



Department of Residence Life
Southwest Minnesota State University

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 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 bulletin boards and in the Commons. You will also receive various memos and mailings from the Residence Life Office and Commons 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. The Residence Life Office is located on the second floor of the Student Center.

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 four full-time professional staff members and, year to year, several graduate assistants. Some professional staff members live on campus and their apartments are in the Commons Buildings. The Area Coordinators also have their offices located in their respective Commons building. The Coordinator of Residence Education office is located in the Student Center. The Director of Residence Life lives off campus and the office of the Director is within the Student Center. The Area Coordinators 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. Area Coordinators are available during office hours to assist students with a variety of concerns and situations. The Coordinator of Residence Education is responsible for creating and involving residents in leadership opportunities, programmatic experiences, civic engagement, and Residence Life governance. Each professional staff member is available to residents after hours, when necessary.

Each Commons Office is managed by a student Office Manager (COM) who in turn hires, trains, and supervises a student receptionist staff, sees to the daily operation and delivery of services to area students, and helps implement residence procedures.

Each house is 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.

The Foundation Residence Apartments have three Community Advisors (CAs). There is one Community Advisor per floor. Each CA lives in an apartment unit and has roommate(s). The CAs have a role very similar to the RAs and have the primary responsibility of assisting those who reside in the apartments.

Each Commons Area also has a Student Programming Assistant (SPA). These staff members are experienced programmers and leaders whose primary duties include the development and implementation of campus wide programming, involvement in the Residence Hall Association & Student Activities Council, and supporting fellow Resident Assistants in their roles.

We also have professional and student staff members in our central office which is located in the student center. 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.

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 RA/CA 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 even more encouraged to go to your RAs/CAs, Commons staff and 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!**

Meet your professional Residence Life Staff Members and get to know your RA/CA.

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 is to provide high quality liberal arts, professional, and technical programs at the undergraduate and graduate levels. Southwest Minnesota State University is dedicated to excellence in teaching and to preparing students to be life-long learners in a changing global, social, and natural environment. 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.

The mission of Residence Life at Southwest Minnesota State University is 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, one served by Commons East and the other by Commons West. The Commons buildings are separate two-story structures located amidst the complexes. Commons East includes the HA, G, and GW complexes. Commons West includes HC, HB, GM complexes and the Foundation Residence Apartments..

Community Types

Each house community is comprised of 25-55 student residents who will live together under one roof, sharing the common facilities and areas of the house. 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 = Freshman Only; U = Upperclass Students Only; M = Men's House; W = Women's House; C = Coed; A = First Floor Accessible; QS = Quiet/Study House; All of our Residence Halls and Foundation Apartments are smoke free. A review by complex per Commons shows:

Commons East

HA Complex:

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

G Complex:

Manchester	M; A
Charisma	C; U
Lincoln Center	C; F
Aquarius	F

GW Complex

El Dorado	C; U; QS
Kamasutra	C; U; QS
Sirius	C; U; QS
Titan	C; U; QS

Commons West

HB Complex:

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

HC Complex:

Antipodes	W; F; A
Lhasa	C; F;
Methedras	C; A
Naoutha	C; A;

GM Complex

Homestead	C; U; QS
Armstrong	C; F; QS
Shenandoah	W; QS
Ocean Blvd.	M; QS

* Living and Learning communities – Selene is the Scholastic Achievement house and Clapper is the Culinary house.

Foundation Residence Apartments

The Foundation Residence Apartments are comprised of four bedroom, three bedroom, and two bedroom units. Each individual 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, although each living unit is single gendered. The building and units are entirely smoke-free.

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 Activity 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/CA 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 a house wants to lock its front doors early or not, or how to spend its house funds; when quiet hours will end (expect for our Quiet Study complexes); 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 ample opportunity to affect 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/CA and/or Executive Officers (they include President, Vice President, Secretary, Treasurer, National Communications Coordinator (NCC), Facilities and Issues Chair, and Education and Programming Chair) about RHA responsibilities and opportunities for involvement. The RHA Office is located in the Student Organization Office Area on the second floor of the Student Center. The phone number for the RHA Office is 6476. Additional information about RHA can be viewed online at RHA's website.

- RHA provides Commons equipment for on-campus students to check out in East and West. Equipment ranges from jumper cables, small hand tools, pots and pans, to sports equipment and games. There is a time limit per check out, and 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.
- In addition to its main governance purpose, RHA is also a community service 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, Battle of the Bands, 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 will 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 either administered through your Resident Assistant/Community Advisor 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 custodians) 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 East and Commons West both house an Area Coordinator for Residence Life.

Commons Central has a change machine available for student use. AraMark's C3 Residence Express is located in Commons Central. All three Commons contain vending machines and laundry facilities. These areas are available 24 hours per day for student use during the academic year. Commons East and West each have a small computer lab equipped with computers and one laser printer. The labs are available on a key checkout basis through the Commons offices and are available when the main Commons office is open. Commons lounges (up and downstairs) may be utilized by students. These lounges have a 42" flat screen TV available, a meeting room, and a ping pong table. You can schedule these areas for a program or activity through the respective Area Coordinators.

Commons Services

Services available through the Commons East and West office information desks include: recreational equipment checkout (sporting and leisure game equipment, camping/fishing/outdoor eq etc), bicycle rental checkout, VCR/DVD checkout, computer labs, outgoing and campus mail pick up, change, package pick-ups, stamps, refunds from vending and laundry machines, vending area and laundry rooms, and a log book 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. Commons East also has purified water for purchase. A change machine is available in Commons Central for usage 24 hours a day. Office hours are prominently posted in each office area. A full listing of all that each Commons has for check out and rental is available in each of the Commons' Offices.

Vending and Laundry Facilities

Vending and laundry machines are located in each Commons. The current price related to laundry is \$1.00 to wash per load and \$.75 to dry per load. They are owned by private vendors and may be removed by them 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 on duty at the Commons desk. You will receive a refund provided that the machine is in non-working order. You will NOT receive a refund if you fail to follow proper laundry machine procedures/usage (E.G. you overfill a dryer or wash an unacceptable garment) If you lose money in any vending machine or receive dated or poor quality merchandise, go to the Commons Office 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 the Commons Office.

