INTRODUCTION

VALUES
Safety
Diversity
Community
Individuality
Opportunity
Responsibility

MISSION
We will provide student-centered, purposeful, inclusive community, with the necessary support for residents to become better citizens, dynamic leaders, and individuals guided by integrity.

VISION
On-campus living in our community-oriented residence halls will promote personal growth and academic success, while meeting the needs of a multicultural community.

GREETINGS FROM UNIVERSITY HOUSING

The Office of University Housing looks to provide each residential student at Lawrence Technological University with a safe, educational, and enjoyable community in which to live. It is the responsibility of each resident to be an integral part of the community and actively participate to get the most out of their residential experience. An active community member helps to ensure the safety and quality of the community for their fellow residents and themselves.

The Guidelines to University Living helps to ensure that all residents are provided with all policies and procedures to help them get the best possible experience while living in University Housing. Please do not hesitate to contact a University Housing staff member with any issues or concerns as we want each student to be successful while at Lawrence Tech.

Office of University Housing
A. Alfred Taubman Student Services C404
housing@ltu.edu
248.204.3940

Kimberly (Kim) Osantowski
Director of Residence Life
kosantows@ltu.edu
248.204.3943

VaNessa Thompson
Residence Hall Coordinator
vthompson@ltu.edu
248.204.3951

Joy Sportel
Assistant Residence Hall Coordinator
jsportel@ltu.edu
248.204.7013

https://www.facebook.com/LTUHousing
https://twitter.com/LTUHousing
## Campus Information

### University Housing Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 25</td>
<td>Freshmen Move-in</td>
</tr>
<tr>
<td>August 27</td>
<td>Upperclassmen Move-in</td>
</tr>
<tr>
<td>August 29</td>
<td>First Day of Classes</td>
</tr>
<tr>
<td>August 29</td>
<td>Housing Freeze Begins</td>
</tr>
<tr>
<td>September 14</td>
<td>Last Day to Change Meal Plan</td>
</tr>
<tr>
<td>September 17</td>
<td>Housing Freeze Ends</td>
</tr>
<tr>
<td>November 1</td>
<td>Housing Freeze Begins</td>
</tr>
<tr>
<td>December 1</td>
<td>Winter Break Application Deadline</td>
</tr>
<tr>
<td>December 22</td>
<td>Residence Halls Close for Winter Break</td>
</tr>
<tr>
<td>January 13</td>
<td>Residence Halls Open</td>
</tr>
<tr>
<td>January 14</td>
<td>Housing Freeze Begins</td>
</tr>
<tr>
<td>February 4</td>
<td>Housing Freeze Ends</td>
</tr>
<tr>
<td>March 11</td>
<td>Mid-Semester Break Begins</td>
</tr>
<tr>
<td>March 18</td>
<td>Mid-Semester Break Ends</td>
</tr>
<tr>
<td>April 1</td>
<td>Housing Freeze Begins</td>
</tr>
<tr>
<td>May 11</td>
<td>Academic Year Housing Ends</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 29</td>
<td>First Day of Classes</td>
</tr>
<tr>
<td>September 14</td>
<td>Last Day to Change Meal Plan</td>
</tr>
<tr>
<td>September 17</td>
<td>Housing Freeze Ends</td>
</tr>
<tr>
<td>November 1</td>
<td>Housing Freeze Begins</td>
</tr>
<tr>
<td>December 1</td>
<td>Winter Break Application Deadline</td>
</tr>
<tr>
<td>December 22</td>
<td>Residence Halls Close for Winter Break</td>
</tr>
<tr>
<td>January 13</td>
<td>Residence Halls Open</td>
</tr>
<tr>
<td>January 14</td>
<td>Housing Freeze Begins</td>
</tr>
<tr>
<td>February 4</td>
<td>Housing Freeze Ends</td>
</tr>
<tr>
<td>March 11</td>
<td>Mid-Semester Break Begins</td>
</tr>
<tr>
<td>March 18</td>
<td>Mid-Semester Break Ends</td>
</tr>
<tr>
<td>April 1</td>
<td>Housing Freeze Begins</td>
</tr>
<tr>
<td>May 11</td>
<td>Academic Year Housing Ends</td>
</tr>
</tbody>
</table>

These dates may change throughout the academic school year.

### Important Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency On-Campus</td>
<td>248. 204. 3945</td>
</tr>
<tr>
<td>Campus Safety</td>
<td>248. 204. 3945</td>
</tr>
<tr>
<td>Weather Cancellations</td>
<td>248. 204. 2222</td>
</tr>
<tr>
<td>Housing Office</td>
<td>248. 204. 3940</td>
</tr>
<tr>
<td>North Information Desk</td>
<td>248. 204. 7919</td>
</tr>
<tr>
<td>South Information Desk</td>
<td>248. 204. 3955</td>
</tr>
<tr>
<td>General Campus Information</td>
<td>248. 204. 4000</td>
</tr>
<tr>
<td>Bookstore</td>
<td>248. 204. 3030</td>
</tr>
<tr>
<td>Campus Dining</td>
<td>248. 204. 3203</td>
</tr>
<tr>
<td>College of Architecture and Design</td>
<td>248. 204. 2805</td>
</tr>
<tr>
<td>College of Arts and Sciences</td>
<td>248. 204. 3500</td>
</tr>
<tr>
<td>College of Engineering</td>
<td>248. 204. 2500</td>
</tr>
<tr>
<td>College of Management</td>
<td>248. 204. 3050</td>
</tr>
<tr>
<td>Computer Help Desk</td>
<td>248. 204. 2330</td>
</tr>
<tr>
<td>Field House</td>
<td>248. 204. 3850</td>
</tr>
<tr>
<td>Library</td>
<td>248. 204. 3000</td>
</tr>
<tr>
<td>One Stop Center</td>
<td>248. 204. 2280</td>
</tr>
<tr>
<td>Registrar/ Financial Aid</td>
<td>248. 204. 2281</td>
</tr>
<tr>
<td>Student Affairs Hotline*</td>
<td>248. 204. 4100</td>
</tr>
</tbody>
</table>

