



**Welcome** to the Southwest Minnesota State University Residence Halls and the Foundation Residence Apartments. As a part of our community, you will have many opportunities to influence your living environment, which is designed to enhance your growth and development. We will make every effort to make you feel at home while you live in our halls.

Opportunities exist for you to participate in the Residence Hall Association, intramurals, and clubs and organizations. Take advantage of these opportunities and get involved – you will definitely be glad you did. Like most experiences, the more you put into your life in the halls, the more you will gain.

Residence Life staff members play a key role in the development of programs and activities that can expand your skills, knowledge, goals and experiences. The halls serve as an extension of your academics and you will have many opportunities to meet many other students who, like you, are here to learn and grow.

We provide resources to help you get the most out of your on-campus experience. This guidebook is an outline of the resources and policies that will help you make informed choices while you live in the residence halls. In addition to reading the guidebook, you can ask questions of our Residence Life staff team members.

Another facet of the on-campus residence hall community is that we recognize and support your rights as adults. We expect, in turn, that as adults you will accept responsibility for your decisions and actions, as well as demonstrate concern and support for others' needs and rights. This guide provides information about many aspects of residence life including our policies, procedures, staff, and facilities. Most of the policies and procedures provide for our ability to implement the terms and conditions of your contract fairly and consistently. Many others address issues of your safety, security, and general well-being. All are meant to provide structure that can make living on campus as safe, supportive, and enjoyable for all of you. Please take time to read though this [Guide to Community Living](#) as well as the [SMSU Student Handbook](#). Feel free to discuss any questions or concerns you may have with any of the Residence Life Staff. Also, please feel free to ask questions, gather information, or make suggestions; especially to the Residence Hall Association. We want your participation and involvement. We are committed to helping make your SMSU experience a good one, so please talk with us. We are looking forward to working with you to develop this year's community.

***Welcome to your home,  
the Southwest Minnesota State University Residence  
Halls & Foundation Residence Apartments!***

***It's Where You Belong!***

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## GENERAL INFORMATION

This Guide to Community Living contains general information concerning daily life in the residence halls at SMSU. Additional specific information will be posted on House/Floor bulletin boards and in the Commons. You will also receive various memos and mailings from the Residence Life Office throughout the year aimed at keeping you informed of pertinent procedures and events that will affect you as a resident. You will be accountable for this information, just as you are for contents of this guide. If you should have any questions, please feel free to call any of the Residence Life Staff or stop by the office. The Residence Life Office is located in the Naoutha Residence Hall on the western end of the Residence Halls near Birch Street.

As you read this Guide, please remember that the main purpose of our policies and procedures is to manage the Residence Life program as efficiently, fairly, and consistently as possible. Procedures and timelines are necessary if we are to give each of you equal opportunity and information, and still allow ourselves to meet your needs and still allow us to address individual concerns. We encourage you strongly to become active residents and informed consumers. If you have any questions about a policy or procedure, or believe, you have an unusual circumstance or problem that merits another solution; please contact your specific Resident Assistant (RA) or any member of our Residence Life Team. There are certainly situations that will merit an exception, or there may be other options to a situation that can be developed. Please remember that the earlier you talk with us, the better our chances will be of helping you establish your exceptional case or helping you find or develop other possible resolutions.

This Guide cannot begin to describe all the services and programs we strive to provide you or the ways in which we hope to work together with you. You are strongly urged to read the SMSU Student Handbook and other materials you have been given to become more familiar with this information. You are also encouraged to go to your RAs, Residence Life student and professional staff, and any other Student Life staff and to learn more about your opportunities for involvement and participation in campus life at SMSU. **Your college life is what you make of it!**

### Residence Life Team Members

The Residence Life program consists of staff members whose function is to assist you in your pursuit of an education and in the maintenance of positive communities. Our department has full-time professional staff members and a full-time administrative support staff member. Some professional staff members live on campus and others live off campus. Their offices are located in the main Residence Life office complex.

The Assistant Directors are professional staff members who are responsible for the overall supervision and management of their buildings and staff. These individuals possess several years of experience in student affairs. Professional staff members are available during office hours to assist students with a variety of concerns and situations. Each professional staff member is available to residents after hours, when necessary.

Our houses and floors are provided with a Resident Assistant (RA), whose direct responsibility is to assist you in developing a positive and a supportive environment as possible. RAs are undergraduates who have committed themselves to serving as resources for their peers and to making major contributions toward enhancing the quality of life on campus. They receive training and on-going supervision in areas of helping skills, conflict resolution, mediation, intervention and referral, programming, and emergency procedures. As necessary, RAs are responsible for discipline; that is, insuring that students assume appropriate accountability for their decisions and behaviors. As the most immediately accessible of our staff members, RAs are a vital part of our Residence Life program.

There are four Senior Resident Assistants (SRA) and one Student Office Manager (OM) in the department. These staff members are experienced programmers and leaders whose primary duties include mentoring the RAs, LLPAs, and other student staff, providing administrative support to the professional staff and assisting with the training of our team.

We also have administrative, graduate assistants, and student staff members in our central office who are here to assist you. These individuals provide invaluable assistance with many of the day-to-day aspects of our program and procedural requirements such as coordinating room assignment, meal plans, key issues, general paperwork and other administrative functions.

**Meet your professional Residence Life Staff Members and get to know your RA!** They are here to enhance your education, help you feel a part of the SMSU community, assist you in resolving problems or grievances, seek information or assistance, and develop a living situation most conducive to your needs as a student. All of us are interested in you, your questions, suggestions, interests and concerns, and are really looking forward to helping you make Southwest Minnesota State University campus and residence halls your home for this academic year.

### **Mission of SMSU and Residence Life**

The mission of "Southwest Minnesota State University prepares students to meet the complex challenges of this century as engaged citizens in their local and global communities. Our comprehensive degree programs, taught in the liberal arts tradition, are dedicated to connecting students' academic and practical professional development experiences in southwestern Minnesota to the wider world." The University has a special commitment to the educational needs of people in its service region. This commitment is reflected in the curricula, cultural enrichment programs, cooperative relationships with other regional institutions, and in service and research contributions to both the public and private sectors of the region. SMSU upholds core values of transformational learning centered on excellence, civic and community engagement, diversity and global awareness, and environmental issues of sustainability and stewardship.

The mission of Residence Life at Southwest Minnesota State University is based on the belief that a **student's life outside the classroom** is a meaningful and important part of the **total collegiate experience** and that living on campus should facilitate and enhance the student's educational opportunities. Our program is therefore designed to provide a variety of experiences, opportunities, activities and services within an environment intended to facilitate meeting your physical, emotional, and intellectual needs as students while challenging you to grow as an individual.

### **Residence Hall Community and Student Governance**

The Residence Life area of SMSU's campus is divided into two areas for administrative purposes. The East end includes the HA, G, and GW complexes; as well as our Foundation Residence Apartments. West End includes HB, GM complexes and Sweetland Hall.

#### **Community Types**

Each house or floor community is comprised of 25-80 student residents who will live together under one roof, sharing the common facilities and areas of the house/floor. The concept of community is important in a college environment, and especially so within a residence hall. Please take advantage of opportunities to meet other house and complex residents. Even more importantly, spend time learning about your roommate and/or neighbors and housemates and developing a relationship that includes emphasis on open communication and mutual respect.

We have a variety of community and house types. These are subject to change. Apply the following key to the complex review, which follows: F = First year students only; U = Upper class students only; M = Men's House; W = Women's House; C = Coed; A = First Floor Accessible; QS = Quiet Study. All of our Residence Halls and Foundation Residence Apartments are Tobacco free.

HA Complex:

Buckingham	C
Selene	C; A *
Camaraderie	C
Clapper	C; A *

HB Complex:

Sybaris	C; F
Porter	W; F
Chez Nous	M
Lakota	C; A*

G Complex:

Manchester	C; A
Charisma	C *
Lincoln Center	C; A *
Aquarius	C; A

GM Complex

Homestead	C; F
Armstrong	W; F
Shenandoah	M
Ocean Blvd.	C; A *

GW Complex

El Dorado	C; A
Kamasutra	C;
Sirius	C;
Titan	C; A

Sweetland Hall

1 <sup>st</sup> Floor	C; A
2 <sup>nd</sup> Floor	C; A
3 <sup>rd</sup> Floor	C; A

\*Living & Learning Communities

The Living & Learning Communities are houses that have either an academic focus or a special interest focus. Currently, SMSU offers six Living & Learning Communities. – Mustang Pathway Program is in Buckingham, Selene is AOS House, Clapper is the Culinology House, Charisma is the Agriculture House, Lincoln Center is the Fine Arts House, and the Exercise Science Living and Learning Community is located in Ocean Boulevard. For more information about our Living & Learning Communities, please visit our website.

Foundation Residence Apartments

The Foundation Residence Apartments are comprised of four bedroom, three bedroom, and two bedroom units. Each individual apartment has their own private bedroom and a shared bathroom within each living unit. All apartment units have a kitchen, living area and additional amenities such as a washer and dryer. The building and floors are co-ed, and since 2010, the apartments may choose to be gender inclusive or gender specific by unit.

**House Councils and House Decision Making**

Early in Fall Semester (and whenever later vacancies occur), each house/floor community selects members to its House Council, each of whom has specific functions and responsibilities. House Council members include the House President (who serves as the official RHA Representative), Student Activities Committee (SAC) Representative, an Activities Coordinator (who assists the RA/CA with house events, and an Intramural Representative. House Councils may also have other positions or committees as House needs call for them (E.G. Birthday Committee, Sunshine Committee, Service projects, etc) House Council meets every two or three weeks with the RA who serves as its advisor. These council positions are a great introductory means of becoming more involved with other campus organizations. They are also readily accessible ways of more quickly becoming involved in campus leadership and helping to positively affect the quality of campus life.

Early in Fall Semester, each house/floor will also determine not only its election of house council members, but some house policies as well. Some examples include A Rights and Responsibilities session,

a decision of whether or not to charge an additional programming fee for the house/floor, or how to spend its house funds; when quiet hours will end; and any other policies affecting the house/complex.

### **Residence Hall Association**

The Residence Hall Association (RHA) is the student governing body in the residence halls and has representatives selected from each house/floor to serve on its General Assembly. The RHA representative functions as the house president and chairs Hall Council meetings. RHA is an important part of Residence Life's decision making process and programming efforts. Our staff works closely with RHA in reviewing campus life and soliciting input on new policies and procedures, suggesting improvements in residence, food service, campus activities, and concerns. Its standing committees give RHA members many opportunities to effect on-campus life. RHA is the on-campus student's voice in expressing your feelings about the quality of life on campus, and it has and will continue to play an important role in the development of the Residence Life program. Check out RHA and ask your RA and/or Executive Officers (they include President, Vice President, Secretary, Treasurer, National Communications Coordinator (NCC), Facilities and Issues Chair, and the Education and Programming Chairs) about RHA responsibilities and opportunities for involvement. The RHA Office is located in Commons West. Additional information about RHA can be viewed online at RHA's website.

- RHA provides equipment for on-campus students to check out in the main office. Equipment ranges from jumper cables, small hand tools, pots and pans, to sports equipment, games and bicycles. There is a time limit per check out on certain items, and we do charge daily late fees up to the full replacement cost (payable to SMSU/RHA) for items not returned.
- RHA maintains a strong governance purpose through their membership and committees. The Facilities and Issues committee deals with issues that arise during the school year and conduct research into policy issues, facility issues, dining services issues, and any other needs and wants that our residents encounter.
- There are scholarships awarded to residents who demonstrate leadership and participation in RHA meetings, activities and programs per semester.
- RHA arranges for Welcome packages at the beginning of the year as well as during finals week. They work with [www.collegeproducts.com](http://www.collegeproducts.com) to provide lockers for students to rent and are responsible for the bicycle storage program on campus.
- In addition to its main governance purpose, RHA is also a community service and programmatic organization whose projects provide activity and fun for participants. The Education and Programming committee is charged with these types of events. A sampling of these projects and activities include Residence HALloween, Winter Formal, Live @ the Centers, Resident Appreciation Week, assisting with highway and campus clean-ups, and various contests throughout the year (providing prizes to winning house/floor communities).

### **Evaluation(s)**

You may be asked periodically to provide evaluations on various aspects of campus by the Department of Residence Life. We need your participation and honest responses in order to fully consider your feelings and concerns. We use the input from evaluations to modify and improve our daily operation as well as develop our longer range planning. Your participation in these evaluations is vital. Evaluation takes place once each semester or periodically as needed and can be administered through your Resident Assistant in traditional paper format or in electronic format via e-mail or website access.

