

SUMMER 2024

SUMMER INTERN

GUIDE TO RESIDENTIAL LIVING



JOHNSON & WALES
UNIVERSITY

CHARLOTTE CAMPUS

Greetings from Residential Life!

On behalf of the Residential Life team, I welcome you to on-campus housing at Johnson & Wales University Charlotte! We are pleased to offer you safe, affordable housing on a traditional university campus for college students in Uptown Charlotte.

This Summer Intern Housing Guide to Residential Living will help you understand the policies that we have in place to ensure a safe environment for you during your stay. In addition, it includes information on what you might consider bringing, facility amenities, and a schematic layout of the suite. Please take a few moments to read through the document and acquaint yourself with Cedar Hall South and Johnson & Wales University.

Your primary point of contact from move-in to move-out will be the residence director for Cedar Hall South. Send any questions regarding your agreement or billing to internhousing.clt@jwu.edu.

I hope you enjoy your summer intern experience and time in our wonderful city! If we can help you, please do not hesitate to contact us.

Sincerely,

JWU Charlotte Residential Life Staff



2024 SUMMER INTERN HOUSING

Saturday, May 18, 2024 until Saturday, August 10, 2024

Move in can occur at any time as noted on the date of your housing agreement. You will be required to check in at Campus Safety & Security in Cedar Hall South to have your campus ID made. This ID card is required for access to the residence hall, your suite as well as the community kitchen and dining hall.

Note: No move-in or move-out times will be available during the following dates:

May 24 – 27, 2024

July 4 – 7, 2024

All interns must vacate their summer housing assignment by 11:00a.m. on Saturday, August 10, 2024. Unfortunately, we cannot offer an extension due to our need to prepare rooms for our fall semester students.

Interns are housed together in Cedar Hall South. Each fully furnished suite accommodates up to four residents and has two bedrooms and one shared bathroom. Some limited single room options will allow the resident to have their own bedroom within the suite.

To be eligible for Intern Housing at JWU Charlotte, an individual must be a graduate or undergraduate student enrolled in a summer internship in Charlotte or the surrounding area. Students who live in Intern Housing come to JWU Charlotte from the United States or around the globe.

The Summer Intern Housing program does not discriminate based on race, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, citizenship, veteran status, or other factors.

JWU-Charlotte is comprised of dedicated professionals committed to our intern guests' safety and overall well-being. The residence director for Cedar Hall South can help direct you to appropriate staff based on any specific needs. Contact information for Campus Safety & Security, parking and dining can be found later in this guide.

Crystal Hutson, Director of Residential Life - Cedar Hall South

Contact Email: internhousing.clt@jwu.edu



JWU SUMMER INTERNSHIP HOUSING

Payment Options:

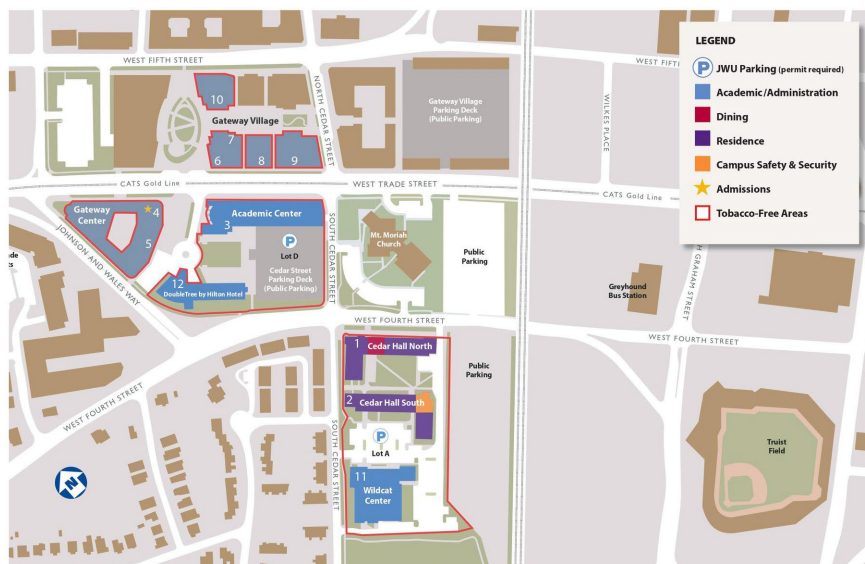
Payments can be made by credit card or echeck via Nelnet. You will receive an invoice with instructions on how to make your payment.

