



**HOUSING AND RESIDENCE LIFE**  
**106 OLD MAIN, P.O. BOX 730, KUTZTOWN, PA 19530**

## **WELCOME HOME!**

On behalf of the Housing and Residence Life staff, it is our pleasure to welcome you to your new "home". The Kutztown University residential community is one of the most exciting and active places to be on campus! Our residential community is a learning community that supports academic success, personal development and involvement of all its residents while encouraging learning in all aspects of life. We warmly invite you to become an active and contributing member of the Residential Life community. After all, the community is only as strong as its members and with your help, we can be even better! Through programs, social activities, study groups, and informal interaction, we hope you will find a place where you live, learn, and grow. So don't be afraid, get involved and meet your fellow residents in the halls or the apartments at any and every opportunity!

Living on campus is significantly different from living at home during your college years. You're sharing space with a large group of people from diverse backgrounds and different points of view. You're more than a tenant — you're a member of our community.

In order to make the most of your campus living experience at KU this booklet provides you with some important information about what we expect from you and what you can expect from us. Please keep this guide for reference throughout the year and check our website for updates and additional information.

When you signed up for on-campus housing, you took an important step toward having a great experience KU. You will explore new perspectives and make terrific memories.

**WELCOME TO OUR COMMUNITY-WE ARE GLAD YOU ARE HERE!**

# **Your Housing Community**

## **Building Community. Setting Standards.**

The concept of community goes beyond the physical space you're sharing with other students. Living on campus means that you'll be working together toward common goals and through challenging differences. One of the ways we build community at KU is through community standards, which are expectations between members of each floor community. When you share your individual desires and build group expectations with your fellow residents, you'll set a strong foundation that will help you resolve future conflicts. You'll also learn how to negotiate, solve problems, and be a contributing member of a team — skills valued by graduate schools and future employers.

### **Our Staff**

Throughout this Guide, you will see the term Community Assistant. At KU, a Community Assistant (CA) resides in each community and is an upper-class student employee whose role is to create and maintain a floor environment where each resident finds acceptance is treated with respect and dignity, has access to services and resources, and has the opportunity to participate in the life of the community. This role is exhibited in many ways: through programs that the CA prepares for the community, through general one on one interactions with their residents, and even through upholding residence hall and KU policies, and responding to critical incidents.

A team of Desk Receptionists run the front desks and assist residents daily. They answer questions, make referrals, distribute equipment, sort students' mail, and help with other desk duties as a representative of the KU Housing and Residence Life staff.

Lastly, your CA is supervised by a Resident Director (RD), who oversees the overall function of your residence hall. Part of their job is to be a resource to you in your growth and development as a student. The RD fulfills this role in many ways, particularly by providing direct leadership and supervision over the staff, overseeing the administrative processes of the residence hall, and responding to critical incidents that may occur in the residence halls. In order to meet with your RD you can visit your front desk to schedule an appointment.

### **Your Floor**

The first opportunity to explore the standards process will come at one of your first meetings with all of the other campus residents on your floor. Your Community Assistant (CA) will lead the discussion, and together you'll set agreements about noise, cleanliness, and sharing space. You will learn to address important issues and determine the best way to address problems with each other in a respectful and effective manner.

Before that meeting, take some time to think about what's important to your campus living experience. Do you think quiet/study hours are important? How do you want your floor to look? How do you want the floor community to handle concerns? Be prepared to discuss your point of view, make compromises, and commit yourself to upholding the agreement.

### **Here are some additional tips to help you get along in the campus community:**

- Speak up. If you think there's a problem, express your view to the person(s) involved.
- Treat others with respect and consideration.
- Follow the rules. They were established to maintain a safe and healthy learning environment for you and your fellow campus residents.
- Respond to reasonable requests from other campus residents.
- Be responsive and cooperative with Housing & Residence Life staff.
- Be inclusive of every member of the campus community. Actions (direct or indirect) that discriminate based on race, gender, religion, disability, national origin, age, or sexual orientation cannot be tolerated in a community based on mutual respect and cooperation.

