

# **RESIDENTIAL LIFE HANDBOOK 2008-09**

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## **RESIDENTIAL LIFE: AN OVERVIEW**

### **MISSION**

- The purpose of Northwest Residential Life is to assist students throughout their college experience and to prepare them for the future.
- The department prioritizes the health and safety of students in conjunction with positive personal growth.
- The Residential Life team, as leaders and liaisons, supports student development by fostering relationships between students and the University community.
- By providing an out-of-the-classroom learning environment, students of all backgrounds can safely explore values and beliefs in a challenging, yet supportive, community.
- We will continue to challenge ourselves to provide the best possible services for our students.

### **DIVERSITY STATEMENT**

Northwest Missouri State University Residential Life is a community of people with respect for diversity. We

welcome students with an array of differing backgrounds. The opportunity to make friends with people of different backgrounds and gain a better understanding of the world is one of the advantages of a diverse community. In the spirit of celebrating diversity, residents are encouraged to learn about and appreciate people of different races, genders, ages, ethnicities, able-bodiedness, sexual orientations, socioeconomic status, or religious affiliations. Each person has worth and will be treated with dignity and respect. Northwest and the Office of Residential Life practice equal opportunity and will not condone discrimination.

## **QUICK FACTS**

### Residential Life at Northwest

- On-campus population: Projected at 2400-2500 residents for 2008-09 school year.
- Student Staff: Sixty-seven Resident Assistants & Student Assistants, six ARCHs (Academic Resource Consultants in Hall), seven PERTs (Peer Educators in Residence for Technology), two Assistant Hall Directors, four Desk Managers, and seven BRIDGES (Building Relationships and Integrating Diverse Growth Experiences).
- Professional Staff: Five Hall Directors, two Complex Directors, two Area Coordinators, one Director, one Assistant Director, one Residential Life Specialist, and one Graduate Assistant
- Integrated Living/Learning programming model
- Freshman Learning Centers
- Upper-class environments
- A partner in the education of the whole student
- Dedication to continuous improvement - ACUHO-I Benchmark survey participants and a \$100 million Master Plan (phase 2 completed)
- A notebook computer for every resident on campus
- Newspaper Readership Program
- Active RHA, NRHH and Hall Governments
- Participate in
  - MACURH - Midwest Affiliate of College and University Residence Halls – [macurh.nacurh.org](http://macurh.nacurh.org)
  - NACURH – National Association of College and University Residence Halls - [www.nacurh.org](http://www.nacurh.org)
  - UMR-ACUHO – Upper Midwest Region – Association of College and University Housing Officers
  - MOCPA – Missouri College Personnel Association - [www.myacpa.org/sid/mo/index.htm](http://www.myacpa.org/sid/mo/index.htm)

## **RESIDENTIAL LIFE OFFICE AND STAFF**

The Residential Life Office is located in the J.W. Jones Student Union, room 2390, phone 562-1214. The Residential Life staff strives to provide personal growth opportunities for you, opportunities that will serve to enhance those interpersonal and social skills that have become increasingly important in today's complex society. The staff who will assist you are listed below.

**Central Office Staff** The office and housing area is managed and directed by a team consisting of the Director, Assistant Director and two Area Coordinators, who oversee the total operation of the residence halls, including physical management, room and board agreements, staffing, discipline, and programming.

**Residential Life Specialist** The Residential Life Specialist is an administrative assistant that aids the professional staff to accommodate students with the best possible living arrangements by coordinating, overseeing, processing, and completing all student room and roommate assignments. This position also receives and processes all housing contracts, receives deposits, posts charges to accounts including apartment utilities, break housing, lock-outs, lost keys, etc.

**Hall Directors (HDs) and Complex Directors (CDs)** The Hall Director Staff are professional staff members who supervise and manage the residence halls. They are responsible for the total operation of the halls including maintenance, supervision of hall staff, hall programming and activities, hall discipline, and student interventions.

**Graduate Assistant** The Graduate Assistant in Campus Activities/Greek life is the liaison in Roberta Hall between Greek Life and Residential life. The GA aids to cultivate and maintain good relationships and communication with the sororities and the Residential life staff. The GA lives in Roberta Hall. Duties include but are not limited to: organizing all House Council events, attending staff meetings, assisting with room changes, educating sororities on the residential life policies, procedures, and their purpose.

**Assistant Hall Directors (AHDs)** Assistant Hall Directors are highly trained and experienced paraprofessional staff

members who assist with the supervision and management of the residence halls and staff. AHDs are responsible for components of discipline, staff supervision, front desk operations, student interactions, and student involvement opportunities.

**Resident Assistants (RAs) and Student Assistants (SAs)** RAs and SAs are student residence hall staff members. They are responsible for the floor or area where they reside. Hall residents should turn to these individuals for assistance with any type of problem. The RAs and SAs plan floor activities and programs, assist Hall/Complex Directors with administrative functions, and serve as mediators for policy implementation.

**Academic Resource Consultant in Hall (ARCH)** Serving as a resource for academic programming and assistance, the ARCH is a vital link, bridging the academic and student services roles of the University. A part-time residential life staff member and a full-time student, he or she coordinates and facilitates in-hall academic programs, presents to Freshman Seminar classes, and provides programming resources for the students and staff of a residential complex.

**Desk Managers (DMs)** Desk Managers (DMs) are undergraduate students who oversee the operations of the residence hall front desks. DMs supervise the student Desk Assistants. The goal of each DM is to operate a desk efficiently and offer exceptional customer service.

**Building Relationships and Integrating Diverse Growth Experiences (BRIDGEs)** BRIDGEs are live-in student staff who work with a community of 200-300 residents to facilitate diversity education and promote an enriching environment by providing programming and resources for students and staff that will stimulate an active interest in other cultures.

**Peer Educator in Residence for Technology (PERT)** The PERTs are undergraduate students who assist other residents with computer needs. Typically, PERTs assist with setting up printers, connecting computers to the network, and responding to students as the need arises. PERTs also implement valuable computer programming to the Northwest community throughout the year. PERTs are co-trained and supervised by Residential Life and Computing Services.

## **RESIDENTIAL LIFE STUDENT GOVERNMENTS**

For complete information about Residential Life Student Governments and how to get involved, choose the "Getting Involved" link on the Residential Life Welcome page.

## **GENERAL INFORMATION**

### **BULLETIN BOARDS AND POSTING**

Bulletin boards are located on all floors in the residence halls and throughout buildings on campus. Residents should be alert to bulletin board postings and other signage. Such information is provided because of its importance. RAs will post new information on a periodic basis. It is important to review this carefully.

Residents who wish to post something on the boards within the halls should contact the Hall Director for approval. To post information on public bulletin boards throughout campus, get the approval of the Student Affairs Office, 2390 Student Union. Items posted without approval will be removed.

### **CABLE TV**

Local cable service is provided to all residence halls. Service includes ABC, CBS and NBC from Kansas City, and St. Joseph. Additional channels include WTBS, USA, E!, FOX, CNN, PBS, Lifetime, MTV, Disney, Family Channel, BET, Animal Planet, C-Span, TLC, ESPN, TNN, A&E, Discovery, TNT, Comedy Central, and the Weather Channel. See the Residential Life website for a complete listing of channels.