Room Furnishings

Each room is furnished with a twin bed, mattress (extra long within the residence halls, regular sized in the apartments), closet, garbage can, high speed internet port, desk, desk chair, and desk lamp per occupant, Venetian blinds, telephone jack and local phone service, voicemail and TV cable hook up. Single rooms also will include a 2 position lounge chair. Many, but not all, rooms also will have a hutch/entertainment center/bookshelf. Also, certain single rooms within GW complex will have full size beds and mattresses. It's up to you to provide your own telephone. 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 Office right away.

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 unless an exception is made. Please contact the Residence Office immediately if you believe you require an exception. Upon checking out of the halls, 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. Individuals may rent a loft through our contracted company Campus Lofts, Inc. at <http://www.campuslofts.com>.

Apartment Furnishings

Much the same as the Traditional Residence Halls, your apartment unit will be 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 couch, a chair, a end table, and a entertainment center unit. The kitchen area includes refrigerator, dish washer, range, microwave, sink, and three barstools for the island area. A washer and dryer unit is also included (one per unit) as well as the units are air conditioned. All other utility related amenities (cable, phone 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 custodian assigned to your house will perform basic custodial services in these areas. It's 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 custodian must restore cleanliness to this area.
- Our residence halls provide community bathroom facilities. They are clearly labeled as "Men" and "Women" only facilities. Persons of the opposite gender found in these bathrooms are violating a State of Minnesota statute and can be charged with a gross misdemeanor. 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 as your guests will utilize the bathroom(s) within the apartment unit you are a guest in.
- The use of roller skates, roller blades, skateboards and bicycles are not permitted inside any residence 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 in front of Commons East, Commons West, and also behind Commons Central.

- 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 also 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's broken from the outside is at serious risk for severe personal injury and/or property damage. There are recreation fields on the north side of GM and HB complex, the area between Commons West and Commons Central, and the area between GM and the Conference Center is available for your use. You may also utilize the land west of the volleyball courts, which are located on the west end of the Foundation Residence Apartments.

Mail Service

Your mailbox is located in the foyer of your house. In the Foundation Residence Apartments 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 3:00 p.m. Monday through Saturday, except holidays, breaks, and the semester break. Mail service has been added to Saturday's for this academic year – we hope that you will find this new service highly beneficial.

It is important you provide individuals with your correct mail 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 but NOT your mailing address:

HC Complex Antipodes, Lhasa, Methedras, Naoutha	1451 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, Armstrong, Shenandoah, 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

Your mailing address is actually the address of your respective Commons Building. This is done this way because the post office sorts and delivers SMSU Residence Hall mail based on this address. If you put your street address on your mail, your mail may be delayed or not delivered.

HB, HC, GM, and Foundation Residence Apartments mailing address:	1453 Birch Street
HA, G, and GW mailing address:	1513 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
Antipodes 501
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 your Commons. If you receive a package, or a regular item of mail that is too large to fit in your mailbox, a package slip will be placed in your mailbox. You may pick up your package by taking your package slip and proper ID to your respective Commons during its publicized hours of operation. If your mailbox does not lock properly, please report it in the Commons 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, you must receive approval from either of the Area Coordinators.

Telephone Service

All rooms are equipped with voice message services. It is important that you set up your voice mail box when you move into your room. The instructions to do this, along with many additional features, are included in the Appendices of this Guide. If you have any in-line problems, please contact the Residence Life Office in person (SC 225) or by phone (6136) and we will arrange for its repair.

You can make on campus telephone calls by dialing the last four digits of the phone number. Local calls to the Marshall area can be made by dialing "9" and then the seven digits of the phone number.

We do not have a long distance carrier. Residents will need to purchase phone cards or utilize their calling card for long distance calls. Residents often use cell phones and these do have reception within our halls.

If the need would ever arise to dial for emergency services, you do need to dial the additional 9 to get an outside line. You would need to dial 9-9-1-1.

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. A vacuum cleaner, broom, and mop may be checked out from your Commons Desk. Please report all room repair requests to the Commons Desk. The custodial 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 custodians are not expected to clean up personal messes in any areas, even those following house activities. Also, they are not expected to clean up after other people who have vomited or in any other way abused your house facilities. Custodians 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 your Commons Office and record your repair request in the Maintenance Log which is checked every weekday morning. A custodian 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 repair person). Requested repairs carry no charge when caused by normal wear and tear (for example replacing a light bulb or re-hanging a bookshelf which 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. Phone and 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 removal.
- 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

Contracted meals are served in the Residential Restaurant, located on the first floor of the Student Center. Our campus dining service is managed and staffed by ARAMARK, whose director is Laurie Maeyaert. The Campus Dining Office is located in Student Center 143 and may also be reached by calling 532-2268. Information regarding the Food Service operation will be provided by your RA and postings in the Residence Restaurant. Information can also be found at ARAMARK's website: <http://www.campusdish.com/en-US/CSMW/SouthwestMSU/>. 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 Residence Restaurant** (which are subject to change; changes will be posted in advance) for Fall semester are:

Monday-Friday

Breakfast	7:15 a.m. - 9:15 a.m.
Continental Breakfast	9:30 a.m. - 10:30 a.m.
Lunch	10:45 a.m. - 1:15 p.m.
Lite Lunch	1:30 p.m. - 4:30 p.m.
Dinner	4:45 p.m. - 7:00 p.m.*

* On Fridays dinner is served from 4:45 p.m. - 6:30 p.m.

Saturday and Sunday

Brunch	10:45 a.m. - 1:15 p.m.
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- **Your meal card is your SMSU ID** 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 ARAMARK office 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 \$10.00 in the Business Services Office.
- 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 Residence Restaurant 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 ARAMARK) 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 ARAMARK at 532-2268 for more information.

