Welcome Home!

Student Career Success Lives Here! Welcome to Northern Illinois University’s Northern View Community!

“Responsibility does not only lie with the leaders of the countries or with those who have been appointed or elected to do a particular job. It lies with each of us individually.” - Dalai Lama

We hope that your stay with us is enjoyable and that you will be able to complete your educational objectives here at NIU while contributing to your community. Northern View Community offers students an independent living environment and therefore requires certain responsibilities from residents. Students residing in Northern View Community have a number of expectations which must be observed including federal, state, and local laws; Northern Illinois University policies; and the apartment contracts and policies.

The intent of this guide is to cover administrative procedures, to provide information about amenities, and to set expectations for behavior and the consequences of violating these guidelines. Please take some time to familiarize yourself with this information. Please be sure to set up and check your NIU email account regularly. We will often send further information to you through your NIU email account. We will also contact you on your Northern View Community apartment phone, please set up your voicemail. If you have any questions or concerns, Northern View Community staff will be happy to discuss them with you.

Honesty, respect, and cooperation are necessary for productive and rewarding living conditions. Get to know your neighbors! Knowing the people you live around will help to make your experience more positive. When you know who lives around you, it is easier to ask for help, decreases loneliness, and makes you feel more secure.

The terms of your contract are legally binding. When accepting an apartment, the resident agrees that they will use and occupy the apartment and the surrounding areas in a reasonable manner consistent with the rights of other residents and in the interest of the university in maintaining the premises in good condition. Residential Life staff encourages open communication, is open to suggestions, and appreciates feedback from residents.

I hope that your residence hall experience will allow you to maximize your experience here at NIU and your Northern View Community experience will create wonderful memories and friendships that will last a lifetime.

In Huskie Pride,

Patricia A.R. Martinez
Acting Executive Director for Housing & Residential Life

DISCLAIMER: Northern Illinois University reserves the right to amend or develop additional policies or procedures as necessary to ensure the promotion of safety for the community.
Table of Contents

Introduction
Purpose ............................................................................................................. 5
Mission ............................................................................................................. 5
Departmental Program Goals ............................................................................... 5
Inclusiveness Statement ....................................................................................... 5

Housing & Dining Contact Information
Residential Administration ................................................................................... 6
Residential Facilities ......................................................................................... 6
Residential Technology ...................................................................................... 6
Residential Dining ............................................................................................. 6
Residential Communities ................................................................................... 6
Main desk phone numbers .................................................................................. 6
Facebook pages ................................................................................................ 6
Student mailing addresses .................................................................................. 6

Room Information
Rental and Property Insurance ............................................................................ 7
Accommodations & Medical Related Needs ...................................................... 7
Personal Care Attendants ................................................................................... 8
Roommate Agreements ...................................................................................... 8
How to Change Apartments ............................................................................... 8
University Break Periods ................................................................................... 9
NVC Closing Procedures ................................................................................... 9
Checking Out of Your Apartment ...................................................................... 9
Decorating Your Apartment .............................................................................. 10
Electrical Equipment and Appliances ............................................................. 10
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building and Lobby Security</td>
<td>21</td>
</tr>
<tr>
<td>Room Security</td>
<td>21</td>
</tr>
<tr>
<td>Appropriate Window Usage</td>
<td>21</td>
</tr>
<tr>
<td>Room Security</td>
<td>21</td>
</tr>
<tr>
<td>Keys/NIU OneCard</td>
<td>22</td>
</tr>
<tr>
<td>Temporarily Lost or Misplaced Keys/NIU OneCard</td>
<td>22</td>
</tr>
<tr>
<td>Annual Lockout Charges and Referrals</td>
<td>22</td>
</tr>
<tr>
<td>Temporary Key and Door Access Charges and Referrals</td>
<td>22</td>
</tr>
<tr>
<td>Lost or Stolen NIU OneCards</td>
<td>22</td>
</tr>
<tr>
<td>Bent or Broken Key/NIU OneCard</td>
<td>23</td>
</tr>
<tr>
<td>Misuse of Keys/NIU OneCard</td>
<td>23</td>
</tr>
<tr>
<td>Apartment Entry/Apartment Inspection</td>
<td>23</td>
</tr>
<tr>
<td>Repairs and Inspections by Physical Plant</td>
<td>23</td>
</tr>
<tr>
<td>and Telecommunication Technicians</td>
<td>23</td>
</tr>
<tr>
<td>Apartment Inspection by Northern View Community Staff</td>
<td>23</td>
</tr>
<tr>
<td>Entry into apartments by Students</td>
<td>24</td>
</tr>
<tr>
<td>Entry and/or Search by University Police</td>
<td>24</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>24</td>
</tr>
<tr>
<td>Fire Safety Equipment</td>
<td>25</td>
</tr>
<tr>
<td>Emergency Evacuation Assistance</td>
<td>25</td>
</tr>
<tr>
<td>Tornado Emergencies</td>
<td>25</td>
</tr>
<tr>
<td>Standards of Accountability</td>
<td>27</td>
</tr>
<tr>
<td>Responsible Technology Use</td>
<td>27</td>
</tr>
<tr>
<td>Instructions from University Officials</td>
<td>27</td>
</tr>
<tr>
<td>University Regulations and Government Statutes</td>
<td>27</td>
</tr>
<tr>
<td>Disciplinary Policies and Procedures</td>
<td>27</td>
</tr>
<tr>
<td>Administrative Suspension and Review</td>
<td>27</td>
</tr>
<tr>
<td>Discrimination and Harassment</td>
<td>28</td>
</tr>
<tr>
<td>NVC Policies and Sanctions</td>
<td>28</td>
</tr>
<tr>
<td>Administrative Fines</td>
<td>28</td>
</tr>
<tr>
<td>Student Conduct Code</td>
<td>29</td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act (FERPA)</td>
<td>29</td>
</tr>
<tr>
<td>Additional Resources</td>
<td>30</td>
</tr>
<tr>
<td>Housing &amp; Dining Dates &amp; Deadlines</td>
<td>30</td>
</tr>
<tr>
<td>Links to the NIU Housing Contracts</td>
<td>30</td>
</tr>
<tr>
<td>University Withdrawal Policy</td>
<td>30</td>
</tr>
<tr>
<td>NIU Student Tech Guide On-line Resource</td>
<td>31</td>
</tr>
</tbody>
</table>
Northern View Community Handbook Introduction

Purpose
The purpose of the Residence Hall Handbook is to provide a guide for living on campus that promotes a safe, secure, and comfortable environment in which all residents can live.

Mission
Housing & Dining is committed to providing a safe, supportive, and educationally empowering community where students can learn, grow, and be successful within a complex and diverse world. Through our collaborative efforts of Housing & Dining staff, student leaders, and campus partners our facilities and programs promote respect, individuality, and personal responsibility.

Departmental Program Goals
- To provide reasonably priced living environments that are clean, attractive, well-maintained, comfortable, and which include contemporary safety features supported by systematic operations.
- To ensure the orderly and effective administration of Housing & Dining through continuous assessment and sound fiscal management with an emphasis on student-centered decision-making for both current and future residents.
- To provide an environment, including programs, services, training, an technology. Which promote learning and growth in the broadest sense, with an emphasis on academic success, student engagement, and personal responsibility.
- To provide a variety or nutritious and pleasing meals, in pleasant surroundings, at a reasonable cost.
- To provide service that satisfies the needs of the Housing & Dining customer in a courteous, informative, efficient, and effective manner.

Inclusiveness Statement
Housing & Dining students, staff, and visitors hold a shared responsibility to work towards inclusiveness, educational equality, and ongoing personal growth. We value mutual respect and we embrace those around us for who they are.

We understand that individuals living and working in our communities bring values from their personal background, and we offer a safe space and opportunity to learn and grow from our diversity.

It is the responsibility of all community members and visitors to be respectful and approach others with understanding.

Diversity of race, ethnicity, culture, gender, class, religion, nationality, sexual orientation, gender identity, sex, veteran status, ability, age, and student status makes our communities thrive; not understanding another’s identity is not a reason to be disrespectful to a student, staff member, or visitor.