### **CURTAINS**

Curtains are allowed in resident rooms. Use of hardware that does not damage the wall (i.e. holes for screws, etc.) are acceptable. Tension rods are frequently used. No window coverings are provided in the High Rises but are recommended.

### **DESK SERVICE**

A student desk assistant is on duty during open hours at the main desk in each residence hall. The assistant is available to answer questions of a general nature, to assist guests, to distribute mail, equipment, and vending machine refund slips, and to answer the telephone.

#### **Desk Hours are as follows:**

- South Complex and Roberta Hall:
  - 9am-Midnight Monday-Thursday
  - 9am-2am Friday
  - 12pm-2am Saturday
  - 12pm-Midnight Sunday
- High Rises (Franken, Dieterich, Millikan, and Phillips):
  - 11am – Midnight, Monday – Thursday
  - 11am – 2am Friday
  - 12pm – 2am Saturday
  - 12pm – Midnight Sunday
- Tower Suites
  - Desk services will be provided to the Tower Suites in The Station. The Station will be open 24 hours a day, seven days a week while classes are in session. All of the above services can be obtained at The Station. For additional services, please see the section on The Station.
- Forest Village Apartments
  - Visitors to the Forest Village Apartments may utilize front desk and convenience store services from 11am to 11pm daily.

#### **EQUIPMENT CHECK-OUT**

In each hall, the hall government makes available various kinds of equipment for student use. This equipment may be signed out at the front desk according to the rules established by the hall government. Any items that are lost or damaged must be paid for by the person who checked them out. Equipment in the halls varies, but items may include sports equipment, cooking utensils, games, a vacuum cleaner, etc.

#### **EXERCISE AREAS**

Phillips Hall and South Complex have newly renovated exercise areas that opened in January of 2008. The type of apparatus varies but includes weight-training and aerobic exercise equipment. The facilities are managed by the Northwest Fitness Center in Lamkin Hall and a pass can be purchased to access all three facilities for \$100 a year or \$65 a trimester. A pass is required to access the facilities. A Fitness Pass can be purchased anytime for the Lamkin Activity Center.

#### **INSURANCE - HEALTH**

Northwest enforces a policy that all international students must have some form of health insurance. Likewise, it is beneficial for all students to have health coverage. Students no longer covered by their parent's policy may wish to subscribe to a student insurance policy offered through the State of Missouri. Applications and claim forms for the student insurance can be obtained from the Health Center. The premium is minimal for adequate coverage for full-time students.

#### **INSURANCE - PROPERTY**

The University does not assume responsibility for the personal property of students. Therefore, all such property brought on campus shall be at the resident's own risk. Residents desiring protection of personal belongings should check on coverage provided by family policies or make arrangements to purchase their own policies.

#### **LAUNDRY FACILITIES**

Washers and dryers are provided for residents' use in a designated area of each complex. Common courtesy should be used by all students, since several hundred people share these machines. Washing machines in the High Rises, South Complex, and Roberta are operated for \$1.25 with the Bearcat Card Bobby Bucks (\$1.50 coin). Dryers are free. Neither the hall nor the University is responsible for damaged or lost items. If a machine is out of order, please report it to the main desk. Refunds or refund slips are also obtained from the main desk. Students caught tampering with the machines will be referred to the Assistant Vice President for Student Affairs for disciplinary action.

Laundry facilities in the Tower Suites are located on each floor. Only the residents of that floor have access to the

facilities. The laundry room is accessible only through a key fob which each resident of Tower Suites is issued. In addition, both washers and dryers in the Tower Suites are free of charge to residents. Residents who bring guests to use washers and dryers may be subject to disciplinary action.

### **LOST AND FOUND**

Any item found in or around the residence halls should be turned over to the Department of Campus Safety, 562-1254, which is located in the Support Services Building. Lost or stolen items should be reported to the Hall Director and Campus Safety.

### **MAIL SERVICE**

Mail and packages are delivered to each residence hall, Monday through Saturday. There is no mail delivery on Sunday or during breaks. When checking out of the halls for the summer or if withdrawing from the University, a forwarding address should be left with a staff member to be kept on file at the main desk. Postage stamps are available for purchase in some of the halls or can be obtained at the Mail/Copy Center, located in Thompson Ringold. Utilize the extended (9 digit) zip code to expedite delivery. Insert your room number where you see the # in the examples below (i.e. ### = 321). Address mail as follows:

Joe Resident  
Room Number (###)  
Hall Street  
Maryville, MO 64468-60##

### **Building Addresses**

- ### Dieterich Hall 930 College Park 64468-6007
- ### Douglas Hall 920 Memorial Dr. 64468-6009
- ##### Forest Village Apartments 917 Centennial Drive 64468-6062
- ### Franken Hall 830 College Park 64468-6005
- ### Hudson Hall 525 University Dr. 64468-6003
- ### Millikan Hall 1020 Northwest Dr. 64468-6008
- ### Perrin Hall 625 University Dr. 64468-6004
- ### Phillips Hall 1025 Memorial Dr. 64468-6006
- ### Roberta Hall 635 University Dr. 64468-6002
- ### South Complex 920 Memorial Dr. 64468-6009
- ##### Tower Suites 900 College Park 64468-6023

### **NEWSPAPER READERSHIP PROGRAM**

The Newspaper Readership Program is managed by USA Today. It provides residents with access to a daily assortment of newspapers in residence hall lobbies. USA Today, The Kansas City Star, and The St. Joseph News-Press are available for free pickup each weekday morning in displays placed near each residence hall front desk. Weekend delivery is limited. The benefits of this program include an increase in awareness of community, national and world events; an enhancement of classroom discussion, bringing theory to reality; and helping residents develop a lifelong, daily newspaper readership habit.

### **NONDISCRIMINATION**

Applicants for admission and employment, students, and employees of Northwest Missouri State University are hereby notified that this institution does not discriminate on the basis of race, color, national origin, religion, creed, sex, age, or handicap in admissions or access to, or treatment or employment in, its programs and activities.

Accordingly, this University WILL NOT TOLERATE discrimination, including, but not limited to, verbal abuse, racial slurs, sexual innuendoes, or the threat of physical abuse, expressed verbally or in written or electronic communications. Discrimination of any kind is contrary to the most important values of our society. Furthermore, discrimination is contrary to the principles upon which this University was founded and which continue to guide us in our continuing search for truth and freedom.

Any person having inquiries concerning Northwest Missouri State University's compliance with the regulations implementing Equal Employment Opportunity Commission (EEOC) and Americans with Disabilities Act (ADA) guidelines is directed to contact the President's Office, Northwest Missouri State University, 800 University Drive, Maryville, MO 64468-6001, (660) 562-1110. Any person may also contact the Assistant Secretary for Civil Rights,

U.S. Department of Education, regarding the institution's compliance with the regulations implementing EEOC and ADA guidelines.

