



Residence Hall Handbook

2015-2016

INDEX

Introduction	page 5
Residence Hall Staff	page 5
Alcohol	page 6
Alcohol/Drug Advertisement	page 6
Alcohol Containers	page 6
Alterations (Electrical)	page 6
Alterations (Room)	page 6
Appliances (Cooking)	page 6
Appliances (General)	page 7
Application/Room Reservation Fee	page 7
Balls	page 7
Berg and Agassiz Hall Apartments	page 7
Bicycles	page 7
Break Periods	page 7
Building/Furniture Regulations	page 7
Cancellations	page 8
Candles	page 8
Check-in	page 8
Check-out	page 8
Chewing Tobacco	page 9
Christmas Break	page 9
Cleaning	page 9
Community	page 9
Common Damage	page 9
Computer- Help Desk	page 10
Computer Usage	page 10
Contract-Housing	page 10
Cooking	page 10
Darts	page 10
Decorations - Alcohol Containers	page 10
Directives of a University Official	page 10
Dishes	page 11
Drugs	page 11
Emergencies	page 11
Energy	page 11
Escorts	page 11
Extension Cords	page 11
Falsification of Information/Misrepresentation	page 11
Fines	page 11
Fire Alarm System and Equipment	page 12
Fire Alarms and Safety	page 12
Fire and Building Evacuation	page 12

Fire Drills	page 13
Fire Hazard	page 13
Firearms/.Weapons and Explosives	page 13
Flags	page 13
Flammable	page 13
Food Service	page 14
Furniture	page 14
Furnishings	page 14
Gambling	page 14
Guests	page 15
Guests/Escorts and Visitation Hours	page 15
Hall Dues	page 15
Harassment	page 15
Hazing	page 16
Health Services	page 16
Heat	page 16
Holiday Decorations	page 16
Housekeeping	page 16
Housing Requirement	page 16
Identification of Persons on Campus	page 17
Incapacitation	page 18
Incident Reports	page 18
Insurance	page 18
Interim Housing	page 18
Keys	page 18
Laundry Facilities	page 19
Leadership Development	page 19
Liability	page 19
Linen	page 19
Locked Doors	page 19
Lofts	page 19
Lounges	page 19
Mail Service	page 20
Maintenance	page 20
Noise -Quiet Hours	page 20
Obscene/Harassing Phone Calls	page 20
Parking	page 20
Party Rooms -Alcohol	page 20
Pets	page 20
Pictures/Posters/Signs	page 21
Practical Jokes/Pranks	page 21
Quiet Hours –Courtesy Hours	page 21
Refrigerators	page 21
Repairs	page 21
Resident Behavior	page 22
Resident Common Courtesies	page 22

Residence Hall Association (RHA)	page 22
Road Signs	page 22
Rollerblades/Inline Skates and Scooters	page 23
Room Assignments	page 23
Room Changes	page 23
Room Checks	page 23
Room Health and Wellness Checks	page 23
Room Entry	page 23
Room Personalization	page 24
Safety and Security	page 25
Screens	page 25
Search Policy	page 25
Semester and Spring Break	page 25
Sex Offender Information	page 25
Sick Tray	page 25
Single Rooms	page 26
Smoking	page 26
Solicitation	page 26
Sporting Activity Restrictions	page 26
Storage	page 26
Student Parking	page 26
Termination of Occupancy	page 26
Tornado/Inclement Weather Procedures	page 26
Trespassing	page 27
Vacancies	page 27
Vacations	page 27
Vehicle Plug-ins	page 27
Vending/Service Machines	page 27
Visitation	page 27
Waterbeds	page 27
Weapons	page 27
Wellness Center	page 28
Withdrawal Procedures	page 28
Campus Safety	page 28
Residence Hall Safety	page 28
Residence Hall Conduct System Structure	page 31
Residence Hall Conduct Fine System	page 32
Procedural Guidelines for Student Complaints	page 35
Student Rights and Responsibilities	page 36
Roommate Bill of Rights	page 36
Code of Student Conduct	page 38
Residence Hall Emergency Evacuation Procedures	page 38

INTRODUCTION

Welcome to residence hall living at Mayville State University! As a student it is important to remember that academic success in every field is dependent upon learning to work with other people.

It is our feeling that the provision of physical facilities conducive to good studying, combined with a program of constructive social and leisure time activity is essential in developing a successful educational goal. No other learning assignment on campus offers the opportunity of learning how to "live with people" so well as living in a residence hall. Your new address becomes more than a place in which to be comfortably housed. It is an integral part of your total education.

PLEASE READ THIS BOOKLET VERY CAREFULLY AS IT IS A PART OF YOUR CONTRACT. All information contained in this section is incorporated as a part of the residence hall contract. Individuals who sign and submit a housing contract will be responsible for knowledge of all information contained in this handbook.

RESIDENCE HALL STAFF

The Mayville State housing office employs students and professional staff. While living in a residence hall, resident assistants (RA's) will be the student members of the staff with which you have most contact. RA's are men and women who live on or near the floor and assist you in many ways.

They will be assisting you in developing a community. They will set behavioral expectations and work with those not conforming to those expectations. They will assist you in problems you may be having with your roommate, a boyfriend or girlfriend, loneliness, and a wide variety of other concerns. In general, they are knowledgeable of housing, university services, and they are a good starting point to find information. They are available to help you in a crisis emergency situation, which could include injury, accident, or illness. The wide variety of responsibility makes the job difficult, to say the least.

Please do not forget the RA's are also students and have an academic schedule and study needs similar to yours. They need personal and relaxation time, and there may be times when they are distracted. You may, on occasion, have difficulty contacting the RA. Please refer to their posted phone numbers to contact them via phone or by email.

Your Resident Director is a full-time, professionally trained staff member responsible for your hall. This person provides resources and support for the many activities in your hall and on your floor. This includes supervising RA's and working with residents with personal and behavioral problems. The Resident Director is also the hall liaison with maintenance, housekeeping, and food service.

Their primary concern is the growth and development of all residents and the community. A Resident Director wants to get to know you and will be knocking on your door. Please feel free to stop by their apartment and get to know them or just to say "hello."

The Residence Hall Night Watch Patrol are students who walk through our residence halls during the evening hours. Their purpose is to assist with enabling a wholesome living environment for our

students and to assist with maintaining a safe environment for our resident students.

RESIDENCE HALL POLICIES

Alcohol

The North Dakota State Board of Higher Education prohibits alcoholic beverages from being consumed and/or alcoholic containers from being stored on state university property. This includes empty alcohol containers. Students are expected to abide by local ordinances and state laws regarding the consumption or possession of alcoholic beverages. In addition, beverages that are sold as “imitation alcohol products” are not allowed. Individuals in the presence of alcohol or other drugs are subject to conduct procedures. Violation of this policy and/or other policies impacting your fellow residents may result in your removal from the residence halls. Non-college students, who are of minority age, found in situations with alcohol in the residence halls are subject to arrest, as are their hosts.

Alcohol/Drug Advertisement

Posters and other items advertising alcohol/drugs are prohibited in the public areas of the residence hall and its surrounding grounds. This includes posters and lighted signs in residence hall windows or on residence hall doors.

Alcohol Containers

Alcohol containers, full or empty, are not allowed in MSU residence halls. Violations will be subject to conduct proceedings.

Alterations (Electrical)

Electrical alterations: UL approved power strips with surge protectors are the only type of multiple outlets allowed. Modifications, especially dimmer switches, are prohibited because of the safety factor involved during installation. **The use of extension cords is prohibited.**

Alterations (Room)

Student rooms are furnished with beds, desks, dresser, chairs, and things designed to meet basic student needs. Removal, alteration, or addition to student rooms must receive prior written approval from the Housing Office. Before approval of any additions, deletions, or alterations to a room is given, the student must understand that such additions, deletions, or alterations must meet University standards. The painting of students' rooms can only be done by the University. Alterations to any residence hall's property or semi-permanent installation of your permanent property are prohibited. Consult with your resident director regarding room decorations. Any damage caused by your decorating efforts will result in a charge for repair being assessed to you. Example: No nails, screws, tape, no command strips, etc. Sticky tack is preferred. Fines will be assessed for damages for the cleanup of walls. Altering the desks in Birkelo is prohibited.

Appliances (Cooking)

The cooking of meals in student rooms is strictly forbidden (exception: Agassiz apartments). Each hall is equipped with an oven and microwave oven for your convenience. Microwaves are only allowed in Birkelo and Agassiz, to which the limit is restricted to one microwave per room.

Appliances (General)

In the residence halls, several students' rooms are wired into the same electrical circuit. Care must be exercised in the number of electrical appliances plugged into any one outlet. Acceptable electrical appliances include desk lamps, radios, televisions, stereos, clocks, fans, portable hair dryers, curlers, curling irons, computers, refrigerator (3 cubic foot) and electric shavers. Appliances not allowed include portable heaters, cooking appliances, sun lamps, exercise equipment, microwaves, and air conditioners. No more than 3 electrical appliances can be plugged into any double outlet. The Director of Student Life must approve all other electrical appliances. NOTE: Repeated disruptive offenses will result in confiscation (until such a time when the appliances can be taken home).

Application/Room Reservation Fee

A \$25 application fee is required for reserving a room in our residence halls. This fee is non-refundable if a student does not live in our residence halls.

Balls

The bouncing of balls, hitting balls, rolling balls, etc. is prohibited in the residence hall and is subject to a noise and/or damage fine.

Berg and Agassiz Hall Apartments

Residents of these apartments are subject to the same campus rules and regulations as all other campus residents. Repeated violations of campus policies will subject the residents to removal from campus housing.

