Midwestern University
Tomorrow's Healthcare Team

# Residence Life

## Housing Information Policies Procedures Handbook for Glendale, AZ Campus

The following policies have been developed to facilitate a safe and comfortable living and learning environment. Living in a residential community requires the cooperation and understanding of every individual. It is important to recognize your rights and responsibilities as well as to respect the rights of others. Concern, mutual respect, and maturity are basic to the development of a community that can assist you in your personal endeavors and achievements. It is expected that you will make a contribution to the development of this community. In addition to these housing policies, you are responsible to abide by all University policies outlined in the Student Handbook.

If you have any questions about on-campus housing that are not answered here, please contact the Office of Residence Life at 623-572-3848.

**Please note**: Housing is based on a first come-first serve basis. A $500 security deposit application fee is required with your housing application. Please be advised that the $500 application fee stays as a security deposit and $250 of the application fee is not refundable. The refundable $250 of the security deposit fee could apply toward cleaning and maintenance fee if the apartment is not left in good condition at the time of move out.

The $500 application fee is fully refundable if you withdraw your application by March 15; however, if you fail to withdraw your application by the March 30th deadline and an apartment had been assigned to you, you will automatically forfeit the $500 application fee.

Housing prices are subject to change at the start of the new 2027 academic year.

**On-campus housing qualifications**
Housing is available only to full-time re-enrolled students whose programs require on-campus attendance. Please note that part-time students and those enrolled in online programs are not eligible to live on campus.

Note: All MWU students are subject to a criminal background check. All non-student residents are also required to submit to an annual criminal background check, paid for by the non-student resident, prior to being issued an access badge. Depending on the findings of the criminal background check, a nonstudent resident may be prohibited from residing in on-campus student housing.

For violations of on-campus housing policies that do not pertain to noise or alcohol, a three-strike policy will be in effect to determine sanctions. The policy is as follows:

- 1st offense – strike 1: meeting with the Manager of Residence Life and written warning
- 2nd offense – strike 2: meeting with Manager of Residence Life, incident form filed with Dean of Students and housing probation
- 3rd offense – strike 3: complaint filed with Dean of Students, letter in permanent file and possible voiding of housing contract

The policy for violations of the noise and alcohol policies is as follows:

**Noise Complaint**

| | |
|---|---|
| First Offense | Warning |
| Second Offense | $10.00 |
| Third Offense | $25.00 |
| Fourth Offense | $50.00 |
| Fifth Offense | $100.00 |
| Next Offense | $500.00 penalty for breaking housing contract and immediate expulsion from student housing |

**Alcohol in public areas**

| | |
|---|---|
| First Offense | $25.00 |
| Second Offense | $50.00 |
| Third Offense | $100.00 |
| Fourth Offense | $250.00 |
| Fifth Offense | $500.00 penalty for breaking housing contract and immediate expulsion from student housing |

All students, resident and non-resident, and their non-student guests who are present in the room that generated the complaint will be fined. Students will be responsible for the fines of their guests. Fines will be placed on the student's university account. All fines must be paid in order for a student to graduate. Noise complaints that involve alcohol will result in levying of a combined fine (noise plus alcohol).

**Abandoned Property**

The University will not be liable for property left in the building after the student vacates or is expected to vacate at the termination of the contract. Residents must remove all personal property from the residence within 24 hours of withdrawing from the University, upon termination of this contract, or after their last final exam of the semester. The student grants the University the right to dispose of any property left by the student after the students vacates or is expected to vacate the premises, at the student's expense. Said disposal may be by means of donations or any other manner deemed appropriate by the University.

**Activities**

The Manager of Residence Life and the Resident Assistants work together to organize social activities for you. We encourage you to get involved!! Please see your RA or the Manager of Residence Life if you would like to assist in planning or implementing an event.

**Aiding and Abetting**

Any student or resident who aids and abets in the violation of regulations or who counsels or encourages the violation of any regulation will be deemed just as guilty as the actual violator or offender. These individuals will be subject to the same liabilities, consequences and sanctions as are prescribed for the actual offender.

**Alcohol Policy**

The University's policies on the possession and consumption of alcohol coincide with the municipal ordinances and state and federal laws. For students of legal drinking age (21 years or age or older), the University does not restrict the possession or consumption of alcohol in your private residence (your room or apartment) behind closed doors. **Consumption of alcohol in public areas is prohibited**. Public areas include residence hall lobbies, hallways, lounges, bathrooms, and areas outside the apartments.

Alcohol may not be consumed in a room if a person under the age of 21 is present. Alcohol may not be consumed in a room when the door to the room is open. Kegs of any size are not allowed in the apartments. If a keg is found, the student will have to empty the keg, and the Residence Life Staff and Security will take the keg into possession. Violations of the alcohol policy will follow the sanctions listed on page one of the Residence Life Handbook.

**Antennas and Other Regulations**
Radio and TV antennas that must be fastened to the outside of the building, in any way, are prohibited. The installation or replacement of any equipment, materials, etc. outside of the room which may be deemed unsightly, dangerous, or otherwise undesirable by Housing Officials (e.g., outside aerials, clothes lines, bicycles, and items left on balcony area).

**Apartment Agreement Information**
Residents are required to sign a housing agreement each year to reserve an on-campus apartment. The housing agreement is binding for the entire academic year. This agreement may not be canceled while the student is enrolled at the University. Cancellation of this agreement, for any reason other than academic dismissal, after the commencement date of the agreement will require the student to be responsible for paying a $500.00 fee or you may be responsible for the apartment rate for the entire academic year. This requirement has been developed because the University only assigns on-campus housing to registered students. Vacancies that occur during the academic year cannot be filled. Students who cancel their agreement during the academic year are held responsible for the entire rent amount since it cannot be collected from a new tenant.

All appeals regarding the cancellation process should be directed to the Manager of Residence Life. A committee composed of University staff members will consider each appeal. Students considering an appeal should be aware that appeals will only be granted for unusual or extreme circumstances. Documentation supporting the rationale for cancellation (i.e., financial statements, medical excuses from your physician, etc.) must be attached to this form. All appeals regarding the cancellation process should be directed to the Manager of Residence Life.

Apartments are for students only and usage of the school facilities may be used, but only with prior notification to the Manager of Residence Life.

**Apartment Assignments**
Returning students have preference in selecting their current apartment or another apartment during the Spring Re-application Process, generally held in March. New students may indicate an apartment preference on their application. Assignments are made in priority order, based on the date initial housing applications and deposits are received. Every attempt is made to honor student requests for special living options, specific roommates, or assignments. The Residence Life staff reserves the right to initiate a room change to accommodate a student with a disability in an adapted room. Renewal of the housing contract is not guaranteed and may be at the discretion of the Dean of Student Services.

Assignment changes are generally granted in extreme circumstances, when all other points of resolution have been exhausted. Please see the Manager of Residence Life to request an assignment change. Under no circumstances are students allowed to change their assignments without prior approval.

Students are encouraged and expected to communicate with roommates and surrounding neighbors. The Residence Life staff is trained to mediate any conflicts that may arise during the year.

Change room assignment when vacancies occur in a double room. If directed by the University, the remaining resident must consolidate with another resident. Refusal by the remaining resident to consolidate will result in an increased rate for single occupancy.

If the roommate discourages or fails to accept the occupancy of an assigned roommate, they will be subject to disciplinary action that may include relocation, fines, being charged additional rent, and/or termination of their agreements. If the residents fail to make room for new occupants, staff may consolidate or pack possessions and assess charges.