**Americans with Disabilities Act (ADA)** The Federal Americans with Disabilities Act (ADA) provides a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities. The law addresses employment, public service, transportation, public accommodations and telecommunications. The individuals covered include persons who have a physical or mental condition substantially impairing "major life activities." This law covers persons with a history of impairment as well as those regarded by others as having impairment. For more information contact the President's Office, Administration Building, ext. 1110.

#### **OPERATION I.D.**

The Department of Campus Safety provides a means for students to protect their personal property against theft and fire. Campus Safety will numerically mark property for a student free of charge.

#### **PRIVATE ROOMS**

A limited number of private rooms may be available in the Fall for an additional private room charge. Availability will be based upon occupancy for the Fall Trimester. They can be requested through the Hall Director. Private rooms will not be assigned until after the room change period at the beginning of each trimester. The private room assignment will remain in effect for the remainder of the academic year. Freshmen are not allowed to have a private room.

If you indicate you are interested in a private room during the spring room sign-up period, we will do our best to honor this request. We do want to emphasize that a private room is not guaranteed! If we are able to meet your request for a private in the fall, you will be asked to sign a private room agreement at that time. If at any point you decide you no longer want a private room, you must notify the Residential Life Office. By dropping your private room you may be reassigned, required to consolidate, or have a roommate assigned to you.

There will be NO private rooms available in South Complex (only a limited number of singles). Freshmen are also not allowed to have private rooms.

#### **REFRIGERATORS**

Residents may bring their own refrigerators, but they must not exceed 5 cubic feet with 2.5 amperage. Refrigerators must be removed from the halls at the end of the academic year/termination of housing agreement.

#### **THE STATION**

The Station serves as the front desk, lobby, and community space for the Tower Suites. Residents of the Suites will utilize The Station for mail services, lock-outs, and other desk-related services. In addition, The Station serves the entire Northwest community and guests with the following services:

- Coffee shop
- Convenience store
- Meeting rooms and equipment
- Public meeting and lounge space
- Art display
- Residence Hall Association (RHA) office and meetings
- Textbook services
- ARAMARK catering
- ATM
- Copier
- Computers
- Kitchen
- TV area

The goal of The Station is to provide outstanding customer service. Residents, students, faculty, staff, and guests to Northwest will be able to observe this service in interactions with The Station staff. This includes quick stops for stamps at the front desk, making a meeting room reservation, or just stopping by for a coffee and a muffin on the way to class.

The Station houses four meeting spaces that are available by reservation. One space is an enclosed Boardroom

with executive seating. The three other spaces are able to be reserved as one unit, or a guest may reserve only one portion. This is based on the need of the guest and availability. Each of these portions may be enclosed with retreating wall partitions.

The Station will support all events with any configuration of tables, chairs, staging, audio and video equipment. Audio and video support will be on hand for any scheduled event. For "on the spot" needs, The Station team will do everything possible to provide the services requested.

### **TELEPHONE SERVICE**

Local telephone service is provided to all residents. Students must provide a dial tone telephone. As soon as the phone cord (with a modular plug) is connected to the jack, residents can call anywhere on campus by dialing the last four digits of the number, or in Maryville by dialing 9, then the 7 digit number, at no charge. Also, they can receive calls from anywhere directly to their room. Residents will be responsible, however, for paying for long distance phone calls (see below). Collect calls are not allowed.

Telephone system features include the following: last number redial, speed call short (for frequently called numbers), call waiting (off campus calls only), and ring again (when a campus number is busy). Voice mail services are available in every residence hall room (see below). The cost for all telephone services is included in the housing fee. If you have any problems with the phone service, contact the Help Desk, ext. 1634.

**Long Distance Service** Most students use their own personal cell phones. Residents may, however, sign up to have the Telecommunications Office assign them with an authorization code that gives his/her phone line long distance dialing capabilities. A form is available at their respective residence hall front desk. All roommates will be given a different authorization code for long distance service. By using different authorization codes, each apartment mate is assured of being billed for his/her own personal calls. Students pay nothing for the initial authorization code; they pay only for the cost of their long distance calls. If a resident chooses to move from one apartment to another, a \$15.00 fee will be charged for moving the authorization code. Additionally, long-distance phone capabilities will be disconnected if telephone bills are not paid on a monthly basis. There will be a \$10.00 fee to reconnect the service.

#### **Long Distance Rates:**

- week days 15 cents/minute
- week nights/weekends 8 cents/minute

**Voice Mail (Messaging) Services** Voice mail service is available to students who sign up. Just as the long distance service, student may sign up by getting a form at their respective residence hall front desk. The voice mailbox will function like an answering machine but has many more features. As a resident, you will be able to send messages to other mailboxes or answer messages without placing a call to give your reply. You may edit your message while creating it so that the correct message is transmitted. You can mark a message private, urgent, or for a receipt so that you will know if a person has listened to your message and the day and time that he/she listened to it. You may operate your voice mailbox and retrieve and send messages from any dial tone phone. You can also change your greeting from another phone.

### **VENDING MACHINES**

Vending machines are located in the residence halls. Selections in the machines vary from hall to hall but generally include such items as soft-drinks, candy, gum, and snacks. If money is lost in these machines, refund slips are available at the main desk in each hall. Vending machines accept coins, bills and Aladine plans via a swipe from your Bearcat card. Please report any problems to the front desk.

## **EMERGENCY PROCEDURES**

Emergency calls from the residence halls for fire, police, or ambulance assistance or services should be directed, if time permits, through the residence hall staff on duty. For extreme emergencies, call 911. In Case of Emergency, contact one of these: A Resident Assistant (on duty each evening in your hall), the Hall Director on duty (contact at your hall's front desk), or the Department of Campus Safety at 562-1254 or 911.

### **FIRE PROCEDURES**

In the event of an actual fire or a drill, all residents are required to evacuate the building according to rules established by each residence hall. Follow the instructions of Residential Life staff, Campus Safety Officers, and/or firefighting personnel. Keep the following items in mind in the event of a fire:

- Walk; don't run. Be particularly careful in staircases. Do not use elevators!
- Proceed directly to a place of safety. Do not attempt to salvage personal belongings. They are not worth it.
- Close doors and windows when you leave.
- Before opening a closed door, feel to see if it is hot. If it is hot, attempt to find another exit route.
- A towel or blanket soaked in water can be helpful in combating smoke inhalation.
- If at all possible, wear shoes and wrap a towel around your head.
- At all times, follow the instructions of personnel authorized to take charge at the scene of the emergency. If you have any questions about the procedures, contact your Resident Assistant immediately.

### **TORNADO PROCEDURES**

When a tornado or other severe weather is reported, residents are to follow the procedure of each building and move in an orderly manner to the designated location for shelter. Keep the following items in mind in the event of a tornado:

- Close room door.
- Proceed to a designated area (where there are no windows).
- Take a blanket or a pillow.
- If a warning is declared, immediately move to the designated area of safety. If there is no time, get under a piece of heavy furniture and protect head and neck.
- Keep away from windows!

