

**Guidelines for Panther Dining**

Shoes and shirts must be worn at all times. Smoking is not permitted in any dining center. Excessive mess or damage in a dining center (i.e. food fight) is prohibited.

Lincoln, Stevenson, Douglas Complex  
Opening 2008



## **Welcome**

The staff of the Lincoln, Stevenson, Douglas Complex would like to extend a warm welcome to you as we start this exciting new year together. The college years are some of the most defining and memorable of your entire life. We want to help make them some of the best.

Hopefully, this handbook will answer many of your questions. Please read it and keep it handy during your stay with us. In addition, it is requested that you read the Housing Handbook. You ARE held accountable for all the information in that handbook. Please understand that the information in this handbook is accurate at the time of printing, and is subject to change without notice.

Lincoln hall is an all-female, air-conditioned residence hall housing nearly two-hundred students on its four floors. Lincoln features a recreation room in the lower level, with a big screen television, full size refrigerator, and kitchenette. A piano lounge can be found on the first floor. Stevenson Hall is an upper class, co-educational, 24-hour visitation residence hall housing 370 students. The hall is different from most buildings, since it is “suite style living,” where the floors are comprised of two person, four person, or six person suites with living rooms, bathrooms, and bedrooms. Douglas Hall is an all-male, air-conditioned residence hall housing nearly two-hundred students on its four floors. Douglas features a recreation room in the lower level, with pool, ping-pong, a big screen television, full size refrigerator, and kitchenette. A piano lounge can be found on the first floor. On each floor of your residence hall you will find a Resident Assistant, or RA, who is ready and willing to help you with questions or problems you face as you live here in the Lincoln, Stevenson, Douglas Complex. In addition to the RAs, each residence hall is overseen by a professional Associate Resident Director, who is working towards a graduate degree. A full-time professional Complex Director oversees the ARDs, and also is available to help you with any questions you may have.

## **Panther Dining**

Panther Dining operates many different locations across campus. The meal plan that you selected with your housing contract will allow you access to the variety of options that Panther Dining offers.

The “meal swipes” component of your meal plan give you access to the residential dining centers at a 20% discount off the cash/guest price. Your swipes are to be used on a weekly basis, since any unused swipes are not carried over to the next week.

The Dining Dollars component of your mean plan gives you access to all Panther Dining operations. You may use them to purchase entry to the residential dining centers (at 20% discount off the cash/guest price), or to pay for items at the University Food Court, Java B&B, and the Marketplace Convenience Center. All purchases with Dining Dollars are tax-free. Dining dollars are valid throughout the entire academic year. If you run out of Dining Dollars, you may purchase more by going to the Dining Services Office on the First Floor, West Side of the University Union.

### **Menu Hotline**

Call 581-food (581-3663) for information on the food selections being served for the day at all of the Panther Dining locations across campus. You can also find them on the internet via the Dining web site ([www.eiu.edu/~dining](http://www.eiu.edu/~dining)).

### **Panther Card**

Your Panther Card is encoded with the meal option you chose on your Housing Contract. For your protection, the Dining Service Staff is required to confiscate any card not used by the owner.

**Lincoln, Stevenson, Douglas Complex  
Fall 2008 Staff**

**Weather Warnings**

When severe weather has been forecasted for the Coles County Charleston area, our front desk staff members will be notified and a sign will be posted at the front desk. The signs posted will display the type of weather conditions, Severe Thunderstorm Warning/Watch or Tornado Warning/Watch, and the time the Watch/Warning will expire. During the winter months you may call IDOT (Illinois Department of Transportation) at 1-800-452-4368 for up to the minute weather conditions.

**Tornado Relocation**

When the emergency service siren for Coles Country sounds, it is recommended that all students and staff relocate to the lowest safe area as soon as possible. **DO NOT USE ANY ELEVATORS.** In cases of immediate danger, move to an interior point of the floor away from glass, and sit down with your hands over your head. Usually when a **Tornado Warning** is issued for the immediate Charleston area, the residence hall staff will notify the floors that it is prudent to relocate to the basement.

**Fireworks & Weapons**

Possession and/or use of fireworks, explosives, or weapons (including air guns, BB guns and other projectile devices) are not allowed in University Housing. In addition to any criminal charges that may result, University Disciplinary Probation and a fine will be administered. You will also be subject to suspension from the University.