Bicycles

Bike racks are available for use outside each residence hall. All students who own bikes are encouraged to obtain strong locks and chains. As they are outdoor bikes, you can not ride bikes in the residence halls. Bikes may not be stored in the residence halls common areas and no winter storage is available. No motorized vehicles are allowed in residence halls. ***Bike Lending Program:*** Students may check out bikes from The Library free of charge.

Break Periods

For safety and health reasons, whenever you leave your room for vacation periods you must turn off all the lights, unplug all appliances (excluding refrigerators, computers, and aquariums), empty your waste baskets, close and lock window, leave drapes 12 inches open and close and lock your room door. The residence hall staff will check the fire safety equipment in the hall and individual student rooms during each vacation period: semester (winter) and spring break.

Building/Furniture Regulations

No structural changes, additions, attachments, transfers, or change of furniture may be made at any time. Additional furniture is not allowed in the residence halls. (i.e. no personal futons, couches, chairs, etc. unless otherwise approved by the Director of Student Life) Residents may bring furniture from home if they desire; however, they are responsible for all furniture in their assigned rooms and must meet the approval of the Hall Director. There is no storage space available for University furnishings moved to accommodate personal items. Furniture may not be transferred from one room

to another or removed from campus.

Lounge furniture is for the use of all residents in the area, and may not be removed from these areas under any circumstances. Conduct proceedings will be initiated against residents in possession of hall furniture in their rooms. In addition, a fine of \$75 may be assessed to the individual responsible for such possession.

Bed extenders are to be used only in bunking beds. Unsafe use of extenders, such as stilting or lofting, may result in conduct proceedings. The lofting of beds is prohibited in all residence halls.

Window screens, stops, or seals may not be loosened or removed for any reason. Dropping, throwing, or in any manner allowing objects, liquid or solid, to be ejected from windows is strictly prohibited. Residents of a room are considered responsible for any object ejected from their window. Residents are not allowed to place tape, stickers, aluminum foil, or signs of any kind on or in their windows. Doing so can result in the cracking of the glass. Residents are not permitted on the roof of any building.

Residents should be aware that leaving windows open during cold weather may cause the pipes in their rooms to freeze and possibly burst. Students are responsible for any damages that result from frozen pipes due to a window being left open in their room. When the heat is turned on in the Fall until the heat is turned off in the Spring, any window that is left open during that time may result in the occupants receiving a \$100.00 fine per person.

Cancellations

Rooms are rented on an **academic year basis**. Students moving to an off-campus residence during a term will be responsible for the entire semester's room and board and no refunds unless they withdraw from the University. Students of junior/senior status or 21 years of age or older students who desire a change to their housing contract may appeal to the Director of Student Life for an exemption.

Candles

No open flame is allowed in the rooms; therefore, burning candles and incense is prohibited.. Electric potpourri pots are not allowed.

Check-in

Your residence hall staff is in charge of checking you in and out of your room. Once you check into your room you assume responsibility for the room's contents and maintenance. At the time of check in the room should be checked thoroughly. Room inventory forms must be completed at check in/checkout. **Report damages to resident director immediately.**

Check-out

When you check out, any damages to your room incurred during the year, will be charged to you and/or your roommates. Rooms not cleaned will be assessed a cleaning fee (minimum \$25). Improper check-out will also result in the imposition of a fee (minimum \$75). **PROPER CHECK OUT PROCEDURES ARE AS FOLLOWS:** **1)** Entire room must be cleaned: **a)** Floors swept/vacuumed and mopped. **b)** All drawers and shelves must be emptied and wiped out. **c)** All

Personal belongings must be moved out of your room before the room will be checked. **2) Check out procedures:** **a)** Sign up for the time you wish to be checked out with the Resident Assistant. The RD/RA will check your room at that time. **b)** Windows/doors should be locked and keys turned in to RD/RA after check has been taken. **c)** Sign the residence hall inventory sheet and be aware of any damage assessment. Record the date and your forwarding address. **Note: deadline for vacating the residence halls will be posted for your information.**

Chewing Tobacco

Mayville State University is a “tobacco free” campus. Chewing tobacco is not allowed in or around the residence halls. Violation of this policy will result in a conduct fine assessment.

Christmas Break

All residents will be expected to vacate the residence hall during this period. Interim Housing arrangements can be made through the Student Life Office in Campus Center 104. **A charge of \$30 per day will be assessed to students that request interim housing.** In season student/athletes, international students, and students employed for the university will not be assessed interim housing charges. Residents are required to inform their Resident Director if they plan to stay during Christmas break. **Fines for violation of Residence Hall Policies are doubled during break periods.**

Cleaning

You are responsible for cleaning your room (exception: Agassiz Hall & Berg Hall suites and apartments are on a cleaning schedule for the bathrooms. These times will be communicated to Agassiz & Berg residents). Cleaning equipment is available in your hall. We hope that you keep your room in a reasonable state of cleanliness throughout the year. When you check out, you are expected to remove all personal items brought into the room. You are responsible for cleaning the room so that it is left in the same condition as when you moved in. If any special cleaning must be made by the custodian, you will be charged a \$75.00 minimum. The University reserves the right for its personnel to enter and inspect your room if concerns for you and others health and safety is perceived.

Community

Your residence hall will be "home" for nine months of the year. This is where you study, sleep, make friends, socialize and relax. You may be sharing a room, suite, or apartment with other students and you will share the facilities of your floor with a number of students. You are an important member of this community. Living in a residence hall requires compromise, consideration and the sharing of responsibilities. As a member of your floor, you are responsible for respecting the needs and rights of others. All residents are asked to do their part to keep the floor clean, safe and quiet enough for sleep and study. These responsibilities also apply to the residence hall as a whole since you and the residents of your floor will cooperate with residents of other floors to make it a better place to live.

Common Damage

Common damage is defined as malicious or negligent damage to a common area of a hall, above normal wear and tear, including theft of property. We expect a certain amount of wear to occur in your rooms. However, you will be charged for damage or loss which is a result of negligence or

misconduct. Damage within your room will be the joint responsibility of the residents assigned to the room, unless individual responsibility is determined. Any damage in the residence halls, i.e., lounge, rest rooms, hallways, stairwells, lighting units, fire extinguishers, vandalism to other resident's room/property, etc. will be charged to the individual(s) responsible for the damage. **If the party responsible is not determined or reported, the charges will be assessed to each resident of the floor or the entire residence hall, whichever is appropriate.** Your cooperation and assistance will help contain room rates and improve the quality of living in the hall. A fine will be assessed for removal of lounge furniture to individual rooms.

Computers-Help Desk

The Help Desk is located in Main 105. Personnel will assist you with all of your computing needs.

Computer Usage

Individuals who use the North Dakota University System computer and network facilities assume responsibility for using these resources in an appropriate manner. Acceptable use of computer and network resources is defined in NDUS Procedure 1901.2: Computer and Network Usage, available on-line at <http://www.mayvillestate.edu/about-msu/more-info/reports-policies/> Misuse of MSU computer and network resources may result in termination of access to any or all of these resources without notice to the user. In more serious situations, a computer may be seized by campus or law enforcement authorities. View "Computing Resource Agreement (Information Technology Services)" located in the Student Handbook for more information.

Contract-Housing

Housing contracts are signed each year by students planning to live in residence halls. The contract is a legal document explaining the University's policies as well as its expectations of students. Standard procedures and regulations concerning residence hall living are contained in the contract. You are responsible to know and abide by the contract's terms and conditions, as it is important to retain your portion of the document as a source of information. Housing contracts are in force on an academic year basis. Students are held responsible for fulfilling the contract terms.

Cooking

Fire regulations forbid cooking, candles and the burning of incense in your room. Cooking facilities are available for the resident's use. Kitchens may be closed if residents neglect to clean up after using the facilities.

Darts

Due to damage resulting from darts, they are not allowed in the residence halls.

Decorations - Alcohol Containers

Alcohol containers (full or empty) in a room are not considered decorations and will be treated as an alcohol possession violation subject to University conduct action.

Directives of a University Official

Students are not to disregard the reasonable directive, verbal or written, of a University official. University officials include, but are not limited to, Resident Assistants, Resident Directors, Residence Hall Night Watch Patrol, MSU Night Watch Patrol, and MSU weekend custodial. Neither

are students to obstruct residence hall or other University officials in carrying out their assigned duties.

Dishes

Personal dishes may be confiscated or discarded if left unattended in cooking areas for 24 hours.

Drugs

The State of North Dakota prohibits the sale, possession, and use of marijuana, depressants, stimulants, hallucinogenic drugs and/or paraphernalia. The University cooperates fully with state authorities seeking to enforce drug abuse laws. Cases of student drug possession/ abuse will be reported to the Director of Student Life and/or civil authorities for appropriate disciplinary and/or legal action. This may include removal from the residence hall and/or the university.

1. Residence hall students are expected to abide by Federal, State, Local, and City laws and ordinances with respect to the use of dangerous/illegal drugs and narcotics.
2. Students receive no immunity from arrest or prosecution by law enforcement officials as a result of their residence in University housing.

Emergencies

In case of an emergency, first notify your RA and/or your Resident Director if possible.

Energy

With the increasing cost of all utilities, we ask your cooperation in conserving energy whenever possible in the residence halls. Turn off lights (except hall, stairway, and safety lights) when not in use, as well as other items, which use electricity.

Escorts

Guests *must* be escorted by a resident at all times while visiting in the building. Fines may be assessed for violations of this policy.

Extension Cords

Plugging in cars is prohibited. Extension cords found coming out of windows and doors will be confiscated. As stated before, extension cords are prohibited within the residence hall rooms.

