

RESIDENTIAL HANDBOOK

PUBLISHED BY
HOUSING, DINING, AND RESIDENCE LIFE
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University of
Pittsburgh | Johnstown



Greetings, Pitt-Johnstown Resident!

Welcome to campus! We are thrilled that you have chosen to become a member of our residential community. Your decision to live on campus will strengthen your connections with the members of the Pitt-Johnstown community and provide you with a rewarding and positive, life-changing experience.

The staff in Student Affairs, and across campus, work hard to provide you with a living experience that is safe, comfortable, and welcoming. We are here to answer your questions, help you navigate your way, and make your on-campus experience memorable and rewarding. Your college years are a time for you to explore and grow both personally and professionally and we are here to support you. We strive to create a supportive environment that is inclusive and encourages you and your fellow community members to express your individuality free from hateful or harassing acts. In fact, we have a zero tolerance for any action that threatens, intimidates, or harasses another member of the campus community.

This *Residential Handbook* has been designed to provide you with information on policies, procedures, and expectations relating to your on-campus experience. Some key things to remember are:

- Students must be enrolled for a minimum of 12 credits and be actively participating in their courses in order to reside on campus. Students who drop below 12 credits are not eligible to live on campus.
- Residence halls are closed during winter recess and the University is not staffed during that time. As a result, no students are permitted to gain access to or reside in campus facilities during that time. If you are returning in the spring, you do NOT need to take your belongings home and bring them back.
- You must have a valid Mountain Cat Card (student ID) in order to enter your residence hall and access your meal plan. If you lose your card, you must notify the ID Center immediately so it can be deactivated and a new one can be issued.

On behalf of the entire Pitt-Johnstown Student Affairs team, especially your Housing, Dining, and Residence Life team, we look forward to seeing you on campus and working with you to create a living-learning experience that will generate a lifetime of great memories!

Have a great year!

A handwritten signature in blue ink that reads "Bob".

Bob Knipple
Executive Director, Housing, Dining & Residence Life

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HOUSING, DINING, AND RESIDENCE LIFE

130 Student Union

814-269-7115

www.johnstown.pitt.edu/Housing (upjhousing@pitt.edu)

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This Residential Handbook is subject to change without notice. This document should be read in conjunction with the Housing and Dining Services contract and the Student Code of Conduct. Violations of this publication and/or the Housing and Dining Services contract are considered violations of the Code of Conduct and could result in fines and/or judicial action.

The complete text of the Housing and Dining Services Contract can be found on our website at www.johnstown.pitt.edu/housing. Click on the Housing Publications and Forms link.

HOUSING OPTIONS and AMENITIES

Pitt-Johnstown offers a variety of housing options to suit the needs and interests of our students. All first-year residence halls are designed to maximize the sense of community that is so important in making the successful transition to college. Upper-class students have five different residential facility types from which to choose including fully equipped apartments, traditional suites, and two-person rooms with a private bathroom. Gender-inclusive living options are available in first-year and upper-class residence facilities. .

All residential living areas are staffed by Resident Assistants and Head Resident Assistants who are specially trained to help ensure student safety, offer educational and entertaining programs, and serve as a point of contact for residents.

AMENITIES

We are committed to providing a comfortable, supportive living environment for our residential students. Each student is provided with a twin-XL bed and mattress, desk with chair, and dresser. Flame-retardant window treatments are provided in each room, as are a shower curtain, a microwave, and refrigerator. Residents also have access to free laundry facilities, which are conveniently located. Students residing in campus residence halls have access to University wi-fi and gaming networks. Campus Police officers are available and patrol campus 24/7. Emergency call boxes are conveniently located across campus and can be used to summon Campus Police.

FIRST-YEAR HOUSING

Traditional incoming first-year students are housed among the five first-year residence halls: Hemlock, Hickory, Laurel, Maple, and Oak. These facilities feature double rooms arranged in suites (two rooms share a bathroom). All first-year residence halls feature card reader access that allows only the students who live in a particular building to access that facility.

UPPER-CLASS HOUSING

Students who return to campus after their first year and upper-class transfer students have the option of choosing from a variety of residential facility types ranging from apartment-style to traditional double rooms. All rooms are fully furnished and include a refrigerator and microwave. All residence facilities, with exception to the townhouses, are equipped with electronic locks requiring residents to swipe their ID cards for entry.

- **Living Learning Center**

The Living-Learning Center (LLC), our largest residence facility, was completely renovated in 2020 and houses 400 upper-class students in two-person rooms with a private bathroom (featuring toilet and shower). The location is ideally suited for students in the Engineering and Nursing programs and offers convenient, adjacent parking. All rooms are air conditioned and the building offers laundry facilities, study area, a recreation room, and a multi-purpose room with a dance floor.

- **Lodges**

The lodges offer a unique community living experience to recognized clubs and organizations as well as individual students. The lodges feature two-room suites with a private vanity and an adjoining shared bathroom. In addition, each lodge has at least one large lobby or gathering place for its residents. Lodges accommodate groups ranging in size from eight to 24 residents.

- **Townhouses**

One of the most-preferred housing options, townhouses offer 40 apartments ranging from four-to-five residents per unit. The first floor contains a kitchen (with full-sized stove, refrigerator, and a kitchen table and chair set), living room (with loveseat, chair, end table, and coffee table), and half bathroom. The second floor contains 2 bedrooms (with one bed, dresser, closet, desk, and chair per student) and a full bathroom with a full-sized tub and shower. Students residing in a townhouse are not required to be enrolled in a meal plan but are welcome to do so.

- **Willow Hall**

Willow Hall, the most popular on-campus housing option, houses 108 students in apartment-style living. The fully air-conditioned building features a first-floor common area, meeting/study spaces, and laundry facilities. Half of the 24 suites accommodate four students in private bedrooms, and the other 12 suites accommodate five students, and feature three private bedrooms and one double bedroom. All suites include air conditioning, two bathrooms, a common living room, a shared storage closet, and a kitchenette. The kitchenette contains cabinetry, a sink, microwave, and full-sized refrigerator.

- **College Park Apartments**

These one- and two-bedroom apartments and studios offer independent living for a total of 140 students in a secure access facility. The group-style, off-campus housing facility is air conditioned and includes an elevator, on-site laundry facilities, and a fully equipped kitchen in each unit. Bedrooms are double occupancy, and apartments vary from one bath, one-and-one-half baths, or two baths, a living room, and a kitchen/dining area. The kitchens have a full-sized range with hood, microwave, refrigerator, dishwasher, and a dining table and chair set. All living rooms include the following furniture: loveseat, chair, end table, and media center. CPA is a great choice for students who want a little more space than a traditional residence hall and the ability to prepare their own meals. Students residing in CPA are not required to be enrolled in a meal plan but are welcome to do so.