In our commitment to growth and understanding, we provide an environment that is educationally supportive so
students can persist to meet their academic and personal goals, while building lifelong skills to be successful in a complex and diverse world.

**Housing & Dining Contact Information**

This information is also available on the department’s website at:  [www.niu.edu/housing](http://www.niu.edu/housing)

**Northern View Community Area Office**
815-753-8439
Questions regarding your apartment contract

**Residential Administration**
815-753-1525—Main Office
Questions regarding your meal plan or residential billing

**Residential Facilities**
815-753-4948—Work Request Office
Problems with your microwave/refrigerator/freezer unit, room temperature, pests, damages, and repair needs

**Residential Technology**
815-753-6267—Helpdesk
Problems with internet connectivity, cable TV, computer labs or personal computers (these services are available only to residents).
For password problems, please visit [http://password.niu.edu](http://password.niu.edu) or call DoIT at 815-753-8100

**Residential Dining**
[http://www.niu.edu/housing/dining](http://www.niu.edu/housing/dining)
Information on dining facilities, menus, nutritional information and hours

**Residential Communities**
Interested in being involved on campus, would like to discuss transition concerns, discuss roommate concerns or potential room change, need to know where to find something on campus, and/or would interested in leadership opportunities? Community Development Assistant, your Graduate Assistant Community Director, or NVC Complex Coordinator, and visit the complex facebook page

*To send mail to a resident in the residence halls, address it as follows:*
- **Student Name**
- **Residence Hall and Room Number**
- **Street Address (see following list)**

*To send mail to a resident in Northern View Apartments, address it as follows:*
- **Student Name**
- **Street Address and Apt.**

**GILBERT**
815-753-3110 - Gilbert Front Desk
Room Information

Rental and Property Insurance

In an effort to provide peace of mind for students and their families, residents are encouraged to carry personal property insurance, as the University is not responsible for damage to residents’ property. Students are encouraged to review their homeowners’ policies to determine if any coverage gaps exist. If so, it is best to consult with your insurance agent regarding the purchase of rental insurance. Housing & Dining cannot be held responsible for the damage to resident’s property.

Accommodations and Medical Related Needs
Students requesting accommodations in the residence halls, including special assistance to evacuate their buildings in case of emergencies, should contact the, Graduate Assistant Community Director, NVC Complex Coordinator, or the Assistant Director of Residential Communities.

Students requiring accommodations or modifications to their housing or meal plans may begin the request process by visiting the following web page and completing the Housing & Dining Special Request for Medical Reasons: http://niu.edu/healthservices/forms

A student requesting that a service or assistance animal live in University housing with them as a part of an accommodation may also complete this form or contact the Disability Resource Center directly at 815-753-1303.

Personal Care Attendants

- Personal Care Attendants/Assistants (PCAs) shall be considered guests of the resident for whom they work.
- All PCAs should obtain a Photo Courtesy Card for the OneCard Office. For information about obtaining this card, please contact the Coordinator of Residential Facilities at 815-753-7407.
- Any PCA who has an active Photo Courtesy Card and OneCard account with NIU OneCard shall be held to all the regulations of a guest as outlined in the NIU Residence Hall Handbook and Addendum to the NIU Residence Hall Contract, except:
  - PCAs should remain under the supervision of their host at all times, though there are situations (including medical related needs and emergencies) in which a PCA does not need to be accompanied by their host.
  - A PCA whose shift starts before 11pm and carries past 11pm does not need to register for the evening of that shift. However, if a PCAs shift starts after 11pm and before 7am they will need to register in the residence halls.
  - If their host requires 24 hour care, PCAs may stay in the residence halls and Northern View Apartments past the maximum 72 hours within a seven day period.

Roommate Agreements

All residents sharing an apartment will complete a roommate agreement. This form can be acquired from your CDA. This agreement allows roommates to discuss various aspects of sharing a room and agree upon expectations for the use of and conduct in the apartment. Residents are strongly encouraged to complete a roommate agreement early in the year as it can help set the groundwork for a successful residential experience. Roommate agreements will be discussed by the CDA within the first two weeks of the semester. Residents in Northern View have the option to utilize these as a tool and they can be obtained from the office or from CDAs.

How to Change Rooms

Before requesting a room change, roommates should discuss any conflicts, particularly conflicts related to visitors. The University housing have guidelines for visitors. Roommates should know the guidelines and discuss them with each other. The CA/CDA can be a great resource and mediator during difficult conversations. If the discussion does not move toward resolution of conflict, contact the Hall Director, or Complex Coordinator. More details can be found in the Community Living section. Residents are not permitted to make room changes without authorization of the Chief Clerk, Hall Director, and/or Complex Coordinator. This process is necessary to ensure that residents have appropriate access to their mail and replacement room keys, and are billed appropriately in regards to room damages. A resident’s official room assignment generates room billing and main door access. A resident who moves without authorization may be assessed a $50 fine and may be required to move back to their originally-assigned space.
Students who are alleged victims of interpersonal violence incidents may request to have their living arrangements changed. Students should contact a Hall Director, or Complex Coordinator to make the request. Whenever possible, such requests will be granted.

**University Break Periods**

The Northern View contract does include break periods, with the exception of summer when a separate contract is required, and residents may stay in their apartments during those times.

**Checking Out of Your Apartment**

If an NVC resident finds it necessary to vacate the apartment prior to the termination of his/her contract, s/he must contact the Residential Administration office to fill out a request to be released form. Filling out this form does not guarantee the resident a release from the contract, but it is the first step in the process. If the release is not granted, the current resident is responsible for the contract until the end of that contract term. If the release is granted, then the resident is held to the terms defined in the contract addendum for canceling the contract.

Any time residents are permanently leaving their apartment, whether they are changing rooms or moving out, they need to complete the proper checkout procedures to avoid any fines.

**Proper Checkout Procedures**

- Make an appointment (10 days prior to check-out) with Northern View Community staff to arrange your checkout time. Check-out appointments are scheduled Monday through Friday between 8:00 a.m. and 4:30 p.m. Checkouts on evenings, weekends, or holidays will be scheduled at the convenience/discretion of Northern View Community staff. Changes to a scheduled appointment are to be made no less than 24 hours in advance. Failure to adhere to a check-out appointment may result in an improper check-out fine of a minimum $50.00, and allows the Northern View Community staff to assess the apartment condition without the resident’s presence. The resident maintains full financial responsibility for any assessed charges.

- Complete the Apartment Condition Form: Northern View Community staff will inspect and verify the condition of the apartment at the time of check-out. The resident should be present for the check-out process. The apartment should not contain any of the resident’s personal property. The apartment should be left in good repair and thoroughly cleaned. Woodwork, walls, floors, closets, kitchens, bathroom, and storage areas should all be wiped down. Special attention should be given to kitchen and laundry appliances – stoves, ovens, refrigerators, dishwashers, washers, and dryers should be cleaned by the resident.

- Sign the Apartment Condition Form when the inspection is completed and retain a copy of the report. Residential Facilities staff will determine if items have not be properly cleaned or left in good repair and cleaning charges will be assessed and charged to the resident’s Bursar’s account. Questions regarding damage billing may be directed to the Work Request Office at 815-753-4948.

- Return issued keys and Hall Entry Card to Northern View Community staff at time of checkout. Lock replacement fees for missing keys will be assessed and charged to the resident’s Bursar’s account. Residents will sign the checkout form when returning keys.

**Improper Checkout Procedures**

- Residents moving out of their apartments, during a semester or at the end of an academic year, are required to schedule an appointment with their SA/CDA to check out. Any resident who fails to make an appointment with their SA/CDA for checkout may be assessed a $50 improper checkout fee.
• Residents moving out of their room who fail to remove their personal belongings will be subject to the Abandoned Belongings Procedures. Any and all possessions left behind by the resident will be removed from the apartment within 24 hours, and the resident will be charged an item removal fee and a storage fee. Non-perishable items will be held for 30 calendar days and the student will be notified by certified mail to make an appointment to retrieve the abandoned belongings. If they are not retrieved within 30 days, items will be donated to a registered 501(c)3 recognized charity or disposed of and the student will be charged a disposal fee.