## **FACILITIES AND SERVICES**

### **Commons Facilities**

Commons Central houses the office of the campus Building Services Supervisor (who supervises the residence hall general maintenance workers) and the Leadership Resource Center (an area where Residence Life student staff and members of RHA can go to find materials needed for programming)

Commons Central has a change machine available for student use. All three Commons contain vending machines and laundry facilities. These areas are available from 8:00am to 10:00pm for student use during the academic year. Commons lounges may be utilized by students. These lounges also have a 42" flat screen TV available.

### **Equipment Services**

Services available through the Residence Life Office include recreational equipment checkout (sporting and leisure game equipment, camping/fishing/outdoor equipment, etc.), bicycle rental checkout, outgoing and campus mail pick up, package pick-ups, vending area and laundry rooms, and a logbook for residence hall repair requests. A variety of items can also be checked out at no charge for students living on campus as long as they provide their student ID. Such items include (but are not limited to) games, baking equipment, cooking utensils, recreational equipment, jumper cables, tools, and vacuums. Sweetland Hall has a purified water dispenser and a change machine is available in Commons Central and Sweetland Hall for usage 24 hours a day. Office hours are prominently posted in the main entrance. A full listing of what equipment and items are available for checkout may be obtained from RHA.

### **Vending and Laundry Facilities**

Laundry machines are located in each of the three Commons buildings and in Sweetland Hall and each apartment in FRA. They may be removed if subjected to vandalism, break-ins or other abuse or the room itself will be locked. Having laundry facilities on campus is a privilege, not a right! If machines are empty or not working, notify the staff in Residence Life or Mustang Card Center.

Vending machines are located in Commons East, Commons West, and Sweetland Hall lobby. If you lose money in any vending machine or receive dated or poor quality merchandise, go to the Mustang Card Center during its operating hours and report the machine out of order (and take any poor quality product with you). You will receive a refund from Mustang Card Center.

### **Room Furnishings**

Each room is furnished with a bed, mattress (extra long within the residence halls, regular sized twin beds in the apartments), closet, garbage can, high speed internet port, desk, desk chair, and desk lamp per occupant, Venetian blinds, and TV cable hook-up. Single rooms also include a 2-position lounge chair. Many, but not all, rooms also will have a hutch/entertainment center/bookshelf. In addition, single rooms within GW complex (Titan, Sirius, Kamasutra and El Dorado) will have full size beds and mattresses. At check-in, you were issued a key for your room and your house front door. If you lose either key, please report it to the Residence Life Office right away. You will be given a temporary key and a short amount of time to find your key. If it is not located, for the safety and security of yourself, your possessions, and all of our residents, the lock cores will be changed, new keys cut and issued and appropriate charges assessed to you.

Please note that room furnishings become your responsibility upon check-in. Unfortunately, we have very limited storage space available in all of our buildings, which is why room furniture and equipment may not be removed. Please contact the Residence Life Office immediately if you believe you require an exception. Upon checking out of the halls, whether that be for a room change, a midyear withdrawal or end of the year, your room must be clean and in the same condition as when you first occupied it. You will be charged for missing or damaged items so that they may be replaced for the next occupant.

Personal home built or store purchased lofts are **not** allowed at SMSU. There are a variety of lofting options depending on where you are living. Please visit our website under new or current students to determine which is the best option for you regarding lofting or bunking your bed.

### **Apartment Furnishings**

Much the same as the traditional residence halls, your apartment unit is semi-furnished. All of the same policies listed above are in effect within the Foundation Residence Apartments. Each bedroom in each unit will be equipped with a bed that is loftable (please contact maintenance at #7107 to perform this task), a desk and desk chair, a dresser unit, and a closet. Each living room area is equipped with a loveseat, a chair, an end table, and an entertainment center unit. The kitchen area includes refrigerator, dishwasher, range, microwave, sink, garbage can, and four barstools for the island area. A washer and dryer unit is also included (one per unit) and the units are air-conditioned. All other utility related amenities (cable etc.) are listed in the previous paragraph.

### **Traditional Residence Halls House Facilities**

- House lounges contain kitchenette areas (and include built-in ironing boards) for your use. Kitchenettes include countertops, a range/oven, microwave and table with chairs. The GMW assigned to your house will perform basic custodial services in these areas. It is your responsibility when using these facilities to clean up after yourself. Dirty dishes or food left in these areas will be taken to the Building Services Supervisor who will store items for up to three days before disposing of them. Please extend courtesy and consideration to each other by cleaning up as you use these areas. If conditions warrant, a house will be assessed a special cleaning charge, see the Common Area damage policy listed later on in this Guide, when its' GMW must restore cleanliness to this area.
- Our residence halls provide community bathroom facilities. Unisex guest toilet facilities are located in each Commons building and on the first floor of every house. There is no guest bathroom present in the Foundation Residence Apartments. Your guests will utilize the bathroom(s) within the apartment unit they are a guest.
- The use of roller skates, roller blades, skateboards and bicycles are not permitted inside any residence hall building or any other campus building. Bicycles may not be stored within the hallways within the house or outside the entrances of the houses. Bicycle racks can be found throughout out Residence Hall areas.
- House lounges are located on the first floor of each house near the entrance. The lounge is accessible for coeducational use during whatever hours each house sets. The furniture and flat screen television provided in any common area is there for general community use so it may not be removed to another location. The furniture is not meant for outside use. When this furniture is missing, it is reported to University Public Safety and reported as stolen University property. House searches are then completed by the Residence Life staff and individuals found in possession of this common property are charged with theft. Other common areas include kitchenettes, hallway furniture or furniture in any other campus facility.
- The grounds around the residence halls also require your consideration and care so they can be maintained properly. Please place trash and litter in the appropriate receptacles. Our trees and shrubs are still fairly young so they can be easily damaged and so are special campus commodities. Full replacement costs can run as high as \$300. Ball playing and similar activities MAY NOT occur



within the interior grounds or immediately in front of any building because of the obvious potential for broken windows and personal injury (please see the Recreational Zone policy later in this guide). Any student located near a room window when it is broken from the outside is at serious risk for severe personal injury and/or property damage. There are recreation fields on the area between Commons West and Commons Central, and the area immediately west of the Foundation Residence Apartments.

## Mail Service

Your mailbox is located in the foyer of your house. In the Foundation Residence Apartments and Sweetland Hall, the mailboxes are all located in the complex main lobby. The same key is used for room as for your mailbox, except in the Foundation Residence Apartments where you will receive an additional key for your mailbox. Mail generally will be placed in your mailbox by 6:00 p.m. Monday through Saturday, except holidays, breaks, and the semester break.

It is important you provide individuals with your correct mailing address or else mail will not be delivered to you. Below is the listing of the addresses for our different complexes. Please locate the House you live in and directly above you will find your complex name and your street address.

The following list is your street address AND your mailing address:

Sweetland Hall	1441 Birch Street
Commons West	1453 Birch Street
HB Complex Lakota, Chez Nous, Porter, Sybaris	1455 Birch Street
Commons Central	1463 Birch Street
GM Complex The Homestead, Ocean Boulevard	1465 Birch Street
GW Complex El Dorado, Kamasutra, Sirius, Titan	1501 Birch Street
G Complex Manchester, Charisma, Lincoln Center, Aquarius	1511 Birch Street
Commons East	1513 Birch Street
HA Complex House of Buckingham, Selene, Camaraderie, Clapper	300 N. O'Connell Street
Foundation Residence Apartments	1410 Birch Street

\* All addresses should read as follows:  
Name of Student (First and Last)  
House Name and Room Number  
Street Name  
Marshall MN 56258

Example:  
Joe Mustang  
Porter 101  
1453 Birch Street  
Marshall, MN 56258

\* It is very important that the address information be written in this format to ensure proper delivery as the machines only read the bottom two lines of an address.

If you receive mail addressed to someone else, please return it to the Residence Life Office. If you receive a package, or a regular item of mail that is too large to fit in your mailbox, an email will be sent to your SMSU email. You may pick up your package by taking your proper ID to the Residence Life Office during its publicized hours of operation. If your mailbox does not lock properly, please report it in the Maintenance Log immediately. Nothing will be distributed through the mailboxes unless the US Postal Service processed it. Flyers promoting events or announcements of SMSU departments or recognized clubs and organizations are the only exceptions. In order to be allowed to be distributed or posted, you must receive approval from either of the Assistant Directors.

### **Telephone Services**

Residence hall rooms are equipped with a phone jack but are not active and, due to our VOIP phone system, cannot be activated. This includes local and long distance phone. Students are encouraged to have prepaid long distance cards to be used on campus phones in academic buildings, or have access to a cell phone.

### **Custodial Services**

You are responsible for cleaning your own room and environment. Equipment (like sponges, brooms, buckets) for cleaning your room is available in your house or building. A vacuum cleaner, broom, and mop may be checked out from the Residence Life Office. Please report all room repair requests to the office. The GMW staff is responsible for cleaning the lounge areas, bathrooms and hallways. Your cooperation is appreciated and needed to facilitate the upkeep of your house. Some common complaints in the past about other resident behaviors or habits have included cutting hair and leaving it on bathroom or shower floors; not cleaning sinks; leaving toothpaste smears in the sinks. Many of these things you have heard at home. For obvious sanitation reasons, garbage may not be left in the bathrooms. It should be taken to the large trash containers located in the stairwell of the ground floor in each house.

Please note that the GMW's are not expected to clean up personal messes in any areas, even those following house activities. In addition, they are not expected to clean up after other people who have vomited or in any other way abused your house facilities. GMW's only provide those normal and basic cleaning services, which a reasonable person would expect. Please remember that you all need to depend on each other to help maintain your home. If the custodial staff needs to complete a special clean up of any nature, then the individual(s) responsible or the House will be charged through the Common Area Damage policy.

### **Maintenance Services**

To request repairs to items we furnish in your room, just stop in to the Residence Life Office and record your repair request in the Maintenance Log, which is checked every weekday morning. A GMW or Physical Plant staff member will either make the repairs or leave a written note explaining the delay (e.g. needing a part or a specific repairperson). Requested repairs carry no charge when caused by normal wear and tear (for example replacing a light bulb or re-hanging a bookshelf that falls). Repairs required because of deliberate vandalism or misuse will result in you being charged the cost of the repair. Even if

a charge is required, it will probably be less if the repair is made as soon as the damage occurs. Cable problems are the only exceptions to this procedure. Please report these directly to the Residence Life Office during its scheduled hours. Maintenance officials will always knock and announce themselves when approaching your room. If you are not home, they will key in and perform the service but will always leave a note so that you know they have been in your room/performed the requested repair.

### **Storage Policies and Procedures**

Unfortunately, there is very limited space available within the residence halls for storage. Our procedure is meant to ensure our ability to provide as safe and secure storage of residents' personal items as possible. However, the University assumes no liability for lost or damaged items.

- Each house has a storage room designated for its residents' use only. These rooms are meant to provide long-term storage for items you do not want to keep in your room and which you will not need during a semester. These rooms will not be regularly accessible during a semester.
- Personal possessions packed in clearly marked boxes; luggage or trunks are the only items eligible for these rooms. Furniture cannot be stored because of limited space. All possessions must be ready to be mailed (boxes sealed and addressed etc).
- Access to these storage areas is provided through the RAs on an appointment basis. The RA must be in the storage room whenever it is open.
- When items are brought to the storage room you will be given a number of, item(s) stored. **No item will be stored without a number attached to it.** The RA will log in each item stored by number, the date stored, and the owner's name and room number. Both you and the RA will sign the log sheet.
- When you want to remove an item from storage, simply bring your ID card and sign the log sheet. Only you as the owner of the item may remove it unless you provide your RA with written authorization naming another person to act in your stead.
- Any item not removed from storage rooms by Spring Semester's closing clean up will be considered abandoned and subject to disposal per university policy.
- Lack of space limits our provision for summer storage. If you are contracted to live in a hall for the following Fall Semester you may store boxes, luggage, and trunks in your Fall House as space allows by arranging it with the current RA of the house.
- No items may be stored in the Foundation Residence Apartments as there is no storage room within the facility.

### **Residence Hall Lease and Dining Contract Issues** **Dining Services**

Welcome to SMSU Dining Service. SMSU Dining services offer flexible dining for you. Your meal plans are easy to use; they are loaded onto your ID card at the beginning of each semester. The meals can be utilized in the all you care to eat Southwest Main Dining. The dining dollars can be used to purchase items in our State Street Subs, C-store, and the Coffeehouse. Dining Dollars may also be used to purchase a meal at the Southwest Main Dining at the casual meal rate.