Full payment for summer housing is due no later than April 24, 2024. There are no refunds after this date.



CHARLOTTE CAMPUS MAP

JWU IS A TOBACCO-FREE CAMPUS.



BUILDING DIRECTORY

1 CEDAR HALL NORTH 725 West 4th Street

Student Dining Center; co-curricular classroom; common and study rooms; front desk; game room; student kitchen; student residence facilities

2 CEDAR HALL SOUTH 215 South Cedar Street

Campus Safety & Security; Counseling Services; Facilities Management; Residential Life; Student Affairs; Student Conduct; common and study rooms; front desk; game room; student kitchen; student residence facilities

PARKING LOTS

LOT A: 725 West 4th Street
LOT D: 116 South Cedar Street

CAMPUS SAFETY & SECURITY

24 hours a day, 365 days a year

Cedar Hall South, Suite 113
(East breezeway)

980-598-1900
security.ct@jwu.edu
jwu.edu/charlotte/safety

3 ACADEMIC CENTER 801 West Trade Street

Floor 1: Hance Auditorium, Receiving/Shipping; Storeroom; University Events Center (UEC)
Floor 2: Baking & pastry labs; Health Services
Floor 3: College of Food Innovation & Technology; culinary labs; Printing & Mailing Services
Floor 4: College of Hospitality Management; Information Technology, classrooms, commuter lounge, computer labs
Floor 5: Alumni Relations; Communications & Media Relations; Community Relations; Executive Office, classrooms; commuter lounge; science lab

GATEWAY CENTER 901 West Trade Street

4 ★ Suite 175
Admissions

5 Suite 401
Classrooms, conference room

Suite 412
Accounting; Human Resources & Payroll; Operations; Student Employment

Suite 530
Faculty offices (College of Business, College of Health & Wellness, John Hazen White College of Arts & Sciences)

GATEWAY VILLAGE 800 West Trade Street

6 Suite 150
The Village Bookstore

7 Suite 150-A
Innovation and Entrepreneurship Center

8 Suite 145
Student Financial Services (SFS)

9 Suite 130
University Library; computer lab

10 Suite 160
Academic & Career Excellence Center (ACE)

11 WILDCAT CENTER 235 South Cedar Street

Athletics; Student Engagement; fitness center; group fitness room; gymnasium; locker rooms; Wildcat Den

12 DOUBLETREE BY HILTON HOTEL CHARLOTTE 895 West Trade Street

Guest rooms; outdoor pool (seasonal); business center; meeting space; Libations Kitchen & Bar; fitness center; electric vehicle charging stations; Hertz Car Rental on site

2255366 6/22

CHECK-IN/OUT INFORMATION

If you need to make arrangements for after-hours arrival, please email us at reslife.clt@jwu.edu at least two weeks in advance to ensure proper staffing.

Check-Out

Residents must check out and return their room key on or before their scheduled departure date to avoid additional charges.

- Check-out can happen during office hours on the scheduled departure date. Please bring your keys and ID to the Cedar Hall South office, located behind the front desk, to check out properly. If you need to check out after hours, please make those arrangements one week before your checkout date by emailing reslife.clt@jwu.edu.
- Only check out once you have completely moved out of your suite. If you return your items and continue to move out, you may be charged an improper check-out fee, or for the additional night(s) you or your items remain in the suite. A staff member will perform the check-out inspection shortly after you check out, even if other residents occupy the rest of the suite.
- Any items left in the suite will be removed or thrown out. Please remove all personal belongings and any trash from your bedroom and any common areas you use, including the bathroom.
- Any damages to the room may result in a charge to the occupants.