**Arson**
Any student or resident who purposely and maliciously attempts to set fire to, or burns, or causes to be burned, or who aids, counsels, or procures the burning of any building in the on-campus housing system, or any of the furnishings or equipment in, attached to, or around such buildings may be subject to prosecution and heavy penalty under the laws of the State of Arizona and will be subject to disciplinary sanctions.

1. The penalties for committing arson and/or aggravated arson are severe. The Office of Residence Life reserves the right to immediately cancel the housing agreement and remove any individual found violating this policy. The individual will be referred to the Dean for Student Service for disciplinary action.

2. The Office of Residence Life is committed to preventing disruptive behavior such as this. The staff will work to identify and person(s) responsible for such a disruption should it occur. All students with information which can assist in this endeavor are encouraged to contact a member of Residence Life or Student Services, or the Glendale Police Department.

**Assault and Battery**
Any student or resident who inflicts, or attempts to inflict, or by his or her actions incites another person to do bodily harm to another student, resident, staff member, or other person, is subject to prosecution under the laws of the State of Arizona and will be subject to disciplinary sanctions in accordance with the Student Handbook.

**Balconies**
All balconies must remain clean and orderly at all times-specifically no trash or clutter. Only outdoor furniture is permitted on the balcony. No flags, signs, or any other objects are to be hung from the balcony or the railing. Flammable materials and fire hazards such as accumulated clutter, grills, or candles are strictly prohibited. All University apartments are located on the MWU campus; therefore, use of any tobacco products is strictly prohibited in all locations, including the balcony. Please use designated smoking areas located throughout the campus. Violations of this section may result in a fine of $100.

**Bicycles**
Bicycles may not be parked inside campus housing facilities except in individual residence hall rooms/apartments. We encourage you to park your bike in the bike racks provided. Please use a lock for the protection of your property. Do not attach your bicycle to a tree, building, handrail or any other manner that obstructs or blocks exits. Bikes found in common areas or the apartments will be disposed or donated to a local charity.

**Bulletin Boards**
The material presented on the bulletin boards in your floor/hall or apartment area is designed to provide you with campus information. Notices posted on these bulletin boards are posted not only to keep you up to date on what is happening on campus, but also to keep you informed about on-campus housing notices concerning rules, procedures and important dates. Please read these materials frequently. Vandalized bulletin boards may result in disciplinary action. Students who wish to post personal notices (For Sale ads, etc.) must see the Manager of Residence Life for approval prior to posting.

**Candles and Other Flammables**
As a fire safety measure, candles, incense, oil lamps and flammable liquids or any open flame device in student rooms/apartments is strictly prohibited.

**Carpet Cleaning**
The carpets in each apartment are professionally cleaned once a year, usually during the summer. Residents are responsible for maintaining the condition of their carpets throughout their tenancy. Upon move-out, residents may be charged for excessive carpet damage, stains, or replacement costs beyond normal wear and tear.

**Change of Address**
Students who move off-campus must update the address in the student portal and also make a request for change of address with the local postal office.

**Clubhouse Policies**
The clubhouse is for resident recreational use. A resident must accompany guests at all times. Children must be supervised by a resident. Alcohol is not permitted in the clubhouse without prior approval from the Dean of Student Services. Residents responsible for damages will be held monetarily accountable and may lose Clubhouse privileges. Please use appliances and equipment in the proper manner and clean them after usage. All clubhouse equipment and appliances must remain in the clubhouse at all times. Do not store your personal food or belongings in the clubhouse.

**Clubhouse Reservations**
Residents may reserve the clubhouse for social or educational gatherings with the approval of the Manager of Residence Life. The resident who makes the reservation is responsible for any damages to the clubhouse building and/or furnishings that occur and will be responsible to pay all repair and/or replacement costs. The resident is also responsible to remove all food, personal equipment, and trash and replace the furniture to the standard setup before leaving the clubhouse.

**Compliance with University Officials**
Intentionally furnishing false information to University officials or the failure to comply with the direction of any University official, including Security Officers acting in the performance of their duties, RAs and other University staff, is prohibited.

**Construction**
We are a growing campus and within the last year and a half we have built four apartment buildings. With the space we have for more construction it may be something that you may see in the near future. Construction noise is a concern for every student, but we appreciate your patience, and we are doing every effort to accommodate the student schedule. Again, please be patient and if you have any questions or concerns, direct all concerns to the Residence Life Manager.

**Covered Parking**
Please note: Assigned covered parking is not guaranteed and will be provided based on a first-come, first serve basis during the move-in process. Covered parking is available for $30 per-quarter wen committing a full year agreement, or $45 per quarter if choosing a quarter to quarter option.

**Check-out**
There are a number of steps to follow to help you check out properly, quickly and efficiently. These steps will also help eliminate or minimize any damage charges.

- Establish a check-out time with your RA (if your RA is not available any building RA can check you out) at least 72 hours before leaving.
- Thoroughly clean your residence.
- All personal belongs must be out of your room before you have a RA inspect it for the last time. Remember to check all drawers and closets.
- Check over your inventory sheet with a RA and sign it in the space provided for checking out. Give your room key (and your apartment mailbox key if applicable) to the RA. If you do not return your key, you will be billed for the cost of re-coring and re-placing the key.
- Failure to properly check-out of your residence will result in a $50 fine.
- If you do not check-out before 2pm on the "Last move-out date" on your housing contract, you will be fined $50.

**Damages (Apartment)**
Each resident is responsible for any damages that occur in their on- campus apartment during their occupancy. If damages are accidental, the resident is required to pay all repair or replacement costs. If the student has not taken responsibility for the damage(s) the student will be charged for replacement /repair costs after the apartment check-out has occurred. In cases where damages are the result of vandalism, the individual responsible must not only pay for all necessary repairs but will also face disciplinary proceedings. A charge for replacement / repair costs is on file in the Manager of Residence Life's office.

Residents are prohibited from making any structural changes including remodeling or alterations to the apartment. This includes, but is not limited to, painting, or applying decorations to walls.
Residents are also prohibited from modifying or replacing closet rods, changing or installing flooring, appliances or adding accessories, hardware, plumbing or other fixtures to kitchen, bathroom, or hallway cabinets.

All apartment fixtures, appliances, finishes, and cabinetry must remain in their original condition. In the case that a resident makes any changes to the apartment, residents must pay for restorations, damages and will face further disciplinary proceedings.

**Damages (Public Property)**
When hallways, bathrooms, and other public facilities in apartment complexes are damaged, we expect the assistance of the residents of that area to identify the individual(s) responsible. When the individual(s) cannot be identified, all residents will be required to pay a prorated fee of repairing such damages.

**Decorating**
Residents may not add any attachments of any type to an apartment light fixture, including paint, tissue paper, crepe paper, tinfoil or any other material. NO materials, whether flammable or non-flammable, may be suspended from, attached to, or draped beneath the ceiling. Residents may not add any permanent fixtures (including lighting fixtures), constructions, wallpaper, or paint to their apartment. Residents may not use nails or screws to hang objects from the walls. Residents may use 3M Command tape and hooks.

**Disciplinary Procedures**
The Residence Life staff is charged with enforcing and upholding housing policies. Students who are found to be in violation of any residence hall policy or procedure will be referred to the Manager of Residence Life for disciplinary action. In unusual or extreme incidents, the student may be referred to the Dean of Student Services for additional action.

The basic principles of due process will be followed in the disciplinary process. The first step is generally the filing of an incident report, which is done by a member of the Residence Life staff, Security, or another resident. The report is turned in at the Housing Office and referred to the Manager of Residence Life.