### **EARTHQUAKE PROCEDURES**

In the event of an earthquake, residents are encouraged to follow these general guidelines:

- Stay indoors if already there.
- Take cover under sturdy furniture and/or stay to the interior of the building.
- Stay away from the outside of buildings. Stay as near to the center of a building as possible; an interior corner is best. Protect head and neck, if possible.
- Stay away from glass windows and exterior doors.
- Do not run through shaking buildings where debris is falling. If outside, stay in an open area, away from buildings and utility wires.
- Follow all directions from University personnel following the quake.

### **MEDICAL EMERGENCIES**

St. Francis Hospital and Health Services serve the University for emergency care and after-hours medical treatment (when Northwest's Health Center is not open). Residential Life Staff should be contacted in the event of a medical emergency. They can assist in notifying Campus Safety for appropriate means of transportation. Hall staff cannot transport students to the hospital.

## **POLICIES AND PROCEDURES**

The University wishes to maintain flexible housing policies which are in the best interest of the students. For this reason, students who have attained sophomore status (30 academic hours) or who are at least 21 years of age are eligible to live in housing of their own choice. Freshmen must live in the residence halls unless they are married or are commuting from their parents' (guardians') primary residence. Freshmen commuting from home must contact the Residential Life Office. Housing and Food Service Agreements are for the entire academic year. If released from these agreements, refunds are not automatic and, as such, should not be assumed.

### **ABANDONED PROPERTY**

Any property in the Northwest Missouri State University residence halls is considered abandoned following the last day of the official occupancy. Any such property may be stored, at the convenience of the University, for a period of 90 days before final disposition. Students wishing to claim property that has been left behind will be charged a storage fee. The University will assume no responsibility for items that are abandoned.

## **ALCOHOL/DRUG POLICY**

The unlawful manufacture, distribution, dispensing, possession/or in the presence, or use of alcohol or a controlled substance is prohibited on the Northwest Missouri State University campus. See the complete Drug and Alcohol Policy in the Northwest Missouri State University Student Handbook.

## **ANTENNAS**

For safety purposes, students are not permitted to have antennas, satellite dishes, or any other apparatus outside their residence hall room.

## **BARBEQUE GRILLS**

Grilling or barbecuing with a charcoal grill (no propane grills allowed) may be done outside the residence halls. You must tend to your grill closely. Grilling is not permitted indoors. Caution is urged in the handling and disposal of coals. Do not throw away warm or hot coals in the dumpsters or in any trash receptacle.

Wait until coals are thoroughly cooled before disposing of them. Grills must be stored in your room once they are cooled. If students dispose of warm or hot coals improperly, they may be charged a safety fine.

Extreme caution must be used when cooking on a barbecue grill. Grills must be attended at all times when there are hot coals. When you are finished cooking, you should thoroughly douse the coals with water so that there are no hot coals left. Dispose of them in the dumpsters after they have cooled (do not throw on the ground, parking lot, etc.). Do not throw **hot** coals on the ground, grass or in a garbage dumpster. You should always barbecue a safe distance away from any building or vehicle - vinyl siding on buildings will melt from a hot barbecue. Never leave lighter fluid setting outside or unattended. Use only those lighter fluids specifically designed for barbecue control. Grease splatters must immediately be cleaned up from the area.

## **BICYCLES**

Bicycles are welcome on campus; bike-racks are provided outside each residence hall. Bikes should be removed from the outside racks with the advent of snow since damage could result from snow-removal equipment. Bicycles will need to be removed at the end of the academic year. Any left will be treated as abandoned property and will be removed within 30 days.

## **CAN, BOTTLE, AND CONTAINER POLICY**

Displays of alcoholic beverage containers are prohibited in the residence halls. Empty soda cans are not permitted. After use, all soda containers should be recycled appropriately.

## **CANDLES AND INCENSE**

Candles and incense are prohibited in the residence halls. Any open-flame burning is not permitted in student rooms and chapter rooms due to possible fire hazards.

Candles may be burned in Roberta Hall Sorority Chapter rooms, during ceremonies, with prior written permission from the Hall Director. Electric potpourri pots and wax warmers are allowed.

## **COHABITATION**

Currently 24-hour, 7-day-per-week visitation is allowed in specified residence halls on campus. This visitation policy is designed to allow short visits by members of the opposite gender for the purposes of socialization, study time and occasional weekend accommodations for out-of-town visitors. At all times, courtesy to the roommate must prevail and both roommates should agree when there will be visitors either in the late night or early morning hours or if someone will be staying overnight in your residence hall room.

This visitation policy is NOT designed to promote or permit cohabitation. Visitors will at no time be allowed to stay for more than three nights consecutively within a 30-day period. Any violation of this policy could result in the suspension of the 24-hour visitation policy for your room or other sanctions. If you have questions about this policy, please speak to your RA or Hall Director before having visitors.

## **COMPUTERS**

Computing Services reserves the right to discontinue/deny service without notice to any student it determines is abusing the computing system. Abuse includes, but is not limited to: physical damage to equipment, harassment to other users, wasting computing resources, and use of unauthorized usernames or passwords, bypassing accounting mechanisms, intentional disruption of the computer system by the launching of computer viruses,

connection of unauthorized equipment to the Northwest network, copying or duplicating software without authorization from the copyright holder, or duplication of system data files or programs equivalent to the system services. In addition to loss of service, students abusing the computer system may be referred for disciplinary action.

Using unauthorized usernames for computing or printing is theft of service. Any attempts to defraud the institution will be reported to the Assistant Vice President for Student Affairs and appropriate disciplinary action will be taken. Repair requests can be made by calling the Computer Help Desk, ext. 1634. Repair service requests which require dispatching of repair service personnel to the residence hall room and which result in no problem being found in the Computing Services' equipment or lines will result in a repair service charge. Maintenance of computer cables, wires, and jacks other than that required from normal wear and use will result in a charge.

For complete computing policies, please visit the Northwest Client Computing website.

## **COOKING**

Due to sanitation, health, and safety, cooking in the residence halls is permitted only in designated areas. Cooking-type appliances permitted in the rooms are popcorn poppers, hot pots, coffee makers and microwaves.

Dishes and other personal items left in common areas (i.e., ironing rooms, bathrooms, kitchens, etc.) will be considered abandoned property. The items will be thrown away upon finding them. The University will assume no responsibility for items that are abandoned.

## **COOKING AREAS**

For your convenience, kitchenettes are available in all residence halls and The Station. Pots, pans and other cooking utensils are available from the front desk and will vary from hall to hall. Residents are responsible for cleaning up after themselves.

## **DAMAGES OR LOSSES**

Residents of each room are responsible for keeping the premises and its contents in good order and free from damage both by themselves and their guests. Each resident understands and agrees that he/she is responsible for the replacement cost for any damages that may occur to the room and/or its contents.

## **DARTS AND DARTBOARDS**

Due to the potential for personal injury and property damage, darts and dartboards are not allowed in hallways or residents' rooms. If provided by the front desk, blunt-tipped darts and dartboards may be used only in designated recreation areas.