SOMETHING NOT WORKING?

FACILITIES MANAGEMENT

If you're having a problem in your room or building don't assume that someone else has already reported the issue. It's better to have multiple reports of the same issue than none at all. Contact Facilities Management if you are having issues with:

- Plumbing (water leak, clogged drain, malfunctioning toilet)
- No hot water
- Room temperature problem
- Bed issue: bunking, raising, lowering
- Refrigerator not working
- Microwave not working
- Window repair
- No power
- Pests
- Snow removal



Campus Services

Submit a Facilities Management maintenance request online by going to campusservices.upj.pitt.edu or scanning the QR code.

INFORMATION TECHNOLOGY

IT should be contacted if you are having any issues with:

- Wi-Fi or internet
- Networked printers (including needing paper)
- Computer or printer in a computer lab



Help Desk

Submit an Information Technology help ticket by scanning the QR code.

OR, you can contact the Help Desk in any of these ways:

- Voice: 814-269-PJIT
- Text: Text PJIT to 814-886-1600
- Email: PJIThelp@pitt.edu

WHAT TO LEAVE AT HOME

Your safety and well-being are a top priority at Pitt-Johnstown. Therefore, the following items are not allowed on campus. This is a partial list. A complete list can be found at www.johnstown.pitt.edu/what-bring.

- Adhesive lighting (LED string lights)
- Air conditioning units
- Bed lofting systems
- CO2 cartridges Candles and wax burners
- Cooking appliances (incl. hot plates, griddles, toasters, non-basket-type air fryers, instant pots/rice cookers) with exposed heating elements
- Dart boards
- Drones
- Explosives (including fireworks)
- Light-weight extension cords (12 gauge or less) or non-circuited/non-surge protected multi outlet
- Flat panel TV mounts
- Gas grills
- Guns (including paintball, BB, pellet, and "air" guns, ammunition of any kind)
- Halogen lamps
- Heavy electrical appliances (washers, dryers, dehumidifiers, freezers, microwave ovens, refrigerators, dishwashers, etc.)
- Illegal drugs and related paraphernalia
- Incense and incense burners
- Items related to excessive alcohol consumption
- Knives (other than pocketknives)
- Large furniture (recliners, loveseats, upholstered chairs, couches, mattresses)
- Lighter fluid, propane tanks, or flammable liquids
- Martial arts devices
- Personal, upholstered furniture
- Pets
- Power tools
- Propane tanks
- Refrigerator (including small personal refrigerators)
- Space heaters
- Tattoo guns/needles and related paraphernalia
- Wall paper or adhesive wall coverings (including "removable" wall paper)
- Weapons of any kind (including guns, bows and arrows, tasers, and knives with blades longer than 3 inches)
- Weight and exercise equipment

HOUSING PROCEDURES

Being a member of the University of Pittsburgh community is a privilege. This privilege comes with the responsibility to act in accordance with all institutional rules and polices.

As members of the Pitt-Johnstown community, all students are expected to comply with all federal, state, and local laws and ordinances. In addition, all students should be familiar with the *Student Code of Conduct*. Likewise, all resident students should be familiar with the terms and conditions of the current *Housing and Dining Services Contract*.

ACCOMMODATIONS FOR MEDICAL CONDITIONS

The University of Pittsburgh at Johnstown provides reasonable accommodations for students with disabilities as outlined by the Americans with Disabilities Act. Students requesting housing adjustments or accommodations due to disabilities must contact the Office of Health and Counseling Services (814-269-7119; ohcs@pitt.edu).

ASSIGNMENTS

The Office of Housing, Dining Services, and Residence Life has the sole right to make assignments and reassignments in the residential facilities. Students can be reassigned to another facility at any time during the academic year at the discretion of the Executive Director of Housing, Dining Services, and Residence Life or designee. Administrative reassignments can occur when a student's lifestyle, hygiene, health, or behavior may adversely affect the other students in the facility, or when the need arises to make optimal use of the facilities. When possible, a student will be given 24-hour notice before an administrative room change occurs. A student is responsible for any costs incurred if a move results in increased housing fees. A private room rate will be charged not only to a student who requests and is granted a private room, but also to one who chooses not to move out of an assigned room or refuses to allow another student to move into the room. Such action could also result in a fine and/or disciplinary action. Students must move into their assigned space during move in periods. Moving into a different space than the one assigned may result in fines and/or disciplinary action.

ASSIGNMENT CHANGES

Room changes are subject to the approval of the Office of Housing, Dining & Residence Life. Students may not move to another assignment without first receiving that approval. In most cases involving a roommate conflict, residents will be asked to participate in a formal mediation process. Students who have a concern about a roommate conflict should first attempt to resolve the issue informally with their RA. A student is responsible for any costs incurred should a move result in increased housing fees. Students moving without prior approval could be subject to a fine and/or disciplinary action.

AVAILABILITY OF RESIDENTIAL FACILITIES

Residential facilities will be available for occupancy based on students' assigned move-in day and time (unless other arrangements are made in advance) and must be vacated and left in good order no later than 12 hours after the student's last scheduled final examination in the academic period covered. Students who withdraw from the University must vacate the premises within 24 hours.

Students wishing to arrive earlier or stay later than the above time frame may be billed a nightly rate outside the current term rate. Students wishing to arrive early or stay late must receive permission from the Office of Housing, Dining & Residence Life. Students not obtaining permission may face fines and/or judicial action.

BED BUGS

Bed bugs are an unfortunate reality when residing in a shared living environment. Students who suspect a case of bed bugs should contact Facilities Management immediately. A full assessment will be made of the space to determine if bed bugs are present. If bed bugs are confirmed the University has a process in place to respond

and address the issue. A copy of Bed Bug Protocol is available in the "Housing Forms and Publications" section of our Housing web page.

CHECKING OUT OF RESIDENTIAL FACILITIES

Students vacating their rooms at any time during a term or at the close of a term must complete the following before leaving (this only applies to students who are NOT returning to campus housing):

1. Ensure that their facility is clean and in good condition. A cleaning fee will be charged to any students whose living areas are excessively dirty.
2. Unless choosing to take advantage of the "Express Check-Out" option, meet with an RA to conduct a room inspection. Damages found will be assessed to the residents of the room in which they are found.
3. After an inspection, keys are to be returned to the RA conducting the inspection. Failure to return keys upon departure results in a key fine. Personal property left in any residential facility upon completion of check-out becomes the property of the University one week following departure and will be discarded.
4. Students can choose to use the Express Check-Out option. This option is available if a RA is unavailable or if the student simply chooses to expedite the check-out process. The student will obtain an Express Check-Out envelope, empty the room of belongings, place the room key in the envelope and turn it into the Office of Housing, Dining & Residence Life or the University Police office. Keys should not be given to a roommate or left in the student's room. The RA will then inspect the room without the student present. When choosing the Express Check-Out option, the student waives the right to dispute any charges that may result from room damages, etc. All other check-out policies are in effect when using the Express Check-Out option.
5. Students failing to follow the above procedures will be cited for an improper check-out and may be subject to fines and/or penalties.
6. Students who plan to return for spring semester do not need to return their room key or remove their belongings at the end of the fall semester. The University does recommend, however, that students take valuable items (i.e., laptops, gaming systems) home during the break.