• The Northern View Community Apartment Contract is legally binding in effect for the full academic year, similar to any other standard landlord/tenant agreement. Students who experience significant and unpredictable changes in their life that occur after they have signed a housing agreement may request to be released from their current residence hall contract. Students are typically not released from their contracts for reasons such as: to move in with friends/relatives, because they found another living space that they think better meets their needs, or because they prefer a different living environment.

Decorating Your Apartment
Residents are encouraged to decorate their apartments to make them resemble their own style. Before adding personal touches, residents should be sure to follow these guidelines:

• Use a 3M-style Command Strip, poster putty, or painters tape to hang items on the walls.
• No over the door hooks are to be used on any door (including main room door, bathrooms, and closets)
• Do not use screws, nails, thumbtacks, staples, or strong adhesives such as duct tape, packing tape, glue, or foam-type adhesive strips to attach posters and other articles to room surfaces. Use of these items can cause damage to walls, ceilings, and furnishings.
• Painting, drawing, or writing on any surface of the room, including the doors, with any type of utensil, including but not limited to dry erase markers, crayon, pencil, or charcoal is not allowed.
• Miniature UL approved lights that do not generate noticeable heat are permissible in student rooms. No electrical wiring or lights of any type may be run through a doorway to be used as decoration in the hallway.
• No candles, incense burners, potpourri pots, or scented oil warmers may be used at any time.
• No decorations may obstruct access to halls, stairwells, or exits.
• Alcoholic beverage containers, empty or full, may not be used as decorations or openly displayed in any resident apartments.
• The outside of the apartment door and the window facing outward are considered University space representing the character of the institution. Public display areas may be monitored to insure that inappropriate materials/messages are not visible. University administration/Residence Life staff uses the policies, mission, and values of the institution to determine the appropriateness or inappropriateness of public area displays. Residents may be required to remove public displays deemed as inappropriate.
• The residence hall room/apartment number located on the exterior of each resident’s door must be visible at all times.
• Do not cover the evacuation diagram located on the interior of your apartment door or closet door.

Electrical Equipment and Appliances
Due to the current residential room electrical configuration, a maximum of 8 amps should be used per electrical outlet in a student room.

Use surge protectors/power strips for all electronics, particularly computers, televisions, VCRs, stereo equipment, and clock radios. Lightweight extension cords and multiple outlet plugs without surge protectors create a safety hazard and are prohibited.

Use of extension cords is permitted in Northern View Community, as long as they are only attached to a single
electrical appliance. Please use caution in the use of electrical extensions. Electrical extensions cannot be strung through doorways or across hallways. Keep power strips away from heat sources and moisture and do not use paper around electrical outlets.

Personal routers and/or wireless access points are prohibited. Unmanaged switches can be used to connect more than one device in a room.

Open-ended heating elements and electrical appliances that may pose a fire hazard, such as hot plates, hot pots, electric or contact grills, and space heaters are prohibited. Electrical appliances with an enclosed heating element are permitted in the Northern View Community apartments (i.e., popcorn makers and coffeepots) when used under continual supervision.

Every apartment is furnished with a microwave and refrigerator/freezer appliance. Other microwave ovens, freestanding refrigerators or freezers are not allowed.

Personal/room air conditioners may not be brought into the hall or installed in resident apartments.

Prohibited Items

Items that create danger to persons, damage to University property, a fire/safety hazard, and/or a public nuisance must not be used, possessed, or stored in apartments. These include:

- Internal combustion engines, acids, automobile batteries, gasoline, torches, and halogen desk lamps.
- Weightlifting equipment.
- Musical instruments equipped with amplifiers, and other instruments that carry sound beyond the confines of a residents apartments are not permitted.
- Animals, birds, amphibians, or pets of any kind (exception: qualified service animals for individuals with disabilities). Fish are welcome to live with us, but the fish tank must be 20 gallons or less at NVC.
- Substances from which potentially offensive/overpowering odors emanate (heavy perfumes, room scents, potpourri, sports/camping equipment, etc.).
- Charcoal and other fire starter materials. Residents may store grills (but not combustible fuels) in their rooms, but may not use them indoors. Barbecue grills must be located at least 100 feet from any campus building when in use.
- Bicycles may not be parked anywhere inside except in the resident’s apartment with the agreement of the resident’s roommate. (See additional Bicycle information in the Community Living section.)

Room and Furniture Modifications

As residents arrange their apartments to make it suitable for their living style, they should remember the following guidelines:

- Each NVC unit is equipped with a stove, refrigerator, dishwasher, garbage disposal, and washer and dryer. Residents will also find in their apartments, window coverings, smoke detector, TV cable outlet, and network connections.
- Northern Illinois University equipment may not be removed from the apartment. Accessory items you may bring into your apartment such as furniture, pictures, towel racks, or pole lamps that can cause damage to the apartment walls, etc., will be the financial responsibility of the resident if repairs are to the University-owned property are needed.
- Waterbeds and other water filled furniture are prohibited.
- Other personal furniture that blocks the entrance to the room is prohibited. Accommodation requests must be directed to the appropriate campus office for authorization. Please call the Coordinator of Residential Facilities at 815-453-7407 for assistance.
- Unless you are contracted in a family-style apartment, if you have not been assigned a roommate, half of
the common areas and the second bedroom should remain vacant and clean at all times. A roommate can be assigned at any point during the year. Housing & Dining staff will make every effort to give the current resident(s) notice about a new roommate.

Caring for your Microwave and Refrigerator

The university-supplied microwave and refrigerator units must be plugged into the wall (follow instructions provided on the unit). If you wish to unplug your unit, please follow the instructions for Defrosting your Refrigerator.

Microwaves that have a dial timer (not a digital touch pad) need to be set to zero in order for the refrigerator to turn on again.

Avoid slamming the microwave door, as this damages the operating switch and can cause the microwave to malfunction.

Take good care of your microwave and refrigerator units. If you damage the unit, you will be billed for repairs or replacements.

Defrosting your Refrigerator

Why is Defrosting Important?

- Defrosting regularly is one of your responsibilities as a resident of your apartment and helps extend the life of the refrigerator.
- Built up frost inside the refrigerator is completely normal. And must be defrosted manually when it gets to be more than 1/2 inch thick.
- If too much frost exists in the freezer, it will prevent the refrigerator from cooling properly, and the food in the refrigerator may spoil.
- If the frost gets too thick, it essentially insulates the freezer so the cooling element cannot do its job. When this happens, it causes the unit to run harder, which may cause premature failure.

How Do You Defrost Your Refrigerator?

- Defrost the refrigerator by unplugging the unit, removing the items, and leaving the freezer door open. Remove large ice pieces as they come loose, and wipe up any excess water with a towel. Please place an old towel in the bottom of the fridge to soak up the water as the ice melts.
- Use a plastic ice scraper to remove loose frost. Do not chisel at solid ice pieces, wait until they melt
- Make sure the freezer is completely dry before plugging the unit back in, or closing the door when not in use
- Before changing apartments or moving out, defrost and clean out the refrigerator and microwave. There is a $50 charge for not cleaning out the unit and an additional $50 charge for not defrosting the refrigerator.

Garbage Disposal
Only put soft food garbage in your garbage disposal: no bones, seeds, popcorn kernels, glass, plastic, tin cans, etc. To operate your garbage disposal unit:

- Scrape food directly into the garbage disposal.
- Turn on cold water full force, letting the water run continuously. **Make sure you do not use hot water**
- After all food has disappeared through the disposal keep the cold water on for about thirty seconds. This extra flushing verifies that your drain line has been cleared.

If you follow these instructions and your garbage disposal is still not properly operating, call the Work Request Office at 753-4948. If your disposal stops, it may be due to an overload of food waste or a jammed mechanism. If a plumber is required to unclog a disposal unit, the resident will be charged. At no point should a resident or any other non-University staff member attempt to repair a malfunctioning disposal.

