

Introduction

Residential living is an integral part of the educational process at Webster University. Although it is important to provide a safe and comfortable place for students to sleep and study, the development of mutual respect in our residential community is equally as important. Our mission is below:

In support of the mission of Webster University and the Department of Student Affairs, the offices of Housing & Residential Life and the Webster Village Apartments are dedicated to our residents.

We strive to create a community, which provides a student-centered learning environment that supports our expectation of academic achievement and personal development. Through compassionate and collaborative relationships, we are guided by honesty, trust, and respect to fulfill our commitment.

Together, we strive for excellence by providing:

- *residential facilities that provide flexibility, current technology and amenities to foster the recruitment and retention of students;*
- *supportive partnerships with faculty to promote critical thinking, values development, appreciation for diverse and international perspectives, and life-long learning;*
- *coherent and practical administrative policies and procedures that support personal responsibility; and*
- *a thoroughly trained, team-focused and diverse staff that makes intentional connections with residents and serves as role models for the University community.*

Responsibility to the Community

Everyone at Webster University is an important member of our campus community. Resident students have an opportunity to participate daily in a very unique community, which can contribute to the success of all students within it. Our residential community includes Loretto Hall, East Hall, West Hall, and the Webster Village Apartments.

Along with the freedom of being a college student is responsibility. This responsibility includes showing individual concern for others, maintaining the care and condition of the facilities, and participating in the programs and activities that occur. When residents demonstrate a lack of care or concern for the rights of others, the University, through the judicial process, takes intervening action. Most importantly, being a responsible member of Webster's residential community means being accountable for all we do individually. All residents need an understanding of the policies and regulations of the University and the Office of Housing and Residential Life, which are outlined in this publication, the Housing Contract and Apartment Lease, and in the Student Handbook.

Housing and Residential Life Staff

Office of Housing & Residential Life

West Hall
240 Edgar Rd.
housing@webster.edu
(314) 246-HOME (x4663)

Webster Village Apartments

WVA Clubhouse
520 Garden Ave.
wva@webster.edu

Housing & Residential Life Professional Staff

John Buck x4663
Associate Dean of Students
West Hall
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Holland Saltsman x2787
Managing Director, Webster Village Apartments
WVA Clubhouse
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West Hall
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Matt Lewis x2787
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WVA Clubhouse
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Residence Hall Director
East, West, Loretto Halls
(314) 246-APTS (x2728)
Jennifer.casady27@webster.edu

Kelly Malone x4663
Coordinator, Housing & Residential Life
West Hall
maloneke@webster.edu

Housing & Residential Life Resident Assistant Staff

Name	Area of Responsibility	Email
Heather Sweeney	West Hall- 1 South	heathersweeney63@webster.edu
A. "Covi" Coronel	West Hall- 2 South	alvarocoronel90@webster.edu
Jabrina Simmons	West Hall- 3 South	jabrinasimmons43@webster.edu
Tatenda Chibanga	West Hall- 4 South	tchibanga74@webster.edu
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Zach Haugen	West Hall- 3 North	zacharyhaugen59@webster.edu
Lauren Meyer	West Hall- 4 North	laurenmeyer48@webster.edu
Larry Morris	East Hall- 1 st Floor	morriar@webster.edu
Laura Murcia	East Hall- 2 nd Floor	lauram85@webster.edu
Jessie Chappell	East Hall- 3 rd Floor	jessiechappell03@webster.edu
Nadia Battle	East Hall- 4 th Floor	nadiabattle33@webster.edu
Jennifer Mullikin	Loretto Hall - 2nd Floor	mullikje@webster.edu
Dorothy Colyer	Loretto Hall - 3rd Floor	colyerdo@webster.edu
Katy Ellison	Loretto Hall - 4th Floor	kathrynellison21@webster.edu
Grant Neal	WVA - Building 1	nealgr@webster.edu
Amanda Converse-Rath	WVA - Building 2	converam@webster.edu
Benny Roberts	WVA - Building 3	roberben@webster.edu
Mario Santander	WVA - Building 4	mariosantander23@webster.edu
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Janelle Moore	WVA - Building 6	moorjane@webster.edu
	WebsterLEADS	leads@webster.edu
Daniel "Dee" Goines	Assistant Hall Director	goinesda@webster.edu
Katie McComb	WVA- Graduate Assistant	mccombka@webster.edu

Kitchenettes

Students in the residence halls may use the kitchenettes provided on each floor for the preparation and storage of snacks and small meals. Each apartment has a full-size kitchen equipped with dishwasher, garbage disposal, refrigerator, and a stove/oven.