COMMUNICATION WITH STUDENT HOUSING

Any request, cancellation, application, or similar communication with the Office of Housing, Dining Services & Residence Life must be initiated by the student. Staff cannot respond to requests from parents, guardians, or similar agencies on the student's behalf. Communication should be through one of the following methods:

1. online via the housing module (my.pitt.edu through the Johnstown Campus Housing & Dining Services task center),
2. via email from the student's Pitt email address, or
3. in person at our office, 130 Student Union.

LOST YOUR ROOM KEY?

- For security reasons you must report a lost room key immediately through the Johnstown Campus Housing & Dining Services task center on the Pitt portal (my.pitt.edu).
- It is unlawful to duplicate any University-issued key. All University keys are number stamped. When moving out students must return the exact key that was provided to them at check-in.



Housing &
Dining Services
Task Center

CRIMINAL DISCLOSURE

Resident students must disclose to the Office of Housing, Dining & Residence Life any felony convictions or other convictions for sexual offenses or drug distribution, sale, or manufacture. If a student has any such conviction(s), residing in on-campus housing first requires express permission from the Office of Housing, Dining & Residence Life. Students with such convictions must agree to a background check and must adhere to any reasonable housing conditions placed on them at the discretion of the Office of Housing, Dining & Residence Life. Based on the nature and circumstances of past or future convictions, the student can be prevented from residing in University-owned housing.

GENDER-INCLUSIVE HOUSING

Gender-inclusive housing provides students the opportunity to live with a student of their choosing regardless of gender or gender identity or expression. If one of the students in a gender-inclusive assignment cancels their housing contract or moves out of the room for any other reason, the remaining student(s) may identify a new roommate to fill this vacancy. If the remaining roommate(s) cannot identify a new roommate, the Office of Housing, Dining & Residence Life may assign a new roommate to the room, the room may revert to a single-gender room, and a new roommate may be assigned based upon the gender of the remaining roommate(s).

HOUSING DEPOSIT AND REFUNDS

A \$150 housing deposit is required for all students when applying for campus housing. Note: The deposit is held against the spring term housing fee. This deposit is refundable under certain circumstances. For detailed information on how to cancel housing and have the housing deposit refunded, please reference the current *Housing and Dining Services* contract.

INSPECTIONS

Residence Life staff will conduct announced health and safety inspections. Students are expected to clean their facility, remove all garbage, and maintain their rooms (and bathrooms) in a clean and hygienic manner. Students will be billed for missing or damaged property and for cleaning charges. Action on all health and/or safety issues will be documented on inspection forms and may warrant judicial action and/or criminal prosecution. Students failing to correct health and/or safety issues could face judicial action and/or criminal prosecution.

IT SUPPORT ISSUES

Students who are experiencing issues with campus technology (i.e., slow/no internet, network access problems, account, or password issues), should contact the IT Help Desk using one of the following methods:

- Browse: www.upj.pitt.edu/PJIThelp
- Text: PJIT to 814-886-1600
- Call: 814-269-PJIT
- Email: PJIThelp@pitt.edu

MAINTENANCE REQUESTS

Students who have a maintenance need (i.e., malfunctioning heating unit, plumbing issue, leak, non-working refrigerator or microwave, etc.) are asked to submit an online work order via the University's Campus Services website (campusservices.upj.pitt.edu). Facilities Management employees work Monday through Friday between the hours of 7 a.m. and 3 p.m. For emergencies that occur during the evening or on weekends, students should also contact an RA.

PRIVATE ROOMS

All students should plan to have a roommate for the year. Private rooms may be offered to those students completing an online "Private Room Request" form in the event private rooms are available. Private rooms may not be available until after the term has begun. Private rooms are offered based on terms-in-residence (how many terms a student has lived on campus), where spaces are available, and by date of request, in that order. Accepting a private room will result in an increased cost to the student.

ROOM VACANCIES

Vacancies in rooms, suites, and lodges will be posted online. The exception is vacancies in organizational (Greek) housing. When a vacancy occurs, students should be prepared for another student to move into the vacancy at any time. Refusing to allow a student to move into a vacancy could result in disciplinary action and/or fines, including being charged for a private room. Moving into an available space without authorization from the Office of Housing, Dining & Residence Life could result in disciplinary action and/or fines.

ROOM CONSOLIDATION

When deemed necessary, the Office of Housing, Dining & Residence Life may consolidate students who do not have a roommate. This process can occur in either the fall or spring terms, or both. Detailed instructions will be sent to students involved in the process. The consolidation process is not necessarily implemented every term.

ROOM ENTRY

The University reserves the right for authorized representatives to enter the premises for housekeeping purposes, for damage and/or cleanliness inspections, for repairs or maintenance, to determine occupancy, to ensure the well-being and safety of members of the University community, to check the condition of University property, or to recover University property. In addition, rooms can be entered when there is probable cause to believe that a violation of University policy and/or state or federal law has taken place or is taking place.

RE-CONTRACTING

Students desiring to return to campus residences for the following year may do so during the re-contracting process that takes place every spring term. Students will be charged a \$150 room deposit. After the \$150 room deposit is paid, students can complete a housing application. Completing a housing application and room selection are two separate processes. Students who do not participate in the room selection process will be assigned to a room by our automated housing assignment process over the summer.

RECESS PERIODS

All residential facilities will be closed between terms. Residents are responsible for making their own temporary arrangements during periods of closure. Dining facilities will close during all breaks and periods of closure. Anyone found in University housing during a period of closure without authorization will be subject to University disciplinary action and/or criminal prosecution. No students are permitted to reside in campus housing during periods when residence halls are considered "closed." For the 2023 fall semester, the residence halls will close at 9 p.m., Friday, December 15 and reopen at 8 a.m., Sunday, January 7.

RESIDENCE HALL CLOSING

- At the end of the semester, students are required to depart campus within 12 hours of their last final exam and absolutely no later than the posted residence hall closing time:
 - Fall Term Residence Hall Closing: Friday, December 15, 2023 @ 9 p.m.
 - Spring Term Residence Hall Closing: Friday, April 26, 2024 @ 9 p.m.
- Students with extenuating circumstances (student-athletes, international travel, distance of greater than 4 hours from home) may request permission to remain in the residence hall beyond closing times by completing a Late-Stay Request. A \$50 overnight charge will apply.