**Plumbing and Toilets**

Northern View residents are responsible for cleaning their own sinks, showers, and toilets. Residents should not use excessive amounts of toilet paper, or put diapers or feminine products in the toilet or sinks.

- If a toilet has too much water or becomes clogged, residents should use a plunger.
- Plungers are not provided by the Northern View Community Center or Work Request Office staff.
- If a resident is still having toilet issues after using their plunger, they should contact the Work Request Office at 815-753-4948 for further assistance

**Washer/Dryer Units**

Residents need to clean the lint traps in the washer and dryer on a regular basis. Lint traps that are full are a fire hazard.

The lint trap is on the back part of the dryer inside the machine. It is a kidney bean shape with 2 holes in it. Pull the trap out and open it to remove the lint. Reinsert trap before use.

The lint trap in the washer is found by pulling out the central piece (that turns the clothes) and looking inside. Remove the lint and pop it back into place.

When using the dryer, residents should be sure to keep one of the closet doors open so that the machine is properly ventilated. This will allow the dryer to be more efficient.

Residents should not overload the washer or dryer.

**Carpet Shampooing**

Apartment carpeting is shampooed each time an apartment is vacated in preparation for new residents. If residents feel their carpeting needs shampooing while they reside in an apartment, this service can be arranged through the Work Request Office. For fee information and arrangements for this service, please contact the Work Request Office. Under no circumstances is carpet shampooing to be completed by residents themselves or any other non-University staff.
Community Living

Northern View Community is home to many students, and it is important to create a welcoming environment for all. Living in a new community offers many opportunities to meet new people and learn from a variety of experiences.

Community Grounds and Public Areas Protocol

Public areas and grounds surrounding the complexes are for the enjoyment of all residents. Behavior that endangers others or detracts from a welcoming community environment is not acceptable.

- Disruptive residents will be asked to leave public areas. Disruptive guests will be required to leave the building and/or campus.
- Loitering by nonresidents in public areas is prohibited. Violators are subject to arrest for trespassing.
- Housing & Dining staff reserve the right to secure or clear any and all complex public areas, including the Community Center.
- Students are expected to refrain from a level of noise that disrupts operations in administrative areas of the Community Center.
- Ball playing, throwing water balloons or snow, use of paintball or water guns, skateboarding, and all other activity which may potentially block hall entrances or impede pedestrians are prohibited on complex grounds, porches, entranceways, or directly adjacent areas.
- Individual or group participation in an activity inside a complex that would be identified as sports recreation suitable for outdoor (or recreational facility) settings, which includes, but is not limited to, ball or Frisbee throwing, dribbling, golfing, hockey playing, skating, and running, are prohibited. Roller blades, bicycles, and scooters may not be used inside a complex.
- A prohibited “party atmosphere”, which includes but is not limited to, excessive gatherings of people in an apartment or common area and significant noise disruptions or other disruptions. These situations may not occur regardless of the presence or non-presence of alcohol.
- Any disruptive actions that violate normal socially accepted rules of conduct or may seriously annoy and/or disturb other individuals in the community is prohibited.

Smoking Policy

No smoke is allowed, including but not limited to that created by: cigarettes

- Cigars
- Pipes
- Candles
- incense.

Smoking is not permitted (including smokeless or electronic cigarettes) inside any building, including student rooms, hallways, lounges, or any other location on NIU property.
Trash Removal

In order to maintain a clean, healthy atmosphere for all residents and to keep pests out of our apartment buildings. Trash must be deposited in dumpsters located in parking lots adjacent to each building. Please be sure that all garbage is bagged and put directly into the dumpster. **Under no circumstances** is trash or garbage to be left outside apartment doors, in the hallways, or beside the dumpster.

If children take out the garbage, they must be physically able to put the garbage bags into the dumpster. Garbage may not be piled on top of the dumpster.

If the dumpster becomes full, please call the Community Center to have it picked up.

Medical Waste

Students are required to dispose of all needles and syringes in a medical waste container provided at no charge by the Environmental Health and Safety department. It will be the student’s responsibility to contact Environmental Health and Safety at 815-753-9251 to obtain a container. The medical waste container must be returned to Environmental Health and Safety when it becomes full. **Never dispose of needles in your regular trash that is taken to the dumpster.**

Maintaining a Pest-Free Environment

To maintain a pest-free environment:
- Wipe up any spilled food immediately.
- Wash all dishes and utensils used for food preparation after each meal.
- Do not let garbage accumulate. Dispose of all garbage in the dumpster on a regular basis.
- Do not accumulate piles of papers or paper bags.

During the winter months, it is likely that rodents will try to get to a warmer place such as your apartment. To keep your apartment as rodent-free as possible, we recommend that you purchase some basic steel wool and fill in any crevices around the plumbing in the kitchen, bathroom, and the closet with the washer and dryer. Rodents will not be able to gnaw their way through the steel wool. In addition to the steel wool, be sure that your apartment is clean and that your garbage is regularly taken to the dumpster. Dumpsters are strategically located away from the buildings to help keep all kinds of animals away from the buildings. **DO NOT** leave your garbage outside of your apartment door or at the entrance to the building; this will most certainly attract undesirable rodents.

Northern Illinois University has a contract with a private pest control company to control the presence of bugs, insects, and rodents. All apartments within the complex are sprayed once a semester by Pest Control representatives. Spraying begins at approximately 9:00 a.m. on the date scheduled, and all apartments to be treated that day are to be readied for this service at that time. It is not necessary for the resident to be absent from the apartment. All chemicals used by the company have been approved by the appropriate United States Government Agency for safety.

If the resident has a particular problem with pests, the Work Request Office should be contacted.

If the resident will not be present during the regular spraying, Northern View Community staff will provide access. There is no charge to the resident for this service, unless the resident is found to have caused the pest problem.

Bicycles
Residents are encouraged to use a bicycle to travel around campus. If a resident does not own a bike, but is interested in borrowing one, please visit http://go.niu.edu/borrow-a-bike to learn more about NIU’s Borrow–A-Bike program.

For those residents with their own bicycle, please be aware of the following regulations:

- Bicycle racks are available outside of all complexes. Bicycles may not be parked anywhere inside a residence complex, except in the resident’s apartment with the agreement of any of the resident’s roommates.
- Bicycles may only be locked to university-provided bike racks.
- Bicycles attached to anything other than university-provided bike racks, including but limited to light poles, ramps, and exterior signage, will be removed and stored for 30 days at the owner’s expense.
- There is a $50 fine for removal of the bike.
- After 30 days, the bicycle will be donated to a registered 501(c)3 recognized charity.
- Residents looking for a bicycle that has been removed from non-approved bike racks may initiate the reclamation process with the Northern View Community Office.
- In order to reclaim their bicycle, the resident must sign a form accepting the $50 removal fine, which will be billed to their Bursars account.
- Bicycles may be optionally registered with the Department of Public Safety. This form may be found at: http://go.niu.edu/bike-registration

Car/Motorcycle Repair

Any type of major car repair is not allowed in Northern View Community lots. This includes changing oil. Please contact the Police for a lot close to you that is appropriate for car repairs. You may not store auto parts in your apartment for any reason.

Parking and Registration

There are no reserved parking stalls for individual apartments, except for those residents who possess a current “Handicapped” parking permit from the State of Illinois to park in a general Handicapped parking space.
- All motor vehicles, including motorcycles, must be registered with Campus Parking Services.
- Storage of dead cars, trailers, or other vehicles is not allowed.
- Please drive slowly and with care.
- If you plan on having a guest visit, you may obtain a visitor’s parking permit for your visitor from the Campus Parking Services located on the corners of Normal Road and Lincoln Terrace.
- If you have any other questions concerning parking, please contact Campus Parking Services at 815-753-1045.

