



Webster University Geneva

**Policies and Procedures
Office of Housing & Residential Life**

The Living and Learning Center ♦ Les Berges du Rhône

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SECTION 1: Overview

Introduction

Residential living is an integral part of the educational process at Webster University in Geneva. Although it is important to provide a safe and comfortable place for students to sleep and study, the development of mutual respect in our residential community is equally important.

Our Mission:

In support of the mission of Webster University, the staff of the Office of Housing and Residential and Student Services is dedicated to the well-being and development of our residents.

We strive to create a community, which provides a student-centered learning environment that supports our expectation of academic achievement and personal development. Through compassionate and collaborative relationships, we are guided by honesty, trust and respect to fulfill our commitment.

Together, we strive for excellence by providing: residential facilities that provide flexibility, current technology and amenities to foster the recruitment and retention of students, and supportive partnerships with faculty to promote critical thinking, values development, appreciation for diverse and international perspectives, and life-long learning. We offer coherent and practical administrative policies and procedures that support personal responsibility; and a thoroughly trained, team-focused and diverse staff that makes intentional connections with residents and serves as role models for the University community.

Responsibility to the Community

Everyone at Webster University is an important member of our campus community. Resident students have an opportunity to participate daily in a very unique community, which can contribute to the success of all students within it.

Our residential community includes residents living at our off campus residence Les Berges du Rhône, the Living & Learning Centre on campus and the two Webster controlled apartments located in Versoix and downtown Geneva.

Along with the freedom of being a college student comes responsibility. This responsibility includes:

- showing individual concern for others
- maintaining the care and condition of the facilities
- participating in the programs and activities that occur
- being accountable for individual actions

When residents demonstrate a lack of care or concern for the rights of others, the University, through the judicial process, takes intervening action. All residents need an understanding of the policies and regulations of the University and the Residential Life Office, which are outlined in this publication, the Housing Contract and in the Student Handbook.

SECTION 2: Housing Staff and General Information

Professional Staff:

Gaël Baboulaz
Director of Student Affairs

Selina Brú
Student Services and
Residential Life Associate

Assistant Resident Coordinators (ARCs):

The LLC:
Zeke Medina
JV Schnell

Les Berges du Rhône:
Ashli Sartorelli
Belinda Mziray
Liane Shakhsheer

The Assistant Resident Coordinators (ARCs) are an integral part of Residential Life. ARCs offer excellent leadership opportunities to resident student and provide a wide range of residential programming. They help to advise students on policy as well as provide other areas of customer service while working to improve the living environment at Webster University.

Checking in:

The primary entry periods for students into residences are Fall I and Spring I. Any resident missing the Housing & Residential Life Orientation will be automatically put in a 30 day ResLife probation. This means that if a resident receives a fine due to a violation of the housing rules during this 30 day probation period, the student will be attributed an additional CHF 100.- fee.

Personal Property Insurance

All residents are obligated to have RC insurance (Responsabilité Civile) or Personal Property or Renter's Insurance for your personal belongings. In the event of a fire, flood, theft or other emergency, the University does not cover students' personal items. The policy cost is approximately CHF 100.- per year and at the charge of the student. Policies may be included with parents' homeowner's or renter's policies. Check with your parents/guardians. The Residential Life Office can provide you with the name of an insurance company.

Identification (ID) Cards

All Webster University residents must carry their student ID card at all times and must present it to any university official upon request, including the ARC. Access to residential facilities is terminated upon expiration or release from the housing contract or apartment lease.

Resident Permit

All students staying more than one 8-week term are obliged to apply for a Resident Permit at the Swiss Authorities within the first week after their arrival in Geneva. This permit costs in the region of CHF 237.- for non EU students. Failure to comply with the Swiss residency rules could mean your expulsion from Switzerland.

Postal Service

On-campus residents receive their mail directly in their respective mailboxes. Packages may also be delivered to a student on campus. When packages (including UPS/courier packages) are delivered, you will receive a call or notification from the ResLife Office. Please pick up your packages within 24 hours.

Outgoing packages and mail should be taken by the student to the local Post Office.

LLC residents' mail should be addressed as follows:

Student's Name
Webster University
LLC Residence Hall
9 route de Collex
1293 Bellevue
Switzerland

Les Berges du Rhône residents' mail should be addressed:

Student's Name
Room #
Les Berges du Rhône
2 – 4 rue des Deux-Ponts
1205 Genève
Switzerland

At Les Berges du Rhône, all the mail is centralized at the office and sorted out by floors. Students can check their mail on a daily basis during office hours. Similarly to the LLC, you will receive a notification from the ARCs or the ResLife Office if a package was delivered in your name.

Parking Areas, Permits & Road Safety

All campus residents' vehicles must display a current parking permit. To apply for a parking permit, the vehicle owners are required to fill out a parking application, available at campus Reception.

The cost of a parking permit is as follows:

- Annual: CHF 200.-
- Semester: CHF 100.-
- Term: CHF 50.-

All questions regarding parking policy should be directed to the main Webster Geneva Reception.

Entering a Webster parking area at high speed, 'drifting' and skidding to a halt is not tolerated. Noncompliance with the Swiss road rules will result in warnings and fines.

Important Safety Tips

In order to keep things as safe as possible:

- Use all appliances for their intended purposes (i.e. hair dryers are not for drying clothes.)
- Stereo systems need room to vent the heat they produce
- Irons should be used on ironing boards, not on floors, furniture or counter tops
- Avoid overloading electrical outlets
- Use only approved grounded multiple outlets
- NEVER use candles for light and note that candles are not allowed in residence room and apartments.
- NEVER disconnect your smoke alarm
- Keep your doors and windows locked
- DO NOT give your key card to anyone
- DO NOT leave cash or valuables in plain sight
- DO NOT walk alone late at night

SECTION 3: Emergency Procedures

Bomb Threats

If a bomb threat is received on a student telephone, the resident should:

- Note alleged location and description of the device.
- Note the exact time of the call.
- Write down as accurately as possible all statements made by the caller.
- Listen to the voice to determine the caller's gender, age, accent, and any distinguishing features of the voice.
- Listen for background noises.
- Immediately notify the ARC, Housing & Student Services at 022 959 8003/4 or the security agents after hours:
LLC: 079.173.5101 // LB: 079.173.5205

If necessary, all students will be notified to evacuate.