STUDENTS' RIGHTS & RESPONSIBILITIES IN THE JUDICIAL PROCESS

The Residence Life staff (RA) are actively involved in working with students to create an academically supportive environment. The staff are committed to encouraging students to adhere to University policies and procedures and exhibit appropriate behavior at all times. While educating students about what it means to be a member of a positive living community, the staff must address the behavior of individuals who act inappropriately and/or who serve as a disruption within the community. Students are expected to be responsible for their own actions and the actions of their guests at all times and places on campus. Additionally, it is the responsibility of all resident students and their guests to respectfully comply with the directives given by the members of the Residence Life, Housing & Dining Services staff.

Depending upon the nature and severity of an incident, a student's behavior could result in one or several possible interventions including an informal discussion with one's Resident Assistant or Head Resident Assistant, an administrative hearing conducted by an Area Coordinator, a judicial referral to the Office of Student Conduct and Conflict Resolution, and/or the involvement of University Police. Some actions could result in a student's immediate removal from living in and/or visiting campus residential facilities. Additional information on the judicial system can be found in the *Student Code of Conduct*.

HOUSING POLICIES

ABANDONED ITEMS

Any belongings left behind for five (5) business days after a student checks out will be considered abandoned and will be disposed of by the University with no liability.

ALCOHOL POLICY - RESIDENTIAL FACILITIES

The University has established a comprehensive policy concerning the use and abuse of alcohol and other drugs by students and employees. It is of the utmost importance that each student read and be familiar with University policies regarding alcohol and other drugs. As adults, students are expected to obey the law and take responsibility for their conduct. The relationship between the University and students is a non-custodial one. The University will not invade the personal lives of its community members (faculty, staff, students, or others) on or off the campus, nor conduct unreasonable searches and seizures. University policy has been designed to give reasonable assurance of compliance with campus regulations, township ordinances, and state laws. Members of the University community will be subject to disciplinary action, or legal process, for violation of laws, ordinances, and regulations, as well as procedures designed to comply with the same. It is recommended that students familiarize themselves with the University policy by consulting the *Student Code of Conduct*.

ARRIVING EARLY/STAYING LATE

The Office of Housing, Dining & Residence Life recognizes that some students need to arrive on campus before the residence halls are officially open. Students are permitted to arrive early if it is required due to official University business or if it is the result of extenuating international travel issues. Students who need to move to campus prior to opening should complete the Early Arrival Request form in the Johnstown Campus Housing & Dining Services task center (on the Pitt portal).

Similarly, some students need to remain on campus after the residence halls are officially closed. Students are permitted to stay if it is required due to official University business, including graduation, or if it is the results of extenuating international travel issues. A Late-Stay Request form must be completed for any student wishing to remain on campus. Students should make travel arrangements in advance in order to ensure they depart prior to the official residence hall closing.

Students who arrive early or stay late could be subject to a nightly charge since the residence halls are not officially open. To ensure the safety of the campus community no student is permitted on campus without having submitted the appropriate form and receiving approval from the Office of Housing, Dining & Residence Life. Students found on campus without authorization may be subject to fines and/or judicial action.

CLEANING POLICY

It is important that rooms (including bathroom facilities) remain clean to promote a healthy and safe living environment. Regular cleaning, especially bathrooms, helps prevent pests, mold, bacterial growth, and other health and safety hazards. It is the responsibility of each resident to maintain the cleanliness of their room, suite, townhouse, or apartment. Custodial staff will regularly clean all public and common area bathrooms but not individual bathrooms while the associated living space is occupied.

CONFISCATION

If stolen property, contraband, prohibited items, and/or item(s) considered a danger to a student or the community is found in a student's possession, University personnel will remove it immediately. Contraband includes, but is not limited to, fire hazards, prohibited items such as candles, cooking appliances, weapons, illegal drugs, drug paraphernalia, etc. The student or students in whose room, lodge, suite, townhouse, or apartment the item is found will be subject to University action and/or criminal prosecution. Some confiscated items may be retrieved within one week of the date of confiscation. Any retrieved item must be permanently removed from campus immediately. Items related to alcohol and/or drug use or items that could present a danger may not be retrieved. Any item not retrieved within one week becomes the property of the University.

DAMAGES AND LIABILITY

The University does not assume responsibility for any resident's, guests' or other person's loss of money or valuables or for the loss of personal property due to natural or unnatural causes. Students whose personal property is not covered by their parents' or guardians' personal property insurance policy, should purchase coverage.

1. Only maintenance and/or custodial staff members may repair, replace, or adjust University equipment or property. Residents are not permitted to do so.
2. All residents of a room, suite, lodge, townhouse, or apartment are held mutually liable for damages to public and/or private areas when individual responsibility for the damages cannot be clearly established.
3. An individual is held solely liable for public or private area damages to a room, suite, townhouse, lodge, or apartment when individual responsibility can be clearly established.
4. Living spaces and common areas must be in the same condition upon resident departure as recorded on the condition report upon arrival.
5. Residents are responsible for securing their room, suite, townhouse, lodge, or apartment. Residents can be held accountable for loss of personal belongings or University property.

LOST YOUR ID CARD?

- Because a student ID card provides access to a student's residence hall and meal plan the ID Center must be notified **immediately** if it is misplaced.
- The fee for replacing a lost card is \$30 and replacement of a damaged card (damage not the result of normal, everyday use) is \$10. If a student knows the location of their card and is able to have it returned, a temporary ID card can be issued at no charge. Temporary cards are valid for one week.



ID Center

6. Residents who observe vandalism within or around residential facilities, and who do not report the vandalism to our office, Residence Life staff (RA) or University Police can also be found financially or judicially liable for damages.
7. A student's failure to remit payment when found financially liable will result in an administrative hold being placed on the student's University account. This hold may prevent a student from scheduling classes or completing a housing application.
8. Because the University considers it a privilege and not a right to reside in campus housing, those students who, on the basis of campus records, participate in or are responsible for excessive and/or malicious damage to University property may be required to immediately vacate campus housing and/or may lose on-campus housing privileges.

DISORDERLY CONDUCT

At all times, students are expected to act in a mature, rational, and respectful manner towards one another and all University faculty, staff, and administrators. Actions, attitudes, and behaviors to the contrary aimed, either directly or indirectly, towards any member of the University community will be appropriately addressed through the University's judicial system, which could result in criminal charges, if warranted. In every situation alleging disorderly conduct, a student's residency status is questioned and could be altered and/or revoked.

DRUGS

On-campus possession, sale, or use of any controlled substances (as defined under the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act 64 of 1972) is prohibited. Students who are found to possess, sell, or use these substances could be required to vacate University housing immediately and are also subject to permanent disciplinary dismissal from the University and/or criminal prosecution.