Another component of your meal plan is the Flex 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 Residential Restaurant (at the casual meal rate), buy a late night slice of pizza, a six-pack of soda pop, or wrap at the new extreme pita station in the Food Court, buy a coffee at Java City, or pick up a quick snack at one of the two C3 Express locations. You do not need to carry cash—just your SMSU ID card. These flex dollars will carry over from Fall to

Spring semester, but not beyond the end of Spring semester. You can check your flex balance anytime by just asking the checker or cashier. You can purchase additional Flex dollars with a minimum of \$25 at any time, and they'll be added to your card balance. You can purchase the Flex Dollars through the Dining Services website, or at ARAMARK's office (SC 143). Flex Dollars are not subject to a refund unless you are withdrawing from the University. If you terminate your room and board contract, the Flex Dollars remain on your ID and may still be used.

Food Court Hours of Operation

Monday-Friday: 10:00 a.m. – 9:00 p.m. (Changed from previous year)
Saturday and Sunday: 1:30 p.m. – 7:00 p.m.

Java City Kiosk Hours of Operation

Monday-Friday: 7:45 a.m. – 7:00 p.m. (Changed from previous year)
Saturday: 11:00 a.m. – 7:00 p.m.
Sunday: 11:00 a.m. – 2:00 p.m.

Commuter C3 in the Commuter Lounge Hours of Operation

Monday-Thursday: 8:00 a.m. – 3:30 p.m. and 5:30- p.m. – 8:00 p.m.
Friday: 8:00 a.m. – 3:30 p.m.

Residential C3 in Commons Central Hours of Operation

Monday-Thursday: 7:00 p.m. – 11:00 p.m.
Friday & Saturday: Closed
Sunday: 7:00 p.m. – 11:00 p.m.

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 ARAMARK 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:

- 1st offense 2 days expulsion from dining room
- 2nd offense 3 days expulsion from dining room

3rd 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:

- 15 Meals per week plan with \$175 Flex
- 10 Meals per week plan with \$250 Flex
- Unlimited meal plan with \$50 Flex
- \$1100 Super Plus

Board plan rates are based on the assumption that a certain percentage of meals will not be eaten per contract. That's why you do not receive credit or rebate for uneaten meals and why the 15-meals/week plan is the best bargain.

The 15 meals per week plan provides 15 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 can not 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 Unlimited meal plan gives you an unlimited number of all-you-care-to-eat meals each day and week. With this plan there is no limit as to how many times you can eat at the Residential Restaurant each day. There are \$50 Flex Dollars with the Unlimited plan.

The \$1100 Super Plus meal plan has 9 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 \$1100 Super Plus up to two times per semester. If you find yourself using more meals than Flex, you can increase your meals by lowering your Flex. Or, if you are using more Flex than meals, you can increase your Flex by lowering your meals. The two fall periods to change your options within the \$1100 Super Plus are September 29th – October 3rd, 2008 and November 10 – 14, 2008. The two spring periods to change your options within the \$1100 Super Plus plan are February 16th – 20th, 2009 and March 30th – April 3rd, 2008. Changes can be made in the Campus Dining Office (SC 143).

The following are the 9 options within the \$1000 Super Plus meal plan:

- 200 meals per semester with no Flex
- 175 meals per semester plus \$137.50 Flex
- 150 meals per semester plus \$275 Flex
- 125 meals per semester plus \$412.50 Flex
- 100 meals per semester plus \$550 Flex
- 75 meals per semester plus \$687.50 Flex

- 50 meals per semester plus \$825 Flex
- 25 meals per semester plus \$962.50 Flex
- No meals per semester with \$1100 Flex

In the event that you have to withdraw from the University or terminate your contract, the 15 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 Flex Dollars to use for the rest of the semester/year on the 15 and 10 meals per week plans. The Unlimited meal plan is also refunded on a pro-rated basis for the number of weeks your meal plan is no longer in effect. The \$1100 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 Flex 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 Flex Dollars as needed.

With Room Only contracts, a capped number of these contracts are offered (this plan has no meal plan attached) and they carry basic \$100 Flex per semester. These are offered on a first come, first serve basis.

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 (your request may also include a change to Room Only if this meal plan is available). All you need to do is fill out a change in Meal Plan form at the Residence Office within the two-week period. **IMPORTANT:** If you have the \$1100 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:

- Your SMSU meal plan may be used at other MN State University System campuses where ARAMARK is the dining provider; see your Food Service Director to learn how.
- "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 Food Service 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. ARAMARK 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 family-style 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 residence hall 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 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 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 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 appropriate Commons Office in order to avoid additional charges. This will include the return of any equipment you may have checked out (mattress pad, 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 Area Coordinator. A failure to follow the procedure in either a termination or withdrawal situation will be assessed a \$15.00 improper checkout fee 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 and \$50.00 for both keys not turned in.

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 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. You may contact your RA/CA or Area Coordinator 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 2nd 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 Area Coordinator. Requests will be considered by date of request and space available. The Coordinator will provide all necessary forms and procedural instructions. In accordance with the terms of the Civil Rights Acts, room changes will not be granted on the basis of 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 didn't 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 (SC 225) 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.

Your Room Usage:

1. When you first check into your room you will be required to review, revise if necessary, and sign a **Room Condition Inventory (RCI) Form**. Please take time in reviewing this and be as thorough as possible. **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 return this Room Condition Inventory Form, you will 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 Appendix E 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 masking tape on your room walls, but they must not be marked with any material (remains of adhesive pads, tape or nail holes). You'll 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 Commons East and West. 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 Commons Office or Residence Life Office will attempt to notify you by phone or mail 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 accessed 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.

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.
3. Semester or holiday break room checks are made to insure that windows are closed and locked, plugs are pulled, lights are off, etc. Residence Life staff members will also be checking refrigerators during this time to ensure that it was properly unplugged and cleaned out for the break period.
4. A staff member has reason to believe that a University expectation, Federal, State or City law is being broken. An intrusive search of your room may not be performed unless you are present or a civil authority presents a valid search warrant. In cases of a warrant, every attempt should be made to contact your Area Coordinator or other professional staff member if one is not already present with the officer. Our staff's function is to insure that you understand your rights and that the search is witnessed. Visual searches are not subject to warrants.

In addition to the above 4 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 custodians 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, etc. Failure to follow procedure will result in administrative charges.