## **Your Roommate, Suitemates, and Apartment mates**

Your relationships with your roommate, suitemates, and/or apartment mates can be some of the most important in your college experience. It's important to start those relationships with open, honest communication and set clear expectations. Even if you are old friends from home, living on campus and the college experience will be new to both of you. It's important for you to discuss your needs together. As you explore your expectations, talk together, establish your agreements, you'll start things off on the right foot and keep your relationship on track. Not sure how or where to start? Make sure you read the "Roommate Success Guide" and the "Sharing Spaces Guide" booklets for helpful information.

## **Your Room**

You may occupy only your assigned space in the room at all times. Please keep in mind that unless you occupy a single room and pay the single rate, you may be assigned a roommate at any time, so your room must always be ready for a new roommate. Housing and Residence Life tries to provide 24 hour notice to new roommates but is not always able to do so. It's important to have your room "roommate ready" at all times. Your room is your personal space on campus. Make it uniquely you, but please keep it safe and secure. Here are some rules and guidelines to help you throughout the year.

## **Room Condition Verification Form**

All residents have the opportunity to complete a "Room Condition Verification Form." This form is available on MyKUHousing. This is your opportunity to note anything in your room that is in less-than-perfect condition. Please take the time to thoroughly inspect your room. Failure to complete this form within 72 hours of check in means you are accepting the condition of your room. Any damages beyond normal wear and tear will become your financial responsibility.

## **Decorating**

You are allowed to move the furniture around your room as long as it is safe and in compliance. Furniture should never be stacked (unless it is a bunk bed) and beds that are bunked should not be placed in front of windows for safety reasons. All furniture must remain in the assigned room at all times. If you rearrange the furniture in your room, you need to return it to its original position prior to moving out. In addition, there is no additional storage available to campus residents outside their rooms. Residents cannot install or affix anything in the room that will be permanent or will damage the walls, doors, ceilings, or floors.

## **Renter's Insurance**

It is recommended that you consider purchasing renter's insurance through your own insurance provider to cover the loss of or damage to your personal property while on campus. Be sure to consider the value of your possessions, including your computer and electronic equipment, when selecting a policy that's best for you. KU is not responsible for lost or damaged property.

## **Throughout the Year**

### **Cleaning**

Residents sharing a room are mutually responsible for the cleaning and regular upkeep of their rooms. Resident in suites and apartments are mutually responsible for the cleaning and regular upkeep of their rooms and bathrooms. These spaces must be thoroughly cleaned at the end of each semester. If you and your roommates agree to maintain it regularly, you'll avoid the stress of deep cleaning during finals week and avoid paying extra cleaning fees when you move out.

## **CLEANING TIPS**

- Weekly cleaning with a nonabrasive cleaner will prevent the buildup of hard-to remove-grime, stains, grease, and mildew.
- If mildew becomes a problem, try a products specifically designed to remove it.
- Pine-Sol, Spic-N-Span, and other similar type products works well on bathroom floors.
- Vanish and similar products will clean the toilet bowls and keep them fresh and clean when used regularly.
- Be sure to throw away trash in designated receptacles in and outside of your room. Residents are responsible for the proper disposal of trash collected in their living area.
- Do not leave trash in any common area.
- Please dispose of any items or garbage that may cause an odor to the dumpster directly.

## **Maintenance**

Need assistance in resolving a maintenance concern? Complete a work order request online at: <http://tmataalk.kutztown.edu/> anytime.

For Golden Bear South, West and the Honors Apartment residents, you would complete requests online at <http://tinyurl.com/nx54esu>.

Residents are financially responsible for repairs resulting from misuse or abuse.

## **Prevent Fires and Fire-related Floods**

Here are some ways to reduce the risk of fire and related water damage in the residence halls.

- Keep posters, banners, and other decorations off of the ceiling and away from the fire sprinkler heads.
- Follow all emergency evacuation procedures or drills.
- Report any unauthorized use, tampering, or damage to emergency or safety equipment (i.e. smoke detector).
- Use only one electrical device per outlet (no multiple power strips).
- Use electrical extension cords less than 10 feet in length unless it's an extension bar with a circuit breaker.
- Do not tamper with safety equipment.
- Do not hang anything from sprinklers.

## **Emergency Procedures**

**If the building fire alarm goes off:**

- Evacuate immediately through the nearest safe exit.
- Once outside, immediately check in with your CA or a Residence Life staff member. Let them know if someone is missing or if someone was away from the building during the evacuation.
- Do not go back until you are directed to do so.

