# Table of Contents

Welcome .......................................................................................................................... 5  
Mission ............................................................................................................................. 6  
  Departmental Program Goals .................................................................................. 6  
  Inclusiveness Statement ......................................................................................... 6  
  Residential Learning Outcomes ............................................................................. 7  
Contact Information .................................................................................................... 8  
  Residential Administration ................................................................................... 8  
  Residential Facilities ............................................................................................. 8  
  Residential Technology .......................................................................................... 8  
  Residential Communities ....................................................................................... 8  
Room Information ....................................................................................................... 10  
  Rental and Property Insurance ............................................................................ 10  
  Roommate Agreements ........................................................................................... 10  
  How to Change Rooms .......................................................................................... 10  
  Decorating Rooms ................................................................................................... 11  
  Room and Furniture Modification ................................................................ ....... 12  
  Hall Closing and Break Periods ............................................................................ 12  
  Accommodations & Medical Related Needs ....................................................... 12  
  Caring for your Microwave/Refrigerator/Freezer Unit ...................................... 13  
  Bed Lofting ............................................................................................................. 14  
  Checking Out of Your Room .................................................................................. 15  
Community Living ....................................................................................................... 16  
  Residence Hall Grounds and Public Areas Protocol ........................................... 16  
  Bicycles .................................................................................................................... 17  
  Solicitation in the Halls .......................................................................................... 18  
  Political Canvassing .............................................................................................. 18  
  Hosting Guests ......................................................................................................... 18  
  Expectations for Hosts ........................................................................................... 20  
  Personal Care Attendants ....................................................................................... 20
Quiet and Courtesy Hours

Vandalism or Damage to Property

Damages and Excessive Cleaning

Alcohol and Other Drugs

Alcohol Free Lifestyle Floors

Other Drugs

Posting in Residence Halls

Safety and Security

Building and Lobby Security

Room Security

Appropriate Window Usage

Your Keys and NIU OneCard

Misuse of Keys or NIU OneCard

Getting Locked Out

Temporarily Lost or Misplaced Key or NIU OneCard

Annual Lockout Charges and Referrals

Temporary Key or Door Access Charges and Referrals

Bent or Broken Key/OneCard

Dropping Keys or NIU OneCard Down Elevator Shaft

Lost or Stolen OneCard

Room Entry/Room Inspection

Room Inspection by Residence Hall Staff

Entry into Resident Rooms by Students

Entry and/or Search by University Police

Electrical Equipment and Appliances

Prohibited Items

Fire Safety

Fire Safety Equipment

Emergency Evacuation Assistance

Tornado Emergencies

Standards of Accountability

Responsible Technology Use
Instructions from University Officials ................................................................. 36
University Regulations and Government Statutes........................................... 36
Disciplinary Policies and Procedures................................................................. 37
  Administrative Suspension and Review ....................................................... 37
  Discrimination and Harassment ................................................................. 38
  Individual Hall Policies and Sanctions ....................................................... 38
Administrative Fines....................................................................................... 38
Student Code of Conduct............................................................................. 40
Restricted Access to Student Records: Family Educational Rights and Privacy Act (FERPA) ... 40
Additional Resources.................................................................................... 41
Dates and Deadlines..................................................................................... 41

DISCLAIMER: Northern Illinois University reserves the right to amend or develop additional policies or procedures as necessary to ensure the promotion of safety for the community.
Dear Residential Student,

On behalf of the Housing & Residential Services team, I would like to welcome you to the residence halls at Northern Illinois University. We look forward to working with you to create a safe and successful college experience. Our hope is that through your experience in the residence halls you will make life-long friends, learn what it means to be a member of a diverse community, and challenge yourself to participate in leadership opportunities where you can learn to be a voice for yourself and others.

In order to create a successful year, it is imperative that each member of the community knows the rights and responsibilities of each community member. Please familiarize yourself with the Residence Hall Handbook in order to understand those rights and responsibilities.

It is also important to know your resources. As a residential student, you have several staff members, from your Community Advisor to your Complex Coordinator, as well as facilities, technology and administrative staff, who are looking forward to helping you succeed. I encourage you to reach out to these individuals and get to know them. They have a wealth of knowledge about campus and the residence hall experience and can help you with any question or issue you may have.

We hope that as you begin or continue your academic journey at NIU, you will realize that your residence hall can be more than just a place to eat and sleep. Our greatest hope is that you will soon consider it to be “home”.

Sincerely,

Deborah R. Gettemy
Director of Housing & Residential Services
Mission

Housing & Residential Services is committed to providing a safe, supportive, and educationally empowering community where students can learn, grow, and be successful within a complex and diverse world. Through our facilities, programs, and the collaborative efforts of our staff, student leaders, and campus partners, we promote respect, individuality, and personal responsibility.

Departmental Program Goals

1. To provide reasonably priced living environments that are clean, attractive, well maintained, comfortable, and include contemporary safety features supported by systematic operations.

2. To ensure the orderly and effective administration of Housing & Residential Services through continuous assessment and sound fiscal management with an emphasis on student-centered decision-making for both current and future residents.

3. To provide an environment that promotes learning and growth in the broadest sense, through programs, services, training, and technology, an emphasis on academic success, student engagement, and personal responsibility.

4. To provide a variety of nutritious and pleasing meals, in pleasant surroundings, at a reasonable cost.

5. To provide service that satisfies the needs of the Housing & Residential Services customer in a courteous, informative, efficient, and effective manner.

Inclusiveness Statement

Housing & Residential Services students, staff, and visitors hold a shared responsibility to work towards inclusiveness, educational equality, and ongoing personal growth. We value mutual respect and we embrace those around us for who they are.

We understand that individuals living and working in our communities bring values from their personal background, and we offer a safe space and opportunity to learn and grow from our diversity.
It is the responsibility of all community members and visitors to be respectful and approach others with understanding.

Diversity of race, ethnicity, culture, gender, class, religion, nationality, sexual orientation, gender identity, sex, veteran status, ability, age, and student status makes our communities thrive; not understanding another’s identity is not a reason to be disrespectful to a student, staff member, or visitor.

In our commitment to growth and understanding, we provide an environment that is educationally supportive so students can persist in meeting their academic and personal goals, while building lifelong skills to be successful in a complex and diverse world.

Residential Learning Outcomes

Through the experience of living on campus at NIU, students have the unique opportunity to participate and gain experience in intentional communities. Housing & Residential Services staff aid in the educational partnership with our students to achieve the following learning outcomes:

- Manage personal relationships
- Contribute responsibly to the residential and greater communities through engagement opportunities
- Identify and implement healthy life choices
- Demonstrate habits that contribute to academic success
- Actively contribute to creating an inclusive climate within the community
Contact Information

This information is also available on the department’s website at [http://niu.edu/housing](http://niu.edu/housing).

Residential Administration

For information regarding your housing contract, room assignment, wait list options, or room and board billing

Contracts & Assignments Office: 815-753-1525

Residential Facilities

For information regarding your microwave/refrigerator/freezer unit, room temperature, pests, damages and repairs needed, or damage billing.