Students will be informed of the incident report and be given an opportunity to defend themselves or make their case to the Manager of Residence Life. The Manager will review the information available, the statement of the involved student (s), and make a decision.

In all disciplinary cases, the primary concerns are to hold people responsible for their action and protect the welfare of the students residing in the apartment complex. Sanctions, when imposed, are designed to emphasize the necessity that students change their conduct and use responsible behavior. Sanctions that may be levied on students include but are not limited to:

- Informal verbal warning
- Formal written warning
- Housing probation
- Housing re-assignment
- Revocation of privileges
- Monetary restitution
- Restitution through community service
- Counseling
- Suspension or expulsion from housing
- Fines
- Recommendation for college probation or suspension

**Doors**
The outside of all apartment doors, including the wall space around them, are considered common university property. All items displayed on doors must be appropriate for anyone to see or read. Inappropriate materials for posting include, but are not limited to, sexually suggestive pictures, jokes, articles, or any of the aforementioned that contain profanity or language that is offensive to any group based on religion, ethnic origin, race or gender. If you are asked to take down any material, you may still display it inside your room.

**Drugs**
All university officials, including housing officials, will assist and cooperate with law enforcement personnel as they perform their duties in controlling the possession and use of illegal substances on campus. Students convicted of violations of state or federal laws are subject to further disciplinary action by the University through the Office of Student Services in addition to any civil penalties imposed.

**Emergencies**
In case of emergencies, please contact Campus Security by dialing 623-572-3201 (or pick up one of the emergency phones). Give appropriate information such as type of emergency, location, phone number and any other information requested by Security. If the emergency is of an extreme nature, call 911 immediately. The Manager of Residence Life may be reached during the day by dialing 623-572-3848 and the RA on duty can be contacted by calling 480-258-3247 from 5:00 p.m. – 8:00 a.m. daily to assist. ***For emergencies outside of On-Campus Housing***, please use the blue Emergency Call Boxes located throughout campus.

Tampering, damaging, or inhibiting the use of emergency equipment in any residence hall is expressly prohibited. Residents may not use emergency equipment for any purpose other than emergency use. This includes the fire extinguisher, heat and smoke detectors, fire hose or water lines, fire doors, exit lights or panels or any other emergency equipment.

**Energy Conservation**
Anytime energy is wasted, we are contributing to the rising costs of living on campus. We encourage all students and staff to conserve electricity, water and all types of energy to keep costs down. Please be sure to turn off all lights when leaving a room.

**Entry of Student Apartments**
The On-Campus apartments are the property of Midwestern University. It is the policy of the University to ensure students' privacy in their apartments as much as possible without interference with the basic responsibilities of the institution to fulfill its educational functions and to conduct its day-to-day operations. The responsibilities of the University require the reasonable right to entry into student apartments for the following reasons: 1) To assure proper upkeep, (2) To provide for the health and safety of all residents of the on-campus housing facilities, (3) To investigate when reasonable cause exists to believe that a violation of other university regulations is occurring within student apartments. As an occupant of an apartment, a student is responsible for its upkeep and is liable for damage to or loss from the apartment.

- No apartment will be entered without knocking/ringing the doorbell. Students will be given ample time to respond.
- Authorized personnel will enter the apartment with another member of the University staff if the student is not home and/or the circumstance is an emergency.
- If authorized personnel must gain access to a student's apartment when the student is not present, the student will be notified by email or a written notice upon their return.
- University and Non-University personnel contracted to perform maintenance, repair or other services on behalf of the college or resident may enter an apartment after first checking with the Manager or Residence Life.

**False Bomb Threat Transmission Policy**
Any student who knowingly and maliciously threatens the existence or placement of a bomb or explosive device in the apartment complex or adjacent areas will be subject to prosecution in civil courts and to serious disciplinary action from the University.

The penalties for the transmission of a false bomb threat are severe. The Office of Residential Life reserves the right to remove anyone found in violation of this policy from the on-campus housing premises and immediately cancels their housing agreement. In addition, the Glendale Police Department may pursue criminal charges against the individual(s) responsible.

**False Fire Alarm Policy**
Any student who tampers with or causes to malfunction any fire safety equipment (e.g., extinguishers pull stations, horns, alarms, exit signs, smoke detectors) is violating Arizona State laws as well as college policies. Violators of this policy will be subject to criminal prosecution, disciplinary action, and the cancellation of their on-campus housing contract.

The Office of Residence Life is committed to preventing disruptive behavior such as this. The staff will work to identify any person(s) responsible for such disruption should it occur. All students with information which can assist in this endeavor are encouraged to contact a residence life staff member or the Glendale Police Department.

**Finals Week Quiet Hours**
Twenty-four (24) hour quiet hours go into effect during finals week each quarter. Residents are permitted to remain in their residence hall room/apartment after completing final examinations up until the designated move-out day providing they maintain behavior appropriate for finals week and consistent with residence hall policies and University regulations.

**Fireworks, Firearms, Explosives and Weapons**
Due to concerns for fire safety and personal safety, both the possession and use of any item that might be classified under these headings is strictly forbidden in or around all University housing facilities. Violations of this policy can result in suspension from the University and/or eviction from University on-campus housing facilities. Eviction as a result of a violation of the fireworks, firearm, explosives or weapons policy will carry a minimum fine of $500.00.

**Fire Alarms**
Residents and their guests must evacuate all on-campus residential buildings upon the sounding of any fire alarm. Please follow evacuation instructions of the Residence Life staff and Security. Failure to evacuate during a fire alarm will result in disciplinary action.

**Fire Evacuation Procedures**

Participation in fire drill or a real emergency is mandatory by University policy and Arizona State law. At the signal of a fire alarm or smoke detector, everyone in the building or area is to leave IMMEDIATELY in an orderly manner. A student's full cooperation in the evacuation is required. Any student who fails to evacuate during a fire alarm will be subject to action by local authorities as well as disciplinary sanctions. Fire drills are conducted by security once a year in each building.

A. If smoke or actual fire is seen within the on-campus housing facilities, pull the nearest fire alarm and/or immediately call 911. Give the requested information including your name, the name of the building, the floor number or area of the building and the circumstances surrounding the incident. If the fire is in a room, leave the room immediately and close the door. Pull the nearest fire alarm and evacuate the building immediately. Provide the necessary information to a residence hall staff member.

B. Residents and their guests must evacuate the building any time a fire alarm sounds.

C. In most circumstances the fire alarm will sound once a fire/smoke is detected, however, if you see a fire immediately dial 911 or Security at 623-572-3201. Once the fire alarm is sounded you MUST evacuate the housing complex immediately. The Residence Life Staff and Midwestern University Security will be on site to assist in any evacuation procedures. **Residents living in Buildings A-D will be directed north of the fire lane by the Clubhouse; Residents living in Buildings E-L will be directed to go to the grassy area behind the Clubhouse. Residents living in building M-Q will be directed to the north side parking lot by the freeway as well as the clubhouse.**

D. **Residents in buildings R-Y will be directed to the north, southeast and west side parking lots.**

   **Please follow instructions of Midwestern University staff and Security during any evacuation.**

   It is the responsibility of the student to inform spouses/significant others and children of these procedures.

E. Use the designated stairwell to evacuate the building. In case there is smoke/fire in the designated stairwell, evacuate through an alternate stairwell. Look for signs in the stairwell for the nearest alternate stairwell.