The Campus Dining Office is located in Student Center 143 and if you have any questions or comments please stop by or call 507-537-7683. Further information regarding the food service operation will be provided by the residential life staff and postings in the Southwest Main Dining. Information can also be found at Chartwells website: <https://dineoncampus.com/southwest>. Monthly calendars and weekly menus will be posted on your house bulletin boards. SMSU's campus dining service works closely with you as consumers and with RHA to respond to suggested new menu options, alterations in food cycles or preparation, or obtaining and trying new recipes. Your satisfaction is important to them.

- Food service plans run on Saturday-Friday basis. When you have consumed the number of meals contracted for in a given week, the scanner will indicate that your plan is done for this week.
- Serving Hours at the Southwest Main Dining, State Street Subs, the Coffeehouse, and C-store are posted outside their respective locations and on their website.
- Your meal card is your Mustang Card and is non-transferable: you may not lend it to a friend for use. The meal card may be used only by the student purchaser and your SMSU ID must be presented to the checker at every meal. The only access any person has to the Dining Room during meal hours is through the checker's station. Persons must either present an ID bar coded with meal plan information or pay the casual dining rate in cash. Temporary passes (when you have forgotten your card or mislaid it) can be obtained from the Mustang Card Center staff for a period of up to three day's worth of meals; this pass costs \$1.00. After these three days, you will need to buy a new ID card for \$25.00 in the Mustang Card Office located in the student center.
- The meals/week plans are priced based on an assumed participation rate: that is, as a consumer, there are a percentage of meals per plan each week that you probably will choose not to eat. As a residence hall contracted diner, no one will pay a cheaper rate for the meals you are served. **There is no better food deal anywhere!**
- All of the contract meals are provided in the Southwest Main Dining are on an "all you can eat" or unlimited seconds basis (except for premium meal entrees).
- **Menus** follow a four-week, 28-day cycle, to provide maximum variety. Breakfasts include egg and cake entrees daily, meat items four mornings/week and potatoes three, plus hot and cold cereals, juices, make-your-own-Belgian-waffles, sweet rolls, home made donuts, beverages and fresh fruit daily. Lunches and dinners include soup, a full salad bar and toppings, breads, a grill line, deli, four entrees (one of which is vegetarian), vegetables, fresh fruit, beverages and desserts at each meal as well as theme meals (like pasta buffets or All American Burger nights), premium meals (with shrimp scampi, carved ham or roast beef, stuffed pork chops) plus monotony breakers, birthday celebrations and even your own favorite recipe from home served up for you (if you share the recipe with Chartwells) and 400-500 friends!
- There is a Sick Tray Policy in effect should you become ill and are unable to get to Food Service for your meals. Contact Chartwells at 507-537-7683 for more information.

Another component of your meal plan is the Dining Dollars (the amount is dependent upon which meal plan you have), **which are added to your contract EACH SEMESTER.** These additional amounts are added to your contract at the beginning of each semester, and become embedded in your bar code so they can be used anywhere, at any time for any purchase. You can use them to buy a friend's dinner in the Southwest Main Dining (at the casual meal rate), buy a late night slice of pizza, a six-pack of soda pop, or sandwich at State Street Subs, buy a coffee at the Coffeehouse, or pick up a quick snack at C-store. You do not need to carry cash—just your SMSU ID card. These Dining dollars will carry over from fall to spring semester, but not beyond the end of spring semester. You can check your Dining Dollars balance anytime by just asking the checker or cashier. You can purchase additional Dining Dollars with a

minimum of \$25 at any time, and they will be added to your card balance. You can purchase the Dining Dollars through the Dining Services website, or at the Mustang Card Center. Dining Dollars are not subject to a refund unless you are withdrawing from the University. If you terminate your room and board contract, the Dining Dollars remain on your ID and may still be used.

Dining room misconduct consists of particular behaviors which have occurred in the dining area and been deemed unacceptable by RHA and the Food Service Director. They include:

Removal of food from the dining room (other than allowed piece of fruit or dessert/meal of grab it and go food items).

Illegally entering the dining area through any means but the checker station or providing others this same access.

Having another individual utilize your meal plan or using someone else's meal plan.

Inappropriate dining room behaviors (e.g. food fights, throwing foods or beverages, deliberate dish breakage, physical fights, etc.).

Removal (theft) of dishes, trays, silverware, or glasses.

Refusing to bus and clear your own dining table, making it inaccessible for other students.

Such behavior obviously disrupts a dining atmosphere and is costly to contract students who eventually pay for theft and deliberate destruction of equipment through increased room and board charges or modifications in the quality of food and service. In response to the behaviors cited above, any student or food service worker may report such incidents to Chartwells management personnel. Any student thus reported has the right to appeal action taken against him or her through RHA. The Food Service Director has authority to determine the following sanctions in instances of this misconduct:

1 <sup>st</sup> offense	2 days expulsion from dining room
2 <sup>nd</sup> offense	3 days expulsion from dining room
3 <sup>rd</sup> offense	5 days expulsion from dining room

and/or financial restitution (cash rate of meal, cost or repair of replacement of items, or cost of labor required for extra cleaning) or in lieu of cash restitution, assigned hours of community service (hour worked in the dining room, dining room clean up, or as a tray carrier). If you fail to fulfill these sanctions, you would be judicially referred through the campus conduct program.

If you choose to terminate a room and board contract, your ID bar code remains valid and your meal plan remains in effect through the 30-day notice period.

### **Meal Plan Options**

This year's options include the following:

- 10 Meals per week plan with \$400 Dining Dollars
- 14 Meals per week plan with \$150 Dining Dollars
- 19 Meals per week plan with \$50 Dining Dollars
- Super Plus Plan (\$1,779 in Dining dollars) \*not available to first-year students
- \$300 Dining Dollar plan (FRA only)

Board plan rates are based on the assumption that a certain percentage of meals will not be eaten per contract. That is why you do not receive credit or rebate for uneaten meals and why the 14-meals/week plan is the best bargain.

The 14 meals per week plan provides 14 meals/week out of the 17 meals offered in a weeks time, including breakfast, lunch and dinner 5 days a week and brunches offered on the weekends. If you skip meals, they are simply forfeited. On the 10 meals/week plan, you are paying for that specific number of meals each week. You can eat your meals in any combination you want, but you may only eat one of each meal type a day (only 1 breakfast a day, you cannot eat two lunches and one dinner in the same day), no more than three meals a day, and no more than 10 meals per week on your plan. Uneaten meals do not carry over to the next week (this is the participation factor discussed earlier).

The 19 meal plan gives you 19 meals to use each week. There are \$50 Flex Dollars with this plan.

The Super Plus meal plan has options associated with it allowing you to customize a plan to fit your dining style. To ensure you have the plan that is right for you, you are able to change your options within Super Plus up to two times per semester. If you find yourself using more meals than dining dollars, you can increase your meals by lowering your dining dollars. Alternatively, if you are using more dining dollars than meals, you can increase your dining dollars by lowering your meals. These dates will be posted at the Mustang Card Center.

In the event that you have to withdraw from the University or terminate your contract, the 14 and 10 meals per week plans provide a pro-rated refund on the number of weeks your meal plan is no longer in effect. If you move off-campus, you carry the balance of your remaining Dining Dollars to use for the rest of the semester/year on the 14 and 10 meals per week plans. The 19 meal plan is also refunded on a pro-rated basis for the number of weeks your meal plan is no longer in effect. The Super Plus plan has a refund process that is done on an individual basis. The refund is based upon the option set-up by the individual students and only provides a refund on the number of meal(s) not used. The Dining Dollars (in any denomination/selection) may not be refunded for students moving off campus.

If you are moving off campus and want to continue your meal plan, you can re-contract for a Board Only contract at the off-campus contract rate (and pro-rated to cover the balance of the semester's meals). Students moving off campus may also select a commuter meal plan or choose to utilize Dining Dollars as needed.

You may request any change in your meal plan during the first two (2) full weeks of fall and Spring Semesters. A change of meal option may be requested once during both the fall and spring semester. You may also change your meal plan for Spring Semester during the last two weeks of the Fall Semester. All you need to do is fill out a change in Meal Plan form at the Mustang Card Center within the two-week period. **IMPORTANT:** If you have the Super Plus meal plan you **CANNOT** do a meal plan change in the two week change period(s), you may only change during the dates listed previously in this section.

**Food Service "Extras" include:**

- "To Go" lunches are available if you have a class or work conflict; simply give the Food Service Director 24 hours notice and it will be ready for you to pick up.
- Students with special dietary needs should contact the Dining Services Director. Special menus can often be developed to meet individual needs.
- Once a week and one Sunday each month either premium or theme meals are provided. Premium meals may include jumbo shrimp, steak or carved roast beef. Theme meals may include Italian, Mexican, or All-American Nights.

- Houses may schedule house picnics or spaghetti dinners. Chartwells needs 5 business days advance notice to schedule and plan the picnic and a list of names and bar code numbers of those planning to attend within 48 hours of the event.
- Special holiday dinners may be served (e.g. Thanksgiving).
- Periodic "Monotony Breakers" are provided. These might include house cakes near a particular holiday, "make your own sundaes," nachos or chips and salsa, "make and frost your own donuts," a huge breakfast buffet at least once each semester, or various house contests.

## **Residential Contract Issues**

### **Contract Definitions**

Your contract, which is usually signed prior to the beginning of a semester in order to reserve a room for the year (or that semester), begins and becomes binding on the day we open the residence halls. For students who enter during a semester, signing the contract makes it binding and effective the same day it is signed. Only SMSU or affiliated students may enter into this housing agreement. Once this contract begins, it is in effect until the end of the academic year unless terminated according to procedure.

1. **"Contract days"** are those days included within fall and spring semesters. This year they do include the time between the semesters, commonly referred to as Winter break, at no additional charge! Summer Sessions are also provided under a separate contract. Information on summer residence will be sent to each resident from the Residence Life Office approximately five weeks before the end of spring semester. You will also receive a memo explaining the regulations for signing up for the Winter break period approximately five weeks before the end of fall semester.
2. Unless you are withdrawing from the University completely, you may only terminate your housing contract for the traditional residence halls during the first 10 class days of each semester, or during the break between fall and spring semester. If you physically leave the halls during the semester, you are still financially responsible for all portions of this contract. You will be charged a \$50 administrative fee for breaking your contract during the year. As always, you may only withdraw from the Foundation Residence Apartments for the following reasons: graduation, marriage, transfer to another institution, or complete University withdrawal. Per University policy, first year students are required to live on campus for two full semesters and are NOT permitted to terminate their residence contract during the academic year unless they transfer or withdraw from SMSU.
3. When you do leave or withdraw from the University or leave the residence halls, you must check out of the halls according to procedure through the Residence Life Office in order to avoid additional charges. This will include the return of any equipment you may have checked out (games, etc.), both room and front door keys, fill out a forwarding address card, sign a Residence Hall Withdrawal form, and complete an appointment for a room damage inspection with either your RA/CA or Assistant Director. A failure to follow the procedure in either a termination or withdrawal situation will be assessed a \$25.00 improper checkout fee and/or a \$50.00 administrative fee. Failure to turn in your room and/or front door key will result in having a \$25.00 charge per key.

### **Room Assignments**

Most returning students selected their rooms during last Spring Semester's Residence Sign-up process. Initial **room assignments for new students** were made by the Residence Life Office based on preferences expressed on the contract applications and availability of space at the time of assignment. Priority was set by the date the Residence Office received the completed contract. A room change may

be requested up to August 1st before the start of the Fall Semester. Room changes will incur a \$25.00 administrative fee.

Once you arrive on campus, may contact your RA or Assistant Director to discuss and request a room change at any time, but no room changes will be made during the first two weeks of any academic semester except in a situation where an emergency exists. Room changes are restricted for the two-week period for several reasons:

- \* Students have a claim to their assigned spaces until the 2<sup>nd</sup> instructional day;
- \* We need to confirm existing vacancies with our computer rosters so we know who is where;
- \* New roommates need time to work through initial impressions and get to know each other before deciding on compatibility.

When roommate conflict causes a room change request, the RA will meet with you both and attempt to find other possible solutions through mediation. If one of you still wants a room change, make an appointment with your Assistant Director. Requests will be considered by date of request and space available. The Assistant Director will provide all necessary forms and procedural instructions. In accordance with the terms of the Civil Rights Acts, room changes will not be granted based on race, ethnic origin, religion, creed, sexual orientation, nationality or physical disability. Room changes must be made in accordance with procedure. Both changes made illegally (without following our room change procedure) and changes not accepted once requested and approved will result in a \$25.00 administrative fee, relocation to your original room and/or loss of room change privilege for the semester, possible referring to the University Judicial process, or some combination of the previous, depending on the circumstances. It also prevents you from being improperly charged or assigned to a space already occupied. Your cooperation helps all of us.