FIRE SAFETY/FIRE SAFETY EQUIPMENT

Each residential facility is equipped with a central fire alarm system. If an alarm sounds, students are required to immediately evacuate their facility. Obstruction of or disobeying emergency evacuation procedures will result in judicial and/or criminal action. Abuse, tampering, misuse, or unauthorized use of fire safety equipment, including, but not limited to, covering an exit sign, setting off false alarms or false alarm boxes, or intentionally activating a sprinkler system, smoke detector, fire extinguisher, or fire hose connection, is prohibited and will result in appropriate fines and/or University action, up to and including termination of housing and criminal prosecution. This includes covering smoke detectors. Setting fires in the residential facilities or surrounding areas is prohibited and punishable under the Pennsylvania Fire Code. This includes, but is not limited to, setting fire to bulletin boards, wall coverings, posters/ flyers, trash containers, furniture, door decorations and/or setting fires or burning items outside of a residential facility. Students may not remove the curtains from any windows, nor may they hang fabric in their rooms or common areas (including on windows) for decorative or other purposes.

FIREARMS AND WEAPONS

Possession of firearms and/or weapons in University housing or on University premises is strictly prohibited. Included in the University's definition of firearms and weapons are pellet guns, BB guns, airsoft guns, paintball guns, ammunition, bows and arrows, knives, sling shots, darts, martial arts implement, and any item described as being an "offensive weapon" under the Pennsylvania Crimes Code. Due to the popularity of hunting in the Johnstown area, arrangements can be made with University Police for storage of firearms/weapons. Any student desiring this service can make appropriate arrangements by contacting University Police at 814-269-7005. (Note: The storage of firearms/weapons with University Police is a service and a privilege. Failure to return them to University Police immediately upon returning to campus will result in revocation of this privilege.) Residents must report the possession, use, or storage of any firearm, weapon or explosive device to University Police when they are aware of such possession. Game animals killed while on hunting trips may not be brought to campus and dressed/processed. All cleaning and dressing must be done off of campus property.

FIREWORKS

Pennsylvania law forbids the use of smoke bombs, firecrackers, fireworks, and other incendiary devices. Possession and/or use will result in disciplinary sanctions and/or police action.

FURNITURE

For the health and safety of the campus community, no non-university furnishings (personal furniture) are permitted in any campus residence hall. Any personal furniture found in a residence hall will be removed immediately and discarded. Additionally, any students bringing personal furniture to campus will be subject to a \$100 fine.

GUEST AND VISITOR POLICY

All visits are subject to the following conditions:

1. A visitor/guest is defined as any person not assigned to that hall or room.
2. The roommate's approval is required.
3. All residents and visitors/guests must present proper photo identification upon request. Proper identification for visitors/guests includes state issued identification as well as identification cards from other schools.
4. The resident must escort all visitors/guests while in the building. Residents are limited to two (2) visitors/guests per room at any one time, provided the room capacity is not exceeded (see page 18 for room capacities). A resident may not entertain persons under the age of sixteen (16) unless the minor is accompanied by a parent or over the age of 24 unless the guest is a parent/guardian. At no time are non-students under the age of 18 permitted to stay in the residence halls overnight.

ID CARDS

For purposes of identification and means of access, all students are required to carry their University ID card while on campus. Students must produce a student ID card when requested to do so by any University official. University officials include University Police Officers, Office of Housing, Dining & Residence Life staff, and other University administrators. Lost or missing ID cards must be reported immediately to the ID Center at upjid@pitt.edu. Students are financially responsible for the cost of a replacement card. Students are not permitted to allow another student to use their student ID card for any purpose. Doing so is a violation of University security policies and could result in judicial action.

KEYS

University room, suite, townhouse, lodge, and apartment keys are issued to the assigned occupants of the living space. Residents should not lend their keys to anyone. Keys are to be returned to an RA, the Office of Housing, Dining & Residence Life, or the University Police office and should not be left in rooms or any other place on campus or given to a roommate to return. Doing so may result in fines and/or disciplinary action. Lost or missing keys must be reported immediately via the online Lost Key replacement form found at my.pitt.edu in the Johnstown Campus Housing & Dining Services task center. Residents are financially responsible for the cost of all lock changes.

1. It is a violation of state statutes and University regulations to duplicate keys to any residential facility.
2. Residents are financially responsible for the cost of changing locks and the re-cutting of keys if they do not return their residence hall keys upon departure from the facility. The cost associated with changing locks and re-cutting keys is set annually by the Office Housing, Dining & Residence Life.
3. Students should carry their keys with them at all times. Students who lock themselves out of their room/building should call their RA or Campus Police to gain entry. Multiple room lockouts will result in a fine.

LAUNDRY

Most residential facilities are equipped with laundry machines. All laundry machines on campus are open to use by residential students and do not require coins or cards to operate. Questions regarding the laundry or requests for repairs should be submitted to the laundry vendor by following the instructions posted in the laundry rooms. Please note that the University's maintenance staff does not repair or maintain laundry machines. If you encounter a problem with one of the machines, information is posted in all laundry areas explaining how to report the issue. Any person found tampering or misusing any machine or appliance will be prosecuted criminally and may be referred to the University's judicial system.

OVERNIGHT GUEST POLICY

An overnight guest is defined as any non-resident guest visiting between the hours of 12 a.m. and 8 a.m. Sunday through Thursday nights and between the hours of 2:00 a.m. and 8:00 a.m. on Friday and Saturday nights. All visitation regulations apply to overnight guests (see "Guest and Visitor Policy" above). Residents may have overnight guests subject to the following additional conditions:

1. All non-resident overnight guests must be registered via the online overnight guest registration form completed by the host student in the Johnstown Campus Housing & Dining Services task center at my.pitt.edu. The overnight guest form must be completed by 12 p.m. the day before the visit and roommate approval must be received by 3 p.m. the day before the visit. The roommate's approval is required even if the roommate will not be in the room during the guest's stay. Due to the shortened timeline, late registrations cannot be accepted. Incomplete forms will not be approved.
2. Hosts will receive an approval or denial email once the registration form has been reviewed and the roommate agreement has been completed.
3. Residents of first-year buildings, lodges, and the LLC may not have more than one overnight guest at one time. Residents of townhouses, Willow Hall, and CPA may have up to two overnight guests at one time provided the room capacity is not exceeded.
4. An overnight guest may not stay longer than three consecutive days (Sunday through Saturday).
5. A resident is limited to having six guest nights during any calendar month.
6. Guests must abide by the *Student Code of Conduct*. Violations of the *Student Code of Conduct* could result in the immediate removal from campus.
7. The total number of overnight guest nights allowed for any resident student is 12 in a given term.
8. Having an unregistered overnight guest, failing to receive roommate consent and/or having guests for too many nights could result in disciplinary action and/or fines including, but not limited to, loss of hosting privileges. Repeated violation could result in removal from University housing.
9. Actively enrolled commuter students may be signed in as an overnight guest for a maximum of 10 nights per semester and no more than 4 nights per month. Commuter students should adhere to all other applicable conditions contained in the overnight guest policy.

