



Benedictine University

2020-2021

**University Housing & Residence Life
Resident Handbook**

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WELCOME

Benedictine University maintains and operates residence halls and apartments as an integral part of academic life in the belief that educational experiences are not solely contained to the classroom, laboratory or library. Through the various Student Engagement initiatives we will help you to grow richer in spirit and larger in impact through opportunities that turn personal interest into personal achievement.

Student Engagement dedicates itself to the education of the whole person by providing opportunities and experiences that support academic and personal goals, as expressed through the core principles of community, diversity, leadership and faith.

You are joining a community where these initiatives form the basis of the University Housing & Residence Life's programming and services. It provides students a campus living and learning experience reflective of our Benedictine values: inclusive, service-focused, experience-driven and rich in the development of relationships that students will share throughout their time at the University to prepare them to make a lasting impact as purposeful and engaged citizens of their communities and the world.

It is your responsibility to become familiar with the resident policies and procedures set forth in the University Housing & Residence Life Handbook, as well as the Student Code of Conduct and Student Handbook. The Housing staff is available to assist you with interpreting the various policies enclosed in this Handbook, learning about your new surroundings, and becoming an active community member on campus.

Best wishes for a successful and meaningful academic year.

University Housing & Residence Life

Liz Velez

Liz Velez, Director

Monica Ragusa

Monica Ragusa, Assistant Director

UNIVERSITY HOUSING & RESIDENCE LIFE STATEMENT

The University Housing & Residence Life staff is dedicated and responsible for fostering a living environment that promotes and supports Benedictine's Missions, priorities and values. The residential community embodies the Benedictine hallmarks and traditions.

On-campus living provides an opportunity for students to combine academic life with social development. Students must establish and test their own values, develop social skills, determine priorities and learn to organize their time. Daily living with others encourages the development of a cooperative attitude, respect for individual rights and a sense of group responsibility.

As a result, on-campus living develops diverse communities which meet the needs of its members both individually and collectively, and create attitudes and skills necessary to progress toward the realization of those conditions which make up a healthy community.

Scope and Responsibilities of the office:

- Support students in their academic pursuits.
- Guide students in developing healthy life skills (i.e., conflict resolution, commitment to community, welcoming diversity and leading with purpose, etc.).
- Provide opportunities that will assist residents in becoming acclimated to living in a community setting.
- Provide co-curricular programs that support academic success, the core principles, wellness, and the development of life skills.
- Engage in appropriate and timely responses to circumstances that are deemed crisis in nature.
- Educate students about the Student Code of Conduct and the importance of being accountable for their behavior.

Learning Outcomes - Services offered in support of your education:

- Through various programs residents will learn that collaboration and working together in community promotes success.
- Through the on-going development of various life skills, students will learn that civility among community members is paramount to personal growth and the healthy development of the community.
- Opportunities will be provided for students to develop their leadership skills.

HOUSING STAFF

Housing & Residence Life Team

The housing team consists of 2 professional staff, 3 Head Residents, and 13 Resident Assistants under Student Engagement. Collectively the team is tasked with helping to ensure that facilities receive proper attention and community building initiatives to enrich the student residential experience.

Resident Assistants (RAs)

Resident Assistants are student leader staff members responsible for building community for the residents, keeping residents informed on department and campus wide events and procedures, confronting policy and documenting policy violations, mediating roommate issues, and participate in nightly duty to ensure safety and security in campus housing.

Head Residents (HRs)

Head Resident Assistants are responsible for direct supervision of Resident Assistants, assist in large scale programming, community development and participating in on-duty rotation for emergency and crisis management response in campus housing.

Assistant Director

The Assistant Director, Monica Ragusa plays an integral role at the University and is responsible for all aspects of student staff including selection process, recruitment training, and supervision. Monica is responsible for the training, development, oversight and mentorship of the Head Resident and Resident Assistant staff in all of the University's residential communities and leads the conduct process for the department.

Director

The Director, Liz Velez leads the department and ensures that the Student Engagement Mission is carried out. Liz is responsible for the operations of campus housing administration, occupancy management, departmental initiatives and strategic planning. In this role, Liz is also involved in assisting with resolving a variety of student issues, conduct and contract management.

COMMUNITY LIVING

Residents' Rights & Responsibilities

Residents' Rights

Since student housing is made up of a group of individuals in a “living-learning environment,” each person possesses certain rights that must be held in high regard. Mutual respect and consideration coupled with an awareness of and a sensitivity to the needs of other individuals must be the standard for group living. This statement is intended to suggest minimal expectations of rights of residents, in actualizing their freedom, without placing constraints upon such rights of other residents within University Housing & Residence Life. The following is offered as a framework for discussion and consideration:

- The Right: To read, study and/or sleep free from undue interference in or around one's room.
- The Right: To recreation in or around housing.
- The Right: To personal privacy.
- The Right: To a physical environment that is clean, healthy, safe and orderly.
- The Right: To recourse according to prescribed judicial procedures against anyone who unduly infringes upon one's rights or property.
- The Right: To participate in the process of self-governance, i.e., through the Student Senate.

Residents' Responsibilities

In line with any other system of rights is the responsibility, then, to not infringe and violate others' rights. Thus, in accordance with the aforementioned rights, come the following responsibilities:

- The Responsibility: To control noise and other distractions that inhibit the exercise of study or sleep by another person.
- The Responsibility: To modify recreation so that it does not interfere with the rights and safety of others in or around housing.
- The Responsibility: To respect the personal privacy of others within housing. To also recognize and respect the personal privacy of roommate(s).
- The Responsibility: To assist in the keeping of the University environment clean, healthy, safe and orderly.
- The Responsibility: To conduct oneself in a manner that does not infringe on the rights of others.
- The Responsibility: To be active in the process of self-governance and to ensure voicing of one's opinion or ideas.

COMMUNITY LIVING

Roommates

Living with another individual is as much of a learning experience as the classroom. Many students have found living with roommates to be beneficial in the development of personal growth, community building and life skills. Ultimately, the road to roommate success and healthy relationships begin with honest, open dialogue, respect, compromise and courtesy to one another.

Roommate Conflicts

Within relationships come conflicts of many kinds. The first step to resolving conflict is to have a conversation with your roommate. If you and your roommate(s) encounter a conflict that you are unable to resolve, please seek assistance from your RA. RAs are a great resource! Please note that your RA will first mediate this conflict to ensure that all parties' voices are heard, and efforts to resolution are made. In the event additional assistance is required, Head Residents and professional staff are available to assist in further mediation. We are aware that there may be times when the conflict is such that mediation may not resolve the conflict and a room change may be necessary.

Room Changes

If no solution is reached after extensive efforts to resolve roommate conflict on the part of the roommates and staff, a room change may be considered. All room changes are subject to availability and are approved by University Housing staff.

POLICIES AND PROCEDURES

The policies below are set forth to ensure that all members of the community are aware and informed of the standards that help to enhance our community. University Housing staff is always available to assist you with interpreting these policies. Please become familiar with them; failure to adhere to these policies may result in removal from the student housing and possibly the University.

Alcohol

Policy Statement:

The University Housing & Residence Life Alcohol Policy (the “Policy”) is intended to further the objectives of the Benedictine University Alcohol and Drug Policy. The purpose of the University Housing & Residence Life (Housing) Alcohol Policy is to establish appropriate guidelines to exercise the privilege of the use of alcohol within Student Housing consistent with state law and University policy and which assure the safety and well-being of both students and guests. The policy also reflects the Student Handbook’s student conduct standard entitled “Responsibility to Ourselves,” which encourages personal integrity, accountability and personal health, as well as a deliberate effort to avoid practices which harm the body and mind, including the excessive consumption of alcohol.

Relationship of Policy to the Benedictine University Alcohol and Drug Policy:

The Housing Alcohol Policy is incorporated by reference into the Benedictine University Alcohol and Drug Policy. All definitions, references to relevant state and federal laws and standards of conduct contained therein apply to the Housing Alcohol Policy. Nothing in this policy should be construed in such a way as to conflict with the University’s Alcohol and Drug Policy.

Definitions:

- Student Housing: Any residential building, and adjacent exterior areas, or Residence Hall owned or operated by Benedictine University for the purpose of providing housing for students enrolled at the University.
- Designated Student Housing: A Student Housing residential building, where the University has approved the issuance of alcohol use permits. Designated Student Housing on the Lisle Campus is the Founders Woods Apartments and specific rooms in residence halls occupied by students aged 21 or older.
- Premises: The interior, private living space, apartment or dorm room. Does not include any staircase, hallway, or balcony immediately adjacent to, but outside of the private living space.
- Residents: Students with a current, valid Student Housing contract.

I. Standards of Conduct:

All students are expected to comply with standards of conduct for the use of alcohol within Student Housing. The consumption, possession, sale and distribution of alcoholic beverages in or on any Benedictine University Student Housing property are strictly prohibited, except as provided for in this policy. Any student who violates this policy or the Benedictine University Alcohol and Drug Policy will be subject to disciplinary sanctions and/or referral for prosecution.

The following conduct is not permitted in, on or around any Benedictine University Student

Housing property:

- A. Posting of signs that advertise or promote events or products related to alcohol or the Consumption thereof.
- B. Drinking games, contests or activities that encourage excessive or irresponsible consumption of alcohol.
- C. Possession or use of any device that is commonly used for the purpose of promoting binge drinking or excessive consumption of alcohol including, but not limited to, kegs and funnels.
- D. Possession of drinking “trophies,” collections or displays of any containers that once held or currently contain alcoholic beverages.
- E. Improper disposal of containers that held alcoholic beverages.
- F. Damage to property related to the possession, consumption or disposal of alcoholic beverages or containers that held alcohol.

II. Residence Halls (Jaeger and Ondrak Halls) for Residents Under Age 21:

- A. The possession, consumption, sale and distribution of alcoholic beverages by students under the age of 21 are strictly prohibited in the residence halls.
- B. Alcoholic beverages found in the possession and/or control of students under the age of 21 are subject to confiscation and disposal by University staff.
- C. Any person under the age of 21, including student residents, nonresident students and visitors, who possesses, consumes, distributes or sells alcoholic beverages in the residence halls will be issued a citation by University Police and subject to associated fines. Underage students are also subject to University Housing sanctions up to and including removal from campus housing and suspension from the University.
- D. Visitors who possess, consume, distribute or sell alcoholic beverages in the residence halls will be issued a municipal code citation or arrested and referred to the State’s Attorney for prosecution. They may also receive a no-trespass order from the University Police, prohibiting them from entering or remaining in the residence halls or the entire campus.
- E. In addition to the sanctions outlined above, any person may be cited for behavior violating criminal law and/or University policy arising out of the possession, consumption, sale or distribution of alcohol and may be subject to criminal prosecution and/or University disciplinary sanctions up to and including dismissal from the University and referral for prosecution.

