



2024-2025
GUIDE TO LIVING
ON CAMPUS

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ACCOMMODATIONS

Any student who needs accommodations in housing due to a medical, psychological, or physical impairment should contact Dr. Doug Stein, Provost and Executive Vice President, at dstein@cleary.edu. The Department of Housing & Residence Life recommends that students who are requesting accommodations do so as soon as possible. As a reminder, South and North Hall do not have elevator access.

BREAKS

Fall Break October 21-22, 2024

Thanksgiving Break November 27-29, 2024

Winter Break December 16, 2024-January 5, 2025

Spring Break March 3-7, 2025

Students may stay on campus over Fall, Thanksgiving, and Spring Break by notifying the Department of Housing & Residence Life at housing@cleary.edu.

All students must leave campus for Winter Break. Students do not have to completely move their belongings out at Winter break as long as they are returning for the spring semester. Winter sport athletes should consult with their coaches about the additional days they will be expected to stay on campus over Winter Break for practices and games.

CHARGES

The list below outlines the charges a student may be assessed if there are damages or a failure to clean their space upon vacating it.

Appliances

Mini Fridge (repair) \$50

Mini Fridge (replacement) \$200

Refrigerator (repair) \$100

Refrigerator (replacement) \$1250

Microwave (repair) \$50

Microwave (replacement) \$100

Oven/Stove (repair) \$100

Oven/Stove (replacement) \$1000

Carpet

Carpet Square (replacement) \$100

Carpet Cleaning \$50

Cleaning Fees

Cleaning Fee \$50

Abandoned Property (small) \$100

Abandoned Property (large) \$200

Doors

Broken Door Latch \$200

Broken Door (cannot be repaired) \$2400
Broken Door Closer \$600
Broken Door Sleeve \$600

Furniture

Bed Frame (repair) \$50
Bed Frame (replacement) \$200
Mattress (replacement) \$500
Desk (repair) \$50
Desk (replacement) \$250
Desk Chair (repair) \$50
Desk Chair (replacement) \$100
Dresser (repair) \$50
Dresser (replacement) \$100
Couch (repair) \$50
Couch (replacement) \$500
Coffee Table (repair) \$50
Coffee Table (replacement) \$250
Living Room Chair (repair) \$50
Living Room Chair (replacement) \$250

Lights

Light Switch (replacement) \$5
Light Cover (replacement) \$150

Walls

Single Wall Damage \$200
Multiple Wall Damage \$400
Hole in Wall (small) \$100
Hole in Wall (medium) \$200
Hole in Wall (large) \$600

Windows

Broken Blinds \$60

EMERGENCY CONTACTS

Students that live on campus are required to provide Cleary University with two emergency contacts as part of their move in process. Cleary University will contact the emergency contacts the student designates at any time deemed appropriate. It is the student's responsibility to update their emergency contacts with Housing and Residence Life if there is a change.

HEALTH AND SAFETY INSPECTIONS

The Department of Housing & Residence Life (or designee) may enter and inspect any area of the residence halls at any time for any reason. The Housing & Residence Life staff will specifically enter your room to conduct Health and Safety inspections at minimum of one time per semester and during breaks. When possible, the residents will receive as much notification as possible.

HOUSING AGREEMENT

The housing agreement is a part of the housing application process that lays out the terms and conditions that must be met in order to live on campus. Each person that applies for housing will receive a copy of the agreement after they push submit for future reference.

HOUSING FEES

Students living in North Hall are charged \$5,000 per semester. Students living in South Hall are charged \$4,250 per semester. The housing agreement and a \$100 housing deposit must be made before a student can be assigned a bed space. If a student chooses to terminate their housing agreement prior to move-in, they will be responsible for a \$300 cancellation fee. Cancellation requests must be submitted in writing to housing@cleary.edu and payment should be made at the Business Office.

Once a student moves into the residence halls, they are financially responsible for the entire length of the housing agreement (one academic year). Students that have not properly occupied their room by 12:00pm on the first day of classes will be declared “no show” unless they notify the Department of Housing and Residence Life at housing@cleary.edu of their late arrival.