Michelle Hopper, Complex Director	581-7696
Nicole Mette, Stevenson ARD	581-7695
Miranda Ambuske, Lincoln ARD	581-7694
Terry Coleman, Douglas ARD	581-5553
Cindy Sowers, Complex Secretary	581-5552
Brian Korstanje, Sr. Staff Assistant	581-3556

**Lincoln Resident Assistants**

Liz Bondy	062	581-5387
Jessica Blumm	164	581-2264
Rachel Wade	272	581-2863
Kelly Canning	372	581-3467

**Stevenson Resident Assistants**

Amber Dispensa	2E1	581-5775
Jarrold Scherle	3E1	581-5709
Gina Lendi	4E1	581-5781
Ryan Oliver	5E1	581-5785
Crystal Wright	6E1	581-5493
Justin Gross	7E1	581-5497
Jill Kooistra	8E1	581-5701
Andy Luttrell	9E1	581-5408

**Douglas Resident Assistants**

Keith Wise	007	581-3983
Moe Samad	111	581-5532
Dan Rolando	216	581-2858
Dan Watson	311	581-3524

## **Items to know at opening**

(See also the section entitled “Policies At A Glance”)

### **Room Assessment & Responsibility**

When you check in, you need to review your “Room Assessment & Responsibility” sheet. This sheet should list the general condition of your room. Make sure that any room damages are listed on the sheet. Return this sheet to your RA promptly. When you check out of the residence hall you may be asked to pay for damages to the room that have not been listed on the sheet. It is important to be detailed in your initial assessment of the room.

### **Furniture**

All furniture present in your room at check-in must stay in your room at all times. Furniture found in lounges that is not supposed to be present will be removed and residents will be responsible for replacement costs. You may not remove beds, chairs, lamps, or any furniture from the room! University furniture originally in the lounges must stay in the lounges.

### **Internet Connection (Ethernet)**

You will find Ethernet ports in your room. If your computer is equipped with a compatible 10-100 LAN Ethernet card and you have a Category 6 (CAT 6) Ethernet cable, you should be able to access the internet 24-hours a day. If you need to purchase a CAT 6 cable, you may do so with the Complex Secretary. Cables are \$15 and will be sold Monday-Friday 9am-12pm & 1pm-4pm.

### **Halogen Lights**

Halogen “torchere” lamps are only acceptable in University Housing if a wire shell covering protects the exposed bulb.

### **Microwaves & Refrigerators**

You may have a microwave in your room if it is 800 Watts or less. You may have a refrigerator in your room as long as it is 5 cubic

Intensive Study Hours (24 hour Study Hours) will be in effect during the week of finals. Please look for signs denoting this time.

### **Public Area Responsibility**

As described in the Housing contract, the condition of the public area is the responsibility of the floor. Any damage that occurs on the floor will be billed to the person responsible. If the damages cannot be linked to a specific individual or group, the costs will be divided up among each resident on the floor. Damage collections occur when you move out of your residence hall. Please hold each other accountable. Contact your Resident Assistant or Associate Resident Director with questions or information.

### **Drugs**

Residents may not possess or use any controlled substance of drug paraphernalia, including marijuana, in University Housing. If substances or paraphernalia are suspected or found, the University Police will be contacted to investigate. University Disciplinary Probation, educational counseling, and a fine will be administered. In addition, you could be suspended from the University.

### **Fire Alarms & Fire Evacuation**

You must evacuate the building **whenever** the fire alarm is activated-even if you are aware that it is a drill or false alarm. Do not use any elevators. All residents will be directed by staff to move at least 100 feet from the building. No one will be allowed into the building until the Charleston Fire department has cleared the building for re-entry. When Fire Department personnel declare the building safe, all residents will be allowed to return to the building.

Failure to evacuate during a fire alarm is grounds for immediate suspension from University Housing, a fine, or possible suspension from the University. Maliciously pulling a fire alarm is a felony offense. In addition to any criminal charges, those responsible for a malicious false alarm are subject to immediate removal from the University.

*servicing container, but if not, the container must be on hand to prove the content of the beverage.* Bulk possession of alcohol as well as hard alcohol of any kind is strictly prohibited.

### **Candles & Incense**

Combustibles, including candles and incense, are not permitted in University Housing. Possession of unburned items will result in confiscation; possession of burned or used items will result in confiscation, a University Reprimand, and a fine or educational sanctions. Remember, not only may you not burn candles or incense, you may not possess these items in the halls!

### **Smoking**

In the residence halls, there is no smoking in any public areas (lobby, basement, hallway, lounge, bathroom, dining room, etc.). Smoking is not allowed in any non-residential University building. The Lincoln, Stevenson, Douglas Complex is a non-smoking community. Smoking anywhere in the Complex will result in disciplinary action.