III. Designated Student Housing (Founders Woods Apartments/Designated Residence Hall Rooms):

- A. The possession and moderate consumption of alcoholic beverages is permitted in Designated Student Housing under the following circumstances:
 - 1. Students residing in designated student housing must apply for and receive an alcohol use permit pursuant to the specific steps outlined in the Procedures for University Housing & Residence Life Alcohol Use Permit document. The application for the permit is available online.
 - 2. Residents with a permit assume responsibility for their own actions, the actions of their roommates, as well as the actions of other persons on the premises, whether invited or uninvited.
 - 3. Residents limit their consumption of alcohol and that of their guests to a

- responsible level.
4. Residents do not serve, sell or distribute alcohol to any person under the age of 21, and do not allow any person under the age of 21 to possess or consume alcoholic beverages on the premises.
 5. Use of alcohol is confined to the premises. Alcohol consumption is not allowed in any area outside the premises including, on the balcony, stairways, exterior passageways or the area immediately outside the main door to the premises.
 6. Residents do not allow the number of occupants in the apartment at any time to exceed the maximum occupancy.
 7. In the event that any of the Residents in designated student housing vacates the premises, the permit will continue to be valid with respect to the remaining Resident(s), if any. However, if a new Resident is added to the premises, the residents must renew their permit within 15 days of the new Resident's occupancy or the permit will be automatically revoked.
- B. Residents of Designated Student Housing are accountable for the presence and consumption of alcoholic beverages in the apartment or room in which they reside. Each student residing within the space is accountable to his/her roommate(s) with respect to the presence and consumption of alcohol and may, through his/her own actions, subject his/her roommates to the loss of their permit privilege.
1. Residents of legal drinking age who provide alcoholic beverages to any person under the age of 21; or who permit, or through a lack of diligence, allow persons under the age of 21 to possess or consume alcoholic beverages on the premises, on the balcony or immediately outside the door of the space, will be cited by University Police and subject to associated fines. In addition, Residents will be subject to University Housing sanctions up to and including removal from campus housing and suspension from the University. Further:
 - a. If a permit exists for the apartment or room, it will be automatically revoked. Residents may reapply for a permit only after observing conditions set forth by University Housing.
 - b. If a permit does not exist at the time of the infraction, all residents of the apartment or room will receive an administrative citation for lack of permit and will be required to pay the associated fine, and may not substitute the fine with community service or educational programming. Once the fine is paid in full, residents may apply for a permit through outlined procedures.
 2. For the purposes of this section, "persons under the age of 21" includes residents, guests of residents, other students who do not reside in the apartment or room and their guests.
 3. For purposes of this section, "permit" and "allow" include circumstances under which persons under the age of 21 bring alcohol into the apartment or room from an outside source.
 4. Students under the age of 21 who are found in possession of or to have consumed alcohol on the premises will be cited by University Police and subject to associated fines. Further:
 - a. Resident students will be subject to University Housing sanctions up to and including removal from campus housing.
 - b. Non-resident students will be subject to disciplinary sanctions up to and including suspension from the University.

5. Visitors who possess, consume, distribute or sell alcoholic beverages will be cited for a violation of the appropriate provision of the municipal code. In addition, they may receive a no-trespass order from the University Police, effectively prohibiting them from returning to the Student Housing or the entire campus community.
6. In addition to the sanctions outlined above, any student or non-student may be cited for behavior violating criminal law and/or University policy arising out of the possession, consumption, sale or distribution of alcohol and may be subject to criminal prosecution and/or University disciplinary sanctions up to and including dismissal from the University.

IV. Penalties:

- A. University Police may issue an administrative citation for actions that violate the terms of this Policy, state and local law. In addition, the University Police may issue citations for conduct related to or resulting from the consumption of alcoholic beverages, including damage to property, injury to others, and sexual misconduct.
- B. Administrative citations which carry monetary sanctions include:
 1. Underage Possession
 2. Underage Consumption
 3. Delivery of Alcohol to a Minor
 4. Solicitation of Alcohol by a Minor
 5. Social Hosting
 6. Possession of Excessive Amounts of Alcohol
- C. The University Police may also issue citations for actions that violate this Policy, local ordinance, or state law. Citations issued for local ordinance violations carry sanctions that include monetary fines, court supervision and community service. Citations issued for violations of state law include the potential for incarceration.
- D. In addition to police-issued citations, students may receive sanctions from University Housing, which may include:
 1. Revocation of the Alcohol Use Permit
 2. Participation in alcohol awareness and/or bystander intervention programs
 3. Community Service
 4. Monetary Fine and/or alcohol program fee
 5. Temporary suspension or weekend suspension from campus housing
 6. Removal from campus housing
 7. University suspension

V. Appeal Procedures:

Students have the right to appeal any University Housing sanction imposed as a result of the enforcement of the provisions of this policy. To exercise the right of appeal, the student has five business days from the date of notification of the sanction to submit a written letter of appeal to University Housing.

The Director of University Housing will conduct an administrative review and issue a written decision. If the sanction is upheld upon review, the student has a further right of appeal to the Dean of Students.

VI. Student Reporting and Intervention:

The Student Handbook establishes that students have a responsibility to their colleagues and

community. This includes a “commitment to refrain from harmful conduct,” among which is the act of underage drinking. To further the intent of this section of the Handbook, this Policy encourages the following actions:

A. Student Reporting:

Students who suspect a violation of this policy are encouraged to report concerns to the Resident Assistant on duty or directly to the University Police, either in person or using the non-emergency number. Students may also use the Anonymous Report feature on the University Police web page to report a suspected violation.

B. Student Intervention:

Students are encouraged to speak with their peers about actions that may result in potential harm, including:

1. Possession or consumption of alcohol in areas prohibited by this Policy
2. Consumption of alcohol by students under legal drinking age
3. Excessive consumption of alcohol
4. Providing alcohol to students under legal drinking age
5. Engaging in potentially dangerous behavior while under the influence of alcohol

To empower students to speak with their peers about these issues, Student Affairs and/or the Diversity, Equity & Inclusion provides periodic bystander intervention training. Interested students may inquire about training schedules and opportunities.

Good Samaritan Exemption:

The University encourages students to seek assistance from University officials in circumstances where the consumption of alcohol results in, or has the potential to result in bodily harm, injury, or sexual misconduct. Students seeking such assistance who are themselves under the influence and the student who is in need of assistance will not receive a sanction under this Policy. Students are encouraged to contact University Police to provide assistance and/or arrange for emergency transport when necessary.

Prescription drugs should be used for their intended purpose by the person to whom they were prescribed. Sharing or selling of prescription medication is a violation of this Policy.

Annoying or Harassing Phone Calls

Any calls of an obscene or nuisance nature should be reported to University Housing staff. University Housing & Residence Life, with the assistance of University Police, can arrange to have incoming calls screened as they come in. If the calls persist or are threatening, University Police may intervene.

Bicycles

Bicycles may not be stored in common areas (sidewalks, under stairs, etc.) of the apartments. Students are encouraged to take bicycles home during winter. Under no circumstances may bicycles be chained to stairwells or be stored in hallways, stairwells, etc. Such violations will lead to immediate impounding of the bicycle and possible disciplinary action.

Break Periods*

Housing charges for students in campus housing apply to times when the University is officially in session. Students wishing to stay in campus housing during holiday breaks will be required to complete a document and may be required to pay an additional fee, as determined by

University Housing. The amount of the fee will be communicated by University Housing prior to the break period. University Housing also retains the right to impose additional conditions as it deems appropriate to accommodate any student requests to remain in campus housing over any break (or other extended period) when the University is not in regular session. All University Housing residents are not permitted to remain in campus housing during break periods and are expected to follow the break vacate procedures outlined by University Housing.

*As a result of COVID-19 and precautionary measures, all residents will need to vacate University Housing for the virtual campus period that follows Thanksgiving Break. University Housing will officially conclude on Saturday, November 28 at 12:00 p.m. University Housing will officially close beginning Sunday, November 29 through Winter Break. All residential students, including Founders' Woods residents, are required to leave housing by no later than 12:00 p.m. on Saturday, November 28. The modified dates supersedes any and all break stay accommodation requests.

Bulletin Boards

While it is highly desirable to obtain maximum publicity for campus events, materials should be posted in appropriate locations and in a manner that is pleasing and effective as a communication item. All announcements should be submitted to University Housing for approval before being posted and may only be placed on authorized bulletin boards. Please see the Student Handbook for more information on these policies.

Check In and Check Out

The check in and check out (also known as move in/move out) must involve proper room inspection planning with RA staff. This applies to room changes and official housing move outs during the academic year. This does not apply to break period arrival and departures when housing is closed.

The condition of your room/apartment and its furnishings will be inventoried prior to your arrival. You will have an opportunity to review and confirm this inventory when you move into the room/apartment. If you have any discrepancies with the inventory, discrepancies must be noted in on the inventory room condition form within 48 hours of arrival via the Housing Portal.

Furnishings and/or fixtures that originally come with the unit may not be removed. Take good care of your room and its furnishings. You will be financially responsible for any loss or damage beyond normal wear and tear.

Prior to checking out you must make an appointment with your RA who will assist you with completing a proper check out.

At the time of check out, all of your belongings must be removed from the unit and the space must be clean, including the common areas, which will be assessed as well. Your RA will collect all keys. You will be charged a fee for improper checkout (e.g., when a University Housing staff member did not approve the checkout, or if you are not present at your scheduled appointment with the RA). A \$150.00 fee will be assessed and additional fees if keys are not returned, and if there are damages beyond normal wear and tear including but not limited to paint chips and wall damage.

Residents will be required to make necessary arrangements with their RA in order to move out properly. It is the expectation of University Housing that the condition of your room upon check out is the same as when you moved in. To avoid damage charges please adhere to the policy.

When a student moves out of a room within Housing, (either at the end or in the middle of a term) a check out appointment must be made with your Resident Assistant for a walk-through inspection of your room condition. Residents will be responsible for any damages and/or item condition changes from original inspection. Keys should not be left with another student.

