



Residential  
Life

# Guide to on- campus living

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Centennial  
Hall

## **Guide to On-Campus Living:**

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## Welcome to Wildcat Housing

Residential Life encourages and inspires residents to expand their definition of learning; Residential Life will provide a supportive living environment in which students will have meaningful and developmental opportunities to acquire essential life skills.

In order to maintain a standard of living that is fair, safe and consistent, Residential Life requires all residents and guests to adhere to the rules and policies governing on-campus housing set forth by this guide as well as the [Student Code of Conduct](#). Violations could result in disciplinary action. Please review both carefully and contact Residential Life if you have any questions.

## Care of Room/Apartment & Residential Facilities

Students are responsible for university property within their assigned room/apartment, including furniture, walls, bathroom and kitchen facilities (where applicable), flooring/carpeting, window screens and blinds, etc.

### Residents are responsible for the following:

- Keeping their room/apartment clean, free of trash and in a general sanitary state, including private bathrooms which are to be cleaned and maintained by the residents of the room.
- If at any time a Residential Life staff member determines that the room/apartment is not meeting cleanliness standards, 24 hours will be given to rectify the situation.
  - If, after 24 hours, the room/apartment still does not meet cleanliness standards, disciplinary action may be a result.
- Keeping window screens in place and secured. Residents are not permitted to hang or project anything outside of windows (speakers, flags, signs, etc.)
- Keeping window surfaces clear of all opaque materials, such as aluminum foil, posters, tapestries, hanging curtains, flags or signs, etc.
- Ensuring all furniture assigned to the room remains in the room throughout the entire academic year. Missing furniture can result in replacement charges.
- Ensuring unoccupied furniture (beds, dressers, closets, desks, etc.) remains set up and available for use by a new resident at any time during the year. If this is not followed students may be sent through the student conduct process.

## Personal Property/Insurance

**The university is not responsible for the personal property of students.** This includes for loss or damage of personal property due to any cause; items delivered to the university on a student's behalf as well as property in individual rooms.

It is strongly suggested that all students obtain personal property insurance to protect themselves from loss or damage due to theft, fire, flood, vandalism and any other hazards. Students are urged to lock the doors and windows of their rooms each time they leave. It is the responsibility of students to take precautions to secure their personal property during break periods. Any belongings left behind during any such period are and remain the sole responsibility of the occupant.

## Maintenance Concerns

When you experience a maintenance issue in your room/apartment or within the hall it should be reported as soon as possible. **Non-emergency** maintenance requests (such as a light bulb out, a broken appliance, etc.) should be reported via email to [den.facilities@jwu.edu](mailto:den.facilities@jwu.edu) .

If you have an **EMERGENCY** maintenance situation after office hours (8:30am-4:30pm Monday-Friday) or during the weekend (e.g., toilet leak, broken window), **please contact an RA, Residential Life staff member or your building's front desk (if applicable) right away, if you are unable to connect with Residential Life then please call Campus Safety and Security.** The online maintenance system is not managed during these times so please do not log them there. Waiting could cause a larger issue.

## Damages

Upon move-in, it is the student's responsibility to report any items which appear to have been damaged or broken via email at [den.facilities@jwu.edu](mailto:den.facilities@jwu.edu).

If damaged/broken items are not reported within the first two weeks of the student's arrival, they could be assessed damage charges.

When property damage is determined, whether voluntary or involuntary, the individual(s) responsible will be assessed charges for replacement or repair (excluding normal wear and tear). If the individual cannot be identified, all assigned to that room/apartment will be equally assessed for damage.

Please be sure to report damages promptly so that the damages can be addressed by Maintenance. This includes damage caused by a resident's guest.

When university property damage occurs to common areas such as hallways, lobbies, recreation and study rooms, laundry rooms, vending machines, etc., the responsible individual(s) will be assessed for the damage.

- If that individual cannot be identified, all or a portion of those residing in that residence hall apartment or room may be assigned responsibility by a Residential Life professional and assessed damage charges.

When a room/apartment is vacated it must be cleaned by the resident(s) vacating, either during the academic year or at the end of it, the room/apartment is inspected and any damages discovered are charged to the occupants of the room.

- Damage charges are assessed to your student account. If you believe there is a discrepancy, it must be contested within 90 days.