   If a fire alarm sounds for evacuation while you are in a room, first check the door. If the door is hot to the touch- DO NOT OPEN IT. If the hallways are filled with smoke and/or flames, stay in the room with the door closed. Seal spaces around the door with towels or sheets to keep smoke from entering the room. If smoke does enter the room, open one window slightly. Under these conditions only, hang something noticeable out of the window such as a towel or sheet. The screen may be removed to indicate your location to the Fire Department personnel. If a window cannot be opened, or if there are no window, remain close to the door. The best breathing air will be in the 18 inches above the floor. Never break a window unless it is absolutely necessary for your survival.

F. It is the Resident Assistant's responsibility to inform the student of these procedures at the first building meeting and to answer any questions students have about evacuating the building. It is not the RA's responsibility to knock on the doors and ensure that everyone has evacuated. Resident Assistants are to assist the fire department with crowd control and other duties as assigned. Students are encouraged to immediately seek out a member of the Residence Life staff should they have any questions.

G. In the event that a student becomes temporarily disabled and is not able to follow proper Evacuation procedures, he/she should contact the Office of Residence Life and request to be placed on the "Temporary List." Instructions regarding evacuation procedures will be provided to residents on the list.

H. Students will be held responsible for University and on-campus housing policies during the Evacuation. Disciplinary action may result if a student does not abide by these policies while exiting or re-entering the building or while waiting in a designated location to be readmitted to the building.

The Maintenance Department is responsible for replacing fire extinguishers annually and conducting annual testing of all smoke detectors.

**Fire Safety**

The issue of fire safety in University housing facilities is a constant concern. On-campus residents can help keep their home and their neighbors safe from fire by following all housing regulations concerning fireworks, explosives and use of electrical equipment and by following general common-sense safety standards. Any student who willfully compromises the safety of fellow residents by tampering with fire safety equipment or sounding false alarms will be subject to criminal prosecution, student disciplinary proceedings, and the cancellation of their on-campus housing contract with a minimum fine of $500.00. **See Appendix (C).**

**Furniture**

Campus apartments are not furnished. Students may bring in their own furniture and decorate as they wish. However, students are responsible for moving their furniture in and out of the apartment and premises. Campus Facilities cannot assist with moving. Students must ensure that furniture does not damage the property or violate any terms of the lease agreement.

- Midwestern University is not responsible for any personal injury or property damage during move-in, installation, use, or removal of the furniture from the apartment when moving out. The student is responsible for removing all personal belongings, including furniture, from the apartment at the end of the lease.

**Guests and Non-Student Residents**

Residents are responsible for the behavior and actions of their guests and should escort their guests at all times while inside university housing facilities. Guests must comply with all Midwestern University on-campus housing policies and procedures. For the safety of all the residents on campus, do not let non-resident students or non-students into the buildings. While it is acceptable to have visitors, visitors should not be full-time occupants of the on-campus apartments as that is a violation of the housing contract and disrespectful to one's roommate (where applicable). 'Living' is occupying an apartment more than 50% of the time when the student resident is present. Students with visitors who 'visit' more than 50% of the time may be asked to move to an area of housing where the housing contract allows for occupation of the unit by more than one resident. The student will be responsible for any cost increases resulting from a move.

Non-student residents or significant others older than 18 years old are required to provide an annual background check. In order to start the processing, the background check, a full name and email of the significant other must be provided.

Please note: The lease agreement strictly between the University and the student.

**Hall/Building Meetings**
Meetings will be called from time to time in your building by your RA. These meetings are usually brief and scheduled when your RA has important information that needs delineated. If you are unable to attend the building meetings, be sure to contact your RA.

**Handbook**
Students who reside on campus are subject to all policies, procedures, rules, and regulations stated in this Residence Hall Handbook and the Student Handbook. It is the responsibility of on-campus residents to know the information mentioned in both publications.

**Harassment Policy**
The Office of Residence Life and Midwestern University neither condones nor accepts harassment, discrimination, and/or suppression of any person or group of any kind and will investigate all allegations of harassment. In accordance with the Sexual Misconduct policy in the Student Handbook, students and other members of the University Community who believe that they have been sexually harassed, or the victim of sexual misconduct should refer to the Student Handbook and contact the Dean of Students, who serves as the Title IX Coordinator for the campus. Should the Office of Residence Life have evidence that an individual has harassed another student or group of students in the apartments, the harasser may be relocated or removed completely from all on-campus housing facilities at the discretion of Residence Life Staff and may also be referred for further disciplinary action to the Dean of Students.

**Definition**
Harassment can be:

1. Verbal, non-verbal, or physical.
2. Exclusion based upon personal or group differences.
3. Intimidation or humiliation based on personal or group differences.
4. Abusive language, threats, or similar acts of bigotry, racism, sexism, or discrimination.
5. Jokes, comments, gossip or graffiti that perpetuate personal or group myths, fallacies, prejudices, or stereotypes.
6. Any subtle or direct reference, based on race, sex, age, disability, sexual orientation, national origin, or religion, which demean, exclude, intimidate, or adversely affects an individual or group.

**Reporting of Harassment**
Those individuals who feel that they have, in any way, been harassed or witness another individual/group being harassed should contact the Manager of Residence Life or the Office of Student Services immediately.

**Consequences**
Those individuals found in violation of this policy will be required to meet with the Dean of Students.

**Sexual Harassment/Misconduct Statement**
The University community will not tolerate sexual harassment/misconduct, and the Office of Residential Life in conjunction with the University is committed to providing and preserving an atmosphere free from harassment and any form of sexual misconduct.

In accordance with the Sexual Misconduct policy in the Student Handbook, students and other members of the University community who believe they have been sexually harassed or the victim of sexual misconduct should refer to the Student Handbook and contact the Dean of Students, who serves as the Title IX Manager for the campus.

**Telephone Harassment**
Annoying, harassing and threatening telephone call are punishable under state law. If you receive calls, hang up immediately. If they persist get in touch with the Manager of Residence Life.

"Harassment" is considered to have taken place when the telephone is used to:

1. Make any comment, request, suggestions, or proposal which is obscene, lewd, lascivious, filthy, or indecent with an intent to offend; or

2. Make a telephone call (or repeat calls), whether or not conversation takes place, with an intent to abuse, threaten, or harass any person at the called number; or

3. Make or cause the telephone of another to ring repeatedly, with intent to harass any person at the called number; or

4. It is also illegal to knowingly permit any telephone under one's control to be used for any of the above purposes.

**Holidays**
The University is closed during certain recognized holidays. (Please refer to the academic calendar for a list of these dates). However, the housing facilities will remain open for students who wish to remain in the apartments over holiday break periods. Students remaining in housing over a holiday break period must notify the Housing Manager of the dates they will be on campus. Students who stay beyond the terminal date on a housing contract are subject to per diem charges for housing.

**Housing Rates**
Fees for campus housing are billed quarterly and are due at the same time as tuition and fees. Rates are subject to change at the start of the new summer academic year.

**Identification Badges and Housing Access**
Photo Identification Badges (ID) are issued during orientation to students. Non-student residents residing in an apartment with a student must also have a Photo Identification Badge. The Dean of Students will work with Security to issue a Photo Identification Badge to a Non-student. Students and Non-student residents must wear their badges to gain access to campus and housing. Failure to provide proper Non-student resident identification may result in a member of the security staff requesting that the Non-student resident leave a University facility, denying the Non-student resident access to the University, or referring the Non-student resident to the Dean of Students.

Non-student residents or significant others older than 18 years old are required to provide an annual background check. In order to start the processing, the background check, a full name and email of the significant other must be provided.

Please note: The lease agreement strictly between the University and the student.