## **ELECTRICAL EQUIPMENT**

Electrical equipment (i.e., televisions, stereos, and hairdryers) is allowed for use in residence hall rooms. Because of limited space, however, it is advisable that one waits and consults with his/her roommate to avoid duplications. All electrical items should carry the approved "UL" label. Only multiple outlet strips with built-in circuit breakers are allowed.

## **ESCORT POLICY**

Security and safety of each resident is a primary concern, and the conduct of any guest is the responsibility of the resident being visited. As such, all guests of the opposite sex should be escorted during "visitation hours" (See Visitation.) Escort policies may vary from hall to hall. Escort hours are 10 p.m. to 9 a.m.

## **EXTENSION CORDS**

Please keep use of extension cords to a minimum. Regular household extension cords are prohibited due to fire safety. If needed, you must use a power strip. Only multiple outlet strips with built-in circuit breakers are allowed.

## **FIRE DRILLS**

The University will hold fire drills to acquaint the residents with fire evacuation procedures. All residents and guests should follow directions during the drills. Failure to evacuate the room may result in judicial action.

## **FIRE EQUIPMENT**

The fire alarms, fire extinguishers, and hose connections are to be used only in case of fires. Objects are not to be affixed to or hung from sprinkler heads. Tampering with fire equipment (smoke detectors, heat sensors, sprinkler heads, etc.) or setting off a false alarm is a misdemeanor under State law. Disciplinary action will be taken against

a student found tampering with fire protection equipment or setting off the alarm under false pretense.

## **GUESTS**

Students are encouraged to meet people, develop relationships, and learn more about themselves through interaction with others. Serving as a host to one or more guests, whether for a study session, late-night talk with new friends, or a visit from a friend or relative from home, is a big part of college life. For clarification, guests are defined as individuals who are not contractual occupants of the specific room in question. University regulations prohibit the use of the residence hall room by anyone other than the regularly-assigned resident. In order to provide a secure environment and to protect the rights of all the residents, the following policies have been established for residents and their guests:

- Guests must be approved by the host's roommate(s).
- Guests must abide by all policies of the residence halls and floors, with guests and hosts mutually responsible for the conduct of the guest. Guests not observing University or residential life policies may be escorted from the building and restricted from further access. Residents are subject to disciplinary action for the inappropriate behavior of their guests.
- Each guest should be accompanied by a host at all times. Any person not in the presence of a host may be escorted from the building and restricted from future access.
- Guests of the opposite sex are permitted on floors in accordance with the visitation policy.
- The length of stay for any overnight guest may not exceed three consecutive nights in a 30-day period. Overnight guests are permitted only if the guest does not violate the visitation policy.
- All guests must use gender appropriate bathroom facilities. Guests may use shower facilities located on floors occupied by same-sex residents.
- Consideration for roommates and other floor residents dictates that guests do not infringe on another's rights and quiet enjoyment of the facilities.
- Any overnight guest must register their vehicle with Campus Safety. Additionally, guests should be registered with the RA or Hall Director for the purpose of safety and security.

## **HALOGEN LAMPS**

Due to fire safety, halogen torch lamps are prohibited in the residence halls.

## **HAZARDOUS/EXPLOSIVE MATERIALS**

Flammable liquids, commercial-use toxic materials, and explosives (i.e., fireworks) are not permitted in the residence halls at anytime.

## **HOLIDAY DECORATIONS**

If students decorate their rooms or floors for the holidays, these guidelines must be followed:

- All materials used (i.e., paper, foil, etc.) must be flame resistant.
- Trees and other greenery must be artificial.
- Lights must be UL-approved and of low wattage, only miniatures.
- Fire alarm pull stations, fire extinguisher cabinets, smoke detectors and exit signs must not be covered and exits must not be blocked.
- All decorations are to be removed within one week following the holiday or prior to the last day of the trimester, whichever occurs first.
- No candles, or any open flame may be used in any floor or room decoration.

## **HOUSEKEEPING**

It is the responsibility of all residents to keep their assigned living areas neat and free of any hazard to sanitation of congenial group living. An unclean room or assigned bathroom or misuse of furnishings may result in a fine and/or charge for maintenance service and disciplinary action.

Dishes and other personal items left in common areas (i.e., ironing rooms, bathrooms, etc.) will be considered abandoned property. The items will be thrown away upon finding them. The University will assume no responsibility for items that are abandoned.

## **KEYS/LOCKOUTS**

Front door fobs and room keys are issued to each resident upon arrival. Should a room key be lost, the student will be charged \$27.50. This will cover the cost of key and core replacement. The replacement of lost front door key fob

will be \$25.00. Residents are also issued a mailbox key which costs \$3.00 to replace if lost or broken. The replacement cost of any broken key is \$3.00 as long as you are able to return the pieces. Missing keys should be reported to your Resident Assistant immediately. Residents failing to return their keys at the time of check-out will be charged the replacement fee.

Residents are encouraged to carry their room keys with them at all times. Students who are locked out should go to the front desk to obtain a lockout key. When the desk is closed, students should contact an RA. The first three lockouts are free. After three lockouts there is a lockout fee. \$5.00 will be charged for lockouts four, five and six. The seventh and subsequent lockouts will be assessed a \$10.00 charge. Duplication of University keys is prohibited! Possession of University keys other than those assigned is not permitted. Excessive lockouts may result in disciplinary action.

### **LIABILITY**

The University assumes no liability for claims of loss, injury, or damage to persons or property incidental to the occupancy or use of the residence halls, and each resident accepts full responsibility for the safety and security of his/her own personal property. The student agrees to hold the University harmless and indemnify it from any and all liability resulting from the use of the residence hall by the student.

### **LOFTS/ROOM ALTERATIONS**

Room alterations such as bunk beds and lofts are permitted and must be approved by the Hall Director. All furniture must remain in the student room. There is no storage available. If lofts are built, the bed springs should be incorporated into the loft and the bed ends must be stored in the room.

Guidelines for lofts:

- Outside lofts are only permitted in Dieterich, Franken, Millikan, and Phillips Halls. Hudson-Perrin, Roberta, South Complex, and Tower Suites beds come with bunking and/or loft kits. Outside lofts are not permitted in these areas.
- Lofts must be free standing.
- Two feet minimum clearance from the top of the mattress to the ceiling.
- Must not be placed in front of the door, windows or heater.
- All lofts and bunk beds must be dismantled and removed prior to the beginning of finals week of the Spring Trimester or at the time when one of the residents vacates the room.

Holes should not be drilled or hammered in the walls. Any other room alteration must have prior approval of the Hall/Complex Director.

### **MAINTENANCE/REPAIR REQUESTS**

Maintenance requests or other room concerns (e.g., broken heater, problem with the lock, bugs) should be reported to the residence hall front desk in a timely manner. For emergency repairs, please contact a member of the hall staff. If repairs are not completed to your satisfaction (within two weeks for regular repairs or within two days for emergencies), notify your Hall Director or the Residential Life Office, ext. 1214. It will be helpful if you report maintenance problems early and with as much detail as possible.