## Pest Concerns

Unwanted pests can sometimes attempt to seek food and shelter in the residence halls, especially when the weather changes. If you see or suspect pests such as mice, ants, flies, bugs, etc., it is extremely important that you report the issue to a residential life team member and submit an online work order via email to [den.facilities@jwu.edu](mailto:den.facilities@jwu.edu).

Remember to keep food sealed at all times and to remove your trash and recycling regularly to deter such nuisances.

## Prohibited Activities & Items

### Prohibited Activities

- Using or attempting to use university property in a manner inconsistent with its designated purpose, including but not limited to painting, furniture modification, possession of university owned items in your personal room/apartment not originally placed in your space, illegally obtained signs, tampering with locks/keys, electrical, plumbing, and fire safety equipment.
- Subleasing or renting out of rooms/suites/apartments for any duration and in any matter, including but not limited to personal contact, newspaper ads and/or website(s) such as Airbnb, Craigslist, Homeaway, vrbo.com, etc.
- Hanging, attaching, or posting items to be visible outside your room on windows/doors and/or throughout the building without university approval. hallways or stairwells of the building
- Activities, incidents, and items that can or do result in damage (hallsports, skateboarding/rollerblading in hallways, horse-play, etc.)
- Actions that may affect the safety or security of the residence hall and those residing in or near it
- Tampering with wiring, plumbing or hanging items from pipes and fire equipment.
- Nails, paint-removing substances, wall-puncturing, wall decals or permanent-affixing items. Hanging items should be done in a manner that does not damage the walls, appliances (where applicable), windows or doors of the room. Hanging items from the ceiling is prohibited.
- Room doors must be kept free of flammable materials, particularly loose paper. Doors cannot be wrapped or covered with flammable materials. Dry erase boards are the only items allowed to be posted on the outside of doors.
- Activities or incidents resulting in damage to the ceiling or the floors (carpet, tile, etc.) of the room or the buildings.
- Live holiday trees are not permitted. Artificial trees larger than 4 feet are not permitted.
- Unauthorized entry to areas of residence halls, including, but not limited to, roofs, window ledges, balconies, offices and dining halls.
- Tampering with or damaging mobility and hearing impaired equipment (e.g., door knockers, bells, lights, door arms, etc.).
- Removal or blocking of door peepholes.

### Prohibited Items

The following items are not allowed in the residence halls Possession of any of the following items may result in seizure and/or disposal and may result in student conduct action.

- All items and behaviors prohibited under the [JWU Student Code of Conduct](#) are prohibited in the residence halls, including but not limited to alcohol and drugs. Refer to the university's [Drug and Alcohol Policy](#) for more information
- Alcohol bottles used as decorations.
- Personal furniture, including but not limited to couches, chairs, mattresses, etc. are prohibited in our first and second year communities (unless medically necessary approved by the Center for Academic Support or approved by residential life).
- Firearms, explosives, weapons, and ammunition (including replicas and realistic toys) such as airsoft/BB guns, knives with a blade over 3 inches (excluding university-issued culinary knife

kits), brass knuckles, fireworks/firecrackers. Refer to the university's [Firearms Policy](#) for more information.

- All flammable, internal-combustion engine, gas-powered, or open flame and high-heat producing items such as candles, incense, halogen and lava lamps, stoves and grills, heaters, sunlamps, rope lights, gasoline/butane fuels/torches, hoverboards, wall/ceiling tapestries and flags or other wall or ceiling decorations larger than 2x3 feet, motorcycles/scooters, etc.
- Large power tools and air conditioners are prohibited in all halls.

### **Prohibited Items Exceptions:**

- Small, movable, non-fabric furniture is approved. Additional items may not block resident's ability to exit room in an emergency.
- Kitchen and Other Appliances:
  - All power strips or extension cords should be UL certified
  - All cooking/kitchen appliances, including a microwave (unless part of the MicroFridge® rental program) are prohibited, except in our apartment communities.
  - Equipment that does not emit heat (blenders, mixers, food processors, etc.) is allowed in all halls.
  - Keurig, coffeemakers and popcorn makers that have an automatic shut off and concealed heating elements are permitted in all halls.
- Pets:
  - Students may only have a fish in a bowl or tank under five gallons — only one per resident.
  - We are a pet friendly campus. This means that any of our rooms on campus can have a pet. Types of animals permitted are dogs (up to 40 pounds and at least 1-year-old), domestic cats (over 1-year-old), small caged mammals (cage no larger than 16 sq. ft.). No more than one approved pet per person is allowed.
  - For more details & restrictions, see [FAQs](#) for more details.
  - If you have any questions about emotional support animals or service animals, please contact the Center for Academic Support.