*Career Services, Commuter Support, Clinical Counseling, Disability Services, Dean of Students, International Programs, Student Engagement, Student Government*
ROOMMATE BILL OF RIGHTS

You and your roommate(s) have the right to:

- Remedy and file grievances
- Be free from fear, intimidation, and physical or emotional harm
- Read, study, and sleep in your room without unreasonable disturbance
- Seek mediation assistance from University Housing staff during disputes
- Free access to a clean and safe living environment that offers independence and privacy which does not negatively impact residential life

ROOMMATE EXPECTATIONS

A roommate can be a tutor, advisor, and friend with whom you will share experiences full of fun, anxiety, and everything in between. We hope that the relationship that you build with your roommate(s) will outlive the years that you spend in your studies at Lawrence Technological University.

Living with a roommate can be a unique situation. Most issues that arise can be resolved if you keep an open avenue of communication with your roommate(s). It is important to remember that your roommate(s) may have feelings that are different than yours. It will take effort to resolve issues and come to compromises and common understandings. We urge you to develop these lifelong skills. However, we strongly advise you to contact your RA, building supervisor, or Director of Residence Life if you cannot work through your conflict.

RESIDENT ASSISTANT ROOMS

The student staff members are here to assist you. In North Housing, their rooms are: 1107, 1116, 1207, 1216, 1307, 1316, 1407, 1416.

In South Housing, their rooms are: 204, 210, 304, 310, 404, 410, 510, 610, 710, 810, 910.
APPLICATION

If you would like more information about the housing application process, meal plans, etc., please refer to our website at www.ltu.edu/housing.

BREAK HOUSING
If you wish to stay during Winter Break, you must apply in advance for the “Break Housing.” There is an additional charge. We apologize that Dining Services will not be provided.

ELIGIBILITY
Applicants must be admitted to Lawrence Technological University in order to live in University Housing. For the fall and spring semesters, undergraduate residents must maintain at least nine credit hours per semester. Exceptions may be made for seniors in their final year who have less than nine total credit hours to complete their degree or for students who are participating in a co-op experience. Credit hour requirements for graduate residents will be determined on a case-by-case basis. All students must be enrolled in classes by the add/drop date of each semester. Failure to do so will result in termination of the housing contract.

Students staying in University Housing for the summer must be enrolled in at least one class.

ROOM CHANGES
Residents who would like to change rooms may submit a request. You may change your room during the academic year if you have been granted permission from the Office of University Housing. You must move within 48 hours of notification. You may not switch keys and/or move into a space that is not yours. You will be assessed an improper move-out charge of $50 and may face disciplinary action.

The Office of University Housing reserves the right, at its sole discretion, to deny any room change request.

The Office of University Housing is required to maintain accurate records about who is living in each room. It is imperative that residents wishing to change rooms receive written permission from the Office of University Housing before changing rooms.

Residents who change rooms without written permission will face disciplinary action. No student may live in a room other than his/her assigned room.

Should residents move into a different type of room, they will be charged or refunded for the difference in price for the entire semester.

HOUSING FREEZE
To ensure that each student is accounted for, the Office of University Housing prohibits any student from moving to a new apartment during the first two weeks of each semester and during the last month of the semester. If an emergency arises and a student needs to be moved the Office of University Housing will make the final assessment.

Students will be notified of all housing freeze time frames via postings in their building. When a housing freeze is lifted, all students wishing to move must follow the room change procedures.

VACANCIES AND CONSOLIDATION
University Housing reserves the right to fill any vacancies with students on the waiting list. University Housing may also choose to consolidate students who have vacancies in their rooms into one room. If two or more residents are being consolidated, University Housing will make the final determination of which room will be vacated. Residents who fail to comply with consolidation requests are subject to disciplinary action and/or a fine.

ROOM ASSIGNMENTS
The Office of University Housing reserves the right to make adjustments to room assignments as necessary. The Office also may reassign students if circumstances necessitate.

SUBCONTRACTING
You may not permit another person to live in your room. The resident will be considered in violation of this policy, regardless of whether or not the resident maintained occupancy while allowing another party to reside. Residents may not subcontract their room in order to be released from the contract.
**TERMINATION**

University Housing can terminate the Housing and Meal Plan contract for breach of any provision of the contract. Residents shall be released from the agreement if they are graduating or withdrawing from the University. Should students desire to terminate the contract prior to the end of the academic year, they must submit a Contract Release Form to the Office of University Housing. Requests for release due to extenuating circumstances may be granted at the sole discretion of the Director of Residence Life, but are not guaranteed.

The University reserves the right to remove any resident who violates any provisions of the University Housing policies and procedures outlined therein, or who fail the vacate his/her room after notice and/or upon expiration of the contract. The University is under no obligation to renew the Housing and Meal Plan application upon its expiration.
ABBREVIATIONS
You should familiarize yourself with some of the common abbreviations and jargon used throughout University Housing.