Work Request Office: 815-753-4948

Residential Technology

For assistance with your NIU Wi-Fi and broadband connection, cable TV, computer labs or personal computers/Wi-Fi enabled devices.

Helpdesk: 815-753-6267

For password problems, please visit [http://password.niu.edu](http://password.niu.edu) or call the Division of Information Technology at 815-753-8100

Residential Communities

For information on being involved on campus, would like to discuss transition concerns, need to know where to find something on campus, or would like to be a community leader

Contact your Community Advisor (CA), Hall Director (HD), or Complex Coordinator (CC),

Residence Hall and Northern View Main Desk Numbers
• Gilbert: 815-753-3110
• Grant North: 815-753-1994
• Neptune: 815-753-1725
• New Hall: 815-753-7600
• Stevenson: 815-753-0371
• Northern View Community 815-753-8439
Room Information

Rental and Property Insurance

In an effort to provide peace of mind for students and their families, residents are encouraged to carry personal property insurance, as the University is not responsible for damage to residents’ property. Students are encouraged to review their homeowners’ policies to determine if any coverage gaps exist. If so, it is best to consult with your insurance agent regarding the purchase of rental insurance. Housing & Residential Services cannot be held responsible for damage to residents’ property.

Roommate Agreements

All residents sharing a room will complete a roommate agreement. This form can be acquired from your CA. This agreement allows roommates to discuss various aspects of sharing a room and agree upon expectations for the use of and conduct in the room. Residents are strongly encouraged to complete a roommate agreement form early in the year as it can help set the groundwork for a successful residential experience. Roommate agreements will be discussed by the Community Advisor within the first two weeks of the semester, but can be revisited as often as needed. Students in the New Residence Hall will complete a mini-suite and cluster agreement forms.

How to Change Rooms

Before requesting a room change, roommates should discuss any conflicts, particularly conflicts related to visitors. The residence halls have guidelines for visitors. Roommates should know the guidelines and discuss them with each other. The CA can be a great resource and mediator during difficult conversations. If the discussion does not move toward resolution of conflict, contact the Hall Director or Complex Coordinator. More details can be found in the Community Living section. Residents are not permitted to make room changes without authorization of the Chief Clerk, Hall Director, or Complex Coordinator. This process is necessary to insure that residents have appropriate access to their mail and to their rooms. A resident’s official room assignment generates room billing and main door access. A resident who moves without authorization may be assessed a $50 fine and may be required to move back to his or her originally-assigned space.
Students who are victims of interpersonal violence incidents may request to have their living arrangements changed. Students should contact a Complex Coordinator or Hall Director to make the request. A staff member is available 24 hours a day for assistance in emergency situations.

Decorating Rooms

Residents are encouraged to decorate their rooms to make them unique and feel like home. Before adding personal touches, residents should be sure to follow these guidelines:

- Use 3M Command Strips, or painter's tape to hang items on the walls.
- No over the door hooks are to be used on any door (including main room door, bathrooms, and closets)
- Do not use screws, nails, thumbtacks, staples, or strong adhesives such as duct tape, packing tape, glue, or foam-type adhesive strips to attach posters and other articles to room surfaces. Use of these items can cause damage to walls, ceilings, and furnishings.
- Painting, drawing, or writing on any surface in the room, including the doors, with any type of marker, including but not limited to dry erase markers, crayon, pencil, or charcoal are not allowed.
- Miniature UL approved lights that do not generate noticeable heat are permissible in student rooms. No electrical wiring or lights of any type may be run through a doorway to be used as decoration in the hallway.
- No live trees, branches, or wreaths may be used to decorate rooms or hallways.
- No candles, incense burners, potpourri pots, or scented oil warmers may be used at any time.
- No decorations may obstruct access to halls, stairwells, or exits due to fire safety regulations.
- Alcoholic beverage containers, empty or full, may not be used as decorations or openly displayed in any resident’s room.
- The outside of the room door and the window facing outward are considered public display areas representing the character of the institution. Public display areas may be monitored to insure that inappropriate materials/messages are not visible. University administration/residence hall staff uses the policies, mission, and values of the institution to determine the appropriateness or inappropriateness of public area displays. Residents may be required to remove public displays deemed as inappropriate.
• The residence hall room number located on the exterior of each resident’s room door must be visible at all times.
• The evacuation diagram located on the interior of each room door or closet door must be visible at all times.

Room and Furniture Modification

As residents arrange their rooms to make it suitable for their living style, they should remember the following guidelines:

• Furniture must stay in the room.
• Personal mattresses and futons are prohibited in the residence halls. In order to enable swift exit in the event of an emergency, other personal furniture may not block entrance to the room.
• All built-in furniture or fixtures must remain intact.
• Unless you have a double room contracted as a temporary single, the second set of furniture must be ready for use by another student. A roommate can be assigned at any point during the year. Housing & Residential Services staff will make every effort to give the current resident(s) notice about a new roommate when possible, but note emergency situations may arise at any time.

Hall Closing and Break Periods

• The standard housing contract does not cover the official University break periods (between semesters). Students who need break period housing must live in New Hall West or Neptune West and request a contract for that time period. Unauthorized occupancy may result in a $50 fine plus the daily rate.
• Students must depart their residence hall room 24 hours after their last final for Winter Break and must be checked out of their residence hall room 24 hours after their last final for Spring Semester closing.

Accommodations & Medical Related Needs

• Students requiring accommodations in the residence halls, including special assistance to evacuate their buildings in case of emergencies, should contact the Coordinator of
Residential Facilities at 815-753-7407. If you need temporary assistance due to an injury, please report it as soon as possible.

- Students requiring accommodations or modifications to their room or meal plans due to medical reasons need to begin the request process by visiting the Health Services Webpage and completing the Housing & Residential Services Special Request for Medical Reasons form linked to the page. Return this completed form, along with the completed and signed documentation from your medical provider, to NIU Health Services. [http://niu.edu/healthservices/forms](http://niu.edu/healthservices/forms)

- A student requiring that a service or comfort animal live in University housing with them as a part of their medical accommodation should include that request on their Health Services form or may contact the Disability Resource Center directly for additional information.

- Please read about Personal Care Attendants for important details pertaining to these guests/employees.

### Caring for your Microwave/Refrigerator/Freezer Unit

The microwave/refrigerator/freezer units are designed to turn off the refrigerator temporarily while the microwave is in use. When the microwave is no longer in use, the refrigerator will turn back on.

- The microwave/refrigerator/freezer unit may not be placed on top of other surfaces other than the floor.

- Do not set or store any heavy items on top of the unit as this affects its ability to function properly.

- The university-supplied microwave/refrigerator/freezer must be plugged in-to the wall (follow instructions provided on the unit). If you wish to unplug your unit, please follow the instructions below for *defrosting your microwave/refrigerator/freezer unit*.

- Before placing food in the refrigerator, turn the temperature setting knob in the refrigerator to 3.

- Avoid slamming the microwave door, as this damages the operating switch and can cause the microwave to malfunction.

- Take good care of your microwave/refrigerator/freezer unit. If you damage the unit, you will be billed for repairs or replacements.
Defrosting

Why is defrosting important?