### **MICROWAVES**

Microwaves are allowed in student rooms. There can only be one in each room. Microwaves are to be compact and 700 watts or less. All microwaves must be plugged into a power strip extension cord that has a built-in circuit breaker.

### **MOTORCYCLES**

Gas powered mopeds, scooters, and motorcycles are required to have parking permits. For safety reasons, none of these vehicles are allowed in or near the residence halls.

### **OUTDOOR ACTIVITIES**

For safety reasons, students are not allowed to play (football, toss Frisbees, throw snowballs, have water fights, throw water balloons, use skateboards, rollerblades, etc.) inside or in close proximity to the residence halls. Residents should seek an open space away from the building for such activities.

### **PAINT POLICY**

Residents are not permitted to paint their individual rooms. This is done on a rotating basis by University coordinated painters using only University approved paint.

### **PARKING**

Automobiles parked on campus must be registered with the Department of Campus Safety. Parking permits should be purchased and displayed immediately. Cars parked improperly will be ticketed and may be impounded. Remember, overnight guests must also register their cars with Campus Safety.

**PETS** For reasons of health and sanitation, no pets, except fish, are permitted in the residence halls.

### **POLICY CHANGES**

In order to change a current policy, a proposal must be submitted in a written form to RHA. A proposal must clearly state the change and explain in detail why the current policy needs to be changed. There must also be several options listed in the proposal. The proposal will be considered based on survey results conducted by RHA, need and cost.

A policy change is not always an easy thing to do; not only does Residential Life need to approve it, but it may also require the approval of the Vice President of Student Affairs, the University President, and then the Board of Regents. It should be known that generally a policy change will take a year to take effect, as it needs to be implemented in the Residential Life Handbook for the following year.

### **PUBLIC AREAS**

Public lounges, walkways, and stairwells should remain clear of obstructions for the safety and security of all residents and guests. Additionally, conduct in public areas should be appropriate and consistent with the philosophy of the living-learning community.

### **QUIET (STUDY HOURS)/COURTESY HOURS**

Quiet/study hours are maintained to help provide an atmosphere that is conducive to good scholarship and to promote an environment where individuals can learn from the experience of group living. The enforcement of quiet/study hours is the responsibility of each resident, with assistance from the residential life staff as needed.

Each floor must observe the minimum quiet/study hours seven days a week. Each floor/hall may vote to extend these hours. The Residential Life Office has the final approval for such hours.

Courtesy hours are in effect throughout the residence halls 24 hours a day. Therefore, noise (i.e., stereos, radio, TVs, musical instruments and voices) must be maintained at levels that will not interfere with the study or sleep of other residents. If you encounter excessive noise, first request that the offenders be quiet. If they persist, contact your RA or the staff member on duty.

To help promote an intense study period, there will be 24-hour quiet/study hours in effect during final exams for the entire residential life system. One hour each day may be designated by the individual hall as a "Relief Hour," with final approval by the Hall Director.

### **Upperclass Floors:**

Franken, South Complex, Roberta, Tower Suites, and Forest Village Apartments

- 10 p.m. - 9 a.m., Sunday-Thursday
- Midnight - 9 a.m., Friday and Saturday

### **Freshmen Learning Center Floors:**

Phillips, Millikan, Dieterich, and Hudson/Perrin

- 8 p.m. - 9 a.m., Sunday-Thursday
- Midnight - 9 a.m., Friday and Saturday

### **RECYCLING**

The city of Maryville recently ended its recycling requirement. Northwest Missouri State University is committed to recycling. All University housing, offices, and public areas are expected to participate. The University community has worked together to promote environmental awareness and there are opportunities for students who share this

commitment to serve in leadership positions within the halls to assist students in learning and complying with the program. Please read the following very carefully. Additional information will be provided when you check in to your hall. Receptacles are provided in the main lobbies and near the dumpsters.

**Northwest recycles:** Aluminum – all soft drink cans Empty the cans and place them in the recycling bins marked for aluminum. Do not recycle any can with any liquid inside. Please throw away beverage containers with only aluminum tops and bottoms. Remember, soda can displays are not allowed in residence hall rooms.

**Paper – clean and dry** Newspapers, cardboard, office paper, telephone books, magazines, catalogs, cereal boxes, computer paper, and pizza boxes are recyclable. Paper that is not recyclable is laminated or has cellophane included. Please remove the wire binding when recycling spiral notebooks.

When recycling, please break down boxes, bundle or bag paper, and place the material in a recycling bin near your building. Any metal larger than a staple must be removed.

All paper recycled on Northwest's campus is pelletized and utilized as fuel. DO NOT recycle paper that has been contaminated by food, body fluids, etc. (paper plates, cups, napkins, Kleenex, paper towels, etc.).

**Plastic – number 1 or 2** Recycle any food or household product container with a narrow neck that has the number 1 or number 2 inside the recycling symbol. The numbers are located on the bottom of the container and are surrounded by the "three arrow" recycling logo. Recycle plastic containers for beverages, syrup, cooking oil, soap, cleaning fluids, lotions, milk, juice, ketchup, bleach, shampoo, and pill bottles. Please remove caps and pumps as needed before recycling. Compress containers if possible to save space

Please do not recycle bubble wrap, blue plastic bottles, motor oil bottles, Styrofoam, plastic bags, plastic utensils, plastic cups, and microwave food containers.

Other – printer cartridges, batteries, fluorescent light bulbs, cell phones. Each front desk will have a receptacle for used printer cartridges and dead batteries. Fluorescent light bulbs may be turned in to the Health/Safety Manager. Cell phones may be recycled at the Student Services Desk in the Administration Building.

Anything that does not fit into the above categories is disposed of in a garbage can. Residence hall staff members have been thoroughly trained on the recycling program. When in doubt, ask. We appreciate your support for the betterment of our environment. Reduce, Reuse, Recycle, Rethink!

## **RESTROOMS**

All halls have restrooms designed for men and women. Use of the opposite sex restroom is prohibited. Restrooms are closed for approximately one hour each weekday for cleaning. During this time residents must use another restroom. Residents are not allowed to enter a closed restroom while it is being cleaned.

South Complex, Roberta Hall, Hudson-Perrin, and Tower Suites have restrooms that are cleaned by the residents. Custodial will deep clean each restroom on a rotating basis approximately every 4 to 6 weeks in South Complex and Tower Suites. The restrooms in Roberta are the sole responsibility of the residents. Custodial will deep clean the restrooms only in the event of a completely vacant suite.

Residents of South Complex, Roberta, and the Tower Suites will be provided toilet paper for their restroom. Residents can pick up toilet paper at their front desk.

## **ROOFTOPS**

Students are not allowed on the roof of any residence hall because of safety and building regulations.

## **SIGNS/PICTURES/POSTERS**

Missouri law prohibits the removal of traffic and/or street signs; therefore, they are not permitted in the residence halls. Decorations should be a credit to the room and to the University. Giving the room a personal touch is expected; discretion, however, should be used to protect the rights of all residents. Anything visible through the window or on the door should be in good taste. Pictures and other materials that may be considered objectionable are not to be displayed in areas that may be visible outside the student's room. All pictures and posters displayed on room doors are subject to Student Senate, RHA and Residential Life posting policies. Alcoholic beverage signs or containers are not allowed as window or door displays. Decorations, policy signs, and other postings created or displayed by hall staff in public areas are to remain in public areas and are not intended for private room use.