- Building Supervisor: See GA and RHC
- Director or Residence Life (DRL): A professional staff member who oversees all of University Housing.
- Graduate Assistant (GA): A professional staff member who supervises North Housing.
- Resident Assistant (RA): A student staff member whose responsibility is to promote community on his/her floor and to provide any assistance when necessary.
- Senior Resident Assistant (SRA): A Resident Assistant who provides additional support to the building supervisor and Director of Residence Life.
- RA on Duty: The Resident Assistant whose responsibility is to provide assistance to students during off-hours.
- Residence Hall Coordinator (RHC): A professional staff member who supervises South Housing.
- Senior Desk Receptionist (SDR): A student staff member who ensures the Information Desk runs smoothly.

COUNSELING
The University provides free clinical counseling for students. You may call 248.204.4100 to schedule an appointment. If you feel you need immediate assistance or have an emergency, please contact your RA or go to the Information Desk to contact the RA on duty.

CORRESPONDENCE
Students will receive important information from the Office of University Housing through their Lawrence Tech email address and their mailbox located within the appropriate residence hall. It is the responsibility of the students to check email and campus mail regularly.

DISCIPLINARY ACTION
Disciplinary action will generally follow the outlined process within the Student Code of Conduct. Disciplinary action may include a fine.

EMPLOYMENT
University Housing is one of the most rewarding working experiences. There are many opportunities for students employment. Jobs include Resident Assistants and Desk Receptionists. For more information, visit ltu.edu/housing.

HALL COUNCIL
We encourage you to become involved in your Residence Hall Governing Council and/or the representatives for Student Government. Contact your RA for more information!

INFORMATION DESK
Each residence hall has an Information Desk which provides basic services and general information. The Information Desk provides printing services, as well as options to check out games, movies, and outdoor equipment.

The hours of operation are:
Monday-Friday: 7:45AM - 3AM
Saturday-Sunday: 10AM - 3AM

MAIL SERVICES
For South, mailboxes are located in the small hall across from the elevators on the first floor. The mailing address is

Your Name
South Housing #____
21211 West Ten Mile
Southfield, MI 48075

For North, Mailboxes are located in the first floor lounge, across from the main stairway. The mail address is

Your Name
North Housing #____
21000 West Ten Mile
Southfield, MI 48075

HEALTH INSURANCE
It is strongly recommended that you obtain health insurance to live in the residence halls as well as update all vaccinations.
IDENTIFICATION CARD
According to the Student Code of Conduct, you must carry your University Student ID with you at all times. The Student ID provides access to the residence hall you live in, your meal plan, library card, help desk reference card, as well as serving the purpose of your official University ID. If you lose or damage your ID card, please contact the OneStop Center to have a replacement card provided. There may be a fee. Stop by the Information Desk to have your ID card reactivated for entrance to your residence hall.

ROOM INSPECTIONS
University Housing staff will enter a room when:

- There is reasonable cause to believe there is or has been a violation
- A staff member knocks and is invited into the room.
- A violation occurs in plain view.
- In the process of a Health and Safety Inspection
- Appropriate University officials determine it is necessary

The Office of University Housing will conduct at least one (1) Health and Safety Inspection per semester. Residents will be informed of a time frame in which inspections will occur.

University Housing staff members will look for prohibited items as well as health and safety concerns. A failed inspection may result in disciplinary action for roommate(s) responsible.

Items that are illegal or prohibited will be confiscated and the resident(s) may be subject to disciplinary action up to and including termination from housing and/or removal from the University, as well as referral to appropriate government authority.

If there is reasonable cause to protect the welfare of students and/or extraordinary situations, emergency repairs or changes may occur.

A minimum of two (2) staff members of University Housing will conduct the search. These staff members will knock on the door and announce the purpose of entering. Students present will be informed as well. Unless specifically ordered by University officials, the resident(s) are not required to be present.

All areas and spaces of the room, as well as all contents wherein, are subject to search. Campus Safety or police officers may commence a search within the appropriate legal procedures for search and seizure.

PERSONAL PROPERTY INSURANCE
The University is not responsible for the loss of, damage to, or destruction of personal property. All personal property, and any property belonging to a third party that is in the resident’s custody, is the sole responsibility of the resident.

The University advises all residents to obtain personal property insurance (renter’s insurance). Check with your insurance provider to determine applicable coverage. Please contact the Office of University Housing if you wish to seek additional coverage through National Student Services, Inc.

REPORTING INCIDENTS
When any member of the University staff observes behavior that does not appear to be in compliance with these Guidelines of the Student Code of Conduct, the staff member is required to document the behavior by filing a University Incident Report. Staff members should inform the individual(s) involved. Proper identification must be given to the staff member.
RESIDENCE HALL POLICIES

DEFINITION
“Residence hall” includes but is not limited to: immediate building, rooms, balconies, common areas, and surrounding property.

ABANDONED PROPERTY
Personal belongings left after the owner has vacated will immediately be declared abandoned. Abandoned items are the property of University Housing and will be disposed of in the appropriate manner. Residents will be charged a minimum of $30 for the removal of abandoned items.

Items that are prohibited or detrimental to the residential community may be confiscated by University Housing staff and/or Campus Safety. It will be up to the discretion of University Housing to determine if the items are returned to the original owner.

Residents will be charged a minimum of $30 for the removal and/or storage of confiscated items. Furthermore, students will be subject to disciplinary action for confiscated items.