**Single Rooms** are filled from a waiting list. If you requested a single room and are in another room type, we did not have a single room to assign you to. If you wish to be on a waiting list, you need to go to the Residence Life Office and complete a Single Room Waiting List form. You can check your status on this waiting list by checking with staff in the Residence Life Office. Waiting lists also exist for Sweetland Hall, Foundation Residence Apartments, and certain Living & Learning communities as necessary.

### **Your Room Usage:**

1. When you first check into your room you will be required to review, revise if necessary, and accept the Room Condition Inventory via your housing portal. Please take time in reviewing this and be as thorough as possible. You will be charged a \$25.00 fee for failure to complete your RCI in a timely manner. It is imperative that you finish the RCI process as **you will be charged for all damages found in the room when you move out that were not recorded on the form.** If you do not complete the Room Condition Inventory process, you may be assessed for any damage found in your room upon your check out.
2. **Upon check-out**, your room will need to be returned to its original condition: remove garbage; vacuum the carpet/sweep and mop the tile; clean your desk and shelf tops; empty and clean your closets and drawers; remove all adhesives and tape from all surfaces (especially windows and walls); and replace all items you may have relocated (like book shelves). A damage cost sheet can be found in the Appendix of this Guide; taking the time to do these things can save you significant damage charges.
3. **Pictures, posters and other items** may be hung with materials that do not damage your room walls, but they must not be marked with any material (remains of adhesive pads, tape or nail holes). You will be assessed for all damages caused by room decorations. [**\*\*If you live in the Apartments, almost anything used but a putty material like "Tack-It" will cause damage.**] Please record all repairs needed in your room in the Maintenance Repair Log located in the Residence Life Office. You will need to ask the receptionist working for the repair log and then note any repairs needed. Report



any repairs needed in your house's common areas (like the lounges or kitchenettes) to your RA/CA. Your help in reporting common area repairs greatly enhances the upkeep and maintenance of your house.

4. For health and sanitation reasons, **no pets of any type are allowed** in your room, any part of the house, or anywhere on the SMSU campus – including the inside and outside grounds. (Fish are the only exception to this policy). Violating this policy will result in a judicial referral and may have you evicted from the residence halls.
5. Also for health and sanitation reasons, we ask you not to store perishable foods in your room unless in a refrigerator.
6. **Window screens** are not to be removed at any time, both for your safety within the room and for passersby below outside.
7. Please remember that you have contracted only for a space in the residence hall, not for a specific room. If assigned to a double room, you have claim to only one-half the room and its furnishings. Even if you are currently without an assigned roommate, the room must always be ready to accommodate a second resident. Vacancies are filled throughout the year and middle of semesters, as need demands. The Residence Life Office will notify you by phone or email if you are receiving a new roommate, but prior notice may not always be possible. If a roommate is refused (or if a resident behaves in such a manner to make the new roommate request a room change) at any point in the year, you will be assessed the double as a single rate. No furniture will be removed and the room may not be reclaimed as a double as a single room during spring room sign up.
8. Beginning the 5<sup>th</sup> week of each semester, Residence Life will initiate the vacancy consolidation process. When a vacancy is created in a double occupancy room due to a roommate leaving or not being assigned a roommate, we reserve the right to fill the occupancy without consulting with or giving prior notice to the remaining occupant. Please see your Residence Hall contract Section 9 for more details on our consolidation policy.

### Room Entry Procedures

You have the right to privacy and the security of your room. Through the possession of master and sub-master keys, Residence Life Staff, General Maintenance workers, and other authorized University officials, have access to Residence Hall rooms. Use of these keys may be necessary in cases of emergency, completion of repairs or other custodial services, or if reason exists to believe that civil or University regulations are being violated. Therefore, master keys will only be used to open your room in your absence when:

1. An emergency or student's health/welfare dictate necessity, e.g. a fire alarm, unconsciousness, the smell of or sight of smoke/something burning, welfare check (student has not been heard or seen in an extended amount of time), etc.
2. Repairs in the room have been requested or are necessary (electrical, plumbing issue, etc)
3. Semester or holiday break room checks are made to insure that all required items have been completed prior to break (lights off, thermostat down, refrigerator off and emptied etc)
4. A staff member has reason to believe that a University Code of conduct, Federal, State or City law is being broken. An intrusive search of your room may not be performed unless you are present and consent is given. If consent is not given, the room will be immediately sealed and a search warrant obtained. During this time, you will not be allowed access to your room for any reason.
5. A civil authority presents a valid search warrant. In cases of a warrant, every attempt should be made to contact your Assistant Director or other professional staff member if one is not already present with the officer. University staff's function at this time is in a support role to the civil authorities.

In addition to the above 5 reasons, as indicated in your contract, authorized University staff may enter your room for health and sanitation reasons. Rooms kept in an extreme unsanitary condition constitute a health hazard. If such conditions exist, you will be given 24 hours to clean the premises or face paying

the cost of professional cleaning, removal from the residence halls and/or referral to Public Health officials.

### **Closing of the Residence Halls at the End of Semesters**

The residence halls close at noon on the day after all finals are completed during Fall Semester. For Spring Semester, the residence halls close at 3:00 p.m. on the day of Commencement. You will be notified by memo regarding specific times and dates of closing. Because we use break periods to clean residence halls, your cooperation is especially important by keeping the lounges clean at the ends of the contract periods, bringing your room garbage down to collection areas, and meeting closing deadlines. If you are staying over Winter Break all policies are still in effect, including your necessity to keep the environment clean and orderly. Our GMWs usually have minimal turn around time to ready rooms for new assignees as well as clean the common areas for your return.

Students who are not leaving the residence halls at the end of Fall Semester may leave their possessions in their rooms. All students do need to follow proper procedure on leaving their residence hall room during the Winter break period. Instructions are provided to all residents by the Residence Life Department. Some of these items include the following: unplugging all electrical items, removing garbage, emptying the refrigerator, cleaning bathroom and kitchen common areas (in the FRA and Sweetland) etc. Failure to follow procedure will result in administrative charges and judicial referral.

### **Residence Hall Checkout Procedures**

You will receive detailed instructions at the end of each semester to provide you the proper requirements to check out appropriately if you are leaving our halls via memo format and from your RA. It is your responsibility to follow these procedures correctly or you will incur various charges. Our department currently has one standard way of checkout that requires you to perform certain tasks such as clean and empty your room/apartment, fill out appropriate paperwork at the Residence Life Office, and get checked out of your room/apartment with a Residence Life staff member. We also developed an express checkout, which removes certain steps, mainly you needing to be present when your room is inspected, for implementation this year. Note that the express checkout plan is utilized; you as a student would waive your ability to be present for checking your room for damages and thus would waive your right to appeal any said damage charges.

### **Residence Hall Damage Appeal Committee**

A new procedure this year will be that if you wish to question or appeal any damages charged back to you for room damage, lost keys, late check out fees etc you will not be able to just phone our office. Instead, you will need to fill out a Residence Hall Damage Appeal form and submit it to the damage appeal committee. The damage appeal committee will consist of professional staff from the department, maintenance and custodial staff, and students. You will be provided an opportunity via phone or in person to state your case for your appeal and the committee may ask questions. The committee's may choose to dismiss all or certain charges, reduce charges, or uphold the charges as charged. The committee's decision is final and may not be appealed further. All deadlines associated with the appeals process will be strictly enforced.

### **Residence Hall Room Key Procedures**

You are strongly urged to maintain security of your room and to discuss these matters with your roommate, if applicable, to your mutual satisfaction. Your conversations could include such topics as always locking the door, never leaving a key "hidden" somewhere for a friend, and quickly reporting the loss of a key. All too often, a key is not lost but has been taken. Please understand that in no circumstance should a front door key ever be hidden somewhere for a non-resident's use. In an attempt

to provide you with appropriate security for your possessions, the following procedure has been developed.

1. When you check into your room you are given one key for your room door and mailbox (except for Foundation Residence Apartment residents who receive a separate mail key), and a second key for the front door of your specific house. A record of keys issued to you is kept in your resident folder maintained in the Residence Life Office. You are responsible for the return of all keys issued you in accordance with the residence hall withdrawal procedure.
2. A lost key is reported to the Residence Life Office. You have five (5) class days to find it. You will be issued temporary key(s) to use during this time. If the lost key is not found within the 5 days, the lock core of your door and/or house front door will be changed and a new set of keys will be cut and issued. You will be charged \$25.00 for each lost key.
3. Bent or broken keys will need to be replaced. If a key breaks in a lock, contact the Building Services Supervisor office in Commons Central (7107) during weekday hours (7:30 a.m. – 4:00 p.m.) immediately. At other times, contact your RA/CA or the RA/CA on duty. The key will need to be removed and a new one issued. No charges will be assessed unless it is determined that the key breakage was due to malicious or irresponsible behavior.
4. When you withdraw from the residence halls all keys issued to you must be returned. Missing keys are considered lost, and you will be charged the \$25 per key fee for core changes/replacement keys on the withdrawal form.
5. If you have attendant care provided by Home Care Health Services or a different provider, there is a form that your attendants will need to complete in order for us to issue them keys that they may need. You need to come to the Residence Life Office (Naoutha) to complete this process.
6. It is against the law to duplicate any University key. Students who have duplicated their room or front door keys will be charged for a core change and be subject to judicial and/or civil referral.

### **Key-in(s)/Lock Outs procedures**

Students who become locked out of their room must show proper picture identification to a staff member before the room will be unlocked. For any resident that has been locked out of his/her room; the student accounted will be invoiced in the following manner:

1<sup>st</sup> Offense – Warning

2<sup>nd</sup> Offense - \$10.00

3<sup>rd</sup> Offense - \$25.00 and referral to your Assistant Director

Students are required to produce the original room key upon entry to their room to staff. Failure to produce said key will result in the lost key procedure being immediately implemented. Please note that ONLY the occupants of the room can receive a key-in to their assigned room, after showing proper identification. No other exceptions will be made. (IE no one else will be allowed to be let into your room under any circumstances regardless of notification or relation to resident). For the purpose of assessing charges, the number of lock outs does not start over if you change rooms or at semester. However, previous offenses do not carry over from academic year to academic year.

### **Room and Board Charges**

The cost of room and board is based on the room type and meal plan option you have selected. Prices include meals, room furnishings, and related utilities (power, water, cable etc), and entitle you to the use of other house facilities. The food service portion of the contract provides for unlimited seconds of food (except for premium meal meat entrees) and beverage when used in the Southwest Main Dining. The amount is due by residual registration day each semester or may be paid on an installment basis. All financial aid must be used toward the total bill (including tuition, fees, room and board) before a refund check, if any, is issued. If you have financial aid concerns, call the Financial Aid Office at 6281. If you

need to develop an alternative payment schedule, contact staff in the Business Services Office in IL 139 or by phone at 6219.

### **Failure to Make Proper Payment**

Failure to make your payment may result in late fees and/or your withdrawal from the residence halls by the Residence Office as outlined in your Residence and Dining Contract. This withdrawal may result in a breach (violation) of your residence contract and subject you to a penalty payment of 30 days of residence as per your residence contract and administrative fees.

## **Resident Safety and Security** **Residence Life Staff Coverage**

The Residence Life Program has been designed to insure that staff members are generally accessible and available to residents. To facilitate staff availability, the following types of staff coverage exist to insure that assistance will be available, as needed, both on a day-to-day basis as well as in emergencies.

### **Resident Assistant Coverage**

RAs are expected to be generally available within their own house/floor communities. To insure staff availability during the evenings and weekends, the following definitions and hours have been established.

- **On Call:** RAs on call are available for assistance. If not in their room, the location and phone number where they can be reached is posted on staff doors and in the Residence Life Office in Naoutha, or they can be reached by calling University Public Safety. RAs/CAs on call are within the general campus area on weekend days. At least one RA/CA per area is on call per end at a time but on many days, there are two on call per end.
- **On Duty:** RAs on duty are immediately available by the duty cell phone on campus. At least one RA per end is on duty weeknights from 6:00 p.m. to 8:00 a.m. Two RAs per end provide duty coverage on Thursday night and each weekend beginning Friday at 6:00 p.m. and ending Sunday at 6:00 p.m. This coverage then becomes:

Sunday – Thursday:	6:00 p.m.-8:00 a.m. the next day = RA on Duty
Fridays:	6:00 p.m.-6:00 a.m. Saturday = RA on Duty
Saturdays:	6:00 a.m.-6:00 p.m. Saturday = RA on Duty
	6:00 p.m.-6:00 a.m. Sunday = RA on Duty
Sundays:	6:00 a.m.-6:00 p.m. Saturday = RA on Duty

- **RA Duty Rounds:** Duty RAs/CAs perform nightly tours through their area complexes, which includes walking through each floor and all commons areas in every house.