Earthquake

- Remain calm.
- If you are indoors, stay inside. If you are outside, stay outside.
- If you are indoors, stand against a wall near the center of the building, stand in a doorway, or crawl under heavy furniture (a desk or table). Stay away from windows and outside doors.
- If you are outdoors, stay in the open away from power lines or anything that might fall. Stay away from buildings (debris might fall off the building or the building could fall on you).
- Do not use matches, candles, or any type of open flame.
- If you're in a car, stop the car and stay inside the car until the earthquake stops.
- Do not use elevators.

What to do after an earthquake:

- Check yourself and others for injuries.
- Check for the smell of gas. If you smell it, open all the windows and doors, leave immediately.
- Turn on the radio. Do not use the phone unless it's an emergency.
- Stay out of damaged buildings.
- Be careful around broken glass and debris. Wear boots or sturdy shoes to keep -from cutting your feet.
- Stay away from damaged areas. Expect aftershocks.

Elevator/Lift Emergencies

If the elevator does not function properly, inform Student Services, the Housing Office and/or the ARC. Should you become stuck in the elevator, remain calm and remain in the elevator (do not try to climb out of the compartment). Use the alarm button which will automatically send a signal to a technician.

Explosion

In the event of an explosion in a building, residents should take the following actions:

- Immediately take cover under tables, desks, or anything else that provides protection against flying glass and debris.
- After the immediate effects of the explosion have subsided, call 118.
- If possible, activate the building's fire alarm system.
- Evacuate the immediate area of the explosion.

- Seek out and assist injured and disabled persons in evacuating the building. Exit via the stairway.
- Do not use the elevator.

Once outside, move at least 250 meters away from the building and proceed to the designated area for evacuation (car park, terrace or garden). Keep roadways and walkways clear for emergency vehicles. Wait for instructions from staff or other emergency or university personnel. Do not re-enter the building until instructed to do so.

Fire

Fire extinguishers are located on each floor of the residence hall near the entrances. If you discover a fire, go to the nearest alarm box (located in each hallway and near main doors), follow the instructions printed on the box, and activate the alarm. Evacuate the building immediately and do not use the elevator.

When the fire alarm sounds:

- Feel your door. If your door is warm or if the hallway is smoke-filled, stay in your room with your door closed.
- Seal cracks around the door with damp towels or sheets to keep the smoke from entering the room.
- If smoke does enter your room, open one window slightly. Hang something noticeable out the window like a towel or sheet to indicate your exact location to fire fighters.
- If you cannot open the window, remain close to the floor. The best breathing air will be approximately 18 inches (45 centimetres) above the floor.

Alternatively,

- If you believe that the area outside your door is passable, evacuate the building as quickly and as orderly as possible through any exterior door. Do not use the elevators.
- Upon exiting your room or apartment, be sure you have closed your windows and locked your door.

Above all, remain calm. At the first opportunity, call the local fire department at 118 (Service du Feu). The local fire department is familiar with the campus and will be on the scene immediately to direct rescue operations. Then notify a member of the Housing Office staff, Student Services staff, and/or the ARC. When you exit the building, follow the evacuation route, go directly to the meeting point (See Appendix) and do not interfere with the fire department or public safety operations. Return to the building only when told it is safe to do so by a member of the University staff or the ARC. **Residents who do not evacuate the halls or apartments during a fire alarm – even a drill - are subject to fines and disciplinary action.**

Persons with Disabilities (during emergencies)

As soon as you move into the residence hall (or as soon as you develop a disability related problem) notify the Housing Office and your ARC of your disability and any difficulty you may encounter in an emergency situation or emergency drill. You will then be advised of special procedures in your case. If you ever need to evacuate the building under emergency circumstances, *immediately* contact the Student Services Office, Housing staff and/or the ARC.

Maintenance Emergencies

Residence rooms: During normal business hours you may contact the Housing Office and Student Services for any urgent maintenance problems. After hours or on weekends, contact the ARC on duty for maintenance emergencies (situations that may be harmful to you, your property or the facilities). For less urgent maintenance

issues, inform your ARC as soon as you become aware of the problem and provide as much information as possible. At the residence Les Berges du Rhône, there is a maintenance request form that is posted on the office door to address non-emergency requests.

Medical or Psychological Emergency

In the event of a personal, medical or psychological emergency, contact the ARC on duty or any Student Services staff. Be prepared to give the person receiving the call your name, phone number, location, and nature of your emergency. Staff members will know the appropriate way of handling the situation.

During normal business hours, residents may also directly contact the Counseling Service Office at 079 385 79 55 or by e-mail at studentcounseling@hotmail.com.