ADVERTISEMENTS
All flyers must follow the guidelines outlined within the Student Code of Conduct. Flyers must be approved by the building supervisor. Please bring flyers to the Information Desk at least three (3) business days before posting date.

Inappropriate, outdated, damaged, or unapproved posters will be removed. If posters are removed, University Housing is not responsible for any financial or emotional damage. Materials are not to be placed under room doors. Drawing on the walls, floors, and ceilings of the residence halls is prohibited.

University Housing accepts no responsibility for timelines nor does approval to post indicate support for the events advertised.

ALCOHOL
Students, not the University or its staff, are accountable for the outcome of all issues related to the legal, illegal, and/or irresponsible use of alcohol. Further information can be found in the Student Code of Conduct.

In the State of Michigan, the legal age for drinking alcohol is 21. Consumption, possession, or purchase of alcoholic beverages by those without proof of legal drinking age is a violation of University policy and state law.

Campus Safety officers, University Housing staff, and other university officials reserve the right to require disposal of any alcoholic beverages, whether open or not, from any individual found in violation of alcohol policy; and to refuse access to the residence halls if a person appears as a threat to the residence community.

Residents and guests of legal drinking age may not possess and/or consume alcoholic beverages in rooms where all the occupants are under 21. No individual may give, sell, or provide alcoholic beverages to anyone not of legal drinking age. No alcohol is permitted on designated “freshman floors” at any time. Additionally, anyone not of legal drinking age may not possess empty alcoholic containers.

Residents who are of legal drinking age may consume alcohol in their room; the door must be closed and underage persons cannot be present. Consumption of alcohol is not permitted at common areas or other public areas surrounding the residence hall. Alcohol may not be provided to a visibly intoxicated person.

All alcohol-related paraphernalia and activities that promote the excessive consumption of alcohol are prohibited. These items include without limitation: kegs, alcohol ice luge sculptures or molds, beer bongs, and drinking funnels. A table portraying the game of beer pong will immediately be removed from the room.

Public intoxication, disorderly conduct, or vandalism resulting from the consumption of alcohol will be assumed to be intentional and will result in disciplinary action, even if consumption occurred at a location other than the residence halls.

Those present in a room where the alcohol policy has been violated (even if not personally violating University policy and/or state laws) may be subject to disciplinary action up to and including termination from housing and/or removal from the University, as well as referral to appropriate government authority.
BALCONIES AND WINDOWS

No person may travel through a balcony or window. You may not cause any object to exit or enter a balcony or window. No University-owned furniture may be stored on a balcony.

You may not exercise the use of any paint or varnish while on a balcony. You may not smoke or use a grill on a balcony.

No individual may remove window screens, throw anything from windows, lean out of a window or balcony, hang an item from a window or balcony, adhere, inscribe, or otherwise deface a window or balcony, or place any alcohol or drug related paraphernalia on a window or balcony.

DAMAGES

Each resident receives an Apartment Condition Inventory (ACI) upon move-in. This document serves as a baseline for the condition of the room. Each student is responsible for any damages found upon check out. Each student must check out of his/her room no later than 24 hours after the last final or on the last day of finals, whichever occurs first, unless you have extended stay privileges.

An improper check out fee will be administered if check out occurs after the closing time of the residence hall. You must remove all personal property and trash or you will be assessed an abandoned property fee and/or a cleaning charge.

Students may be billed for damage to University property that goes beyond normal “wear and tear.” University Housing will determine what constitutes normal “wear and tear.” It is imperative that you check your Apartment Condition Inventory (ACI) and make any adjustments before signing off on the document. Residents will be held responsible for any damages to their rooms, over and above those that they noted on the form during check-in.

Students should never attempt to fix any problem but should follow the online Work Order system found at ltu.edu/housing.

Students may be liable for a charge if they necessitate any unusual housekeeping or maintenance service. Students may be liable for negligence penalties if they do not report problems which result in larger problems.

If a student room (including both sides of the door) or its furnishings are damaged, the roommate(s) responsible will be billed. If responsibility is not taken, the cost will be billed equally to all of the occupants of the room.

DELIVERIES

Delivery persons are not allowed in the building. Therefore, pizza and other food service deliveries must be picked up in the lobby area.

DECORATIONS

You are encouraged to make your room personal, but we ask that you do not permanently change or damage any rooms within the residence halls. Any permanent change or damage will result in a billing charge to your student account.

- Only artificial trees shall be permitted in lounges and student rooms. Decorations shall be made of a flame retardant and should not obstruct an exit or corridor.
- Only UL-approved electrical light sets may be used for decoration. The power line must not pass through the doorway or window frame to an outlet.
- Emergency hallway exit lights shall not be painted or covered.
- Do not use tape that leaves residue on the door, walls, or furniture.
- For drywall, use thumbtacks (maximum 10 per wall).
- For brick or cinderblock walls, use painter’s tape.
- Mirrors, shelves, and hooks must be removed at the end of the year. They are not “room improvements.”
- For fire safety, do not drape or hang long lengths of paper or other materials.

The outside of your door and window are within public view.

The University does not allow the posting of items that are deemed to be racist, sexist, indecent, scandalous, illegal, inciting, or in any way oppressive in nature.

You may not make structural alterations to the room. This includes constructing interior walls in studio areas.