### **Residence Life Professional Staff:**

Residence Life professional staff members (Assistant Directors) are available in their offices Monday through Friday during normal working hours and after hours for resident concerns. You may schedule appointments with them by calling them at their office or stopping down to visit them. They also may be contacted in the evenings in those cases of extreme need or emergency. The Residence Life Office (Naoutha) is open from 8:00 a.m. until 4:30 p.m. Monday through Friday. The office is staffed by students from 4:30-8pm each weekday night. Weekend hours will be posted. The Director of Residence Life is available by appointment only.

Each weekend, a professional staff member is also on call. If the RA On Duty cannot be reached, call the Department of University Public Safety (507-537-7252) and they will contact this staff member as needed.

### **Department of University Public Safety:**

The Department of University Public Safety (7252) provides general security for the campus. The Director and the two Captains of Public Safety supervise the Student University Public Safety Officers who are on duty 24 hours each day. They are responsible for parking lot ticketing and campus patrols. They patrol the campus academic buildings during evening and overnight hours, as well as performing external campus tours extending to the parking lot perimeters. They also patrol the residence areas of campus; they tour the buildings' exteriors, check doors, lounges and stairwells, and assist persons they encounter on sidewalks and in the lots.

You may also call University Public Safety (7252) to request an Escort Service during any night of the semester. An escort will meet you at your campus location and accompany you to anywhere on campus you need to go, including to your car in a campus lot.

### **Your privacy rights as a student:**

The Federal Law known as FERPA protects the confidentiality of certain information and records pertaining to Mustang Card designees that the University maintains. Unless the designee (you) consents (or a FERPA exemption or exception applies,) the University is prohibited from disclosing to third parties identification information. FERPA permits the University to define several types of information as "directory information," which the University may disclose to third parties without student, staff, or faculty consent unless the subject has requested in writing that the University not disclose this directory information (data privacy).

### **Surveillance Cameras:**

As part of our on-going safety program here @ SMSU, Residence Life maintains some security and surveillance cameras in certain residence halls. These cameras record activity in public areas only. Video surveillance for security purposes will be conducted in a professional, ethical, and legal manner. Information contained through video recording will be used for security and law enforcement purposes and in compliance with University policy. Information obtained will only be released at the authorization of the Director of Public Safety, the Dean of Students, the Provost, and/or the President of the University. Our cameras are not monitored in a live capacity but rather recorded to a server for view as needed. Please note that if an incident is reported and it is possible to use recorded surveillance footage to aid in our understanding of said incident, the footage will be used for any and all processes to include, but not limited to, University student conduct hearings or forward to civil and local authorities for off campus investigation and possible prosecution as appropriate.

## **Residence Life Policies that affect you**

### **Residence Hall Front Doors:**

To enhance your security, all house front doors will be locked 24/7. Please remember to carry your keys with you at all times. A call box is located in each complex for emergency purposes.

The Foundation Residence Apartments are locked on a 24/7 basis and residents access the Apartments with a FOB and then a key for their apartment unit.

### **Roof Surfaces:**

Persons are never allowed on any roof surface. The restriction is necessary for both obvious reasons of safety and to protect the integrity of roof membranes to prevent interior water leaks. Persons observed

on any of these roof surfaces will be responsible for restitution for any damage resulting from their forced access to these restricted areas and may be subject to disciplinary action.

### **Candles:**

Due to the obvious dangers posed by any open flame, candles or any smoldering substance such as incense are not to be used in residence halls. The potential risk of fire and the danger posed to student life and property is obvious. You may keep candles in your room for decorative or scent purposes only. (Please remember this restriction applies to small potpourri burners as well as well as oil lamps; not only does the risk of fire apply, but also burning candles and oil leave a black, sooty residue on room walls and ceilings, which require special cleaning). The only exception to this policy is that candle warmers are allowed.

### **Tobacco Free Policy:**

Southwest Minnesota State is comprised of completely tobacco-free buildings. All areas of campus, including the Residence Halls are smoke and tobacco free. Failure to follow this policy results in referral to the Coordinator of Student Conduct.

### **Electrical Appliances:**

Appliances allowed in the residence halls include small to medium size refrigerators. Refrigerators may not exceed 4.3 cubic feet and must use less than two amps. Full size refrigerators and chest freezers are **NOT** permitted within the residence halls. Microwaves, computers, TVs, DVD players, stereos and hairdryers are all allowed. Other appliances like clothes washers and dryers, dishwashers, air conditioners, etc are not permitted within the residence halls. Cooking facilities are provided for your use in the kitchenette area near your house lounge. Small cooking appliances are allowed in your room. Most appliances (within reason) are allowed and may be used only if the following guidelines are observed:

- Exercise caution at all times to avoid the possibility of fire or damage.
- To avoid overloading electrical circuits, caution must be exercised if using more than one appliance at a time. A loss of power in your room should be reported to your RA/CA.
- Because of the severe fire hazard caused by any appliances (like hot plates) with exposed open coils and extension cords, these items are not allowed in the residence halls. Power strips with individual breakers may be used. George Foreman type grills are allowed.
- Also due to being a fire hazard, halogen lamps (those with exposed halogen bulbs) are also not allowed in the residence halls. Any other lighting that may cause a fire hazard is not allowed.
- Irons may be used only on ironing boards or insulated surfaces, never on beds or carpeted areas. This can and has caused fires and damage and you will be charged for damages and referred to the judicial program.
- Space heaters are not permitted within the residence hall rooms.
- You will be assessed for any room damages resulting from the use of appliances (i.e. food or grease stains, burns). More importantly, you would be responsible for damages to yourself, fellow residents, and University property in the event of a fire that could result from the above. Please help insure your safety!

### **Firearms, Weapons and Fireworks:**

- For the safety of all members of the University community, the possession and/or use of any implement which is commonly perceived as a weapon (i.e. knife, air pistol, sword, police baton, brass knuckles, etc.) Firearms, fireworks, or other explosive materials in the residence hall area are also prohibited. No student shall carry or possess any prohibited weapon on his or her person whether visible or concealed in or on Southwest Minnesota State University owned or leased

buildings, grounds, and other facilities. For the full "Weapons on Campus" policy please refer to the SMSU Student Handbook, policy G-008

- Fireworks, while now legal to possess in the state of Minnesota, are not permitted on the campus or in the residence halls, including parking lots. Possession and/or use of fireworks also pose a direct threat to persons and the quality of the campus environment. Appropriate action will be taken against those persons who choose to violate this law.

### **Decorations:**

- Any lights used must be UL approved and checked for safety. Do not use light strings with cracked sockets, loose connections or frayed cords. If you use lights outside, make sure you use outdoor lights only and have permission from the Building Services Supervisor. Use no more than 3 sets of lights per extension and follow manufacturer's recommendation on the number used per circuit. Never put lights in metallic objects – a short circuit can electrify them.
- Please never set trees or other decorations against heating units. Doors and hallways may be decorated but materials must be non-flammable, and should not touch light fixtures (they must be kept at least 12 inches away). No more than 50% of your door surface may be covered at ANY time. This is State fire code.
- If painting windows, either in your lounge or room:
  - \* Any decorations/advertisements throughout the year – if you are planning on painting windows you will need to get your GMW's and RA/CA permission.
  - \* Avoid using dark colors (like red or black). When applied to windows, they absorb more heat than the parts not painted or covered with decorations. This causes the windowpane itself to crack and it is an expensive repair, especially on thermopane windows.
  - \* Decorations intended for display in large window areas should be constructed away from the window itself.
  - \* "White snow" decorations on windows have not caused problems as long as it is cleaned thoroughly.
  - \* No paint or chalk of any kind should ever be applied to brick or walls.
- Natural trees, for use as Christmas trees, are not allowed in student rooms or house lounges because of the fire hazard posed. Artificial, fireproofed trees with lights are acceptable.
- All decorations must be removed and windows and other areas cleaned before any vacation occurs. Some decorations within the room may be taken down immediately following the holiday.
- Your room door can only be 50% covered of either side of the door. Space needs to be left at the top and bottom of the door without any decorations. This is to assist in eliminating a fire hazard and is state fire code.
- Sidewalk chalk is permissible on outside sidewalks but ONLY for use in advertising official Residence Life and University events and programs. No other use of sidewalk chalk/paint etc is allowed. Sidewalk chalking must be approved by your respective assistant director and must be 15 feet from the entrance of the building.

## **Fire Procedures, Fire Alarms, and Fire Safety Equipment**

### **Fire Safety Precautions:**

To ensure proper fire safety precautions, the following items are subject to immediate removal or correction by the Physical Plant personnel, Public Safety, and Residence Life staff members.

1. Any items located within a stairwell or stair enclosure.
2. Any items that restrict the width or any portion of an exit, hallways, aisle or corridor to less than 44 inches.
3. No aisle, exit access, or stairway in a place of occupancy shall be obstructed with items.
4. Any items that obstruct fire emergency equipment (fire alarm pull stations, fire extinguishers and exit signs).
5. Any items that are determined to be an immediate fire or life safety hazard.

6. Any devices that are restricting fire doors between houses/floors from operating.
7. All exit doors shall be operable.
8. Fire doors separating stairwells from hallways, or smoke partition doors are to be equipped with self-closing mechanisms or automatic release hold-open devices and must be maintained in working order. They are never to be blocked, wedged or tied open.
9. Storage or manipulation of ALL chemicals and radioactive materials.
10. Storage or use of compressed gas cylinders.
11. Bicycles and gasoline-operated vehicles are not permitted in hallways, stairwells, or on sidewalks immediately next to exits.

### **Fire Escape Plans:**

It is important that you as an individual develop your own personal fire escape plan. You can develop a fire escape plan by considering the following:

- Check out the possible exits to the building, your room/apartment unit is equipped with a floor map outlining the nearest exits.
- Walk down the corridor and find the fire exits. Remember, never use an elevator in a fire as the call buttons may take you to a floor filled with smoke or flames.
- Count the doorways and any other features between your room and the exits. If the corridor is dark and full of smoke, you will need to know your way as you crawl along the wall to the exit.
- Make sure that your smoke detector works in your room and ensure that during fire alarm testing that you can hear the fire alarm in your room.
- Students with special needs will meet with their RA/CA within the first two weeks of arrival to complete and Individual Action Plan (IAP) that addresses evacuation issues during emergencies.

### **Fire:**

If you see or smell smoke or fire, pull the nearest fire alarm to alert other residents, evacuate the hall, dial 911 and exit. (If you can, tell an RA/CA or other University Official immediately that you have seen smoke or fire and its location.)

### **Fire Alarms and Possible Fires:**

Fire drills, as mandated by MnSCU and State law, will be conducted each semester to insure your familiarity with the sound of the alarms and your evacuation options. Whenever the fire alarm sounds, Residence Life staff will insure that the affected building(s) are evacuated in every instance. To insure your safety, you should do the following **IMMEDIATELY** upon hearing an alarm signal.

1. Secure the windows and turn out the lights in the room. It is important that you close but do not lock your room door. Leaving your room unlocked allows you to enter your room quickly again in case you encounter a fire down the hall, etc.
2. Evacuate IMMEDIATELY through the nearest exit door and stand at least 50 feet away from the building. You may be required to move to the official campus evacuations points, which are usually the nearest parking lot.
3. Provide assistance to people on your floor who may need help leaving the hall and bang on doors as you pass them (do not put yourself into danger, though).
4. Assume that any evacuation is a fire situation. Make sure you wear hard-soled shoes and carry a towel to protect your hair and to provide some form of filter for your breathing.
5. Once you exit you must remain outside the building until you are told to re-enter by a Residence Life staff member or city fire official.
6. Clearance to return into the building will not be given until the building has been completely evacuated. Silencing of the alarm is **NOT** an all-clear sign.



**Important Note:** It is unlawful to fail to evacuate during a fire alarm. Any such refusal or failure to evacuate will result in some disciplinary action. For everyone's safety, you must evacuate every time you hear an alarm as quickly as possible.

