Welcome to the Community!
On behalf of the Office of Residence Life, let me be among the first to say *Welcome*! We are excited to assist you in getting settled into your new home here at Wilberforce University and to provide you with an amazing residential experience during the coming year. This packet contains practical information and guidelines that will help you while living in our residential community.

As you get started, please feel free to visit [http://wilberforce.edu/housing/](http://wilberforce.edu/housing/) for more information and regular updates. Resident Directors are located in each residence hall for your assistance. During the first week of semester, please join us for mandatory meetings. If you need to report any repairs, please submit a work order request via [http://wilberforce.edu/residence-life-work-order-request/](http://wilberforce.edu/residence-life-work-order-request/).

Best wishes for your successful academic endeavors at the WU!
Wilberforce University Motto, Mission, and Values

Motto:
“BY ONE’S OWN TOIL, EFFORT, and COURAGE.”

Mission Statement:
Wilberforce University’s mission is to help our students identify and prepare for their respective purposes in life as global citizens by imparting knowledge, instilling discipline and inspiring lifelong learning through critical inquiry, personal and spiritual development, and practical application.

Wilberforce Renaissance:
Wilberforce University is currently experiencing a renaissance. Excellence, Innovation, and Kindness characterize the Wilberforce Renaissance. At Wilberforce University, this renaissance is further defined by operational efficiency, fiscal responsibility and strength, and an intentional focus on providing a rich student engagement experience. This renaissance is also a cultural rebirth of Wilberforce University, based on the rediscovery of its significant history as America’s First Private HBCU founded by African Americans and a renewed commitment to building upon that noteworthy and venerable legacy. The Wilberforce Renaissance allows us to operationalize our mission and act as a bridge to intellectual curiosity and rigor, academic achievement, social change and the cultivation of an entrepreneurial spirit in the 21st Century.
When you move in, be sure to complete a room condition form or apartment inventory checklist. These forms give you the opportunity to detail the condition of your room or apartment and its contents at move in so you won’t be charged for a pre-existing problem when you move out. If you don't complete and submit this form, we assume that you found no damage or missing furniture in your room.
The Wilberforce University is a beautiful and reasonably safe campus. It is our intention to adequately maintain our residences and grounds so they can be as safe, secure, and comfortable as possible. We encourage you to work with us by following our expectations.

HEALTH & SAFETY CHECKS
The purpose of the health and safety check is to minimize potential risks and maximize the safety of the residents. Health and safety checks are performed on Mondays from 3:00-7:00PM and periodically by the CAs (at the discretion of the RD) or the RD at any time with or without the resident’s prior knowledge may enter in emergencies. A health and safety check form will be left for the residents informing them that a Residence Life Staff Member has entered the space, the reason for entry, and the findings. Students who do not pass the health and safety checks are counseled and will receive a sanction which may include a fine.
KEYS

* You are responsible for the keys that are issued to you. In the event your key is lost, the locks will be changed and a fee will be applied to your account to cover the replacement lock cores and keys. Please report all lost keys immediately to your Community Assistant or Residence Hall Director. If your key is damaged, please return it to the Residence Hall Director for a replacement.

*If you are locked out, your Community Assistant can let you into your room during normal business hours. After hours, you are encouraged to contact the **night monitor** for entry to your room. You will need to present a Wilberforce Student ID or government issued ID to receive lockout assistance. Please note that a $25.00 fee for lockout assistance will be charged to your account (First-time lockout is free and the student will receive warning).

PROPPED DOORS

*Please do not prop your door open or leave your doors unlocked. Rooms found unlocked will be fined $100.00. Students who leave their rooms unlocked are more likely to experience theft.
Staying Safe and Secure

- Do not prop open residence doors.
- Do not share your key or (access card/Student ID) with anyone.
- Make sure that the door latches behind you when entering or exiting your room/residence hall.
- Get to know your fellow residents and do not allow “tailgaters” or non-residents to follow you into your residential space.
- Immediately report any door or lock that is not functioning correctly to your Residence Hall Director or Community Assistant or by filing a work order request at http://wilberforce.edu/residence-life-work-order-request/.
- Always lock your room door and windows.
- Have your key in your hand when approaching your residence hall.