If an ID badge is lost or damaged a fee of $25.00 will be required to replace it. If the ID badge is found after purchasing a new badge, the money will not be refunded. The old ID badge has been deactivated. ID badges can be replaced by Security in the Security office.

Students and Non-student residents should not:

- leave IDs on car dashboards due to the extreme heat
- punch a hole in the card due to embedded chip
- lend cards to anyone

**Inappropriate Language/Behavior**
Inappropriate or abusive language or behavior toward any student, college employee (including Security Officers) or guest will not be tolerated. Individuals who are found to be in violation of this policy may be subject to disciplinary action in accordance with the Student Handbook.

**Insurance (Personal Property)**
The Office of Residence Life is not responsible for loss of or damage to personal belongings. Students are required to obtain renter's insurance coverage (not offered through Midwestern University).

**Keeping the Residence Clean**
It is the student's responsibility to keep the apartment clean. Failure to comply may result in being subjected to weekly or monthly inspections. Further penalties such as eviction may apply if a student(s) fails to follow housing policy.

**Keys**
Apartment keys are issued to students upon moving into their on-campus apartment. These keys are the property of Midwestern University and are only loaned to the rightful occupants. Students may not loan or give out their apartment key. Keys must be returned upon checkout. The University will re-key an apartment door at any time. ***Keys are not to be duplicated***. If you accidentally lock yourself out of your apartment, call Security to be allowed access to your room. You will be asked to provide proof of your identity before you are given access to the room. If you lose your key, contact the Office of Residence Life between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. If you are locked out of your apartment after business hours, please contact the RA on call at 480-258-3247. Cost of replacing the key and re-coring the lock will be the student's responsibility. **Key replacement cost for apartment or mailbox key is $25.00**.

**Laundry Facilities**
The housing complex has four laundry facilities, free of charge, for your convenience in the following locations:

- Building A by unit A-101
- Building B by unit B-104
- Building C, by the pool
- Building D, by the pool

As a resident who uses our laundry facilities, we ask that everyone help maintain a clean, safe, and functional environment.

We have experienced issues with **pet hair getting into the washing machines, which can cause the machines to malfunction or break down**. To help prevent this, please make sure to **shake out clothing, blankets, bedding, and other items containing pet hair before placing them in the washing machine**.

Your cooperation helps keep the laundry facilities clean and ensures that the machines remain available and working properly for everyone.

**Thank you for your cooperation and for helping us maintain our community!**

**Lockdown Procedures and Drills**
All student residents should be familiar with lockdown procedures in the case of a violent disturbance or threat of imminent danger. Student residents are required to participate in lockdown drills.

**Lost and Found**
There is a lost and found located in the Office of Campus Security in Barrel 4.

**Mail**
Each resident is assigned a mailbox at check-in. U.S. mail is delivered to this mailbox number.
These keys, and the address of each apartment, are available to apartment residents in the Housing Office.

Packages are delivered to your apartment directly by UPS, FEDEX, and Amazon.

- Please make sure to track your packages making sure the package has been delivered to your door or sign off by someone in the mail room.
- Any package delivered by the USPS will be put in your mailbox or they will leave a key in your mailbox for access to the bigger boxes where the USPS will place your package. The key left in your mailbox will have a tag with the number of the box to open. After opening the box and retrieving your package; please leave the key in that box.
- Mail and Packages deliveries by USPS to buildings R-Y are delivered by our campus mailroom staff, you may receive an email from our staff if packages are too big to fit in your mailbox.

**Maintenance Concerns**
Work orders are submitted by student residents through your student portal. Log into your student portal, click the academics tab, click under others and look for my help tickets or maintenance request tabs. Once you click on tickets follow the prompts to complete the work order request. Make sure to enter the apartment number and be very specific on the work that needs to be completed. Students **can submit several work requests in the same work order prompt**. If submitting multiple repair issues, please number them down. Make sure to choose the AZ campus (AZ Maintenance).

If you live in an animal friendly building, please be specific of the time you will be home so that the Maintenance staff can plan on entering the apartment to make the necessary repairs while students are present.

Emergency maintenance issues will be handled immediately. Emergency work requests can be done through the portal; by contacting the Housing Office directly at 623-572-3848 during business hours; or by email jponce@midwestern.edu or AZRESLIFE@midwestern.edu. If an emergency occurs over the weekend or after hours, please contact Security at 623-572-3201 or contact the RA at 480-258-3247.

**Missing Student Policy**
Midwestern University recognizes its responsibility to its students, particularly those students residing on campus, and, in compliance with the Missing Student Notification Policy and Procedures 20 USC 1092 C; (Section 488 of the Higher Education Opportunity Act of 2008) has formalized a Missing Student policy and procedure. The Missing Student policy and procedure can be found in Appendix B.

**Musical Instruments**
Drums and amplified instruments are not permitted in the on-campus apartments.

The Music Room in the Wellness/Recreation Center is the appropriate place to practice musical instruments. Amplified music includes instruments utilizing internal speakers (i.e. electronic keyboards) and those that use external speakers (i.e. electric guitars). Non-amplified musical instruments may also be a source of disturbance, and you may be asked not to play them in your room. Violations of this policy may result in disciplinary action.

**Noise**
Sound carries easily through residence hall rooms/apartments. Voices, stereos, televisions, and bouncing balls in your room can often be heard in other rooms/apartments on your floor and the floors above and/or below you. Remember that while you have the right to listen to your music, other residents have a right to sleep, study, or listen to their choice of music without disturbance. The Office of Residence Life is committed to creating and maintaining an environment within the apartments that encourages respect, personal freedom and privacy. Please refer to the Noise Policy on page one of the Residence Life Handbook for additional information.

Quiet hours are listed below (under the heading Quiet Hours) and are used to facilitate study and/or sleep. **Courtesy hours are in effect at all other times**. Residents and guests are expected to be respectful of other residents at all times. Residents who infringe on the rights of others to sleep and study will be referred to the Manager of Residence Life.

**Noxious Odor Policy**
A noxious odor is any aroma of such intensity that it becomes apparent to others. When a noxious odor can be localized to a particular apartment or room, the residents or guests of that room may be in violation of on-campus housing policy.

**Packages**
Packages are delivered to your apartment directly by UPS, FEDEX, and Amazon.

- Please make sure to track your packages making sure the package has been delivered to your door or sign off by someone in the mail room.
- Any package delivered by the USPS will be put in your mailbox or they will leave a key in your mailbox for access to the bigger boxes where the USPS will place your package. The key left in your mailbox will have a tag with the number of the box to open. After opening the box and retrieving your package; please leave the key in that box.
- Mail and Packages deliveries by USPS to buildings R-Y are delivered by our campus mailroom staff, you may receive an email from our staff if packages are too big to fit in your mailbox.

**Parking**
All residents must register their vehicles prior to orientation. Residential parking decals will be issued at that time. Residents are allotted one parking space. Boats, RVs and inoperable vehicles are not permitted. Only residents are permitted to park in campus housing parking lots.

**Covered Parking Availability**
A limited number of covered parking spaces are available for a small monthly fee. Residents may reserve a covered parking space through the Housing Office.

Please be advised that covered parking spaces are limited and are assigned on a **first-come, first-served basis**, subject to availability.

The cost is:

- **$30 per quarter** if you sign up for the entire year.
- **$45 per quarter** if you request a space for only one quarter.

To reserve a covered parking space, please contact the Housing Office.

Students who park in loading zones, fire lanes, sidewalks, surrounding fields or covered parking spaces will be subject to the following monetary fines:

**First Ticket: $10** **Second Ticket: $25** **Third Ticket: $50**

Any subsequent violations may result in the vehicle being towed at the owner's expense.