- Defrosting regularly is one of your responsibilities as a resident of your residence hall room and helps extend the life of the microwave/refrigerator/freezer unit.
- Build-up of frost inside the freezer is completely normal, and must be defrosted manually when it gets to be more than ½ inch thick.
- If too much frost exists in the freezer, it will prevent the refrigerator from cooling properly, and the food in the refrigerator may spoil.
- If the frost gets too thick, it essentially insulates the freezer so the cooling element cannot do its job. When this happens, it causes the unit to run harder, which may cause premature failure.

How to Defrost

- Defrost the freezer by unplugging the unit, removing the items, and leaving the freezer door open. Remove large ice pieces as they come loose, and wipe up any excess water with a towel. Please place an old towel in the bottom for the fridge to soak up the water as the ice melts.
- Use the ice scraper to remove loose frost (if the ice scraper is missing, contact the Work Request Office at 815-753-4948. Do not chisel at solid ice pieces: wait until they melt.
- Make sure the freezer is completely dry before plugging the unit back in, or closing the door when not in use.
- Before changing rooms or moving out, defrost the freezer and clean out the refrigerator and microwave. There is a $50 charge for not cleaning out the unit.

Bed Lofting

In the following halls; Gilbert, Grant C and D Towers, and Stevenson towers, residents wanting to bunk or loft their beds must contact the Work Request Office to put in a request at 815-753-4948. Any damage caused by residents assembling or disassembling their lofts will be charged to the resident.

Residents in Neptune Hall are not allowed to loft their beds since bunk beds are provided.
General Lofting Guidelines

- University staff members are not permitted to help with lofting.
- No tools to build lofts are provided by the University.
- Loft must adequately support the bed.
- Loft and any other furniture may not block the room door and/or windows.
- Loft must not create any safety hazard.
- Loft must not cause damage to room, any surfaces, or other University furniture.

Checking Out of Your Room

Any time a resident is permanently leaving a room, whether changing rooms or moving out, he or she needs to complete a Room Condition Form (RCF) with his or her CA. He or she should schedule a time with the CA to check out of the room at least 24 hours in advance. Any resident who fails to make an appointment with their CA to check out may be assessed a $50 improper check out fee. Residents then must turn in any keys as instructed. If residents are withdrawing from the university (not moving due to a room change or the end of the year move out), they need to complete a Contract Release Request form. This can be found on the Housing & Residential Services web site or at the Residential Administration Office in 101 Neptune East.

Checkout Procedures

- Residents moving out of their room who fail to remove their personal belongings may be assessed a $500 fee. Personal belongings will be held for 30 calendar days and then donated to a registered 501(c) 3 recognized charity.
- The residence hall agreement is a legally binding contract in effect for the full academic year, similar to any other standard landlord/tenant agreement. Students who experience significant and unpredictable changes in their life that occur after they have signed a housing contract may request to be released from their current residence hall contract. Students are typically not released from their contracts to commute from home, to move in with friends/relatives, because they found another living space that they think better meets their needs, or because they prefer a different living environment.
Community Living

The residence halls are home to many students, and it is important to create a welcoming environment for all. Living in a new community offers many opportunities to meet new people and learn from a variety of experiences.

Residence Hall Grounds and Public Areas

Protocol

Hall public areas and grounds surrounding the halls are for the enjoyment of all residents. Behavior that endangers others or detracts from a welcoming community environment is not acceptable.

- Disruptive residents will be asked to leave public areas. Disruptive guests will be required to leave the building and/or campus.
- Loitering by nonresidents in residence hall public areas is prohibited. Violators are subject to arrest for trespassing.
- Housing & Residential Services staff reserve the right to secure or clear any and all hall public areas, including the main lobby.
- Furniture assigned to public areas, lounges, hallways, study rooms, computer labs, bathrooms, etc. of a floor or hall should stay in designated areas. They should not be moved into individual rooms or moved from one public area to another public area.
- Students are expected to refrain from a level of noise that disrupts operations in administrative areas of the hall.
- Ball playing; throwing water balloons or snow; use of paintball, pellet or water guns, skateboarding; and all other activity which may potentially block hall entrances or impede pedestrians are prohibited on residence hall grounds, porches, entranceways, and directly adjacent areas.
- Individual or group participation in an activity inside a residence hall that would be identified as sports recreation suitable for outdoor (or recreational facility) settings, which includes, but is not limited to, frisbee throwing, dribbling, golfing, hockey playing, skating, skateboarding, and running, are prohibited. Roller blades, bicycles, skateboards, and scooters may not be used inside a residence hall.
• A prohibited “party atmosphere”, which includes but is not limited to, excessive gatherings of people in a student room or common area and significant noise disruption or other disturbances. These situations may occur despite the absence of alcoholic beverages.

• As of July 1, 2015, and in accord with the Smoke Free Campus Act (Public Act 098-0985), smoking is prohibited on all Campus Property. This policy applies to all individuals, including but not limited to students, faculty, staff, visitors, guests, and members of the public. The policy is applicable 24 hours a day, seven days a week. The prohibition includes using and/or carrying any kind of lighted smoking materials. Prohibited materials include but are not limited to any kind of pipe, cigar, cigarette, cigarillo, bidi, kretek, hookah, atomizer, vaporizer, marijuana, weed, herb, and electronic cigarette.

• No smoke is allowed, including that created by candles or incense.

• Smoking is not permitted (including smokeless or electronic cigarettes) inside any residence hall building, including student rooms, hallways, bathrooms, elevators, lounges, and other public spaces.

• No smoking is permitted within 15 feet of, or next to, any door entrances, windows or vents.

• The state's concealed carry legislation allows Northern Illinois University to continue its practice of prohibiting guns on campus. The possession and carrying of weapons on NIU property remains illegal and prohibited.

Bicycles

Residents are encouraged to use a bicycle to travel around campus. If a resident does not own a bike, but is interested in borrowing one, please follow the link below to learn more about NIU’s Borrow-A-Bike Program. Please visit: http://go.niu.edu/borrow-a-bike

For those residents with their own bicycle, please be aware of the following regulations:

• Bicycle racks are available outside of residence halls. Bicycles may not be parked anywhere inside a residence hall except in the resident’s room with the agreement of the resident’s roommate.

• Bicycles may only be locked to university-provided bike racks.
- Bicycles attached to anything other than university-provided bike racks, including but not limited to light poles, ramps, and exterior signage, will be removed and stored for 30 days at the owner’s expense.

- There is a $50 fine for removal of the bike.

- After 30 days, the bicycle will be donated to a registered 501(c)3 recognized charity.

- Residents looking for a bicycle that has been removed from non-approved bike racks may initiate the reclamation process with their Hall Director.

- In order to reclaim their bicycle, the resident must sign a form accepting the $50 removal fine, which will be billed to their Bursar account.

- Bicycles may be optionally registered with the Department of Public Safety. This form may be found at: http://go.niu.edu/bike-registration

**Solicitation in the Halls**

- Vendors or sales representatives may not sell items or take orders for items inside a residence hall or on residence hall grounds.