PACKING GUIDE

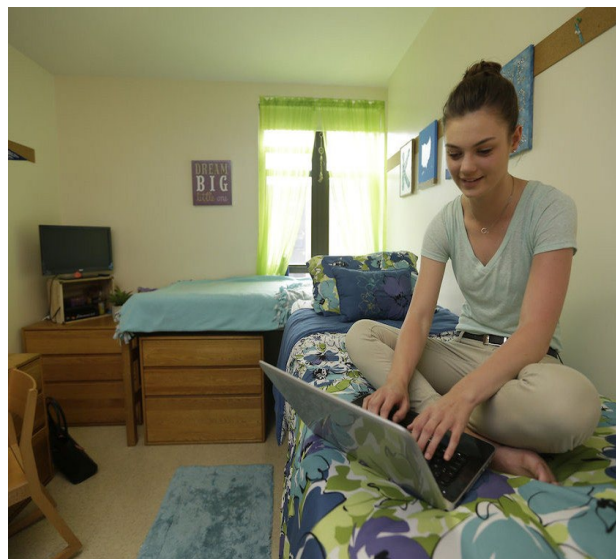
The following is a list of items residents typically bring with them when they reside at Cedar Hall South:

- Twin XL sheet set, blanket, and pillows
- Toiletries and towels
- Dish and laundry detergent
- Clothing and hangers
- Laptop and accessories
- Cleaning supplies and small trash can
- Disposable plates, cups, and silverware

Note: Many of these items can be purchased at our bookstore on campus.

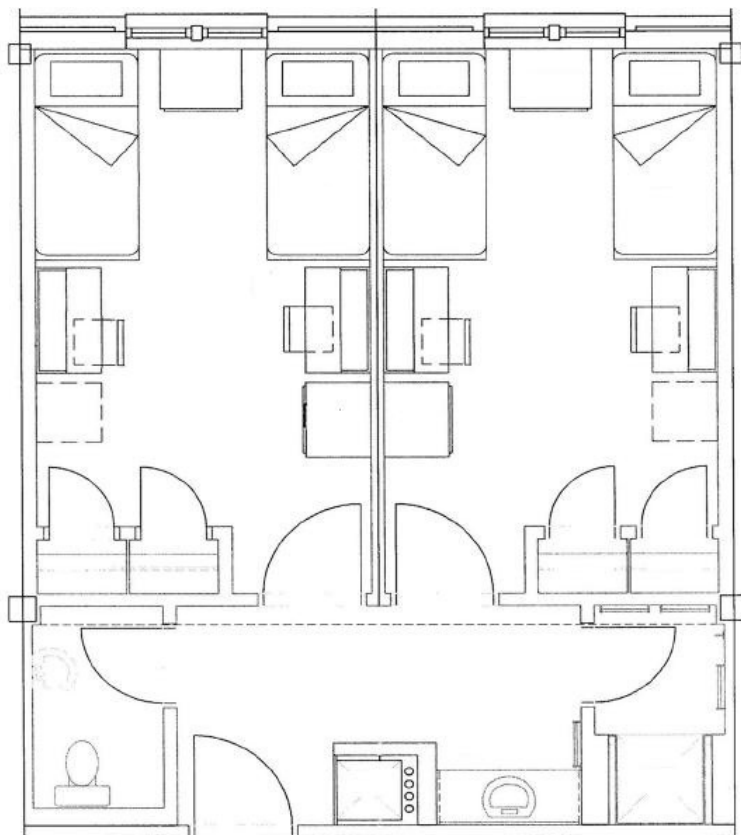
COMMUNITY KITCHEN

There is a community kitchen in the residence hall available to residents 24/7. The kitchen includes a stove/oven, refrigerator, microwave and sink. There are limited pots, pans and cooking utensils available for use along with cleaning supplies. We ask all to be considerate of others; clean up after your use and do not take food that is not yours. A dinner plan is included in your summer housing available Sun-Thu (excluding holidays). The community kitchen and microfridge in your room can supplement this plan.



SUITE LAYOUTS AND DIMENSIONS

Cedar Hall South offers 2-bedroom suite configurations housing four students. Below are the standard suite layout and dimensions for the furniture provided to each student. Also, each room is equipped with a MicroFridge (2 per suite).



Furniture Dimensions

- (1) 3-drawer dresser [24" d x 30" w x 29.5" h]
- (1) 4-drawer desk [24" d x 42" w x 29.5" h]
- (1) 2-position desk chair [24.5" d x 18.5" w x 32" h] [Seat height: 17"]
- (1) Adjustable/bunkable XL twin-size bed [36" w x 80" l] [Maximum height: 31"]
- Closet with shelf and rod

Additional large furniture and appliances such as refrigerators and microwaves are NOT permitted.