Falsification of Information/Misrepresentation

Students are not to use or provide false documentation to the University or to officials of the University in any form, written or verbal. Students are not to knowingly use, misrepresent or falsify any University records forms or procedures. Misrepresentation or misuse of any identification card in the residence halls or failure to show appropriate identification upon request by a residence hall or university staff member will result in disciplinary action.

Fines

Fines are sometimes assessed for residence hall rules and regulation violations. Your Student Handbook and Residence Hall Handbook will list these violations. Your hall staff will also take opportunities to cover these offenses with you. All transcripts and grades are withheld until payment for fines is received and all community service must be completed. **The Residence Hall**

Association (RHA) uses fine money collected for programming purposes, alcohol/drug education, residence hall activities, leadership training & miscellaneous expenses.

Fire Alarm System and Equipment

The fire-alarm system and fire-fighting equipment are for your protection in the residence halls. Tampering with fire-fighting equipment, or setting off a false alarm, not only makes the system ineffectual but also endangers the lives of other residents. Thus, tampering with, removal of, or misuse of fire extinguishers, fire alarms, or other fire-fighting equipment and fire exit signs is prohibited by both our policy and state law. Any student tampering with fire-fighting equipment will be subject to punishment by state laws and disciplinary action. (Prosecuted as disorderly conduct, a Class 'B' misdemeanor, with a maximum punishment of 30 days in jail, a \$500 fine or both).

Fire Alarms and Safety

Fire prevention in the residence halls is taken very seriously by hall staff and is the shared responsibility of all students living in the halls. The use of toasters, microwaves, hotpots, or any other cooking appliances is prohibited in rooms. Cooking appliances can only be used in kitchenettes. Candles used for decorative purposes are prohibited. Candles and other devices with open flames, as well as incense, are prohibited. Students who attach paper wrap to residence hall room doors must leave a 1 ft. border around the door free from paper.

Students who choose to grill outside of the residence hall can do so provided they are tending the grill at all times. Grills must be cleaned after use and the cold ashes must be disposed of in an appropriate manner. Grills may be stored in the student's room as long as the grill is clean and free of ashes. Lighter fluid and charcoal with fluid imbedded in the product cannot be stored in student rooms.

Each residence hall is equipped with a smoke detector which is periodically checked by hall staff. In accordance with North Dakota state law, when the building alarm sounds, all residents are required to leave the building. Residents cannot re-enter a building until permitted to by hall staff. In the event of limited or poor evacuation, Resident Directors are authorized to direct hall staff to enter student rooms to ensure evacuation. Any violations of evacuation procedures by residents will be handled through conduct proceedings. Any person who willfully tampers with fire alarm equipment resulting in a false fire alarm is subject to criminal punishment. Fines from \$250-\$1,000 may be assessed, and the incident will become part of the person's criminal record. Fire extinguishers are provided as a life safety feature. Tampering with them will result in disciplinary action and may result in removal from MSU Housing.

Fire and Building Evacuation

All residents and/or guests are expected to respond appropriately and immediately whenever a fire alarm is sounded.

Building evacuation procedural guidelines (in force whenever an alarm has been sounded):

1. Lights on in room
2. Doors should be closed
3. Windows closed
4. Curtains open

All individuals should:

1. Wear shoes and carry or wear a coat. Also, carry a towel.
2. Walk in single file to the outside of the building and get at least 50 feet away from the building
3. Remain outside until a return signal is given.
4. It is required by law that all persons exit the building during a fire alarm.

If you discover or suspect a fire:

1. Stay calm. Think of what you need to do and then act.
2. Sound the alarm for the building
3. Evacuate the building
4. Notify the fire department from a safe location by dialing 9-911 (don't hang up; you'll need to stay on the line to provide emergency personnel with you location.

Fire Drills

The State Board of Higher Education mandates that at least one fire drill be held in each residence hall per term. All residents must leave the building when the alarm sounds for the drill. **Law requires evacuation.** Students are responsible for cooperating and following escape plans as explained by hall staff and **posted on each floor.** Failure to evacuate the building when an alarm is sounded *will* result in a disciplinary action. **Each room is equipped with a smoke detector for your protection.** The light on the detector indicates it is in working order. The detectors must be tested at the beginning of each semester. **If the light is not on or if your alarm is not working properly, report it to your Resident Director.**

Fire Hazard

For your protection, we urge you to use good judgement in decorating your room so that furniture, posters, mobiles do not create fire hazards.

Weapons and Explosives

Firearms, explosives, or other dangerous weapons are not permitted within or upon the grounds, buildings, residence halls, or any other facilities of the University. North Dakota law defines a dangerous weapon as an instrument that is designed, or likely to produce bodily harm. Since these items directly affect the health and safety of the residents, anyone found with these items is subject to expulsion. **Any of the following are considered a (firearm/weapon) guns, bows and arrows, knives, blowguns, etc. (Explosive) ammunition, fireworks, etc.**

Flags

Flags may be displayed if displayed properly. The University reserves the right to remove any flag improperly displayed. Flags displayed in windows are considered improperly displayed.

Flammable

Because of the obvious fire hazard, highly flammable materials such as chemicals and gasoline are not permitted in the residence halls. The burning of candles are not allowed in residence hall rooms. The burning of incense is not permitted in residence hall rooms at any time. It is a fire hazard, and many hall residents find the odor offensive to them.

Food Service

MSU Dining Services provides all food service on-campus. All students living in University residence halls are required to make a contractual agreement with the University for board. Seven-day meal plans are provided for all students. All contracts are considered legal and binding when the student pays his tuition and fees. Board changes should be made prior to the end of the preceding semester. Board contracts do not include University vacation periods when school is not in session.

(Fall Semester- Winter Break, Spring Break-March) All meals are served in the Campus Center Dining Room and Snack Bar according to the schedule posted outside the Dining Room. Policies: The food service provides sack lunches to those who can not eat during regular serving hours (because of class or work conflicts). The student must present the food service director either their class schedule or verification from their employer as to their work schedule.

Sick tray service is provided but will only be issued with proper authorization from the Resident Director, University nurse or local doctor. Special dietary needs must be forwarded to the Food Service Director for his/her assistance and expertise. **Note: Students MUST carry their ID to be admitted into Dining Room.** If you are not in possession of your ID, you will be sent to retrieve your card. If lost, a new ID can be obtained through the Student Services Office in Main 107 for a charge. Residents are expected to conduct themselves properly in the Dining Room. Disorderly conduct and verbal harassment causes an unpleasant environment for all boarders and will not be tolerated. A \$50 fine will be assessed for disorderly conduct offenses with any re-occurrences resulting in further disciplinary action. **Any person identified as not properly presenting their ID to the cashier, not paying for a meal they are eating, using someone else's ID, or assisting someone in entering the Dining Room without paying will be assessed a monetary fine. The fine structure is: 1st offense: \$50.00 fine plus restitution; 2nd offense: \$100.00 fine, restitution, loss of privileges (to include denied access to the Campus Center Dining Facilities) and referral to the Director of Student Life.**

Furniture

Residence hall lounge furniture (for the convenience of all residents) is to be left in the lounge or public area. Removal constitutes theft and will result in University conduct action. All entrances to rooms must be kept open and not blocked by furniture. Also, residence hall room furniture is not to be removed from its room.

Furnishings

All residence hall rooms are fully furnished. When you check out, you are responsible for removing all your items. A fee will be assessed if residence hall personnel are required to move your items or replace residence hall furniture. Each student provides himself or herself with all necessary articles, including bedding, linens, and personal items. **Furnishings which are not permitted without approval, include dart boards, traffic signs, candles, incense, weight lifting equipment, exercise bikes, rowing machines, fishnets, and large tapestries, and personal couches, futons, etc...**

Gambling

Any games of chance involving money are prohibited on University property.

Guests

You have the privilege to have overnight quests. All overnight guests must be registered/approved

with the Director of Student Life/Resident Director. Non-registered overnight guests will be treated as trespassers. The guests may be housed in your room with permission of your roommate; however, the guests will not be issued a key to your room. The guests may share the outdoor key privilege with his/her host/hostess who is fully responsible for the key. An overnight guest who spends the night in your room must be of the same sex. You may not have more than one guest at a time and may not house a guest for more than three nights **unless special arrangements are made**. You must instruct your guest of the University and residence hall rules and policies; you are responsible for the conduct of your guests. Misconduct could result in the loss of this privilege, disciplinary action for you, and immediate eviction of your guest. (Have a guest log book, having the host print and sign for their guest, and have proper notice (With appropriate prior notice)

Guests/Escorts & Visitation Hours

Guests are welcome in MSU's residence halls. However, in order to maintain a favorable, safe and secure living environment, certain rules must be followed. All non-residents of a building must be escorted by a resident of that building. Visitors to the residence halls must be an invited guest of the resident.

Weekend (Friday and Saturday) 24-hour visitation means students may have guests of the opposite sex in their rooms at any time. However, cohabitation is against state law and University policy. Any overnight guest must be of the same sex as the resident. Requested exceptions for members of the resident's immediate family must be made in advance to the Resident Director. Visitation may infringe upon the rights of the roommates or suitemates. As in other areas, discussion with your roommate prior to bringing a visitor to the room should be done. The time(s) and frequency of visitors need to be arranged in advance between roommates. The right of a resident to sleep or study supersedes the right of another person to entertain.

During long weekends, visitation and escort rules for the weekend will be extended to include the non-class day(s). This extension does not apply to semester (winter) or Spring Break. Residents are responsible for the behavior of their guests. In addition, guests who violate campus policy will be reported to the appropriate authorities.

Hall Dues

Hall government dues are collected during fee payment periods of each semester. These dues are used for programming purposes, residence hall activities, leadership training, minor operational costs and miscellaneous expenses.