- Residents may not conduct business inside the residence hall, sell or distribute products, permit their rooms to be used for sales by any outside vendor, or personally use their room as a base of a commercial enterprise.

**Political Canvassing**

Political canvassing (including door-to-door canvassing) is prohibited on the residential floors. However, political canvassing is allowed in the common lobbies of the residence halls. Tables can be reserved through the respective Chief Clerk of each residence hall. Reserved tables and political canvassing in the lobby of a residence hall must not block the path of any resident students to and from the residence floors.

**Hosting Guests**

- Residents must have the advance permission of their roommate(s), or suitemate to have a guest stay overnight in their room.
• Guests must be hosted by a resident of the hall and accompanied by that host at all times while in the hall. Residents are considered guests in halls in which they do not have permanent residence.

• All guests who enter and/or remain in a residence hall after 11 p.m. must be registered and hosted by a resident who has a valid room contract in the hall the guest is visiting. Unregistered visitors found in a hall after 11 p.m. will be required to vacate the building immediately and forfeit the privilege of returning for a 24 hour period. Guests may be registered before 11 p.m. at your Residence Hall Main Desk.

• Guests are required to show one of the specified types of picture identification to residence hall staff upon request. Accepted forms of guest IDs include driver’s license, military ID card, state ID card, passport, or a current NIU OneCard for current students living off campus. Current residence hall residents visiting from a different hall or Personal Care Assistants (PCA’s) with a OneCard may present their hall access card.

• Guests who do not have or do not show the necessary picture identification will be required to leave the hall immediately and will not be given the opportunity to return as hosted guests for at least 24 hours.

• Guests who disrupt the hall environment or otherwise violate University policy will be asked to leave and may be denied the privilege of returning. Guests who repeatedly violate University policy may be banned from future visitation in that residence hall, all residence halls, or the NIU campus.

• Students living in the residence halls cannot be signed in as a guest in the hall in which they live.

• A guest may stay in the residence halls a maximum of 72 hours within in a 7-day period. Residents hosting guests in violation of this policy may have their hosting privileges revoked.

• On co-ed floors, residents and guests should only use the floor bathrooms of the corresponding gender.

• Guests are permitted in bathrooms designated for the opposite gender under the following circumstances:

• On a single gender floor, guests may be allowed to use one of the floor bathrooms when they are escorted to the bathroom by their host who must stay at the door of the facility to inform other residents that the bathroom is currently occupied by a guest of the opposite gender.
Expectations for Hosts

- A person is defined as a guest in any of the following situations:
  - An individual who is invited by a resident to a residence hall.
  - An individual who is escorted by a resident into the building.
  - An individual who is allowed to remain in the resident’s room.
- A roommate may not be denied access to his or her room during a visitation period.
- A roommate may declare the room off-limits to visitors for a specific time period.
- Residents must inform guests of University policies and procedures, including the need for required forms of identification.
- Residents are responsible for their guests’ conduct including their adherence to University and Residence Hall policies and procedures, and financially for any damage caused.
- Each resident may host no more than two (2) guests at a time.
- Residents who do not follow the visitation guidelines may be subject to Student Conduct and/or administrative sanctions.
- If an unregistered nonresident is found in a resident’s room after 11 p.m., disciplinary action will be taken against the room resident, and the nonresident will be directed to leave the premises immediately and will forfeit the opportunity to return for a 24 hour period.

Personal Care Attendants

- Personal Care Attendants / Assistants (PCAs) shall be considered guests of the resident for whom they work.
- All PCAs should obtain a Photo Courtesy Card from the OneCard Office.
- For information about obtaining a PCA photo courtesy card, please contact the Coordinator of Residential Facilities at 815-753-7407.
- Any PCA who has an active Photo Courtesy Card and OneCard account with NIU OneCard shall be held to all the regulations of a guest as outlined in the NIU Residence Hall Handbook.
o PCAs should remain under the supervision of their host at all times, though there are situations (including medical related needs and emergencies) in which a PCA does not need to be accompanied by their host.

o A PCA whose shift starts before 11pm and carries past 11pm does not need to register for the evening of that shift. However, if a PCAs shift starts after 11pm and before 7am they will need to register.

o If their host required 24 hour care, PCAs may stay in the residence hall past the maximum of 72 hours within a seven-day period.

Quiet and Courtesy Hours

**Courtesy hours** are in effect 24 hours a day. During courtesy hours, music, voices, or noise should not be disruptive to your community. Residents are expected to comply immediately with the requests of others to lessen or eliminate noise. Residents are expected to demonstrate courtesy and consideration toward others at all times.

Courtesy hours should also be observed in public areas where students are trying to study, such as in computer labs.

**Quiet hours** are defined as specified periods of time on a residence hall floor when it is expected that noise will not interrupt the required atmosphere for living and learning. Residents and their guests are expected to refrain from generating any noise that transfers from room to room, room to hallway, public areas to rooms / hallways, or carries down the hallway. This includes speaking in the hallway and having TVs/stereos at an excessive volume. Residents and guests who violate this requirement may be administratively removed from the community at any time.

Musical instruments equipped with amplifiers, and other instruments that carry sound beyond the confines of resident rooms may be used only in designated areas of residence halls.

**Quiet Hours on Standard Lifestyle Floors**
- Sunday – Thursday 9 p.m. – 10 a.m.
- Friday & Saturday 12 a.m. – 12 p.m.

**Quiet Hours on Living Learning Community (LLC) Floors**
- Sunday – Thursday 7 p.m. – 10 a.m.
- Friday & Saturday 12 a.m. – 12 p.m.

**Quiet Hours on Intensive Study (IS) Floors**
Sunday – Thursday 24 hours daily

Friday & Saturday quiet hours are not in effect 4 p.m. – 12 a.m.

Residents who live on LLC or Intensive Study floors, where extended quiet hours are in effect, may be administratively removed from those floors and not permitted to live on any other floor with extended quiet hours, should they engage in multiple violations of those quiet hours,

**Vandalism or Damage to Property**

Knowingly damaging the property of the University or others is a violation of University regulations. This includes graffiti and writing on the inside or outside of room doors, walls, ceiling, and floors, etc.

**Damages and Excessive Cleaning**

- All residents of the floor or hall community may be charged for common area items that are missing, damaged, or require extra cleaning when the individual(s) responsible cannot be determined.

- When residents acknowledge that they are responsible for specific damage, they accept responsibility for the repairs and the floor is not charged.

- Any and all costs associated with activation and/or damage caused from the activation of a sprinkler head or smoke detectors will be the responsibility of the resident(s) involved. Damage and cleaning costs may not necessarily be limited to a single room, hallway, or floor.

- Residents who wish to appeal may do so within 20 days of receiving the charge on their Bursar’s account.

- For a printed copy of the Damage Billing Policy please contact Residential Facilities at 815-753-6571 or visit [http://niu.edu/housing/student-services/repairs](http://niu.edu/housing/student-services/repairs)

**Alcohol and Other Drugs**

- **Persons 21 years of age or over** may bring sealed alcoholic beverages, completely covered from open view, into the residence halls and may subsequently possess or consume such only in the privacy of student rooms with the door closed and in an atmosphere that does not create significant noise or other disturbances.
• **Persons 21 years of age or over** are prohibited by law from providing, delivering to, or hosting the serving of alcoholic beverages in residence halls to persons under 21 years of age.