**All building occupants must evacuate the building when the alarm sounds.**

## **Health and Safety Inspections**

Housing and Residence Life staff conducts inspections of all residential spaces for health and safety issues as well as assess the general conditions of all living spaces. If any issues are found, a notice of the inspection will be left in the residence indicating the item(s) to be addressed, and instructions will be included on how to follow up with concerns. If you have any questions about health and safety inspections, please contact your Community Assistant or your Resident Director. Each visit will be brief and should take 15 minutes or less to complete. Students are given notice prior to the inspection.

## **Moving Out**

Residence halls will be closed between the fall and spring semesters. While students returning for the spring semester may leave their belongings in their rooms during the winter break, Housing and Residence Life is not responsible for any theft or damage. If you are leaving belongings in your room over the winter break, make sure you take anything you need with you. The residence halls will remain closed until the opening of this spring semester.

All students must move out of their rooms at the end of the spring semester. Students are given very specific closing instructions each semester and are expected to follow them. Check with your CA or the Housing and Residence Life website for additional details before making travel plans!

## **Services and Facilities**

### **Safety and Security**

Kutztown University is committed to maintaining high safety and security standards in the residence halls and throughout the campus. You share responsibility for maintaining a safe and secure environment.

#### **Keep yourself safe by:**

- Participate in the KU Alert program. For more information visit: <http://www.kutztown.edu/KUAlert>.
- Identifying the nearest emergency telephone on campus. These phones ring directly to Public Safety and will automatically register your location.
- Locking your room door at all times.
- Being aware of your surroundings. If you notice unusual events and/or suspicious persons, report them to your hall staff, and/or Public Safety. (610-683-4002). If it's an emergency, dial 610-683-4001.
- Swiping your ID card to enter the buildings. Don't let anyone in without an ID card.
- Holding onto your ID card and keys. Do not lend them to anyone. If you lose them, report it immediately.
- Keeping doors closed. Propping doors open allows unauthorized access and undermines the secure campus living environment.
- Cleaning your room regularly to avoid fire hazards, bug and rodent infestation, food spoilage, and odors.
- Using only authorized refrigerators and microwave ovens. Hot-air popcorn poppers and coffee pots with enclosed elements are also allowed.
- Using and storing only authorized items in your room.
- Sleeping in your room, not the floor lounges (unless it is a hall-sponsored event).
- Not tampering with safety equipment and/or fire alarms and extinguishers.

#### **Keep your belongings secure by:**

- Engraving any expensive electronic equipment.
- Staying in the laundry room when washing and drying your clothes.
- Keeping large sums of money in the bank and leaving expensive and irreplaceable items at home.
- Making an inventory of the things you brought with you to campus.
- Locking your car at all times and removing valuables from sight.
- Locking your valuables in a safe. One can be rented from Housing and Residence Life..

### **Emergency Assistance**

If you need police, fire, or medical emergency assistance, call x34001 immediately from a campus phone. From a cell phone, please call 610-683-4001.

### **Front Desks**

Each residential area maintains a service desk where residents can go if they are locked out, sign in visitors, make inquiries, check out recreation equipment, and sign for packages.

## **Dining Services**

Dining Services, located in the 106 Old Main (A-Wing), offers the selection of Premium and Block meal plans which includes 5 guest meals per semester and vary in amount of dining flex dollars. For more information, please call 610-683-1314 or visit their website at: <https://www.kutztown.edu/Dining>

## **ResNet**

The ResNet help desk located in Johnson Hall provides free computer support to resident students.

For general questions or computer problems For more information call 610-1310 or visit their website at: <http://www.kutztown.edu/infotech/divisions/resnet/>

## **Mail Services**

Each resident is assigned his or her own mailbox. Incoming mail is delivered to the front desks Monday through Friday and is sorted as soon as possible. Questions or concerns about mail services should be directed to your front desk.

### **Your mailing address is:**

Your Name  
Room Number and Residence Hall  
Kutztown, PA 19530

If you receive a package or registered letter, the housing staff will place a notice in your mailbox. Claim your package or letter at the front desk with a photo ID.

## **Laundry Facilities**

Each residential area features laundry facilities.