DRUGS

As outlined by the Drug Enforcement Agency, as well as Section C of the Student Code of Conduct, possession, use, manufacturing, or distribution of the following on University property (including the residence halls), except as expressly permitted by law, is prohibited:

- Illegal drugs (i.e. marijuana, heroin, narcotics, or other controlled substances)
- Prescription drugs
- Drug paraphernalia (i.e. pipes, bongs, hookahs)
**DRUGS (CON’T)**

Campus Safety may be called to investigate and contact the appropriate government authority if local, state, or federal laws have been violated.

Those present in a room where the drug policy has been violated (even if not personally violating University policy and/or state laws) may be subject to disciplinary action up to and including termination from housing and/or removal from the University, as well as referral to appropriate government authority.

**FIREWORKS**

No guest or resident is allowed to possess or ignite fireworks or explosive devices in the residence halls or on any campus grounds. Residents or guests found in violation may be subject to disciplinary action up to and including termination from housing and/or removal from the University, as well as referral to appropriate government authority.

**SMOKING**

The burning of a lighted cigarette, cigar, or any other substance that contains a tobacco product is prohibited within the residence halls and up to 75 feet immediately surrounding the residence hall. Any apparatus or paraphernalia (i.e. hookahs, pipes) that is necessary for smoking is also prohibited.

Smoking is not allowed in common areas or balconies. A $200 cleaning charge will be assessed to the occupants of a room in which individuals are smoking. Residents or guests found in violation of the smoking policy may be subject to disciplinary action.

Designated smoking areas are the exclusive location for those who wish to smoke. The designated smoking area for North is the sidewalk by the Northwest Entrance. The designated smoking area for South is the sidewalk by the East Entrance.

**SOCIAL MEDIA**

Since social networking or blogging sites are not hosted by the University, it is imperative that you exercise caution when accessing these websites. Remember that any personal information placed on external websites may be stored permanently.

**THEFT**

Attempting to, taking, or possessing the property of another individual without consent is considered a theft violation of the Student Code of Conduct. An individual found guilty of theft will be subject to disciplinary action up to and including termination from housing and/or removal from the University, as well as referral to appropriate government authority.

It is recommended to keep a list of your valuable items. If you feel that a theft has occurred, please immediately contact the Resident Assistant on Duty or Campus Safety at 248.204.3945.

**VESTED AUTHORITY**

In order to protect the well-being of students, staff, and University property, the Director of Residence Life and Dean of Students reserve all rights to appropriate disciplinary action, including requiring immediate removal from the residence halls.

These guidelines do not limit other forms of authority and discretion within the University and its departments, colleges, and organizations.

The Director of Residence Life may notify the parents of a student who has committed a serious violation.

**WEAPONS**

As outlined in the Student Code of Conduct, any object that could cause harm when used in a threatening or aggressive manner is a weapon. Possession of weapons of any time, including replicas is prohibited, even if no intent to use the weapon. Examples of weapons include, but are not limited to: pellet guns, paintball guns, bb guns, and aero soft guns.

Weapons or ammunition of any kind will immediately be confiscated. The owner will face disciplinary action up to and including termination from housing and/or removal from the University, as well as referral to appropriate government authority.
Residents should prepare for emergencies and recognize where important emergency locations exist. If you have questions about emergency procedures, please contact any University Housing staff member.

**CAMPUS SAFETY**

Please listen to the directions of Campus Safety and University Housing staff members if an emergency occurs. Campus Safety’s number is 248.204.3945.

**CAMPUS ALERT HOTLINE**

The Alert Hotline (248.204.2222) will have information about campus closures in the rare situation in which classes are cancelled. For instant alerts to be sent to your mobile phone and/or email, sign up at secure.ltu.edu.

**FIRE**

Whenever a fire alarm sounds in a residence hall, you and your guests are required to evacuate the building immediately and travel to the nearest Rally Area. Failure to evacuate is a violation of Southfield city ordinance and subjects you to disciplinary action, arrest, and/or fine. State fire laws prohibit the use of elevators for fire evacuation.

Removal of smoke detectors or batteries from fire equipment is a violation of city code. You will be sanctioned and potentially fined. Please see the information desk if your smoke detector is broken or malfunctioning.

**NATURAL DISASTER**

Michigan has volatile weather patterns which may produce extreme heat, extreme cold, or severe weather. Storms can produce hail, tornadoes, damaging winds, large amounts of rain or snow, freezing rain, sleet, and/or blizzard conditions.

The Severe Weather siren is tested at 1PM on the first Saturday of each month. The sirens alert the residents of Oakland County if there is a tornado or severe thunderstorm.

**TORNADO**

**Tornado watch:** When atmospheric conditions are such that severe weather or a tornado could develop, a tornado watch is in effect. Stay indoors, stay alert for warning sirens, and listen to your radio for updates on the weather situation.

**Tornado warning:** When a funnel cloud has been sighted in the area or when radar indicates that there is a strong possibility of a tornado, a warning is in effect. In the instance of a tornado warning:

- Do not activate alarm systems.
- Go to the nearest storm shelter location.
- Do not stand near windows and exits.
- Remain in the corridor areas
- Wait for the hall staff to announce “all-clear”

**DISEASE OUTBREAKS**

Please communicate with University officials if you believe you have contracted a serious disease. Please follow all posted information if an outbreak of influenza or other serious/seasonal disease occurs.

**RESIDENTIAL ACCIDENTS**

Other types of accidents include the loss of utilities, radiation or chemical spill, terrorism, or widespread violence or riot. Please follow the directions of University officials and Campus Safety officers.