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 really 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 Commons 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 Office. You have five (5) class days in which to find it. You will be issued (loaned) temporary key(s) to use during this time but will be required to provide a deposit of \$25.00 per key. If you find the lost key(s) within the 5 day period, you will be refunded your total deposit amount. 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. Bear in mind that the cost of replacing front door keys for all individuals in a house is much more than the individual \$25.00 charge.
3. Bent or broken keys will need to be replaced. If a key breaks in a lock, contact the Building Service Foreman 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. The cost of a replacement key is \$1.25.
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 (SC 225) 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.

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 (including phone service, voicemail, caller ID, internet and cable), 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 Residential Restaurant. 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/Community Advisor Coverage

RAs/CAs 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/CAs 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 Commons West and East. 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/CAs on duty are immediately available by the duty cell phone on campus. At least one RA/CA per Commons area is on duty weeknights from 7:00 p.m. to 7:00 a.m. Two RAs/CAs per Commons area provide duty coverage on Thursday night and each weekend beginning Friday at 7:00 p.m. and ending Sunday at 7:00 p.m. This coverage then becomes:

Sunday – Thursday:	7:00 p.m.-7:00 a.m. the next day = RA/CA on Duty
Fridays:	7:00 p.m.-7:00 a.m. Saturday = RA/CA on Duty
Saturdays:	7:00 a.m.-7:00 p.m. Saturday = RA/CA on Duty
	7:00 p.m.-7:00 a.m. Sunday = RA/CA on Duty
Sundays:	7:00 a.m.-7:00 p.m. Saturday = RA/CA on Duty

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

Residence Life Professional Staff:

Residence Life professional staff members (Area West Coordinator, Area East Coordinator and the Coordinator of Residence Education) are available in their offices Monday through Friday during normal working hours (posted by their office doors) 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 (SC 225) is open from 8:00 a.m. until 4:30 p.m. Monday through Friday. The Director of Residence Life is available at this location, days, and times.

Each weekend, a professional staff member is also on call. If the RA/CA On Duty cannot be reached, call the Department of University Public Safety (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 provide assistance to 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.

Building Access and Usage

Residence Hall Front Doors:

To enhance your security, all house front doors will be locked each night by RAs/CAs, Sunday through Saturday, at approximately 10:00 p.m. They are unlocked each weekday morning by the custodians by approximately 8:00 a.m. Duty RAs/CAs will unlock them Saturday and Sunday mornings by approximately 10:00 a.m. Doors will remain unlocked during the day and early evening hours. Please remember to carry your keys with you at all times. During long holiday weekends (like Thanksgiving or Easter) or an evening or weekend of heavy activity involving non-SMSU guests, front doors will remain locked through the weekend or day for your protection. Notices will be posted of these special dates/times. A call box is located in each complex for guests of residents who want to visit when the residence halls are locked. The call box may also be used for emergency purposes.

The Foundation Residence Apartments are locked on a 24/7 basis and residents access the Apartments with a proximity card 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 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.

No Smoking Policy:

Southwest Minnesota State is comprised of smoke-free buildings. In accordance with State legislation effective January 1989, all lounge areas of residence halls are also designated as No Smoking areas. The Foundation Residence Apartments and Traditional Residence Halls are entirely smoke-free. Residents who smoke in the outside of their Houses should maintain a respectable distance from the front doors to avoid having the smell of smoke brought into the House(s). Residents who smoke outside also need to utilize the appropriate receptacles for their cigarette butts. Failure to do so will result in referral to the university judicial office.

Electrical Appliances:

Appliances allowed in the residence halls include small to medium size refrigerators. Refrigerators may not exceed 4.1 cubic feet and 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
- Before using any major appliance, please have it inspected for safety by your RA.
- 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
- 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 is 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 on page 39.
- 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 Foreman. Use no more than 3 sets of lights per extension and follow manufacture's recommendation on the number used per circuit. Never put lights in metallic objects – a short circuit can electrify them.
- Never use candles. Do not smoke near trees or flammable decorations.
- 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 holiday 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.
- Paper napkins, facial tissue, waxed paper, dried vegetation, wrapping paper, corrugated cardboard, asphalt, tar impregnated paper and light plastics shall not be used inside the residence halls for fire safety reasons.
- 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.

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 exists.

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.

Fire:

If you see severe smoke or fire, pull the nearest fire alarm to alert other residents, evacuate the hall, dial 9-911 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 hall 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 palm of your hand. 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 9-911. 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, 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, 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 9-911. 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 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 your RA/CA, any Residence Life professional staff member, Vice President of Student Affairs, the Student Judicial Coordinator, or the Affirmative Action Officer. Please refer to the SMSU Student Handbook for further information.

Harassment by Telephone:

- It is illegal for persons to use the telephone to harass or threaten others. Report obscene or nuisance phone calls to your RA/CA at once. This tells us that some form of harassment may be occurring; you may not be the only victim. You should also alert University Public Safety. Do not delay in reporting these problems.
- If you believe that you are receiving threatening phone calls, please contact the Residence Office immediately and report your experience to University Public Safety.
- Some general tips pertaining to unwanted calls include:
 - * If the calls are purely nuisance calls (calls without comment), hang up immediately. Do not talk to or encourage the caller. Report the calls to your RA/CA who will provide you with a harassment log and will in turn bring them to the attention of the Area Coordinator who will then be in a position to note any pattern or frequency to these types of calls in the Commons area.
 - * If the calls are obscene or threatening, or repetitive nuisance calls, **MAINTAIN A LOG OF THE CALLS RECEIVED.** Note both the date and time of the calls you received. If the caller speaks, jot down what is said; note ground noise you hear (music, other voices). Do this for each call.
 - * Check the caller ID – DO NOT ERASE it.
 - * If messages are left on your voicemail or personal answering machine, do not delete these. Call the University Public Safety Office (7252), so an officer can record the messages.
 - * When you come to meet with your Area Coordinator or the Director of Public Safety, bring your log with you. The notes you have kept will be helpful during the discussion of the options you have in dealing with these calls. The phone company

will also require this information before it will provide certain types of assistance.

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 a 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, RAs 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 your 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. Lock it as well as your room. 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 kind of 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.