At the end of the academic year, each student must check out within 24 hours of their last final exam. Students must have all of their belongings removed from the room prior to the scheduled check-out appointment with the resident assistant. Failure to observe check-out procedures will result in a \$150 fine.

Students who have withdrawn from the University or who have been asked to leave for disciplinary reasons must follow proper check out procedures and leave within 48 hours (or earlier, if specified).

Cohabitation

Cohabitation is defined as two un-married persons of opposite gender physically living together. It does not matter whether either party is a student or a nonstudent. Benedictine University does not support cohabitation and thus is not allowed within the residence halls or Founders' Woods apartments.

Damages

Facilities Management is responsible for the upkeep of University Housing. Every effort is made to ensure that the facilities are properly maintained. Residents will be held responsible for any damages they or their guest(s) cause. Damages may result in a fine to the resident(s) responsible for the damage, as well as a judicial sanction.

Damages found within a shared room/suite/apartment will be calculated and divided between all the room's residents if no one claims responsibility for the damages. During the end of year checkout process, Facilities Management and University Housing staff completes an assessment of each space. Damages deemed beyond the normal wear and tear assessment will result in related fines added to the student account.

Persons responsible for vandalism within University Housing will face disciplinary action, possible financial restitution, and possible removal.

Damages – Common Area

Common area (including but not limited to hallways, laundry rooms, lounges, living rooms, kitchens, bathrooms and balconies) damage is the responsibility of **all** residents. Prevention is the first step and all residents are urged to be aware of happenings within their assignment, floor and assigned building. Be alert to intruders or residents who may damage your assignment, floor and assigned building. When damage occurs in common areas of your assignment, the individual responsible will be billed for the cost of repairs. If the damage is the result of an act of vandalism, the person responsible might also be assessed a fine and/or be

subject to additional disciplinary action, including removal from on-campus housing. If the University is unable to determine who is responsible for the damage, the residents sharing the common area will be billed for the repairs.

The procedure will be as follows:

- When damage is discovered, a verbal or written notice will be issued to the residents describing the problem.
- The residents will then have 72 hours to identify the person(s) responsible. If, at the end of the 72-hour period, no responsible party has been identified, the cost of repairs and/or replacement will be assessed appropriately among the population affected.
- All residents will receive a notice of the amount due. Charges will be applied to the resident's bill and can be paid through the Business Office.
- If at some point in the future, the responsible party is identified, the person(s) responsible will be asked to provide restitution to those residents who were charged for the damage.

Decorations

Decorations to help personalize your living space are encouraged as long as they are in good taste and are not considered a safety hazard. Housing reserves the right to ask students to remove decorations deemed offensive, unsafe or as viewed as damaging to University property.

Adhesives may be used to attach decorations as long as they can be fully removed without damaging walls upon check out. Students should be cautious when placing items on room and apartment main doors and ceilings because they might present a fire hazard or remove the finish. No device which penetrates or damages the door, walls or furniture may be used in any way.

Decorations on room doors and windows should also be in good taste (i.e., not lewd, indecent or obscene). Holiday decorations are permitted so long as they do not present a fire hazard. Real trees are not permitted in the halls. Decorative lights, such as string or battery operated lights, must be low wattage or LED.

Drugs

Drugs are strictly prohibited in University Housing. The possession, use, sale or distribution of illegal drugs is a violation of state and federal law as well as the regulations of the University. Students who are found to be involved with illegal drugs will face an immediate two-week suspension, severe disciplinary action and the possibility of removal from on-campus housing and/or expulsion from the University. In some cases, information and evidence may be turned over to local law enforcement agencies. For more information, consult the Student Handbook.

Eligibility for Housing

Only full-time students (at least 12 credit hours for undergraduates and 6 credit hours for graduates) at Benedictine University may live in housing. Students may be denied housing for appropriate reasons as determined by University Housing.

Electrical Appliances

Residents may not have appliances with exposed heating elements (open-coil). Only electrical appliances with self-contained heating units (irons, corn poppers, coffee makers, microwaves) are allowed. Residents are asked to use CFLs (compact fluorescent light bulbs)

in any lamps that they may bring in order to reduce the risk of fire.

Emergency Information, Preparedness & Procedures

The University strives to reduce the impacts of emergencies and increase the effectiveness of the campus community in responding to and recovering from their inevitable occurrences. Doing so will provide continuity of campus operations in furtherance of the University's mission. The University's Emergency Response and Recovery Team (ERRT) encourages everyone to read the Emergency Response Plans and be familiar with your roles and responsibilities in preparing for an emergency. Please visit www.ben.edu/emergency to view all emergency related campus plans, communication methods, information, latest news and brochures.

Evacuation Procedures

Whether it is a drill or an actual fire, every resident and guest is required to evacuate the building immediately. Please know safety is our highest concern. Any resident who does not comply with the evacuation procedures will result in disciplinary action and can result in a fine and/or removal from housing. If you have any questions regarding evacuation procedures please contact University Police or University Housing.

Failure to Act

It is the student's responsibility to intervene or notify staff of behavior that is not consistent with University's mission and values, including policy violations to appropriate authorities.

Failure to Complete

Students must complete assigned disciplinary sanctions issued by the University. Failure to complete outstanding sanctions may result in a fine and/or loss of privileges.

Failure to Comply (Non Compliance)

Students must comply with orders from University personnel at all times. Failure to do so will result in the violation of both the non-compliance policy and any suspected violations involved with non-compliance.

Fine System

The University has established a system of monetary fines for policy violations in an effort to deter negative behavior. Please also note that providing alcohol to minors will result in addition fines. University Housing has the discretion to issue sanctions in addition to fines. The following is a list of incidents and fines:

- **Underage consumption/possession of alcohol:** \$100 fine for each offense. After the third offense, there will be a physical arrest. All alcohol incidents will involve a meeting with Housing and/or Student Affairs staff. This meeting is an effort to help curb behaviors that may be considered hurtful, unhealthy, and/or dangerous.
- **Littering:** When excessive trash is spotted outside a residence, a fine will be issued. The initial fine is \$10 per resident. The resident(s) will be fined \$25 each day that the trash is not removed after the first fine is issued. University Housing has the discretion to issue additional fines if deemed necessary.
- **Excessive noise/over occupancy:** When deemed prudent, a warning will be issued. Severe and/or repeated disruptions will result in an incremental fine system of \$100

for each disruption.

- **Guests of the opposite gender (Jaeger and Ondrak Only):** When deemed prudent, a warning will be issued. Meetings with Housing staff will be scheduled for regular violations. Severe violations (guests staying for several 24-hour periods) will result in a \$10 fine per night, as well as a meeting with Housing staff.
- **Smoking:** Illinois law prohibits smoking in virtually all public places and workplaces, and educational institutions and their properties. This includes all of University Housing buildings. If a student is spotted smoking within 15 feet of a prohibited area (including Founders' Woods public balconies), a warning will be issued for the first offense. The student will be charged \$75 for each subsequent offense. If the violator is not a student, then the resident responsible for them will be fined.

Fines will be automatically assessed to the student's account.

Money collected from these fines can be used for various projects, but must be used to better the lives of students living on campus or the mission of University Housing. Should the monies be assigned to a project that is viewed in violation of the mission of University Housing or believed to be misused in other forms, the designation may be overturned by Student Affairs conduct administrator staff.

Fire Safety

All of the University's on-campus residential housing facilities are completely covered by integrated automatic sprinkler and hard-wired addressable fire alarm systems, which are monitored 24/7 by University Police. Each resident is given a link to the [Resident Fire Safety Brochure](#) or can receive a hard copy from the University Housing office, which includes information on fire safety and what appropriate action to take during a fire alarm or fire emergency. The Emergency Response and Recovery Team, University Police, Lisle-Woodridge Fire District and Facilities Management conduct fire drills during the academic year.

As member of the Benedictine community, it is the responsibility of each member to ensure that their behavior does not compromise the safety of the community. Tampering with any safety equipment (e.g., emergency exit signs, fire alarms, smoke detectors, fire doors, etc.) or failure to evacuate the building when required to do may result in disciplinary actions. If you have any questions regarding evacuation procedures please contact Campus Police or University Housing.

Guests and Visitation (Revised due to Pandemic)

Guests on campus will be limited to Benedictine students. Guests outside of the Benedictine community and are not permitted within University Housing. All visitors must comply with the same guidelines outlined for residents. A wellness check, hand washing, face masks and social distancing are mandatory for all guests. Each resident may have up to one guest visit their assigned room at any one time.

At any time, the University may request or require a resident to leave University Housing if a resident's continued presence in the housing community poses a health or safety risk for community members. Residents are required to comply with requests and leave their assigned space due to COVID-19 or other public health emergencies. Failure to do so is a violation of University Housing policies.

Guest Responsibilities

Benedictine guests are permitted so long as they conform to the visitation policy and roommates agree that the frequency and duration of the visits is acceptable.

A resident may host an infrequent and occasional overnight guest (University Housing reserves the right to define “infrequent and occasional”), provided that such does not interfere with the rights of the roommate and does not violate the visitation policy (i.e., Jaeger and Ondrak Halls cannot have overnight guests of the opposite sex). The host is responsible for the observance of University Housing Policies and the behavior of their guest at all times. The guest must be in the presence of the host at all times.

In the case of a disciplinary issue, action will be taken against the host if the guest is a non-Benedictine student. The University discourages guest during the week because it can become an inconvenience to roommates and other residents.

Housing and Meal Plan Refund Policy

Balance of housing and meal plan fees per semester, upon withdrawal from housing:

- 100 percent refund prior to the first day of classes
- 90 percent refund during the first week of classes
- 75 percent refund during the second week of classes
- 50 percent refund during the third week of classes
- 25 percent refund during the fourth week of classes
- No refund after the fourth week of classes
- Students who sign up for housing after the fourth week of school will be prorated for housing and meal plan. No refund given upon withdrawal from housing.

Refer to the university’s academic calendar for important semester dates.

Other Housing Charges:

- Room changes are subject to a fee after the fourth week of classes. The fees are \$100 for Founders’ Woods residence hall and \$50 for Jaeger/Ondrak residence halls. Room changes are only permitted on the dates specified by University Housing.
- A cancellation fee will be charged if a resident requests an exemption from their housing contract. The fees are \$300 for Founders’ Woods apartment rooms and \$200 for residence hall rooms.