Additional Tips When Encountering a Fire:

- Feel your room door with the back of your hand as it is more sensitive. If the door or knob is hot, do not open it. If the door is not hot, open slowly and be ready to slam it shut if necessary.
- Check the hallway. If everything is clear, walk to the nearest exit. If there is any smoke in the corridor, crawl into the hallway. Go to the nearest exits. If it is blocked, then use the alternative one. Remember, do not use an elevator.
- Walk down to the ground level. Do not panic.

What to Do If Your Room Door is Hot or Smoke is Dense in the Hall:

- Open the window to vent room if there is any smoke. If you are on the first or second floor, you may be able to drop to ground safely. If you are on a higher level, you are usually better off staying put.
- Let someone know you are in your room. If the phone works, call for help. Dial 911. Hang a bed sheet out the window to signal firefighters.
- If you are able to place wet towels and sheets around your door, do so immediately.
- Get fresh air by making a tent over your head with a blanket at a slightly opened window to get fresh air. If the windows do not open, you may have to break one out with a chair or drawer.
- Finally, as a last resort, if your room becomes untenable, you may be forced to make for the best exit. Remember to keep low.

### **Fire Safety Equipment:**

Tampering with fire alarms and safety equipment (e.g. fire horns, extinguishers, and exit signs) is prohibited by State law and thus is liable to prosecution. Most importantly, this behavior jeopardizes the safety and welfare of others. Damaging a fire horn may affect the fire alarm system itself so a needed alarm cannot be sounded. Individuals responsible or your house community will be charged for any damage that occurs from tampering with the fire alarm system. If deemed necessary, responsible parties will also be charged for the replacement fee.

Pulling a false alarm is more than an inconvenience or "prank". It violates State statute. It desensitizes residents and slows your response to this emergency signal. Since smoke poses a greater danger in most fires than actual flames, a quick evacuation is imperative. False alarms damage this response. For these reasons, disciplinary action will always be taken against individuals who tamper with fire safety equipment or set off a false alarm. This action may include administrative action, campus judicial referral, and referral to the Marshall Police Department for civil action, or any combination of these responses. Anyone who deliberately pulls a false alarm will always be referred to SMSU's University Public Safety Office and the Marshall Police Department.

### **Illness:**

- A nurse is on duty in Health Services (Bellows Academic Building, Room 158) between 9:00 a.m. and 3:30 p.m., Monday-Friday. Check with Health Services for this year's schedule of physician hours. The Health Service's phone number is 7202. A physician is on duty at posted hours during the week and can be seen by appointment. If you become ill after 3:30 p.m. on weekdays or during the weekend it is important that you contact your RA/CA or the RA/CA on duty. If an injury or illness is of a severe or emergency nature, you can always call 911. The Emergency Medical Service (EMS) ambulance team will respond. You are charged **ONLY** if transport to the hospital is required. Please be aware that if you are unconscious or unable to make this call yourself, our staff (if aware of your condition) will call EMS support.

- If you do have a medical condition which may require particular attention or response, please discuss it with your RA/CA so he or she knows when and when not to be alarmed, and when and who to call for assistance for you. Residence Life Staff and University Staff are unable to transport students to the hospital or clinic.

### **Grief:**

If you find yourself in a situation where you are experiencing a period of grief due to the loss of a family member, friend, pet or any situation, please know that what you are experiencing is normal and that SMSU has resources to assist you. The most important thing to do when you are grieving is not isolate yourself from others. Spend time with friends and/or family. Talk someone about what you are feeling or not feeling. Everyone experiences grief differently. Contact the Counseling and Testing Services Office at SMSU if you want someone to talk to. The office location is Bellows Academic 156 and the phone number is 7150. You also might find comfort at the Campus Religious Center (532-5731). If neither of these resources sounds right for you, then please do not hesitate to start the process by talking to your RA/CA about what are experiencing.

### **Harassment:**

All SMSU community members are entitled to be free of sexual, racial or ethnic harassment. If you feel subject to any form of harassment from other students, faculty or staff, please contact our RA/CA, any Residence Life professional staff member, Associate Vice President of Student Affairs/Dean of Students, the Student Conduct Coordinator, or the Affirmative Action Officer. Please refer to the SMSU Student Handbook for further information.

### **Harassment by Computer and General Safety Precautions for Computer Use:**

- It is illegal for persons to use the computer to harass (in any form) or threaten others.
- You should not utilize your computer to share information about another person, which would constitute harassment.
- Think twice before you provide your address and other personal information (such as: telephone number, birthday, etc.) to someone you meet on the internet who you do not know.
- Sharing too much information can place you at risk for identity theft, harassment, and other problems.
- Be careful when posting pictures of yourself and others on the internet. Some pictures or materials may not reflect the best upon you and/or others. Think about the individuals who may have access to see what you have posted on your site.
- It is a good idea to check with your friends before posting pictures of them on your site to make sure that they do not object to their photo being posted or the content of what is being posted. Have a conversation with your friends on this matter so that they also extend the same courtesy to you.

### **Theft:**

Textbooks are one of the most common (and expensive) articles subject to theft. Avoid leaving them on coat racks or in hallways. Place identifying marks on specific pages of your books, which will identify them as yours. Report all book thefts to the Barnes and Noble Campus Store and/or University Public Safety at once.

Contact your RA/CA and report all losses of personal property or theft at once. University Public Safety should be contacted within 24 hours of a theft; they will help contact the Marshall Police Department if necessary. A theft report should be completed within the 24 hours. Most insurance companies require filing a police report in support of a claim. Some items have an identification number on them, make sure you report this as well to authorities.

Most thefts occur when rooms are left unlocked, when occupants are gone, when belongings are left unattended in hallways or classrooms, or from motor vehicles. Laptop computers, cell phones, I-Pods/MP3 players, video game consoles, etc are the most common items stolen. It only takes a few seconds for someone to walk in your room and grab your items – even while you are just using the restroom. **Always lock your doors!!!** Please do not become a victim! **Make sure you keep your room and car locked.**

### **General Security Tips:**

Our campus is a relatively safe and secure environment, as is the city of Marshall itself. However, no community is perfectly safe, harm free or crimeless. A campus community serves a wide and varied public, and attracts outsiders and visitors. For your security here and future safety elsewhere, these are habits you should be developing. They include:

- Always be aware of your surroundings. Use common sense and trust your instinct in situations; if you do not feel comfortable or safe, leave.
- Lock your room whenever you leave. An unlocked door is an open invitation to theft, vandalism, or uninvited intruders. If you live on ground or first floors, lock your windows as well as when you leave or are sleeping.
- Do not admit/let strangers into your room – ask for identification. University personnel will be wearing University name tags and/or announce themselves appropriately. Do not just yell, “come in” or open the door; use your door viewer first and know who is out there.
- Never prop open an exterior door to a residence hall. It endangers the safety of all complex residents and their property. If you see, propped door remove the prop and report it to your RA/CA or Commons.
- Report a lost or stolen key immediately. If off campus, a person’s first action should be to have the apartment or house locks changed.
- Recognize that the people you live with are your best security. Become familiar with the people who live in your house and complex so you in turn are aware if there is a stranger or outsider present who may not belong. If you leave campus, let roommates, RA/CAs or friends know where you are going and how long you will be gone so a friendly eye can be kept on your room and so others will know if you are not being home is cause for worry. Report any suspicious activity or behavior to your RA/CA or other staff members.
- If you have a car here and you do not drive it every day, remember to check it regularly. Keep your car locked at all, times when you are not driving. Check the back seat and its floor area before getting into your car at night.
- Become familiar with various campus policies (e.g. how to report a sexual harassment complaint) and resources (Residence Life staff, Public Safety, Counseling Center, Health Center, Sexual Assault Program) so you know what support and assistance is available. Take advantage of various groups, workshops and educational programs, which can facilitate your growth, and enhancement of life skills. Keep a list of important or emergency numbers by your phone.
- Since the University assumes no liability for any theft, damage or loss of personal belongings you may incur, make sure that your belongings are either insured under your family’s homeowner’s policy or carry your own personal property insurance/renters’ insurance. Renter’s insurance is very affordable and provides a great way to protect the value of your belongings in the event of a theft.

### **Sexual Assault Prevention Tips:**

Any sexual assault, which includes rape and acquaintance rape, is a crime of violence. It is not normally motivated by sexual desire or impulse but rather by anger or a need to exert power and control over someone else. Sexual assault is any unwanted, coerced, manipulated, or forced sexual contact or intercourse. Current statistics indicate that one out of three (1/3) women and one out of ten (1/10) men will be sexually assaulted in their lifetime. One out of six women (1/6) are assaulted on college campuses each year, and 90% of sexual assaults are committed by persons you know. Danger signals to watch for in dating partners include:

- Partners who get angry or hostile when you say “no” or who ignore your personal space boundaries.
- Partners who ignore your wishes.
- Partners who try to make you feel guilty or accuse you of being a tease or “immature” if you say “no”.
- Partners who act possessive or appear excessively jealous.
- Partners who are quick to show anger or aggression.

Just as there are habits to develop to safeguard your general security, here are some habits to develop for security in dating relationships:

- Learn to trust your feelings, and become comfortable in putting your feeling of security as a higher priority than hurting someone else’s feelings. The majority of rapes, which occur on campus, are called acquaintance rapes because the rapist and the victim know one another. Do not put yourself in any unnecessary risk.
- If you find yourself in a situation that makes you uncomfortable or threatened, act as assertively as possible to get out of the situation immediately. It is better to risk getting embarrassed or causing someone else to feel embarrassed than to risk being assaulted.
- Decide that setting limits in dating situations does not make you paranoid or rude.
- If you hear the word “no” learn to respect it and understand that “NO” means “NO” each and every time you hear it – no matter what the tone of voice or your perception of someone’s “mood” or “real” intent.
- Statistics indicate that alcohol is often involved in incidents of sexual assault. Alcohol acts as a depressant and can slow your reactions and perceptions. Do not let peer pressure influence whether you drink or how much you drink.
- When possible, let a friend or roommate know whom you are going out with and where you will be. Leave an address or phone number when possible.
- Please refer to the SMSU Student Handbook for the policy on sexual violence. If you believe that you have been the victim of a sexual assault, please contact your RA/CA, another staff member, a counselor or anyone identified by the policy or with whom you feel comfortable and report it. There are trained campus and community resources who will provide you with support and assistance.

New Horizons Crisis Center is available to all SMSU students who are or have been a victim of sexual assault. New Horizons has a crisis line available 24 hours a day. The number is 507-532-5764. New Horizons has an office location on the SMSU Campus located in SM 159. Please call or check the office door for the hours. The main office for New Horizons is located at the following address:  
109 South 5th St. Suite 40 Marshall, MN 56258 507-532-5764

### **Judicial Referral as a Recourse:**

- When any University community member believes that an SMSU student has violated his or her rights, referral to the University Community Expectations Program is one means of redress. Referral forms may be obtained from the Student Judicial Coordinator, an RA/CA, Assistant Director, Director of Residence Life, or the \Dean of Students. Any student, staff or faculty member may refer any student through this program for alleged misconduct.
- Other options of recourse include seeking the assistance of appropriate University personnel to help mediate; simply making appropriate staff aware of your situation; contacting the Marshall Police, or any combination of these options. Residence Hall Staff may elect to take administrative action in lieu of or in addition to judicial action.
- Within the residence halls, a failure to comply with any reasonable request made by a staff member in the performance of staff duties can lead to disciplinary action.

### **Documentation Process:**

The departmental staff have a duty to provide a safe and positive environment for all residents and thus enforce all local, state, federal, departmental, and university policies within the Residence Halls and, with the assistance of Public Safety, in the general proximity of our halls outside.

When our students approach a room, they must have probable cause in order to document you for a violation of policy. Our definition of probable cause includes anything that a reasonable person would be able to see, hear, or smell that would cause them to believe a policy may be in the process of being violated. Our staff will knock and announce themselves to provide you notice of their presences. You are required to cooperate and be complaint with them at all times. If you are non-complaint, not only will you be documented for non-compliance and any other policy violation, but also the situation will escalate further into involving Public Safety and/or Marshall Police and other local authorities.

If there is suspected contraband present in the room you will need to bring all contraband into the center of the room for proper disposal/removal and immediately cease all behavior against policy. Failure to comply with this request will result in Public Safety being called and further non-compliance will result in Marshall Police Department being contacted as well. It is in your best interest to immediately cooperate with our staff when enforcing policies.

At the end of any documentation process, you have the right to ask questions and will be informed of the process from that point forward. Typically, the report and all relevant information will be forwarded to the Student Conduct Coordinator and he/she will start the university judicial process, which you can find in your SMSU Student Handbook.