Harassment

Menacing: Menacing is knowingly frightening or attempting to frighten another person through threats of imminent and serious harm.

Terrorizing: Terrorizing means to threaten to commit an act of violence and/or to threaten to commit an act that would endanger another person's life.

Stalking: To "stalk" means to intentionally with no legitimate purpose, repeatedly (more than one time) behave in a way that would cause a person to experience fear, intimidation or harassment, or to be the object of repeated unwanted attention. Stalking behavior includes, but is not limited to, such actions as: following, loitering near, telephoning, or e-mailing another person with the intent to

annoy, harass, alarm, distress, or intimidate that person or his/her immediate family.

Hazing

Hazing is defined as any action taken or situation created intentionally to produce psychological or physical discomfort, embarrassment, or ridicule. It is assumed that all students, student groups, faculty, and staff are interested in intellectual and social development of individual members; therefore, in activities no action will be taken which stands to endanger the health of the individual, or demand of him or her undignified conduct, or in any way jeopardize his or her scholastic standing or general well being. For these reasons, all forms of hazing on the part of any student/student groups-whether on or off University property-are expressly prohibited.

Health Service

This is located in **Berg Hall** with the hours of operation posted outside the office. Your RA or RD should be notified if you need medical assistance when the Nurses office is closed.

Heat

An extensive network of steam tunnels provides hot water heat to all University buildings. In the fall and spring when temperatures fluctuate rapidly, we are unable to turn the heat "off and on." Your patience with this situation is appreciated. To conserve energy, your room window must remain closed. If your room is too hot or too cold, notify the hall staff promptly. Open windows can result in water pipe breaks. Residents in violation are assessed damages accordingly.

Holiday Decorations – Room Personalization’s

Holiday decorations may not include natural trees and greens. Artificial trees less than four feet are allowed. Spray snow and seasonal decorations must be removed prior to winter break. Only non-heat producing fireproof lights and decorations are permitted. Decorative lights must be UL approved and must be of miniature size. Ceramic lights are not permitted. Lights may not be hung on curtains or on the windows themselves and must be kept from contact with fabric. Residents must be in the room when lights are in use. SEE ROOM PERSONALIZATION.

Housekeeping

Custodial staff in your hall do a great deal to make your hall a more comfortable place in which to live. The clean appearance of hallways, rest rooms, and lounges is due to their efforts. Custodians are not expected to clean unnecessary messes made by residents. Your cooperation in caring for the facilities will create a pleasant atmosphere. Vacuum cleaners, brooms, and mops are available for you. Check with your hall staff for these cleaning materials. **ID is required in exchange for use of vacuum cleaners. All cleaning supplies are required to be returned by 10 pm or by a prearranged time, failure to return items by 10 pm will result in a fine of \$10 per day.**

Housing Requirement

Any student is welcome to reside in the institution’s residence halls, regardless of their age or class status. All freshmen, sophomores, and students who are less than 21 years of age are required to live on campus in an approved residence hall. Students who live in residence halls are required to take part in an approved Board plan.

The following categories of students are exempt from the above requirement, but they must complete an off-campus residence form for directory and emergency notification purposes and provide appropriate documentation (as indicated below), if requested.

1. Students who have at least 60 earned semester or 92 earned quarter credits. Documentation: A transcript indicating the number of earned credits.
2. Students who are 21 years of age at the beginning of the appropriate term of enrollment. Documentation: Verification of date of birth by a driver's license or other document.
3. Married students, and/or those who have dependents residing with them. Documentation: A marriage license and/or dependent birth certificates.
4. Students who have served on active duty in the military for at least 18 months. National Guard and Reserve members are not eligible for this exemption unless they have active duty service time of 18 months. Documentation: A copy of the military record DD 214.
5. Freshmen and sophomore students who are living at home with their parents or legal guardian. This is the only exemption allowed for students in their first two years of enrollment unless they meet an exemption outlined in 1 – 5 above. Documentation: Parents of eligible freshmen and sophomores should contact the Director of Student Life by phone or in person to verify that their son or daughter will reside at home.

Under no circumstances should students acquire off-campus housing without first securing permission from the Director of Student Life. The Student Life Office will ascertain the residency status of each student and request documentation to verify a student's eligibility to live off campus. Students who meet the above exemption conditions must first provide the necessary documentation before assuming an off campus residence. Students who wish to seek an exemption from this on-campus housing policy should first contact the Director of Student Life. The office of the Director of Student Life is located in Campus Center 104. Additional exemptions may be authorized by the Director of Student Life based on guidelines established by the Residence Life Sub-committee, including students with specific medical or health conditions and students who will become 21 years of age during the term.

Contact the Student Life Office (CC 104) for additional details.

Identification of Persons on Campus

In order to protect the safety and welfare of students and employees of the University and to protect the property of the University, all persons on property under the jurisdiction of the University shall identify themselves to an institutional representative who has identified himself/herself. A person identifies himself/herself by giving his/her name and complete address and stating truthfully his/her relationship to the University. A person may be asked to present some form of identification.

If a person refuses or fails upon request to present evidence of his/her identification and it reasonably appears that the person has no legitimate reason to be on the campus or in the facility, the person may be ejected from the campus or facility. In addition, if the person is a student he/she may be subject to disciplinary actions.

Incapacitation - Alcohol

Residents who become incapacitated as a result of drinking, drug usage or a medical condition will receive proper emergency medical care when staff members become aware of their condition. EMS will be notified immediately. Residents will be financially responsible for the costs of this medical care including ambulance and/or hospitalization costs. According to North Dakota Century Code #5-01-05.1, "If a person is hospitalized for detox purposes, law enforcement or campus security personnel must notify the emergency contact." Incapacitated students who are in violation of local, state or federal laws concerning alcohol and other drugs are subject to citation and/or arrest for relevant violation of law.

Incident Reports

In the event that a residence hall rule and/or regulation is violated, Resident Director and/or Resident Assistant will write up an incident report and appropriate disciplinary action will be taken or an appropriate fine/community service will be assessed.

Insurance

The University is not responsible for loss or damage from any cause to the personal property of the resident. Parents' homeowners' insurance policies may cover such items. Students are encouraged to provide their own personal insurance. Make sure that your laptop computers are insured. This may be done through your parent's homeowners insurance or through insurance taken out for that purpose. When not in your room, **keep your doors locked.**

Interim Housing – Combine with Christmas break

Interim housing is defined as the availability of a living location during break periods when the halls are not open (winter & spring breaks). Students are eligible to contract for semester (winter) interim housing provided they have an assignment on file in the Student Life Office for the Spring Semester.

Interim sign-up for break periods begins approximately six weeks prior to the break. Consult the Student Life Office or your RD for the exact dates. Applications may be completed at the Student Life Office.

The rate per night stayed is \$30.00 per night per person. Fees are in place to encourage all students to make plans early, in order to ensure the proper numbers of staff persons are available during break periods.

Keys

When you check into your residence hall you are given keys for your room, suite or apartment, wing, and outside door. Regulations prohibit duplication of keys. If you lose them, talk with your RA or RD to purchase a replacement set. (A charge of \$75.00 per key for Agassiz, Berg and Birkelo are \$25.00 per key) is assessed for keys lost or not returned within ten days. A \$50 fee will be assessed for core changes. Your door and windows should be locked whenever leaving your room. Conduct action will be taken against those individuals who repeatedly fail to carry their keys and request assistance to have their doors opened. **Custodial or maintenance staff may *not* unlock your door for your personal convenience.** A \$5 charge will be assessed each time an RA/RD is required to unlock your door.

Laundry Facilities

Mayville State University provides free washers and dryers for the residents of the halls only. Any

resident or non-resident caught washing someone else/owns laundry or letting someone else into the building to do their laundry, will be assessed a \$50.00 fine per incident. Laundry facilities are available for use between the hours of 11 a.m. and 11 pm in Berg and Birkelo.

Mayville State University is not responsible for any lost or stolen items. Mayville State University strongly recommends that laundry not be left unattended and any laundry left unattended for 24 hrs will be confiscated.

Leadership Development

Many opportunities exist for students to get involved in leadership roles and to enhance their skills. The purpose of these efforts is to provide support for the overall leadership development of students in the residence halls. One of these leadership opportunities is the Resident Assistant position. RA's are student members of the residence hall staff. They plan hall activities and assist the Resident Director with the administrative functions of the hall. Through training, RA's learn valuable life skills such as time management, conflict resolution, stress reduction, counseling and interpersonal communication skills. RA's are recognized as student leaders, not only in the residence halls, but throughout the University community. The Residence Hall Association also provides leadership opportunities for students. This legislative body consists of executive officers, floor representatives and general members who meet on a regular basis and serve a variety of functions including setting a budget for hall funds, purchasing equipment for the halls, discussing and offering solutions for problems occurring within the residence halls, and planning and implementing hall activities. These meetings are open to all students. Members of the RHA may also serve on a variety of other committees which represent the residence hall systems interests and needs.

Liability

The University assumes no responsibility for loss or damage to resident's personal property. You should consider purchase of insurance or an extension of your parents insurance to cover loss or damage to personal property, including your laptop computer.

Linen

Students must furnish their own bed linens. The University furnishes furniture and drapes/blinds.

Locked Doors

All residence hall **doors leading into the resident's wings are locked on a 24-hour basis** for protection of the residents and their property. Anyone propping doors or forcibly pulling open a locked door will face University conduct action.

Lofts

Lofting in residence hall rooms is not allowed.

Lounges

Each residence hall has lounges for your use. Please be courteous of others in your lounge and cleanup after yourself. The hall staff reserves the right to deny lounge privileges if the lounges are not kept neat, clean, and orderly.