Housing Assignments

University Housing accommodates housing to each student via a self-select housing process within the Housing Portal application and contract process. This self-room selection process is available to both current and new students. Specific information and instructions are distributed to returning residents in the spring semester and made available within the Housing Portal for all students.

Housing Assignments – Temporary Housing Assignment

Role of University Housing and Facilities Management

When maintenance, repairs and/or health and safety issues (not related to pandemic or public health emergencies) that require the temporary relocation of a student, the University, through the University Housing and Facilities Management offices, will make every effort to do the following:

- Provide the student with a [Statement of Student Rights and Responsibilities during a Temporary Housing Assignment](#).
- Identify temporary housing that is similar to that which the student has been regularly assigned and for which the student has been billed. For purposes of this policy, substantially similar refers to “a comparable room or apartment located within the residential community to which the resident is assigned that is of a similar size and containing similar amenities as the regularly assigned space.” If more than one substantially similar location is available at the time of the event, the student will be presented all available options.
- Communicate an anticipated work plan that includes an estimated time for the completion of the maintenance work or repair, based upon the information available at the time of the communication.
- Notify the student when the relocation must be completed to facilitate the maintenance work or repair.
- Offer the student assistance in moving personal articles to the temporary location.
- Provide ongoing communication as to the progress of the work project and the identification of the day and time when the student can return to his/her assigned space.
- Ensure that the area impacted by the maintenance or repair is in a clean and safe condition upon the student’s return.

If the University is able to provide a similar space on campus for circumstances covered by the Temporary Housing Agreement, no form of compensation, billing adjustment, inconvenience fee or other benefit will be provided to the student.

When Similar Housing is Not Available:

If the University is unable to identify a similar space that is available at the time of the necessary repair, one or more of the following courses of action will be discussed with the resident:

1. If available, the student may be offered an upgraded temporary location at the same rate as the student’s regular assignment. For example:
 - If an Ondrak Hall resident cannot be accommodated in another space within the facility, but there is space available in an apartment in Founders’ Woods, the resident may be offered a temporary assignment to the available apartment.
2. If the only space available in campus housing at the time of the displacement is considered a downgrade from the student’s assigned space, the student will be offered a temporary assignment in that space with a reduction in billing to reflect the rate difference for the period of the temporary relocation, or as close as such an arrangement can be made. For example:
 - A resident of Founders’ Woods cannot be accommodated in another apartment within the Founders’ Woods community, but is accommodated in Ondrak Hall for a period of five days or more. A billing adjustment would be made to reflect the difference in cost between the daily Founders’ Woods rate and the double occupancy rate of Ondrak Hall for five days. If additional meals are provided, no adjustment will be made to student’s account.
3. In cases where a student may be temporarily relocated from an apartment with kitchen facilities to a residence hall where no meal preparation facilities are available, the University may provide the student with additional meals through Dining Services at the

rate of two meals per day. No additional adjustments will be made to the student's account.

4. If the University is unable to accommodate a student anywhere in campus housing due to unavailability of gender-appropriate facilities, the student may be offered a room at a local hotel for a time period associated with the repair. The arrangements and cost of the room will be covered by the University. The period of the hotel stay will be evaluated based upon facts and circumstances of the repair. The University may provide the student with additional meals through Dining Services at the rate of two meals per day. If the hotel provides courtesy transportation, the University will assist students in working with the hotel to arrange for reasonable transportation accommodations. However, the University will not reimburse a student for the cost of mileage for travel between the University and the hotel during the stay, meals served at the hotel or incidental expenses (including room service, mini bar expenses, pay-per-view movies or personal services) that are not included in the regular room rate.

Note: The University reserves the right to identify options other than those listed above as circumstances merit.

Student Refusal of Housing Options:

The duty of the University is to provide a similar housing arrangement or provide an alternative option in the event that similar housing is not available. If a student is offered a temporary housing accommodation, but either denies the options offered or states a preference to commute from home or make an alternative housing arrangement, the student may not request and will not be provided any form of compensation in exchange for denying the temporary housing assignment.

Student Appeals:

Only students who have been directly impacted by the provisions of this policy may submit an appeal of any term or condition specified herein. Appeals must be submitted in writing to the Financial Appeals Committee at FinancialAppealsCommittee@ben.edu. The University will proceed with completing required maintenance or repairs regardless of the student's intention to appeal.

Statement of Student Rights and Responsibilities during Temporary Housing Assignment

The University maintains the right to temporarily relocate residents for the purpose of conducting maintenance, repairs or in instances where health and safety issues require temporary relocation. When a temporary relocation is necessary, however, the University is committed to minimizing the impact of the relocation.

Student's Rights

- The student has the right to know the nature of the issue that serves as the basis of the relocation. That information may be conveyed either verbally or in writing by either University Housing or Facilities Management.
- The student has the right to receive an estimated work plan prior to vacating his/her assigned space, either verbally or in writing, which provides a known scope of work and a projected completion date. The work plan is intended as an estimate only; the scope of work and projected completion date may be modified as the work commences and more information is gained.

- The student has the right to a substantially similar temporary housing assignment or to an alternative space in the event that a substantially similar space is not available, according to the *Policy on Temporary Housing Relocation due to Maintenance, Repair or Health and Safety Issues*. For purposes of this statement, the terms and conditions of that policy are incorporated into this provision.
- The student has the right to assistance in moving personal items to the temporary housing location. Students wishing to exercise that right should speak to a Resident Assistant or a member of the Housing staff.
- The student has the right to ongoing communication about the progress of work being done on his/her assigned space, including notification of any adjustments to the estimated timeframe for the student to be able to return to his/her space.
- The student has the right to return to his/her assigned space in a reasonable timeframe after the work has been completed. The student also has the right to return to a space where the area subject to the maintenance or repair work has been amply cleared of debris and is in a clean and functional condition.

Student Responsibilities

- The student is responsible for relocating to a temporary housing assignment no later than the instructions provided by University Housing.
- In the event that the student is requested to temporarily submit his/her key to University Housing, the student will do so by the stated date and time.
- The student is responsible for either taking items of value to the temporary location or securing them safely in a locked space that is not involved in the scope of the required work.
- The student is responsible for following any and all verbal or written instructions that apply during the completion of the maintenance or repair. These may include:
 - Requiring the student not to enter the space during the repair process unless accompanied by a member of University Police and/or University Housing staff.
 - Refraining from interfering with the maintenance or repair work being conducted in any way.
 - Acknowledging receipt of any updates or other information provided by Facilities Management or University Housing.
- The student is responsible for returning the key to the temporary space to the Housing office in a timeframe that the office indicates.
- The student is responsible for promptly reporting any problems or concerns associated with maintenance work or repair observed or experienced upon moving back to the assigned location.

Health Insurance

All residents are required to have a health insurance coverage while living on campus. Although not required to subscribe to a plan offered by the university, there is an optional insurance plan available for college students with 1st Agency. Visit 1stagency.com for more information. Delta Dental of Illinois offers optional [dental and vision coverage](#) for students of Benedictine University. Residents may be asked to provide proof of insurance at any time.

Hospitalization

While students are living on campus, they may experience a hospitalization. Students are required to meet with the Director of Housing and/or Dean of Students prior to their return

to campus in order to ensure they have the appropriate resources and support in place. Students can contact the Director of Housing at 630-829-6496 or Dean of Students at 630-829-6006.

Injury & Illness

Any accidents occurring University Housing resulting in injury should be reported to the Resident Assistant who, depending on the circumstances, may help the injured person(s) obtain medical treatment and notify appropriate family and/or University personnel. An accident report will be filled out by the University. Any medical emergencies or extended illnesses should also be reported to the University Housing. Arrangements for students who are confined to their room to receive a sick tray may be made with the Director of Dining Services. Residents are ultimately responsible for their own health care.

Keys

Upon check-in, all residents are issued room keys which lock the resident's main door and bedroom door. Mailbox keys are also distributed. A key replacement fee will be assessed if the keys are lost or not returned at the announced deadline. Residents must notify Housing within 48 hours of losing their keys. A resident's check-out will not be considered complete until the key is returned. Duplicate keys are not permitted and will result in disciplinary action. Legal action may also be taken against the vendor who provides the duplicate key.

Littering

Littering from, in or around University Housing will not be tolerated as it destroys the appearance of our campus and can create a health hazard. Littering carries with it an automatic fine and the possibility of disciplinary actions, including the possibility of removal from on-campus housing.

Lock Outs

If a student is locked out of their room, Benedictine University Police can access a master key to open the room. Resident identification is required and there will be a lockout fee for this service. Unauthorized locks may not be placed on room doors. Any change or addition of locks must be performed by Facilities Management and have prior authorization by the appropriate University personnel.

Meal Plans

All residents are required to carry a meal plan each semester. All residents of University Housing must choose one of the meal plan options available during the 2020-2021 academic year. Should a meal plan not be chosen, the default meal plan will be applied. The default meal plan for Jaeger/Ondrak residents is the **Gold Plan**. The default meal plan for Founders' residents is the **Ernie's Grocery Plus Plan**. Meal plan descriptions and prices may be found on the [Dining Services](#) and [Business Office](#) areas of the [University's](#) web page. The default (standard) Jaeger/Ondrak hall meal plan is the Gold Plan. Each plan includes a combination of a block of **meals** and **BBuck\$** (dining dollars) that can be used at all on-campus eateries. BBuck\$ are discretionary dollars that lets your BenCard work like a debit card that can be used to purchase coffee, beverages, snacks, additional meals, or groceries. Students can always add more BBuck\$ online at dining.ben.edu or by visiting Benny's located in the Krasa Student Center.

- **Student ID Requirement** – Meals/BBuck\$ are available upon presentation of a valid Benedictine University student I.D. card.
- **Meal Plan Schedule** - The meal plan includes food service for residents only when the University is in session during the academic year. This does not include Thanksgiving Break, Winter Holiday Break, Spring Break or the Easter holiday weekend. Hours of operation are subject to change without prior notice.
- **Meal Plan Credits** - Credit will not be given for unused meals or “BBuck\$”. Unused meals from the fall semester will not roll over to the spring term. BBuck\$ will not roll over to the spring semester if the student cancels housing and will not roll over into the following academic year.
- **Meal Plan Changes** - Changes in the contracted meal plan will be allowed only, if requested by the following dates: **Fall Semester: August 1, Spring Semester: December 1.** After those dates, a meal plan change will only be allowed if the student relocates to a residential community that requires a different meal plan by policy.
- **Meal Plan Exemptions** - Exceptions to the meal plan are only permitted for medical or dietary reasons through the approved accommodations process facilitated by Academic and Career Enrichment Center (ACE). Before any accommodation is approved, students must first consult with Dining Services to determine whether the dietary concerns can be accommodated through the meal plan. If the exemption is officially approved, meal plan charges will be prorated for the term in which the approval is granted. Unless the exemption is approved as a temporary accommodation, the exemption will continue to be granted throughout the student’s time in University housing without further action from the student.