**Pets**
Permission to have a pet in an MWU apartment building must be requested through the Midwestern University Residence Life Housing Office - Glendale Campus, which has total discretion in the handling of such requests. Only apartments in buildings A, B, C, D, E, F, and G are designated as Pet Apartments. Apartments in buildings H, J, K, L, M, N, P, and Q are not designated as Pet Apartments and, as such, any requests to have a pet in these apartments will not be granted.

Residents requesting to have a pet in an approved MWU apartment must submit a written request to the Residence Life Housing Office and must sign the pet agreement prior to moving on campus/obtaining a pet. Failure to obtain prior written consent to have a pet in a MWU apartment and submit a signed pet agreement will result in a charge of $500 per pet in addition to the normal pet charges described below and any other applicable rent and costs.

If having a pet is approved, the resident must provide proof of the pet's current vaccinations to be kept on file in the Residence Life Office.

**Deposits and Fees:**

- Security deposit: A deposit of $500 is required when you apply for housing. Only $250 are refundable based on the condition of the apartment at the time of check-out. The refundable security deposit may be used to cover the cost(s) of fumigation, cleaning, and/or repair of damages caused by the pet. Whether the security deposit is refunded is at the discretion of Midwestern University.
- Should fumigation, cleaning, repairs, or replacement costs exceed the deposits associated with the pet and the apartment, the balance due will be applied to the student's account.

**Residents agree:**
All approved pets must be housed inside resident's apartment. At no time will pets be allowed outside unattended, including balconies/patios, hallways, or any common areas. Birds shall be maintained in appropriately constructed cages at all times.

Pets going into and out of apartments must be on a leash and under the resident's control. Pets may not be taken off leash on any University property, including, but not limited to, the main campus, clubhouse, laundry rooms, outdoor areas, etc.

Pets shall not be left alone for extended periods of time in any apartment. In the event it is learned that a pet is or has been left alone in an unoccupied apartment for an extended period (e.g., due to vacation, illness, or other absence) and is not being properly cared for, the University shall attempt to contact the resident to remove the animal. If this is not successful, the University in its discretion may allow access to the apartment to have the pet removed to an appropriate animal shelter. All such actions taken shall be recorded in the resident's file and all costs incurred will be billed to the resident's student account.

Resident is responsible for ensuring his/her pet(s) do not make loud noises, disturb, annoy, or cause any nuisance to neighbors, or other members of the campus or community. A resident who fails to remedy the situation after 1 warning will receive a 30-day notice to remove the pet from the premises. If the pet is not removed, the resident will be fined $25 per day until the animal is removed.

Resident must be present for all routine or requested maintenance work or have the pet appropriately secured (e.g., kennel or gate) while University staff is working in the apartment. Also, the presence of a pet may not interfere with routine “Pest Control Treatment” of apartments.

Visitors and guests are not allowed to bring any pets on or about the premises or grounds unless permission has been granted in writing in advance by the Residence Life Pet Committee or a designee.

Living spaces where pets are housed must be kept clean, safe, and free of parasites, including but not limited to fleas.

All pets must be maintained in accordance with applicable state and local laws. Dogs and cats must wear current vaccination and identification tags at all times.

Resident is fully and solely responsible for disposal of pet waste, both inside and outside the apartment. It is the resident’s responsibility to shovel feces from University grounds, dispose of in a plastic bag, and place that bag in the garbage dumpsters. Cat owners must place soiled cat litter in tied plastics bags and dispose of bags in garbage dumpsters. Failure to pick up pet waste in common areas will result in a $25 pet waste removal charge per occurrence.

If the University, in its sole discretion, determines that the presence of a pet constitutes a risk in any way, including to any person or property, or if a pet attacks, bites, or behaves in an aggressive or threatening manner, the animal is subject to immediate removal from the MWU property. The resident will be in breach of the terms and conditions of this agreement and will be subject to a fine of $50 per day until the animal is removed. If the pet is not promptly removed, the resident may also be required to vacate Midwestern University’s housing and forfeits any all paid rent, fees, costs, and deposits.

**Renters Insurance Requirement**
Student's and Non-Student Resident's (defined below) property is not insured by the University. The University and its employees and agents assume no responsibility for the loss, theft, damage, or destruction to Student's and Non-Student Resident's personal property kept in an assigned room/apartment or any location on the University premises from any cause whatsoever. **The University requires that Student and Non-Student Residents maintain personal property insurance commonly known as "renter’s insurance".**

**Quiet Hours**
Quiet hours are Sunday – Thursday, 10:00 p.m. – 8:00 a.m.; Friday and Saturday, 1:00 a.m. – 10:00 a.m. If quiet hours are violated, a noise complaint will be generated by Security. Please see the fine policy for noise violations on page one of the Residence Life Handbook.

**Recycling**
Midwestern University promotes an atmosphere where students are encouraged to recycle. Recycling dumpsters are available throughout the campus. (color light brown/tan located by buildings C and E, by building K, and by building Q southwest corner)

Also, one container located on the new housing complex buildings R-Y on the southeast corner by building Y.

**Residence Violations**
The residence life staff is charged with enforcing and upholding on-campus-housing policies. Students who are found in violation of any on-campus-housing policy or procedure will be documented by the RA staff or Security. Please refer to page one of the Residence Life Handbook for additional information. Violators of on-campus housing policies are disciplined in accordance to the severity of the violation.

**Resident Assistants (RA)**
Resident Assistants are students employed by the Office of Residence Life to serve as the connection between that office and all students living in the on-campus apartments. RAs perform many functions such as advisors, mediators, resources for referrals, and programmers. RAs also provide leadership in planning activities, keep residents up to date about University information, and enforce housing policies.

**Room Occupancy Limits**
Gatherings in student rooms and apartments are permitted only under the following limits: On-campus apartments: 25 persons. According to the local fire and safety codes, the formula requires 15 square feet per person in a room or area with furniture. No individual or group of individuals may position themselves or any object so that free movement to an exit is restricted or blocked.

**Security**
Campus Security is available 24 hours a day, seven days a week. The University and the Office of Residence Life want to keep you and your belongings as safe as possible. However, each resident must assume the majority of responsibility. Always lock your door, and take your key with you, even if you are leaving for just a brief period of time. Campus Security phone number is 623-572-3201.

**Smoke Detectors**
Smoke detectors are available in the apartments as well as in hallways. It is the student's obligation to test the smoke detector periodically to ensure that it is functioning properly. It is a Federal Offense to tamper with any fire safety devices, including smoke detectors. Report any maintenance concerns regarding these devices to your RA, the Office of Residence Life or via an on-line work order. If you hear a beeping noise, the battery needs replacing. Call the Office of Residential Life at x3848 so that it can be replaced immediately.

**Smoking**
Smoking is **not permitted** in the on-campus apartments. By Arizona State law, students who are smoking outside the apartments must be a minimum of 20 feet from the building entrance. Office of Residence Life staff and Security staff are responsible for enforcement of this policy; violating this policy will result in disciplinary action.

**Sports *(rough-housing)* in the Apartment Complexes**
Residents may not engage in any sports or sport related activities within the on-campus apartments, lounges, hallways, stairwells or other public areas. Playing any sport in a confined area such as a hallway can lead to student injury and/or damage to private or University property. Violations will result in disciplinary action.