Mail Service

Mail is delivered to the Mailroom located in the basement of Main Building. Mail is distributed

Monday through Friday to your mailbox **by approximately noon**. Outgoing mail is delivered at 3 pm. Contact the Mailroom to obtain a mailbox assignment and key. The mailroom is not open on weekends. Information regarding the use of mail services will be distributed in your mailbox.

Maintenance

If during the course of the year maintenance is required in your room, **you must contact the RA or RD to initiate a work order**. Any heating problems should be reported immediately to a Residence hall staff member to prevent related repairs such as frozen pipes. The Facility Services Department will respond to resident concerns as quickly as possible. Keep in mind that Facility Services serves the entire campus. Residents are reminded that they should not attempt to repair damages to their room themselves. Repairs made by residents may result in additional charges at checkout.

Noise – Quiet Hours

Quiet hours in all residence halls are from **10pm-11am**. This means respecting others' right to sleep, studies, or not be disturbed. Students being disturbed should talk with the resident making the disturbance. If this initial approach is unsuccessful, solicit the assistance of your RA or Resident Director if the problem continues. Conduct proceedings may be initiated if it is determined that an individual has exceeded established noise levels.

Obscene/Harassing Phone Calls

If you receive obscene or harassing phone calls: 1) Hang up at the first obscene word. 2) Hang up if you say hello twice and get no response. 3) Do not provide any information such as your name or address to a caller. 4) If calls persist, contact your resident director. 5) It is against the law to make obscene, threatening, or anonymous phone calls. Telephone harassment is a crime.

Parking

No parking is permitted on: 1) the north side of the street (Stan Dakken Drive) running past Agassiz, Berg and Birkelo Halls, 2) the Child Development Center Parking Lot. No overnight parking is allowed on 3rd street (south of Main Building) or in the Student Center Parking Lot (between the Student Center and Berg Hall). All vehicles must also be parked within properly marked parking spaces, parking outside painted spaces or blocking driveways and dumpsters may result a ticket. Local law enforcement may be contacted to ticket vehicles parked improperly or illegally.

Party Rooms - Alcohol

A room with four or more persons found in it with alcohol present will be declared a party room which carries an additional \$150.00 fine and 10 hours of community service for the renters of the room. Local law enforcement may be contacted in certain situations.

Pets

For health and sanitation reasons no pets are permitted in on-campus living units, except for fish (**aquarium size: 10 gallons maximum**). When a pet is discovered a fee of \$20.00 a day will be assessed until the pet is removed. If necessary, the police will be contacted to remove the pet at the owner's expense. Any special cleaning/sanitation work that is required will be billed to the resident(s) responsible for the pet. Any aquarium that is placed in the room must be approved by all parties involved and the tank must be properly maintained.

Pictures/Posters/Signs

Pictures/posters/signs obviously intended to be obscene, pornographic, or to promote alcohol/drugs are prohibited in public areas. **Pictures/Posters are not to be displayed in residence hall windows or on doors.** Residence hall staff reserves the right to prohibit the display of signs anywhere within the residence halls.

Practical Jokes/Pranks

Students who engage in practical jokes and pranks which constitute a violation will be expected to assume appropriate responsibility for their behavior. This will include the replacement or restoration of any University property or personal possessions damaged or soiled as a result of this activity. This may also include conduct action. If the students refuse to accept this responsibility, they will be charged with appropriate repair, replacement, or cleaning costs and other students who are affected by this behavior will be assisted in making appropriate claims to assure recovery of the cost of damage to personal possessions. If the person(s) responsible for behavior that results in damage are not identified it is within the authority of the Housing Department to assess common damage charges to all individuals residing on the floor or in the building to cover expenses incurred. Individual or group behavior, which leads to actual or potential harassment, accident, injury, or damage to University property or damage to personal possessions, is not permitted. For any damages occurred from the prank or joke, the student/students responsible will be fined in accordance to the damages occurred.

Quiet Hours – Courtesy Hours

Courtesy and consideration (24 hours per day) for the rights of others are essential if a harmonious atmosphere is to be maintained. The staff will be working toward developing an environment conducive to study; however, this can be accomplished only with the cooperation of all residents. Recreation rooms and lounges are recommended for large group activities. An easy guideline to remember is: If you are making a noise that disturbs another resident, you are making too much noise. Quiet hours in the residence halls are from **10pm-11am** daily. 24-hour quiet hours are in place during final test periods.

Refrigerators

Students may bring their own refrigerator providing the unit does not exceed **3 cubic feet**. Before check-outs at end of the semester or before extended breaks, all fridges must be properly defrosted and cleaned out. Any fridges that show the existence of mold, are left in an unacceptable state or deemed a health hazard will be assessed with a Health and Wellness Violation and will be removed from the room by Resident Hall Staff.

Repairs

All necessary repairs are to be reported to your floor Resident Assistant or Resident Director in writing for forwarding to maintenance personnel. Repair will be made as quickly as possible. Residents should not attempt to repair damages to the rooms themselves. Repairs are made by facilities personnel only. If you have any questions concerning the status of a repair order, contact

your Resident Director.

Resident Behavior

The primary responsibility for behavior rests with the individual resident. Consideration and tolerance of others is requested in the hall setting in order to avoid an overload of rules governing individual conduct.

A roommate agreement pamphlet is available to allow you to communicate openly with your roommate. If you would like to review the document, or if you would like to complete one, contact your Resident Assistant or Residence Director. If it is evident that you and your roommate and/or other residents cannot live in peace and relative harmony, contact your RD or RA, who will assist you in solving the problem. As a resident, you have the right to lodge a written complaint concerning the behavior of your fellow residents.

Resident Rights – Courtesy Living

1. The right to read and study without interference, unreasonable noises, and other distractions.
2. The right to sleep without undue disturbance.
3. The right of all residents to have personal privacy in their rooms.
4. The right to live in a clean environment.
5. The right to have free access to one's room and facilities.
6. The right to host guests, but with the understanding that the guests will honor other residents' rights.
7. The right of a resident to sleep or study supersedes the right of another person to entertain.
8. The right for redress of grievances. Residence hall staff is available for assistance in settling conflicts.
9. The right to be free of fear or intimidation and physical or emotional harm.
10. The right to assume there will be reasonable cooperation in telephone use.
11. Each resident must respect his or her roommate's belongings.
12. The right to have a living environment free from residents who abuse or misuse drugs/alcohol.

Residence Hall Association (RHA)

RHA is an organization that acts as an avenue for voicing recommendations and providing input regarding policies and other aspects of residential life. All residents of MSU's residence halls are eligible for membership in the RHA. Officers are elected from members of the residence halls and serve a one-year term. Committees address items such as policies, repairs, programming, budget, food service and intramurals. Contact your resident director or resident assistant for more information on how you can get involved in this intra-hall government system specifically designed for students in residence. **RHA offers you an opportunity to get more out of your residence hall experiences.**

Road Signs

Road signs are not permitted in the residence halls. If found, they will be confiscated and returned to their rightful owner.

Rollerblades/Inline Skates and Scooters

The wearing of rollerblades/inline skates and the use of scooters are prohibited in the residence halls.

Room Assignments

The University reserves the right to assign or reassign space for the benefit of an individual student and/or living unit. The University reserves the right to refuse housing to any student who is delinquent in the payment of housing bills or has demonstrated an unwillingness to abide by housing rules and policies. Reasonable notice of termination will be given. All students desiring rooms in University residence halls must submit a Housing Request Application Form accompanied by a \$50 room reservation fee payment receipt to the Student Services office before room assignments will be made! Room assignments are made in order of receipt of application and reservation fee payment. Room reservation fee payments should be submitted prior to August 1 to avoid processing delays. NO REFUNDS. Roommates requesting each other should apply for a room at the same time.

Room Changes

Room changes, when necessary, should be made during the 3rd week of the semester. Room changes for spring semester should be submitted to the Hall Director two weeks prior to the start of final exams. Persons desiring a room change during the course of a semester must see their RD and get approval through the Student Life Office in CC 104. **Mayville State University reserves the right to transfer students to another room, floor, or building, or remove students from campus residence altogether if it is deemed to be in the best interests of the health, safety, or welfare of students in University Housing.**

Room Checks

On a bi-monthly basis and at a pre-arranged time, residence hall staff personnel will visit all residence hall rooms to check for security, compliance, and to interact with the residents to address concerns they may have about their living environment.

Health and Wellness Checks

Are conducted as needed by the Resident Assistants to help with ensuring the health and safety of the residents. The checks will be conducted at random or on specific days determined by the Residence Hall Director. Anyone who is found with a room that is determined to be unfit (I.E. excessive mess, unsanitary, risk to residents in terms of safety or providing a hindrance in case of a fire/emergency) will be given 24-48 hours to clean the room. After said time has passed the Residence Assistance and/or Residence Hall Director will re-inspect the room, if the room fails inspect the second time, a \$75.00 fine will be assessed to the room's occupant/s and the occupants will be given until the following week to improve the room's condition.

Room Entry

Your right to personal privacy will be respected. However, we reserve the right to authorize entry to your room when:

1. We have reasonable cause to believe that there exists an immediate threat to the health or safety of the occupants.
2. We have reasonable cause to believe that there exists a need to protect property (college or private).
3. It is necessary for residence hall personnel to close and secure a hall or to repair, replace, or inspect the property.

4. It is necessary to aid in our basic responsibility regarding discipline and maintenance of an educational atmosphere.
5. We have our routine cleanliness and maintenance checking of rooms.

North Dakota landlord-tenant law gives greater freedom for room entry if the landlord (University) has reasonable cause to believe there is a violation of state, federal or contract regulations taking place in the room.