COHABITAION
Cohabitation is strictly prohibited in Wilberforce University residence halls. Any student who has an unauthorized overnight visitor may have their residence hall contract cancelled. If the visitor is a Wilberforce University student, the visitor will also receive the same sanction. If the visitor is not a student, the visitor may be placed under arrest for trespassing by the Wilberforce University Campus Police Department and taken to the Greene County Jail. The visitor may also be banned from campus.
VISITATION POLICY

The visitation policy may vary from semester to semester, and the privileges afforded by this policy are subject to the following procedures and regulations:

*The* presence of visitors must in no way interfere with basic academic atmosphere of the residence hall, particularly during evening and early morning hours when classes meet the following day.

*Except* when official social activities are in progress, the personal room areas of the Residence Hall must be kept quiet enough for reasonable study or sleep by student residents.

*In the event* that an incident occurs or the safety of the residents is threatened, the Community Assistant, Residence Hall Director, Director of Residence Life, or Wilberforce University Police Officer may cancel visitation immediately.

*The rights* of a resident always supersede those of any visitors at any time - even if it is a time when visitors are permitted. If a resident is inconvenienced by the presence of any visitor at any time, the resident should ask the host or a Residence Life staff member to have the visitor leave. At Wilberforce, students living in the residence halls may have their residence hall contract canceled if they violate the visitation policy. Current fines for visitation violations are as follows:

*1st Violation $25.00 Fine, Letter of Warning, 1 month loss of privilege
*2nd Violation $50.00 Fine, One-year probation with loss of privilege
*3rd Violation $300 fine, plus possible loss of residential life housing pending a judicial hearing.

During designated visitation hours the procedure is as follows:

- Visitors must sign in at the front desk and leave their ID with the desk monitor. Visitors must be escorted by their host at all times. Hosts must escort by their visitors from the front desk and back at the end of their visit.
- The maximum number of visitors in a room is two per resident.
- Visitors must pick up their ID when they check out at the security desk on leaving the residence halls.
SMOKE, DRUG and ALCOHOL-FREE ENVIRONMENT

Wilberforce University is a Tobacco-Free, Drug-Free, Non-Smoking, Alcohol-Free Campus. It is the policy of the university that all smoking is prohibited in enclosed buildings and facilities and during indoor or outdoor events on the campus. Smoking of any kind also violates fire safety and is a potential hazard. Students who violate fire safety protocols are subject to a $1000.00 fine.

FIRE SAFETY

In case of an evacuation, please follow emergency exits, do not use elevators, and follow direction of campus personnel or officials.

Removing Fire Detectors in residence halls is strictly prohibited. Students who remove fire detectors are subject to a $1000.00 fine, loss of housing privileges, and suspension from the University.

Failure to comply with a fire (or any mandatory evacuation) places you and others in danger. Students must leave the residence hall when there is a fire (or any mandatory) evacuation. Students will be directed to return by Campus Police, Fire Marshalls, or Residence Life Staff.

Students may not have hotplates, griddles or any other cooking devices in their rooms. Microwaves may only be used in the lobbys. Failure to adhere is a violation and will be addressed through the discipline process. Theft of microwaves will result in possible loss of housing priviliges.
[ Getting Connected]

To access Wilberforce Wireless simply turn on your computer or device.
Select WUSTUDENTS W!reless
Enter Password BULLDOGS1856

Please note wireless speed is faster in the lobbies and study areas.
Please take advantage of the study areas for gathering and studying.
Living on Campus

QUIET HOURS
The residence hall is a community that strives for an atmosphere conducive to study and rest so students will be able to perform well at Wilberforce University. With this goal in mind, quiet hours are in effect 8:00 p.m. - 8:00 a.m. Sunday through Thursday, and 12:00 a.m. to 12:00 p.m. Friday and Saturday. These hours are minimal quiet hours for each residential unit on campus. If residents within any residential unit believe that quiet hours should be extended, the Resident Director within that unit may take a vote of all residents who would be affected by that change. According to the majority vote, extended quiet hours may be implemented or minimal quiet hours may be retained.

Residence Hall Closures:
The Residence Halls close on the last day of exams during the Winter and Fall Breaks. Students may leave their items (at their own risk) over Winter Break period. During the Summer Break, students must remove all items from the residence halls. The residence halls usually open two days before classes begin. The residence halls will not be open under any circumstances during closures-please plan accordingly.