Hosting Guests

Guests must be hosted by a resident of the complex and accompanied by that host at all times while in the community. Residents are considered guests in halls in which they do not have permanent residence.
- Guests are required to show one of the specified types of picture identification to hall staff upon request. Accepted forms of guest IDs include driver’s license, military ID card, state ID card, passport, or current NIU OneCard for current students living off-campus. Current residence hall residents visiting from a different hall or Personal Care Assistants (PCAs) must present their NIU OneCard and Hall Entry Card.
- Guests who do not have or do not show the necessary picture identification will be required to leave the community immediately and will not be given the opportunity to return as hosted guests for at least 24 hours.
- Guests who disrupt the complex environment or otherwise violate University policy will be asked to leave and may be denied the privilege of returning. Guests who repeatedly violate University policy may be
banned from future visitation in that complex, all residence complexes, or the NIU campus.

- A guest in a residence complex may stay a maximum of 72 hours within a seven-day period. Residents in violation of this policy may have their hosting privileges revoked.

Expectations for Hosts

A person is defined as a guest in any of the following situations:

- An individual who is invited by a resident to a residence complex.
- An individual who is escorted by a resident into the building.
- An individual who is allowed to remain in the resident’s apartment.
- Residents must have the advance permission of their roommate(s) to host a guest or to have a guest stay overnight in their apartment.
- A roommate may not be denied access to his or her apartment during a visitation period.
- A roommate may declare the apartment off-limits to visitors for a specific time period.
- Residents must inform guests of University policies and procedures, including the need for required forms of identification.
- Residents are responsible for their guests’ conduct including their adherence to University and Housing policies and procedures, and financially for any damage caused.

Occupancy in Northern View, including all residents and their guests may not exceed the following:

- 5 persons in a 1 bedroom
- 8 persons in a 2 bedroom apartment
- 10 persons in a 3 bedroom apartment
- Residents who do not follow the visitation guidelines may be subject to Student Conduct and/or administrative sanctions.

Quiet and Courtesy Hours

**Courtesy hours** are in effect 24 hours per day. During courtesy hours, music, voices, or noise should not be disruptive to your community. Residents are expected to comply immediately with the requests of others to lessen or eliminate noise. Residents are expected to demonstrate courtesy and consideration toward others at all times. Courtesy hours will also be observed in public areas where students are trying to study, such as in computer labs.

**Quiet hours** are defined as specified periods of time on a residence complex floor when it is expected that noise will not interrupt the required atmosphere for living and learning. Residents and their guests are expected to refrain from generating any noise that transfers from room to room, room to hallway, public areas to rooms/hallways, or carries down the hallway. This includes speaking in the hallway and having TVs/stereos at an excessive level. Residents and guests who violate this requirement may be administratively removed from the community at any time.

**Quiet Hours on Standard Lifestyle Floors**

Sunday – Thursday 9 p.m. – 10 a.m.
Friday & Saturday 12 a.m. – 12 p.m.
Friday & Saturday quiet hours are not in effect 4 p.m. – 12 a.m.

Vandalism or Damage to Property

Knowingly damaging the property of the University or others is a violation of University regulations. This includes graffiti and writing on the inside or outside of room doors, walls, ceiling, and floors, etc.

Damage/Excessive Cleaning

- All residents of the or complex community will be charged for the common area items that are missing, damaged, or require extra cleaning when the individuals(s) responsible cannot be determined.
- When residents acknowledge that they are responsible for specific damage, they accept responsibility for the repairs and the complex community is not charged.
- Any and all costs associated with the activation and/or damage caused from the activation of sprinkler heads or smoke detectors will be the responsibility of the resident(s) involved. The damage and cleaning costs may not necessarily be limited to a single room, hallway, or floor.
- Residents who wish to appeal may do so within 20 days of receiving the charge on their Bursar’s account
- For a printed copy of the Damage Billing Policy please contact Residential Facilities at 815-753-6105 or visit the facilities section at www.housing.niu.edu

Alcohol and Other Drugs

Alcohol

Persons 21 years of age or over may bring sealed alcoholic beverages, completely covered from open view, into the residence complexes and may subsequently possess or consume such only in the privacy of apartments with the door closed and in an atmosphere that does not create significant noise or other disturbances.

Persons 21 years of age or over are prohibited by law from providing, delivering to, or hosting the serving of alcoholic beverages in residence apartments to persons under 21 years of age.

Persons under 21 years of age may not possess or consume alcoholic beverages (or display alcoholic beverage containers) in University residence complexes. Persons under 21 years of age also may not be present in any apartments where alcohol is being consumed.

Possession of kegs or bulk alcoholic beverage containers (i.e., exceeding two gallons) and selling alcoholic beverages are prohibited regardless of the resident’s age.

Alcoholic beverage containers, empty or full, may not be used as decorations or openly displayed in any resident apartment, regardless of the resident’s age.

Other Drugs

Possession, use, manufacture, sale or distribution of any dangerous narcotic, hallucinogenic, cannabis (marijuana), and/or look-alike drug in any form except under the direction of a licensed physician or as expressly permitted by law is prohibited on all University property.

Residential Dining

Residential Dining wants to encourage customers to be good stewards of the Residential Dining program by not taking foods from the “all You Care to Eat” dining centers, except one hand-held food item that you are eating. You may bring in a re-usable drink container* not exceeding 20oz.and fill it with the beverage of your choice and take it with you from any “All You Care to Eat” dining center. Removal of other food (except from a la carte dining locations and as posted at All-You-Care-to-Eat locations) from the dining area is prohibited. *re-usable container means an NIU re-usable mug or similar. No plastic fast food or paper containers
The removal of dishes, trays, china, silver, glasses, utensils, cups, salt and pepper shaker, etc., from the dining area is prohibited and just increases the costs for our campus community. Please be a good steward and leave the dishes and service ware in the dining center. Removal of these items is considered theft and will be handled through the Student Conduct system.

Meal plans are accessed by using your NIU OneCard upon entering an “All-You-Care-to-Eat” dining center. Meal plans and NIU OneCards are non-transferrable.

Other forms of acceptable payment include credit cards, and debit cards with credit card insignia.

Lost or stolen OneCards should be suspended immediately. Temporary cards are available at any Residential Dining Center or in the OneCard Office in the Holmes Student Center. The temporary card provides access to Huskie Bucks, dining plans, door access, and access to the Recreation Center. For more details see the Residence Hall Handbook section on “Lost or Stolen OneCard.”

Food may not be eaten while standing in line in any of the a la carte dining centers. This is considered theft and will be handled through the Student Conduct system.

Customers of the Residential Dining Centers must comply with health regulations and wear appropriate attire, including shirt and shoes.

Community Center

The Community Center is the focal point of activity for the Northern View Community. The primary purpose of the Community Center is to provide residents with essential services as well as a place to feel at ease away from home.

Community Center Facilities
Facilities include Administrative Offices; Main Desk; a 24-hour study lounge and computer lab with an Anywhere black and white/color printer;, wireless computer access; Community meeting room with sliding partition (available if reserved); a Play Room with games and toys for a variety of ages;, access to outdoor play area; a community kitchen; and 24-hour access to mailboxes (outside Community Center).

After Hours Assistance
In the case of a personal safety or medical emergency, immediately call 911, then notify the staff member on call at 815-753-8439 (wait for voicemail and press “0” when prompted after hours).
For emergency maintenance requests, noise complaints, or lock outs, contact the staff member on call at 815-753-8439 (wait for voicemail and press “0” when prompted after hours).

Community Meeting Room
The Community Meeting Room is only available for use while the Community Center is open and a reservation has been made through Northern View Community staff. First priority is given to Northern View Community staff and Community Council to host programs and schedule meetings. Second priority is for Northern View Community residents. Remaining vacancies are available to other university staff to host work-related meetings. Study rooms are available 24 hours each day and may be used at any time unless another resident has reserved the room. Reservations are restricted to residents with a formal contract and university staff.
- An authorized representative must always be present.
- Minors (under age 18), who are not the contracted resident, are not allowed to reserve the room.
- Group size is limited to 25 people unless prior permission is granted by the Community Director.
- Individuals or groups must have the room cleaned and vacated by the designated time provided after the reservation is approved. All trash should be removed to the nearest dumpster outside the building.
Northern View Community staff will check room for cleanliness and damages after use.