### **Health & Safety Inspections**

Johnson & Wales University reserves the right to enter the room at any time in the event that a violation of the [Student Code of Conduct](#) occurs or is believed to have occurred and search bags, residence hall rooms/apartments, MicroFridges, refrigerators, room safes and packages at any time for fire, health and safety hazards for prohibited items and for maintenance and inventory reasons. Room searches are conducted by members of Campus Safety & Security.

Health & Safety Inspections are minimally conducted once a term during week 6 or more if deemed necessary by the Residential Life department and are announced in advance.

- These inspections are designed to ensure that your room/apartment is in working order and no health, safety, sanitation or maintenance concerns exist.
- If at any other time during the year you have a concern with your room/apartment it should be reported immediately via maintenance request system or to a Residential Life staff member.
- If violations of the [Student Code of Conduct](#) or policies within this guide are discovered during the course of an inspection, residents may be subject to [student conduct review](#) and disciplinary action.

If a prohibited item is found in a student's room or apartment, the item will be confiscated. If an item is confiscated the student must contact the Area Coordinator within three business days to make arrangements to remove the item from the residence hall. Failure to do so may result in the disposal of the confiscated item.

### **Quiet & Courtesy Hours**

As members of a Residential Hall community, residents understand that the actions of one person can affect the comfort of others in direct and indirect ways. It is the responsibility of every resident to be considerate of those around them.

Quiet hours are in effect for all halls Sunday through Wednesday (or any day preceding scheduled classes) 11 pm-9 am; and Thursday through Saturday, midnight-10 am so that you can study and sleep. During quiet hours, sound must not be audible beyond the limits of any individual room, hallway, or common area.

All students are expected to abide by courtesy hours. This means that any time during the day or night, residents are respectful of one another; maintaining a community that enables everyone to study, relax and sleep.

Avoid slamming doors and be cautious of speakers/TV volume, and talking should be kept at an acceptable level. This includes in your room and in areas frequented by the public such as hallways, the lobby, building entrance, common rooms, stairways and elevators.

For those with parking privileges on site, the volume of your car stereo should be set at a reasonable level while your car is on campus.

If students or guests in your hall are making enough noise to bother you, you have the right (at any time of day or night) to *politely* ask them to be more quiet. If the issue persists, please contact a Residential Life staff member who will address the noise.

24-hour quiet periods are in effect during the examination period of each term and at other times as announced.

### **Prohibited Activities:**

- Excessive noise that emanates beyond the room that does or can disturb others.

- Positioning or use of speakers in a manner that disturbs neighbors or causes sound to emanate beyond the room. This includes speaker placement in windows facing the outdoors.
- Excessive noise in areas frequented by the public such as adjacent parking lots, building entrance, hallways, stairways.

## **Alcohol & Drugs**

As stated in the University's [Drug and Alcohol Policy](#), possession or use of alcoholic beverages anywhere on university premises is prohibited, with few exceptions. The exceptions to the policy are as follows:

Alcohol is permitted to residents of Triangolo Hall, Gaebe Hall, and Founders Apartments who are age 21 years or older and whom have signed a “Special Agreement Regarding Residents of Triangolo Hall, Gaebe Hall, and Founders Apartments Ages 21 or Older”. Residents in these areas must have participated in a required residential Life alcohol workshop in order to possess and use alcoholic beverages in their own apartment/room in accordance with the Special Agreement and applicable laws. The special agreement sets forth detailed requirements for such residents, including approved types of alcohol, the amount of alcohol permitted per resident and rules on hosting guests.

Alcohol is not permitted in the other residence halls regardless of a student being of legal drinking age.

Illegal drugs, including unlabeled medication bottles or bottles of medication that are not prescribed to the person who possesses them, are prohibited. In addition, items intended to aid in the use of illegal drugs or excessive alcohol consumption (i.e., bong, pipes, hookahs, needles, funnels) or items perceived to be for drug use are also prohibited on campus. If a residential life team member suspects a residential student is in violation of a policy behind a locked door, the residential life team member reserves the right to enter the room at any time to ensure the safety of the residents.