QUIET HOURS

To ensure a quality living/learning environment, conduct and noise interfering with study and sleep of residents is unacceptable. During quiet hours, a student should be able to study or sleep in their room without

ROOM CHANGES

- Room changes can be requested beginning the second week of the semester using the online process. Until that time all room assignments are frozen. Students will receive an email notification when the room change option is available.
- Once a room change is approved students have 72 hours to complete their move and return the key to their old room (which should be returned to one of the RAs in that building/community).
- Moving into an empty room without permission is a violation of housing policy.

disturbance from their neighbors. Quiet hours for all University-owned residential facilities are Sunday through Thursday 10 p.m. to 8 a.m. and Friday and Saturday midnight to 8 a.m. Exceptions to this timeframe are during exam weeks when quiet hours are in effect at all times through the duration of the exam week. A fine is imposed for quiet hours violations and multiple violations can result in judicial action.

PARKING

All Pitt-Johnstown students are permitted to have motor vehicles on campus; however, all cars must be registered with the Office of Campus Police. Parking is on a first-come, first-served basis, with exception of posted restricted areas. No maintenance can be performed on vehicles parked on campus property. While parking lots are cleared of snow by Facilities Management, students are encouraged to have a small shovel in their vehicles in order to clear snow from their individual parking spaces. See the back cover for a copy of the parking map.

PERSONAL & COMMUNITY SAFETY

The ability to live, learn, and grow in a safe, secure, and healthy environment is of paramount importance. In concert with other University policies and federal and state laws, behavior that endangers personal safety within the jurisdiction of residence halls and surrounding property is prohibited. Accessing roof tops and/or ceilings, propping doors, removing window screens, entering/exiting through windows, and using sports equipment within residence facilities is not permitted.

1. Propelling objects from hallways, windows, doors, balconies, porches and/or sidewalks of facilities is prohibited.
2. Playing sports and/or using any sporting or unauthorized recreation equipment is not permitted in residential facilities.
3. Discharging, dumping, or throwing containers of water, having shaving cream, food, water, or other fights, and/or engaging in similar behavior that endangers resident safety or University property is prohibited in and around/between residence facilities.
4. Items cannot be hung from the ceiling, including but not limited to cardboard, beer boxes, fishnet, parachutes, flags, tapestries, or other flammable items. Only University-approved curtains may be hung in front of windows.
5. Using candles, incense or incense burners, oil lamps, etc. which, by the nature of their use may be left unattended, constitute a fire hazard and are not permitted in residence facilities.
6. Storage of propane tanks, lighter fluid, or other accelerants, or any other type of "open flame" device in the residence facilities is prohibited. University personnel will confiscate such items.
7. During holidays, decorative lights and candelabrum with low watt mini-bulbs and a UL approved label are permitted. Natural trees, pine boughs, etc., are not permitted.
8. No person is permitted to sleep in public areas of residence facilities, including common areas such as lobbies, hallways, and recreation areas.
9. Approved extension cords should never be placed across aisles, wrapped around metal fixtures or furniture, run through doorways or under carpet or bedding.
10. Tampering with exterior doors, propping exterior doors open, or disabling/bypassing exterior locks is prohibited. Students who do so could face disciplinary action, including removal from the residential facilities.

PETS

For health and maintenance reasons, pets are not permitted in any residential facility. Fish in a 10-gallon tank or less are the only exception to this policy. Students found in violation of this policy will be subject to disciplinary action without prior warning. The minimum penalty in such cases will be a \$100 fine. Repeated violations can lead to loss of on-campus housing privileges. Unauthorized animals must be removed from campus within 24 hours of their discovery.

Support animals (SA) must be approved by the Office of Health and Counseling Services and be registered through our office before the animal is permitted on campus. Any student bringing an SA onto campus without following these guidelines will be fined and forced to remove the animal from campus immediately. The SA guidelines are available on our web page (www.johnstown.pitt.edu/housing) by clicking on the "Support Animal Guidelines" link on the right.

PROHIBITED ITEMS

Page 3 contains a list of items that are prohibited on campus. Any items from this list found on campus will be confiscated immediately and the owner(s) will face fines and/or judicial action. A microwave and refrigerator are provided in all residential areas on campus.

ROOM LIGHTING

University lighting fixtures must be equipped with light bulbs provided by the University. They cannot be replaced with any other type of bulb, nor can a shade or light covering be replaced or altered in any way. If an emergency evacuation of a residential facility is necessary, it is important that Police and Fire Safety personnel have adequate lighting. Due to fire safety hazards, halogen lights are not permitted. Lighting devices, fixtures, or equipment may not be affixed to any University property. Material or cloth may not be placed over lighting fixtures.

SMOKING/VAPING

All University-owned facilities are clean air. Smoking within all University facilities, including residential facilities, is prohibited and will result in fines and possible loss of on-campus housing privileges. If evidence of smoking in a residential facility is apparent and the responsible person(s) cannot be identified, the residents of the facility and/or the organization of a facility will be held responsible for any relevant fines according to the above-mentioned consequences. The use of electronic cigarettes and vaping is also prohibited in residence facilities.

TECHNOLOGY USAGE

The University provides computer network connection services in all residential facilities.

1. Use of this service is a privilege and it is the responsibility of each user to utilize these services appropriately. By connecting a computer to ResNet, users are bound to all agreements established by the University, its vendor(s), and to any local, state, or federal laws and/or regulations regarding use.
2. Any action deemed a violation of any University policy regarding computer appliance, software or network use could result in the immediate termination of services, monetary fine and/or judicial and/or criminal prosecution.
3. Users may not attempt to run any unauthorized hosts, sources, or services.
4. Residents may not attempt to circumvent any firewalls affiliated with established network services.
5. Residents are responsible for any activity originating from their host.
6. Residents may not use any technology for surveillance, nor record or distribute video or still images of someone without her/his prior written permission.
7. Residents may not install satellite dishes, radio or television antennae, or aerials in, on, or throughout any residential facility.

THEFT AND/OR UNAUTHORIZED USE

Theft or unauthorized possession of University services, property, appliances, equipment, or personal possessions is a serious offense - one that will be investigated and addressed to the full extent of University policy, and federal, state, and local laws and ordinances.

1. Theft of University services includes, but is not limited to, the unauthorized use of computer, network access, and University meal card or other accounts.
2. Residents may not use another's personal property without authorization, including, but not limited to, another's computer account, or meal account.

3. Theft of services regarding the use/misuse of campus housing will be prosecuted to the fullest extent of University policy, and federal, state, and local laws and ordinances.