## **Vending Machines**

Beverages and snacks are conveniently located in most residential areas. You can pay with cash or with Bear Bucks

## **Residence Hall Association (RHA)**

### **What Is RHA?**

It's the largest and most central organization within KU's residence halls that includes all students living on campus and the campus housing staff. It promotes the well-being of each student through development of KU's campus housing community and provides a forum for campus residents to voice their opinions and take action.

### **Hall Councils**

Hall Councils plan, organize and run hall wide events for all of their residents. Each residential area has their own individual council with their own budget and agenda. Be sure to attend weekly meetings and events in your hall hosted by these great councils made up of your peers.

## **The Kutztown Community**

Now that you're living on campus, you'll have the best access to programs and services to help you do and be your best in college. Here are some resources that are especially helpful for campus residents.

## **Having Fun on Campus**

### **Welcome Week**

Welcome Week is Kutztown's welcome program designated for new and returning students. Get connected to campus life, learn more about campus services and resources, and join the KU community at a variety of on campus events. See your front desks or Community Assistants for more information.

## **Office of Student Involvement**

Be a part of campus traditions and special-interest organizations to make the most of your KU experience. Information is available at the Involvement Fair at the start of the semesters. You can also check out:

<http://www.kutztown.edu/Involvement> for more information.

## **Intramural Programs**

You don't have to be an athlete to play at KU. Join an intramural team and compete in classic sports such as flag football, volleyball, and basketball. You can even play some nontraditional games such as dodge ball. Descriptions and schedules are available at: <http://www.kutztown.edu/recreation>.

# **Succeeding in College and Beyond**

## **Career Development Center**

Start planning your career now with helpful advice and services from the Career Development Center, located in the Stratton Administration Building. Resources include computerized assessments, job search materials, individual career counseling, and mock interviews. You can receive more information by calling 610-683-4067 or visit their website at:

<http://www.kutztown.edu/about-ku/administrative-offices/career-development-center.htm>

## **Center for Academic Success and Achievement**

On a campus as big as KU, simply finding the right place to go for help can be challenging. Start at the Center for Academic Success and Achievement (CASA) located in 30 Rohrbach Library and Academic Coaches will guide you to the resources you need to be successful. They will help you do well academically and guide you to the many established resources created to ensure you complete your educational goals. For more information, please call 610-4207

## **Disability Services Office**

Do you have a documented disability? Visit the Disability Services Office in the Stratton Administration Building or call 610-683-4108 for resources such as note takers and special test proctors.

## **Tutoring**

If you need a tutor or if you're interested in making some extra money by tutoring others, contact Tutoring Services at 610-683-4207

# **Staying Healthy and Safe**

## **Health and Wellness Services**

Get help from medical and mental health professionals conveniently located on campus. Health and Wellness Services is located on the first floor of Beck Hall. To schedule an appointment or for more information visit their website at: <http://www.kutztown.edu/HealthandWellness> or by calling 610-683-4082.

## **Public Safety and Police Services**

If you have an emergency, please call 610-683-4001 from a campus phone. Call 610-683-4002 for non-emergency assistance.

Information about safety, security, and crime statistics reports are available at: <http://www.kutztown.edu/PublicSafety>

## **Student Recreation Center**

It's no ordinary campus recreation center. You'll have access to incredible equipment and facilities, not to mention a great place to hang out and recharge. The center offers programs and services that address every aspect of your overall health and wellness. Check out the programs and services available at: <http://www.kutztown.edu/recreation>

## Your Housing License

When you signed up for housing, you agreed to the terms and conditions of a legally binding contract between you and Kutztown University Housing and Residence Life. Make sure you understand the housing license, and contact the Housing and Residence Life with concerns or questions.

Here are a few reminders about your housing license:

- Your housing license is for the entire academic year (both the fall and spring semesters). If you sign your contract after the start of the academic year, it remains in effect until the end of the spring semester
- You must follow the policies outlined in *The Key*. (<http://www.kutztown.edu/TheKey>)
- As stated in the housing license, residents that are reassigned to a more expensive room assignment will be financially responsible for their new living space.

### Questions?

Answers to some of the most frequently asked questions can be found on the Housing and Residence Life website: <http://www.kutztown.edu/Housing>. You can also contact your Resident Director or Community Assistant about any concerns or questions.

## Thank you again for choosing to live on campus at Kutztown University!

We hope that living on campus provides you with the opportunities and advantages that make your college experience memorable, enjoyable, and successful. We look forward to getting to know you.

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