Please refer to the [Student Code of Conduct](#) for details regarding alcohol and drug violations.

## **Guest Policy**

It is the responsibility of the resident(s) to ensure that all guests comply with this Guest Policy and any rules and regulations specific to each individual residence hall.

- Residents may sponsor a maximum of two guests in a residence hall. The residents should advise their guests of, and the guests agree to comply with, all university rules and policies, including the behavioral expectations set forth in the Student Code of Conduct.
- A guest is any individual who does not reside in the residence hall to which the individual is requesting access.
- Overnight guests are permitted in the residence halls; however, overnight guests (any person not assigned to the specific room) are limited to no more than three overnight visits in any seven day period or no more than three consecutive nights.
- Guests Under 18 Years Old (16 and 17 year olds): Any guests under 18 must be approved by the Area Coordinator/Graduate Assistants at least one week in advance along with a parental note with a signature, emergency contact name and phone number, and valid government issued ID to spend the night or visit during the day.



- Guests Under 16 Years Old (infant – 15 years old): Anyone under the age of 16 (including infants) is never allowed to stay overnight or visit in the residence halls. They may be allowed to visit for a short period of time if accompanied by a parent/guardian and approved by Residential Life.
- Sponsoring residents must accompany their guests at all times and are responsible for their guests' actions and behaviors, including ensuring that the rights and privacy of the other room and hall occupants are respected.
- Residents may be subject to disciplinary action and suspension of guest privileges for any conduct by their guests that violates university rules and policies, including this Guest Policy and the behavioral expectations set forth in the [Student Code of Conduct](#).
- Roommates must discuss guest visits in advance. If a student and roommate cannot agree, they should contact a Residential Life team member to assist with mediating the conversation.
- Providing keys or access cards to guests or anyone is strictly prohibited.

*Residential Life reserves the right to amend this guest policy*

### ***Parking and Bus Passes for Guest***

Guests of residents must have a temporary permit issued by Campus Safety & Security in order to park vehicles on university property.

### **Smoking & Fire Safety**

Johnson & Wales University is a tobacco free campus. In conjunction with being tobacco free please keep in mind that all areas of all residence halls are smoke-free including rooms, bathrooms, common areas such as lounges, hallways, laundry rooms, entryways and outside the building near room windows. This includes, but is not limited to, smoking tobacco products, electronic cigarettes (“e-cigs” or “e-cigarettes”), and vaping.

Do not throw cigarettes in mulch as it can cause the mulch to catch on fire or in a trash can, as it could ignite combustible items (paper, etc.) inside the can.

### ***Fire Safety***

- Electrical outlets must be appropriately used and electronic equipment (computers, stereos, televisions, hair-styling tools, etc.) must not overload circuits or be improperly wired or have damaged wiring to create a safety hazard.
- High-heat generating items such as curling irons, clothes irons and hair dryers should never be left on or unattended while plugged in. In addition, these items should be monitored until they have cooled to avoid potential fire hazards. These appliances should only be used for their designed purpose.
- Fire pull box alarms and extinguishers are placed in the residence halls for your safety and the safety of others. Misuse of this equipment is a serious criminal offense under state laws. In addition, it jeopardizes the safety of all residents and violators will face disciplinary action by the university (up to and including dismissal from the university).

## *Fire Alarms*

- Students must exit the building whenever a fire alarm sounds, during routine fire drills and when illegal or unauthorized use of this equipment has occurred. (Be sure to take your JWU ID with you so that re-entering the building is orderly.) Residential Life will direct you to a safe location once you are out of the building. Drills will be performed each term to ensure that all residents are aware of fire exits. Failing to vacate the residence hall when directed to do so by residence hall team, emergency staff, or the sounding of a fire/smoke alarm (this violates state laws) will face disciplinary action by the university.
- Residents are required to keep belongings out of the main walkway and doorway to the room/apartment. By keeping the room tidy, residents can ensure that a clear path of egress is always available in the event of an emergency or drill.

### **The following actions are prohibited:**

- Propping open fire doors or exterior doors of residence halls.
- Improper use of kitchen/cooking facilities in rooms and community kitchens.
- Blocking hallways with furniture or personal belongings.

