



# SPRING SEMESTER SAFETY INSPECTIONS/SPRING BREAK HOUSING/HOUSING SELECTION

Between Monday, February 13, 2017 and Friday, March 10, 2017, a visual inspection of your room/suite/apartment will be conducted by the Residence Life Staff. This safety inspection is intended to ensure that the condition and use of your residence space is consistent with the safety guidelines and mandates for student housing. Inspections will occur without advance notice. Residents do not have to be present for the inspection to take place. If residents are not home at the time of the inspection, Resident Advisors will enter the room in pairs and conduct the inspection. The Resident Advisors are obligated to do an inspection without providing advance notice.

After the inspection is completed, you (or your roommates) will be given a copy of the Safety Inspection Record. This form documents any modifications that must be completed to comply with the University's expectations. Unacceptable situations must be corrected within 48 hours of the inspection. A failure to do so will result in a \$50.00 fine upon failed re-inspection.

not corrected within 48 hours of the initial inspection, will result in an automatic \$50.00 fine per occupant: personal upholstered furniture, unauthorized pets, smoke detector concealed/tampered with, unauthorized cooking devices, and unauthorized University furniture. Each violation must be corrected within 48 hours to avoid further accountability.

Please review the Resident Student Housing Agreement to be clear on all policies. Be sure to note the restrictions on personal upholstered furniture. For more information, please see the article on page two of this newsletter.

The following situations, if



## Housing Selection and HMA

A non-refundable, non-transferable payment of \$500 must be paid in order for returning students to participate in the housing selection process. The deadline to submit this payment is Wednesday, March 8, 2017. Receipt of this payment authorizes student initiated participation in the on-line housing selection process through the Housing Man-

agement Application (HMA). To confirm residency, the Student is responsible for completing all components of the online process. Otherwise, the University rightfully presumes the student has made other arrangements for accommodations as a commuter. HMA puts you into the driver's seat in regards to making the important

decisions about roommates and housing. More information regarding HMA and the housing selection process is available on the Residence Life website <http://www1.wne.edu/residence-life/housing-selection.cfm>



THE HOUSING VERIFICATION PAYMENT IS DUE MARCH 8, 2017

# Planning Ahead: Arranging Travel Plans for Spring Break

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University Housing will officially close for Spring Break on Friday, March 10, 2017 at 9:00 PM. The residence halls will re-open on Sunday, March 19, 2017 at 1:00 PM. Please be sure that you make appropriate travel plans or off-campus arrangements. If you need to remain on campus until Saturday morning, just [email us at Sean.Burke@wne.edu](mailto:Sean.Burke@wne.edu) by March 10th at Noon to register for late departure. Students registered as late departures must depart campus by 10:00 AM on Saturday March 11, 2017.

Spring Break housing is available in all residence areas for the following reasons: international students, students on athletic teams required to stay for spring break and/or students with either on-campus or off-campus full-time employment during the break. In order to register for Spring Break Housing, you must complete the

Spring Break Housing Request form. There is a \$95.00 fee for housing during the week of Spring Break.

If you need to stay on campus for Spring Break but do not meet one of the above criteria, you can still submit a form and note why you need to stay on campus for the break. Requests will be evaluated on a case by case basis.

Students who remain on campus after 9 PM on March 10, 2017 or who return to campus prior to March 19, 2017 at 1 PM without prior authorization will be required to leave campus immediately and will be subject to fines and judicial action.

**The Residence Halls  
close for Spring Break  
on Friday, March 10,  
2017 at 9:00 PM.**

## Personal Upholstered Furniture

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When preparing for safety inspections, note the limits on personal furniture that students may have in their residence hall rooms and apartments. **Personal upholstered furniture is not permitted.** Upholstered furniture is limited to the items that the University has provided. Items students may bring to campus are limited to chairs made of wood, metal, or mold-

ed plastic. Fabric seating (as in a director's chair with a canvas seat) is acceptable, but any form of "padding" (as in a computer desk chair or a papasan chair) is prohibited. For more information, please refer to your [Resident Student Housing Agreement](#) or see your building Supervisor.



## Room/Suite/Apartment Repairs

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If any items in your room/suite/apartment need to be repaired, please be sure to utilize the on-line work order system to place a request for a repair. The work order system may be accessed through your Connect2U page. If you have any questions, please see your RA for assistance.

After business hours and during the weekends, any emergency should be reported to the Department of Public Safety at ext. 1207. Please note that **needs that are not an emergency situation will not be taken over the phone. All routine work orders must be placed through the on-line system.**

Furthermore, keep in mind that all University furniture must remain indoors. If furniture is found outside, maintenance personnel will remove it and apartment/building residents will be billed the full replacement cost. Any questions? See your RA or your building Supervisor.