Room Personalization – Holiday Decoration

Personalizing your room is permitted. However residents must not alter or damage the condition of the room and must conform to current housing guidelines. Pictures and posters may be temporarily hung on the walls of your room. Use of stick-ons and other adhesive products is discouraged. Any damage resulting from the use of hanging material will be charged to you upon checkout. It is recommended that blue sticky tape be used to hang items. *Note that it may stain so use at your own risk. **Tacks, nails, and duct tape cannot be used on the doors or walls. Plant hangers are not permitted in the ceiling.**

It is important to properly space any posters or decorations on your wall due to flashover. Flashover is defined as the rapid spread of fire through a material that spans more than half of a wall and allows no fuel breaks. Hazardous materials (i.e. parachutes, fishnets, flags, and crepe paper) are not permitted to be hung from the ceiling. Any material which completely covers the length of the wall, or any other materials that are arranged so close to each other that a path of fuel spans the entire wall, can lead to flashover during a fire. Any materials, including wall hangings, posters, murals, wall paper, etc., displayed on a wall which could lead to flashover are prohibited in the residence halls and are considered hazardous materials.

You are welcome to bring your favorite lamp, pillow, or rug to make your room more livable. No rubber or foam back carpet is permitted because of the toxic fumes given off by these substances during a fire. Your room is furnished with a bed, dresser, desk and chair for each resident, as well as drapes. The University does NOT provide the following items: blankets, linen, bedspreads, mattress pads, towels, garbage cans, and pillows.

The following electrical appliances which must be UL-approved and in good condition are permitted in student rooms: clocks, desk lamps, portable hair dryers, curling irons, PC equipment, radios, TV's, razors, fans, heating pads, sewing machines, and stereo equipment. No more than three electrical appliances can be plugged into any double outlet. However, multiple outlet power strips which are UL-approved and fused are allowed in residence hall rooms with a limit of one per outlet. Room air conditioners and microwaves, and electrical grills are not permitted in residence hall rooms. Safety regulations do not permit live Christmas trees in residence halls. All Christmas decoration in student rooms and hallways must be made of fireproof materials. Christmas lights must be non-heat producing lights, miniature size and UL-approved. Plastic guards are permitted. Ceramic lights are not permitted. Lights must not be hung on the curtains or on the windows themselves, and must be kept from contact with fabrics. Residents must be in the room when lights are in use.

Safety and Security

Residents are strongly encouraged to lock their room doors whenever they leave and carry their keys with them at all times. Residents should never prop locked building doors open or permit entry to

persons they do not know. Doing so may jeopardize the safety of all residents. Any doors that do not lock properly should immediately be reported to the RD. Custodial or maintenance staff may not unlock your door for your personal convenience.

Safety of residents is of prime concern to the Housing Staff, and should likewise be an important priority to residents. Residence halls are locked on a 24-hour basis. Outside doors are unlocked during check-in and check-out periods to help make moving easier.

Personal safety and protection of belongings cannot exist if available security measures are not utilized by residents. Also, actions or residents who jeopardize the safety of others will be taken seriously and students will be referred to the conduct system

Screens

Window screens are to remain in place at all times! A **\$25.00** fine is assessed for the removal of any screen. (Additional charges may be made for repairs and/or replacements of screens).

Search Policy

Room searches for disciplinary investigations are conducted under the following conditions: 1) permission by the occupant, 2) a judge's search warrant, or 3) a Student Services authorization to enter a room, issued by a designated Student Services officer.

Semester and Spring Break - Breaks

According to your room and board contract, the residence halls and food service program are not available to our students during semester break (winter), and spring break. Any student desiring housing during these breaks may do so by paying an Interim Housing fee of \$30 per day at the Student Services office in Main 107. An application for Interim Housing must be completed at least 10 days prior to the beginning of the break in which housing is needed.

Residents must turn off all lights, unplug all appliances, take out garbage, close and lock windows, and lock doors. Maintenance and/or hall personnel may enter a student's room with out notification when the building is officially closed or during vacation breaks.

Students choosing to take advantage of Interim Housing privileges will be charged double the stated fines if they are found in violation of residence hall or University policy during break periods.

Sex Offender Information

North Dakota has a sex offender registration law which requires persons convicted of sex crimes to register with local police departments. You may access this information by contacting the Mayville Police Department.

Sick Tray

If you become ill and are unable to eat at the Dining Room, contact the Food Service Director for a sick tray and a friend may get food to take back to your room for you.

Single Rooms

A limited number of designed single rooms are available. These rooms may become open at any time during the year and are assigned in priority order. Residents who want to be considered for a single room must note this on their application. Keep in mind that single rooms are not guaranteed just because you have applied. They are determined on a priority and availability basis. **When there is a high demand for housing, medical documentation is need for every single room request.**

Smoking

The MSU campus is tobacco free campus.

Solicitation

Solicitation is the sale or offer of any property or service and/or receipt of or request of any gift or contribution. No solicitation shall be conducted in the residence halls except by the agents or employees of the University in accordance with University policy. Approved activities may only be conducted in the main foyer of the Campus Center.

Sporting Activity Restrictions

Due to safety and facility concerns, the riding of skateboards, roller-blades, roller skates and bicycles is prohibited in the halls. Water balloons, water balloon launchers and the throwing of Frisbees, balls or other objects are also prohibited in the residence halls.

Storage

No storage of personal belongings is available in the residence halls other than resident's rooms. If storage is needed, residents should make other arrangements to meet their needs. Contact your RD for assistance.

Student Parking

Students may park their vehicles in all University parking lots EXCEPT IN SPECIFICALLY POSTED AREAS (i.e. handicapped, guest, employee parking, etc.). All city and University street signs and/or parking regulation signs must be adhered to or tickets will be issued. Note: The residence halls have special parking provisions. Contact the Hall Director for more information. (See Parking)

Termination of Occupancy

Room occupancy terminates immediately upon the close of the academic session/year or 24 hours from the date of official withdrawal unless directives have been made by the Director of Student Life or the Vice President of Student Affairs.

Tornado/Inclement Weather Procedures

Procedure to be followed for tornado/inclement weather warnings will be posted in each residence. During a tornado warning, the residents are advised to seek shelter in the lowest level interior corridor of their residence hall and to keep away from windows. Residents who wish to remain in the building during a tornado warning must follow procedures as directed by University personnel.

Trespassing

Trespassing is the unauthorized presence on or use of University premises, facilities, or property.

Vacancies

If a room has a vacancy during the year, resident(s) should always be prepared for a new roommate. If necessary, students residing in a single room may be required to take on a roommate provided that space is limited in the residence halls. Students living alone in a double room will be given reasonable time and notification to either secure a roommate or to pay for a single room.

Vacations

The housing contract applies to those periods of the academic year when University classes are in regular session. Students must make other arrangements for housing or contact the Student Life Office for Interim housing during break periods.

Vehicle Plug-ins

Residents may not use university electrical outlets for plugging in cars or for other outdoor uses.

Vending/Service Machines

Each residence hall has coin operated vending machines. If you have problems with any of these machines, please report the problem to your hall director. Anyone tampering with any vending or service machine in the residence halls will be subject to a \$100 fine, plus restitution.

Visitation – Quiet hours

The University establishes a visitation hour's policy for weekly inter-visitation privileges and requires all visitors to be escorted by hall residents to and from rooms. The right of a roommate to a reasonable degree of privacy must be given every consideration by those who have a guest. It is of paramount importance for roommates to discuss visitation and to arrive at a program acceptable to both. A resident's right to privacy takes precedence over the roommate's privilege to have a guest. The following visitation hours have been established to allow privacy for all residents:

Sunday through Thursday: 11:00 a.m. – Midnight

Friday and Saturday: 24 hours

(Escort rules apply)

Waterbeds

Because of potential damage, waterbeds are not permitted in the residence halls except for medical reasons. Written approval from the doctor must be submitted to the Director of Student Life before approval is granted.

Weapons

Possession or use of items such as fireworks, firearms, explosive devices, metal-tipped darts, knives (six inches or longer), bows and arrows, BB guns, martial arts weapons, pellet guns, paintballs and/or paintball guns, imitation guns (squirt/toy) and ammunition, or other potentially dangerous items are not permitted in the residence halls. See the Code of Student Conduct for weapons on campus (including in automobiles) that are not allowed. Possession of such items could result in removal from the residence halls.

Wellness Center

The Wellness Center is located on the south side of the Lewy Lee Fieldhouse. Questions regarding your health and wellness needs as well as activity and facility schedules can be obtained in the Wellness Center or by calling 701-788-4895.

Withdrawal Procedures

If you find you must withdraw from the University, please check with your RA or RD to discuss the proper procedures for withdrawal. Following the necessary steps will insure that you receive appropriate refunds for the unused portion of room and board.

Safety

Campus Safety

1. When walking at night, travel in groups if possible. Always walk in well-lighted areas and do not take short cuts through dark or isolated areas.
2. If you feel threatened or think you are being followed, walk toward a well-lit or well-populated area. After reaching your destination, report the incident to your RA or RD, Student Life Office, or the Traill County Sheriff's Office.
3. In public areas, do not leave your belongings unattended. Keep coats, book bags, purses, and other valuables with you at all times.
4. If you bring your bicycle with you to MSU, always keep it secured with an oversized chain or cable style bike lock. Licensing your bike with the Traill County Sheriff's Office is also a good idea. This will help identify your bike if it is stolen.
5. If anything makes you feel uncomfortable or threatened, report it immediately to your RA or RD, the Student Life Office, or the Trail County Sheriff's Office.