## **SMOKING AREAS**

L.I.F.E. (Living In a smoke-Free Environment) with encouragement from residence hall students, ALL residence halls are entirely smoke-free. Residents feel, and research has shown, that when living in a smoke free environment, students are generally more satisfied with their community and have fewer health issues. Smoking will not be allowed at the main entrances of the buildings/residence halls.

Given student support and the many health risks including allergies and second hand smoke, we believe it is our responsibility to provide a healthy environment and encourage and challenge residents to make healthy lifestyle choices. Other reasons for the smoke-free environments include minimizing damage to facilities, fire safety, consistency with state policy and work conditions for staff. Smoking is discouraged at the main entrances of the buildings.

Nonsmoking students entering college are 40 percent less likely to take up smoking when they live in a smoke-free residence hall than their counterparts who live in unrestricted halls (Wechsler, 2001). Other reasons for the smoke free environments include damage to facilities, fire safety, consistency with state policy and work conditions for staff.

## **SOLICITATION POLICY**

Solicitation of commercial products or services within the residence halls is prohibited. This includes, but is not limited to, solicitation/sales within student rooms, common areas (such as floor lounges and lobbies), and entry areas (inside and outside) of the halls.

If the vendor is sponsored by an officially recognized campus organization (Student Senate, Spotlight, ISO, etc.), or a not-for-profit organization approval for a booth or display area may be made by contacting the Residential Life Office at ext. 1214. Approval for such projects must be made through this office prior to the event, and all posters/signs advertising the event are subject to the same approval and posting guidelines outlined above. Also refer to University Solicitation policy in your Student Handbook.

## **STORAGE**

Storage is not available. All furniture must remain in the room.

## **STUDENT CONDUCT**

Each student in the residence halls is expected to exercise self-discipline and to respect the rights of other students. Each resident must realize that in a group-living experience, certain rules and policies should be observed by all in order to maintain a safe and educational environment. Each residence hall has the power to institute regulations, according to parameters specifically related to the goals of the Office of Residential Life, as long as these rules do not conflict with the rules of the University.

Those individuals in violation or in the presence of a violation of the policies established by the residence halls, University, or State and/or Federal government will be handled in accordance to the University judicial system. (See the Northwest Missouri State University Student Handbook.) Terms and conditions of the Student Handbook are incorporated herein by reference. Common sense should be used by each resident. Questions concerning appropriate and inappropriate behavior should be addressed to the residence hall staff.

Following is a list of some, but not all, violations:

- Failure to identify yourself/falsely identifying yourself, or failure to comply to the directions of a residence hall staff member acting in the performance of his/her duties
- Violation of visitation/escort regulations á In presence of, possession and/or consumption of alcohol/ drugs
- Habitual misconduct
- Creating excessive noise
- Throwing objects from residence halls
- Destroying or tampering with fire alarms and/or other safety equipment
- Destroying, defacing, or tampering with public property within the residence hall
- All other policies and procedures described in this publication.

## **TRASH/RECYCLING REMOVAL**

We want to keep our community looking its best so we request that you help us by placing your trash and recycling

in the proper locations; please do not place trash in other areas of the building (i.e. restrooms, lounges, hallways, outside, etc.) All residents are responsible for taking their trash and recyclables out to the receptacles outside of their buildings. All residents are also responsible for keeping the inside of the building, lawn, and sidewalks free from litter at all times. Unfortunately, residents who choose to dispose of their trash and recycling improperly will be subject to fines and possible disciplinary action.

There is a designated "dumpster" area outside of each building where you are to take your trash and recycling. Do not place large items in or around the dumpsters. See a Student Assistant for details. The small trashcans outside are for small pieces of trash such as candy wrappers, pop cups, sticks, etc., not for removal of trash from your room.

### **USE OF UNIVERSITY PROPERTY**

Other items belonging to the University (i.e., couches, lounge chairs, lamps, hall decorations, policy signs, and pictures, etc.) are not allowed in student rooms. University property other than furnishings assigned to the student's room will be removed, and students will be referred for disciplinary action.

### **VANDALISM AND THEFT**

To ensure the safeguarding of possessions, the University provides locks on room doors and door keys to each resident. All students are urged to keep their room doors locked. In the event of theft or vandalism, the student should notify his/her Resident Assistant, Hall Director, or the Residential Life Office and contact the Department of Campus Safety, located in the Support Services Building. The University is not responsible for items lost due to theft or vandalism, and students are encouraged to carry personal property insurance.

### **VISITATION**

The visitation policy applies specifically to guests of the opposite sex, indicating the time frame during which guests may visit a resident's room. Main lounges in each residence hall are 24 hour visitation. Guests visiting a building are responsible for knowing and observing the visitation hours established for that residence hall. See cohabitation, escort and guest policies for further information.

#### **Visitation for the halls is as follows:**

Douglas, Phillips, Millikan, Dieterich, and Hudson/Perrin

- Sunday-Thursday nights 9 a.m.-1 a.m.
- Friday/Saturday nights 24 hour visitation starting at 9 a.m. Friday

Roberta, South Complex, Franken, Tower Suites, and Forest Village Apartments

- Sunday-Saturday 24 hour visitation

### **WATERBEDS**

Due to structural stress imposed on the building and because of the great variety in quality, waterbeds are not permitted in any student room. No water furnishings of any kind are allowed in University housing.

### **WEAPONS**

Firearms, bows and /or arrows, stun guns, other weapons, knives with blades longer than three inches, fireworks, ammunition, or explosives of any description are not permitted in the residence halls at any time. Starter pistols, paintball guns, and other projectile devices are also not permitted.

### **WINDOW AIR CONDITIONER UNITS**

For safety reasons, window air conditioner units are not to be installed in any student residence hall room.

### **WINDOW SCREENS**

Removal of window screens is prohibited.

## **RESIDENTIAL HALL AGREEMENT POLICIES**

### **"CHECKING IN" TO THE RESIDENCE HALLS**

Check-in is supervised by Residential Life Staff and is conducted according to a specific schedule of dates and times. When you check in, you will be given your room assignment, keys, room inventory (to check the condition of the room), and a hall registration card.

### **"CHECKING OUT" OF THE RESIDENCE HALLS**

Residents are expected to vacate their rooms by the day, time, and procedures posted. Each resident must check out with an RA. Rooms are to be clean and in the same general condition as they were at the beginning of the occupancy. Residents with late examinations or special problems that prevent their vacating by the specified closing time should contact the Hall Director to make special arrangements ahead of time. Additionally, students will be asked to leave a forwarding address.

Residents who, for whatever reason, wish to check out during the trimester must contact the Hall Director and Residential Life Office to process the necessary paperwork. Unless officially released from the Housing and Food Service Agreement, students will be held responsible for the full amount of their room and board charges.