HOUSING & RESIDENCE LIFE STAFF

The Director of Housing is a professional live-in staff member who is responsible for implementing housing policies and procedures, overseeing residence hall activities, supervising the Residence Life Coordinator and Resident Assistants, serves as the Student Conduct Officer, and heads up Student Life on campus.

The Residence Life Coordinator is a professional live-in staff member who is responsible for the safety and security of residents within the halls through access control and enforcing the Student Code of Conduct. The RLC also oversees the training and management of the front desk staff.

Resident Assistants are live-in, student staff members who are responsible for a designated area in the residence hall and provide assistance to students’ adjusting to living on campus. RAs maintain a safe and secure living environment, provide leadership and support to their residents and are responsible for creating and implementing programming that allows for individual development, community development, and inclusive living and learning.

HOUSING WAIVERS

All traditional Cleary University students must live on campus unless they meet the following reasons for exemption:

- A. Living with a parent or legal guardian whose primary residence is within a 25 mile radius of the Livingston campus.
- B. Having obtained 60 credits or more
- C. Having an approved medical accommodation from Provost Doug Stein
- D. Married
- E. Parent of a dependent child(ren)
- F. Other exemptions that may be approved on a case by case basis by the Director of Housing.

Housing waivers can be submitted at <https://www.cleary.edu/housing-waiver/>.

ID CARDS

Students are required to carry their Cleary University ID card with them at all times. It identifies them as a student and allows them access to approved campus buildings. Students are required to show their ID at any time when requested by a Cleary University staff or faculty member.

If a student loses their ID, they need to contact the Department of Housing & Residence Life at housing@cleary.edu immediately so they can be issued a replacement. The student's account will be charged \$25 for each replacement ID.

IMPROPER CHECK OUT

Students who do not follow check-out protocols given by the Department of Housing & Residence Life will be charged \$50. Students who leave trash in the room after checkout will be charged a minimum of \$50. Damages or losses to any room, facility or property of Cleary University will be billed directly to the responsible party.

INTERNET

The purpose of the internet service in the residence halls is for schoolwork and basic entertainment. Please refrain from using the residence hall internet and wifi for high-end gaming. There is an E-Sports arena in Cleary Commons that you can utilize. Please contact housing@cleary.edu for more information.

There are two networks in each residence hall. In North Hall, the network for wireless devices that are **unable** to use North-Hall-Student-Wifi is called "North-Hall-Student-Devices" and the other for wireless devices using student account authentication is called "North-Hall-Student-Wifi." North Hall students will receive the credentials needed to connect upon check-in.

In South Hall, the network for wireless devices that are **unable** to use South-Hall-Student-Wifi is called "South-Hall-Student-Devices" and the other for wireless devices using student account authentication is called "South-Hall-Student-Wifi." South Hall students will receive the credentials needed to connect upon check-in.

Students may face disciplinary action if they are found to be misusing the internet in the residence halls. Students can email support@cleary.edu for assistance with any internet/wifi issues they experience on campus. Please email facilities@cleary.edu for any other maintenance requests.

KEYS

Room keys are the property of Cleary University and are issued to students with an active housing agreement. Keys may not be loaned or transferred to other students or guests. Lost keys should be reported immediately to the Department of Housing & Residence Life or Campus Safety. A spare key will be issued by a Housing & Residence Life staff member to the student. The student will be charged a \$40 replacement fee on their student account. If the lock has to be re-cored, there will be an additional charge. All keys must be returned as instructed by the Department of Housing & Residence Life at the end of the housing agreement period.

LAUNDRY ROOMS

South Hall has free laundry rooms on each floor. North Hall has free laundry in each suite. Please be sure to follow the instructions on the washers, dryers, and washing product packaging at all times. Additionally, laundry left in the laundry rooms for more than 24 hours will be placed in the South Hall lost and found.