Missing Student Protocol

The welfare of our students is of utmost importance and have [Benedictine’s Missing Student Notification Policy](#) in place to provide for each student’s well-being. In addition to registering emergency contacts through the housing application, students residing in on-campus housing have the option to confidentially identify an individual to be contacted by the University in the event the student is determined to be missing for more than 24 hours. Students who wish to identify a confidential contact may do so by completing the [Missing Student Contact Information](#) form found on the University Housing webpage under Resources. Students are encouraged update this form annually.

Move Out

When a student moves out of a room, (either at the end or in the middle of a term) a check-out appointment must be made with your Resident Assistant to complete the check-out section of the room condition report. Again, the resident indicates agreement with the information listed on the form by signing the check-out line. Keys should not be left with another student. At the end of the academic year, each student must check-out within 24 hours of their last final exam. Students must have all of their belongings removed from the room prior to the scheduled check-out appointment with the resident assistant. Failure to observe check-out procedures will result in a \$150 fine. Students who have withdrawn from the University or who have been asked to leave for disciplinary reasons must follow proper check-out procedures and leave within 48 hours (or earlier, if specified).

Motorbikes and Motorcycles

Motorbikes or motorcycles may not be brought into or stored near the apartment buildings.

Motorcycles are considered motor vehicles and may be operated only on campus roads, not on sidewalks or other areas normally used by pedestrians. Motor vehicles need to be registered with University Police and parked in parking lot areas only

Occupancy

Although University Housing will work to accommodate students' requests for specific rooms, only an approved housing agreement can assure a student's space in a residence hall.

University Housing reserves the right to move any student (if needed) to a different, but comparable space.

Offensive/Noxious Odors

An offensive/noxious odor is any aroma of such intensity that it becomes apparent and/or offensive to others. Some examples are perfumes, air fresheners, dirty laundry, etc. When a noxious odor can be localized to a particular apartment and/or bedroom, the resident(s) and/or guests of that room may be in violation of this policy and will be asked to improve the situation. If the situation is not improved, disciplinary actions may result.

Personal Property

The University shall not be held liable (directly or indirectly) for any loss of personal property by theft, vandalism or mischief to students or their guests or for the damage or destruction of such property by fire, water or any other cause.* All incidents of personal loss should be reported to University Police. Theft does occur. Valuables and large sums of money should be protected by the owner. Residents are encouraged to keep their apartment door and bedroom door locked at all times when there is no one present.

*Under no circumstances can Benedictine University reimburse students for any losses or damages of personal property. Therefore, residents are strongly urged to obtain personal property insurance. Students are encouraged to review family or personal homeowners/renters insurance and health insurance options and obtain adequate coverage. Possession of stolen property will result in disciplinary action through the University and possible referral to the Lisle Police Department.

Pets

Pets are not permitted in any student housing with the exception of fish in 10 gallon tanks or smaller. No other pets or animals are permitted in student residences at any time, even for a brief visit. The University has a pet policy because of the health and safety considerations of our students and staff and the challenges presented by adding animals to our already densely-populated residential campus. Students who disregard this policy undermine the legitimate needs of other students and the campus community. We ask that if you currently have an unauthorized pet on campus, please remove it from campus and not bring it back. If you have any questions, please contact University Housing or the ACE Center.

Students and their roommates who have an unapproved pet or animal found in their University Housing assignment are subject to the following:

First Offense: \$300 fine and referral to the Community Standards Board

Second and Subsequent Offenses: \$500 fine and further judicial action up to and including

suspension

Regular follow up visits will be made to ensure the animal has been removed. Fish are the only pets allowed. The maximum tank capacity is 20 gallons. In the event of or in the interest of health and safety, all other animals will be removed and sent to a local humane shelter.

This policy does not apply to Service and Support Animals since animals are necessary as an accommodation for people with disabilities with approval of the Academic and Career Enrichment Center (ACE). Any student requiring Service Animal or Emotional Support Animal must comply with the University's policies and procedures prior to bringing the animal into University Housing facilities.

Posting

All postings in University Housing must be approved by housing staff. Postings not approved can be removed by staff.

Prohibited Items/Objects

For the safety of all residents, anything that could be perceived as a weapon is prohibited. The list below is not an extensive list of prohibited objects, but merely serves as a guideline as to the type and nature of objects that are prohibited: fireworks, explosives, smoke bombs, firearms, ammunition, BB guns, pellet guns, paintball guns, hunting knives, swords, throwing stars, nunchucks, billy clubs, mace, pepper spray, and laser pointers.

Also prohibited are: incense, incense burners, hookahs, candles, live holiday trees or wreaths, space heaters, waterbeds, fog machines, flammable/combustible liquids and gases, appliances with open heating elements, metal tip darts (darts with plastic or velcro tips are permitted), local government signs, and/or emergency lights (these items are subject to confiscation and will be considered as stolen property unless the resident can show proof of ownership), motorized vehicles/scooters, and halogen floor lamps (torchiere lamps).

If any of the above items/objects are found on housing premises, the object/item will be confiscated and disposed of when deemed necessary. Confiscated items will not be returned, and a sanction may be imposed.

Quiet Hours

The University has established specific minimum quiet hours in an effort to reduce noise during early and late hours.

Quiet Hours

- 10:00 p.m. - 8:00 a.m. on weekdays (Sunday-Thursday) and 12:00 - 8:00 a.m. on weekends (Friday and Saturday).

Courtesy Hours

- In effect at all times.

Stereos, radios, televisions, musical instruments and conversations should be kept at levels that will not interfere with other residents. Amplifiers and loud musical instruments may not be used in student rooms. Excessive noise at any time of the day in a building where others might require quiet for study or sleep is a serious offense. If you encounter a noise problem, ask the responsible parties to be quiet. If they persist and/or are unresponsive to your requests,

contact your resident assistant for assistance. Repeated noise violations may result in loss of equipment use privilege and/or other disciplinary action.

Removal of Furniture

Furniture in the various lounge areas is for the comfort and enjoyment of all residents. It is prohibited to remove furniture from the lounge areas. If lounge furniture is found in a student's unit, a fine will be charged to the student, as well as a disciplinary sanction imposed.

Room Buyout

Students are sometimes required to move for purposes of consolidation. If you are asked to move due to consolidation, subject to available occupancy and approval by Housing staff, you may remain in your current assigned space by electing to buy out the vacant assigned space in your room for an additional \$555 per semester. No student may buy out more than one vacant assigned space. The buyout option is only available to Jaeger and Ondrak Hall residents.

Room Changes

Room changes cannot take place until after the two-week freeze period at the beginning of the semester. Unauthorized room changes (for any reason) will result in a fine of \$100 (for Founders' Woods residents) or \$50 (for residence hall residents) and will require students to move back into their original rooms. Room changes based upon race, color, age, religion, sexual orientation, national origin or disability will not be approved. Room changes are subject to a fee of \$100 (for Founders' Woods residents) and a \$50 (for residence hall residents). Residents may incur additional expenses if the new space is more expensive. Any cleaning, damage, or replacement charges incurred will be assessed applied towards student accounts.

Room Consolidation

University Housing reserves the right to move any student (if needed) to a different, but comparable space.

Room Furnishings

All room furnishings (furniture including, but not limited to, beds, tables, desks, chairs and couches) provided by the University must **remain** in the residents' assigned room. Beds are provided by the University. Lofts are not permitted. Pressure system bunk beds may not be used. Waterbeds are not permitted in resident rooms due to the possibility of damage from leaks or flooding. If any furniture is removed from the apartment or is missing, damaged or placed out on apartment balconies, the resident will be charged for the entire piece of furniture and may be subject to disciplinary action.

Housing Staff Support and Room Condition

University Housing staff members are available to check residents into their rooms. Along with receiving keys, residents are required to complete a Room Condition Inventory Form via the Housing Portal within 48 hours of move in. (This involves reviewing the room and noting on the form any details regarding the condition of the room. It is important to fill out the form thoroughly, as the resident may be held responsible for any damage other than normal wear and tear not recorded within 48 hours of check-in.) The resident will be financially responsible for any damages discovered in their room at the time of check-out. The resident is responsible for the room and its contents. Signing the Room Condition Form indicates that the resident is in agreement with the information recorded. This responsibility for the room

extends to any damage resulting from a guest or carelessness on the part of the resident; such as leaving the room unlocked and unattended.

Room Entry, Search and Inspection

University staff reserves the right to inspect and/or enter an assigned space when there is reasonable cause (i.e., potential danger to life, safety or health; assistance during an emergency; repairs to property; inspection for compliance with contract terms; violations of the Student Code of Conduct and/or the University Housing Handbook, municipal, county, state or federal laws or ordinances). In most cases a room will not be entered without knocking first. Entry following the knock may be preceded by a time lapse of sufficient duration to provide the occupant(s) ample opportunity to open the door. If it is necessary for authorized University personnel to enter a room when the occupant(s) is/are not present, the student(s) will be notified regarding the reason for the entry. Your room will be inspected at the beginning and end of each semester and periodically during the year. These inspections are conducted to ensure that maintenance, safety, and sanitation requirements are being followed. Items prohibited by law or Housing policy may be confiscated, and the residents found in violation will be subject to disciplinary action. A 24-hour advance notice will be posted for all planned inspections except for those made during breaks. It is not necessary for residents to be present; nor will a resident's refusal, either verbal or physical, prevent an entry or inspection.

Service Animal and Emotional Support Animals

Service Animals (SA) and Emotional Support Animals (ESA) are not considered pets and are allowed in student housing under certain circumstances and must be approved. Students seeking accommodations must channel requests and seek approval by the Accommodations Team from the Academic and Career Enrichment Center (ACE) at least 45 days prior to move in and/or prior to bringing animal into University Housing. All approved SA's or ESA's must adhere to and comply with the policies, agreement and expectations and outlined in the [Accommodations Services](#) webpage, including the [Benedictine-University-Service-Animal-Policy](#) and [Benedictine-University-Guidelines-for-Emotional-Support-Animals](#).