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 secure above 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.
- 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's 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 1-800-881-7493. New Horizons has an office location on the SMSU Campus located in SS 227. 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, Area Coordinator, Coordinator of Residence Education, Director of Residence Life, or the Associate Vice President for Student Affairs/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.

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 website: <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 Food Service 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 either to 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.

Vehicle Parking and Storage

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. 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.

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 area to the west of HC Complex, behind HB and GM Complex, in back of GW Complex, the grassy area between Commons Central and West (the old F Hall site) and west of the Conference Center/East of GM 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).

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** of any form or 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 seeks 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 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 \$15/night plus tax). 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 Area Coordinator.
- 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 your RA/CA and/or 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 Area Coordinator.
- 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 Area Coordinator 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 move back the start of quiet hours to later on the weekends and may also set the time in the morning when quiet hours end as part of our Democracy House concept.
- GM and GW Complexes, the Quiet/Study buildings, begins quiet hours at 9:00 p.m. and end at 10:00 a.m. on weekdays. Weekend hours (Friday and Saturday) for GM and GW are 12:00am until 9am. These hours provide reasonable time for sleep and study. The hours will be prominently posted in each house's foyer area so visitors will be aware of them.
- 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.

Common Damage Appeal Procedure (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 a damage is detected and reported by the Building Services Supervisor, GMW, RA/CA, or Public Safety to the Area Coordinator, the Area Coordinator 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 Area Coordinator 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 Area Coordinator 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 Area Coordinator who must attend the hearing. (The Chairperson will record any additional reasons cited during the hearing, and the Area Coordinator 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 Area Coordinator 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 Area Coordinator, 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 at their respective Commons. Failure to do so results in the charge being invoiced to the student University bill.

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 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.
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.
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 Area Coordinators for approval before it will be delivered. The Director of Residence Life or Coordinator for Residence Education 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.

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 Area Coordinator(s) and/or the Coordinator of Residence Education. 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. A sample of putty is being provided for your use.
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 99 to view who is calling them asking to be let in.

8. In addition to the reasons stated on page 19 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 Residential Life Professional 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 not required to have a meal plan. If you are interested in having a meal plan, please contact AraMark. AraMark's office is located in Student Center 143. You will either be able to select the \$1000 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 Area Coordinator.
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 Housing 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. Make sure that after opening your door from the inside that you do not initiate the privacy lock to your door when you are leaving. If you do this you will lock yourself out and there is not a key to unlock the door.
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.

IMPORTANT NOTE TO ALL RESIDENTS:

If you have any questions regarding a policy or procedure contained in this *Guide*, please contact a member of the Residence Life staff.

Thank you.

APPENDIX A – University Phone Numbers

Associate VP of Student Affairs/Dean of Students	6136 or 6844
Director of Residence Life	6471
Area Coordinator -- West Office (Commons West)	6550
Area Coordinator – East Office (Commons East)	7303
Coordinator of Residence Education Office (Commons Central)	6858
Financial Aid Office	6281
Health Services	7202
Counseling and Testing	7150
Dept. of University Public Safety	7252
Marshall Police Department	7000
Fire Emergency/Ambulance/Sheriff	9-911
Hospital	9-532-9661
New Horizons Crisis Center	9-532-5764

General Office Phone Numbers

Advising Center.....6245	KSSU-FM.....6350
Barnes and Noble.....337-1450	Office of Cultural Diversity....6018
Box Office.....7330	Library.....7210
Business Services.....6219	Post Office (SMSU).....6347
Campus Operator.....7021	Registration Office.....6206
Counseling and Testing.....7150	Religious Center.....9-532-5731
Career Services.....6221	RHA Office.....6476
Computer Services.....6111	SAC/SA Office.....6140
Deans' Office.....6218	Scheduling Office.....7110
ARAMARK (Food).....9-532-2268	Student Center Info Desk.....7330
Residence Office.....6136	Public Safety.....7252
SPUR (Newspaper).....6228	Learning Resources.....6169

APPENDIX B

Residence Life Undergraduate Staff, 2008-2009

Resident Assistants for East End

HA:	Adam Hawkinson	Buckingham 201	8855
	Danielle McClain	Selene 201	8885
	Kristopher Cushing	Camaraderie 308	8818
	Allison Bessert	Clapper 301	8835
G:	Aaron Rott	Manchester 102	8634
	Subash Yadav	Charisma 304	8673
	Christa Hahn	Lincoln Center 102	8682
	Shannon Reker	Aquarius 103	8603

Resident Assistants and Community Advisors for West End

HC:	Linda Fluegge	Antipodes 102	8201
	Charlotte McMullen	Lhasa 302	8239
	Sarah Kelly	Methedras 306	8266
	Micah Bhatti	Naoutha 102	8270
HB:	Allison Riestenberg	Sybaris 307	8316
	Abby Anderson	Porter 303	8338
	Ken Omoro	Chez Nous 201	8355
	Courtney Stang	Lakota 102	8374
GM:	Ryan Chimzar	Homestead 208	8412
	Amie Shirkey	Armstrong 306	8442
	Wai Yan Lau "Vivian"	Shenandoah 201	8452
	Kassidi Fiegen	Ocean Blvd. 102	8470
Foundation Residence Apartments:			
	Sameer Advani	Apartment 125	8145
	Erica Spencer	Apartment 218	8168
	Corey Lyon	Apartment 303	8183

Student Programming Assistants

	Kasha Fuerstenau (East)	Titan 207	8513
	Robin Hull (West)	Homestead 307	8419

Office Managers

	Amber Mensing	Commons East	7303 Office
		Aquarius 202	8607 Home
	Brittney DeVos	Commons West	6550 Office
		Shenandoah 204	8454 Home

APPENDIX C

Community Service Centers

Lyon County Library	301 West Lyon St., Marshall	537-7003
Marshall Convention & Visitors Bureau	317 W. Main St. Marshall	537-1865
Marshall Food Shelf and Clothing	105 East Main St., Marshall	532-3902
New Horizons Crisis Center	109 South 5 th St. Suite 40, Marshall	532-5764
Salvation Army	200 S. 4 th St., Marshall	537-1793
United Way of Lyon County	212 West Main St., Marshall	507-929-CARE
Western Community Action	107 South 4 th St., Marshall	537-6124