• **Persons under 21 years of age** may not possess or consume alcoholic beverages (or display alcoholic beverage containers) in University residence halls.

• Possession of kegs or bulk alcoholic beverage containers (i.e., exceeding two gallons) and selling alcoholic beverages are prohibited regardless of the resident’s age.

• Alcoholic beverage containers, empty or full, may not be used as decorations or openly displayed in any resident’s room, regardless of the resident’s age.

**Alcohol Free Lifestyle Floors**

This floor option provides a positive environment where students have support from peers in maintaining an alcohol-free lifestyle. The possession or consumption of alcoholic beverages on these floors, even if the resident or guest is 21 years of age or older, is prohibited.

Residents who violate the ban on alcohol, or who return to the floor under the influence of alcohol who engage in disruptive behavior, may be administratively removed from the community.

**Other Drugs**

Possession, use, manufacture, sale or distribution of any dangerous narcotic, hallucinogenic, cannabis (marijuana), and/or look-alike drug in any form except under the direction of a licensed physician or as expressly permitted by law is prohibited on all University property.

**Posting in Residence Halls**

Students and student organizations may not hang their own signs in the residence halls (including Dining Centers). All signs to be posted should be given to the Main Desk in the desired location and staff will hang the signs for the individual or group, provided they have the official University posting stamp, available through Student Involvement & Leadership Development (SILD).

• Signs will be taken down the day after the SILD stamp expires.

• Any signs not posted by staff will be immediately removed.
Safety and Security

The residence hall community is home to thousands of students. It is important for residents to be safe and secure in the residence halls. All community members must be actively involved with creating a safe and secure environment, to ensure all students can focus on academic success and building lasting friendships.

Building and Lobby Security

- Residents must not prop open community access doors or exterior doors.
- The main entrance and all outside doors to each building are secured from 11 p.m. to 7 a.m. each night. During this time, exterior doors will be locked, building access will be restricted, and proper identification of all residents and their guests will be required to gain entry to the building. In addition to Main Desk staff, Access Control will also provide security during the night. Residents who do not have proper identification may be fined $25.
- Current residents must show their current Hall Entry Card and NIU OneCard to gain entrance into their residence hall.
- Guests of current residents must have one of the following forms of identification to gain access into the residence hall with their host: Current NIU OneCard, State issued Driver’s License, State issued ID, Passport, Military ID, or F.O.I.D. card.
- Residents and guests are required to show proper identification to Housing & Residential Services staff upon reasonable request. Without proper identification, residents and guests may be asked to leave the building.
- Video recording may occur in some areas of the residence halls.

Room Security

- Residents are expected to lock their rooms and carry their keys and OneCard with them at all times.
- Residents of Grant C and D Towers, the New Residence Hall, and Gilbert Hall should not hang things from the inside door handle of any door that has a proximity reader on it (room doors, and New Hall cluster doors) as this will drain the battery on the lock.
- Engaging in acts that may endanger the safety of others (e.g., pranking/blocking a person in a room, dangerous “pranks,” etc.) is prohibited.

**Appropriate Window Usage**

- Entry and/or exit from residence hall windows is prohibited.
- No object should be thrown, released, or dropped from the window.
- Window screens are not to be removed.
- Windows should be closed when residents are not in the room or during harsh weather conditions. Residents are responsible for damage to the room or personal property caused by an open window (e.g., pipes freezing). The damage and cleaning costs may not necessarily be limited to a single room, hallway, or floor.
- Nothing (including antennas, food, or cables) is to be hung from or placed on window sills or ledges.

**Your Keys and NIU OneCard**

**Misuse of Keys or NIU OneCard**

Residents shall not

- Give possession of one’s room key to another person.
- Give possession of one’s NIU OneCard to another person.
- Have possession of a residence hall room key not issued by the University.
- Allow one’s room key or NIU OneCard to be duplicated or modified.
- Use a key or NIU OneCard to gain entry to a floor/building other than their current building or residence.

**Getting Locked Out**

If residents are **locked out** of their room or Cluster:

- They may request a loan key or temporary card at the Main Desk – the key/card may be kept a **maximum of 1 hour** as a loan key/card. If the key or card is kept past one hour,
it will be reclassified as a “temporary key or door access card” and a $30 charge will apply.

- Staff will confirm a resident’s identity using a picture ID or OneCard before issuing a key or temp door access card.

- After the first courtesy transaction, residents may be charged for each subsequently issued replacement key, temporary door access card, or room escort. If residents are locked out four or more times, they may be referred to a staff member for consultation and disciplinary sanctions may be assessed.

**Temporarily Lost or Misplaced Key or NIU OneCard**

- A resident has seven days from the date and time of temporary key or card checkout to return the temporary key or door access card.

- If the resident does not return the temporary key within the allotted seven days, the resident is charged for a key core change.

- If the resident does not return the temp door access card within the allotted seven days, the resident is charged $10.00 for a replacement temporary card.

- On the second temporary key or door access card checkout and thereafter, the resident may be referred to a staff member and possible disciplinary sanctions may be assessed.

**Annual Lockout Charges and Referrals**

- 1st time only- no charge

- 2nd time - $10.00

- 3rd time - $20.00

- 4th time and thereafter – $30.00 for each loss and referral to staff, possible disciplinary sanctions

**Temporary Key or Door Access Charges and Referrals**

- 1st time - $30.00

- 2nd time and thereafter - $30.00

**Bent or Broken Key/OneCard**

There is no charge for bent or broken keys. Refer to the OneCard website for replacement charges of damaged NIU OneCards
Dropping Keys or NIU OneCard Down Elevator Shaft

There is no guarantee that elevator personnel will find resident keys or OneCard during the search; however, charges for looking in the elevator shaft still apply.

**TEMPORARY KEY/CARD COST**

| $30.00 | Scheduled Elevator Shaft Search (typically scheduled near beginning of the month):
|        | Residents must check out a temporary key or door access card, which is issued for seven days, and will be charged the temporary key/card fee. There is no charge for elevator personnel to search for keys during scheduled pit search times. |

**LABOR COSTS**

| Immediate Elevator Shaft Search (Mon. - Fri. 7:30 a.m. – 4:00 p.m.):
| Residents are charged the current labor rate for elevator personnel to check pit during non-scheduled dates. Minimum of $55.42 and subject to overtime charges when work extends beyond regular workday. (Elevator personnel will NOT come in nights/weekends to search for keys) |

Lost or Stolen OneCard

If your NIU OneCard is lost or stolen, a temporary OneCard may be requested from any open Residential Dining Center or the NIU OneCard Office during regular business hours. When a temporary card is issued, it suspends the use of the student’s lost OneCard. If the OneCard is lost or stolen during non-business hours, it should be suspended immediately to prevent any possible misuse. A OneCard may be suspended by the following methods:

1. **Online** - Suspend your OneCard on Blackboard. Logon to Blackboard and click the "MyOneCard" tab. **NOTE:** this will not suspend your door access if you live in Grant C or D Towers, the New Residence Hall, or Gilbert Hall. You must go to the main desk in your residence hall to arrange for staff to suspend door access on your lost or stolen card.
2. **Contact the NIU Police** at 815-753-1212 during OneCard non-business hours. **NOTE:** NIU Police will not suspend your door access if you live in Gilbert, Grant C or D Tower, or the New Residence Hall. You must go to the main Desk to arrange for staff to suspend door access on your lost or stolen card.