### **CONSOLIDATION**

At any time during the academic year, if a resident has requested a double occupancy room but does not have a roommate for whatever reason, the resident must select one of the following options:

1. Elect to pay the private room fee and retain the room privately for the remainder of the trimester. This option is available only when there is space available. Private room fees will be calculated on a prorated basis.
2. Choose to move to another half-filled room on the same floor.
3. Find another resident in a half-filled room who is willing to move into the room.

This consolidation policy does not require an individual to consolidate unless:

1. There is need for space in his/her hall.
2. There is a waiting list for private rooms.

If a resident is occupying a double room without a roommate and is not required to consolidate as indicated above, and does not wish to contract for a private room, the resident must sign a double room agreement which binds them to the following:

1. Keep the unoccupied half of the room in such a condition that would allow someone to move into the room on short notice.
2. Display an attitude of cooperation and acceptance toward any resident who may examine the room prior to considering occupancy.
3. Agree that the room may be shown to prospective occupants without prior notification and in his/her absence.
4. Agree to accept a roommate assigned by Residential Life and/or the Hall Director.

Failure to follow these guidelines will result in being officially assigned a private room, and the room charges will be adjusted accordingly from the date of vacancy to reflect the private room fee.

Residents, who are directed to consolidate, but fail to do so, will be billed automatically for a private room.

Residents who refuse to accept an assigned roommate, or who elect to pay for a private room after the Private Room Agreement is completed, will also be automatically charged the private room fee prorated from the date of the vacancy.

Roberta Hall: Because sororities are given first opportunity to fill the hall; they must fill the space completely or forfeit the space. At anytime during the academic year, if a sorority resident does not have a roommate for whatever reason, the resident must select one of the following options:

- Elect to pay the private room fee and retain the room privately for the remainder of the trimester. This option is available only when there is space available. Private room fees will be calculated on a prorated basis.
- Choose to move to another half-filled room on the same floor with the same sorority.
- Find another upper-class female resident in a half-filled room who is willing to move into the room.

## **HOUSING PRE-PAYMENT**

A pre-payment of \$150.00 must accompany the student's Housing and Food Service Agreement. This payment will act first as a deposit to hold a room reservation. Once the reservation is held and the student moves in, the pre-payment will be applied to the housing bill. Damage charges, if any, will be billed directly to the student.

## **OCCUPANCY**

Students may occupy their rooms according to the schedule published by the Office of Residential Life at the beginning of the trimester. See important dates. No student will be allowed to occupy his/her room in advance of the official opening of the residence halls or between trimesters/sessions unless arrangements are made with the Residential Life Office ahead of time. There will be a nightly charge for such accommodations.

Any resident who improperly occupies a room (i.e., does not check in; has not been assigned to that room; has not signed a Housing and Food Services Agreement) will be considered a trespasser under the laws of the State of Missouri and will be subject to arrest.

## **REASSIGNMENT AND CONSOLIDATION**

The Office of Residential Life reserves the right to assign a second student to a double room in which only one student is living in order to bring it to normal occupancy. The right is also reserved to assign or reassign rooms in any way that will best utilize the facilities available. For this purpose, or for other reasonable cause, the Office of Residential Life may change room assignments or require a student to move to different accommodations.

## **REFUNDS**

The following refunds will be given:

- **Room**
  - 100% refund - first five days of the trimester
  - 75% refund - 6th-10th class day
  - 50% refund - 11th-15th class day
  - 25% refund - 16th-20th class day
- **Board**
  - Refund unused Aladine minus \$100 administrative fee throughout trimester

## **RELEASE FROM HOUSING\FOOD AGREEMENT**

The Housing and Food Services Agreement is for the entire academic year. Release at the end of the fall trimester should not be assumed. Residents with extreme and unusual circumstances may wish to be released from their agreements. In view of its own obligations, the University is limited in its ability to release students from their agreements. Thus, the University considers only those requests where residents have incurred a significant change in their circumstances, beyond their control, since the date their arrangement became active. Weight loss programs and commercial weight loss programs (i.e., Weight Watchers, Atkins, South Beach, etc.) are not reasons for release from or reductions of meal plans. Residents will be asked to fill out a petition form and submit it for review. Petitions must be received in the Residential Life Office no later than Nov. 15. Residents should not forego the use of services or make any future commitments until they are officially released. The University will release residents from their agreements if they:

1. Graduate during the agreement period.
2. Will be student teaching and will not be residing in the Maryville Area.
3. Enter legally into marriage and are able to present the marriage certificate as documentation, in which case, they will be assessed the cancellation fee of 35 percent of their remaining contract balance for the year.
4. Are academically dismissed from the University.
5. Totally withdraw from classes, in which case they will be assessed a prorated room and board charge including a \$100 food service cancellation fee. Unless officially released from the Housing and Food Services Agreement, students will be held responsible for the full agreement amount of their room and board charges. Student released from their contract because of extenuating circumstances will be required to pay 35 percent of the remaining balance of their full academic year contract.

## **ROOM CHANGES**

Students have the option to change rooms within their own residence hall or to move to another hall. Changes are permitted by the Hall Director according to assignment priorities beginning one week after classes commence each trimester. Room changes other than at the beginning of each trimester should be requested through the Hall Director with approval, after mediation. A \$20.00 processing fee will be charged.

**ROOM ENTRY**

The University reserves the right to have authorized personnel enter a student's room at a reasonable time for purposes of health, safety, maintenance, and the enforcement of State laws and University policies.

**ROOM INVENTORY/DAMAGE**

It is the objective of the residential life staff to provide the best possible living environment. To help ensure this, each resident, upon checking in, will be required to complete the Room Checklist, indicating the condition of the room. It is the responsibility of the resident to indicate all conditions to his/her Resident Assistant at the time of check-in. When a resident checks out, the room will be inspected for damage and cleanliness. Damage incurred will result in charges being assessed on the resident's university account.

**TERMINATION OF AGREEMENT BY UNIVERSITY**

As its option, Northwest may terminate the Housing and Food Services Agreement and take possession of the room at any time for violation of any of the regulations or provisions herein, other rules and regulations of the University, or when the student is no longer enrolled in at least 12 hours at Northwest. Students with less than 12 hours who wish to terminate the agreement must petition for release. Release is not automatic nor should it be assumed.

In addition, when in the opinion of the University a condition constitutes a clear and present danger to the health, safety, or security of self and others, the University has the right to take whatever steps are necessary to remedy the situation. These steps may include the temporary termination of resident's occupancy of the premises. Action of this nature is subject to review through the normal University channels and remains in effect until reversed or rescinded.

The University may take possession of the room within 24 hours after the occupant withdraws from the institution or after the termination of the Housing and Food Services Agreement by the University.

**YEAR-ROUND LIVING/VACATIONS**

Halls may be open depending on the number of students staying. Some students may need to stay in another hall during the break if their hall is closed. Arrangements may be made through the Residential Life Office for those students requiring housing during breaks. It should be recognized, however, that accommodations and services will be limited during this time and that additional room charges will be assessed. A \$10 late fee will be charged if a student signs up for break housing after the posted deadline date.