LOCK-OUTS

Students are expected to carry their keys and access cards with them at all times. If a student is locked out of their residence hall on Monday -Friday between 8:00am-5:00pm, students should contact the Professional Staff Member on call at 517-219-2521. If a student is locked out of their residence hall after 5:00 pm on Monday -Friday or at any time on the weekend, they should contact the RA On-Duty at 517-219-2611. Excessive lock-outs may result in disciplinary action.

MAIL

Students living in North Hall should use the following mailing address:

Student Name
North Hall Suite #
3730 Cleary Drive
Howell, MI 48843

Students living in South Hall should use the following mailing address:

Student Name
South Hall Suite #
3720 Cleary Drive
Howell, MI 48843

Students will receive a notification from Housing and Residence Life when a package is received and processed. It can be picked up from their residence hall front desk.

All other student mail will be placed in the corresponding mailbox in the lobby of the residence hall they reside. They can check out their mailbox key from the residence hall front desk.

Students should change their mailing address with USPS when they are no longer residing on campus. Student mail will not be held over the summer and all mail for people that lived on campus in the past will be returned to sender if allowed by USPS.

MAINTENANCE REQUESTS

Students can file a maintenance request by emailing facilities@cleary.edu. If there is an after hours emergency such as issues with water, power, sewage or the door/lock, please call the RA on-duty at 517-219-2611. Please email IT directly at support@cleary.edu for assistance with any internet issues.

MOVE IN

The following groups of students move in from 10:00am-2:00pm on the date listed below.

Men and Women's Soccer - Wednesday, July 31, 2024

Men and Women's Golf and Cross Country - Wednesday, August 7, 2024

Resident Assistants - Tuesday, August 13, 2024

All student Fall Move-In - Friday, August 23, 2024

Students should report to Cleary University's campus, located at 3750 Cleary Drive, Howell, MI 48843, to receive their key and move into their assigned space. Please note that the residence halls are three story buildings that do not have an elevator and Cleary University does not provide carts or dollies of any kind.

MOVE OUT

All students living on campus must move out within 24 hours of their last exams at the end of the fall and spring semesters. The only exceptions for Winter Break are winter sport athletes that must stay on campus for practices and competitions. The only exceptions for Summer Break are spring sport athletes that are still competing and graduating seniors. Each student living on campus must submit the date they intend to check out to housing@cleary.edu before Finals Week at the end of each semester.

PARKING

Students that live on campus must register their vehicles with the Office of Housing and Residence Life at the start of the fall semester to park on campus. Each student will receive a decal that they should prominently display in the correct location of their vehicle window at all times. Students should refrain from parking in any fire lane at any time for any reason. Students should refrain from parking in spots that are designated for staff as tickets will be issued for each violation and disciplinary action may be taken. Students should refrain from parking in spots designated for individuals with disabilities as law enforcement will be notified and the violator may be ticketed law enforcement. Students are prohibited from washing, painting, or repairing their vehicles on campus.

POLICIES

Alcohol

Possession, manufacturing, distribution, or being under the influence of alcoholic beverages, or public intoxication in the residence halls is prohibited. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person, regardless of the student's age. Residents should remove themselves from any situation that involves alcohol. Housing & Residence Life staff and Campus Safety reserve the right to contact medical personnel to transport students in physical danger if the staff finds it necessary. Students are also prohibited from using empty alcohol bottles as decorations in campus residences, whether or not they personally consumed its past contents.

Common Area Furniture

Students are prohibited from removing and/or bringing lobby and common area furniture into their own rooms. The furniture in the residence hall lobbies and common areas must remain in their designated areas. Any student found with public area furniture may face disciplinary action up to and including a fine of \$25 dollars to return the furniture.

Dishonesty

Dishonesty such as knowingly furnishing false information is prohibited.

Disruptive Behavior

Students are prohibited from obstructing or disrupting Cleary University-related activity or inciting, aiding, or encouraging other persons to engage in such conduct. This also includes any conduct that substantially threatens or interferes with the maintenance of appropriate order and discipline, or activity that invades the rights of others.

