# Table of Contents

**Welcome** ........................................................................................................... 1

**COMMUNITY**

Community Commitments ................................................................. 3  
Valuing Diversity ................................................................. 3  
Residence Hall Staff ................................................................. 3  
Involvement and Leadership Opportunities ........................................ 4  

Community Living ......................................................................... 6  
Living With a Roommate ................................................................. 6  
The Roommate “Bill of Rights” ....................................................... 7  
Roommate Conflicts ........................................................................... 8  

Community Standards ..................................................................... 9  
Basic Community Standards ............................................................ 9  

**SERVICES**

Services ........................................................................................................ 15  
Residence Hall Services ................................................................. 15  
Dining Services ................................................................................. 18  
Reception Desk Services ................................................................. 19  

**HOUSING CONTRACT**

Student Housing Contract ................................................................. 23  
Traditional Residence Halls ................................................................. 23  
Monroe Apartments ........................................................................... 28  

**SAFETY AND SECURITY**

Safety and Security ............................................................................. 31  
Elevators ....................................................................................... 31  
Emergency Procedures ...................................................................... 31  
Maintenance and Damages ................................................................. 33  
Medical Needs and Accommodations ................................................. 34  
Pest Control ..................................................................................... 34  
Security Systems .............................................................................. 34  
Sustainability ..................................................................................... 36  

**CONDUCT**

Student Conduct ............................................................................. 39  
Residence Hall Code of Student Conduct ............................................. 39  

**MAPS**

Campus Map ..................................................................................... 46  
Shuttle Map ....................................................................................... 48  
Designated Smoking Areas Map ......................................................... 50  

**DATES AND CONTACTS**

Dates and Contacts ............................................................................ 53  
Index ..................................................................................................... 56
Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. In addition, the University does not discriminate on any basis (including, but not limited to, political affiliation and sexual orientation) not related to the applicable educational requirements for students or the applicable job requirements for employees. This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or military organizations associated with the Armed Forces of the United States of America. The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action/Minority/Female/Veterans/Disability employer and institution. Inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to Equal Opportunity Officer, Park Central Office Building Suite 111, 901 South National Avenue, Springfield, Missouri 65897, 417-836-4252.
Welcome to the residence life system at Missouri State University. We hope you will find your involvement with residence life and your interactions with our staff to be positive. We have an outstanding residence hall program and encourage you to become an integral part of it. The residence hall system provides many avenues for involvement, as well as opportunities for positions of leadership. By taking advantage of these opportunities, you have the chance to grow as a person through the development of new friendships, the exploration of new ideas, and involvement in new activities.

The Guide to Residence Hall Living is a summary of the services, policies, and programs that relate to on-campus housing at Missouri State. This publication is designed to let you know what you can expect from us and what we will expect from you as a student living on campus. We ask that you familiarize yourself with the information in this publication.

The major emphasis of residence life at Missouri State is education. We hope that on-campus living will help students reach their full potential through living in a community of people with a variety of needs, interests, and philosophies. The residence life policies and procedures are developed to give you maximum freedom while defining your responsibilities as a member of a residence hall community.

The staff is pleased to welcome you as a student in the residence life system. We will do everything possible to make your college career meaningful, exciting, and productive.

The Department of Residence Life, Housing and Dining Services

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Springfield, MO 65897
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residencelife@missouristate.edu
Community Commitments

The University strives to provide an atmosphere where students can learn and effectively pursue their academic and personal goals. In addition, the residence life staff is committed to creating a community where ideas are freely discussed, topics of concern are explored, individuals develop new skills, and a sense of community is fostered among all students. Over the years, students and staff members have developed several community commitments, encouraging members to share in the creation of a safe and peaceful environment where people and property are respected, and an awareness of global and local issues and concerns is promoted. We hope you will join your fellow residents in developing a community dedicated to the following goals.

Valuing Diversity

The student leaders and residence life staff at Missouri State are committed to strengthening the relationships and level of understanding among people by supporting them in learning about the diversity that exists in our communities. We encourage each person to see this as a lifelong learning process in which one continues to develop the skills and attitudes necessary to be a positive and productive member of society. Developing these skills and attitudes involves a commitment to valuing human diversity. We encourage acceptance and appreciation of people regardless of race, gender, age, ethnicity, disability, sexual orientation, socioeconomic status, or religious affiliation. Holding to the belief that society is strengthened by the acceptance of human diversity and the ideas that are generated from that diversity, we encourage staff and students to reach out to one another and develop positive relationships. Each person has worth and should be treated with dignity and respect.