**Storage**
All apartments are provided one storage closet. These storage closets are located on the balcony of each apartment. You are responsible for securing your personal belongings in these storage rooms. Items placed in an unassigned locker will be disposed of at the discretion of the Manager of Residence Life. ***Summer Storage is not available on campus.***

**Students with Disabilities**
Students with disabilities who find they may require special accommodations in their apartment, including special assistance to evacuate their buildings in case of emergencies, should contact the Manager of Residence Life at 623-572-3848.

Emotional support animals are available to students in their campus apartment or residence hall through the Fair Housing Act. ESAs are not allowed in public spaces such as campus buildings, classrooms, labs, or dining facilities.

The owner of the ESA has the following responsibilities:

a. to ensure appropriate and responsible care for your ESA including feeding, grooming, and veterinarian needs
b. to ensure humane treatment of your ESA(s)
c. to control the behavior of your ESA(s)
d. to ensure the animal is housebroken
e. to ensure the safety and containment of your ESA(s) when you are not directly present in your campus housing

**Summer Housing**
Summer housing is available to for students taking classes or on rotations. See the Manager of Residence Life for more information. ***Summer Storage is not available on campus****.*

**Theft**
If you believe you have been a victim of a theft, notify Campus Security immediately. It is also important to inform your RA and the Manager of Residence Life of the situation. When reporting a theft, be very specific in regards to date, time, and location of the theft as well as a description of the stolen item(s). An incident report will be generated by Security and kept on file in the Residence Life Office. The Glendale Police may be called in by Security.

**Trash Disposal**
Trash receptacles are located by Building B (SE Corner), Building C (West), Building H, F, and L (NE Corner by building L), and Building G, J, (West), building K, (NE corner), Buildings M-Q (SW corner by building Q and also NE corner by building M as well as the East side of building M. Trash receptacles are also available in the new housing in buildings R-Y located on the northeast corner by building R, southeast corner by building W and southeast corner by building Y.

Residents must dispose of their trash in these receptacles. Do not leave trash in public areas, hallways, and court yards or outside of the apartments. If you leave garbage in the hallway or other common areas, you will be charged a monetary fine each time it has to be removed by the cleaning service or staff member. The fine schedule is as follows:

1st Offense: $10.00
2nd Offense: $25.00
3rd Offense: $50.00

**Trespassing/Unauthorized Entry**
Any resident or student who enters into a restricted area in the apartment complex or on campus without authorization will be subject to disciplinary sanctions. This includes, but is not limited to, uninvited entry into another student's apartment.

**Utilities**
The electricity is on in each apartment. Within 3 days of occupying of the apartment, residents are responsible to call APS at 602-371-7171, to transfer the account for that apartment into their name. Residents are not permitted to transfer the account back to Midwestern University until they vacate the apartment permanently. A $10 fee will be assessed to their student account each month that the APS account remains in Midwestern University's name after the apartment is occupied. If you fail to transfer the account on your name after a week of occupancy, we may disconnect the service.

**Internet Service Notice**
Internet service is provided exclusively by Quantum, which is the only available internet provider for the property.

For service plans, customer service, connection options, technical support, pricing, or outage information, residents must contact Quantum directly.

Midwestern University is not responsible for internet service, technical issues, pricing, service interruptions, or outages.

**Voicemail**
Voice mail system is only available in buildings A-H. Residents can provide their own telephones, but we also provide a telephone per apartment. Instructions of how the system works will be hand out to students during orientation. The voicemail system allows you to retrieve your messages from both on-campus and off-campus. If you have an answering machine and do not wish to use your voicemail, please set your answering machine to pick up call after two or three rings. (Voicemail will pick up after four rings). You can retrieve your voice mail by dialing 623-572-3240 from off-campus.

**Withdrawals (academic) and Leave of Absence**
Students on a Leave of Absence longer than one month must forfeit their housing contract and move off-campus or petition the Dean of Students to maintain/extend their housing contract. Late fees or penalties for early forfeiture of the contract will not be assessed for Leaves of Absence. Because students on a Leave of Absence are not enrolled and not eligible for financial aid, they must pay out-of-pocket for the time they may be granted to stay in on-campus housing during their Leave.

Students who withdraw or are dismissed from a program must leave housing within two days or petition the Dean of Students to extend their stay for a longer period of time.

**Windows**
It is a Federal Offense to throw anything from a window. Screens are to be in place at all times. Students who throw things from a window will meet with the Dean of Students.

**Window, Door, and Exterior Display Policy**

Banners, posters, flags, signs, window cling/decals, and exterior decorations are strictly prohibited from being displayed in apartment windows, on outer doors, balconies, or in any manner that makes them visible from exterior walkways, hallways, or grounds.

All personal decorations must remain inside the private living area of the unit and off exterior-facing surfaces. Housing staff reserves the right to require the immediate removal of any non-compliant display, regardless of content or message. Failure to comply may result in removal by university personnel and potential disciplinary review under residential community standards.

**APPENDIX (A)**

**Wattage of Common Household Appliances**

| Appliances, Computers/TVs, Video Games, etc. | Resistive Load | Reactive Load |
|---|---|---|
| Blender | 375 watts | 500 watts |
| Clock Radio | 5 watts | --- |
| Coffee Maker | 900 - 1,700 watts | --- |
| Cuisinart | 450 watts | 650 watts |
| Deep Fryer | 1,800 watts | --- |
| Frying Pan | 1,250 watts | --- |
| Microwave | 1,050 - 2,500 watts | --- |
| Toaster (4 slot) | 1500 watts | --- |
| Range Burner | 800 watts | --- |
| Refrigerator | 200-700 watts | --- |
| Desktop Computer & 17" CRT monitor | 140 - 330 watts | --- |
| Desktop Computer & monitor - in sleep mode | 1-20 watts | --- |
| 17" CRT Monitor | 120 watts | --- |
| 17" LCD Monitor | 40 watts | --- |
| Laptop Computer | 45 watts | --- |
| TV - Color | 300 watts | --- |
| Video games | 4-165 watts | --- |
| While playing game machine | | --- |
| PS 2 | 30 watts | --- |
| Xbox | 70 watts | --- |
| Xbox 360 | 165 watts | --- |
| Electric Blanket | 400 watts | --- |
| Electric Curlers | 300 watts | --- |
| Hair Dryer | 1,875 watts | --- |
| Iron | 1,200 watts | --- |
| Light Bulbs | see marking on bulb | --- |
| Floor/box fan | 100 watts | --- |

**APPENDIX (B)**

**Missing Student Policy and Procedure**

Midwestern University recognizes its responsibility to its students, particularly those students residing on campus, and, in compliance with the Missing Student Notification Policy and Procedures 20 USC 1092 C; (Section 488 of the Higher Education Opportunity Act of 2008) has formalized a Missing Student policy and procedure. It is required that all students complete the 'Emergency Notification' form that is accessible through the online.midwestern.edu website. The student must enter the name of a person or persons whom they would wish to have contacted if there is a concern that they are missing. The contact will be made no later than 24 hours after a student is determined to be missing.
Emergency contact information is confidential, is password protected and is accessible only by qualified individuals. If the student is under the age of 18, and is not emancipated, a parent or custodial guardian will be notified that the student is missing, even if the student has not listed their parent/custodial guardian as their contact. Midwestern University will also notify the local police department and any other appropriate law enforcement agency no later than 24 hours after the student is determined to be missing.

**Process for campus-based students:**

Campus-based students are those students whose activities are primarily based on campus. A missing student is any student who:

1. is reported to have an unexplained absence from a mandatory class activity or examination. Course directors are required to notify the Office of Student Services and the appropriate Academic Dean immediately if a student is absent from a mandatory activity and has not contacted the course director with a reason for the absence. Course directors must notify Student Services of any student absence, regardless of whether or not the student is living in student housing.
2. is reported to have a prolonged unexplained absence from campus, either from academic activities or from student housing. Resident advisors and fellow students should direct their concerns to the Manager of Campus Housing, who will contact the Office of Student Services.
3. has been reported to have been the victim of possible criminal activity.