Resident visitors that has a service animal must notify the Housing staff 48 hours prior to arrival. Upon request, visitors with service animals should be prepared to provide staff with identification and documentation for their service animal.

Signs

Signs removed from University, city, county or state property are not permitted in resident apartments. Residents in violation of this policy will face disciplinary action through the University, with possible referral to appropriate city, county or state authorities.

Smoking and Tobacco

In consideration of the health risks to community members, environmental impact and community member feedback, all smoking, vaping and tobacco product use is prohibited on Benedictine University grounds effective August 1, 2017. Individuals desiring to smoke may do so in private vehicles only. Cessation programs for employees and students will be announced regularly.

Solicitation

Solicitation of any kind is not permitted within University Housing without specific permission

from the person who they are coming to see. No resident may use a room as a base for any personal business, including serving as an agent for any line of products. Any advertisement for a product or event outside the University must be sent through U.S. mail and be addressed individually to each resident.

Storage

Residents may not leave personal belongings during the summer months. The University does not have facilities to store student property. Please make the necessary arrangements to remove all of your belongings before check-out time. Personal belongings left behind will be discarded after 72 hours of the official check-out date. Students who are in violation of this policy will be charged \$200 for the removal of their belongings.

Student Grievance

Students who feel that a University staff member or someone performing work under supervision of a staff member has unnecessarily or inappropriately entered or accessed their assigned space should notify their Resident Assistant or a member of the Housing staff or they may complete an official [Student Complaint Form](#).

Student ID

The BenCard plays an integral role in the safety and security of students who live on-campus. Each BenCard allows students access to their residence hall only. Students are responsible for their BenCard. Loaning a BenCard out to another student is strictly prohibited as this may compromise the safety of other students. Students who share their BenCard with others may face severe sanctions. If a student loses their BenCard, they are responsible for contacting University Police to deactivate their BenCard and purchasing a new one for \$50.

Theft

In an effort to keep personal belongings safe and protected, all residents are encouraged to lock their room and unit door before sleeping or upon leaving the unit (even for a brief period of time). Any theft (even minor theft) should be reported promptly to a Housing staff member and/or Benedictine University Police.

Throwing Objects

Tampering with or throwing objects from any window, roof or balcony is strictly prohibited and may result in the termination of a student's housing contract.

Title IX –Policy Against Sex-Based Discrimination, Harassment, Sexual Assault and Misconduct

The University prohibits conduct which constitutes sexual harassment, sexual assault and other forms of sexual violence, dating violence, domestic violence and stalking as those terms are defined below, regardless of whether the alleged prohibited conduct occurred on or off of campus and regardless of whether the alleged perpetrator is student, faculty, staff or third party. The University will take prompt and appropriate corrective action, up to and including termination of employment, expulsion, and/or other sanctions against anyone who engages in harassment. The University will also take steps, if and as appropriate, to remedy the effects of the violation for the complainant and the University community as may be necessary, and to prevent recurrence of the violation. Finally, the approved policies of academic freedom shall be respected and are understood to be consistent with the implementation of this policy.

To view the Policy Against Sex-Based Discrimination, Harassment, Sexual Assault and Misconduct, Other Forms of Sexual Violence, Dating and Domestic Violence and Stalking in its entirety, go to: <https://www.ben.edu/compliance/upload/TitleIX-Policy.pdf>

Unauthorized Entry

Residents and guests are not allowed in unauthorized areas within the residential facilities. Such areas include but are not limited to any space that is officially closed, any place restricted to designated persons only, mechanical and maintenance rooms, the rooftops of the residential facilities, or any place where the safety and welfare of the students and guests could be endangered.

Visitation

Ondrak and Jaeger residents are permitted to have guests Sunday through Thursday 10:00 a.m. to midnight and Friday through Saturday 10:00 a.m. to 2:00 a.m. Founders' Woods residents have the privilege of 24-hour visitation rights, so long as courtesy is used with respect to roommates and other residents. Residents must also abide all University policies and state and federal laws. **Modifications to this policy may be included in the Fall 2020 Opening Housing Plan due to Covid-19 related measures and supersede this policy.**

Quiet Hours

The University has established specific minimum quiet hours in an effort to reduce noise in the residence halls and Founders' Woods during early and late hours.

Quiet Hours

10:00 p.m. - 8:00 a.m. on weekdays (Sunday-Thursday) and 12:00 - 8:00 a.m. on weekends (Friday and Saturday).

Courtesy Hours

In effect at all times.

Stereos, radios, televisions, musical instruments and conversations should be kept at levels that will not interfere with other residents. Amplifiers and loud musical instruments may not be used in student rooms.

Excessive noise at any time of the day in a building where others might require quiet for study or sleep is a serious offense. If you encounter a noise problem, ask the responsible parties to be quiet. If they persist and/or are unresponsive to your requests, contact your resident assistant, the Housing staff member on duty or University Police. Repeated noise violations may result in loss of equipment use privilege and/or other disciplinary action.

Weapons

Benedictine University prohibits the possession or storage of a deadly weapon* or destructive device. The University also prohibits any carbon dioxide (CO₂) and spring-propelled guns. Individuals found in possession of such will be subject to disciplinary action, including dismissal from the University and possible criminal prosecution.

*A deadly weapon is defined as an instrument of offensive or defensive combat, something to fight with, and is any device capable of projecting a ball, pellet, arrow, bullet, missile, shell or other material.

Ammunition: Any material capable of being projected by a weapon and makes the weapon operational.

Deadly weapons include but are not limited to:

- Guns and firearms, whether loaded or unloaded.
- Pellet, flare, tranquilizer, air, stun, spear, paintball and dart guns.
- Hand instruments designed to cut or stab another by being thrown, including but not limited to: knives with a blade larger than that of a folding pocket knife (about three inches), swords and epees (fencing swords), stilettos, bowie knives, switchblades, machetes and daggers.
- Striking instruments including clubs, truncheons, baseball bats, blackjacks, metal knuckles and sap gloves.
- Martial arts weapons including nunchakus, tonfas, staffs and throwing stars.
- Bow and arrow combinations.
- Slingshots.
- Destructive devices including hand grenades, explosive, incendiary and poison gas bombs, mines, rockets, missiles or similar devices and includes the unassembled components from which such a device can be made.

This policy does not apply to the possession and/or use of disabling chemical sprays when used for self-defense. These include such items as mace and pepper spray. (Training in the use of defensive sprays is strongly encouraged. Vendors should be able to provide this training as well as Material Safety Data Sheets.)

Weapons and Ammunition Prohibition:

- No weapon or ammunition shall be worn, displayed, used or possessed in or outside of the residence halls.
- Any non-resident invited to campus with an instructional purpose must obtain permission for weapon possession in writing from the University's chief of police while on-campus.

Exceptions

The University recognizes that there may be activities related to education or research that may appear ship to be in violation of this policy (e.g., physical fitness activities and theatrical productions). In these cases, the department or organization coordinating the activity is then responsible for obtaining written approval (annually) from the University's chief of police or designees in advance before following through with the activity.

Violations

Any person found in possession of deadly weapons on-campus in violation of this policy will be required to remove the weapon and/or themselves from University property. Any University student shall be subject to further disciplinary action in accordance with the University's disciplinary policies and procedures.

Any possession of a deadly weapon in direct violation of federal, state or local laws will be referred to University Police (or any other appropriate law enforcement authority) and may result in legal sanctions.

Call University Police for any violation or suspected violations of this policy at ext. 6122 (emergency: ext. 6666).

Windows and Screens

Window screens may not be removed and must cover the windows at all times. For safety reasons, residents may not lean out of the windows or sit on window ledges. Students may not use windows to exit or access their rooms. Displays in windows which are deemed inappropriate and not removed by the resident(s) will be removed by Housing staff.

STUDENT CONDUCT PROCESS

Student Affairs Conduct Process

Failure to abide by your responsibilities and any University policies and procedures will be resolved through the Student Affairs Conduct Process. Many times, misconduct can be resolved informally, but situations may require a more formal procedure. The procedure is grounded in the concept of fairness and impartiality, thereby supporting the values of our community by addressing misconduct in a constructive and positive way. If University action is warranted, a student will receive a phone call and/or email to their student email account notifying them that a conversation is required. The following options will be considered by the Student Affairs Office and administrators of the Student Engagement Division.

Mediation

Incidents may be resolved through mediation – a voluntary, private and informal process.

Hearings

Two kinds of hearings are possible: an administrative hearing (appointed University officials) and panel hearing (representatives of the student body, faculty and administration act as panel hearing members). The purpose of the hearings is to come to an understanding of the misconduct by the student(s), determine responsibility and remedies. Hearings can be used to resolve minor disciplinary matters or more serious matters (not limited to theft, dangerous weapon possession, misuse of fire protection equipment, sexual assault, illicit use of drugs and repetitious misconduct) that may result in a student being suspended or dismissed from the University or housing. Hearings may be conducted by a designated hearing officer or board depending on the incident as determined by the Student Affairs office.

Hearing Process

Students are expected to obtain further details if they attend a hearing. The hearings will follow appropriate procedures to ensure a fair process, and parties will have the opportunity to present any facts to substantiate the claim, including witnesses.

Hearings will proceed in the absence of a respondent who was given proper notice, who does not request a postponement and who does not attend the hearing. No parent, guardian, legal counsel or person outside of the University community is allowed to appear at the hearing, except if criminal proceedings are occurring simultaneously.

To ensure a fair process, parties may request that community members assist and participate in the investigation and hearing process. Students, faculty or staff who agree to assist and/or attend the hearing with the party but do not speak at the hearing shall provide such assistance. In the event a party is unable to locate someone to act in this capacity, they may request the assistance from the Office of Student Life. The administrator or Hearing Panel will be responsible for assigning a remedy in the event it finds that a violation of the Statement of Responsibilities or University policy has taken place. Consideration of a student's entire disciplinary record at Benedictine University will be taken into account when designing an appropriate sanction.