- Damages to the room or furnishings, as well as excessive cleaning charges, will be billed to the person placing the reservation.
- Activities and noise levels should not interfere with other Community Center users or residents of the Northern View Community.
- Admission fees are not allowed to be charged for activities.
- The University reserves the right to cancel an event due to circumstances beyond its control.
- Reservations must abide by all NIU, Northern View Community, and Student Conduct policies.

Groups or individuals shall not permit other groups/individuals to use a portion of the Community Meeting Room before, during, or after their reservation time.

**Alcohol is not permitted in the Community Center**

Reservation and use policies may be changed with notice

To reserve the entire Community Meeting Room, or a portion thereof, contact the Northern View Community office at least 7 days in advance at 815-753-8439 Monday through Friday between 8:00 AM - 4:30 PM

**Playground/Playroom**

Playground equipment is provided as a convenience to residents. Northern Illinois University assumes no responsibility or liability for the health or safety of individuals using this equipment. In order to provide a safe, accessible, and entertaining playground for all, the following regulations are to be observed. Failure to abide by these regulations may result in restriction of privilege to use the area, fine, and/or arrest.

- Open during regular Community Center Hour
- Children under the age of 12 must be supervised by a parent, legal guardian, or designated custodian at all times who is at least 18 years of age. Parents are expected to use good judgment and are responsible for determining if you or your child are in good health, physically fit, and properly skilled for any activities.
- Northern View Community and NIU do not provide supervision for children or the play areas.
- No pets or animals other than service animals are allowed in the playground.
- No roller boards, skateboards, roller blades or roller skates are allowed.
- No bicycles, tricycles, scooters or similar vehicles are allowed in the playground.
- No glass or metal containers allowed.
- Supervising residents should inspect play area before starting play.
- Toys and games are available for use in the Play Room and Community Room during hours of operation.
- The playroom must be clean and all furniture, games, toys, and other items must be placed in original location before vacating the room.
- Please notify Community Center staff immediately of any hazards or unsafe conditions.
- Play area use policies may be changed with notice.

**Outdoor Recreation Area**

Outdoor toys should always be supervised and be picked up nightly and stored in the resident’s apartment. Broken toys should be thrown into dumpsters to avoid injury. Swimming pools must be less than 6 feet in diameter, always be supervised, and always be emptied right after use and stored in the resident’s apartment once dry. All outside toys must be marked with resident name and apartment number.

Lawns around Northern View Community are maintained by the Northern Illinois University Grounds department. They are for the enjoyment of all residents and all are encouraged to help keep them attractive. Children and adults are not permitted to scatter trash on the lawn. Pick up after yourself and your guests by placing trash in the appropriate places. If you see trash on the lawn, please pick up and deposit in the dumpsters. No automobiles or trucks are to be driven or parked on lawns at any time.
Safety and Security

Northern View Community is home to many students, and it is important for residents to be safe and secure in the apartments. All community members must be actively involved with creating a safe and secure environment, so all students can focus on academic success and building lasting friendships.

Solicitation and Advertising in the Complexes

Solicitation
- Vendors or sales representatives may not sell items or take orders for items inside any part of the Northern View Community or complex grounds.
- Residents may not conduct business inside the residence complex, sell or distribute products, permit their apartments to be used for sales by any outside vendor, or personally use their apartment as a base of a commercial enterprise.

Political Canvassing
- Political canvassing (including door-to-door canvassing) is prohibited in the Northern View Community; however, political canvassing is allowed in the common lobbies of the Northern View Community Center.
- Tables must be reserved through the Northern View Community Chief Clerk.

Sign Hanging in the Northern View Community
- Students and student organizations may not personally hang signs in the residence complexes. All signs to be posted should be given to the Main Desk in the Community Center and the Desk staff will hang the signs for the individual or group, provided it has the official University posting stamp, available through the Student Involvement and Leadership Development (SILD) Office.
- Signs will be taken down and discarded the day after the SILD stamp expires.
- Any signs that were not posted by the Desk staff will immediately be removed.

Building and Lobby Security
- Residents must not prop open floor doors or outside doors.
- NVC doors are locked at all times and require the use of a resident’s key/OneCard to enter.
- Residents and guests are required to show proper identification to Housing & Dining staff upon reasonable request. Without proper identification, residents and guests may be asked to leave the building.
- Video recording may occur in the residence halls/apartment buildings in common areas.

Apartment Security
- Residents are expected to lock their apartments and carry their keys and NIU OneCard with them.
whenever they are not in their apartments.

- Engaging in acts that may endanger the safety of others (e.g., penning/blocking a person in a apartment, dangerous “pranks,” etc.) is prohibited.

### Appropriate Window Usage

- Entry and/or exit from residence complex windows is prohibited.
- No object should be thrown, released, or dropped from the window.
- Window screens are not to be removed.
- Windows should be closed when residents are not in the room or during harsh weather conditions.
- Residents are responsible for damage to the room or personal property caused by an open window. The damage and cleaning costs may not necessarily be limited to a apartment, hallway, or floor.
- Nothing (including antennas, food, or cables) is to be hung from or placed on window sills or ledges.
- No window coverings may be placed directly over the windows, except the blinds/drapes provided. Aluminum foil, cardboard, tape, newspaper, computer paper, garbage bags, contact paper, posters, flags, etc., may not be used to cover windows.

### Keys/NIU OneCards

#### Temporarily Lost or Misplaced Keys/NIU OneCard

If residents are locked out of their apartment

- They may request a loaner lockout key at the Northern View Community Center Area Office—the key may be kept a maximum of 1 hour as a lockout key. If the key is kept past one hour, it will be reclassified as a “temporary key” and a $30 charge will apply.
- NVC staff can issue lockout keys anytime the NVC Office is open. After office hours, residents should contact the on-call staff and a temporary key will be issued that should be returned the following day that the office is open.
- Staff will confirm a resident’s identity using a picture ID on NIU OneCard before issuing a key or temporary door access card.
- After the first courtesy transaction, residents will be charged for each subsequently issued replacement key, or room escort. If residents are locked out four or more times, they may be referred to a staff member for consultation and disciplinary sanctions may be assessed.
- If a student cannot locate their key beyond the 1 hour that a lock out is issued:
  - A resident has 7 days from the date and time of temporary key or card checkout to return the temporary key.
  - If the resident does not return the temporary key within the allotted seven days, the resident is charged for a key core change.
  - On the second temporary key checkout and thereafter, the resident may be referred to a staff member and possible disciplinary sanctions may be assessed.
  - If a student cannot locate their key/card beyond the 7 days that a temporary key is issued, or they can confirm the key is lost indefinitely prior to the 7 days:
    - A scheduled recore/core change will be ordered automatically at the student’s expense after 7 days if a temporary key is not returned.
    - In the event that a student has lost an apartment key, or believes the room key has been stolen, the student has the option of requesting an emergency core change. This type of request can be initiated any time, day or night, but the student will be charged all necessary labor charges including overtime.

### Annual Lockout Charges and Referrals

1st time - No Charge  
2nd time - $10.00  
3rd time - $20.00  
4th time and thereafter - $30.00 for each loss, and referral to staff, possible disciplinary action
Temporary Key and Door Access Charges and Referrals
1st time - $30.00
2nd time and thereafter - $30.00 for each loss, and referral to staff, possible disciplinary action

Lost or Stolen NIU OneCards
If your NIU OneCard is lost or stolen, a temporary NIU OneCard may be requested from any open Residential Dining Center or the NIU OneCard Office during regular business hours. When a temporary card is issued, it suspends the use of the student’s lost NIU OneCard. If the NIU OneCard is lost or stolen during non-business hours, it should be suspended immediately to prevent possible misuse. An NIU OneCard may be suspended by the following methods:

- Online - Suspend your NIU OneCard on Blackboard and click the "myOneCard" tab.
- Contact the NIU Police at 815-753-1212 during NIU OneCard non-business hours.
- If you had TCF Bank/ATM privileges attached to your OneCard, you will need to notify TCF Bank at 815-753-9363 to have that card function suspended.
- To reactivate a suspended OneCard, you must bring it in to the OneCard Office. A OneCard cannot be reactivated online or over the phone.
- Temporary cards issued in Residential Dining Centers will not suspend door access.