UNIVERSITY ROOM FURNISHINGS AND APPLIANCES

1. For the health and safety of our resident students, personal furniture (recliners, love seats, upholstered chairs, couches, etc.) is not permitted in any residence facilities.
2. Air conditioners are not permitted to be brought to campus.
3. Lodge, room, suite, townhouse, or apartment furnishings provided by the University may be arranged in any reasonable manner that does not endanger resident safety – with the exception of any items affixed to a wall or floor, as these items must remain in their original position.
4. Furnishings or appliances provided by the University may not be transferred or interchanged among rooms, suites, lodges, apartments, townhouses, or any public area.
5. University furniture may not be placed outside.
6. University furniture that is placed into the room by the University must remain in the room and may not be removed by the residents. Facilities Management will not honor requests from students to remove any furnishings from a room, suite, lodge, townhouse, or apartment.
7. University common area furniture (e.g., furniture placed in lounges or recreation areas) may not be moved to student rooms or placed outside of the residence facility. Students found in violation of this policy will be subject to disciplinary action and possible loss of on-campus housing privileges.
8. All University-provided appliances must be cleaned and in the same working condition upon departure as they were upon arrival. Refrigerator/freezer units are not to be used for storing biological waste or any type of pathogen.
9. Living areas may be carpeted, however, if the space is not already carpeted:
 - a. University property is not to be modified to accommodate carpet.
 - b. Double-sided tape, glue, adhesive, other tape/fixative, or nails may not be used in carpet installation.
 - c. Carpet may not have foam backing, and carpet padding is prohibited.
 - d. Any area rug/carpet brought by a student must be removed prior to resident departure from the room, suite, lodge, townhouse, or apartment.
10. Waterbeds, pools of water, waterslides, saunas, whirlpools, and other such items are not permitted in residence facilities.
11. Rewiring or modification of any outlet, jack or fixture is prohibited.
12. Installing ceiling-mounted lights or fans is not permitted.
13. Installing or affixing shelving, cabinets, etc., is not permitted.
14. Installation of student-built furnishings (bars, poles, etc.) is not permitted.
15. Students are not permitted to install their own curtains in the room. University provided curtains must remain in place due to fire safety issues.
16. Modification of plumbing to include replacing shower nozzles or faucets is not permitted.

CAMPUS DINING

The University of Pittsburgh at Johnstown has partnered with the Compass Group (the leading food service provider in the UK, Continental Europe, Australia, and the US) through its subsidiary Chartwells Higher Ed, as the campus' exclusive food service provider.

WHAT'S INCLUDED IN A MEAL MEMBERSHIP?

Each membership comes with a combination of meals and dining dollars. Meals, often referred to as swipes or meal swipes, can be used during meal periods in PJ's Restaurant in the Student Union. A meal is deducted every time you enter PJ's. Students are able to use 1 meal swipe per meal period (this includes entry to PJ's and meal exchanges). Residential meal plans include a specific number of meals each week. Unused meals expire after close on Saturday and reset before brunch on Sunday .

Dining dollars spend like cash (dollar-for-dollar) at any of the campus eateries including the Tuck Shop, the Pitt Stop, Pizza Pitt, and Daily Grind. Students can also use their dining dollars to purchase meals in PJ's at a special rate (guest meals do not apply). Other features included in the 2023-2024 residential meal memberships include:

- **Meal Exchanges**

For students who don't have time to have a sit-down meal in PJ's, meal exchanges offer an opportunity to purchase a meal from one of the retail locations using a swipe. This also helps students conserve their dining dollars. Meal exchanges are available during regular hours of operation at all retail locations except Subway. Items included in an exchange vary by location. Meal exchange items must be ordered through the Boost app.

- **Guest Meals**

All meal plans include a pre-set number of meals designated for guests. These meals can be used for friends, family, or any "guests" students wish to take to PJ's. Guest meals are allocated for the semester. If a student runs out of regular meals, they are able to utilize guest meals for themselves, however, they may not use regular swipes for guests. The gold plans (both A & B) also include an unlimited number of guest meals for parents.

- **Dining Dollars**

Dining dollars remaining on a student's accounts at the end of the fall semester will carry over to the spring semester provided the student is also enrolled in a meal plan for the spring. All dining dollars expire at the end of the spring term. Students can add dining dollars at any time during the semester by completing the online request found in the Johnstown Campus Housing & Dining Services task center.

- **"Go Green!"**

All students enrolled in a residential meal plan receive one free "go green" container per semester. The Go Green program provides students with a free, reusable take-out container that can be filled with their favorite items from PJs and then taken back to their room or wherever they need to be. When the student wants to "go green" again, they simply exchange their container for a sanitized one. It is important to note that the green container replaces the meal normally eaten in PJ's and is not an additional meal.

SPECIAL DINING NEEDS

Chartwells, the campus' food service provider, can accommodate students with special dining needs including food allergies or intolerances. Halal and kosher meals can also be arranged. Students requesting special diets should complete the "allergen preferences" portion of the Dine on Campus app. Information stored in the allergen references remains confidential. Students can also contact a member of the Chartwells culinary team.

PJ's RESTAURANT

PJ's, the main dining facility in the Student Union, offers all-you-can eat dining where students can choose from six different stations including **The Kitchen** (complete meals based around classic comfort foods), **Rooted** (an entirely plant-based menu), **La Cucina** (pizza and tempting cuisines such as pasta and calzones), **Global** (grill offering made-to-order selections), **Fresh 52** (full-service salad bar), and **Delicious Without**, an allergen-free station where menu items are prepared without the top-9 nine allergens: peanuts, tree nuts, eggs, fish, shellfish, milk, wheat, soy, and sesame.

PJ's is open Monday through Friday from 7:30-10 a.m. (continental breakfast), 11 a.m.-2 p.m. (lunch), and 4-7 p.m. (dinner). On the weekends, PJ's is open for brunch from 11 a.m.-2 p.m., and dinner from 4-7 p.m.

RETAIL LOCATIONS

Students have the option of choosing from 7 retail dining locations on campus where they can use dining dollars for their purchases. Meal exchanges are also available on specific menu items at each retail location

Daily Grind (Blackington Hall)

Monday through Friday: 8 a.m.-3 p.m.

Pitt Stop (Student Union)

Monday through Friday: 7:30 a.m.-1:30 p.m.

Pizza Pitt (Student Union)

Daily: 7 p.m.-Midnight

Freshens (Tuck Shop)

Monday through Friday: 11 a.m.-7 p.m.

Grill 27 (Tuck Shop)

Daily: 11 a.m.-7 p.m.

Subway (Tuck Shop)

Daily: 11 a.m.-7 p.m.

Tso Good (Tuck Shop)

Monday through Friday: 11 a.m.-7 p.m.