Residence Hall Staff

The residence hall staff is here to assist you in the development of your academic, social, and personal growth. Below is a list of our staff members who are dedicated to providing you with a comfortable place to live and learn. All of our staff members complete training programs and, as part of the hiring process, will have their personal information submitted for a criminal background check.

Hall Directors are full-time Master’s level staff members who manage the daily operation of the residence halls.

Graduate Assistants are part-time employees who assist in managing daily operations and focus on offering students leadership opportunities within the residence halls.

Resident Assistants (RAs) are undergraduate students who have been selected because of their desire and ability to be of service to other students. RAs usually know the answers to questions you may have or know where to find the right kind of assistance. Your RA is available to help you achieve your personal goals and to help your floor achieve a sense of community.

Hall Directors, Graduate Assistants, and RAs actively support community responsibility, involvement, and participation in the residence halls and are available to respond to your questions and concerns.
Receptionists, Night Hosts, and Student Desk Workers maintain 24-hour reception desk service in the residence halls. They work closely with the residence hall staff in keeping the office, mail room, and reception area running smoothly. In addition, they help monitor the lobby area and assist students by helping them check out cleaning supplies, games, kitchen equipment, and sports equipment.

Custodial and Maintenance Staff are essential staff members providing daily service to our residents, including 24-hour coverage for emergencies. The custodial staff cleans all public areas including community bathrooms, hallways, and lounges. Students are responsible for cleaning up after themselves. Maintenance staff members maintain public areas and keep the residence halls in good physical condition. Requests for maintenance should be taken to a RA, reception desk, or submitted online. These requests can be submitted online at: http://physicalplant.missouristate.edu/.

Involvement and Leadership Opportunities

Students learn a great deal in the classrooms at Missouri State University. As a resident living on campus, you will also learn a great deal outside of the classroom. There are many ways in which your overall college education is enhanced by becoming involved in residence hall leadership opportunities; you may gain much in the way of personal skill development, self-confidence, and personal growth. The residence life system at Missouri State University has a strong tradition of student involvement. Residence hall leaders help to establish and to promote an atmosphere conducive to the educational and social growth of students, while also serving as a link to the University administration. For more information on the leadership opportunities listed below, please talk to a residence hall staff member.

Living-Learning Communities – Living-Learning Communities (LLC) are special living environments that offer students academic and social resources in various interest areas and specialties. In the LLC program, students gain knowledge and skills that will help them become successful in the classroom and experience college life to its fullest. Students participate in social activities throughout the school year to help connect with faculty and with other students within the community. Students who are interested in joining a Living-Learning Community must contact the Student Success Initiatives Office at 417-836-3234 or email livelearn@missouristate.edu.

Residence Hall Association – RHA serves as the student voice in the residence halls. It is the mission of RHA to provide innovative, diverse programming and leadership development opportunities to on-campus students. Building leaders is our business. RHA works to communicate students’ needs regarding residence life services and policies, to increase student involvement in all areas of residence life, and to promote a high quality of community living. It is the unifying body for all the residence halls on campus, voicing the opinions and concerns of residence hall students to the Department of Residence Life, Housing and Dining Services and University administrators on a variety of issues related to residence hall living.

The RHA General Assembly meets every Monday at 4:00 p.m. throughout the academic year to consider proposed legislation, to plan the use of activity fees, to develop programs, and to take action to enhance residence hall living for the students at Missouri State. The RHA General Assembly is comprised of student leaders from every residence hall. RHA Executive Board members are chosen
each spring; however, General Assembly members are selected in the fall and as openings occur. RHA is active in the state, regional, and national associations, sending delegates to fall, winter, and summer conferences.

In addition to RHA General Assembly, there is another level of residence hall leadership and programming in which you may participate. **Hall Councils** are responsible for developing and implementing activities and hall improvements designed to enhance life for the students of individual halls. Each Hall Council is composed of a chairperson, administrative aide, general assembly liaison, and other Hall Council executive board and general assembly members. Most council members are selected in the fall of each year, and representatives from all academic classes (freshman, sophomore, etc.) are encouraged to apply. Each Hall Council meets biweekly to arrange programs within each residence hall and between all residence halls, and to vote on expenditures and hall improvements.