Door Decorations

The only door decorations that are approved to be on residence hall doors must be created by your RA or an official notification from the Department of Housing & Residence Life. Doors cannot be wrapped in paper or other material. Posters and bulletin boards are not permitted on doors.

Door Propping

Students are prohibited from propping open the entrance and exit to the residence halls. If a student notices a suspicious person in the building, they should inform the Department of Housing & Residence Life or Campus Safety immediately.

Drugs

All illegal drugs, as defined by Michigan state law, and any type of recreational drugs are strictly prohibited from Cleary University's facilities and property. Drugs that fall into this category include, but are not limited to, the following: marijuana, hashish, hash oil, cocaine, crack, LSD, inhalants, stimulants, depressants, hallucinogens, narcotics, designer drugs, anabolic steroids and other substances that alter one's mental state. Students are prohibited from possessing, consuming, transporting, dealing, being in the presence of or exhibiting disruptive behavior influenced by the use of the aforementioned substances. Students are also prohibited from possessing paraphernalia with evidence of illegal drug use such as bowls/pipes, grinders, one-hitters, vaporizer, blunts, etc. Anyone found in violation of this policy may have their housing agreement terminated and may be subject to Cleary University disciplinary action and possible arrest, imprisonment or fine according to state and federal laws. Should an educational program be required, a cost to the student may be incurred.

Fire Alarms

All students, staff, and guests should immediately exit the building if a fire alarm goes off. The gathering spot for North Hall is at the end of the parking lot by the Lyons Building. The gathering spot for South Hall is at the end of the parking lot by the Chrysler Building. No one should attempt to re-enter the building until the all clear is given by Housing & Residence Life or Campus Safety staff. Failure to exit the building will result in disciplinary action.

The Brighton Fire Department will make the determination of the cause of a fire alarm. Any resident found to have tampered with alarms (i.e. covering, altering, dismantling, and

destroying) will be held liable for any monetary charges (\$500-\$1000) and could be subject to a misdemeanor charge that comes with jail time in addition to fines.

Forgery

Residents are prohibited from unauthorized use or alteration of University documents, records or identification.

Gambling

Gambling with the intent of monetary gain is not permitted within the residence halls and/or on campus. This includes putting real currency at stake on a card game, video game, sporting event, etc.

Guests

Guests (anyone entering the building that does not reside in that specific residence hall) must be checked in at the residence hall front desk where their information and their hosts information will be recorded. Guests must provide a form of identification that has their picture on it such as a Driver's License, State issued ID, or Passport. The guest should wear their guest pass in a prominent location on their person and be escorted by their host at all times. Guests should turn their guest pass to the residence hall front desk in order to collect their picture identification. Guests may stay for a maximum of 24 hours and may not stay longer than three consecutive nights.

Hazing

Hazing is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts and are considered violations of the hazing policy.

Non-Compliance

Students must comply with the directions of Cleary University officials (including resident assistants) acting in the performance of their duties.

Obscenity

Lewd, indecent or obscene conduct on Cleary University property or in connection with a Cleary University activity is prohibited.

Pets

The only animal allowed in the rooms are fish living in a 10-gallon or smaller tank. Flesh-eating species (e.g. piranha), birds, reptiles, and rodents are strictly prohibited. Feeding or temporarily housing an animal in and around the residence halls is also prohibited.

Physical Abuse

Students must refrain from any conduct that causes harm to another person.

Quiet Hours

Quiet Hours are from 10:00pm – 8:00am. Noise should not be heard from outside of the residence hall room and residents must adhere to requests of lowering the volume in their rooms when asked. Quiet Hours are enacted 24 hours per day during the week before Finals

and Finals Week in order to provide a quiet environment for students to prepare and complete assignments. Residents who do not follow requests from the Department of Housing and Residence Life staff or campus security personnel may be subject to disciplinary action.