Local Emergency Numbers:

GCS Sécurité (for LLC)	079 173 52 01
GCS Sécurité (for Les Berges)	079 173 52 05
POLICE (in the event of an emergency)	117
AMBULANCE (in case of injury)	144
FIRE	118

112 is the central European EMERGENCY # from your mobile telephone

Médecins de garde for Geneva & Bellevue:	022 748 49 50
Association des Médecins in Geneva	022 322 20 20
SOS Médecins	022 748 49 50
Médecins à domicile (24h/24)	022 754 54 54

Staff Emergency Numbers:

Reception Desk:	022 959 80 00
Hotline:	022 959 80 08
ARC On-Duty:	
The LLC	076 414 9049 (JV) 078 712 2627 (Zeke)
Les Berges du Rhône	077 504 2240 (Belinda) 076 643 1111 (Liane) 077 471 0988 (Ashli)

SECTION 4: Housing Policies and Procedures (listed alphabetically)

Introduction:

Webster University's policies, rules and regulations are designed to support existing local and cantonal laws, as well as to prevent the infringement of one's rights by the actions of another. Residents will be held responsible for their actions. These policies are designed to create an environment in which a group of diverse people may live together and learn from each other in an environment of respect. Students are expected to exhibit appropriate behavior within the residential community. Individuals who participate in or display inappropriate behavior may be subject to disciplinary action. Inappropriate behavior may be defined as any activity that disrupts, endangers, degrades, or threatens the environment of the residential community or any person within the community.

Residents are expected to treat staff and other residents with dignity and respect at all times. Damage, theft and/or vandalism to University property will not be tolerated. Harassment, irresponsible or inappropriate use of facilities, and failure to abide by the policies and procedures contained herein are violations of the lease agreement and may, at the staff's discretion, subject residents to eviction, University disciplinary action and/or criminal or civil charges.

All students in a room/area will be held responsible for their behavior/objects in that room or area. ***In addition, residents who are not observed participating in misbehavior or in possession of inappropriate items/objects, but are in the presence of a policy violation, can be held responsible. This is called implied consent.*** If a resident is not present, he/she will be held responsible unless it can be clearly demonstrated that he/she had no knowledge of the violation.

ARCs are trained to facilitate the resolution of situations that jeopardize the quality of the living environment. If the situation warrants it, an incident report will be submitted to the ResLife Office who will determine what, if any, further action needs to be taken.

Academic Requirements for Residing in University Housing

All residents must maintain full time enrolment to live in Webster University housing. The ResLife Office, in cooperation with the academic advisor, may grant exceptions to this guideline at his/her discretion.

Air Conditioners

Air conditioners are not permitted in the residence hall rooms or apartments.

Appliances

Any appliance that could potentially start a fire including, but not limited to, hot plates, toaster ovens, coffee makers (unless they have an automatic shut off system), or any device with open heater coils or flames are not permitted within Webster housing. If you have a question as to whether or not an appliance is acceptable, please ask your ARC or the ResLife Office staff.

Barbecue Grills

Storing and/or using grills within university housing are prohibited

Bicycles and Scooters

When on campus please store bicycles on the racks provided for this purpose outside of campus buildings. Bicycle storage is not permitted in any public area of any residence halls. Any bicycles obstructing public areas or safety exits will be removed and confiscated. Students may not ride bicycles or scooters in the residence halls or apartments. Bicycles may not be stored or locked on campus terraces. Offenders will receive a warning first, and CHF 50.- fine for the second offense and their bike or scooter will be confiscated on the third offense. At the end of the school year, all residents that are moving out of their room or apartment must have their bikes removed from the bike racks provided by the end of each term. If these bikes are not removed at that time, the concierge will dispose of them.

Building Entry and Security Cards

To gain entry, visitors should arrange to meet you at the entrance to the building. All student residents are responsible for helping to keep the residence halls, apartments and rooms safe and secure. Therefore, it is important that students ensure that all entrances are secured upon entering and leaving the halls after hours. Security doors should not be propped open and unauthorized entry will not be permitted. Any resident caught propping open a door, loaning their student ID to another person to gain access or assisting an unauthorized entry will face disciplinary action.

Candles, Incense, Open Flames

Any items that can produce smoldering or open flame, including, but not limited to, candles, incense, kerosene lamps, fondue pots, and potpourri burners, may not be used or possessed in the residence halls or apartments, not even for decoration. If a staff member finds any of these types of items, they will be confiscated immediately. An exception is made for devices used to normally light cigarettes, however, since the building is a non-smoking building, those devices are not to be used anywhere in the building. ***(For the smoking policy, please refer to page 18)***

Checking In and Checking Out

Room condition and damage are the responsibility of each resident. Upon moving into the residence, a room evaluation is completed. This is to record the condition of the space as the resident receives it. It is important to make any additions to this form accurately as it will serve as a guide for comparison of the room's condition when you move out.

All damages to a room should be reported to the Residential Life Office/Student Services Office immediately so that the necessary repairs can be arranged. Each resident will be held financially accountable for damages that have occurred during the resident's stay and are assessed by a staff member to be above and beyond normal wear and tear.

Upon check out, residents are also responsible for cleaning all room and bathroom areas. Keys/cards/badges not returned upon check out will result in a charge to the resident to re-core the door lock for the next occupant. An improper check out will result in a fine of CHF 75.-, in addition to any other expenses. All check out times must be scheduled with the ARCs and the Residential Life Office.

Should you want to leave bulkier items behind (such as wardrobe, table etc), we can arrange for the maintenance team to pick up these items and throw them away. The price is CHF 50.- per piece of furniture and the operation must be scheduled at least one week before your move-out date.

If you leave anything in the hallways upon check-out, a fine of CHF 50.- will automatically apply.

Cleaning

Each resident is responsible for the cleaning of his/her room. Vacuum cleaners can be borrowed from the Residential Life office or from the ARCs outside the office hours.

Rooms inspections are carried once a term. If the room is found to be in grave disorder and dirtiness, the resident(s) will be asked to clean and tidy the room within 24 hours. Failure to do so will result in a fine of CHF 110.-, not including the charge for professional cleaning.

Common Area Furniture

Any university furniture (common area sofas, tables, larger chairs, etc.) may not be moved into the private room of a resident. Any common area furniture found in a private resident room will be removed at the expense of the resident(s). Furniture should not be dismantled or removed from its designated space to another area of the university. A charge of CHF 50.- per day will be assessed for items from public areas found to be in student rooms. Charges begin at the time it is determined that the item is in a student room. When necessary, room searches may be instituted to locate public area furniture.