Our student staff will do their best to advocate for you and your rights in these situations but they also must enforce all policies. Our staff is not required to give any warnings for any violation of policies.

Listing of possible sanctions because of being documented for your behavior are also listed in the SMSU Student Handbook; please refer to the handbook for questions regarding possible sanctions for policy violations.

### **Severe Weather Warning Procedures**

There are various types of weather alerts and emergencies. For a full listing and information regarding weather situations, please reference the following websites: <http://www.smsu.edu/emergency> and <http://www.weather.gov>

As a student at SMSU, you will witness the following weather situations more often than others: The first includes **winter storm and blizzard warnings**. If these are in effect, take shelter and stay off the roads until the advisory passes. If this is not completely possible, dress appropriately for the extreme cold and take all standard winter weather safety precautions.

The other categories involve tornadoes and thunderstorms, with either:

A **tornado or severe weather watch** which, if announced, means that weather conditions are such that a tornado could possibly occur; or

A **tornado or severe weather warning**, which means that a tornado has been sighted and may be coming our way or severe/dangerous storm conditions are quickly approaching.

The Public Safety Department and area police will report severe weather or tornado sightings in the area to the University's administration. If a tornado is spotted, they will make every attempt to warn the campus. The City of Marshall will send out a steady 5-minute warning blast of the Civil Defense siren. The Residence Hall and Campus Dining Staff will be notified by telephone and information will be spread to the residents. When you hear the warning, go to the nearest location where there **are no windows, and preferably on the lowest level of the building possible.**

- If you are in a residence hall, go to the lower floor hallways. Do not remain on third and fourth floors. The bathrooms on the lower floors are particularly safe places.

- If you are off campus, go to the basement under a stairway or a small room or closet near the center of the building away from windows.
  - If in the academic buildings, go to the tunnels leading to either Fine Arts or Physical Education Buildings, or the farthest interior hallways without windows. Glass from windows or hallway end doors could blow through corridors.
  - If in the Fine Arts Building, go to the hallway below the stairway leading to the front lobby or any inner corridor.
  - If in the Physical Education Building, go to any hallway on the ground level where there are no windows in sight. Do not go into large, high ceiling areas like the gym or FA Theater, the RA Facility, BA 101 or 102, Choral or Band Rooms or Dance Studios.
  - **REMAIN IN THESE AREAS** until you are notified by an all clear signal that it is safe to leave. **DO NOT GO OUT AND LOOK FOR THE TORNADO.**
- \*\* Please look for the areas denoted as Shelter Areas. They are marked with signs.**

Remember, too, that **lightning** kills more people than tornadoes. If your hair is standing on end, which indicates that lightning is about to strike, get inside a building or non-convertible car. Get out of and away from open water, motorcycles, golf carts, bicycles, tractors and farm equipment. If outside, avoid tall isolated trees and other "natural" lightning rods. Avoid projecting above your surroundings. Stay away from wire fences, clotheslines, metal pipes or rails, and do not use the phone except in real emergencies. If you are caught outdoors in an open area, crouch down on your hands and knees – do not lie flat on the ground.

### **SMSU Alert Text Messaging**

SMSU Alert is the SMSU emergency notification text and e-mail messaging system. In the event of an emergency, a text message will be sent to the cell number and/or email address provided. SMSU Alert uses text and e-mail messaging to inform registrants of campus-related emergencies that threaten life safety or severely affect normal operations. Sign up for this service is at this web address: <https://www.smsu.edu/campuslife/publicsafety/smsu-alert-signup.html> Please be aware you will incur your usual charges for receiving text messages on your phone should the system be activated.

### **Vehicle Parking, Bike Storage, Sidewalks, & Grounds Usage**

#### **Bicycle Storage:**

Bicycles may either be chained in the bike racks located outside various buildings – in front of Commons East, Commons West, behind Commons Central and on the side of the Foundation Residence Apartments and next to the east entrance of Sweetland Hall. Bicycles may also be kept in your room. They may never be chained in the stairwells or any other item within a building, or locked to any other structure outside such as light poles, trees, shrubs etc. The only allowed spots for bikes are in your room or a bike rack. If a bike is found in any unapproved locations, all attempts will be made to identify the owner and have the bike removed or else bike chains will be cut and the bike will be removed and forfeit. During the winter season, free bike storage is offered through RHA. Bikes may not be left on University bike racks during the winter season, so you will need either to take advantage of this offering, or store your bike in your room throughout the winter months. Bikes are stored shortly before Thanksgiving break and then they are made available in late March. Bikes not claimed will be disposed of through a RHA sale.

#### **Motorcycles:**

No two-wheeled motor vehicles of any kind are permitted in any portion of the residence area of campus, including sidewalks. They must be parked in those areas of the campus parking lots designated for motorcycles.

#### **Parking Regulations:**

The following parking regulations are particularly important for residence hall students. The Department of University Public Safety will communicate complete information regarding your vehicle registration and parking regulations to you.

- Any vehicle parked on campus must be properly permitted through Public Safety.
- No vehicle may park in an R (Restricted) or Reserved Handicapped space without the appropriate stickers or license plate. The fine imposed for illegally parking in a Reserved Handicapped space became \$250.00.
- You may park your vehicle in the parking lots on the east (Lot A or B) and west ends (Lot C) of the residence halls areas at any time as long as they have a proper parking permit.
- To park in the Foundation Residence Apartment parking lot (Lot E) you must purchase a general reserved permit specific to this lot. No other parking permits will allow you to park in E Lot.
- All general and specific reserve parking spaces require a special permit; parking in these spots without the proper permits will result in fines and possible booting/towing of your vehicle.
- Students are not allowed to park in visitor-designated spots – violation of this policy will result in fines and possible loss of your privilege to park on campus.

Vehicles found in violation of these regulations are subject to fines by the Department of University Public Safety. Unpaid fines may result in your vehicle being towed or impounded. Please see the published University Parking Regulations provided by University Public Safety for all SMSU campus parking policies.

#### **Driving on Campus:**

No driving of a 2 or 4-wheeled motorized vehicle (except wheelchairs) without authorization is permitted on campus lawns or sidewalks at any time. It constitutes a life endangering activity, as well as, reckless and inconsiderate behavior. Violators will be subject to prosecution and/or judicial referral. You will see SMSU maintenance vehicles and Residence Life Professional staff personal vehicles driving on campus sidewalks and lawns. These individuals have special permission to do so and only do so when performing their specific job responsibilities.

#### **Snowmobiles:**

Snowmobiles may not be operated on any part of the campus grounds. Contact the Marshall Police Department for more information about locations for their proper operations.

#### **Recreational Safety Zones:**

Any type of ball playing, snowball throwing or other activity hazardous to passers-by and windows is restricted on the sidewalks and near the residence halls. Residents may use the open areas in back of GW Complex, the grassy area between Commons Central and Commons West, west of the sand volleyball courts near FRA, south of HA complex next to daycare, and across from the A parking lot on the band practice field for their recreational needs. All activities must be conducted safely and you may not cross any sidewalks (IE running or throwing a ball across a sidewalk).

#### **Sidewalks:**

Sidewalks are intended as walkways only. You may not block the sidewalks either through large gatherings of individuals or by the use of any furniture or other large object. No foreign substance may be used to mark the sidewalks either except as noted below:

- Sidewalk chalk
  - Sidewalk chalk is only allowed to be used for programmatic advertisement for university-sponsored events – including Residence Life and clubs and organizations. The chalk location and message must be approved by your Assistant Director prior to the event and the application must be supervised by your RA/CA. Failure to follow

proper procedure in this regard may result in disciplinary referral and/or cleanup charges to the appropriate individuals. No other sidewalk chalk drawings, messages, etc are allowed in the residence hall areas.

## **General Expectations of Behavior and Procedures**

### **Alcohol and Drugs**

- Possession and/or use of certain drugs not prescribed by a physician is in violation of State and Federal law and thus forbidden at SMSU. Students choosing to violate these laws will not be protected from arrest or prosecution by the courts. Our staff will cooperate in criminal investigations of suspected distribution or sale of illicit drugs in the residence halls.
- In accordance with Minnesota State Colleges & Universities Board of regulations, it is illegal to possess or consume alcohol on this State campus. This includes individuals 21 and over.
- People seen carrying any form of alcohol onto the campus (including streets and parking lots) will immediately be asked to leave for purposes of removing the alcohol. Students who carry alcohol onto campus will be documented appropriately.
- All other State and Federal laws regarding alcohol are applicable to all persons on campus. Being under the influence of any drug, including alcohol, will neither serve as an excuse for any behavior nor help someone escape accountability for their actions. Persons will be held accountable for their actions and behaviors, no matter their condition or state of sobriety at the time of commission. Accountability may range from administrative action, judicial referral and/or arrest, dependent upon the circumstances.
- For purposes of campus behaviors, the following definitions apply to behaviors in reference to drugs and alcohol:
  - \* **Possession** is having it present on your premises or person.
  - \* **Knowingly being in the presence** is being present in the same general area of any form of alcoholic beverage, drug or controlled substance.
  - \* **Distribution** is selling, serving, hosting an event/gathering or providing access to any of the above
  - \* **Use** is the consumption of any of the above substances.
- **Starting in the fall of 2008, Residence Life is also prohibiting the possession of alcohol paraphernalia in a residents' room and on their person. Alcohol paraphernalia includes, but is not limited to, empty alcohol containers of any kind (bottles, cans, kegs etc) and neon alcohol advertising.**
- In cases of suspected chemical abuse when harm is believed being caused to self or others, an active concern for the person's welfare will cause appropriate staff interventions to occur.

### **Guests**

These guidelines have been formulated to insure your well being and the welfare of your guests and fellow residents. You are expected to function as a good host as long as your guests are on campus, whether or not they stay overnight. You are responsible for the actions and behavior of your guests since you are the informed SMSU host. This means that you are responsible for making sure they understand the campus Code of Conduct so they know what is and is not acceptable here; that you stop their behavior if it becomes inappropriate or seek help if you are unable to prevent some misconduct. If they cause damage to property, you will be accountable for restitution if your guest did not make the payment.

- A "guest" is any person not contracted to live in an SMSU residence hall, whose visit is limited to a stay of two consecutive nights, not to exceed two visits per semester by any one guest. A "guest" is also an SMSU student who spends the night in a room to which they are not assigned. Longer and more frequent stays infringe on the other residents' rights to privacy and security, and our provision of residence for contracted students only. Violation of the policy will result in the contracted student's paying the overnight guest rate for the person who has been illegally living in the residence



halls (this cost is minimally \$30/night). It may also lead to the restriction of all overnight guests for the contracted student, and/or disciplinary action.

- As explained above, you will be held accountable for the actions and behaviors of non-SMSU guests, who in turn are expected to respect our community expectation of behavior and University procedures.
- Children under high school age may not stay in the residence halls. When special circumstances arise (or programs like Lil' Sibs or Family Visit weekends), arrangements for an exception may be pursued with your Assistant Director or the department.
- It is your responsibility to find a student (roommate or friend) who will allow your guest to use his/her room.
- Extra mattresses for guests are available through Building Services.
- You are encouraged to tell your RA/CA that a guest will be staying with you. In cases of emergency, this helps insure that your guest can be accounted for and located.
- Allowing people to illegally live in your room is an act of fraud against the State of Minnesota and other contracted students who pay room and board costs. Prosecution can result. If you have questions regarding this policy, contact your Assistant Director.
- In any instance of an overnight guest (whether or not an SMSU student) it is imperative to remember that roommates have a right to free access to and the privacy of their room. Their rights may not be abused.
- Please remember that if you do have a roommate, you have both been assigned to this room, and you share the space with equal rights of access, privacy and security. No guest, not even another contracted student visiting your room, may infringe upon these rights. If you are made to feel uncomfortable staying in your own room because of the frequency of your roommate's overnight guest(s) or SMSU student visitors, please contact your RA/CA or Assistant Director immediately. Neither your roommate nor his or her guest has the right to deny you free access and security within your room. The rights of the roommate(s) must be respected. All individuals contracted to live in a room MUST agree to overnight guests. If there is disagreement, then the guests may not stay overnight.