Residence Hall Safety

1. Lock the door to your room when you are alone at night or sleeping.
2. Do not let strangers into your room. If someone tries to force their way into your room notify an RA or RD immediately.
3. Do not give your name or phone number to strangers.
4. Do not loan your room key or outside door key to anyone.
5. When going out, let your roommate or a friend know where you are going and what time you expect to be back.
6. Lock the door to your room every time you leave (even for a few minutes).

7. Close and fasten your windows when you leave your room. This protects you from theft and inclement weather.
8. MSU does not carry insurance to protect student property. Residents are encouraged to provide their own insurance against loss of or damage to personal possessions.
9. Keep a record of all the serial numbers of all your belongings so that if something is lost or stolen is found the police will be able to identify it.
10. Don't advertise your valuables or keep large sums of money in your room.
11. Never let an unauthorized guest into the building.
12. Under no circumstances should you prop any exterior doors open.
13. Report any unescorted strangers in your building to any RA or RD.
14. Do not store any gasoline-powered vehicles or equipment (mopeds, motorcycles, barbecue grills, etc.) in the residence hall.
15. Individual smoke detectors are placed in every room. Do not remove or disconnect these because they are placed there for your own protection.
16. Never go up on the roof of your building or out on a window ledge.
17. Refrain from horseplay and practical jokes. They may seem harmless, but they could cause unforeseen damage or injury.
18. Fireworks, firearms, and other weapons are not allowed in the residence hall.
19. The fire extinguishers are placed in the residence hall for your safety. Do not tamper with them.
20. If the fire alarm sounds, leave the building immediately. Do not pull the fire alarm unless there is a fire in the building. Tampering with the fire alarm system (false alarm) is illegal and serious disciplinary actions may be taken against you.
21. Notify a RA or RD if you receive an obscene phone call. Do not talk to the caller. Hang up immediately.
22. During severe weather, be alert for a tornado or winter storm warning. If a warning is sounded you should immediately take cover in a sheltered area.
23. Do not attempt to remodel your room. If you have plumbing, electrical, or structural problems in your room, notify your Hall Director immediately.
24. If you or someone you know gets sick, let somebody (a RA or RD) know about it.

25. If you observe any hazardous conditions in your residence hall, notify a RA or RD.

Residence Hall Conduct System Structure

It is the responsibility of each student to fully understand the Conduct System, its offenses and the penalties that may result from the offenses. By enrolling one assumes a responsibility to comply with all of the general policies of Mayville State University and for your purpose, more specifically, the residence halls rules and regulations. The Conduct System at MaSU has a shared responsibility with the University administration to:

1. Protect the rights of students
2. Encourage responsible behavior
3. Assist students with the development and maintenance of positive living environments that allow freedom to pursue educational goals.

Because of the residence halls unique arrangement specific rules and regulations have been designed to help promote a healthy living style. Offenses will be addressed through our Conduct System in the following manner:

- I. Disciplinary Offenses Addressed by Resident Director
 - A. Alcohol
 1. Possession of alcohol and/or empty alcohol containers
 2. Presence - Being in the presence of alcohol
 3. Intoxication - Evidence of alcohol intoxication may include, but not be limited to: slurred speech, strong alcohol odor, vomiting, loss of balance, loss of consciousness, or loss of bodily functions.
 - B. Visitation/ Escort Violation
 - C. Intervisitation
 - D. Hall Disturbance
 1. Write-up can be issued at any time. (No warnings required)
 2. If written warnings are issued, the third warning will automatically result in a write-up.
 - E. Gambling
 - F. Damaging someone else's property
 - G. Unauthorized use of university telephones
 - H. Vehicle/ Parking violations (resident)
 - I. Window screen removal/ damage
 - J. Pets
 - K. Removal of University furniture/equipment from designated areas
 - L. Misuse of University furniture/equipment
 - M. Security violation/door or window propping
 - N. Failure to evacuate during a fire alarm or drill
 - O. Common damage violation

The resident directors are involved with and directly responsible for everything that goes on within and outside of their building. The above mentioned offenses are dealt with by the Resident Director at all times. Future infractions are also handled by the Resident Director but will include the involvement of the Director of Student Life (or his/her designee) for his/her input and

recommendations.

Conduct offenses addressed by the Resident Director may be appealed to the Director of Student Life. Director of Student Life conduct decisions may be appealed to the Vice President of Student Affairs. Second time offenders may choose to have their case heard by the Director of Student Life rather than the Resident Director.

All of the above offenses listed are offenses directly referred to in the MaSU Code of Conduct or, because of their nature, in addition to what is presently defined by the Code of Conduct in the Student Handbook. A student can assume that consistent with the teaching purpose of sanctions, students should expect that sanctions will become more severe for repeated offenses.

Residence Hall Conduct Fine System

The following residence hall fines have been implemented for the 2015-16 academic year:

A. Alcohol Violation- Possession (empty or full containers)

1st offense - \$150.00 and 10 hours of community service and mandatory completion of the electronic (on-line Check-Up to Go) program.

2nd offense - \$225.00 and 20 hours of community service and mandatory completion of the electronic e-Check-Up to Go program and BASICS (Brief Alcohol Intervention for College Students) program.

3rd offense - \$300.00 and 30 hours of community service and mandatory completion of the e- Check-Up to Go program, mandatory completion of an alcohol assessment by a licensed addition counselor and referral to the Director of Student Life.

Important Note: Students present in rooms where university policies are being violated (whether they are an active participant or not) are also held accountable as an accessory (an accessory is defined as an individual who signifies their intent to participate as implied by their presence).

Party Rooms - \$150.00 and 10 hours of community service for each resident of that room hosting the party. A room with four or more persons found in it with alcohol present will be declared a party room which carries an additional \$150.00 fine and 10 hours of community service for each resident of the room. Residence Hall staff may contact the Traill County Sheriff's Office, which could result in the filing of legal charges.

Parental Notification: If a student has been found guilty of multiple alcohol or drug related offenses occurring on campus, or if it is determined that that the student's health and safety is endangered because of his/her use of alcohol or other substances, the university reserves the right to notify the student's parents of these facts and concerns. This notification may occur even if the student is 21 or older. The university's Student Conduct Officer or the Vice President for Student Affairs will determine if such parental notification is to be made after consideration of each case and documentation of any such offenses. This process for parental notification is specifically allowed under federal law and is in accordance with the 1998 amendments to the Family Educational Rights and Privacy Act.

The following are typical and general sanctions imposed for students who violate institutional policies regarding the use or possession of marijuana on campus grounds or in campus facilities:

1st Offense - \$200 fine, 20 hours of community services and immediate involvement by law enforcement.

2nd and any subsequent offenses – \$400 fine, 40 hours of community service, mandatory completion of an assessment by a licensed addiction counselor, parental notification, and removal from campus housing.

Note: Any student charged of a felony possession and/or distribution charge may be removed from the residence hall, by recommendation of the Director of Student Life.

Educational/Counseling Actions - A concerted effort is made by Mayville State University to educate the individual and to provide appropriate types of assistance when needed. As part of this process, educational or counseling approaches may be undertaken as a way of encouraging the student to change his/her behavior. The actions described below may be taken separately or in conjunction with the disciplinary penalties listed previously. Dependent upon the circumstances, previous violations of college policy, and concern for the health, welfare and safety of the individual students involved, any of the following may be recommended.

- a. Referral to the college conduct board for a hearing and any subsequent action they might request.
- b. Mandatory attendance at chemical education programs.
- c. Referral to the college counseling staff for consultation.
- d. Referral to an outside agency or professional staff for possible chemical use evaluation.
- e. The development and presentation by the offender of a chemical education program.
- f. Community or campus service.
- g. The filing of a formal complaint with civil authorities regarding the use, possession and/ or sale of chemicals, including alcohol.
- h. Mandatory testing for those individuals who are involved in intercollegiate athletics and who are suspected of using drugs, including "performance enhancing" substances.

B. Escort/Visitation Violations

1st offense - \$25 per person and a possible revocation of open house/visitation privileges for up to 4 weeks.

2nd offense - \$50 per person and a possible revocation of open house/visitation privileges for up to 8 weeks, plus a referral to Director of Student Life.

Note: Violation of an escort/visitation sanction will result in a revocation of rights for an entire academic year and/or other university sanction.

C. Hall Disturbance Violation

Quiet hours are **10pm-11am daily (Exception - During final exams 24 hour quiet hours will be observed.)** Unreasonable noise, prior to designated hours will be dealt with on an

individual basis. Hall disturbance write-ups or warnings may be assessed at that time. Preliminary warnings are not required nor are they recommended.

1st offense - \$25

2nd offense - \$50, plus a referral to Director of Student Life

Note: Hall disturbance offenses are normally handled in one of three ways:

1. A hall disturbance offense, if so determined by hall staff to be extreme or serious enough in nature, will result in a write-up.
2. A hall disturbance offense, if so determined by hall staff to be a nuisance or aggravating type disruption, may result in a written warning. Three of these types of warnings will automatically result in a write-up.

D. Removal of window screens - \$25 fine

E. Incense/Candles/Open Flame (smoking included) - \$25 fine plus cleaning fees

F. College Property/Furniture removal - \$25 fine

G. 1) Food Service disturbance

1st offense -- \$25 fine (plus referral to Director of Housing)

2nd offense -- \$50 fine (plus referral to Director of Housing)

2) Food Service - stealing meals

1st offense -- \$50 fine plus restitution

2nd offense -- \$100 fine, restitution, loss of privileges, including denied access to Food Service and referral to Director of Housing

H. Security violation/door or window propping

1st offense - \$100 fine

2nd offense - \$250 fine plus disciplinary action

I. Failure to Evacuate during fire alarm or drill

1st offense - \$50 fine

2nd offense - \$75 fine and referral to Director of Student Life

J. Pets - \$20 fine per day until pet is removed

K. Tampering with Vending/Service Machines - \$100 fine

L. Violations of any residence hall or university policy according to the Code of Student Conduct (in student handbook) or Residence Hall Conduct System Structure violations (in residence hall handbook) are subject to fines and/or other sanctions.