Connecting to the Campus Network

In order to connect to the campus network you must see the Computer Lab Assistant located on the top floor above the library in the "Alps" building. All students are given an account to access the campus network. Access to the campus network is free of charge to all students.

Consolidation

At different times during the academic year, students may find themselves without roommates due to cancellation or withdrawal. To fill an open space in University housing, one of three options may be available:

1. Consolidate with another student who is also without a roommate
2. Receive a roommate as assigned by the ResLife Office
3. Pay a higher adjusted rate for the double accommodations as a single, if offered. (In the case of a housing shortage, this option will not be offered.)

When consolidating, the ResLife Office will provide all affected residents the most feasible options available at the time. As room changes are made due to consolidation, residents will follow typical room check-in and check-out procedures. A resident with a vacancy who in any way discourages the moving in of another resident or potential student resident is subject to administrative review of assignment or contract status and may be subject to disciplinary action and/or be required to move.

Contract Cancellation

Petitions to be released early from a signed contract or lease should be directed to the ResLife Office and are granted only under specific conditions. Contract cancellations will be considered only in the following instances and are subject to contract breakage fees:

1. Withdrawal or dismissal from the University
2. Graduation
3. Marriage/moving in with a partner or pregnancy
4. Serious illness
5. Death in the immediate family
6. Counseling considerations
7. Obligations for military service
8. Study abroad
9. Securing own apartment

All petitions for release are subject to requests for appropriate documentation. Contract and lease breakage fees will apply if the petition is granted. All the formalities regarding contract cancellation, including deadlines and contract cancellation forms can be found on our website:

<http://www.webster.ch/currentstudents/residentiallife/resources/>

Cooking

Residents may cook only in the designated kitchen area located in each studio and the communal kitchens and the grills outside the cafeteria on campus.

Decorating

All decorations should be of a temporary nature so as not to permanently deface or damage the finishes in your apartment. Posters and other wall decorations can be hung with thumbtacks or by another method that will not damage painted wall surfaces. Residents are encouraged to use white poster tack (do not use colour putty) on the walls. The use of duct tape and mounting tape is strictly prohibited. Painting walls in any way is not permitted. Students may not hang or display any kind of decoration in or from the windows.

Additional items or decorations may not be posted on or around the exterior doors, except for those posted by the Residential Life Office, Student Services Office or the ARCs. Apartment entrance doors, bedroom doors, and closet doors as well as kitchen cabinet surfaces shall remain free of nails, stickers, tape or any other additions to the original surface.

Holiday decorations may be highly combustible; therefore, special care must be taken in decorating. Live trees are not permitted under any circumstances. Decorative light cords should be checked for safety and unplugged when unattended. Any electrical lights are not permitted to be hung from the ceiling or above window level.

Electrical Outlets

Electrical outlets cannot be modified in any way. Do not attempt to overload electrical outlets with multiple adapters. Surge protectors are recommended for equipment such as stereo and computer systems. If the electricity goes off in part of your room or apartment, please contact your ARC or the Residential Life Office for assistance.

Elevator Use

Misuse of the elevator, including false alarms, vandalism, overcrowding, tampering, forcing the doors open, stopping the elevator, or other misuses, can result in disciplinary action and financial restitution.

Fire and Life Safety Equipment

Any activity involving tampering with fire alarms, smoke detectors, fire extinguishers, or other firefighting equipment, unauthorized use of such equipment, failure to evacuate during a fire alarm, hindering the evacuation of other occupants or hindering authorized emergency personnel is prohibited. Severe disciplinary action, including possible dismissal from Webster University, will be imposed for violation of fire safety standards. Additionally, criminal and/or civil prosecution is possible for initiating false fire alarms and for damage or injury resulting from the unauthorized use of firefighting equipment.

Any student responsible for setting off the fire alarm for no valid reason will have to bear the cost of the firemen unnecessary intervention (CHF 1,200.- minimum). The fine is CHF 50.- and doubles each time.

Fireworks, chemicals and explosives

Fireworks and explosives of any type are not allowed on University premises. Chemicals and explosives such as gasoline, paint thinners, acids, etc. are prohibited in all residential facilities. University staff members will confiscate all types of fireworks/chemicals and the violator(s) will be subject to disciplinary action.

Gambling and Playing Poker

Gambling is to play games of chance to win money, to risk or bet (money) on the outcome of an event, sport, etc.

Students are prohibited from participating in any activity that falls into the above definition.

Guests and Visitors

Having guests visit you in the residence halls and all Webster University apartments is a privilege with responsibilities. Guests must have a valid ID at all times and must produce a photo ID at the request of any university official, including the ARCs. If one cannot be produced, the guest must leave immediately. Refusal to do so may result in charges of trespassing.

Guests are welcome in the residence halls under the following stipulations:

All guests must comply with the policies of the University.

- Residents are responsible for all actions and safety of their guests.
- Any guest may be asked to leave the premises at the discretion of university staff and/or ARCs.
- While in the residence halls, all guests must be escorted by their resident host at all times.
- All after hours guests must enter with their host through the security door.
- All guests must be at least 17 years of age. Residents having guests under age 17 need to receive written permission from the Housing Coordinator. Requests must be made in writing 48 hours prior to the guest's arrival.

A guest is considered an overnight guest if he/she stays past 11:30 pm. Overnight guests may stay in the residence halls and apartments, under these guidelines:

- Guests may stay overnight only with the roommate's permission.
- Guests may stay no more than three nights in a row in the student's room, not to exceed 14 nights in any given semester. After the third night, the guest will be billed CHF 50.- per night.
- If a guest stays in a separate room (must be arranged prior to arrival with Housing & ResLife professional staff) the guest will be charged CHF 65.- per night plus an additional CHF 25.- for linens.
- Guests may not have keys to the room in which they are staying.
- Guests are not allowed to sleep in the lounge.