ROOM DECORATIONS:
Wilberforce University encourages students to express their individuality and creativity through their room decorations. Painting of rooms is not permitted, but students may decorate with curtains, carpets, pictures and plants to personalize their home away from home. It is important to consider all University safety regulations. Decorations must be arranged so as not to prevent easy exit in case of fire. Structural modifications or building on to the students’ rooms is prohibited. Residents are advised to use masking tape -not nails- for hanging items on the doors, walls or ceiling.
CHANGING YOUR ROOM or ROOMMATE:
Students may not change rooms or roommates without permission from the Resident Director or Director of Residence Life. Roommate and room swaps not initiated by the department, may not occur during the first ten days of the semester. The time at the beginning of the semester during which room and hall changes cannot be made is used by Residence Life to finalize assignments, assign any late students and determine who has moved in and who has not returned to campus. Students who change rooms without permission of the Office of Residence Life will be fined $100 and are subject to loss of housing privileges.

Washer & Dryer Service
Washers and dryers are conveniently located in each residence hall complex. Do not leave articles unattended in the laundry room. It is the student’s responsibility to keep the area clean. If these machines are out of order, call the number on the washer and dryer, or you may contact the Office of Residence Life. During the semester, please note we offer no cost washer & dryer service for residents only. To ensure that this perk continues, please do not encourage non-residents to use our washers & dryers.

Pets
Keeping any animals of any kind, including fish, in or about university residences is prohibited. University-approved service or support animals are exempt. Please do not adopt or feed stray cats/dogs on our campus. Residents with prohibited animals will be fined $100 upon discovery and $100 per day until the animal is permanently removed. Each resident could be charged for any damage the animal causes, including introducing fleas into the residence halls.

Cars on Campus
Parking a vehicle on campus requires a permit. Parking spaces on campus are not restricted to specific permit holders. However, students are only permitted to park in designated lots. Students may obtain a parking permit at the Wilberforce Police Department (located across from Henderson Hall).
The building is maintained by our Facilities Department. The buildings are inspected and monitored for routine maintenance. In the event you have a maintenance concern, you may immediately report the issue via the online form http://wilberforce.edu/residence-life-work-order-request/. If the problem involves a serious health and safety risk or risk of damage to facilities or property, such as a door that cannot be locked, a flood, or sewer line backing up, please contact the residence life staff (night monitor, CA, RD) immediately.

Trash Policy:
For the health and safety of our students, as well as for Wilberforce University property, students are not permitted to throw trash any place other than in the designated dumpsters. All residence hall students are responsible for putting their trash directly into the dumpsters, located outside each residence hall. Students must not throw trash outside of their windows or dispose of any trash located in, around or outside the residence halls. Trash that has been disposed of improperly, attracts animals and is an eye sore for the university. If the Facilities Department has to remove trash and a student(s) has been identified as being responsible for the trash, then a fine beginning at $50 per bag of trash or per item will be assessed. If the responsible student has not been identified then each resident of that wing/floor/hall will be assessed a $5 fine to cover the cost of the trash removal. If a student is found in continuous violation of this policy then the student will lose their housing privilege and receive disciplinary sanctions. All students are asked to assist the Office of Residence Life and the Facilities Department in maintaining a clean, safe and sanitary living environment. Remember, it is your community. PLEASE KEEP IT CLEAN!
UNIVERSITY OPERATED OFF-CAMPUS RESIDENCE HALLS and APARTMENTS

Students residing in off-campus, university-operated residences, are subject to the same policies and procedures of those residing in on-campus housing. Students who fail to comply are subject to loss of housing privileges.
Please note:
Off-campus residences have additional restrictions on cars and occupancy. Overnight guests may not visit for more than two consecutive days.
Cars must be registered at University and the housing site.
Guests may not loiter, play loud music, discard trash outside of recepticle bins, or consume alcohol or drugs.

HONORS HOUSING AND OFF-CAMPUS LIVING AND LEARNING COMMUNITIES

Students who reside in honors housing have demonstrated a commitment to high-academic performance and exemplary social and behavioral expectations.

Guests who visit these off-campus living communities must note that various locations do not offer visitation. Please adhere to the visitation policy for each community. Failure to comply may result in arrest and University disciplinary sanctions.