University students are responsible for an awareness of all university rules and regulations as stated in university publications. **Changes to the residence hall handbook which occur during the course of an academic year will be communicated through various devices such as e-mail, posted announcements, floor or hall meetings, or campus mail.**

Residence hall students are responsible for their rooms and any activity/damage that occurs there.

NOTE: The Chief Conduct Officer on campus (Director of Student Life) resumes the right to intervene in university disciplinary affairs, amend decisions, and assign appropriate sanctions if necessary.

Procedural Guidelines for Residence Hall Complaints

The goal of the residence hall conduct system is to help students understand how their behavior impacts others and affects the community at large. This system encourages a constructive dialogue between the resident and hall staff, resulting in an opportunity for the resident to explain his/her situation and for the staff to explain why certain behavior is or is not appropriate in a residence hall setting. The end result of this process is an increased understanding between resident and staff. Periodic anonymous surveys will be done to evaluate the effectiveness of this process. The following is a procedural guideline for handling a residence hall complaint:

Complaint is Filed Regarding Student Behavior:

1. Student or staff member files complaint on an incident report
2. The date and time the complaint is received will be noted on the incident report
3. The Resident Director schedules a time for the student to meet with them
4. The student receives the hearing notification through the student's campus mailbox or via email. Ignoring e-mail/mail pick-up notices will not delay the hearing process. Students are responsible for picking up/checking mail or e-mail on a daily basis when at all possible.

Resident Student Rights and Responsibilities

As a member of the residence hall community, you have the following rights and responsibilities:

1. You have the right to live in a safe, clean, well-maintained facility and the responsibility to ensure the same for all.
2. You have the right to an environment that is conducive to your academic and social pursuits, and the responsibility to take part in developing and maintaining such an environment.
3. You have the right to voice your opinion on policies that affect you through participation in floor meetings, hall government and University organizations.
4. You have the right to freedom from discrimination on the basis of race, sex, age, religion, handicap, creed, sexual orientation or national origin. You retain the right afforded you as a citizen of the state and the union.
5. At all times you are asked to consider the rights of other residents. Your actions should not interfere with another's rights as stated, nor should your actions interfere with the University's attempt to manage and maintain the residence hall system.
6. You have the responsibility to participate in floor community meetings. Each resident shares in the responsibility for establishing, adhering to and enforcing community policies and guidelines.
7. You are responsible for knowing state and University policies as well as those outlined in this handbook and are not to violate these rules and policies.
8. You are responsible for your own actions and for accepting consequences associated with policy violations.

Roommate Bill of Rights

The first step in learning to live in a community is establishing a good relationship with your roommate and/or suitemates. Part of this relationship should include consideration of the rights of your roommate. These rights include the following:

1. The right to read and study free from undue interference in one's room.
2. The right to sleep without undue disturbance from noise, guests of roommate(s), etc.
3. The right to expect that a roommate will respect one's personal belongings.
4. The right to live in a clean environment.
5. The right to expect reasonable cooperation in the use of the telephone.

6. The right to free access to one's room and facilities without pressure from a roommate.
7. The right to personal privacy.
8. The right to have guests according to established hours with the expectation that guests are to respect the rights of the host's roommate and the other hall residents.
9. The right to discuss grievances.
10. The right to be free from fear of intimidation, physical and/or emotional harm.

These rights are a suggestion to aid you in creating a positive living environment for you and your roommate(s).

Code of Student Life

Conduct Records

A. An individual student's conduct record, notice of appeal, and each petition for review are confidential and may not be disclosed in whole or in part. This disciplinary record shall be separate from the student's academic record but shall be considered a part of the student's educational record.

B. Conduct suspension or expulsions are the only conduct actions reflected in the official transcript of the student. Upon the directive of the Conduct Hearing Sub-committee, the Vice President of Student Affairs shall inform the Registrar to place on the student's permanent academic record the words "may not register." The Registrar shall remove the notation when the penalty expires or has been terminated.

C. Students who wish to challenge specific data or information on their conduct record, amend their records, or request the release of their records must submit a written consent letter specifying the records to be released. The student is entitled to a copy of these and wishes to revoke this waiver, the student must make a request in writing at the Registrar's office to revoke the waiver.

Conduct and Hearing Records

A. For each student who has received a conduct penalty, the University shall maintain a written record reflecting the nature of the violation, the penalty assessed and other pertinent information. Conduct records are kept in the Resident Directors Office and the Student Life Office as active files for a period of one year or until all sanctions are completed, whichever length of time is greater, and in retrievable storage for an additional minimum of five years. This conduct record shall be separate from the student's academic record, but shall be considered to be part of the student's educational record. All hearing records, notices of appeal, and petitions for review are confidential and may not be disclosed in whole or in part except as provided in this section.

B. Students needing to review their conduct or hearing records are asked to contact the Vice President of Student Affairs Office or Student Life Office, as appropriate, to schedule an appointment to conduct the review of these records.

C. The contents of a student's conduct record may be made available to persons outside the University only upon written request of the student, or in response to a court order. If the student can not be reached, university officials are expected to comply with judicial orders and subpoenas. A reasonable attempt shall be made to notify a student of the university's intention to comply with court orders, unless directed otherwise by the court order.

RESIDENCE HALL EMERGENCY STORM EVACUATION PROCEDURES AND SHELTER IN-PLACE

For safety of our students, please adhere to the following evacuation procedures in the event of an emergency (i.e. tornado, etc.):

Shelter In-Place: All Areas

When faced with severe weather conditions such as tornados, designated areas within campus buildings or residence halls provide protection from the effects of high winds and flying debris. Moving personnel to these protected interior areas is referred to "shelter in-place." Generally, these areas are: away from windows, away from glass doors, in interior rooms (or closets) without windows, and are at the lowest possible level within the structure. When notified by

Residence Life staff or other authority to shelter in-place, seek shelter immediately within the nearest building and await further instruction regarding the pending danger. Do not venture out to determine if the in climate weather conditions have subsided—designated staff will alert you that conditions have improved or are all clear.

Residence Hall Procedures for Tornado Warnings

For the safety of our students, please adhere to the following procedures in the event of an emergency (i.e. tornado) that requires shelter.

DURING FALL AND SPRING SEMESTERS

MAYVILLE STATE UNIVERSITY students residing on campus should utilize the following designated storm shelters in the event a serious storm or tornado warning is issued for our immediate area:

AGASSIZ HALL – Basement of Agassiz Hall

BERG HALL – Basement of Agassiz Hall, interior hallways of Berg or basement of Campus Center

BIRKELO HALL – Stairwells of Birkelo Hall or basement of Agassiz Hall.

MARRIED/FAMILY HOUSING UNITS – go to any of the above mentioned areas

DURING SUMMER MONTHS

The Resident Director who oversees the building you are residing in will have keys that an get you into the basement of Agassiz Hall. Unfortunately, no guarantees can be made assuring you that these people will be available during the time when a potential storm hits. Alternate plans should be made in advance for precautionary purposes.

FIRE AND FIRE ALARM PROCEDURE

A fire emergency exists whenever:

A building fire evacuation alarm is sounding.

An uncontrolled fire or imminent fire hazard occurs in any building or area of the campus.

There is the presence of smoke or the odor of burning.

There is spontaneous or abnormal heating of any material, an uncontrolled release or combustible or toxic gas or other material, or a flammable liquid spill.

Evacuation Procedures

Campus buildings shall be evacuated whenever the building evacuation alarm is sounding.

When it is determined that a fire emergency exists, the following actions are to be taken.

SOUND AN ALARM. Activate the building fire alarm in buildings equipped with a manual fire alarm system. Shout a warning and knock on doors as your evacuate in building not equipped with a fire alarm.

LEAVE THE BUILDING AT ONCE.

CLOSE DOOR BEHIND YOU AS YOU EXIT.

CALL THE FIRE DEPARTMENT FROM A SAFE PLACE.

DIAL 9-911 OR 911

(1) When the emergency operator answers, ask for the fire department and give as much specific information as possible. State that you are calling from MSU and include the proper name of the building and room number, floor or other specific area.

(2) Do not hang up until released by the dispatcher.

MEET THE FIRE DEPARTMENT OUTSIDE AND DIRECT THEM TO THE EMERGENCY. ALL FIRE ALARMS, EVEN IF SUSPECTED TO BE FALSE OR ACCIDENTAL SHOULD BE REPORTED.

The evacuation procedures shall be as follows:

It shall be the responsibility of every person to immediately leave a University building whenever the fire alarm is activated or a fire emergency exists. All students, faculty and staff are required to leave the building and remain outside until the emergency is over. No one shall restrict or impede the evacuation. Mobility impaired persons are directed to the nearest stairway and are to wait to receive assistance from a "good Samaritan" or emergency personnel. If hearing or visually impaired persons need assistance, occupants may choose to render aid. If individuals are unable to assist others, then they should exit the building and provide information to emergency responders about the location of others still in the building.

If you are in a room with the door closed, feel the door/doorknob prior to opening the door to determine if the fire is on the other side of the door. If there is heat, seek another exit or signal from a window. Use a towel, sheet, cloth, or anything that will signal that you are in the room.

If you are trapped in a room, use the phone to call for help.

University Personnel will disseminate fire safety instructions annually and conduct fire exit drills annually.