The ARC and Residential Life Coordinator may limit the guest privilege of any resident that does not comply with these guest policies.

Gym Use

All Webster students, staff and faculty are able to utilize the gym at the LLC *at their own risk*. Towels will not be provided, please bring your own towel to wipe equipment after use. For further information on the utilization of the gym, please contact the ARCs, the Residential Life Office or Student Services.

Hallway Sports

Sports activities are not permitted inside the residence. Hall sports can create a disturbance and increase the possibility of personal injury and/or damage. This

includes, but is not limited to, soccer, frisbee, football, hockey, baseball, golf, skateboarding, roller blading, bowling, or wrestling.

Health & Safety Checks

Residential staff will conduct health and safety checks during week 5 of each term. If you are in violation of the health and safety standards your ARC will notify you.

Internet Access and Computer Labs

University residences are wired for internet connection allowing instant high-speed internet access. There is a computer lab available for student use on campus and it is located in the “Alps” building.

Key/Card/Badge - Replacement and Lockout

Students should carry their keys/cards/badges at all times and should be conscientious about their personal safety by locking their doors when they leave their rooms and at night. Keys/cards/badges must not be lent to other people. If a student loses his/her key/card/badge, he/she should notify the Residential Life Office immediately so the lock can be re-cored (changed). The CHF 100.- cost for Les Berges or CHF 100.- for LLC to replace a key/card will be billed to the student who lost or damaged the key/card/badge and is not refundable if the key/card/badge is found later. If a resident is locked out of his/her room or house, a residential life or staff member can let him/her back in.

There are some stipulations, however:

- 1) The first two lockouts for the year are “free” — after your second lockout you will be billed CHF 5.- for each subsequent lock out during the academic year.
- 2) During regular office hours, you may contact the Residential Life Office to be let back into your room.
- 3) During non-office hours, you must contact the ARC on-duty if you are locked out. He or she will let you back into your room.

Lounge

All Webster students, faculty and staff can utilize the LLC lounge for a variety of educational, recreational, and social programs. The game room can be reserved for hall/floor programs. For further information on the utilization and reservation of the game room facilities, please contact the Residential Life Office or Student Services. The lounge is subject to the same rules as the rest of the LLC: quiet hours must be respected.

Off Campus Behavior

While off campus, students are expected to uphold the policies of the Student Code of Conduct. Behavior that is detrimental to the University or members of the campus community is governed by the code outlined in the Webster University Student Handbook. Webster University reserves the right to take actions that address the violations through educational intervention or sanctions.

Painting

Students may not paint their rooms. No murals or painting on the hallways or other public areas is permitted.

Pets

There are no pets or animals allowed at any time in any residence.

Posting of Flyers

Posting materials in University housing is the responsibility of the staff. Please bring all materials for posting to the Residential Life Office for approval. Any flyers, posters, etc. that are not properly approved will be removed and disposed.

Pranks and Practical Jokes

Pranks such as shaving creaming, water fights, etc. are not permitted. Violation can result in confiscation of items and disciplinary action.

Quiet Hours and Courtesy Hours

Quiet hours exist so each student has a quiet place to sleep, study, and live regardless of the time of day. The quiet hours for all residential areas are as follows:

Sunday – Thursday: 10:00 p.m. – 8:00 a.m.

Friday and Saturday: 12 midnight – 10:00 a.m.

All residents should always observe 24-hour *courtesy hours*. During courtesy hours, individuals should act appropriately so as not to disturb residents who may be studying or resting. More restrictive quiet hours will be instituted during midterm and final exam weeks. During week eight (finals week) all residents will observe 24-hour quiet hours beginning the Sunday before week eight and ending on Friday afternoon at 5:00 p.m.

Stereo speakers, televisions, etc. may not be placed in the windows of your room or apartment.

Gatherings in the hallways are not allowed after 10pm. Gatherings in the communal kitchens are not allowed after midnight.

Residents are expected to ask the persons being loud to be quiet before enlisting the assistance of the ARC staff. Practicing of tap dance, musical instruments, or vocal performance in student room is permitted, with doors closed, except during quiet hours. The game room, gym, other common spaces also provide space for these activities.

Refrigerators

One (provided) refrigerator is allowed in each residence hall apartment. Additional refrigerators are not permitted.

Roof Access

Presence on University's residences rooftops for any reason is strictly prohibited.

Room Changes

All residents must follow this procedure when requesting a room change:

- Notify your ARC of the reason(s) you wish to change rooms/apartments. If it is a roommate conflict and there has been no previous attempt to solve the problem, then your ARC will meet with you and your roommate and attempt to find a solution to the situation. This initial step must always be taken.
- Contact the Housing Office to see if a room change is feasible. Often times, the office will contact the ARC for additional information about the situation and may re-direct you back to your ARC.

- Once the request is approved, a Housing Office staff member will contact all involved parties. If everyone agrees to the changes (i.e., your roommate, if you have one, and all other affected residents), everyone involved must provide written confirmation of their approval of the intended moves.
- Arrange a time for your ARC to do an exit room evaluation and have your new ARC do an incoming room evaluation for your new room. Everyone who changes rooms *must* do a new room evaluation. Improper checkouts result in a CHF 75.- fine and a stoppage on all room moves.
- After the first week of stay, there is a 100.- CHF cleaning charge for room change, except in cases of emergency, medical, or any other special need.

Independently switching keys and moving is not permitted. If this occurs, a CHF 75.- improper room change fee will be assessed and each resident will be required to return to his or her original space. Room changes may not take place during midterm exams or final exams.