## **Keys and JWU Identification Cards**

All residence hall keys (room and mail), and a JWU ID cards are the property of Johnson & Wales University and must not be loaned or duplicated.

Your ID card contains a microchip which can be damaged by close contact to credit cards and other magnetic items. If damaged or lost, you will need to purchase a new ID card from Campus Safety and Security, located in the Academic Center on the first floor.

Report lost keys immediately to residence hall staff and lost ID cards to Campus Safety & Security. If you lose your key there is a fee:

- Room key: \$65

Turn in any found keys or ID cards immediately to residence hall front desk staff. Charges for lost/damaged/unreturned keys will be placed on the student's account.

To maintain the safety of our buildings, all halls require an ID card for entry into the lobby

### ***Lock-Out Policy***

Sometimes a resident will accidentally lock themselves out of their room/apartment, in which case they can request a residential life team member to unlock their door for them. The resident must produce the room/apartment key immediately after being let back into the room in order to ensure the key is not lost. Each lockout will result in a fee of \$10.

### **Trash & Recycling**

Trash should be disposed of properly and on a regular basis to the dumpsters located behind or adjacent to the residence halls.

Residents living in pet-friendly communities should refer to the pet & animal friendly community guide for specifications on appropriately disposing of animal waste.

### ***Recycling***

All halls on campus participate in the university's recycling program.

### **Room & Meal Selection/Assignments**

Undergraduate/Graduate students are eligible to live in the residence halls if they are enrolled as a full time student and in at least one on-campus class.

Room and meal assignments for first-year and transfer students are selected by the student online starting in May at [jvuLink](#). These students have paid the reservation fee and have completed their housing application online. (Students who complete the online application after July 1 may be assigned to temporary housing, which includes, but is not limited to, a room assignment with an RA or in a common or study room.)

The Wildcat Room Selection Process for returning students takes place during spring term for the following academic year. Students are required to complete the online housing application by the specified deadlines in order to receive a participation date and time to select their room and meal plan online. Due to the high demand for on-campus housing returning students cannot be guaranteed their room preference during selection; however, all applicants will be offered a space on campus prior to the start of the academic year. Students who secure a room are required to be registered for fall term classes by the published May deadline and to have made financial arrangements with the university by the August deadline in order to retain the assignment. Please review the Room Selection Process Guide for complete process information.

Room and meal assignments are in effect for the entire academic year. Student Affairs senior administrators, Residential Life administrators, Area Coordinators and student conduct review personnel reserve the right to direct a room change as needed. Note: When an occupant of a room discontinues residence, Residential Life reserves the right to fill the vacancy or to reassign the occupant(s).

Meal plan changes will not be approved for the current term once the term has started. Resident students can change their meal plan any time prior to the start of the following term for that term. (Meal plan changes for the fall term must be requested through Residential Life prior to the first day of classes.)

Upon withdrawal or suspension/dismissal from the university, or if a student's housing status changes, the student is required to remove all personal belongings from their residence hall **within 24 hours**. The university also reserves the right to remove such belongings if the student does not comply. The university is not responsible for loss or damage to any item. Residential Life cannot store personal items.

### ***Resident Student Contracts (Room Terms Agreements)***

The Resident Student Contract (or online Room Terms Agreement) is a contract (effective upon signing or submitting online) which covers the entire academic year, even though room/apartment and board (meal) charges are payable by the term. So long as the student is in attendance at the university, he or she will be responsible for room/apartment and board (if applicable) charges for the entire academic year, even if he or she decides not to occupy the room or use the dining facilities, for whatever reason, voluntary or involuntary, either prior to or during the academic year.

Students participating in study abroad or a non-local internship will have their room and meal (if applicable) assignment removed and they will not be charged for the room and meal plan for that term. If a student is suspended or dismissed from housing, the student is required to pay room/apartment and board (if applicable) charges for the remainder of the term during which the suspension or dismissal takes effect; any future housing and meal assignments will be cancelled. If a student is suspended or dismissed from the university or if the student withdraws from the university at any time, the university refund policy takes effect; any future housing and meal assignments will be cancelled. If a student is granted a reinstatement to the university, he or she must reapply for housing.