To reactivate a suspended OneCard that is subsequently located, you must bring it in to the OneCard Office. A NIU OneCard cannot be reactivated online or over the phone.

Temporary meal cards are available at any Residential Campus Dining Center office and are for use by residence hall students only. Temporary meal cards can only be requested if your OneCard has not yet been suspended.

Residents of Grant C and D Towers, the New Residence Hall, and Gilbert Hall will need to go to their Main Desk to get a temporary door access card for use in their room or cluster main entrance. Temporary door access cards will not be issued for exterior door access in the residence halls. Temporary door access cards are issued free of charge up to twice a semester. There is a $10.00 charge for each additional card. Temporary door access cards are issued for a maximum of 48 hours. There is a $10.00 charge for any misplaced or unreturned temporary door access card. When a temporary door access card is issued, it suspends the use of the student's lost OneCard.

**Room Entry/Room Inspection**

Residence halls are the property of the State of Illinois under the control of the NIU Board of Trustees. Responsibility for immediate supervision belongs to Northern Illinois University. It is the policy of the University to ensure students’ privacy in their residence hall rooms consistent with its basic responsibilities to fulfill its educational functions and to conduct its day-to-day operations. The responsibilities of the University require the reservation of a reasonable right of entry into student rooms to assure proper upkeep, paint, and repair to provide for the health and safety of residents; and/or to investigate when a reasonable cause exists to believe that a violation of residence hall or other University regulations is occurring in student rooms.

**Room Inspection by Residence Hall Staff**

Residence hall staff will enter student rooms for room inspection under the following circumstances:

1. In connection with routinely scheduled room inspection as provided in the room agreement.
   - To ascertain damage or conditions potentially harmful to the safety of a University residence hall and the health of residents.
• During University breaks and at other times to be determined by the hall management staff.

• As a part of scheduled semester safety inspections, residence hall staff will check for safety hazards including:
  a. Non-polarized extension cords
  b. Non-UL approved equipment
  c. Power strips or multiple outlets without circuit breakers
  d. Multiple power cords connected to each other
  e. Improperly installed microwave/refrigerator/freezer units
  f. Unapproved electrical appliances
  g. Use of non-metal trash cans
  h. Decorations inconsistent with fire safety guidelines, etc.
  i. Clearly observable room damage
  j. Unauthorized furnishings
  k. Obvious violations of University policy
  l. Candles with burned wicks

2. Repairs and Inspections by Physical Plant, Environmental Health and Safety, and DoIT Telecommunication Technicians.

Residents are not authorized to refuse repairs or core changes. Physical Plant workers and technicians from the Division of Information Technology do not need permission to enter residents’ rooms; however, efforts will be made to notify residents before and/or after entry.

3. Residential Facilities may enter rooms for the following conditions.

• Facility-related issues

• Room inspection

• Coordination of repairs and safety issues

• Furniture inventory
• To recover University property that has been removed (without permission) from an assigned location

4. Entry by Residence Hall Staff for Purposes Other than Room Inspection

Residence hall staff may enter a room:

• When there is a clear or apparent emergency, such as a fire, serious illness or injury, or when persons or property are in danger.

• When a member of the residence hall staff has reasonable cause to believe that a violation of residence hall or other University regulations is occurring in that room.

• At the request or invitation of the resident of the room. Residence hall staff may not enter a room without knocking (except under the circumstances stated previously) and may not enter to search the resident’s belongings not in plain view.

Entry into Resident Rooms by Students

Students, including student employees may enter the rooms of other residents only at the invitation of, or with written permission of, a resident of that room.

Students are not authorized to be in residence during times not covered by their residence hall agreement (e.g., University-designated vacation periods).

Entry and/or Search by University Police

Entry and search of residence hall student rooms by University police officers shall be conducted within the boundaries of law. It is the policy of the University that University police officers will neither enter nor search residence hall student rooms under University management except as follows:

1. Entry permitted by policy: A University police officer or other agent of the University may enter a room where there is a clear or apparent emergency, such as fire, serious illness or injury, or where danger threatens persons or property.

2. Entry permitted by law: A University police officer may enter a room under one or more of the following circumstances:

   • With a warrant for arrest or search.

   • With permission of the resident. If two or more students occupy a room, it shall be understood that, when feasible, permission will be obtained from all residents of the room.
• In pursuit of an individual who has been observed committing a crime, or if a crime has been committed, and the officer has reasonable grounds to believe the occupant committed such crime.

• When the officer has probable cause for belief that a crime is being committed.

3. Search permitted by law: A University police officer may search a room under one or more of the following circumstances:

- With a search warrant.

- When it is the area incidental to an arrest.

- When the officer has probable cause for belief that a crime is being committed.

- With permission of the resident (or, if more than one, all residents). It is the policy of the University that an officer will explain to the residents their rights to resist such a search.

**Electrical Equipment and Appliances**

Due to the current residential room electrical configuration, a maximum of 8 amps should be used per electrical outlet in a student room.

- Typically acceptable appliances (UL approved) include: computers, gaming systems, TVs, CD players, DVD/Blu-Ray players, stereos, razors, fans, etc. Some hairdryers/curling irons/flat irons may require additional power and may need to be used in the public area bathrooms rather than individual resident rooms to avoid tripping circuit breakers.

- Use surge protectors/power strips for all electronics, particularly computers, gaming systems, televisions, DVD/Blu-Ray players, stereo equipment, and clock radios. Lightweight extension cords and multiple outlet plugs without surge protectors create a safety hazard and are prohibited.

- Personal routers and/or wireless access points are prohibited. Unmanaged hubs or unmanaged switches may be used to connect more than one device in a room.

- Open-ended heating elements and electrical appliances that may pose a fire hazard, such as hot plates, hot pots, electric or contact grills, and unauthorized space heaters are prohibited. Electrical appliances with an enclosed heating element are permitted in the halls (i.e., popcorn makers and coffeepots) when used under continual supervision.

- Every room is furnished with a microwave/refrigerator/freezer appliance. Other microwave ovens and refrigerators are not allowed.
• Personal/room air conditioners may not be brought into the hall or installed in resident rooms.

Prohibited Items

Items that create danger to persons, damage to University property, a fire/safety hazard, and/or a public nuisance must not be used, possessed, or stored in residence halls (including student rooms). These include:

• Internal combustion engines, acids, automobile batteries, gasoline, torches, lava lamps, and halogen desk lamps.

• Weightlifting equipment.

• Animals, birds, amphibians, or pets of any kind (for more information about service and assistance animals contact the Disability Resource Center located on the fourth floor of Health Services or 815-753-1303). Fish are welcome, but the fish tank must be five gallons or less.