Marshall Centers of Worship

Assemblies of God	711 N. Bruce St.	532-2506
Baptist Christian:		
Cavalry Baptist Church	500 S. Saratoga St.	532-3414
First Baptist Church	2219 250 th St.	532-6919
Holy Redeemer Catholic Church	503 W. Lyon St	532-5711
Church of Christ - King James M Jr.	105 N. 7 th St.	537-1892
St. James Episcopal Church	101 N. 5 th St.	532-6632
Evangelical Free Church	2667 County Road 7	532-4804
Full Gospel Christian:		
Grace Life Church	601 E. College Dr.	532-3187
Kingdom Hall of Jehovah's Witness	2865 269 th Ave.	537-1353
Lutheran Christian:		
First Lutheran Church of Marshall	100 Church St.	532-2429
Good Shepherd Lutheran Church (MS)	1600 E. College Dr.	532-4857
University Lutheran Church	1418 State St.	532-5731
St. Stephen Lutheran Church (ELCA)	1301 S. 4 th St.	532-1516
Christ Lutheran Church (WELS)	208 W. Marshall	532-9359
Methodist Christian:		
Albright United Methodist Church	301 High St.	532-4064
Wesley United Methodist Church	202 N. 4 th St.	532-4010
Presbyterian Christian:		
Christ United Presbyterian Church	400 W. Lyon	532-9679
Non-Denominational Christian:		
Community Bible Church	1212 E. College Dr.	532-1039
Faith Family Christian Center	1400 S. Saratoga St.	929-3972

APPENDIX D

Area Amusement and Recreation

Movie Theatres

Marshall 6 Theatre	230 West Lyon St., Marshall	(507) 532-6262
Canby Theatre, Inc.	109 North St. Olaf Ave., Canby	(507) 223-5873
Plaza Theatre, Inc.	Southtown Mall, Montevideo	(612) 269-5629
Quarry Twin Theater	204 East Main St., Pipestone	(507) 825-3522
Midco West Mall	Western Mall, Sioux Falls	(605) 339-7878
Carmike Cinema 7	3404 Gateway Blvd., Sioux Falls	(605) 361-5520
Twin Theaters	230 East 2 nd St., Redwood Falls	(507) 637-5766

City Parks

Freedom Park	South 4 th St.	
Independence Park	Hwy 23, between Hwys 19&59	
Justice Park	Kossuth, Oak, and Elm St.	
Liberty Park and Bandshell	East College Drive	
Marshall Park and Rec. Office	344 W. Main St.	(507) 537-6767

County Parks

Garvin Park	Near Garvin, MN	
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State Parks

Camden State Park	8 miles west on Hwy 23	(507) 865-4530
Split Rock Creek State Park	Near Ihlen, MN	(507) 348-7908
Blue Mounds State Park	Near Luverne, MN	(507) 283-4892
Fort Ridgely State Park	South of Morton, MN	(507) 426-7888
Lake Shetek State Park	Near Currie, MN	(507) 763-3256
Palisades State Park	Near Garretson, SD	(605) 594-3824

Resorts and Casinos

Jackpot Junction Casino	PO Box 420 Morton, MN	800-WIN-CASH
Firefly Creek Casino	Hwy 67 E PO Box 96 Granite Falls, MN	(320) 564-2121
Royal River Casino	Flandreau, SD	1-800-833-8666

Area Lakes and Bodies of Water

Lake Shetek	Near Currie, MN	
Cottonwood Lake	Cottonwood, MN	
Lake Sarah	Hwy 59 (toward Slayton)	
Redwood River	Marshall, MN	
Minnesota River	Granite Falls, MN	
Lake Okabena	Worthington, MN	
Lake Wilson	Lake Wilson, MN	
Split Rock Creek	Near Ihlen, MN and Garretson, SD	
Lake Benton	Lake Benton, MN	
Lake Preston	Lake Preston, SD	
Lake Madison	Madison, SD	

APPENDIX D (cont.)

Malls

Market Street Mall	1400 E College Dr., Marshall	532-5417
Empire Mall	41 st St., Sioux Falls, SD	(605) 361-3300
Western Mall	41 st St., Sioux Falls, SD	(605) 336-6920
Skylark Mall	1600 Highway 71S Willmar, MN	(320) 235-4466
Northland Mall	1635 Oxford St., Worthington, MN	(507) 372-7434

Recreation

Marshall Bowl	1417 E College Dr., Marshall	532-4524
Legion Lanes	208 N Jefferson St., Minneota, MN	(507) 872-6644
Lyon Co. Ice Facility (ice skating etc)	Fairgrounds, Marshall	537-6795
Pleasant Valley (cross country skiing)	Near Gary, SD	
Hole in the Mountain (skiing)	Hwy 14 W, Lake Benton, MN	(507) 368-9350
Thunder Road	8 th & Kiwanis, Sioux Falls, SD	(605) 334-4181
YMCA	200 S. A Street	532-9622

Golf Courses

Marshall Golf Club (Private)	800 Country Club Dr. Marshall, MN	532-2278
Cottonwood Country Club (Public)	233 Shoreview Dr. Cottonwood, MN	(507) 423-6335
Granite Falls Golf Club (Public)	5522 Highway 67 Granite Falls, MN	(320) 564-4755
Tyler Community Golf Course (Public)	420 County Rd. 7 Tyler, MN	(507) 247-3242
Tracy Country Club (Public)	Highway 14 East Tracy, MN	(507) 629-4666
Countryside Golf Club (Public)	3508 160 th Ave. Minneota, MN	(507) 872-6335

Floral Stores

Bofferding Flower Shop	1213 West Main St. Marshall, MN	532-9659
Bud Rose Flowers	1001 West College Dr. Marshall, MN	532-2417
Marshall Floral	341 West Main St. Marshall, MN	532-5725
HyVee Floral	900 East Main St. Marshall, MN	532-9079