Recreational Equipment

The following items are prohibited from Cleary University residence halls due to being a potential fire or safety hazard:

- Handguns
- Rifles
- Shotguns
- BB Guns
- Tasers
- Pepper Spray
- Pellet Guns
- Dart Guns
- Paintball Guns
- Bows and Arrows
- Metal-tipped Darts
- Projectile Toys
- Knives (military or hunting)
- Swords
- Martial Arts Implements
- Live Ammunition
- Fireworks
- Self-balancing Scooters
- Hoverboards
- Battery or Gas Motorized Bicycles
- Electric Scooters
- Live Trees
- Candles/Incense
- Torches
- Space Heaters
- Hot plates
- Clothing Iron
- Toasters*
- Electric Skillet*
- Air Fryers*
- Electric Grills*
- Countertop Burners
- Halogen Lights/Lamps
- Flammable Liquids
- Rice Cookers*
- Waterbed
- Window A/C Units
- LED Adhesive Strips
- Extension Cords

* Allowed in North Hall full kitchens

Bicycles, rollerblades, roller skates, and skateboards or other recreationally wheeled devices may not be ridden through doors, into the lobby, or down hallways. Students are prohibited from possessing, displaying or using prohibited items. Anyone found in violation of this policy may

have their housing agreement terminated and may be subject to Cleary University disciplinary action and possible arrest, imprisonment or fine according to state and federal laws. Other instruments that may not normally be considered weapons but are used in a manner that threatens the health or safety of any individual are also subject to Cleary University disciplinary proceedings ranging up to and including termination of housing agreement, along with the aforementioned consequences.

Room Decorations

Residents may not paint, wallpaper, alter or redecorate furnishings, change or install locks, install antennas, or alter other provided equipment. Residents should not install screws, fastening devices, large nails, adhesive materials, place signs, displays, or other exhibits, on or in any portion of the premises. Alterations to the room and/or the residence hall in general is an acknowledgment and acceptance of damage charges that will be billed to the Resident's student account at the semester or academic year's end. Room furniture cannot be removed from the Resident's assigned suite. Decorations will not be affixed to the ceiling or suspended from the ceiling in any way, as they present a fire hazard. Live trees are also not permitted for fire safety reasons. Small, potted plants are permitted as long as they are kept away from major heat sources. If a wall is damaged by the use of command strips, the Resident will be assessed a fee to repair the wall. Residents should not hang anything from the wall using tape, nails, push pins, etc. That will also result in a fee for repairing the wall.

Smoking/Vaping

Smoking/vaping is prohibited on Cleary University grounds except in designated smoking area between North and South Hall or in a personal vehicle. Housing & Residence Life also prohibits the use of e-cigarettes (personal vaporizing instruments) or similar items in the residence halls.

Solicitation

Solicitation of any form is not permitted on campus grounds or within campus buildings.

Theft

Theft or attempted theft of, or unauthorized use or possession of, or the unauthorized exertion of control over property of any kind belonging to Cleary University or another person associated with Cleary University is not permitted.

Threatening/Endangering Behavior

Intimidation or any conduct that threatens or endangers the health or safety of another person or oneself is prohibited.

Tornados

When the tornado siren is activated, students are to avoid windowed areas and move to the suite bathrooms to remain safe. Students who live on the upper floors are to move to the first floor hallways and huddle as far from the main lobby as possible. Students may return to their room once the Department of Housing and Residence List or Campus Safety gives the all-clear.

Unauthorized Access/Use

Residents are prohibited from unauthorized entry or access to, or unauthorized use or occupancy of any Cleary University property including but not limited to land, buildings, structures, telecommunications, computer or data processing equipment, programs, systems or software.

Vandalism

Students are responsible for their shared bedroom, shared bathroom, and shared common space. Individuals who share those spaces are equally responsible for them. Damages or alterations to the spaces, as indicated by differences from the check-in condition report, will be billed to the suite's residents equally, unless one resident takes full responsibility. Residence Hall common areas, such as hallways, lobbies, stairwells, and lounges, are everyone's responsibility. On a case-by-case basis, damages may be billed to the floor or the whole building if there is no clear person at fault.