• Substances from which potentially offensive/overpowering odors emanate (heavy perfumes, room scents, potpourri, sports/camping equipment, etc.).

• Charcoal and other fire starter materials. Residents may store grills (but not combustible fuels) in their rooms, but may not use them indoors. Barbecue grills must be located at least 100 feet from any campus building when in use.

• The use or possession of hoverboards, or any self-balancing transportation device, is not allowed in any Residential Facility. (Residence Halls and Apartments) The prohibition covers carrying, charging, or other possession of the devices

Fire Safety

All residents are expected to evacuate the buildings any time the fire alarm sounds, including during drills. Failure to evacuate the building during a fire alarm will result in disciplinary action. Planned fire drills are conducted in each residence hall once per semester. Participation in fire drills is mandatory.

Fire Safety Equipment

• Smoke detectors and sprinkler heads are fire safety equipment, and residents are strictly prohibited from:
- Disconnecting a detector covering.
- Tampering with the detector or its functioning in any way.
- Purposely causing an alarm to occur.
- Hanging objects from or otherwise obstructing the sprinkler head and pipes.
- Removing sprinkler head cover plates.

- Tampering with fire safety equipment (which includes but is not limited to sprinkler heads, smoke detectors, fire extinguishers, and pull stations) subjects the violator to a $50 fine, University disciplinary action, and additional charges for any resulting repairs and/or cleaning including a $100 charge if city fire trucks are called unnecessarily.

- Residents should test their smoke detectors each month by pushing the button.

- Disconnecting a smoke detector, failure to report its malfunctioning (including failure to observe that the light is on or not flashing), or other negligence subjects residents of that room not only to Student Conduct charges, but also to civil charges and, in the event of fire, payment for related damages to the building and the persons and property of others.

Emergency Evacuation Assistance

NIU works with local and institutional emergency responders to operate the Premise Alert Program. As part of this program, these groups maintain a list of individuals who may need assistance during an emergency evacuation situation. In order to be added to this list you must complete and submit the Premise Alert Program Form, which is located on the NIU Housing & Residential Services website at http://go.niu.edu/premise-alert-program. Please direct any questions about this program to your Hall Director, your Complex Coordinator, or the Coordinator of Residential Facilities.

Tornado Emergencies

In the event of a tornado or other severe weather emergency, you may only have minutes (or fewer) to get to safety. Familiarize yourself with the different types of watches and warnings and be prepared to seek shelter when necessary.

- A tornado watch is issued by the Strom Prediction Center when conditions are favorable for severe thunderstorm and tornado development. Remain alert for approaching storms. Listen to the radio or television for further developments.
• The National Weather Service issues a **tornado warning** when a tornado has been sighted, or indicated by weather radar. During a tornado warning, you should seek shelter in the designated area of your building because a tornado is occurring or could occur at any moment.

• The City of DeKalb has **outdoor warning sirens** meant to alert people that a tornado has been sighted, and that you should take shelter immediately. While these sirens are very loud, they are intended to alert persons walking outside of the danger and will not be heard in most parts of the buildings. You should plan to seek shelter at the start of a tornado warning; do not wait until you hear the sirens.

• When seeking shelter during a tornado or other severe weather emergency, move quickly using the stairwells to the designated area. Do not use elevators, as you may become trapped if the power goes out. Tornado and severe weather shelter areas are located in the following areas of the residence halls:
  
  o **Gilbert Hall**: the second floor interior hallways away from glass and the bathroom sand shower areas away from windows.
  
  o **Grant Towers**: the basement hallways and under the stairs. If these areas are full, begin filling up the North lower lounge.
  
  o **Neptune Central**: the laundry rooms, bathrooms, and Trident area for shelter.
  
  o **Neptune East/West**: Take shelter on the first floor in the hallways (away from windows) and bathrooms.
  
  o **Neptune North**: the basement hallway outside the RHA offices and the other basement hallways away from windows.
  
  o **New Residence Hall**: bathrooms of Community Center and basement of New Hall West and East. Staff will open up basement doors so residents can proceed down stairwells.
  
  o **Stevenson Towers**: the basement hallways and under the stairs. If these areas are full, begin filling up the North lower lounge.

• The latest weather information and forecasts for campus are available online. Visit NIU Weather at [http://weather.niu.edu](http://weather.niu.edu).
Standards of Accountability

Responsible Technology Use

Failure to abide by NIU technology policies, state or federal laws, or regulations regarding the fair uses of technology may result in legal action or official campus disciplinary procedures. Refer to the Division of Information Technology website at: http://doit.niu.edu and ResTech website at http://restech.niu.edu for additional information about the acceptable uses of technology in academic and residential environments.

Removing from its University-assigned location, tampering with, altering, or damaging any component of a residence hall telephone or public address system is prohibited.

Accepting collect calls or placing third-party calls and charging them to a University telephone number is prohibited.

Instructions from University Officials

- As stated in the general conduct regulations of the University, residents must follow oral or written instructions regarding University regulations or state law as outlined by authorized representatives of the University. This includes all Housing & Residential Services staff members.

- Residents must present their University identification cards to University officials upon request.

- Guests who do not show identification upon request can be instructed to leave the premises immediately and arrested for trespass for non-compliance.

University Regulations and Government Statutes

Failure to observe University regulations and federal, state, or local laws subjects the violator to University disciplinary action and/or prosecution in civil courts and/or remedial action under the terms of the housing contract.

Laws and regulations relate to:
• Acts of violence and disruption.
• Possession or use of firearms, clubs, air guns, any type of ammunition, explosives (including fireworks), knives, or other weapons.
• Misuse of telecommunication resources and copyright infringement.
• Gambling activities.
• Possession, use, or sale of illegal drugs, drug paraphernalia, narcotics, or controlled substances.
• Possession and use of alcohol by those who are under-age.

Disciplinary Policies and Procedures

Administrative Suspension and Review

Northern Illinois University has a responsibility to assure that students attending the University have a safe, non-disruptive environment. Every effort is made to assure that students receive assistance if they are experiencing difficulty at the institution. However, when such an effort has been made and the student is still not able to function in a non-disruptive manner at the University, the institution has a responsibility to take action.

Under these rare circumstances, the Vice President for Student Affairs and Enrollment Management or designee may impose immediate Administrative Suspension without Prejudice from residence halls or the University. The suspended student shall be given an opportunity to be heard or provide a written statement and may be accompanied to their administrative hearing by an observer or advisor other than an attorney.

The proceeding is in the nature of an administrative process and shall not be governed by strict rules of evidence. Such action may be taken only when the following conditions exist:

1. The student evidences behavior that is disruptive to the normal conduct of University business, or
2. The student evidences behavior that indicates that he/she may pose a hazard to him/herself or others, and
3. The behavior described in conditions 1 and 2 above cannot be effectively dealt with through the University Student Conduct system or the voluntary medical withdrawal procedure, and
4. Efforts on the part of University officials to assist the student in meeting reasonable behavioral expectations have proven unsuccessful.
Discrimination and Harassment

- Harassment of individuals, especially based on race, ethnicity, religion, gender, sexual orientation, or disability will not be tolerated in University residence halls or by the University in general.