Mail Service

Each residence hall student is assigned a mailbox in the mailroom on the first floor of his/her respective residence hall. Mail is delivered Monday through Friday (excluding holidays) and placed in residents' mailboxes daily. Outgoing mail can be dropped off at the main Residential Life Office in West Hall or in the Mail Center located on the ground floor of Loretto Hall. Packages sent to students in the residence halls will be received at the main Residential Life mailrooms in West and Loretto Halls. You will be notified of your package via email, and must pick up your packages within 24 hours of notification.

Each WVA apartment has a mailbox for US Mail located in front of Building 3. Mail slots are located at the boxes for outgoing letters. Outgoing packages with necessary postage applied should be taken to the Mail Room in West Hall or to a nearby post office. Mail is delivered Monday through Saturday (excluding holidays). If you receive a package and are not home at the time of delivery, it will be brought to the WVA office. You will be notified of your package via email.

All Residence Hall mail should be addressed:

Student Name, Mailbox #
Webster University
Residence Hall (East, West or Loretto)
240 Edgar Rd.
St. Louis, MO 63119

WVA mail should be addressed:

Student Name Hall and Room Number
Building Address and Mailbox (see below)
St. Louis, MO 63119

Bldg. 1: 150 Edgar Road, Apt #____
Bldg. 2: 158 Edgar Road, Apt #____
Bldg. 3: 200 Edgar Road, Apt #____
Bldg. 4: 212 Edgar Road, Apt #____
Bldg. 5: 227 Hazel Avenue, Apt #____
Bldg. 6: 163 Hazel Avenue, Apt #____

Maintenance and Work Orders

For any room or apartment repairs or maintenance needs, residents can submit work orders at the Residential Life Office in West Hall or the WVA Office. Facilities Services staff will complete work in a timely manner or inform the office if there is a delay. Under normal circumstances, facilities staff will not begin working in student rooms before 10:00am. They may enter your room while you are there or while you are away.

Security problems, power failure, fire, loss of heat (if the outside temperature is below 40 degrees F) or loss of A/C (when temperature is greater than 90 degrees F), and rising water are considered emergencies for which you should contact the office, the RA On Call, or Public Safety immediately. Water leaks and equipment malfunctions should be reported promptly to insure minimum inconvenience and property damage.

Vacuum Cleaners, Dollies, etc.

Residence Hall students may check-out vacuum cleaners, two-wheelers (dollies), brooms and other items from the office in West Hall and Loretto Hall during regular hours and check them out. You will be required to present your student ID. Your card will be returned to you when you have returned the item(s) you have checked out.

The WVA offers vacuum cleaners for checkout. A vacuum is available for your use from your RA; contact your RA in his/her apartment to find out if it is available. Please contact the WVA office immediately for special instructions and assistance in handling stains or damaged areas.

Vending Machines

Residents in Loretto, East and West Halls will find vending machines dispensing snacks and beverages as well as a change machine on the ground floors of those respective buildings. The WVA clubhouse has a vending machine located at the pool area. There are also stamp and change machines located in the laundry room of the clubhouse.

Washing Machines and Dryers

Washing machines and dryers are located on the ground floors of West and East Halls, and in the kitchenette areas on individual floors in Loretto Hall. The WVA has a laundry room located in the clubhouse. Guests are not permitted to utilize these facilities. Broken or inoperable machines should be reported to a staff member so that prompt repair can be arranged. Money lost in the machines should be reported directly to CoinMach (428-0777) for refunds.

Residential Life and WVA Office Hours

Housing and Residential Life Office Hours

West Hall - Monday – Friday, 8:30am – 4:30pm
Loretto Hall – Monday – Friday, 2:00pm – 4:30pm

WVA Office Hours

Monday –Thursday, 8:30am - 7:00pm
Friday, 8:30am - 5:00pm
Saturday & Sunday, 1:00pm - 3:00pm

Residential Housing Association

The Residential Housing Association (RHA) is a key student organization on campus, and an integral part of the Office of Housing and Residential Life. RHA offers excellent leadership opportunities for all resident students, providing a wide range of residential programming, advising the Office of Housing and Residential Life on policy and other areas of customer service, working to improve the living environment at Webster University, and networking with other colleges and universities across the nation.

RHA is comprised of two bodies: An Executive Board and a Representative body. The Executive Board includes the positions of President, Vice-President, Secretary, Treasurer, and National Communications Coordinator (NCC). The Rep. Body is made up of Floor/Area Representatives elected from the residence halls and the Webster Village Apartments. These are voting members of RHA, but meetings are open to all residents. Representatives serve as liaisons for their respective area. All representative positions are elected each fall, so it's easy to get involved right away.

All residents are welcome! Contact Greg Sabo, RHA President, in the RHA office in West Hall at x4RHA (4742), or by email at rha@webster.edu