Appeal Process

A student may appeal a decision made by a hearing concerning the finding of a violation or the remedy imposed within five days of notification of a decision. To do so, the student must deliver a written explanation on the grounds upon which the appeal is made to the Office of

Student Life. The burden of demonstrating an inequity in the hearing or remedy shall lie with the student. The responsibility of making a final decision will rest with the Office of Student Life.

Sanctions

This does not and cannot include all information that may lead to sanctions. Sanctions are defined and imposed as follows:

- A. **Warning:** A written statement to the student indicating disapproval of their conduct or violation of regulations, and stipulating that continuation or repetition of such action may be cause for more severe action.
- B. **Restitution:** Reimbursement for damage to or mishap of property. Restitution may take the form of monetary compensation or the appropriate service to repair damages and may be combined with another type of sanction.
- C. **Monetary Fine:** Financial assessment imposed according to specific sums stipulated in published rules and regulations, or when no sum is so stipulated, according to the merits of the case and established precedents.
- D. **Disciplinary Probation:** The student is informed in writing that any subsequent misconduct or violation of institutional regulations during a specified period of time will be evaluated within the context of their probationary status and may result in suspension or expulsion. The terms of probation apply during the period of probation and may include any of the following:
 - 1. May not become an officer or student representative in any University organization or committee.
 - 2. May not represent the University at any public function, including intercollegiate or co-curricular activities.
 - 3. May not be eligible for scholastic honors or distinctions
- E. **Counseling or Psychological Treatment Mandate:** If deemed necessary due to physical or psychological problems, a student can be required to provide a release of information form to verify psychological/substance abuse/evaluation and may have further treatment mandated as a condition of enrollment.
- F. **Residency Probation:** The student is informed in writing that their general behavior in the residence hall indicates that they are not able to appropriately adjust to group living, and that any subsequent misconduct or violation of institutional regulations may result in the termination of their residence hall contract. In such cases, room and board charges will not be prorated or refunded.
- G. **Community Service:** The student will be assigned a task to complete that will, on many occasions, relate to the inappropriate behavior. A time frame will be set up for the completion of this task and the student will be assigned a supervisor to whom to report.
- H. **Behavioral Contract:** A contract between the student and the University that limits student activities and spells out specific consequences for violation of the contract may be issued.
- I. **Special Projects:** An assignment relating to the offense may be issued as a possible sanction.
- J. **Suspension:** The student is informed in writing they must leave the University community temporarily. Suspension shall be interpreted to include any or all of the following stipulations: the student may not attend classes, contact faculty, reside on

campus or visit residence halls, cohort locations, and participate in campus activities or exercise student privileges. Suspension may be specified as follows:

1. **Terms:** suspension may be stipulated for a specified period of time. After the suspension period, the student is automatically eligible for readmission.
 2. **Conditional:** suspension may be stipulated for an indefinite period of time premised on the student's accomplishment of certain specified conditions.
 3. **Interim:** the University reserves the right to suspend a student on an interim basis when circumstances and facts indicate the student's continued presence on the campus constitutes an unreasonable danger to institutional property, the student or others. Interim suspension may be interpreted to permit all of the stipulations stated above, or may permit students to continue attending classes while they are suspended from representing the University in extracurricular activities, including intercollegiate athletics.
- K. **Expulsion:** The student is informed in writing that they are permanently separated from the University.

Non-Sanction Resolutions

Interim Intervention: The University reserves the right to suspend a student on an interim basis when circumstances and facts indicate that the student's continued presence on the campus constitutes an unreasonable danger of harm or injury to institutional property, the student involved or others. Students may also be suspended on an interim basis while undergoing resolution by University or civil authorities.

Involuntary Withdrawal: A student may be subject to involuntary withdrawal from the University or from University Housing if it is determined that the student is suffering from a mental illness and/or engages (or threatens to engage) in behavior which poses a danger of causing physical harm to self or others; engages in behavior which would cause property damage; impedes the lawful activities of others; or disrupts the community.

UNIVERSITY HOUSING and SPACES

Benedictine serves as a second home to nearly 600 students, occupying nine residence halls. Benedictine University maintains and operates campus housing as an integral part of academic life in the belief that educational experiences are not solely contained to the classroom, laboratory or library.

Jaeger

Jaeger Hall is an all-female residence hall with a capacity 145 students located adjacent to the Krasa Student Center. The residence hall offers traditional dorm-style living arrangements double and single occupancy living options on four floors. Amenities include five computer terminals, an entertainment lounge, washers and dryers on the lower level, and community bathrooms on each floor. Rooms are tiled and measures approximately 11 by 15 feet, and can accommodate a 90-by-60 inch rug. Furniture includes twin XL-size bunk-able beds, double-drawer wood wardrobes, maple desks and upholstered two-position chairs. Jaeger is equipped with 24-hour surveillance and a resident assistant on each floor to ensure the safety of students.

Ondrak

Ondrak Hall is an all-male residence hall with a capacity of 190 students located on the south end of campus. The residence hall offers traditional dorm-style living arrangements double and single occupancy living options on three floors. Amenities include five computer terminals, an entertainment lounge, washer and dryers on the lower level, and community bathrooms on each floor. Rooms are carpeted and measure approximately at 11 by 14 feet. Furniture includes twin XL-size bunk-able beds, double-drawer wood wardrobes, maple desks and upholstered two-position chairs. Ondrak is equipped with 24-hour surveillance and a resident assistant located on each floor to ensure the safety of students.

Founders' Woods

Founders is a co-ed living community with a capacity of 275 students located on the western edge of campus. Units are assigned by gender and features one-, two- and four-bedroom apartment-style living options. Founders' Woods consists of seven individual Residential Halls: Anderson, Becker, Kucera, Roman North, Roman South, Thomas, and Valentine. Units range from 447 to 1,190 square feet and fully furnished. Furnishings include a full kitchen, microwave, dishwasher, full size bed, desk and chair, and in unit washer and dryer.

UNIVERSITY HOUSING SERVICES & RESOURCES

Cable TV

Cable television service is provided in all residence hall rooms and apartments. Residents must bring cable-ready televisions. Problems with reception should be reported to Xfinity Customer Support at (844) 790-6935.

Counseling Center

The Counseling Center, located in the Krasa Student Center is dedicated to providing confidential services to help guide and support Benedictine students toward their personal, social and academic goals. Individual and group counseling, outreach programming and referrals are offered. Every student who seeks counseling will be treated with dignity and respect. The counseling center staff utilizes a holistic and inclusive approach when assisting students. Additional information and resources can be found at <http://www.ben.edu/student-life/counseling-center/index.cfm>.

Dining Services – BenUeats

BenUeats campus eateries include Bennys, Coal Ben, #Coffee and Concessions at Sports Complex (coming soon) are brought to you by Benedictine staff and Chartwells Higher Education through partnership. For more info regarding meals, hours and menu's offered, visit the [Dining Services](http://www.dineoncampus.com/benu) website at www.dineoncampus.com/benu

- [Benny's Dining Center](#) – *Located in the Krasa Student Center*
Benny's is our state-of-the-art dining hall located in Krasa Student Center. Benny's offers all-you-care-to-eat style dining with menus that change daily and offer a fantastic variety of options. Benny's serves as *the campus'* main dining facility. Open 7 days a week, serving Breakfast, Lunch and Dinner during designated times, while academic classes are in session. Hours are subject to change. For more information on Benny's visit [Dining Services](http://www.dineoncampus.com/benu) at www.dineoncampus.com/benu
- [Coal Ben](#) – *Located next to Goodwin Hall (Closed Fall 2020)*
Coal Ben is our campus' pub-like eatery, connected to a beautiful outdoor patio. On the other side, you have open seating which is perfect for watching the big game or joining one our many special events. Residents can use Meal Plan BBuck\$ towards purchases. Open 7 days a week during designated times while academic classes are in session. Hours are subject to change. For menu and semester related information on Coal Ben visit [Dining Services](http://www.dineoncampus.com/benu) at www.dineoncampus.com/benu.
- [#Coffee - Starbucks](#) – *Located on 2nd floor of Goodwin Hall*
Starbucks located in Goodwin Hall, offers an assorted variety of fresh pastries, bottle beverage, snacks and a variety of grab n' go entrees. Residents can use Meal Plan BBuck\$ towards purchases. Open Monday-Friday from 8:00 a.m – 3:00 p.m while academic classes are in session. Hours are subject to change. For menu and hours of operation information on Starbucks visit [Dining Services](http://www.dineoncampus.com/benu) at www.dineoncampus.com/benu.

Facilities Management

Facilities Management (FM), located on the first level of the Parking Garage structure and works behind the scenes, 24-hours a day, to serve Benedictine University as a partner in excellence. The office is open during the hours of 8:30 a.m. – 4:30 p.m. Monday-Friday. The FM team’s role is to serve for the University by taking care of the physical environment and ensure operations for students, faculty and staff. FM can be contacted at (630)829-6420 for non-emergencies. University Police should be called for emergencies at (630)829-6666.

Fitness Center

The Benedictine Fitness Center in the Rice Center is an 11,000-square-foot facility open to faculty, staff and students on the north side of campus. It features a 7,500-square-foot cardio center, which includes elliptical trainers, treadmills, stationary bicycles, a private dance/exercise studio and a 4,200-square-foot strength training mezzanine, which includes both free weights and strength training machines that cater to a variety of users. Fitness Center membership is free for all current students. The Fitness Center is open 7 days per week during designated hours. Hours can be found at <http://www.ben.edu/student-life/fitness-center.cfm>.

Fitness Center hours will be adjusted due to weather related issues and campus closings. Hours will also be adjusted during holidays and summer/ winter breaks.

Health Services

Student Health Services, located in the Krasa Student Center is nurse-directed under the guidance of a licensed physician. The office is open to all undergraduate registered students during the hours of 9:00 a.m. - 4:30 p.m. Monday-Friday during the academic year. Students do not need to make an appointment and all office visits are confidential. Additional information and details of services provided can be found at <http://www.ben.edu/student-life/student-health-services/index.cfm>. Additional inquires can be made by calling Health Services at (630)829-6046.

Housekeeping and Event Services

Housekeeping and Event Services personnel provide custodial services and clean assigned interior spaces except student occupied rooms and apartments. For health reasons and proper care of University property residential spaces must be kept clean and in good condition throughout the year. Students are expected to maintain their space in a safe and sanitary condition. Student occupied spaces that pose a safety or health risk may require Housekeeping Service. This Housekeeping Service will be charged to the student. Additional inquires can be made by calling Facilities Management at (630)829-6420.