- Such harassment is defined as acting or communicating in a manner that intentionally harasses, coerces, intimidates, threatens, or seriously embarrasses any persons, especially on the basis of race, ethnicity, religion, gender, sexual orientation, or disability.

- Behavior reflecting discrimination or harassment subjects the offender to serious University disciplinary sanctions, including, but not limited to, suspension or dismissal from both residence halls and the University.

Individual Hall Policies and Sanctions

Individual halls and/or Housing & Residential Services may set reasonable policies and levy disciplinary sanctions, including administrative fines that are binding on residents (subject to appeal) through the Complex Coordinator, the Hall Director, and/or Community Standards.

Administrative Fines

The following violations of the residence hall agreement may result in specified fines being applied administratively by Housing & Residential Services.

1. Violation of Residence Hall Grounds and Public Area Protocol Policy. $50 (see Residence Hall Grounds and Public Areas Protocol)

2. Violation of Room and Furniture Modification Policy. $50, plus any costs associated with the repair or replacement of damaged University property. (see Room and Furniture Modification)

3. Violation of the policies on Electrical Equipment and Appliances. $50 (see Electrical Equipment and Appliances)

4. Violation of the Room Decoration Policy. $50, plus any costs associated with the repair or replacement of damaged University property. (see Decorating Rooms)

5. Violation of Appropriate Window Usage Policy. $50 plus cost of any of repairs or replacement. (see Appropriate Window Usage)
6. Violation of the Room Change Policy prohibiting unauthorized residence hall resident room changes. (In addition to fines, residents may be required to move back to their University-assigned rooms). $50 (see How to Change Rooms)

7. Violation of the Prohibited Items Policy. $50 (see Prohibited Items)

8. Violation of the Safety and Security Policy by failing to comply with listed, posted, or announced residence hall regulations governing building security. $50 (see Safety and Security)

Examples of these violations include, but are not limited to:

- Entering or exiting a residence hall building through any other access point than designated doorways.
- Assisting others to gain unauthorized building or floor entry.
- Propping doors that are to remain locked.
- Failing to follow procedures at checkpoints for showing required identification by residents.
- Hosting guests more than 72 consecutive hours.
- Not following the stipulated procedure for registering guests.
- Knocking on stairwell doors or ringing ADA doorbells to gain access to community without a host.

9. Unauthorized occupancy during a time period not covered by that individual’s residence hall contract (e.g., University-designated vacation periods). $50 plus the cost of the daily room rate. (see Hall Closing and Break Periods)

10. Violation of the Key Policy by relinquishing possession of one’s room key or NIU OneCard to another person, having possession of a residence hall room key or NIU OneCard not issued by the University, allowing one’s room key or NIU OneCard to be duplicated or modified, or using a key or NIU OneCard to gain entry to a floor other than one’s own building or residence. $50 (see Misuse of Keys or NIU OneCard)

11. Violation of the Smoking Policy in university residence halls. $50 (see Residence Hall Grounds and Public Areas Protocol)

12. Unauthorized entry into a Residential Dining Center. $50.00

13. Entering the Residence Hall between 11 p.m. and 7 a.m. without having the Hall Entry card, and NIU OneCard. $25. (see Building and Lobby Security)

14. Improperly checking out of one’s room. $50. (see Checking Out of Your Room)
15. Failure to remove personal belongings from the residence halls when moving out of one’s room. $500 minimum. (see Checking Out of Your Room)

**Student Code of Conduct**

Refer to the NIU Student Code of Conduct at [http://go.niu.edu/student-code-of-conduct](http://go.niu.edu/student-code-of-conduct) for detailed information on University policies related to standards of acceptable behavior on campus.

**Restricted Access to Student Records:**

**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended is a federal law intended to protect the privacy of student educational records accumulated from early childhood through college. The payment of a student's tuition or room and board by the parent does not, by itself, give the parent the right of access to a student's record. Once a student enters college, the rights to educational records previously held by the parents transfer exclusively to the student. Faculty and staff of Northern Illinois University typically release information related to individual student records to parents when:

1. Parents obtain the student's written consent. This would be in the form of a simple letter authorizing Registration and Records, Housing & Residential Services, or another specific University entity to disclose copies of scholastic, financial, and other records to his/her parent.

While FERPA protects student privacy, it also restricts information that can be shared with parents when they are attempting to assist a student in problem-solving. Our staff can share general information about policies and procedures with anyone, but if you want your parent or guardian to be involved in a situation you encounter, be prepared to have Housing & Residential Services staff request your written permission before they will discuss the specifics of your personal situation with your parent or guardian.
## Additional Resources

### Dates and Deadlines

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, August 19</td>
<td>Halls open for Fall 2016</td>
</tr>
<tr>
<td>Friday, September 2</td>
<td>Standard room changes may begin</td>
</tr>
<tr>
<td>Monday, September 5</td>
<td>Labor Day: NIU administrative offices closed</td>
</tr>
<tr>
<td>Friday, December 2 – Sunday, December 11</td>
<td>Fall check out</td>
</tr>
<tr>
<td>Sunday, December 11 at 10 a.m.</td>
<td>Halls close for fall semester</td>
</tr>
<tr>
<td></td>
<td>Fall semester contract end date</td>
</tr>
<tr>
<td>Monday, December 12 – Wednesday, January 11</td>
<td>Winter Break: Housing is only available in New Hall West and Neptune West</td>
</tr>
<tr>
<td>Friday, December 23 at 4:30 p.m.</td>
<td>NIU administrative offices closed for Winter Break</td>
</tr>
<tr>
<td>Monday, January 3</td>
<td>NIU administrative offices reopen</td>
</tr>
<tr>
<td>Friday, January 13</td>
<td>Halls open for spring 2017</td>
</tr>
<tr>
<td></td>
<td>Spring semester contract starts</td>
</tr>
<tr>
<td>Friday, January 13 – Monday, January 16</td>
<td>Fall residents return and complete spring check-in at main desks</td>
</tr>
<tr>
<td>Monday, January 16</td>
<td>MLK Holiday observed: NIU administrative offices closed</td>
</tr>
<tr>
<td>Tuesday, January 17</td>
<td>Spring 2017 classes begin</td>
</tr>
<tr>
<td>Wednesday, February 3</td>
<td>Standard room changes may begin</td>
</tr>
<tr>
<td>Saturday, March 11 – Sunday, March 19</td>
<td>Spring Break (no additional contract/charge needed)</td>
</tr>
<tr>
<td>Monday, April 3</td>
<td>Summer housing contracts available</td>
</tr>
</tbody>
</table>
Monday, May 5 – Saturday, May 12  Spring move out

Saturday, May 12 at 10 a.m.  Halls close for spring semester
Spring semester contract end date

2016-2017 Housing Contract

http://go.niu.edu/housing-contract

University Withdrawal

Academic Process: http://niu.edu/withdrawals
Housing & Residential Services Process: http://niu.edu/housing/faq/contracts

Student Tech Guide

http://go.niu.edu/student-tech-guide

Effective: 8/1/16