Room Furnishings

All standard room furniture and furnishings must remain in the rooms where they were placed. University issued room furniture may not be stored in an off-campus facility of any kind. Removal of room furniture will result in replacement charges if it is not returned promptly upon request and in its original condition. Residents are responsible for all the furniture and furnishings in their rooms. Residents are not permitted to have waterbeds in their rooms.

Searches, Inspections and Room Entry

Residents have a right to privacy while living in university residences. However, in some specific situations, it may be necessary for University staff to enter a resident's living area or room. The University reserves the right to enter a room for the purpose of inspection, repair, inventory, or to correct a hazardous, disruptive, or life-threatening situation. Residential Life staff members may enter facilities if they believe a university policy or governmental law may be being broken, or if they believe a person is in danger or needs assistance. Staff will also enter facilities during fire alarms or for noise violations if there is no response from the resident. Students are not required to be present for staff to enter unless a staff member specifically requests the student's presence. Any illegal items found in plain view, which violate University policy, will be confiscated and students may be subject to disciplinary action.

Security

It is not possible for any housing operator to assure "security." For the convenience of our residents, many benefits such as deadbolt locks and limited access gates and doors are provided. Residents agree to first notify the Residential Life Office regarding any incident of theft, vandalism, or unsafe conditions, and whenever possible, furnish detailed information, such as a description of the offender, time and day, make, color of car, license plate number, etc.

Signage

Signage, which is found in a resident's possession, will be confiscated immediately. Examples include, but are not limited to street or road signs, barricades, parking meters, realty signs, traffic cones and lawn decorations.

Solicitation

Outside solicitation is prohibited in University housing. Solicitation is defined as: door-to-door contact for the purpose of soliciting funds or sales, recruiting members or support for an organization or cause, compiling data for surveys, distributing advertising or other materials, or use of hallways, lobby, or lounge areas for any of

these purposes. Requests for exceptions to this rule should be directed to the Residential Life Office. Please report door-to-door salespeople or other trespassers on the property to an ARC and the Student Services and Residential Life Office.

Storage

When /If storage is available at the residence Les Berges du Rhône, the price is CHF 50.- per week. Summer break storage at the LLC is CHF 250.-

Please contact housing@webster.ch if you need storage.

Theft of Personal or University Property

Theft or unauthorized possession or use of personal or university property is prohibited. Thefts should be immediately reported to the ARC, Student Services and/or the Residential Life Office. The university is not liable for a resident's personal property that may be lost, stolen, or damaged. Those found removing University property are subject to judicial action.

Trash/Garbage/Refusal Disposal

Students are responsible for the proper disposal of their own trash and recyclable items. Residents must have garbage contained in tightly closed plastic bags and should not deposit refuse between dumpsters or in any other location. A fine of CHF 30.- will be imposed, after a first warning, for any refuse that is left outside a resident's unit or elsewhere on the property other than in the dumpsters.

Unauthorized Student Entry

Students are not permitted to enter or be present in the room of another person, or in an area to which they normally do not have access, without proper authorization. Likewise, students are not permitted to be present in normally closed or restricted areas, which may be unsecured, or in areas from which they have been prohibited or asked to leave. This includes all renovation and construction sites and projects throughout the campus. Entering these kinds of areas will be considered unauthorized entry and may result in disciplinary actions.

Vacuum Cleaners

Vacuum cleaners are available for resident use. If you wish to use them you may come to the ARCs and ask to borrow the item. Your card will be returned to you when you have returned the item you have borrowed.

Vandalism

Damage and vandalism to common areas in the residence halls will be attributed to the responsible individual or group who will then be charged for the repair or replacement of the damaged property.

Whenever it is not possible to assign charges for damage or theft of University property to specific individuals, those costs will be divided evenly among the smallest group of residents to which the damage can be attributed. For this reason, it is important that a staff member be contacted immediately with information regarding damage to or theft of University and/or personal property.

Washing Machines and Dryers

Washing machines and dryers are located on the lowest level of the LLC. Broken or inoperable machines should be reported to the Residential Life Office or Student Services Office so that prompt repair can be arranged. Guests are not permitted to utilize these facilities. The cost of a laundry card is CHF 50.- to be paid in cash. For

students living at Les Berges du Rhone the self-service laundry facility Rhone Wash is available 24/7.

Weapons and Firearms

Weapons and firearms of all kinds are strictly prohibited on campus and the residences. Weapons and firearms include, but are not limited to, guns, bows and arrows, hunting knives, switchblade knives, butterfly type knives, metal knuckles, paintball guns, throwing stars, nunchaku (nun chucks), bolas, slingshots, and blow guns. Ammunition is also prohibited. Instruments such as B-B guns, pellet guns, wrist rockets, catapults, dart guns, etc., which are used to propel dangerous objects through the air are prohibited. Residents found storing any type of weapon or firearm will have that device confiscated by University staff members and will face disciplinary action.

Windows and Terraces

Windows are not to be used as entrances or exits. Blinds may not be removed. Failure to abide by this policy will result in a maintenance fee for installation, repair, and/or a fee for replacement. Throwing objects out of the residence halls, apartments, or houses or hanging items in or from windows is strictly prohibited.

Terraces must be kept clean at all times. Only appropriate terrace furnishing for outside use should be used. No drying of clothing or linens will be permitted at any time on campus terraces.

SECTION 5: Smoking, Alcohol and Drug Policy

Smoking

Smoking is not permitted inside Webster University buildings. Smoking is not permitted in resident rooms or common areas of all University residences. Receptacles for disposal of cigarette butts are provided outside the residence halls. Students are responsible for the proper disposal of cigarette butts. Failure to do so could result in monetary fines imposed on all students living in units where cigarette butts are found in the vicinity. Possession of electronic cigarettes, cigars, pipes or hookahs is prohibited. Smoking is only permitted outside the buildings in designated areas.