**SNOW EMERGENCIES**

Please follow all postings from University Housing in the event of a snowfall which requires the movement of vehicles from the parking lot.
RALLY AREA

Unless otherwise specified by University officials, if there is an emergency which requires you to evacuate the residence hall, please follow the evacuation route (•••) to the appropriate rally area.

CAMPUS MAP

1. Buell Management Building
2. Don Ridler Fieldhouse
3. Applied Research Center
4. Art and Design Center
5. Business Services
6. University Housing - North
7. Spirit Rock
8. Real Food on Campus
9. Architecture Building
10. University Amphitheater
11. University Quadrangle
12. Rain Gardens
13. Taubman Student Services Center
14. Science Building
15. Engineering Building
16. The Point
17. University Technology and Learning Center
18. Center for Innovative Materials Research
19. University Housing - South
20. University Fountain
21. Professional Development Center
22. Maintenance Building
23. Einstein Bros. Bagels
24. Provisions on Demand Express
25. University Soccer Field
26. Campus Safety Central Dispatch

EVACUATION ROUTES

UNIVERSITY HOUSING – NORTH

Please proceed to Parking Lot C and await instructions.

UNIVERSITY HOUSING – SOUTH

Please proceed to Parking Lot H and await instructions.
COMMON AREA POLICIES

GENERAL INFORMATION

Common areas of the residence halls include, but are not limited to: lounges, lobbies, elevators, hallways, stairwells, grills, patios, laundry rooms, community bathrooms, and property immediately surrounding the residence halls. All university-owned or rented furniture or equipment within these areas fits also within this definition. Severe penalties will be assessed to anyone who defaces, vandalizes, or tampers with common areas or university property.

You may not remove lounge furniture or transport furniture between any rooms without permission from the building supervisor. Any student who misuses, or damages lounge furnishings will face disciplinary action and a fine to replace the furniture.

- Emergency hallway exit lights shall not be painted or covered.
- Only artificial trees are permitted in lounges and student rooms. Decorations shall be flame retardant and shall not obstruct an exit or corridor.
- Do not use tape that leaves residue on the door, walls, or furniture. For brick or cinderblock walls, use painter’s masking tape.

COMMON AREA BILLING

All residents should keep common areas clean and free from trash. Although it is Campus Facilities’ responsibility to provide cleaning and trash removal, if damage, theft of University Housing property, excessive garbage, or extreme disorder occurs in your hallway (both surrounding and/or immediate area) or in the residence hall, area residents may be fined if the responsible party is not identified. A fee may be assessed for the cleaning of any unsafe, unsanitary, or potentially hazardous substance in public areas.

- A notice with appropriate charges will be visibly posted.
- Residents will have five (5) business days to determine the individual(s) responsible and to notify the Office of University Housing in writing.
- If no party is found responsible, the floor/building will be charged. This fee cannot be appealed unless the responsible party is identified.
- At the end of the semester, University Housing shall place the accumulated billing charges on each resident’s account. The University reserves the right to place immediate charges or to determine minimum charges.

ELEVATORS

Proper use of the elevator is imperative at all times.

- Misuse of the elevator includes, but is not limited to: overloading, forcing open or propping of the doors, stopping the elevator, and posting of flyers.
- If the elevator malfunctions, inform a University Housing staff member or Campus Safety.
- If you drop an item down the elevator shaft, inform a University Housing staff member or Campus Safety. You may be responsible for a service fee to retrieve the lost item.

PARKING

Residents may have a car on campus, as long as it is registered through Campus Safety. There is no standing or parking in the fire lanes.

Residents are prohibited from parking in loading zones, i.e. adjacent to North and immediately front of South Housing. Students may not park no longer than 30 minutes in the designated parking spaces in front of South. Residents, fellow LTU students, and guests found in violation of these guidelines may be ticketed and/or removed at the owner’s expense.

During a posted snow emergency, residents are required to follow all instructions issued by the Office of University Housing. Residents may be required to move vehicles.

Residents may bring other forms of land transportation that is permitted on municipal roadways, such as motorcycles. Motor vehicles may not be brought into the buildings under any circumstances. Watercraft, sport vehicles, motorbikes, BMX bikes, and ATVs are not permitted.

University Housing reserves the right to remove unidentified or abandoned vehicles from the parking lot at the owner’s
expense. Additionally, the Office of University Housing is not responsible for any vehicles stored on University premises.

**QUIET HOURS**

As the residence hall provides a community experience, it must also allow residents to have an appropriate living and learning atmosphere for studying, sleeping, and relaxation.

**QUIET HOURS (CON’T)**

During quiet hours, sounds created inside a resident’s room should not be heard outside of the room.

*Quiet hours are:*

- Sunday - Thursday: 11PM – 9AM
- Friday – Saturday: 1AM – 9 AM

Extended quiet hours are in effect 24 hours/day beginning 8PM on the Sunday of the last week of regular class meetings and remain in effect until the residence halls close for break.

The Director of Residence may impose changes to quiet hours after consulting floor and/or building residents.

Housing staff may enter your room to investigate a noise complaint. If you are not in the room, the staff member will take any necessary action to resolve the problem and will document the situation.

If you have a problem with noise:

1) Inform the resident(s) that the noise is disrupting others
2) If informing the resident(s) is unsuccessful, please visit the Information Desk to contact the RA on Duty.

Residents who violate quiet hour policies are subject to room reassignment or disciplinary actions up to and including termination from housing.