Laundry

CSC Service Works is the university vendor for campus washer and dryer machines. Washers and dryers are available free of charge. Residents of Jaeger and Ondrak halls have the ability to monitor their loads and check status of equipment through the CSCPay Mobile App via a smart phone. Additional Support: [Instruction Video](#), [Android Phone App](#) [Apple Phone App](#). For all questions, please contact CSC’s customer service center at (844)272-9675. Telephone numbers are also available on machines and in hall laundry rooms.

Mail Room – Office Services

Office Services, located in the Krasa Student Center, Room 123 serves as the University's campus solutions center for mail/packages (Postal Services Center), print and other office related services. The office is open during the hours of 8:00 a.m. – 4:00 p.m. Monday-Friday. The mail room can be reached at (630)829-6426. Additional information on services provided can be found online at <http://www.ben.edu/facilities-management-planning/print-mail-center/index.cfm>.

Mail Room – Sending and Receiving – Jaeger and Ondrak Residence Halls

Prior to move in, all residents must complete the postal mail card to receive mail delivery on campus. All mail, including packages for **Jaeger and Ondrak** residence halls are received and distributed from the Postal Services Center, located in Krasa Room 121. Residents will be only be notified via email when **packages** are received and ready for pick up. It is the responsibility of the residents to check periodically for mail. There is no notification for mail.

To avoid delay of mail service, all residence hall residents should have mail and packages addressed as shown below:

Name – Last two digits of Student ID
Benedictine University
5700 College Rd.
Lisle, IL 60532

Mail Room – Sending and Receiving – Founders' Woods Residence Halls (FW)

Prior to move in, all residents must complete the postal mail card to receive mail delivery on campus. The Lisle Post office delivers FW postal mail directly to FW's mail boxes.

To avoid delay of mail service, FW's residents should have mail addressed as shown below:

For mail:
Name – Last two digits of Student ID
Apt # (Only the last three digits and letter, i.e. 1104D: use 104D)
5600 College Rd.
Lisle, IL 60532

All packages must be delivered to the Postal Services Center in Krasa Room 121. FW's residents will be notified via email when packages are received and ready for pick up. To avoid delay of mail service, FW's residents should have mail addressed as shown below:

For Packages:
Name – Last two digits of Student ID
Benedictine University
5700 College Rd.
Lisle, IL 60532

Parking

Parking permits are required to park on Benedictine University property. Parking permits are required for parking in all lots, except the Krasa Student Center parking lot and parking garage. Vehicle Registration and Parking Permit application can be found at http://www.ben.edu/student-life/police/upload/Parking_Permit_Application.pdf.

Room Repairs – Non-Emergency

To report non-emergency general maintenance and repair issues, as well as appliance, or furniture issues within campus housing, RA's should submit an [online work order](#) to Facilities Management on behalf of residents.

Safety – University Police

University Police encourages students to take some basic safety precautions to protect yourself, your fellow students, friends and property. Questions about residence hall regulations should be directed to University Housing.

Safety precautions:

- Lock your door when you are not in your room even if you are only a few doors down.
- Be suspicious of unknown persons loitering around the residence hall.
- Never prop or leave exterior doors to residence halls open.
- Keep a record of all your valuables.
- Call University Police to answer any questions you may have regarding safety.
- Do not allow unescorted strangers inside (or to remain inside) the building. Call University Police immediately if subjects are unresponsive to your request for them to leave.

University Police are available 24 hours per day, seven days per week and can be contacted at (630)829-6122 (non-emergency line) or (630)829-6666 (emergency line).

Student Activities

The Student Activities and Leadership Development is located in the lower level of the Krasa Student Center. Student Activities helps students reach their full potential by getting involved on campus and pursuing leadership opportunities. We encourage students to get involved in extra-curricular programs, activities or student clubs of interest to them. Doing so helps students grow personally and professionally and builds community. The office is open during the hours of 9:00 a.m. – 4:30 p.m. Monday-Friday. Additional information and student leadership opportunities can be found at <http://www.ben.edu/student-life/student-activities/index.cfm>.

Wi-Fi/Internet

Xfinity provides Wi-Fi and Ethernet connections in all the residence halls. Prior to move in, all residents will receive an activation email with credentials to connect. Residents can connect their desktop, laptop, phone, gaming system, tablet or other device via an Ethernet cable or University Wi-Fi. Please see the [Student Handbook](#) for the statement of Responsible Use of University Technology Resources. Wifi Support is available to help 24/7 with any internet problem. Please contact Support at (844)790-6935 or xfinitycommunities.support@approach.net for any issue.

2020-2021

University Master Academic Calendar

Main Campus, Undergraduate Semester Traditional [SEM],
Modular Adult [MOD] and 8 Week Online Delivery Formats

FALL 2020

AUGUST

27-29 Thur-Sat New Student Orientation – Ben Beginnings
31 Mon **SEM FALL, MOD 1 and Online Session 1 BEGIN**

SEPTEMBER

3 Thur Opening Liturgy; **no SEM/MOD classes between 10:30am and 1:30pm; all University offices open**; End of Add/Drop Course Changes and Late Registration for **Online Session 1 classes**
6 Sun End of Add/Drop Course Changes and Late Registration for **SEM 15 week classes**
7 Mon Labor Day; **no SEM/MOD classes; all University offices closed**
11 Fri Last Day to Add **SEM 15 week classes** by Special Permission

OCTOBER

4 Sun **MOD 1 ENDS**
5 Mon **MOD 2 BEGINS**
11 Sun Last day to withdraw from **Online Session 1 classes**
15 Thur Application Deadline for Graduation for May 2021 Degree/Certificate Recipients
25 Sun **Online Session 1 ENDS**
26 Mon **Online Session 2 BEGINS**
29 Thur End of Add/Drop Course Changes and Late Registration for **Online Session 2 classes**

NOVEMBER

8 Sun **MOD 2 ENDS**; Last day to withdraw from **SEM 15 week classes**
9 Mon Spring 2021 Term Registration Begins; **MOD 3 BEGINS**
20 Fri Last day to file application for Fall 2021 Student Teaching
25-27 Wed-Fri Thanksgiving Holidays; **no SEM/MOD classes**
26-27 Thur-Fri Thanksgiving Holidays; **all University offices closed**
30 Mon Last day to file application for Spring 2021 Pre-clinicals

DECEMBER

6 Sun Last day to withdraw from **Online Session 2 classes**
13 Sun **MOD 3 ENDS**
14-18 Mon-Fri **SEM FALL Official Final Exam Period**
20 Sun **SEM FALL and Online Session 2 END**
24-31 Thur-Thur Christmas Holidays; **all University offices closed; no classes**
31 Thur December Degree Conferral

SPRING 2021

JANUARY

1	Fri	New Year's Holiday; all University offices closed; no classes
11	Mon	MOD 4 and Online Session 3 BEGIN
14	Thur	End of Add/Drop Course Changes and Late Registration for Online Session 3 classes
18	Mon	Celebration of Martin Luther King Day; no SEM/MOD classes; all University offices open
19	Tues	SEM SPRING BEGINS
25	Mon	End of Add/Drop Course Changes and Late Registration for SEM 15 week classes
29	Fri	Last Day to Add SEM 15 week classes by Special Permission

FEBRUARY

14	Sun	MOD 4 ENDS
15	Mon	MOD 5 BEGINS; Application Deadline for Graduation for August 2021 Degree/Certificate Recipients
21	Sun	Last day to withdraw from Online Session 3 classes

MARCH

1	Mon	Summer 2021 Term Registration Begins
7	Sun	Online Session 3 ENDS
8	Mon	Online Session 4 BEGINS
11	Thur	End of Add/Drop Course Changes and Late Registration for Online Session 4 classes
15	Mon	Application Deadline for Graduation for December 2021 Degree/Certificate Recipients
21	Sun	MOD 5 ENDS
22-28	Mon-Sun	Spring Break; no SEM/MOD classes; all University offices open
29	Mon	MOD 6 BEGINS

APRIL

2-3	Fri-Sat	Good Friday and Holy Saturday; no SEM/MOD classes; all University offices closed
4	Sun	Easter Sunday; no SEM/MOD classes; all University offices closed; Last day to withdraw from SEM 15 week classes
5	Mon	Easter Monday; MOD classes in session; no SEM classes; all University offices closed
6	Tues	Fall 2021 Term Registration Begins
18	Sun	Last day to withdraw from Online Session 4 classes
30	Fri	Last day to file for Fall 2021 Pre-clinicals; Last day to file application for Spring 2022 Student Teaching

MAY

2	Sun	MOD 6 and Online Session 4 END
10-14	Mon-Fri	SEM Spring Official Final Exam Period
14	Fri	Interfaith Hooding Ceremony
15	Sat	Baccalaureate Mass and Commencement Ceremony
16	Sun	SEM SPRING ENDS
31	Mon	May Degree Conferral

SUMMER 2021

MAY

3	Mon	MOD 7 and Online Session 5 BEGIN
6	Thur	End of Add/Drop Course Changes and Late Registration for Online Session 5 classes
31	Mon	Memorial Day; all University offices closed; no MOD classes

JUNE

6	Sun	MOD 7 ENDS
7	Mon	SEM SUMMER and SUMMER Session I BEGIN
13	Sun	End of Add/Drop Course Changes and Late Registration for SEM 10 week classes and Summer Session I classes ; Last day to withdraw from Online Session 5 classes
14	Mon	MOD 8 BEGINS
27	Sun	Online Session 5 ENDS
28	Mon	Online Session 6 BEGINS

JULY

1	Thur	End of Add/Drop Course Changes and Late Registration for Online Session 6 classes
4	Sun	Last day to withdraw from SUMMER Session I classes
5	Mon	Independence Day Observance; no SEM/MOD classes; all University offices closed
11	Sun	SUMMER Session I ENDS
12	Mon	SUMMER Session II BEGINS
18	Sun	MOD 8 ENDS ; End of Add/Drop Course Changes and Late Registration for SUMMER Session II classes
19	Mon	MOD 9 BEGINS
25	Sun	Last day to withdraw from SEM 10 week classes

AUGUST

8	Sun	Last day to withdraw from SUMMER Session II and Online Session 6 classes
15	Sun	SEM SUMMER and SUMMER Session II ENDS ;
22	Sun	MOD 9 and Online Session 6 END
31	Tues	August Degree Conferral