Students found smoking in prohibited locations can be fined CHF 250.- (for the first offense), as well as be held financially responsible for any damage done to the facilities (i.e. smoking in a residential room may cause the entire space to be cleaned and painted).

Repeated offenders will be obliged to complete hours of community service.

Alcohol

Alcohol may be consumed within the Webster University campus housing in accordance with the following rules:

Webster University students, of legal drinking age may consume alcohol within the privacy of their own rooms/apartments, or in a room or apartment other than their own as long as the individuals present are over the legal drinking age.

Swiss law states that the legal drinking age is 16 years old in order to possess or consume beer and/or wine and 18 years old to possess or consume any other alcoholic beverages.

A resident of legal drinking age may consume alcohol in the presence of his or her under-age roommate, only if the underage roommate does not consume alcohol and there are no other minors present.

Residents of Webster University under legal drinking age may not possess or consume alcohol. Underage residents are not permitted to be in the presence of alcohol, unless it is in his/her own room or apartment with a roommate of legal drinking age.

Residents of Webster University, regardless of age, may not:

- Consume alcohol in a room or apartment other than their own in the presence of a minor.
- Consume alcohol in the public areas of the University (i.e. hallways, parking lots, patios, balconies, etc.) unless it is in association with a sponsored Webster University event (i.e. Webster Parties, BBQ's).
- Possess large bulk containers of alcoholic beverages (i.e. kegs, party balls, trashcans, etc).
- Display alcohol containers, empty or full, for the purposes of decoration or exhibition.
- Be on campus at any time in an intoxicated state or clearly under the influence of alcohol.

Drinking of wine and beer is only permitted by residents of legal drinking age in the lower level student lounge and games room. No spirits such as cognac, gin, vodka, whisky or rum etc. is permitted. Unauthorized use, sale, distribution or transfer of alcoholic beverages, habitual and/or public drunkenness, and disturbance of others in connection with drinking are also violations of University policy and Swiss law.

Alcohol violations will result in disciplinary action that may include, but not be limited to, referral to an alcohol and substance abuse counselling program, disciplinary service hours, fines of up to CHF 200.-, probation, or dismissal from University housing.

Drugs

Possession, sale, distribution or use of illegal substances or associated paraphernalia (e.g. bong, roach clips, pipes, burned spoons, shooters, grinders, etc.) is prohibited. Exceptions are granted only in the case of prescribed medication under a physician's supervision. The possession, sale or distribution of illegal substances is grounds for immediate dismissal from the Webster University residential community, suspension or expulsion from the University and referral to local authorities.

Possession and/or use of CO₂ (aerosol) canisters are not allowed because of their explosive nature and their use as a stimulant. BD's or cloves cigarettes and the like are not permitted in the residence halls because of their similarity to the odor of marijuana and the adherence to the no-smoking policy.

Confirmed odor of marijuana by two or more staff members is a policy violation. Being on campus while intoxicated or under the influence of drugs is also a violation of the drug policy.

Implied Consent

All students in a room/area will be held responsible for their behavior/objects in that room or area. Residents who are not observed participating in misbehavior or in possession of inappropriate items/objects, but are in the presence of a policy violation, can be held responsible. This is called *implied consent*. If a resident is not present, he/she will be held responsible unless it can be clearly demonstrated that he/she had no knowledge of the violation.

SECTION 6: Mental and Physical Health Emergency Policy

The growth and development of students at Webster University is central to our goal of maintaining an environment conducive to student learning, academic achievement, individual responsibility and respect for the rights and privileges of others. One aspect of this mission includes the availability of counseling, educational programs and policies to foster good mental and physical health.

112 is the central European EMERGENCY # from your mobile telephone

Médecins de garde for Geneva and Bellevue:	Telephone: 022 748 49 50
Association des Médecins in Geneva	Telephone: 022 322 20 20
SOS Médecins	Telephone: 022 748 49 50
Médecins à domicile (24h/24)	Telephone: 022 754 54 54

Addressing Behavior and Emergencies

Occasionally, a student/resident's psychological or physical condition manifests itself in such a way that it must be addressed. At times, emergency situations occur which require immediate response and important aftercare. Emergency situations may include:

- Destructive or other inappropriate behavior
- Drug and alcohol abuse
- Eating disorders
- Any behavior that points to possible imminent danger, foreseeable danger to oneself, or another member of the University community. In some cases, this will result in a hospitalization, or the student leaving campus for a period of time.

After assisting the student with his/her particular mental and/or physical health emergency, the Student Service Officer, Counseling, and other essential student affairs offices must be involved with the student's transition back into the University community.

In these emergency situations, the University reserves the right to do any or all of the following:

- Consult with and refer the student to a mental and/or healthcare facility or provider (University's Counseling Service, local Health Services, an area hospital, or licensed mental health or healthcare professional) for a mental health or other medical evaluation. The cost for any off-campus referral will be at the expense of the student.
- Remove the student from campus (including on-campus housing) until such time that a full mental health and/or medical evaluation is completed and the Campus Director (or his/her designee) approves the student's return to campus.
- Require the student to sign appropriate release forms allowing designated staff at Webster University to consult clinician(s) serving the student.
- Refer the student to the University judicial process if the student's behavior has violated any rules, policies or procedures.

Involving Essential Parties

In some circumstances, Webster University reserves the right to notify the parents of the student and appropriate University officials, including the Campus Director and faculty, due to the potentially serious nature of the situation.

Returning to Campus After Treatment

A student who has been hospitalised, or has left the campus, due to a psychiatric emergency, may be allowed to return to Webster University (and/or campus housing)

if s/he agrees to take steps that will accommodate his/her needs and the needs of the University community.

Prior to returning to campus, the student must meet with the Campus Director (or his/her designee), following release from a health care facility for a mental health or medical emergency. The student must provide results of any mental health or medical assessments that were made and any other supporting documentation, which provides the clinician's assessment of the student's ability to return to the University.

