campus living provides a balance of challenge and support for our graduate students. Steenrod allows our residents to learn about themselves and others and to take responsibility for themselves and their development.

The role of The Office of Residence Life is to contribute to the development of Steenrod residents in a diverse and positive living environment. The interaction between individual students and the community in which they live is a dynamic one. The individual attitudes and actions of students have an impact on the individual and the community. Housing & Residence Life seeks to keep these elements in balance.

In keeping this balance, the mission supports the nondiscrimination policy of the University. The Office of Residence Life does not discriminate on the basis of age, race, creed, national origin, or physical disabilities in the consideration of housing selection and assignment.

Responsible student behavior is at the heart of the Wheeling Jesuit University's Housing and Residence Life program. Residents are expected to respect the property, rights, and sensibilities of all residents. The policies and procedures listed are meant to help insure responsible behavior and respect for fellow students and property.

In addition to reviewing this publication, students who reside in Steenrod should refer to the housing contract for detailed information on the agreement to live in Steenrod. Questions regarding the contract should be directed to The Office of Housing and Residence Life.

While the Steenrod Policies attempt to include information on most of these regulation and policies, residents of Steenrod Hall need to review the Student Handbook. It is available on-line at: <http://www.wju.edu/studentlife/pdf/StudentHandbook.pdf>.

The following alphabetical listing identifies some of the most common issues and policies regarding Steenrod:

ALCOHOL: In accordance with the University's general alcohol policy, alcohol is permitted only in private students apartments where at least one student of legal drinking age (21 years or older) resides. Students who are of age may not bring alcohol into an apartment where an under age person resides. Under age persons residing or visiting in such apartments are prohibited from consuming or possessing alcohol. Alcohol use is not permitted in any public are (including hallways or outdoors).

Wheeling Jesuit University is committed to creating and fostering an academic and social environment that fosters growth among its members. The abuse of alcohol threatens the educational and social mission of the University. As a result the following are violations of the Steenrod Policy.

Wheeling Jesuit University personnel will cite all students in violations of the following:

- Alcohol use in a public area.
- Alcohol use by an underage person.
- Alcohol served to an underage person.
- Alcohol abuse by any person.
- Any inappropriate behavior associated with alcohol use (noise, vandalism, etc.)

APARTMENT ASSIGNMENTS/SELECTION: Apartment assignments are coordinated by the Director of Residence Life and Student Conduct. Every attempt is made to accommodate each student's request, but specific requests typically may not be guaranteed. **All residents should expect to be assigned a roommate if he/she does not have one.**

APARTMENT CHECK-IN FORM: On the first day of occupancy, each resident will receive a Check-In/Out Form, completed and signed by the student and the Director of Residence Life and Student Conduct. (After vacating the apartment, the form will be reviewed. Any damages or missing furniture or fixtures will be charged to the occupant(s)). The process is complete when the Office of Residence Life has made a final inspection of the apartment.

APARTMENT DECORATIONS: Nails, thumbtacks, tape of any kind, stickers, decals, or any other devices which DAMAGE paint or wood surfaces are not permitted. Posters and other decorations may be hung on the walls, as long as damage to the surface does not result. Any partition or hanging materials deemed a fire hazard are strictly prohibited.

APARTMENT/APARTMENT DEPOSITS: Each resident must deposit \$200 as an apartment reservation fee. If any damage is done to the apartment during the duration of your stay the cost of the replacement or repair will be assessed proportionately among all residents in that apartment floor, or in the building. These charges will be billed to your student account, failure to pay these charges will result in having your housing assignment revoked, or having your transcripts and/or your diploma held until your account is paid in full.

APARTMENT ENTRY AND SEARCH: Wheeling Jesuit University seeks to allow students privacy within their residence hall apartments. However, when University personnel have reasonable cause to believe that an apartment is being used for an illegal purpose, or in violation of University rules and regulations, student apartments and personal belongings may be searched by University officials. The University also reserves the right to enter student apartments for maintenance and housekeeping inspection.

APARTMENT/ROOMMATE CHANGES: Roommate changes are not automatic. If students find that they have been assigned an incompatible roommate, a discussion with The Office of Residence Life is required. The option to relocate may be offered if and when a space is available. Students who are granted the option to move are given a list of other residents with whom they may choose to live.