As you settle into your assigned suite, you should remember it is the responsibility of the residents of the room to adhere to the following guidelines:

- Keep the suite clean, free of trash, and in a general sanitary state, including the shared bathroom, which is to be cleaned and maintained by the residents of the suite.
- Keep window screens in place and secured. Screens should not be removed, and residents cannot exit onto residence hall roofs, sit on window sills, or hang out of windows.
- Ensure all furniture assigned to the room remains in the room unless removed by the residence hall team or maintenance team. Missing furniture can result in replacement charges.
- Ensure unoccupied furniture (beds, dressers, closets, desks, etc.) remains set up and available for use by a new resident at any time during the summer.

CEDAR HALL SOUTH INFORMATION

Office Hours: Mon- Thur: 8:30 am-4:30 pm; Fri-Sun: CLOSED

Office Telephone: 980-598-1870

Room & Suite Changes – Rooms and suites are to be occupied only by the person(s) properly assigned to them, according to Residential Life records. Housing assignments are not transferable, and subletting is strictly prohibited.

Entering Resident Rooms & Apartments - Residential Life, Facilities Management, and Campus Safety & Security reserve the right to enter rooms/suites/apartments for any of the following reasons: emergency, maintenance, health and safety inspections, suspicion of inappropriate behavior/policy violation, and administrative necessity. Residents refusing to grant entry to any university official acting in the performance of their duties could face eviction from the premises.

Damage Charges – Charges for loss or damage to communications wiring, physical structure (walls, windows, doors, ceilings, floors, etc.), furnishings, or equipment in a resident's apartment or bedroom will be the responsibility of the resident(s) in the apartment. Normal wear and tear are not considered billable charges.

Personal Property Liability – Johnson & Wales University and/or Residential Life will assume no responsibility for the loss, damage, or theft of personal property belonging to, or in the custody of, the resident for any cause whatsoever, whether such losses occur in resident apartments or residence hall rooms, public areas or elsewhere in the building. Residents are strongly encouraged to carry personal property insurance.

Internet Access – WIFIJWU is the on-campus student residential network, which allows you to connect to university online resources and the internet. The university does not charge a fee for this service.

Laundry – Each residence hall has laundry rooms located on each floor. Laundry rooms are open 24 hours. The university is not responsible for lost or stolen items. Therefore, we recommend that you do not leave your clothes unattended. Washing machines and dryers are paid for by credit or debit cards branded with Visa, MasterCard, and Discover. Please report an issue with any machine through the CSC laundry system or front desk to report a problem.

Prohibited Behavior – This is a dry campus and tobacco free. Consumption of alcohol or use of tobacco products is strictly prohibited.

Mail & Packages – Mail is delivered by the US Postal Service. Amazon, UPS, and FedEx packages and oversized US Postal Service boxes are delivered to the Cedar Hall South mail room on the 1st floor. Packages can be picked up M-Th between 10am-8pm. A valid identification card will be needed for pick-up, and any unclaimed package will be returned to the sender after seven days. Summer residents should address mail as follows:

Name
Summer Intern, Box # (your suite number)
215 S. Cedar Street
Charlotte, NC 28202

Mail is not automatically forwarded. If you move at any time (including at the end of the summer), you must notify sources of your new address and complete a mail forwarding card with the US Post Office.

WIRELESS ACCESS INFORMATION

When you have your notebook computer in a wireless "hotspot" area, you will simply need to connect to the "WIFIJWU" network (see your particular notebook computer or wireless card user manual for instructions). Then, start your internet browser, and it will ask you to log in with your account ID and password (This will be the username and password you are given for wifi at check-in).

PARKING

On-Campus Parking- Parking is provided at Cedar Street Parking Deck (Lot D). Summer interns will complete vehicle registration and submit payment directly through Preferred Parking. Parking for your stay will be \$195. The parking manager, Robert Hubbard, can be reached at (704) 200-0871 or rhubbard@preferredparking.com

MEAL PLANS (INCLUDED WITH YOUR SUMMER HOUSING)

In addition to the microfridge in each room and the community kitchen, your summer housing includes a dinner meal plan available Monday - Friday (excluding holidays).