Historical and Cultural Sights/Activities

Jesse James Gulch (Palisades)	Near Garretson, SD	
Jeffers Petroglyphs	Near Jeffers, MN	(507) 877-3647
Lake Benton Opera House	Lake Benton, MN	(507) 368-4620
Laura Ingalls Wilder Museum	Walnut Grove, MN	(507) 859-2358
Lower Sioux Interpretive Center	Morton, MN	(507) 687-6321
Lyon County Historical Museum	North 3 rd St., Marshall, MN	532-4694
Pipestone Center for Performing Arts	Pipestone, MN	(507) 825-5481
Pipestone County Museum	113 S. Hiawatha Ave., Pipestone, MN	(507) 825-2563
Pipestone National Monument	Reservation Ave., Pipestone, MN	(507) 825-5464
Great Plains Zoo & Museum	805 S. Kiwanis, Sioux Falls, SD	(605) 339-7059
End-O-Line Railroad Park & Museum	440 N. Mill St., Currie, MN	(507) 763-3708
Pioneer Village	1600 Stower Dr., Worthington, MN	(507) 376-3125

APPENDIX E:

RESIDENCE HALL ROOM & COMMON AREA DAMAGES

<u>Description</u>	<u>Amount</u>	<u>Description</u>	<u>Amount</u>
<u>GENERAL ROOM CLEANLINESS</u>		<u>BEDS</u>	
Room not vacuumed/swept (per room)	\$10.00	Bed frame not put together	\$10.00
Apartment not mopped (per room)	\$10.00	Bunk bed bolt missing (ea.)	\$1.00
Room Garbage not emptied	\$5.00	Mattress (missing or replace)	TBD
Personal Items left in room (per box)	\$15.00	Mattress rip or stain (each)	\$5.00
Large items left in room (furniture etc) (per piece)	\$30.00	Remove loft beds from room (each)	\$25.00
		Take apart loft beds (each)	\$10.00
<u>FLOORING</u>		<u>CLOSETS</u>	
Needs to be shampooed (per room)	\$25.00	Door pull broken or fully removed	\$2.00
Floor tile (broken, replaced) (each)	TBD	Door pull missing	\$5.00
Carpet replacement (per sq. yrd.)	TBD	Towel bar (missing/broken/bent)	\$7.00
		Brackets for towel bar (ea.)	\$4.00
<u>WALLS</u>		Mirror (missing)	\$35.00
(also applies to anywhere else these items can be found in the room)		Free standing wardrobes	TBD
Dirty; need cleaning (each wall)	\$15.00	<u>DOORS</u>	
Tape mark removed (each)	\$1.00	Replace door	TBD
Adhesive pad/hook removed (each)	\$2.50	Door knob	TBD
Pain chip (max @ \$20) (each)	\$5.00	Room number plate missing	\$10.00
Needs painting (entire room)	\$325.00	Door viewers	\$3.75
		Door closer (reanging)	\$25.00
<u>CEILING</u>		Door closer (missing & install)	\$50.00
Needs repainting	\$75.00	Electronic door opener	\$2,900
Tile replacement (per tile)	\$12.50	Nail hole (ea.)	\$5.00
		<u>ITEMS IN ROOM</u>	
<u>WINDOWS</u>		Thermostat cover (missing)	\$2.50
Window missing completely	\$65.00	Thermostat (broken/replace)	\$50.00
Screen missing/torn/ripped (horizontal)	\$30.00	Smoke detector (missing/replace)	\$50.00
Screen missing/torn/ripped (vertical)	TBD	Power strip (missing);	\$17.50
Screen not in place (each)	\$3.00	(Found in some doubles & Honor Suites)	
Window not in place (each)	\$5.00	Refrigerators (Selene only)	\$150.00
Small window (replacing glass)	\$30.00	Microwaves (Selene only)	\$75.00
Large window (replacing glass)	\$60.00	Wastebasket (missing)	\$17.00
Window latches (each)	\$6.00	Phone outlet cover	\$10.00
		Internet/Cable outlet cover	\$10.00
<u>BLINDS</u>		Outlet cover	\$5.00
Wand missing (each)	\$4.00	Switch cover	\$5.00
Broken cord (restring)	\$20.00	<u>LABOR CHARGES (per hour)</u>	
Slat bent (each)	\$2.50	General Maintenance labor	TBD
Slat replacement (each)	\$7.50	Painter labor	TBD
Complete blind replacement (small)	TBD	Carpenter/Locksmith labor	TBD
Complete blind replacement (large)	TBD	Electrician labor	TBD
		Plumber	TBD
<u>LIGHTS</u>		<u>COMMON HOUSE FURNITURE</u>	
Exit light (replace)	\$100.00	Found in room and needs to be returned to proper location (ea.)	
Room light globe	\$17.50	\$10.00	
Study lamps	\$30.00		
Replace lamp shade	\$8.50		

BOOKSHELVES

Need to hang (wall hung)	\$5.00
Missing- wall hung	\$15.00
Armoire (bookshelf/entertainment center)	\$700.00

DESKS

Desk replacement	TBD
Marred, scratched, or damaged (determined by maintenance)	TBD

CHAIRS

Desk chair (missing or needs replacement)	\$30.00
Lounge chair (2 position style)	TBD

ITEMS CHECKED OUT (COMMONS)

Front door key not returned	\$25.00
Room key not returned	\$25.00
Mailbox key (Apts only)	\$25.00

MISCELLANEOUS/COMMON AREAS

Missing fire extinguisher	\$65.00
Shower curtain	\$20.00
Empty fire extinguisher	\$25.00
Stairway room # sign	\$20.00
Lounge blinds (complete unit)	\$1,000
Lounge blinds slat (each)	\$20.00
Kitchen blinds (complete unit)	\$500
Kitchen blinds slat (each)	\$17.50
Slat vein clip replacement (each)	\$2.00

FOUNDATION RESIDENCE APARTMENTS SPECIFIC**KITCHEN AREA**

Refrigerator	TBD
Range/Oven	TBD
Microwave	TBD
Dishwasher	TBD
Sink (Complete)	TBD
Faucet	TBD
Countertops	TBD
Sink drain stopper	TBD
Lazy susan rack	TBD
Garbage can	TBD
Ice cube trays	TBD
Refrigerator crisper drawers	TBD
Track lighting	TBD
Light fixture over sink	TBD
Island stools (4 in each)	TBD