BICYCLES: Residents must store bikes in their own apartments. Fire regulations prohibit bicycles from being kept in hallways or stairwells.

BOARD (meals): Information on meal plan options is available from The Housing & Residence Life Office. Board plans can only be changed during the first two weeks of each semester. Undergraduate students must be on a meal plan with the University.

CABLE SERVICES: Cable Services are provided as a part of the Housing Contract.

CANDLES/INCENSE: City fire regulations prohibit the burning of candles and incense in the Steenrod residence hall.

CARE OF APARTMENTS: Students are responsible for the cleanliness and care of their apartments. Each student will be accountable for any deterioration of the apartment, or its contents, beyond normal wear and tear. Charges will be assessed for such damages (see DAMAGES).

DAMAGES: INDIVIDUAL /CORPORATE: Students are financially responsible for their individual apartments and for the common areas of the residence halls. Students will be billed (assessed charges) for damages and deterioration beyond normal wear and tear. Each resident must deposit \$200 as a reservation fee. Damages will be billed to the resident's account when damage occurs in a private apartment or in a common area when the individual responsible cannot be determined. The cost of replacement or repair will be assessed proportionately among residents.

FIRE REGULATIONS: Wheeling Jesuit University takes seriously its commitment to prevent fires and the misuse or abuse of fire protection equipment. Students are expected to maintain a responsibility to their floors and living units. Residents should be familiar with their residential unit and aware of the nearest exit and alternative exits.

Alarm procedures: When a fire alarm sounds, please observe the following procedures:

- Close windows, turn off lights and electrical equipment, and close door(s) if time allows.
- DO NOT use elevator during an alarm.
- Walk; do not run, to the nearest exit. If the closes exit is blocked by fire or smoke, find an alternative exit. If smoke is in your exit path get down and as low as possible (crawl).
- After exiting, get well away from the building and follow instructions from the residence staff, security officers, and/or fire department officials.
- DO NOT re-enter the building unless permitted to do so by authorized fire officials.

Tampering with fire prevention equipment is expressly forbidden. If such actions cannot be attributed to an individual(s), those living on that floor will each be charged a \$50.00 fine and the cost of repairs and/or replacement of the equipment. Deliberate false alarms, which cannot be attributed to a particular individual(s), will result in a fine of up to \$50.00 to each resident of that floor and the cost of repairs and replacement of the equipment. Failure to exit from a building during an alarm (whether false or otherwise) will result in disciplinary action. If a student does not exit during an alarm he/she will be fined \$50.

FURNITURE, PERSONAL: Residents may bring furniture such as chairs, bookcases, etc. Waterbeds are not permitted. The Director of Housing and Residence Life may prohibit any personal furnishings considered too large or potentially dangerous (fire hazard, etc.) for the residence hall apartment.

FURNITURE, UNIVERSITY: Students are not permitted to remove furniture, furnishings or other equipment from any University facility. Students are not to switch furniture from one residence hall apartment to another. Built-in furniture (fixed location) may not be altered or moved from its location within an apartment.

GUESTS: Students are limited to have three guests at any time and accept responsibility for the actions of his/her guests, including financial liability should damage occur and for any violation of University regulations. A student may also be subject to judicial action for misconduct by his/her guest. In addition, the maximum length of stay for a guest is 5 nights.

ILLICIT DRUGS: Wheeling Jesuit University will not tolerate possession, use, sale, or distribution of illegal drugs. Students who participate in these illegal activities are subject to severe disciplinary action, including dismissal from the University and potential loss of some federal financial aid, if a recipient of such aid. Students involved in such activities are also subject to local, state, and federal sanctions.

KEYS: Keys to Steenrod are the property of Wheeling Jesuit University. You may neither lend, nor reproduce, keys under any circumstances. Report lost keys immediately to The Office of Residence Life. A lost key will require replacement of the key, changing the core and changing the cylinder for the locks involved. The student will be charged for these replacements. In addition, the student will be fined \$100.00 for a lost residence apartment key or a lost key to any other University facility. Failure to return keys when a student leaves the residence hall will result in the same fines and replacement costs. Use of any University keys to enter unauthorized areas is a violation of University policy.

LAUNDRY: Washers and dryers are located in Steenrod, and residents' laundry charges are included in housing costs. Students are responsible for their own laundry, including bed linens and towels. Mechanical failure of laundry equipment should be reported to the Resident Director, or to The Office of Residence Life, as soon as possible.