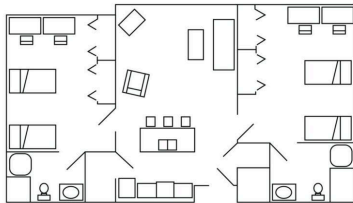
Windows

No items may be affixed or block the windows for fire safety purposes. Items can be placed on the sill. Window screens are not to be removed from the windows. Residents are prohibited from hanging out of their windows or using windows as an exit/entrance point. During colder months, windows should remain closed to conserve energy.

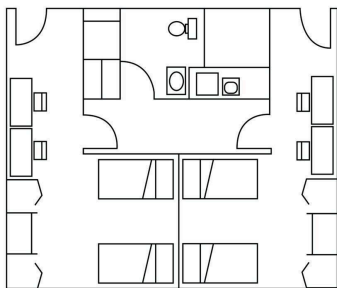
RENTER'S INSURANCE

Students living on campus should purchase a renter's insurance policy to cover personal belongings. Cleary University is not responsible for any damage or theft of a student's personal property, to include personal property damage caused by fire, theft, war, acts of nature, acts of others, and any other cause.

RESIDENCE HALLS



North Hall opened in 2016 and consists of fully furnished semi-private suites that come with an XL twin sized bed, a desk, desk chair, and dresser for each student. Two students share a bedroom and bathroom. All four students residing in the suite share a full kitchen, washer/dryer, and spacious living/dining area. The cost is \$5,075 per semester which includes wifi.



South Hall opened in 2018 and features fully furnished semi-private suites that come with an XL twin sized bed, a desk, desk chair, and a dresser for each student. Two students share a bedroom while all four students residing in the suite share the bathroom and kitchenette. The cost is \$4,300 per semester and includes wifi and free laundry facilities on each floor.

ROOM CONDITION REPORT

The room condition report (RCR) allows students to examine their room when they move in and make note of any damages already in existence. Students will not receive their room key until they complete the RCR with the RA assigned to that space. The RCR will be used again when students move out to make note of any damages caused by the resident during their stay. Cleary University will charge students for any damage to the room beyond normal wear and tear not listed on the Room Condition Report at move-in, including any necessary cleaning charges.

Damages to common areas of a suite will be split between all students living in the space unless the Department of Housing and Residence Life can identify the individual(s) responsible for the damage.

STUDENT OMBUDSMAN

The role of the Ombudsman is to assist students in identifying and evaluating their options for resolving and managing conflicts, provide mediation support, and make referrals to other appropriate university and community resources. The Ombudsman provides a completely confidential, independent, and neutral dispute resolution service for all members of the university community. Any student may contact David Victor, the Cleary University Ombudsman, at 517-338-3016 or ombudsman@cleary.edu.

SUITEMATE AGREEMENTS

Each RA will meet with each suite under their purview to ensure a suitemate agreement is completed within the first two weeks of each semester. The agreement provides an opportunity for students to discuss specifics relating to how they will manage cleaning, noise, guests, etc. The RA may schedule a follow-up meeting to discuss any questions regarding the Suitemate Agreement. All students are strongly encouraged to communicate with their suitemates when conflicts arise. Please contact your RA to receive assistance in resolving the conflict.

SUMMER HOUSING

Summer Housing is available for students that wish to reside on campus over the summer. Students will receive the summer housing agreement before spring break and any student interested should return the completed housing agreement to housing@cleary.edu by April 1, 2025. The cost is \$100/week and payment arrangements can be made at the Business Office.

TITLE IX

Title IX of the Education Amendments of 1972 prescribes that any educational institution receiving federal financial assistance must expressly prohibit sexual misconduct, gender discrimination, sexual harassment, and all forms of retaliation stemming from the reporting of alleged or confirmed offenses that fall under the regulations. To learn more about Cleary University's Title IX policies and procedures, please visit <https://www.cleary.edu/academics/academic-affairs/title-ix/>. Students that wish to file a Title IX complaint or just want to learn about their options, may do so by contacting Amy Denton, Title IX Coordinator, at 517-338-3067 or adenton@cleary.edu.