How does the summer meal plan work?

Your ID will be loaded with flex dollars equivalent to \$10 per day times the number of days in your stay to use while in housing. For example: A stay of 60 days will provide you with \$600 in flex dollars. Each time you make a purchase (vending or mobile), the cost of what you buy will be deducted from your balance. Any balance at the end of your stay is non-refundable.

Mobile Order: Dinner

A rotating menu will be available on the Transact app (debit or credit also accepted) for convenient mobile ordering. Orders can be placed any day of the week, must be placed before pick-up, and will be available for pick-up between **5:30p.m.-7:00p.m. Monday thru Friday. Closed on weekends.** All meals come with disposable cutlery, napkin, and condiments.

Market Vending is available in the lobby of your residence hall. Purchase meal bundles, snacks, and beverages using your flex dollars 24 hours a day, seven days per week. Vending units will be serviced Monday thru Friday only.

Meal Bundles, snacks, and beverages will range between \$2-\$14. If you run out of flex dollars, you can add more directly from the Transact app using a credit or debit card. If you have dietary restrictions, please text us your name and dietary needs to **704.727.4616**

SAFETY, SECURITY, AND EMERGENCY PROCEDURES

The safety and security of residents are vital concerns for JWU Charlotte. **It is important for residents to take responsibility for their safety and well-being.** Crime prevention is essentially being aware of one's environment and avoiding those situations that could make residents vulnerable to crime.

Campus Safety and Security can be reached at 980-598-1900 and is headquartered in Cedar Hall South located at 215 S. Cedar Street and can be accessed through the east breezeway 24/7.

Blue Light Call Boxes – Blue light telephones are generally located near residential facilities and parking areas and can be seen at night. Each phone is connected via radio directly to Safety & Security, and officers can be dispatched when needed. All residents on campus are encouraged to familiarize themselves with the locations of such call boxes. These boxes are to be used in emergencies only.

Crime Alerts are published throughout campus. Any incidents that require immediate notification to the university community are posted in administrative and academic buildings, residential facilities, and other gathering places throughout the campus. These alerts are intended to inform the university community about criminal activity and assist in maintaining a safer environment for all.

Building Security – An electronic card system controls building access on the campus. When you arrive on campus, you will be given an identification card that will grant you entry to your building and resident room. Improper use of an identification card –for example, allowing unregistered guests to gain access to a building– could result in your eviction from the building.

DO NOT PROP DOORS OPEN. Propped doors invite entry by non-residents along with criminal activity within the communities. If residents see a door propped, they should close it immediately. **NEVER LEND OUT YOUR KEYS OR ID!**





ADDITIONAL RES LIFE INFORMATION

Private Area Maintenance – Maintenance issues should be reported as soon as possible to address them quickly and avoid small problems escalating into larger ones. **Residents may submit maintenance requests via email at reslife.clt@jwu.edu or complete the form located at the front desk.** Facilities Management strives to respond to maintenance requests within 24 to 48 hours from submission; however, major problems or requests submitted on holidays or weekends may experience longer response times.

If it is an emergency maintenance issue in your suite, including complete loss of power, air conditioning/heat, or overflowing sink/toilet, please report the issue immediately to the front office or Campus Safety & Security by calling (980) 598-1900.

Extermination Services – Sightings of insects and vermin should be reported **via email at reslife.clt@jwu.edu or complete the form located at the front desk.** Extermination technicians are on campus regularly.

Keys – All residents are provided with a room key. Residents must maintain control of their keys for their safety and the safety of others in their community. Residents are responsible for promptly reporting lost or stolen keys to the front desk. Residents will also be responsible for the replacement fees of each key lost, stolen, or not returned. The following is a list of key costs:

- Bedroom.....\$50.00
- Access ID.....\$30.00

CHARLOTTE'S GOT A LOT!

Charlotte's got a lot is the official travel resource for Charlotte, NC. Explore top attractions, restaurants, events, shopping & local favorites today!

Explore the Queen City and visit <https://www.charlottesgotalot.com/>.