### **Noise**

All residents live in a community setting, so we ask that you be respectful of your roommate and other community members on your floor and other floors. The Lincoln, Stevenson, Douglas Complex must be a place where each student can study, sleep, and live comfortably. Courtesy hours are in effect 24 hours a day. This means that if someone asks you to “turn it down,” please do so. During Study hours, no noise should be audible outside of your closed door.

### **Complex Study Hours are:**

9pm-9am Sunday-Thursday

12am-12pm Friday-Saturday

(Subject to change)

If there is a noise problem, the residents should try and work it out between each other first. If the problem is unresolved, then staff members should be consulted.

feet or less. These items must be plugged into a power strip with a built in fuse or circuit breaker.

### **Activity Fee**

Upon check in, you paid a \$20 Hall Activity Fee. Your fee is then budgeted and used by the Hall Council to provide programming to residents, buy supplies for the Front Desk such as movies, cooking equipment, and more (see section on Front Desk). This one time fee covers an array of programming and other benefits available to all Lincoln, Stevenson, Douglas residents, all year long. If you have questions about the Activity Fee, please see a Complex staff member.

### **Room Telephone**

Each room in Lincoln, Stevenson, & Douglas has a phone jack. The live phone line is NOT located with your Ethernet and cable connections; it is a separate phone jack. From this phone line you may make free campus and local calls. **You must dial the complete 7-digit number for all calls, whether on or off campus. Dialing 9 is not needed when dialing on or off campus.** The PIN you were issued at check in will allow you to make long distance calls. The charges you accrue using your PIN will be billed to you each month. Do not give others access to your PIN, as you will be responsible for any long distance charges. **You must dial 1 and then the complete 10-digit number (area code with number) when dialing outside of the 217 area code (dialing 9 is not needed).** Additionally, your phone line comes with call waiting and speed dialing. Voice mail and Caller ID are other services available on your phone line. Please consult the Telecommunications Office at 581-5951 for more information.

## Hall Government

### Hall Council

Are you looking for a way to get more involved during your time here at Eastern? Hall Council is one of the best ways for you to start to make your mark. Hall Council is the governing board for your residence hall. The purpose of Hall Council is to foster hall-wide community, discuss hall issues, provide feedback to the Housing Staff, and, of course, to have fun! The council has an Executive Board, comprised of several positions, such as President, Vice President, Secretary, Treasurer, Historian, and several Residence Hall Association (RHA) Representatives. We are still looking for individuals to fill some of these positions. If you are interested in making a difference, Hall Council is a great place to start. Even if you don't want to be an Executive Officer, you can have various levels of involvement, and you are always welcome to participate. Look for posters describing hall council or talk with your RA. Don't let this exciting opportunity pass you by.

## Policies at a glance

Community living is new and different to most people when they go away to school. All University Housing policies are in place to help everyone have a healthy and safe stay with us. Housing Policies can be found in the Housing Handbook issued at check-in. The Student Conduct Code details how the University as a whole handles discipline situations. The following descriptions are not inclusive of all information in either the Housing Handbook or the Student Conduct Code.

Please know the policies. Ignorance is not an excuse. In an effort to help you understand some of the most important and/or commonly violated policies they are highlighted here. Please note that the Housing Office and the Office of Judicial Affairs are a final authority in most matters of policy. If you have questions, please talk to your RA, ARD, or contact the Office of Judicial Affairs (581-3827).

### Alcohol

In accordance with state law and University policy, residents under the age of 21 may not possess or consume alcohol of any kind. Depending on the severity of the alcohol violation, you will receive an appropriate sanction, including any of the following: a University Reprimand, education assignment, monetary fine, community service hours, and/or be placed on probation.

Those of legal drinking age should consult their Resident Assistant or their Associate Resident Director in order to have a clear understanding of the limitations and procedures for drinking in your own room. *Beer will be defined as domestic or imported beer, malt liquor or specialty malt beverage and it must have an alcohol percentage by volume of less than 7%. It is recommended that beer and malt liquor products be consumed in the original single*

## **Employment Opportunities**

One of the best perks with living in University Housing is the ability to have a PAID job right here at home. Here are some common ways you can make some cash while you live here in the Lincoln, Stevenson, Douglas Complex.

### **Desk Assistant**

The people that work at the desk are responsible for working several hours per week, in addition to some weekend time each month. The duties of this position include checking out equipment, sorting mail, answering the phone, making change, and most importantly, acting as a resource for our residents and guests. Inquire with the Complex Secretary about this employment opportunity.

### **Night Assistant**

The Night Assistants serve as a resource for residents and as extra security in the early morning hours each night. The rotating shifts allow for anywhere between 5-20 hours of work per week. The position is paid and may have immediate openings. If you are a night owl, pick up an application at the front desk.