PETS: State health and safety regulations prohibit all pets in Steenrod, except aquarium fish.

REPAIRS: All requests for repairs should be given to The Office of Residence Life or unless the repair is an emergency. The Office of Residence Life will complete a maintenance request from and will notify Physical Plant. In an emergency, contact the office of Security (243-2486).

SINGLE APARTMENT POLICY: Most apartments are designed for two people. Such arrangements have proven to be convenient and help create a residential living experience desired by the University. Students interested in obtaining a single apartment must complete a “Single Apartment Request”, obtained in The Office of Residence Life. Single apartments will only be provided if space is available. Students must also agree to pay the single apartment rate. The Office of Residence Life does not guarantee to any student a single apartment. However, when space is available, and the student signs a contract to pay a single apartment fee, then single apartments may be made available.

SMOKING: Smoking and use of tobacco products are **not** permitted in Steenrod residence hall; this includes the hallway and public areas. Smokers must dispose of their smoking refuse appropriately, at the entrance of the building.

STUDENT TELEPHONE SERVICE: Local telephone services are provided as a part of the Housing Contract.

THEFT: Report any theft immediately to the office of Campus Safety and Security. Student Development will also be notified. The University does not assume responsibility for personal property kept at the University.

The following suggestions are made to all residents:

- Keep apartment doors and windows locked whenever the apartment is left unoccupied, even for short periods of time.
- Clearly mark all personal items with your social security number or other personal identification. The Campus Safety and Security Department has the equipment to provide this service and will be glad to assist students.
- Record serial numbers/make of stereo, typewriters, etc. (Security can also keep such records.)

VISITATION: All visitation policies are governed by these principles:

- All occupants of the residence hall must respect proper conditions for privacy, study, and relaxation.
- The varied needs of individuals for sufficient quiet and sleep are to be honored.

NOTE: In addition to these policies, all resident students and resident employees are subject to the Student Code of Conduct, and Faculty/Administration/Student Handbook

Wheeling Jesuit University
The Office of Residence Life
Swint Hall Room 201
316 Washington Ave.
Wheeling, WV 26003

STEENROD GRADUATE RESIDENCE HALL
2013-2014 HOUSING CONTRACT

This contract is an agreement between Wheeling Jesuit University and the individual student. It is for the Period of Contract beginning with the day proceeding the first day of registration, and continuing through the last day of the scheduled examinations. It entitles the student to the use of University accommodations only in such a manner as set forth herein and in Student Regulations, which are a part of the Student Handbook. It does not constitute a commitment of admission to the University. This contract may be terminated only under the conditions specified herein. The University agrees to provide accommodations under the conditions of this agreement and as described in the University Student Handbook.

TERMS AND CONDITIONS

The Office of Residence Life at Wheeling Jesuit University agrees to provide me with housing for the contractual period stipulated in this contract, in Steenrod Graduate Residence Hall. This includes Fall Break, Thanksgiving Break, Christmas Break, Spring Break, and Easter Break.

1. It is my responsibility to read the Steenrod Graduate Residence Hall Policies, University Catalog, Student Handbook and communications from Office of Student Development and Housing and Residence Life in order to be acquainted with the policies and regulations published therein;
2. I will not transfer, vacate, or exchange apartments without proper authority from the Housing and Residence Office nor will I remove any furnishings or equipment from the assigned apartment or from any other part of the premises;
3. I will not sublet my apartment or otherwise allow any person to stay in my apartment without registering such guests prior to their stay; guests may stay no longer than two consecutive nights;
4. The Office of Housing and Residence Life reserves the right to make apartment assignments to change a student's apartment when circumstances of housing require it and, in serious cases, to require a student to withdraw completely from the residence hall when such is deemed necessary by the University for the health and well-being of the student and/or University;
5. If University authorities have reasonable cause to believe that the apartment is being used for an illegal purpose, or in violation of University policy, the student's apartment and personal belongings may be searched by the University;
6. The University reserves the right to enter the student's apartment for maintenance and housekeeping inspections;
7. I will assume responsibility for cleaning and maintaining order in the apartment according to standards set forth by the University;
8. I am responsible for all damage to the apartment furnishings and for property loss; that the costs of repairs and replacements will be charged to the residents of the apartment
9. The University is not financially responsible for personal possessions lost or stolen from the apartment or storage;
10. I relieve the University from any liability to myself or to guests resulting from property damage or personal injuries sustained in or around the residence hall;
11. Should I at any time cease to be duly enrolled as a Wheeling Jesuit University student, I will vacate the residence halls within three days of the date of withdrawal from the University.
12. To be a resident of the Steenrod apartments an individual must either be an enrolled student at Wheeling Jesuit University. Only spouses of an enrolled student is permitted to live in the apartment with the student unless an exception is granted by the university.
13. Each resident may only register one car and must use the parking spaces designated for residents of the residence hall;
14. I assume responsibility for the behavior of guests;
15. This Contract may be terminated and I may be required to vacate the apartment if I am more than 30 days delinquent in any housing bill.
16. Students must have proper immunization records on file with the Student Health Center to reside in Steenrod.
17. Students having to leave Steenrod for an extended period of time (*e.g.*, clinical rotation) must remove all belongings from the apartment, or the resident will be charged the full rent during that time.
18. Residents have 3 days to vacate the apartment upon completion of the final semester coursework. Failure to do so will result in the student's rent being prorated.