### Quiet Hours

- The quality of your house environment is the shared responsibility of all house residents, not just those of the RA/CA. This is especially true of quiet hours. You each have the responsibility and authority to assert your needs for reasonable quiet whenever they occur.
- Quiet hours will begin in each house and the Foundation Residence Apartments, except as noted in the next bullet, by 10:00 p.m. and extend through 9:00 a.m. the following morning seven days a week at the beginning of the school year. Houses may elect to change their quiet hours and may also set the time in the morning when quiet hours end as part of our Democracy House concept. The hours MUST be set complex by complex, not house by house, and will be coordinated by your RAs/CAs during the first few weeks of fall semester. Residence Life reserves the right to change the quiet hours if noise is a continuous disruptive issue within a house/complex.
- Quiet hours can be affected by outside noise pollution. The same reasonable limits must pertain to noise from sidewalk pedestrians. If you have issue with outside noise, please contact Public Safety.
- Courtesy hours exist at all times other than quiet hours. This means that consideration for others' needs will always be respected. **Reasonable requests for a decrease in volume of any noise, including stereos, is expected to be granted at ALL times.** (It is not reasonable to expect total silence.) If your stereo (or other noise) is causing someone else's room to vibrate, or denying them the ability to enjoy their own music, TV or telephone calls, then no matter what time it is – your room is too loud and you will be expected to turn down the volume. Those persons who require constant requests to become quieter will be considered in violation of their contract and will be referred through the University Judicial process.
- During periods of final exams, quiet hours will become continuous (24 hours each day) through the time of the last exam to be given at a start date to be specified by Residence Life. Even if you have

finished for the semester, others may still be facing exams. A break of 2 hours a day may be granted and will be advertised by the department at the time of exams.

### **Common Area Damage Policy and Appeal Procedures (RHA)**

When damage occurs to house facilities or furnishings for which there is no person known to be responsible for the resulting cost of repair or replacement, a house community (as a distinct entity) will be billed. This may occur due to the premise we hold that each house/floor community is responsible for its physical integrity and that residents have a similar collective responsibility for house furnishings and facilities as you do individually for your room. This is much the same policy/procedure if you lived off campus and paid a damage deposit for communal areas of an apartment/house.

Any house community or community group (individual students billed for specific damages are not covered by this procedure) which feels that it has been unjustly or inappropriately billed for such a damage may appeal the bill to the RHA Facilities and Issues Committee, which serves as the Damage Appeal board, as follows:

1. When damage is detected and reported by the Building Services Supervisor, GMW, RA/CA, or Public Safety to the Assistant Director, the Assistant Director will give the RA/CA and house at least three (3) class days notice prior to initiating a bill. This allows house members and RA/CA time to investigate the damage and provides an opportunity to discover the person(s) responsible for the damage and its cost of repair/replacement.
2. In the event that the responsible person(s) is not identified and the circumstances of the damage are such that a reasonable person would believe the house members to be knowledgeable and/or responsible, the Area Coordinator will initiate a Damage Billing Notification letter indicating the community group residence (all within house, those on a specific floor, etc.) and the amount per person to be paid to equal the cost of required repair or replacement.
3. Within 3 class/business days of receiving the Damage Billing Notification letter, residents who choose to appeal on behalf of a "house" must contact their Assistant Director to obtain an appeal form, complete it and submit it to the Chairperson of RHA's Facilities and Issues Committee or the RHA Advisor. The Assistant Director will also provide a copy of the letter and all other relevant material to the Committee Chairperson documenting why the billing occurred.
4. The Committee will hear an appeal within one week of the Chair first receiving an appeal from a house.
5. At the hearing, criteria used by the Committee will include:
  - a. reasons for the billing as provided by the Assistant Director who must attend the hearing. (The Chairperson will record any additional reasons cited during the hearing, and the Assistant Director will initial them.)
  - b. the response made by the house group to the damage and attempts made to identify the party responsible (e.g. RA/CA investigation and results, resident cooperation, response to damage when it occurred, etc.) as related by the appellants
  - c. the circumstances of the damage (e.g. the time, location of damage, number of people in the house at the time, etc.) as verified by the other pertinent witnesses.
  - d. **\*\*The cost of replacement is NOT a criteria used by the Committee to determine responsibility. This is NOT an appealable reason.**
6. The Committee, in reaching its decision, may find:
  - a. the "house" group is responsible for full payment of the bill.
  - b. The "house" is not responsible and is released from its obligation to pay.
  - c. That a specific person(s) should instead be billed for the damage. The Assistant Director must then follow up as necessary and correct the billing.
  - d. That the bill should be adjusted (i.e. finding the "house" responsible for partial payment) or shared, depending upon the circumstances and upon consultation with the Advisor.
7. The Committee's decision is final and binding upon all parties.

8. The Chairperson, within 24 hours of the hearing, will send a decision notification form to the RA/CA, the appropriate Assistant Director, RHA Advisor, Building Services Supervisor, and Residence Life Office.
9. Houses found accountable for bills will complete payment in accordance with the timelines set by Residence Life procedures.
10. All residents who are invoiced for a Common Area Damage (CAD) will be given two-four weeks to pay their damage. Failure to do so results in the charge being invoiced to the student University bill and a late/administrative fee may be added at this time.

### **Solicitation Policy and Procedures**

In order to protect residents from profiteering and invasions of privacy, solicitation and advertising activities (i.e. advertising, magazines, books, food products, bridal fairs, etc.) shall require the joint approval of the RHA representative and the Resident Assistant for the individual house community in accordance with the advisement/approval of the professional staff.

#### **General Solicitations:**

1. No solicitation, including fund raising, will be permitted by any off campus organization (e.g. charities, non-profit organizations, magazine sales, perfume sales, etc.) within the residence halls.
2. Solicitation of monetary donation is never permitted. A recognized University Club or Student Organization may be allowed to solicit in the houses by selling a product or providing a services if the following occurs:
  - a. A club representative appears before RHA's General Assembly, requests and receives approval for the solicitation.
  - b. A house may reject an RHA approved solicitation activity by a majority vote at a house meeting.
  - c. A house, if it accepts an approved solicitation activity, will designate the location of the activity within the house (e.g. restrict to the lounge or allow door-to-door) and hours for it by vote in a house meeting and publicize it. (time, place, manner)
3. Residents should immediately report any persons going door-to-door trying to sell some product to their RA/CA; unproved solicitors will be asked to leave the Residence Area by the Residence Life Professional Staff and Marshall Police will be called as these individuals are trespassing.
4. Any individual resident who posts a "No Soliciting" sign or asks a solicitor to leave must be left alone.
5. The RHA representative should post guidelines in a conspicuous place.
6. If there is no RA/CA or RHA representative, the appropriate Residence Life professional staff member shall be consulted.
7. Any solicitation to be distributed through resident mailboxes not sent via the US Postal Service shall first be presented to the Assistant Directors for approval before it will be delivered. The Director of Residence Life may also provide approval. Only University recognized clubs, organizations and departments are eligible for mailbox distribution without benefit of Federal mail, except by special permission.
8. No solicitation may occur in the halls that violate the residence hall posting policy.

#### **Political Canvassing:**

1. Canvassing will be allowed in houses only from 10:00 a.m. to 9:00 p.m.
2. There will be no soliciting of funds allowed.
3. It is unlawful (HF #307) to deny access to any candidate who has filed for election to public office or to workers accompanied by the candidate, provided that the candidate and workers seeking admittance to the residence halls do so solely for the purpose of campaigning.
4. Any resident who posts a "No Canvassing" sign or asks the canvasser to leave must be left alone.
5. RHA may choose to limit candidates to lounges/common areas only. (time, place, manner)

## **Posting Policy in Residence Halls**

1. Information of other organizations may only be posted on house bulletin boards located near house entrances. Items must first be approved and stamped by the Assistant Director(s). The Director of Residence Life also oversees and provides the approval of posted items.
2. The back or front entry doors may be used for posters and flyers for house or campus activities only, but may be placed there only by the RA/CA of the house or their designee (an approved resident or House Council member). Other materials will be removed including non-approved University advertisements.
3. No materials may be taped on walls or other doors, or placed under resident doors at any time.
4. Students who violate the posting policy will be judicially referred and/or removed from the premises; police will remove non-students from the premises. Such persons or the companies they represent will be subject to paying restitution for any damage done to the facility or for extra cleaning required to remove materials improperly placed in facilities.

## **Foundation Residence Apartment specific policies**

1. All policies that are in place for the traditional residence halls apply to the Foundation Residence Apartments
2. Do not tamper with, hang any items from, or touch the sprinklers anywhere in the building. Such an act will cause damage to the building, possessions and potentially yourself due to the amount of water that will be released. Keep in mind that individuals responsible for such a situation will also be responsible for the cost of damages. The fire sprinkling system is very sensitive and is present in the building for your safety
3. Residents may not hang items in the apartment unit with nails nor use tape. Putty or other removable adhesives **MUST** be used.
4. You and your roommate/s have the sole responsibility of the cleaning, maintenance, and upkeep of your apartment. This includes, but is not limited to, your kitchen and bathrooms.
5. You and your roommates/unit mates have the sole responsibility of providing any perishable items including, but not limited to, toilet paper, shower curtain(s), television cable cords, garbage bags, soap, etc.
6. Garbage **MAY NOT** be left in the hallways or common areas at ANY time due to sanitary and safety reasons. All garbage must be taken to either outside dumpster. Recyclables may be deposited in the appropriate containers in the mailbox/entry vestibule area.
7. The doors to the Foundation Residence Apartments will be locked on a 24/7 basis. This is for the safety and security of the residents and the building. Propping doors will not be tolerated. The technology associated with the building provides guests with an easy way to contact those they are visiting and residents may utilize the security phone to open the front doors of the building for their guests without leaving their apartment. Residents need to dial 6 on the security phone to allow a guest into the building after the guest has called the apartment. Residents will also be able to view a security channel on channel 22 to view who is calling them asking to be let in.
8. In addition to the reasons stated previously under Room Entry, the University reserves the right to enter your apartment to conduct Apartment checks at scheduled times during the year. These will be done to ensure that residents are maintaining their apartment properly. These checks will be conducted by Residence Life staff. Any requests for cleaning at this time will result in the resident(s) being charged accordingly. Apartment unit checks will be conducted during mid-semester break in the Fall Semester, in between Fall and Spring semester, during Spring Break, and at the conclusion of Year and any time any resident withdraws/checks out of an apartment unit.
9. Residents must use the elevator in the building appropriately.
10. Laundry is provided in each apartment unit and is for use of the residents contracted in the Apartments only. It is prohibited to allow non-Apartment residents/students to do their laundry in your apartment. Violations will be documented accordingly.

11. We encourage you to discuss rights and responsibilities associated with living in your apartment unit with your roommate/s. Establish guidelines for utilizing one another's items, times to use the common spaces, determine a cleaning schedule and so forth.
12. Residents living in the Foundation Residence Apartments are required to have a special \$300 dining dollars meal plan. If you are interested in having a larger meal plan, please contact the Mustang Card Center. The Mustang Card Center is located on the second floor of Student Center. You will either be able to select the \$1601 Super Plus meal plan or one of the Commuter meal plan options.
13. No grilling unit is permitted on the exterior patios on the first floor of the apartment building due to the proximity of the patios to the building. Grilling needs to be done at location approved by your Assistant Director.
14. Each resident living in the Apartments has three keys issued to them. The front door FOB access key, the apartment unit key, and the mail key. If lost, please contact the Residence Life Office immediately. Each key costs twenty-five (\$25.00) to replace. If all three keys are lost, a resident will be charged \$75.00.
15. Individual bedroom doors have a privacy lock on the inside only. These doors do not have a key to lock the door upon leaving.
16. Residents are not allowed to construct bunk/loft systems in their rooms. In order to change the existing height of individual beds, residents must contact Building Services. Building Services will schedule an appointment to make the requested change(s). Residents are not permitted to make these changes on their own.
17. Residents living in the Foundation Residence Apartments may purchase a General Reserved permit to park in E Lot. Parking permits need to be purchased at the Public Safety office in the lower level of Founders Hall. Residents may also purchase a permit to park in another lot on campus. Parking permits are provided on a first come first serve basis, as there are not an equal number of spaces to residents in E Lot.

### **Sweetland Hall specific policies**

You and your roommate/s have the sole responsibility of the cleaning, maintenance, and upkeep of your room. This includes, but is not limited to your bathroom. You and your roommates/unit mates have the sole responsibility of providing any perishable items including, but not limited to, toilet paper, television cable cords, garbage bags, soap, etc.

Residents are not allowed to construct bunk/loft systems in their rooms. In order to change the existing height of individual beds, residents must contact the Residence Life Office. There is a \$25.00 fee per semester for loft rental. Building Services will then schedule an appointment to make the requested change(s). Residents are not permitted to make these changes on their own.

\*\*\*Please note that once printed this guide is enforced as policy but any updates will be made via on line and, if changed, the on line version of the guide will take precedence over the printed version\*\*\*