BATHROOM

Sink (Complete)	TBD
Faucet	TBD
Toilet	TBD
Medicine Cabinet/Mirror	TBD
Storage closet (in bathroom)	TBD
Cupboards	TBD
Countertops	TBD
Toilet tissue holder	TBD
Shower rod	TBD
Shower Head	TBD
Shower on/off handle	TBD
Towel racks (2 in room)	TBD
Shower drain cover	TBD
Light fixture over sink	TBD

LIVING ROOM AREA

Lounge Chair	TBD
Loveseat/couch	TBD
End table	TBD
Entertainment center/bookshelf	TBD
Large blinds	TBD
Small blinds	TBD
Phone system	TBD
Patio door	TBD
Patio window	TBD
Table and chairs (accessible only)	TBD

BEDROOM AREA/MISCELLANEOUS

Bed/loft	TBD
3 drawer dresser	TBD
Desk	TBD
Desk chair	TBD
Closet rack	TBD
Fire sprinkler system	TBD
Closet door	TBD
Washer/dryer combo	TBD
Front loading Washer	TBD
Front loading dryer	TBD

Cleaning charges for any and all items listed above will be conducted and charged back to you at appropriate hourly rates if not cleaned satisfactory prior to check out/withdrawal.

Unusual or individual damages will be subject to additional charges, which will be determined by maintenance staff & residence life professional staff.

Rates are subject to change based upon the cost of replacement/repair increasing within an academic year.

** Residents please note that at the time of publication many of our damage prices are TBD due to extenuating circumstances. You will receive an updated copy in the mail in the fall.

APPENDIX F

ANALOG TELEPHONE FEATURE GUIDE

Transfer

To transfer a caller to a third party, depress the switch hook, hear the recall dial tone, dial the third party, announce the call and hang up. If busy, no answer or wrong number, depress the switch hook twice (pause between) to return to the original caller

Conference

To add a third party to an existing call, depress the switch hook, hear the recall dial tone, dial the third party, announce the call, depress the switch hook again and begin talking. If busy, no answer or wrong number, depress switch hook twice (pause between) to return to original call. A three way call can include local and long distance numbers as long as the call is originated from a campus phone.

Forward

Lift handset. Dial # 1. Enter the number you wish to forward to. Hang up.
To cancel: Lift handset. Dial #1

Hold

To place a call on hold, depress the switch hook followed by *4. Hang up handset. To retrieve lift handset.

Call Pickup

For a call ringing within your pickup group. Lift handset and dial *9.

Message

To access Voicemail – lift handset and dial 1400. If you have a new message you will hear stutter dial tone. If you have a message light on your phone it will be lite.

Last No Redial

Lift handset and dial 489.

Ring again

For internal calls only – when you hear a busy or no answer before hanging up – dial 41.

Park

While on the phone with the caller to park them dial 471 plus your own extension number. To retrieve the parked call lift handset and dial 472 plus your own extension.

APPENDIX G

Voice Mail Procedures for the Residence Halls Call Pilot from Nortel Networks

To set up your Voice Mailbox for the FIRST time you must follow these steps:

1. Dial 1900
2. Press # (if not at your own phone, enter your 4 digit extension number plus #)
3. Your initial password will be: **12+ your 4 digit extension**
Enter password (12 + 4 digit extension) plus #
The operator will then give you voice instructions on how to change your password.

To change your Voice Mailbox password at any time after the initial set up:

1. Dial 1900
2. Press # (if not at your own phone, enter your 4 digit extension number plus #)
3. Press password plus #
4. Press 84
5. Enter old password plus #
6. Enter new password plus #
7. Enter new password plus #

If you forget your password it can be reset by the Residence Office. You must go to the Residence Office in Commons Central and bring a photo ID with you.

To record your personal Voice Mail greeting for callers to hear:

1. Dial 1900
2. Press # (if not at your own phone enter your 4 digit extension plus #)
3. Press password plus #
4. Press 82
5. Press 1 to record your external greeting, Press 2 to record your internal greeting
6. Press 5 -- after you hear the tone, record your message and press # when finished.
7. Press 2 to replay and listen to your message
8. Press 76 to delete your message if you are not happy with it and then repeat steps 5-6 to try again.

To access Voice Mail off campus:

1. Dial 337-1900
2. Enter your extension number plus #
3. Enter password plus #
4. Follow menu items to listen to your messages

Residence Hall Voicemail – continued

To Record a Personal Verification:

The call pilot will identify your voice mailbox by your extension. When you leave a message on your neighbor's voice mailbox, your neighbor will hear the call pilot say, "you have received a message from extension xxxx." If you would prefer, you can record your name or names if you have a roommate. Then when you leave a message the call pilot will say, "you have received a message from, name(s)", rather than the extension.

1. Dial 1900
2. Press # (if not at your own phone enter your 4 digit extension plus #)
3. Press password plus #
4. Press 829
5. Press 5 -- after you hear the tone, record your message and press # when finished.
6. Press 2 to replay and listen to your message
7. Press 76 to delete your message if you are not happy with it and then repeat steps 5-6 to try again

The call pilot will always prompt you for the next entry or provide a menu of options if you are unsure of what to do next.

When reviewing Voice Mail messages these options are available:

- 2 = Play Message
- 1 = Rewind Message 5 seconds
- 3 = Fast Forward 5 seconds
- 23 = Increase speed level
- 21 = Decrease to normal speed
- # = Pause
- 76 = Delete message
- 9 = Call Sender (works on campus only!)
- 72 = Date and time of message
- 6 = Skip to next message
- 4 = Go to previous message
- 83 = Disconnect
- 80 = Change Operator

Tagging Options: The following can be used whenever you are leaving a message, forwarding a message or replying to the sender 9when forwarding/replying enter these commands before the final 79 to send command)

- | | |
|---------------------------------|---------------------------------|
| 701 = Marked for Urgent | 704 = Marked for Private |
| 705 = Marked for acknowledgment | 706 = Marked for Timed delivery |