**RESTRICTED AREAS**

Access to restricted areas, including but not limited to: maintenance, storage, trash, and roof access rooms will be classified as trespassing. Trespassers may be subject to disciplinary action and/or referral to appropriate government agency.

Anyone who does not have appropriate identification will be treated as a trespasser.

**SECURITY**

For security purposes, all residence halls are locked at all times. Only residents, permitted guests, authorized University personnel, and appropriate government authorities are allowed to enter. Emergency exits may only be used in the case of an event in which not using the exit would pose a serious risk of injury.

**SPORTS**

Any permanent alteration or damage caused by playing sports in the hallways or public areas will be considered intentional and may result in disciplinary action and confiscation of playing equipment. Any damage will be billed to your student account. Storing or parking bicycles or scooters in the hallways or lounges is prohibited. You may store bicycles in your room with roommate(s) approval. Do not run through the residence halls.

**VANDALISM**

Destruction of University property is completely unacceptable and will result in disciplinary sanctions. When there is damage to a common area, furniture, or facilities and the person responsible cannot be determined, a common area billing process will occur.

Funds that are used to repair vandalism cannot be spent on renovations or purchases to help improve your residential experience. Therefore, alert Housing staff members if you know someone participated in an act of vandalism or if you see suspicious behavior.

**VENDING MACHINES**

If a vending machine malfunctions or is not working, please contact Campus Dining at 248.204.3203.
GUEST POLICIES

GENERAL INFORMATION
You are permitted to have guests with the approval of your roommate(s). Hosting guests is a privilege, not a right. Residents are always responsible for guests.

All guests agree to abide by University and Housing policies.

- The host of the guest is responsible for the behavior of his/her guest at all times.
- If the guest is a Lawrence Tech student, he/she may also face disciplinary action.
- The Office of University Housing staff and Campus Safety reserve the right to prohibit any guest from entering a residence hall for any reason.
- Having more than ten (10) persons in any room at one time is prohibited.

The host must receive permission from his/her roommate(s) in order for a guest to stay overnight.

OVERNIGHT STAY
Guests may not stay more than three (3) consecutive nights or exceed a total of 15 nights per semester.

- Guests must carry valid identification at all times, either a state ID or a current Lawrence Tech ID Card. No other forms of identification are valid. If a guest does not have a valid form of identification, he/she will be escorted out of the residence hall.
- Guests may not be given a room key, University ID card, or proxy card.

GUESTS UNDER 16
Guests under the age of 16 are not permitted to stay the night in the residence halls. The Director of Residence Life or designee may grant approval only in extenuating circumstances.

These guests must be accompanied by the host resident at all times.
INTRODUCTION
All rooms are fully furnished (bed frame, mattress, couch, lounge chair, dresser, desk, desk chair, bookcase, table) and have a refrigerator, stove/oven, and range hood. Smoke detectors and fire alarms are hard-wired into all rooms. In North, each room has a built-in microwave and dishwasher, as well as laundry machines.

Students are permitted to bring the following types of furniture:

- Bookcases
- Drafting tables
- Desk Chairs
- Tables not exceeding 10 square feet
- Stool-type seating

You may not move furniture between rooms.

ACCESSIBILITY
Each residence hall has rooms designated to accommodate students with physical challenges. If you have any questions, please feel free to contact the Disability Services office.

AIR CONDITIONING AND HEATING
All residence halls are equipped with air conditioning and heating. During operation of heating and cooling systems, keep windows and balcony doors closed so that equipment can operate efficiently.

APARTMENT CONDITION INVENTORY
Upon check-in, you will receive your Apartment Condition Inventory (ACI). It is your responsibility to review all items. If anything is incorrect, please change to ensure that it accurately reflects the current state of your room. After review, turn in the form to University Housing staff member as directed. At the time of check-out, your room will be assessed by the ACI to determine which damages are new.

Failure to return the ACI will result in the assumption that your room and all contents were undamaged upon move-in. All damages become your responsibility.

If you have any questions about the ACI, please contact a University Housing staff member.

CLEANING AND PEST CONTROL
You should bring a vacuum, broom, and other cleaning supplies. You are responsible for cleaning of all messes within your room. It is crucial that you keep your room clean. If you have a bug or pest problem, please place a work order. You may be charged for the services if your living conditions appeared to have prompted the infestation.

CONSTRUCTION
Conditions beyond the University’s control sometimes make it necessary to undertake maintenance and construction during times of occupancy. Should unforeseen inconveniences occur, University Housing regrets that it can make no compensatory adjustment.

DAMAGES
If there are damages from your room which are not listed on the ACI, you will be charged. The tampering or removal of any permanent fixture (i.e. aerators, shower heads, smoke detectors) in the room is prohibited.

If you would like to appeal damages, please email your building supervisor to ask for an explanation and/or adjustment of charges. Final decision of charges is at the discretion of the Director of Residence Life.

ELECTRICAL APPLIANCES
Multi-outlet plugs must have built-in circuit breakers. Only grounded extension cords may be used. Irons and coffee makers are permitted as long as they have automatic shutoff mechanisms. Microwaves are permitted as long as they do not exceed 1,000 watts.
**KEYS**

A room key and a mailbox key will be issued during your check-in process. It is imperative that your keys are with you at all times. If keys are lost, residents are to contact the Information Desk immediately; at the Information Desk, the resident will be informed that there will be a cost associated to replacing the key and/or lock.