**Floor Involvement** – This can be an important part of your college experience. As a resident, you can make an important contribution to the community in which you live. By attending floor meetings regularly, taking an active interest in selecting your floor officers, and being active in floor activities, you can meet other people on your floor and have your opinions heard. Being involved gives you a great opportunity to meet others, try new experiences, and broaden your horizons!

At the beginning of the fall semester, a **Floor President** will be elected by your floor. The Floor President will work closely with the RA on the floor to assess resident needs and to help coordinate programs to meet those needs. In addition, floor presidents represent their floor at Hall Council meetings. If you are interested in serving as a floor officer, contact your RA.

The residence halls provide a living experience you will remember long after you leave the University. There are many ways in which your overall college education is enhanced by becoming involved in residence hall government. By taking advantage of the numerous leadership opportunities in the residence halls, you can enhance your personal skills development, self-confidence, and personal growth. While providing a good transition from living at home to being on your own, residence life also offers you the opportunity to acquire leadership skills that will assist you throughout your life. We hope you will consider becoming involved in your living environment as a residence hall student leader!

**Activity Fees** – Included in the Student Housing Contract rates is a Residence Hall Association (RHA) activity fee of $24.00. This fee designates you as a member of RHA, your individual residence hall, and entitles you to participate in all RHA and hall programs. The fee is divided among individual floors, residence halls, and RHA to provide students with a wide range of programs and services. To participate in determining how your activity fee is utilized, you are encouraged to become involved in residence life leadership opportunities.

**Community Living**

Living with others in a community living environment is one of the most challenging, significant, rewarding, and beneficial experiences students have while attending college. Learning to handle the challenges and stresses of living
Living with others is a critical experience that benefits students well beyond their college years. Living on campus has also been proved to increase student success in college and has the potential to affect the growth and development of college students significantly. Living with others is not easy and requires students to:

• be assertive in protecting the rights of themselves and others;
• take responsibility for themselves and the consequences of their actions;
• make mature decisions;
• communicate effectively;
• demonstrate civility and respect toward others;
• show genuine concern and empathy for the well-being of others;
• compromise;
• demonstrate persistence and rigor in dealing with challenges;
• appreciate and value diversity and the lessons that can be learned from others; and
• balance individual rights and freedoms with the responsibility each person has as a member of a community, and to exercise rights and freedoms in a manner that protects the rights and freedoms of others and promotes the common good.

**Living with a Roommate**

Most students come to college without the experience of sharing a room with someone else and may be used to having a larger, more private living space. Living successfully with others requires open communication, respect, trust, flexibility, a willingness to share, courtesy, and remembering to be concerned about the needs and feelings of the other person or people in the room. When making decisions about how to live in this shared space, students must take into consideration the impact they have on one another. The following are a few tips on how to be a good roommate:

**Complete a roommate agreement** – RAs can provide these agreements to help roommates define their expectations of each other and how to share their common space.

**Limit personal items** – The space that roommates share is compact, and there may not be enough room for everyone to bring all of their personal property. Roommates should discuss and agree upon what to bring and maintain in the shared space.

**Share** – It is not possible for both/all roommates to have everything they want in the room and to have it for their exclusive use. Due to the limited space and electrical capacity of the rooms, it is not possible for each roommate to have his or her own electrical appliances and large items that consume large amounts of space. Roommates should talk about sharing items and set some ground rules for their use.

**Live by “The Golden Rule”** – Roommates should always keep in mind the feelings, rights, and needs of the person/people with whom they share space and remember to “do unto others as you would have done unto you.”

**Communicate** – Roommates should talk openly and honestly with each other when they have concerns. They should be assertive but considerate.
Seek help – Roommates should utilize the assistance of their RA or Hall Director to help them address difficult issues in their living situation.

Be open-minded and willing to compromise – Roommates do not need to be best friends, but they should realize that there is much to be learned from living with someone whose personal habits, background, values, and characteristics are different from their own. They should talk with each other, share their ideas and beliefs, and be willing to listen, learn, and compromise when they disagree.

The Roommate “Bill of Rights”

The following Bill of Rights contains basic rights of roommates. In an effort to protect the rights of individual roommates, the Department of Residence Life, Housing and Dining Services expects all residents to have:

1. The right to study free from undue interference in one’s room. Unreasonable noise and other distractions inhibit the exercise of this right.