The Campus Director (or his/her designee) will assess the information provided and reserves the right to make a determination as to whether or not the student will be permitted to return to campus. The University will assess whether the student can be reasonably accommodated to permit his/her participation in classes, educational programs and activities, including living in campus housing, without causing an undue hardship or presenting a direct threat to the health or safety of other members of the University community.

The University reserves the right to require the student to comply with a University-monitored treatment plan recommended by a licensed health care or mental health professional as a condition of returning to the campus community.

Any student who does not follow through with the assessment process, from the initial meeting through the recommendations given, may be withdrawn from classes and be required to leave the campus.

This policy also applies to student residents who have been hospitalized for physical health emergencies.

SECTION 7: The Judicial Process and Sanctions for Policy Violations

All residents are subject to the student code of conduct listed in the *Webster University Student Handbook*. The residential life judicial process is outlined in the Handbook. Students can request to have their case heard by a Residential Life Staff Member. Specific cases may be referred to an appropriate board or administrator. If a student is found to have violated a policy, then a sanction(s) is assigned following the meeting. There are no automatic sanctions, but a level of consistency will be applied in most policy violation situations. Sanctions are assigned based on the nature of the violation.

Disciplinary sanctions may result from violations of any local law or ordinance, Residential Life or University policies or rules. In some cases, more than one sanction may be appropriate. Sanctions may include, but are not limited to:

No Action

When it is determined that the individual will not be held responsible for a documented incident, written notification will state this for the resident.

Mediation

For minor offenses

Warning

A warning is a statement to the individual that indicates that their behavior was not acceptable and any further violations will result in more severe disciplinary action.

Restitution of Damage

This includes payment for theft or damages caused to property on the campus or to another individual's property.

Disciplinary Service Projects

This can include, but is not limited to, assigned on-campus work or service.

Fines

Fines may be imposed in addition to educational and disciplinary sanctions. All fines are designed to compensate the community for any negative impact. A chart of possible fines is on the next page.

Referral to Counseling and/or Alcohol and Substance Abuse Prevention

This is to provide support services and programs to assist the student in more effective management of personal crisis and/or alcohol/drug use and abuse.

Discretionary Sanctions

The hearing officer reserves the right to initiate sanctions, which may be appropriate for specific and/or unique situations.

Residential Probation

Due to the nature of the violation, the student is placed in a probationary period and any further misconduct may result in removal from campus housing and/or more severe disciplinary action, including suspension or dismissal from the University.

Removal from University Housing

This sanction is imposed when it is determined that behavior is unduly disruptive or dangerous to the residential community.

Possible Fines:

Remark: Any third offense of the similar nature will result in a fine and community service hours.

Offense	1 st	2 nd	Comments
Blocking smoke detector	40.-	Out *	Not including fine for smoking if applicable
Damage to university property	100.-	200.-	Not including charge for repair or replacement
Display of alcohol bottles	50.-	100.-	Will double each time
Disturbing the ARC for disorderly conduct	40.-	40.-	Lock-out after midnight, noise at night ...
Driving violation	250.-	500.-	A 3 rd offense will result in a fine of CHF 1,000.- and banishment from using Webster parking
Drunkenness	200.-	400.-	Will double each time
Fire alarm: setting it off	50.-	100.-	Not including the cost of the firemen unnecessary intervention (CHF 1,200.- min)
Fire Hazard: candles, hookahs, incense (non-exhaustive list)	250.-	500.-	Not permitted in any residence even as decoration. A 3 rd offense will result in a fine of CHF 1,000.- and 50 community service hours. A 4 th offense will result in a fine of CHF 1,500.- and the expulsion from Webster housing in 24 hours.
Gambling or playing poker	100.-	200.-	Not permitted in any residence Will double each time
Improper Check out of a residence hall room or apartment	75.-	/	Neglecting exit evaluations, switching rooms or apartments with someone else, leaving room/apartment without proper notice
Key loss or breakage	100.- 100.- 20.-	/	Les Berges LLC Mailbox
Move-out after deadline date	250.-	/	Personal items will be put in large garbage bags and stored for a while, then dumped or donated
Moving public area furniture	50.-	/	Per day
Noise	40.-	80.-	Will double each time
Non-compliance with sanitary measures (Swiss cantonal & university measures)	100.-	150.-	A 3 rd offense will result in a fine of CHF 200.- and disciplinary action
Pets	500.-		Pets are not allowed in any of the residences
Non-compliance of disclosing information	100.-	200.-	When asked for your name for example

Room Lockout	Warning	5.-	If it becomes a frequent event, then you will be charged CHF 5.- for each lockout
Smoking in the premises or prohibited areas (including electronic cigarette)	250.-	500.-	A 3 rd offense will result in a fine of CHF 1,000.- and 50 community service hours. A 4 th offense will result in a fine of CHF 1,500.- and the expulsion from Webster housing in 24 hours. More than 5 cigarette butts found in a room is considered as multiple offenses. The rule of 3 rd offense applies, even if 1 st offense.
Trash	30.-	60.-	For refuse left outside a resident's unit or elsewhere other than in the dumpsters. Per bag.
Trespassing	100.-	200.-	Despite notices posted up on doors or boards
Unsanitary state	110.-	220.-	Will double each time. Not including cost for professional cleaning (additional 100.-)
Vacuum cleaner	150.-	200.-	You are not allowed to keep the vacuum cleaners more than 4 hours

* It involves the security of all the residents and staff members.

* Student in ResLife probation will be attributed an additional CHF100.-

Student accounts will be charged accordingly.

Note: This list is not exhaustive. When an infraction occurs, the Residential Life office will consult with the Disciplinary officer and determine an appropriate amount for a fine or disciplinary measure.

Appendix