**LAUNDRY**

Laundry rooms are located in each room in North. Frequently clean out the lint trays in the dryer. If the washing machine or dryer in your room malfunctions or does not work, please use the online Work Order system at ltu.edu/housing.

Laundry rooms are located on designated floors in South. You must have a laundry card to use these laundry machines. If the washing machines or dryers malfunction or do not work, please place a work order online at ltu.edu/housing. Please explain the problem in detail.

**LOFTS**

Students desiring additional space should consider renting or buying a loft bed. Loft beds are a great option if you are looking to create more work space or room for your desk or dresser.

Universal Furnishings is the only endorsed loft company for University Housing. Any student wishing to purchase a loft bed can visit Universal Furnishings' website and purchase the loft bed directly through the company. Residents are prohibited from building their own lofts or bring lofts from home. Universal Furnishings will then inform University Housing of any student who ordered a loft bed and the company will install your loft bed before you move in.

If you are interested please visit Universal Furnishings' website at loftbedrentals.com. Lawrence Technological University is not liable or responsible for any damages sustained through the use of loft.

**PAINTING**

You may not paint any element of any room or common area without permission from the Office of University Housing. Permission may be granted upon completion of the Paint Request, which can be found at the Information Desk. Anything that you paint without permission will be painted back to the original color and you will be charged.

**PETS**

The only pets permitted in the residence halls are non-carnivorous fish in aquariums not larger than 10 gallons. The aquarium owner must maintain the upkeep and cleanliness of the tank. The rocks and all debris may not be flushed down the toilet or placed in the garbage disposal.

Service animals per ADA policy are permitted. Please contact Disability Services at 248.204.4100 if you need this accommodation.

The University reserves the right to confiscate unauthorized pets and impose disciplinary sanctions. You may be charged fees for pet confiscation.

**PROHIBITED ITEMS**

Due to health concerns, upholstered furniture is strictly prohibited. This includes, but is not limited to: mattresses, couches, love seats, futons, chairs, ottomans, and flip-style seats.

The following is a non-exclusive list of prohibited items:

- Additional refrigerators, dishwashers, or air conditioners
- Appliances with an exposed heating element
- Candles
- Electric Blankets
- Fireworks
- Flammable or Hazardous Materials
- Grills
- Halogen lamps
- Live Christmas Trees
- Neon signs
- Space heaters
- Stripper Poles
- Sun lamps
- Waterbeds
- Weapons
- Other items which are deemed “dangerous” by the Office of University Housing

Any prohibited item(s) found in residents’ apartment will be confiscated. The residents will have to go to the Information Desk to schedule an appointment with the Building Supervisor. A judicial sanction may be given to the resident.
SMOKE DETECTORS

It is a violation of fire code to misuse, tamper, disconnect, or deactivate a smoke detector or other fire safety equipment. You will be sanctioned if this occurs. The residence halls have smoke detectors that are tested on a regular basis by Campus Facilities. If a smoke detector is malfunctioning or not working, please let a Housing staff member or Campus Safety officer know immediately.

The use of a fire extinguisher or fire protection equipment, other than its intended purposes, is prohibited. Tampering with any fire equipment (i.e. fire alarms, exit signs, smoke detectors) is a felony offense and may result in both University disciplinary action and municipal criminal proceedings.

In order to ensure compliance with local fire safety regulations, University Housing staff and/or the City of Southfield Fire Department may check student rooms at any time.

SOLICITATION

Solicitation is defined as all activities conducted that involve the sale of goods or services, raising of funds/donations/prizes; selling of advertising, distribution of literature/products, posting of literature (other than approved advertisements), canvassing, and oral/word of mouth. Residents are not permitted to use their rooms or other facilities of the residence hall for any commercial purposes. Organizations seeking permission for product orientation must submit the necessary information to the Office of University Housing at least five (5) days prior to distribution. Failure to comply with the guidelines may result in disciplinary action.

TELEPHONE

Each room is equipped with one phone line. Local telephone service is provided at no charge. Additionally, free voicemail is provided. It is your responsibility to provide a phone, set up your voicemail, and check it regularly as it is one of the official ways University personnel contact students. If you discover that your telephone does not work, try the other port. If both ports do not work, please go to the online Work Order system at ltu.edu/housing.

TELEVISION

Cable television service is provided in each room. Residents who would like premium channels or high-speed Internet service may contact Comcast at 800.226.2278. Residents are responsible for all charges and fees associated with additional services.

Damages resulting from installation or removal will be assessed to the resident(s) who ordered the services. Residents must have all services disconnected upon vacating the room, even if returning at a later date. If your cable is malfunctioning or does not work, place a work order at ltu.edu/housing. Please be as detailed as possible. A University Housing staff member or maintenance worker will inspect the cable box and determine any appropriate further action.

WORK ORDERS

If you have an issue with your room, place a work order at ltu.edu/housing. Please be advised that you may have to wait for assistance. Please go to the information desk if you have an Emergency Work Order (EWO):

- Any water leaking into your room
- Any water leaking within your room
- Heat does not work
- Broken or missing window
- A non-secure entry door

Any problems that you do not report become your responsibility. If damage occurs because you did not report the problem in a timely manner, you will be charged.
CHANGES TO GUIDELINES

If you have any suggestions for changes to this handbook, please contact the Office of University Housing. We always take the input of residents and work towards creating the best possible residential experience. The Office of University Housing may implement or change policies for safety reasons. Reasonable attempt will be made to alert residents of changes to this handbook.