APARTMENT RATES: I agree to pay one of the following rates and understand that I will be billed each academic semester (2011-2012 rates listed).

- | | |
|--|---|
| <input type="checkbox"/> Double Rate \$2495.00 per academic semester | <input type="checkbox"/> Single standard rate \$3700.00 per academic semester |
| <input type="checkbox"/> Double as Single Rate \$4990.00 per academic semester | <input type="checkbox"/> Summer Term (\$1590 for Double, \$2184 for Single) |

APARTMENT RESERVATION/DAMAGE DEPOSIT: A **\$200.00 deposit** is required to reserve an apartment. This deposit will be used to reserve an apartment, and is non-refundable. This amount will be credited to the student's account upon occupancy of the apartment.

I hereby agree to accept and retain my housing assignment for the period of **2013-2014 Academic Year**. I recognize this contract, when signed and approved, to be binding for the **duration of the contract period**, except as otherwise expressly noted and approved in writing by the Director of Residence Life or as described by this contract. I understand that if I am a university employee that I must pay through payroll deduction. I understand that if I am an undergraduate student, I must be on a meal plan with the university. **I agree to abide by all regulations of the residence hall and the University as described in the Steenrod Graduate Residence Hall Policies and the Student Handbook during my terms of tenancy.**

Name _____ (Please Print) Last First M.I.	Student ID _____
Home Address _____	Home Phone _____
Cell Phone Number _____	Birth Date _____
Emergency Phone Number _____	Graduate Program: _____

This agreement entered into on this _____ day of _____, 2013, between The Office of Residence Life and the above-named student for the 2013-2014 academic year. This document is legally binding. Signature _____

FOR OFFICE USE ONLY

Apartment Number _____ Roommate _____ Date Signed _____ Deposit _____

WHEELING JESUIT UNIVERSITY
The Office of Residence Life
STEENROD GRADUATE RESIDENCE HALL
INFORMATION FORM

PLEASE PRINT ALL RESPONSES

Name: _____ Date of Birth: ____/____/____

Home/Permanent Address: _____

Home Phone Number

() _____

Emergency Phone Number:

() _____

Do you have a roommate preference? YES ___ NO ___

If yes, person's name _____

Do you smoke? YES ___ NO ___

Do you mind having a roommate who smokes?
___ YES ___ NO

I would prefer: ___ Double Apartment
___ Double as a Single Apartment
___ Single Apartment
___ I will take any space available

Do you consider yourself a: ___ Morning Person
___ Evening Person

What kind of music do you like? _____

Email Address: _____

What are your hobbies and interests? _____

Graduate Program: _____

Comments/Concerns: _____

+++++

I have read, and I understand, the "Steenrod Graduate Residence Hall Policies," and I have provided accurate information.