2. The right to sleep without undue disturbance from noise, guest of a roommate, etc.

3. The right to expect that a roommate will respect personal property.

4. The right to live in a clean, safe, and healthy environment.

5. The right to free access to one’s room and facilities without pressure from a roommate.

6. The right to personal privacy.

7. The right to host a guest as long as all residence hall policies are followed and the guest is respectful of the rights of all roommates.

8. The right to have grievances addressed and conflicts resolved. Residence hall staff members are available for assistance.

9. The right to be free from intimidation; physical and emotional harm; and racial, sexual, and other prejudicial harassment.

10. The right to expect reasonable cooperation in the use of the room’s shared items (e.g., refrigerator, TV, stereo, etc.) and a commitment to honor agreed-upon payment procedures (e.g., HBO cable bill, etc.).

11. The right to live according to one’s own unique values, beliefs, orientations, and preferences, as long as they do not unduly interfere with the rights of others.

Roommate Conflicts

If roommate conflicts occur, the Department of Residence Life, Housing and Dining Services works with all residents involved through various channels to mediate the conflict. These channels include:
**Roommate Agreements** – As discussed earlier, roommate agreements can help roommates identify potential problems before they arise. Also, when a conflict does arise, roommates can go back to the guidelines they set in their roommate agreement to resolve their conflict.

**Mediation and Counseling** – Residence hall staff are trained and experienced in helping roommates resolve conflicts and can offer advice, support, and informal assistance. Furthermore, residence life staff members are trained in conflict mediation and can offer formal mediation assistance. Students need to determine their concerns and share them honestly during the mediation session.

**Student Conduct** – Roommate issues can at times be related to violations of the University's **Code of Student Rights and Responsibilities**, found at http://www.missouristate.edu/studentconduct/12331.htm. Students have the option of reporting conduct violations and seeking assistance through the student conduct system. This system is an educational process that communicates and reaffirms standards of conduct, encourages students to make wise choices and engage in appropriate behavior, and holds students accountable for unacceptable behavior. The conduct system is not intended to be used as a vehicle to force roommates out of their living environment, and removal or relocation is not always an outcome of the conduct process.

**Room Changes** – If issues reach the point that other methods of resolving the conflict have not been successful, there may be an option for a change in room assignment. Room changes are not available during the first two weeks of the fall and spring semesters, and there must be space available to allow a room change. It is important, therefore, that roommates try to resolve issues prior to requesting a room change. To submit a room change involving a move off of or onto a Living Learning-Community floor, contact the Student Success Initiatives Office at 417-836-3234 or livelearn@missouristate.edu to schedule an appointment to discuss a room change request. To submit a room change request not involving Living Learning-Community spaces, the student must log in at My Missouri State and look for the appropriate link on the “Housing” channel of their “Profile.” Further details are found on page 26.

Residence hall staff members have a responsibility to provide support and assistance to all students involved in a conflict and, therefore, do not decide who is “at fault” and who should be moved. If a determination is made that the conflict cannot be resolved without a room change, and if a roommate does not volunteer to change room assignments, all roommates may be reassigned.
Community Standards

Community standards are in place in our residence halls. Students living in University housing have an opportunity to live in a community environment and to accept the responsibility of being a member of a diverse group of people. To help ensure that students may exercise their rights as individuals while at the same time insuring that the rights of those around them are upheld, basic policies have been established to facilitate mutual respect and consideration. For the policy on community standards, please refer to the Policy Library at http://www.missouristate.edu/policy/.

Basic Community Standards

Common Area Damages – In the event of damages to a common area, including furniture, fixtures, doors, walls, elevators, windows, and excessive cleaning charges and trash removal, the Department of Residence Life, Housing and Dining Services reserves the right to charge all residents for reasonable damage charges if the responsible person(s) cannot be identified.

Computer Usage – Please refer to the Policy Library at http://www.missouristate.edu/policy/. In addition, the following guidelines apply specifically to the residence halls:

Computer Labs
1. Computer lab resources are to be used only by residents of that particular residence hall.
2. E-mail usage and web browsing for non-academic purposes and game playing is limited to one hour when other students are waiting to use lab equipment.
3. The viewing, downloading, or printing of pornographic/harassing/offensive materials is prohibited.