Bent or Broken Key
There is no charge for bent or broken keys. Refer to the NIU OneCard website for replacement charges of damaged NIU OneCards.

Misuse of Keys/NIU OneCard
Residents shall not:
- Relinquish possession of one’s apartment key to another person.
- Relinquish possession of one’s NIU OneCard to another person.
- Have possession of a residential apartment key not issued by the University.
- Allow one’s apartment key or NIU OneCard to be duplicated or modified.
- Use a key or NIU OneCard to gain entry to another apartment or building, other than one’s current building or residence.

Apartment Entry/Apartment Inspection
The Northern View Community falls under the control of the NIU Board of Trustees. Responsibility for immediate supervision belongs to Northern Illinois University. It is the policy of the University to ensure students’ privacy in their apartments consistent with its basic responsibilities to fulfill its educational functions and to conduct its day-to-day operations. The responsibilities of the University require the reservation of a reasonable right of entry into student apartments to assure proper upkeep, to paint, to repair, to provide for the health and safety of residents, and/or to investigate when a reasonable cause exists to believe that a violation of Residence Life or other University regulations is occurring in student rooms.

Repairs and Inspections by Physical Plant and Telecommunication Technicians.
- Residents are not authorized to refuse repairs or core changes. Physical Plant workers and NIUTEL technicians do not need permission to enter residents’ rooms; however, efforts will be made to notify residents before entry.

Residential Facilities may enter rooms for:
- Facility-related issues
• Room inspection
• Coordination of repairs and safety issues
• Furniture inventory
• To recover University property that has been removed (without permission) from an assigned location

**Entry by Northern View Community Staff for Purposes Other Than Room Inspection**

Northern View Community Staff may enter an apartment:

• When there is a clear or apparent emergency, such as fire, serious illness or injury, or when persons or property are in danger
• When a member of the Residence Life staff has reasonable cause to believe that a violation of Residence Life or other University regulations is occurring in that room
• At the request or invitation of the resident of the room. Residence Life staff may not enter a room without knocking (except under the circumstances stated previously) and may not enter to search the resident’s belongings not in plain view.

**Entry into apartments by Students**

Students, including student employees, may enter the apartments of other residents only at the invitation of, or with written permission of, a resident of that apartment.

Students are not authorized to be in residence during times not covered by their Northern View Community contract (e.g., University-designated vacation periods).

**Entry and/or Search by University Police**

Entry and search of apartments by University police officers shall be conducted within the boundaries of the law. It is the policy of the University that University police officers will neither enter nor search apartments under University management except as follows:

**Entry permitted by policy:** A University police officer or other agent of the University may enter a room where there is a clear or apparent emergency, such as fire, serious illness or injury, or where danger threatens persons or property.

**Entry permitted by law:** A University police officer may enter a room under one or more of the following circumstances:

• With a warrant for arrest or search
• With permission of the resident. If two or more students occupy an apartment, it shall be understood that, when feasible, permission will be obtained from all residents of the room.
• In pursuit of an individual who has been observed committing a crime, or if a crime has been committed, and the officer has reasonable grounds to believe the occupant committed such crime.
• When the officer has probable cause for belief that a crime is being committed.

**Search permitted by law:** A University police officer may search a room under one or more of the following circumstances:

• With a search warrant.
• When it is in an area incidental to an arrest
• When the officer has probable cause for belief that a crime is being committed
• With permission of the resident (or, if more than one, all residents). It is the policy of the University that an officer will explain to the residents their right to resist such a search.
Fire Safety

Planned fire drills are conducted in each residence complex once per semester. Participation in fire drills is mandatory. All residents are expected to evacuate the building any time the fire alarm sounds, including during drills. Failure to evacuate the building during a fire alarm will result in disciplinary action.

Fire Safety Equipment

Smoke detectors and sprinkler heads are fire safety equipment, and residents are strictly prohibited from:

- Disconnecting a detector covering
- Tampering with the detector or its functioning in any way
- Purposefully causing a fire alarm to occur
- Hanging objects from or otherwise obstructing the sprinkler head and pipes
- Removing sprinkler head cover plates

Tampering with fire safety equipment (which includes but is not limited to sprinkler heads, smoke detectors, fire extinguishers, and pull stations) subjects the violator to a $50 fine, University disciplinary action, and additional charges for any resulting repairs and/or cleaning including a $100 charge if city fire trucks were called unnecessarily.

There are fire extinguishers in each apartment. All use of a fire extinguisher should be reported immediately to the Community Center at 815-753-8439 and the Community Center will then contact the Work Request Office.

Located in each apartment are several smoke detectors. Smoke detectors are on the ceiling and will sound when condensation in the form of steam, smoke, or any other substance thicker than air penetrates the unit. Residents should be sure to check that the battery works in their smoke detector at least once each month by pressing the test button. It will loudly sound and flash the light for about 30 seconds. Fire alarms are located on the walls. The fire alarm is the building-wide system that automatically alerts the fire department and police when the system goes off.

Disconnecting a smoke detector, failure to report its malfunctioning (including failure to observe that the light is on and not flashing), or other negligence subjects residents of that room not only to student conduct charges, but also civil charges and in the event of fire, payment for related damages to the building and the persons and property of others.

Emergency Evacuation Assistance

NIU works with local and institutional emergency responders to operate the Premise Alert Program. As part of the program, these groups maintain a list of individuals who may need assistance during an emergency evacuation situation. In order to be added to this list you must complete and submit the Premise Alert Program Form, at http://go.niu.edu/premise-alert-program. Please direct questions about this program to your Staff Assistants, Community Development Assistants, Chief Clerk, Graduate Assistant Community Director, Complex Coordinator, or the Assistant Director of Residential Community Standards.

Tornado Emergencies
In the event of a tornado or other severe weather emergency, you may only have minutes (or less) to get to safety. Familiarize yourself with the different types of watches and warnings and be prepared to seek shelter when necessary.

A **tornado watch** is issued by the Storm Prediction Center when conditions are favorable for severe thunderstorm and tornado development. Remain alert for approaching storms. Listen to the radio or television for further developments.

The National Weather service issues a **tornado warning** when a tornado has been sighted, or indicated by weather radar. During a tornado warning, you should seek shelter in the designated area of your building because a tornado is occurring or could occur at any moment. The City of DeKalb has **outdoor warning sirens** meant to alert people that a tornado has been sighted, and that you should take shelter immediately. While these sirens are very loud, they are intended to alert persons walking outside of the danger and will not be heard in most parts of the buildings. You should plan to seek shelter at the start of a tornado warning; do not wait until you hear the sirens.

When seeking shelter during a tornado or other severe weather emergency, move quickly using the stairwells to the designated areas. Tornado and severe weather shelter areas are located in the following areas.

The latest weather information and forecasts for campus are available online. Visit the NIU Weather home page at weather.niu.edu
Standards of Accountability

Responsible Technology Use

Failure to abide by NIU technology policies, state or federal laws, or regulations regarding the fair uses of technology may result in legal action or official campus disciplinary procedures. Refer to the Do IT Web site doit.niu.edu and Res Tech Web site at restech.niu.edu for additional information about the acceptable uses of technology in academic and residential environments.

Removing from its University-assigned location, tampering with, altering, or damaging any component of a residence hall telephone or public address system is prohibited.

Accepting collect calls or placing third-party calls and charging them to a University telephone number is prohibited.

Instructions from University Officials

As stated in the general conduct regulations of the University, residents must follow oral or written instructions regarding University regulations or state law outlined by authorized representatives of the University. This includes all Housing & Dining staff members.

Residents must present their University identification cards to University official upon request.