Signature _____

RESIDENT

_____/_____/_____

DATE

Please return this completed form to:
The Office of Residence Life
Wheeling Jesuit University
Swint Hall Room 201
316 Washington Ave.
Wheeling, WV 26003

Wheeling Jesuit University Apartment Condition Report Form

Residence Hall: _____

Room Number: _____

Resident A:		Resident B:	
Key Codes		Key Codes	
Item	Condition (Check-In)	Condition (Check-Out)	CHARGE
KITCHEN			
Sink			
Refrigerator			
Stove			
Walls			
Cabinets			
Other			
BATHROOM			
Sink			
Shower			
Toilet			
Cabinet			
Towel Rack (2)			
Mirror			
Walls			
Other			
LIVING ROOM			
Apartment Door			
Couch			
Lounge Chair			
Table			
Table Chairs (4)			
TV Stand			
Lamp Table			
Walls			
Other			
BEDROOM(S)			
Door			
Bed(s)			
Mattresses			
Plywood Pieces (2)			
2 drawer dresser (2)			
Wardrobe			
Pole Lamp			
Desk			
Desk Chair			
Desk Lamp			
Under desk unit			
Walls			
Other			
Comments		Improper Check-Out	
		Total Charges	

I understand that by signing this agreement I am agreeing to the condition of the room as stated above. I further understand that I will be charged for any damaged or missing items not noted at CHECK-IN whether it's at my official check-out or afterwards (when rooms are inspected by members of Physical Plant and Residence Life) Failure to properly and officially CHECK-OUT and/or clean the room will result in a minimum \$50.00 fine.

Signatures CHECK-IN	
Resident A _____	Date _____
Resident B _____	Date _____
Staff: _____	Date _____

Signatures CHECK-OUT	
Resident A _____	Date _____
Resident B _____	Date _____
Staff: _____	Date _____

Wheeling Jesuit University

2011 - 2012 DAMAGE CHARGES PER PHYSICAL PLANT

<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Improper check out	100.00	Improper bed debunking	50.00
Any key not returned	100.00	Mattress pad	35.00
Cement block removal (each)	10.00	Door knob repair / replace	25.00
Mattress damage	125.00	Towel rack repair / replace	40.00
Door lock unit	150.00	Closet repair	40.00
Marked / painted exterior door	150.00	Closet replace	<u>Replacement Cost</u>
Marked / painted interior door	150.00	Remount closet door	40.00
Broken ceiling tiles (each)	15.00	Painting / one wall	50.00
Strike plate	15.00	Painting / whole room	250.00
Holes in plaster	<u>Time & Material</u>	Shelves repair / replace	20.00
Soiled carpet / spot clean	50.00	Desk refinishing	<u>Time & Material</u>
Soiled carpet / entire room	100.00	Defecating in areas	200.00
Desk drawers / repair	25.00	Urinating in areas	200.00
Desk drawers / replace	75.00	Lounge furniture / repair	50.00
Desk chair / repair	25.00	Lounge furniture / replace	200.00
Desk chair / replace	125.00	Room thermostat or cover	75.00
Lounge / dirty	25.00	Broken mirror	<u>Replacement Cost</u>
Wastebasket	10.00	Mini blinds / repair	50.00
Screen / repair	30.00	Mini blinds / replace	160.00
Screen / replace	60.00	Wall receptacle repair / replace	30.00
Switch plate repair	10.00	Ceiling fan repair / replace	150.00
Radiator repair / replace	<u>Replacement Cost</u>	Toilet / repair	25.00
Light cover repair / replace	50.00	Toilet / clean	15.00
Shower / clean	20.00	Soap rack / repair	10.00
Shower / repair	25.00	Soap rack / replace	40.00
Shower curtain	15.00	Bathroom door / repair	<u>Time & Material</u>
Sink / repair	25.00	Bathroom door / clean	<u>Time & Material</u>
Sink / clean	5.00	Missing bed	200.00
Lamp	100.00	Missing wardrobe	400.00
Lampshade	40.00	Missing desk	250.00
Replace toilet paper disp.	25.00	Missing dresser	250.00
Bathroom walls repair / clean	<u>Time & Material</u>	Missing chair	125.00
Bathroom / dirty	30.00 – 100.00	Missing night stand	125.00
Dirty room	<u>Time & Material</u>	Remove couches off floors	100.00 <u>per piece</u>
Replace Residence Hall Door (entirely)	450.00	Remove furniture left behind	100.00 <u>per piece</u>
Re-attach built in casework	50.00 per piece	Replace door peep hole	25.00
		Fire Extinguisher replace / refill	75.00

**** Any damages not covered on this list will be repaired on a Time and Material basis.**