Individual Network Connection (in rooms)
1. No personal HUBs are permitted.
2. The downloading of non-academic materials that hinders bandwidth usage for others is prohibited, including memory-intensive audio and video files, etc.
3. Personal servers that provide illegal access to copyrighted materials to others (on campus or off campus) are not permitted.
4. Repeated disregard for adequate virus protection that interferes/infects others will not be tolerated. Free virus protection software is provided by the University for student use. Please contact the ResNet Help Desk at 417-836-6100 for more information.

Policy and Ethics for Student Computer Use and Computer Network Use as defined by the University’s computer services office: Statement of User Responsibility

1. To be an authorized user of Missouri State computer and network resources, users must be currently enrolled as a student in good standing with the University.
2. As authorized users, students are responsible for the security and use of their computer accounts. They accept full responsibility for their accounts and all activity performed on University computing resources.
3. It is prohibited for any user other than the assigned account owner to use said accounts. Students are responsible for preventing unauthorized use of their computer accounts as well as refraining from using someone else’s account.
4. Those interested in creating web pages are responsible for adhering to the
Missouri State World Wide Web Policies.

Definition of Appropriate Use and Misuse:

1. Valid uses of computer and network resources include instructional use in classes, research, administrative support, electronic mail, web page development, and resume or vita posting.

2. It is a violation of University policy to use University computers for cheating of any kind.

3. Copying, sharing, uploading, downloading, sending, or receiving copyrighted or service/trademarked materials is strictly prohibited.

4. It is a violation of University policy to use the computer for promoting outside business interests. University computer resources shall not be used for private consulting or personal gain. Computer resources may not be used to support or engage in any other conduct prohibited by University policy, including the policies stated in the student conduct system and University catalogs. E-game playing from the University laboratories is strictly prohibited. University computer and network resources are limited; users should respect the needs of others to use these resources for approved activities.

5. It is a violation of this policy to examine, or attempt to examine, another computer user’s private files or mail.

6. It is in violation of University policy to send/display defamatory, harassing, pornographic, obscene, or patently offensive sexual materials. It is also a violation of University policy to send/display patently offensive sexual materials to minors. These violations are in addition to items prohibited by sections of the Revised Statutes of Missouri, or other local, state, or federal law.

7. Fraudulent use of computer accounts, networks, mail services, or other resources is a serious violation. Missouri state law makes unauthorized access and interference with computer systems, computer data, and other computer users illegal. Altering electronic communications to hide a student’s identity or impersonate another party is prohibited.

Guests – Residents want to have friends visit them; however, consideration for roommates and other floor residents dictates that guests do not infringe on another’s right to privacy and the quiet enjoyment of the facilities he/she has under contract. Residents must obtain permission from all roommates and/or suitemates before inviting a guest to visit. In addition, it is each resident’s responsibility to communicate disapproval of guests and to convey continual problems to a residence life staff member if approval is not sought after and received each time by all parties involved. If permission is not received and a guest is invited to visit, all future guest privileges may be revoked.

While your guest is in the residence hall, we ask that you understand the following guidelines:

1. Guests (except underage youths) should carry a picture ID at all times and abide by all policies of the residence halls and floors, with guests and hosts mutually responsible for the conduct of the guests.

2. Guests found violating University or residence life policies may be escorted from the residence hall and restricted from further access.

3. Overnight guests not residing in the residence hall they are visiting should be registered at the reception desk by the host. Any guest who is not registered will be asked to register at the desk. If the guest or resident refuses to comply, the resident may lose future guest privileges.

4. A resident may have no more than two overnight guests at any time.
There is an escort policy in place in all the residence halls. For the escort policy, please refer to the Policy Library at http://www.missouristate.edu/policy/. Students should be in the presence of their guests, and this includes traveling in hallways, stairwells, and elevators. The purpose of having escorts is to enhance the security of the facilities and to protect individual privacy.

There is a visitation policy in place in all the residence halls. For the visitation policy, please refer to the Policy Library at http://www.missouristate.edu/policy/. The visitation policy applies specifically to guests of the opposite gender within the time frame during which guests may visit a resident's room. The visitation policy also applies to hallways, stairwells, and elevators.

Pets – University policy states that pets under the control of an adult (i.e., 18 years or older) are permitted on University property but are not permitted within University-owned or leased buildings. Exceptions: Service animals trained to assist persons with disabilities; animals used in University laboratories for official research, classroom, or observation purposes; animals used in equine instruction at the Agricultural Center; and fish in properly maintained aquariums of 20 gallons of water or less in the residence halls. Laboratory animals are not permitted in the residence halls.