University Regulations and Government Statutes

Failure to observe University regulations and federal, state, or local laws subjects the violator to University disciplinary action and/or prosecution in civil courts and/or remedial actions under the terms of the housing contract. This includes, but is not limited to, laws and regulations related to:

- Acts of violence and disruption
- Possession or use of firearms, clubs, air guns, any type of ammunition, explosives (including fireworks), knives, or other weapons
- Misuse of telecommunication resources and copyright infringement
- Gambling activities
- Possession, use, or sale of illegal drugs, drug paraphernalia, narcotics, or controlled substances
- Possession and use of alcohol by those who are underage

Disciplinary Policies and Procedures

Administrative Suspension and Review

Northern Illinois University has a responsibility to assure that students attending the University have a safe, non-disruptive environment. Every effort is made to assure that students receive assistance if they are experiencing difficulty at the institution. However, when such as effort has been made and the student is still not able to function in a non-disruptive manner at the University, the institution has a responsibility to take action.
Under these rare circumstances, the Vice President for Student Affairs & Enrollment Management or designee may impose immediate Administrative Suspension without Prejudice from the Northern View Community. The suspended student shall be given an opportunity to be heard or provide a written statement and may be accompanied to their administrative hearing by an observer or advisor other than an attorney.

The proceeding is in nature of an administrative process and shall not be governed by strict rules of evidence. Such action may be taken only when the following circumstances exist:

- The student evidences behavior that is disruptive to the normal conduct of University business, or
- The student evidences behavior that indicates that he/she may pose a hazard to him/herself or others, and
- The behavior described in conditions 1 and 2 above cannot be effectively dealt with through the University Student Conduct system or the voluntary medical withdrawal procedures, and
- Efforts on the part of the University officials to assist the student in meeting reasonable behavioral expectations have proven unsuccessful.

**Discrimination and Harassment**

- Harassment of individuals, especially based on race, ethnicity, religion, gender, sexual orientation, or disability will not be tolerated in Northern View Community or by the University in general.
- Such harassment is defined as acting or communicating in a manner that intentionally harasses, coerces, intimidates, threatens, or seriously embarrasses any person, especially on the basis of race, ethnicity, religion, gender, sexual orientation, or disability.
- Behavior reflecting discrimination or harassment subjects the offender to serious University disciplinary sanctions, including but not limited to suspension or dismissal from both Northern View Community and the University.

**Northern View Community Policies and Sanctions**

Northern View Community and/or Housing & Dining may set reasonable policies and levy disciplinary sanctions, including administrative fines that are binding on residents (subject to appeal) through the Community Director, and/or Community Council.

**Administrative Fines**

The following violations of the housing contract may result in specified fines being applied administratively by Housing & Dining:

- Violation of Residence Complex Grounds and Public Area Protocol Policy - $50
- Violation of Room and Furniture Modification Policy - $50, plus any costs associated with the repairs or replacement of damaged University property
- Violation of the policies on Electrical Equipment and Appliances - $50
- Violation of Room Decoration Policy - $50, plus any costs associated with the repairs or replacement of damaged University property
- Violation of Appropriate Window Usage Policy - $50, plus any costs associated with the repairs or replacement of damaged University property
- Violation of Room Change Policy that prohibits unauthorized residence hall room changes. (In addition to fines, resident may be required to move back to their University-assigned space) - $50
- Violation of the Prohibited Items Policy - $50
- Violation of the Safety and Security Policy by failing to comply with listed, posted, or announced residence complex regulations governing building security - $50

Examples of these violations include but are not limited to:

- Entering or exiting a residence hall building through any other access point other than designated doorways
- Assisting others to gain unauthorized building or floor entry
- Propping doors that are to remain locked
• Failing to follow procedures for showing required identification when requested
• Hosting guests for more than 72 hours in a 7 day period
• Unauthorized occupancy during a time period not covered by that individual’s housing contract (i.e. – Summer Contracted Period) - $50, plus cost of daily room rate

• Violation of the Key Policy - $50
  Examples of these violations include but are not limited to:
  • Relinquishing possession of one’s key or NIU OneCard to another person
  • Having possession of an apartment key or NIU OneCard not issued by the University
  • Allowing one’s apartment key or NIU OneCard to modified or duplicated
  • Using a key or NIU OneCard to gain entry to a room, floor, or building other than one’s own residence

• Violation of the Smoking Policy - $50
• Improperly checking out of one’s room - $50
• Failure to remove personal belongings from one’s University space when moving out of one’s space - $200 minimum

Student Code of Conduct
Refer to the NIU Student Code of Conduct at:
http://www.niu.edu/cond/Student_Code_of_Conduct/NIUSCC_FINAL.pdf for detailed information on University policies related to standards of acceptable behavior on campus.

Family Education Rights and Privacy Act (FERPA) - Restricted access to student records

The Family Educational Rights and Privacy Act of 1974 (FERPA) as amended is a federal law intended to protect the privacy of student educational records accumulated from early childhood through college. The payment of a student’s tuition or room and board by the parent does not, by itself, give the parent the right of access to a student’s records. Once a student reaches the age of 18 or enters college, the rights to educational records previously held by the parents transfer exclusively to the student. Faculty and staff of Northern Illinois University typically release information related to individual student records to parents when:

• Parents obtain the student’s written consent. This would be in the form of a simple letter authorizing Registration and Records, Housing & Dining, or another specific University entity to disclose copies of scholastic, financial, and other records to his/her parent.

• Parents may submit a copy of the first page of their most recent income tax return indicating that the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954 to Registration and Records to obtain scholastic records.

• While FERPA protects student privacy, it also restricts information that can be shared with parents when they are attempting to assist a student in problem-solving. Our staff can share general information about policies and procedures with anyone, but if a student wants their parent(s) or guardian(s) to be involved in a situation they encounter, they must be prepared to have Housing & Dining staff request their written permission before they will discuss the specifics of personal situations with parents or guardians.
Additional Resources

Housing & Dining Dates and Deadlines

2014

August 14 (F)  NVC Opens for Fall 2015
August 21 (F)  Halls open for Fall 2015
               Meal Plans start at Lunch
August 24 (M)  Huskie Bucks become active
September 7 (M) Labor Day- NIU Administrative offices closed
September 4 (F) Standard room changes may begin
October 30 (F)  Last day for residents to move out with prorated room charge prorated
November 20 (F) Last Day to cancel Commuter Meal Plan
December 4 (F) – 13 (Sun)  Fall check out
December 23 (W)  NIU Administrative offices closed for Winter Break at 4:30 p.m.
January 4 (M)  NIU Administrative offices reopen
January 14 (TH)  Spring Opening Day/Spring semester contract start date
January 18 (M)  MLK Holiday observed – NIU administrative offices closed
January 19 (T)  Spring 2015 classes begin
March 11 (F)  Dining Centers Close for Spring Break
March 12 (Sat) – 20 (Sun)  Spring Break – no additional contract/charge for this break
March 29 (M)  Dining Centers Open
               Last day for residents to move out with room charge prorated (60%)
April 4 (M)  Summer housing contracts available
April 22 (F)  Last Day to cancel Commuter Meal Plan
April 2 (M) – May 14 (Sat)  Spring move out
May 15 (Sun)  Northern View Community close for Spring semester 2015 at 10:00 AM

Spring semester contract end date

Links to the NIU Housing Contracts

Residence Hall Contract:  
http://go.niu.edu/housing-contract

NVC Contract:  
http://niu.edu/housing/halls/nvc

University Withdrawal Policy

Link to Academic Process:  
http://niu.edu/withdrawals

Link to Housing & Dining Process:  
http://niu.edu/housing/faq/contracts
NIU Student Tech Guide Online Resource

http://go.niu.edu/student-tech-guide

Important Telephone Numbers and Contacts

DeKalb Police/Ambulance/Fire 911
NIU Police/Ambulance/Fire 815-753-1212
NVC Office 815-753-8439 (after hours wait for voicemail and press “0” to be routed to 24/7 on-call staff)
NVC Complex Coordinator 815-753-8439
Graduate Assistant Community Director 815-753-8439
Chief Clerk (Office support staff) 815-753-3995

Kishwaukee Community Hospital 815-756-1521
First Student (Bus co. for school children) 815-748-2901
Huskie Bus line 815-758-6900
University Information 815-753-1000
NIU Housing—Residential Administration 815-753-1525
Work Request Office 815-753-4948
ResTech Helpdesk 815-753-6267