The refund policy for official withdrawal from the university is stated on the Tuition Refund Policy page. Any student re-entering the university in the same academic year must request a new housing assignment. (The original assignment is not guaranteed.)

## **Room Assignment Changes**

**Residents must have Residential Life approval in order to change their room assignment.**

Unauthorized room or bedroom changes will require that resident(s) return to their original assignment and conduct sanctions could apply.

Students interested in changing rooms within their hall or swapping bedrooms within their room/suite/apartment must request to do so through their Area Coordinator or Graduate Assistant. Students wanting to relocate to another hall must request one through their Area Coordinator. This also preserves the accuracy of our housing records.

Room/hall changes are dependent upon available space. Residential Life will attempt to honor hall change requests as space allows, but they cannot be guaranteed.

## Checking Out of Your Residence Hall

Students must vacate their rooms/apartments within 24 hours after their last examination of their final term, termination of their student status, or a change in their housing eligibility. At the close of the academic year, students must **depart within 24 hours of their last exam and/or no later than Friday of finals week at noon. Graduating students must depart by Sunday, after graduation 10 a.m. of the spring term.**

All personal property must be removed when the room/apartment is vacated. Residential Life does not store or keep items for pickup at a later date. Personal property left behind will be classified as abandoned and removed for permanent disposal. There is no storage on campus. We recommend you contact a local storage company for your storage needs.

## Checking Out

When moving out of a residence hall or when changing rooms/apartments, a student has two options for checking out.

### *Traditional*

Once you have packed all of your belongings and you are ready to depart, visit the front desk of your hall and let the team know you are checking out. An RA will accompany you to make sure your space is in good order, collect your keys and sign you out. Any damages found or missing keys will be indicated during your inspection and assessed to your student account.

If damage is found, all residents of the room/apartment could be assessed for the damage unless a specific resident(s) takes responsibility. If no one assumes responsibility, the total cost of the damages will be equally divided among the occupants of the room/apartment.

## Breaks & Hall Closing

During Thanksgiving & Spring Break (dates can be found on the academic calendar) our halls are open but there is no on-campus dining offered.

During the Winter Break (dates can be found on the academic calendar), the university will be closed including all dining. However the halls will remain open for our students.

Prior to vacating for all breaks, students are asked to make sure:

- All windows and doors are locked
- All electrical appliances are unplugged
- TVs, alarm clocks, stereos, computers, video games, hair appliances, small refrigerators unplugged and defrosted, etc.
- Room is clean, trash is removed and no items have been left on the floor or window sills
- In addition, students should be sure to take any of their medications with them.

The Residential Life team will provide additional instructions to students prior to the break. Although it is not necessary for students to remove all belongings, it is recommended to secure all valuables or take valuables with them during the break.

**At the end of the trimester if a student is moving out, students must be out the Friday at noon of finals week.** Students registered for any course that continues to meet after this date should make alternate housing arrangements.

Residents are responsible for ensuring their room/apartment is in compliance with all procedures outlined by Residential Life for academic and breaks.

## **Laundry**

Laundry facilities are located in each residence hall. The cost is \$1.50 to wash and \$1.25 to dry. Wash and dry cycles are paid for through use of a debit or credit card or through use of the WaveRider App which can be downloaded through either the Google play store or the IOS app store. Cards are swiped into the laundry machines and the cost of the cycle is automatically deducted.

To report an issue with a washer or dryer, speak with the residential life team.

Please note: The university is not responsible for lost or stolen items. It is highly recommend that you do not leave your clothes unattended. Guests are not permitted to use laundry machines.

## **Microwaves and Refrigerators**

A MicroFridge® (refrigerator/freezer/microwave combination unit) is provided in all traditional student rooms (rooms without a kitchen) Typically, the cost of the unit is split among roommates. To rent or get more info, go to [www.coloradocollegiate.com](http://www.coloradocollegiate.com).

## **Mail & Packages**

Student mail and packages are delivered from a postal service to RICOH which is located on the first floor of the academic center.

You can receive a P.O. box through RICOH once you arrive on campus for letters. Any packages will be stored by RICOH and you will receive an email stating they have a package for you. Packages can be picked up during their posted hours of operation.

Residents can send out mail (pre-paid postage) through RICOH.

Below is an example of how your mail should be addressed:

**Student Name**  
**7150 Montview BLVD**  
**Denver, Colorado 80220**