Animals (e.g., dogs, cats, monkeys, etc.) must be leashed to be under the control of an adult. Exception: Service animals, including emotional support animals, trained to provide ADA accommodations for people with disabilities. A loose animal trailing a leash, or one tied to a fixed object, is not under the control of an adult. Animals which are unleashed, or leashed and unattended, on University property are subject to impoundment. Animals left unattended in motor vehicles on University property are subject to the same rules and regulations if they become a nuisance or if the welfare of the animal is threatened.

Any pet found within a University-owned or leased building may be impounded. Impounded pets may be reclaimed by the owner at the Humane Society (417-833-2526) upon payment in full of all costs incurred as a result of the impoundment, including any veterinary expenses.

Posting – All posting of signs, bulletins, and promotional materials in the residence halls must be approved by the Department of Residence Life, Housing and Dining Services, located in Hammons House, room 101. Approved materials will then be distributed to the individual halls for posting by residence life staff.

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

Each floor must observe the minimum acceptable quiet hours of 10:00 p.m. to 10:00 a.m., seven days a week. During final exams, 23-hour quiet periods are in effect for the entire residence life system, with “relief hour” set for 9:00 –10:00 p.m. Exceptions will be permitted only for purposes of vacuuming rooms.

Courtesy hours are in effect throughout the residence halls 24 hours a day. Therefore, excessive noise, as determined by affected students, is discouraged at all times.

Room Decorations –

• Nails, screws, double-stick tape, packing tape, or duct tape on or in the walls, ceilings, furniture, or fixtures is prohibited. Masking tape or white poster putty is permitted for hanging posters and other decorations. In Kentwood Hall, steel banker’s pins may also be used. We recommend 3M Poster Strips with Command Adhesive, available at the Bookstore.

• Missouri law prohibits the removal of traffic and/or street signs. In
the absence of a verifiable bill of sale, traffic signs, street signs, and parking gate arms are not permitted in the residence hall.

- Pictures and other materials that may be considered objectionable are not to be displayed in areas that may be visible outside a residence hall room or suite (including viewed from outside of room through window or door).
- Alcoholic beverage signs are not allowed as window displays.
- No window display may be permitted if it substantially detracts from the aesthetics of the residence hall.
- Fire alarm pull stations, speakers/horns, fire extinguisher cabinets, smoke detectors, and exit signs must not be covered, and exits must not be blocked.
- Decorations, unless nonflammable, cannot be used to cover entire hallway areas, ceilings, walls, or doors, due to the fire hazard these decorations present. (All decorations must have a 1-foot fire break for every 3 feet.)
- Coniferous plants and other coniferous greenery must be artificial.
- Holiday lights must be UL-approved and low wattage.
- Students must use beds provided by Missouri State and cannot bring additional bed frames into the residence halls.

**Room Modifications –**

As a safety precaution, the following guidelines for room modifications within the room or suite must be followed:

- No University-owned furniture or equipment may be removed from the room, suite, or apartment.
- No furnishings shall restrict exiting from any portion of the room or be a safety hazard to persons walking around the room.
- Modifications must not include any materials or designs of a hazardous or flammable nature, including suspended flammable fabrics or carpeting applied anywhere except as a floor covering.
- Residents must be prepared to respond to concerns of staff about the hazardous nature of decorative materials and must remove materials that are judged by residence life staff to be particularly hazardous.
- Modifications must not block the heating or cooling system, or require the removal or remodeling of electrical fixtures or outlets. Fifteen inches of free space must be maintained in front of all air vents.
- Modifications must not block a doorway. The door must be able to open perpendicular to the door opening.
- A University-provided light fixture must not be tampered with, and its light bulb must not be removed or switched out with a colored bulb.
- No lofts, risers, or concrete/cinder blocks are permitted. No furniture may be raised off the floor.
- Bed rails are not provided for students with bunked beds. As some beds may not be unbunked, students are encouraged to provide their own bed rail if they have a concern about falling out of bed. The University will not be held liable for injuries resulting from falling out of beds (bunked or unbunked).
- Bunked beds must be at least 3 feet out from all windows.
• Beds must be bunked in pairs only, not in conjunction with three or more beds.
• Beds must remain in their standard configuration (e.g., headboard, footboard).
• Mattresses must be used with the bedframes and not placed directly on the floor.
• Personal mattresses are not permitted.
• All mattress toppers and pads over 2” high need to be California fire rated.
• Underbed storage units provided must remain under the bed.
• Desk carrels must remain attached to desks.
• Window drapes must remain hung as provided.
• No furniture may touch any part of the drapes.
• Excessively heavy items should not be placed on furniture or shelving provided by the University.
• The University is not responsible for injury resulting from the modifications of a room.