### **Dining Services**

Dining Service is looking for enthusiastic, hard working people to work for them in a variety of paid positions with flexible hours. If you are interested, contact Dining Service for an application.

## **Complex Front Desk**

The main purpose of the Complex Front Desk is to serve the residents of Lincoln, Stevenson, and Douglas Halls, and visitors who have questions. The desk is staffed by the Complex Secretary and Desk Assistants who are ready to help you. The desk offers a variety of services to meet the needs of the residents, including equipment check-out, sorting mail, and handling student packages, making change, providing telephone numbers and answering campus questions, submission or tracking of maintenance requests, and providing a friendly face for residents and guest.

### **Equipment Check-Out**

The Complex Front Desk has many items available for Lincoln, Stevenson, and Douglas residents to check out. Unless otherwise noted, there is no fee for these items, as long as items are returned within 24 hours. Residents must show picture ID and leave their Activity Card (issued during check-in after paying \$20 Activity Free) while they have the item(s) checked out. Giving your Activity Card to someone else to use is misuse of your card and your desk privileges could be terminated. The number of items that may be checked out to one resident at the same time may be limited. Again, you MUST live in Lincoln, Stevenson, or Douglas to check-out these items:

- A wide selection of movies – VHS & DVD (free unless returned late)
- VCR (free unless returned late)
- DVD Player (free unless returned late)
- Cooking equipment (pots, pans, utensils, bowls etc.)
- Sports Equipment (basketballs, footballs, frisbee, tennis racket and balls)
- Board games and cards
- Vacuums
- Moving carts

- Foosball (Fee: 25¢ for every 15 minutes of play)
- Pool Equipment (Fee: 25¢ for every 15 minutes of play)

### **Mail**

Mailboxes are located around the Complex Front Desk and can be opened with your suite/room key. Stamps may be purchased and outgoing mail can be sent from the Complex Front Desk. The mailing address is as follows (please be aware that without this complete address mail could be delayed or lost):

#### **Lincoln Hall**

Jane Doe  
 ####Lincoln Hall  
 360 Grant Avenue  
 Charleston IL 61920

#### **Douglas Hall**

John Doe  
 #### Douglas Hall  
 280 Grant Avenue  
 Charleston IL 61920

#### **Stevenson Hall**

John Doe  
 ####Stevenson Hall  
 320 Grant Avenue  
 Charleston IL 61920

### **Maintenance Requests**

Should you find a problem with the condition of your room or some part of your floor you may report it several different ways; notify a staff member (RA, ARD, CD, or Complex Secretary), contact the front desk, or use the work request website. Website addresses differ for the three buildings so be sure to use the appropriate web address. Stevenson residents use: [www.eiu.edu/~housing/stevenson\\_wo.php](http://www.eiu.edu/~housing/stevenson_wo.php), Douglas residents use: [www.eiu.edu/~housing/douglas\\_wo.php](http://www.eiu.edu/~housing/douglas_wo.php), and Lincoln residents use: [www.eiu.edu/~housing/lincoln\\_wo.php](http://www.eiu.edu/~housing/lincoln_wo.php). The Complex Secretary will track your request to ensure the appropriate people have handled it. DO NOT attempt repairs yourself. Only the appropriate University personnel may make repairs to your room. Should the repair not be handled in a timely fashion, please let the Complex Secretary know so that its status can be checked for you.

## **Other Services in the Complex**

### **Computer Lab**

A full service computer lab is located on the first floor of Stevenson Tower, in the south west corner. It is available to all University Housing residents, free of charge, by showing a student ID and room keys. Located within the computer is a virus lab. The Virus Lab troubleshoots all hardware and software problems and virus and spyware removal. If you are having computer problems, whether it be a virus or no Ethernet connection, you may contact our Housing Help Desk at 581-7708 for assistance.

### **Cash to Chip Machine**

In order to add money to your Panther Card you must use a Cash to Chip Machine. These are located in various places though out campus. There is one conveniently located in the back lobby of Stevenson Tower. If you have difficulty with the operation of this machine you can ask for help at the Front Desk.

### **Copy Machine**

A copy machine is located in the main lobby of Stevenson Tower to the left of the front desk. The cost for each copy is 5¢. You must use your Panther Card with this copier. Should you have any problems with the copy machine, consult the Front Desk.

### **Laundry Facilities**

Laundry rooms with several washers and dryers for student use can be found in the basements of Lincoln Hall, Stevenson Tower, and Douglas Hall. Washing machines cost \$1.25/wash and dryers are free. You must use your Panther Card in order to operate the washing machines.