**Procedure when a student is reported missing from campus, but not a victim of possible criminal activity:**

When the Office of Student Services receives a notice that a student is missing, the following procedure will be followed:

1. The student's registered telephone number will be obtained from the CARS system and the student will be called. The student will also be sent a text message and email via University student email. If there is no response, the Office of Student Services will proceed to Step 2. The Office of Student Services will continue to call, text and email the student while the procedures outlined below are conducted.
2. It will be determined if the student lives in campus housing. If the student lives in housing, the following process will be followed:
    a. The Office of Safety and Security (Security) will be contacted.
    b. The Manager of Campus Housing, Dean of Students or other representative of the Office of Student Services, in company with a member of the Office of Safety and Security, will

proceed to the student's on-campus housing unit to determine if the student is present. If the student fails to respond after the University representatives have knocked on the door three times, the door will be opened with a master key to determine whether the student is present in the unit.

c. The Office of Media Resources will make a copy of the ID photo of the student available to Security.
d. Security will search campus locations to find the student. These locations may include the library, classrooms, student center and gymnasium. Security will use student vehicular registration to determine whether the student's car is parked on campus.
e. Academic Departments will be contacted to determine if the student has been attending class. The Office of the Academic Dean of the college in which the student is enrolled will be notified that the student is missing.
f. Building access logs will be examined to determine when the student last used his/her ID card to access campus grounds and to enter campus buildings.
g. Information Technology Services may be asked to provide records documenting student use of the University network server and student email program.
h. In the event that the student is not found after implementing the procedures outlined above, the individual listed on the Emergency Contact form will be contacted. The President, Chief Operating Officer and Emergency Response Team will also be notified.

3. If the student does not live on campus, the following procedure will be followed:
   a. The Office of Safety and Security will be contacted.
   b. The Office of Media Resources will make a copy of the ID photo of the student available to Security.
   c. Security will search campus locations to find the student. These locations may include the library, classrooms, student center and gymnasium. Security will use student vehicular registration to determine whether the student's car is parked on campus.
   d. Academic Departments will be contacted to determine if the student has been attending class. The Office of the Academic Dean of the college in which the student is enrolled will be notified that the student is missing.
   e. Building access logs will be examined to determine when the student last used his/her ID card to access campus grounds and to enter campus buildings.
   f. Information Technology Services may be asked to provide records documenting student use of the University network server and student email program.
   g. In the event that the student is not found after implementing the procedures outlined above, the individual listed on the Emergency Contact form will be contacted. The President, Chief Operating Officer and Emergency Response Team will also be notified.
4. If the location of the student has not been determined after a 24-hour period, the University will notify local police authorities. If extenuating circumstances come to light during the investigation that raise issues of concern, local authorities may be brought before 24-hours have elapsed.

**Procedure when a student is reported missing from campus, and may be the victim of possible criminal activity:**

1. The student's registered telephone number will be obtained from the CARS system and the student will be called. The student will also be sent a text message and email via University student email. If there is no response, the Office of Student Services will proceed to Step 2. The Office of Student Services will continue to call, text and email the student while the procedures outlined below are conducted.

2. The Office of Student Services and the Office of Safety and Security will be notified.
3. The Office of Safety and Security will call the local police department to report a possible crime. The Office of Safety and Security will contact all witnesses and make them available for interview by the local authorities.
4. The Office of Student Services will notify the President of Midwestern University, Chief Operating Officer, Emergency Response Team and Academic Dean of the situation. The individual listed on the Emergency Contact form will be contacted.
5. The following procedures will be followed. Any information gathered will be transmitted to the local authorities to assist them in their investigation.
    a. The Office of Media Resources will make an ID photo of the student available to local authorities and Security.
    b. Security will search campus locations to find the student.
    c. These locations may include the library, classrooms, student center and gymnasium. Security will use student vehicular registration to determine whether the student's car is parked on campus.
    d. Building access logs will be examined to determine when
    e. the student last used his/her ID card to access campus grounds and to enter campus buildings.
    f. Information Technology Services may be asked to
    g. provide records documenting student use of the University network server and student email program.

**Process for students on rotations:**
A student on rotation is any student whose primary activities are conducted at an off-campus site.

**Definition:**
A missing student is any student who:

1. is reported to have an unexplained absence from a rotation or other clinically based activity. Preceptors are required to notify the appropriate clinical coordinator immediately if a student is absent and has not contacted the preceptor with a reason for the absence.

**Procedure:**
1. The clinical Coordinator should contact the Office of Student Services.
2. When the Office of Student Services receives a notice that a student is missing, the following procedure will be followed:
    a. The student's registered telephone number will be obtained from the CARS system and the student will be called. The student will also be sent a text message and email via University student email. If there is no response, the Office of Student Services will continue to call the student at regular intervals throughout the day.
    b. The Office of Student Services will notify the President of Midwestern University, Chief Operating Officer, Emergency Response Team and Academic Dean of the situation.
    c. If the student has not returned the call within 24 hours, the individual listed on the Emergency Contact form will be contacted.

**APPENDIX (C)**

**Midwestern University's Fire Safety Plan for Campus Housing**

1. Stay calm.
2. Locate nearest fire alarm pull station and activate.
3. Warn other residents by knocking and shouting on your way to the nearest exit.
4. Before opening your door, feel it with the back of your hand. If it is hot, do the following (if it is not hot go to step 5):
   - Open the windows.
   - Seal cracks around the door with towels, clothing, sheets, blankets, or similar items to keep the smoke out of the room.
   - If you are trapped, hang a sheet, jacket, or shirt or other object out the window that will attract attention. Shout for help. Contact Security by phone at 623-572-3201, make them aware that you are unable to get out of your room – make sure you tell them your exact apartment. Security will inform the Fire Department that you are trapped. Stay calm. The Fire Department will reach you from the hallway or window.
5. If you are able to leave the room, do so immediately and:
   - Close the door behind you and do not lock it. By closing the door will slow the spread of smoke and lessen damage.
   - Do not return for personal belongings.
   - Proceed immediately to the nearest exit.
   - If smoke, heat or fire blocks your exit, go to an alternate exit.
   - If all exits from a floor are blocked, go back to your room and follow the procedures described above in step 4.
6. If smoke is present, keep low to the floor. Take short breaths to avoid inhaling any more smoke than necessary.
7. In most circumstances the fire alarm will sound once a fire/smoke is detected, however, if you see a fire immediately dial 911 or Security at 623-572-3201. Once the fire alarm is sounded you MUST evacuate the housing complex immediately. The Residence Life Staff and Midwestern University Security will be on site to assist in any evacuation procedures.
   - Residents living in Buildings A-D will be directed north of the fire lane by the Clubhouse.
   - Residents living in Buildings E-L will be directed to go to the grassy area behind the Clubhouse.
   - Residents living in building M-Q will be directed to the north side parking lot by the freeway as well as the clubhouse.

   Please follow instructions of Midwestern University staff and Security during any evacuation. It is the responsibility of the student to inform spouses/significant others and children of these procedures.
8. A resident advisor will be assigned to each floor of each building. Resident advisors are not obligated to make sure all residents vacate the floor. Each resident is responsible for their own safety.
9. After leaving the building, stand clear. Do not re-enter the building for any reason until the Fire Department has declared it safe to do so.