ACCOMMODATING SPECIAL DIETS

Chartwells, our exclusive food service provider, is committed to offering menu items that cater to a variety of dietary interests and restrictions including vegetarian/vegan, gluten-free, kosher, and halal. Here are some of the ways we meet that commitment:

- "Delicious Without" is an allergen-free station located in PJ's Restaurant. The station features items prepared without gluten and any of the top-nine allergens, which are: peanuts, tree nuts, eggs, fish, shellfish, milk, gluten, soy, and sesame.
- Our culinary team will work with students individually to discuss their specific dietary issues and develop a plan to provide tasty meals that meet their needs.
- Students can self-identify as having special dietary needs through the Dine on Campus app. They can also contact one of our expert culinarians at 814-269-7882.



MEAL PLAN OPTIONS AND RATES

All first-year residence hall, lodge, Willow, and LLC residents must enroll in a meal plan (first-year students must choose between either a Gold or Silver plan). All plans are per term. Commuter students and those residing in the townhouses and College Park apartments, while not required to subscribe to a meal plan, may choose from any of the meal plan options:

Plan Name	Meals	Dining Dollars	Guest Meals	Cost
Gold-A (1-A)	19/week	500/term	15*/term	\$3,130
Gold-B (1-B)	19/week	300/term	15*/term	\$2,965
Silver-A (2-A)	14/week	500/term	10/term	\$2,725
Silver-B (2-B)	14/week	300/term	10/term	\$2,656
Bronze-A (3-A)***	10/week	500/term	5/term	\$2,380
Bronze-B (3-B)***	10/week	300/term	5/term	\$2,220
Commuter**	45/term	300/term	0	\$865

*includes unlimited guest meals for parents

**available to commuters, townhouse residents, and CPA residents

***not available to first-year students

Meals included in weekly plans will expire and be reset every Sunday at 12:01 a.m.. Meal plan purchases and changes are coordinated by the Office of Housing, Dining & Residence Life. Meal plan questions may be directed to upjmeals@pitt.edu.

WALK-IN RATES

Students not enrolled in a meal plan are still able to eat in PJ's dining hall, although a meal plan offers better value. Payment can be made by credit card or Mountain Cat Cash and guests will be charged the walk-in rate based on the meal period:

- Continental Breakfast: \$6
- Lunch/Brunch: \$14
- Dinner: \$15

HOUSING RATES

The housing rates listed below are **per term** for the academic year. The rates include the room, room furnishings, internet and Wi-Fi, laundry access, residence hall programming and events, and all utilities. Meal plans are a separate cost.

Housing Facility	Shared Room	Single Room**
First-Year Residence Halls	\$3,480	\$4,230
Living-Learning Center (LLC)	\$3,730	\$4,560
Lodges	\$3,480	\$4,230
Townhouses	\$3,810	\$4,650
Willow Hall	\$3,810	\$4,650
College Park Apartments (4-person apt)	\$3,810	\$4,650
College Park Apartments (2-person apt)	\$4,230	\$4,650
College Park Apartments (1-person studio)		\$4,650

**Single Rooms may be available on a limited basis and are generally not available until the semester has started.

HOUSING FINES (per person)

Violation or Issue	Reference	Fine
Damage or destruction of University property	Page 9	Replacement cost.
Cleaning fee – excessively dirty room or bathroom; support animal clean up.	Page 9	\$100 (2-person room) \$100 (per room in CPA, TH & Willow)
Failure to Cancel Housing: vacating a room or not occupying a room without submitting a housing cancellation (making it unavailable to assign)	Housing Contract	Loss of Housing deposit (\$150) and nightly housing charge until cancellation submitted, room key returned, and belongings removed.
Fire safety: including tampering with smoke detector or fire extinguishers, setting of false alarms	Page 10	\$75 per violation Possible judicial sanctions. Student(s) will also be held financially liable for damage resulting from the violation.
Furniture: common area furniture placed in a student's room; room furniture placed in a hallway, common area, or outdoors; unauthorized furniture; removal of abandoned furniture	Pages 11 & 15	\$50 per violation Possible judicial sanctions
Guest Policy	Pages 11-12	\$50 per each occurrence (\$100 for overnight guests) and loss of hosting privileges
Improper checkout: failure to checkout with RA or online, return key, or remove belongings	Page 5	\$50
Keys: Lost or unreturned	Page 11	\$50 (2 keys: First-Year building, Lodge, LLC) \$55 (3 keys: CPA 3-person) \$60 (4-5 keys: CPA, Townhouses, Willow)
Lock out from room	Page 11	No charge for first lock out \$15 per each subsequent occurrence
Quiet hours	Page 12	Verbal warning (first offense) Written warning (second offense) \$50 (third offense) \$75 (fourth offense) Possible judicial sanctions
Pets: Unauthorized animal or failure to receive approval for a support animal	Page 13	\$100 per offense and possible judicial sanctions
Plumbing Modification: replacing shower nozzles, faucets, etc.	Page 15	\$50 per violation
Prohibited items	Pages 5 & 14	\$50 per violation and possible judicial sanctions
Room Change: moving into another bedspace without authorization	Page 12 (insert)	\$100 or private room charge (whichever is greater) and possible judicial sanctions
Smoking	Page 14	\$50 (first offense) \$100 (second offense) Possible judicial sanctions
Unauthorized stay: failure to submit an Early Arrival /Late-Stay application or staying without permission	Page 7	\$100 plus \$50 for each subsequent night
Wall damage from adhesives, including string lights, wall paper, etc.	Pages 5 & 9	\$50 per violation or repair costs

FREQUENTLY CONTACTED OFFICES

Department	Email	Phone:
Academic Affairs		814-269-2077
Academic Success Ctr.	upjasc@pitt.edu	814-269-7998
Bookstore	tjones@pitt.edu	814-269-7100
Business Office	upjbills@pitt.edu	814-269-7040
Campus Activities		814-269-7065
Campus Police		814-269-7005
Career Services	jcareers@pitt.edu	814-269-7123
Chartwells		814-269-2051
Dining Services	upjmeals@pitt.edu	814-269-7115
Disability Services	ohcs@pitt.edu	814-269-7119
Equity & Inclusion	srae@pitt.edu	814-269-7113
Financial Aid	upjaid@pitt.edu	814-269-7045
Health & Counseling	ohcs@pitt.edu	814-269-7119
Housing Services	upjhousing@pitt.edu	814-269-7115
ID Center	upjid@pitt.edu	814-269-2049
IT Help Desk	PJIThelp@pitt.edu	814-269-7548
Owen Library		814-269-7300
Registrar's Office	upjreg@pitt.edu	814-269-7055
Residence Life	upjhousing@pitt.edu	814-269-7115
Student Conduct		814-269-7133
VP Student Affairs	upjsa@pitt.edu	814-269-7062