**Room Entry** – The Department of Residence Life, Housing and Dining Services respects the student’s rights to privacy within the community, and will strive to protect and guarantee this privacy. This policy is designed to ensure only legal and appropriate entry into a student’s room by specifically authorized staff members, and to define the conditions under which authorized personnel may enter a student’s room. Rooms may be entered under the following conditions:

• To provide room maintenance inspections or repair service.
• To conduct periodic health and safety inspections.
• When there is reasonable cause to believe that University regulations or laws are being violated.
• When there is reasonable cause to believe an emergency situation has arisen that requires that the room be entered.
• When a student permanently vacates the room.
• When a student vacates a room for a break period.

Illegal materials/items in plain view may be removed if they are noticed in the course of room maintenance or vacation inspections, or in response to a violation of University or departmental policy. 

The student will receive written notification of this action if confiscation of property is required when the student is absent.

Authorized residence life staff members who may enter a student’s room are administrative staff members, Residence Hall Directors, Assistant Hall Directors, RAs, maintenance and custodial personnel.

**Smoke-Free and Tobacco-Free Living** – The use of all tobacco products (both smoking and non-smoking) is expressly forbidden in all areas, including all common areas and individual living units. Any student found responsible for contaminating the smoke-free environment of a room/suite/apartment will be charged per incident per living unit for the thorough restoration/cleaning of that area, including carpets, walls, ceilings, draperies, etc. Charges vary and will be based on the cost to restore the living area. Exercise caution when using/charging e-cigarettes.
Smoking and the use of tobacco products (including cigarettes, smokeless tobacco, cigars, pipes, and other tobacco products) by students, faculty, staff and visitors is prohibited on all Missouri State University properties except as set forth in the Tobacco Use Policy found at http://www.missouristate.edu/human/80969.htm. The use of smokeless tobacco is prohibited at all locations on campus. The use of other tobacco products (including cigarettes, cigars, pipes, and all other tobacco products) is prohibited at all times in all interior spaces on the Missouri State University campus including leased facilities; in all University vehicles, including buses, vans, and all other University vehicles and vehicles leased by/to the University; in all other indoor and outdoor areas of campus not specifically identified in the Tobacco Use Policy. Smoking and the use of tobacco products will be allowed only at these outdoor locations: designated smoking areas (see map on p. 46) outside JQH Arena, Plaster Stadium, Hammons Student Center, and Juanita K. Hammons Hall during performances or events; inside of private vehicles located on University parking lots. Littering the campus with remains of tobacco products or any other disposable product is prohibited.

Adherence to the policy cited above is the responsibility of all University students, faculty, staff and visitors. It is expected that all students, faculty, staff and visitors to campus will comply with this policy. Members of our campus community are empowered to inform others respectfully about the policy in an ongoing effort to enhance awareness and encourage compliance. A complaint against a student who fails to respond to a request to comply with this policy may be reported to the Dean of Students' office. A complaint against an employee who fails to respond to a request to comply with this policy may be reported to a dean, director, or supervisor. Refusal of University employees or students to comply with this policy may result in disciplinary action as set forth in the Employee Handbook and the Code of Student Rights and Responsibilities.
Services

Residence Hall Services

Bicycle Storage – Bicycles may be stored in residence hall rooms but may not be hung from the ceiling, walls, or elsewhere. However, students are encouraged to use the bicycle racks provided for their convenience located near each residence hall. When keeping a bike in one of these racks, the student should always keep it securely locked. Storage of bicycles in hallways is not permitted. Any bicycle stored or chained in an unauthorized area inside or outside the halls will be removed or ticketed by the Department of Safety and Transportation. Registering one's bike with the Department of Safety and Transportation is recommended. At no time are motorbikes permitted anywhere inside the residence halls.

Cable Television Access – Each residence hall room/apartment is equipped with cable TV capability. Expanded-basic cable services are included in residence hall rates and provided in every room. Additional cable services may be contracted through the local cable provider, currently Mediacom, located at 1533 S. Enterprise Avenue, Springfield, MO. Call 417-875-5500 or visit http://www.mediacomcable.com. Students who have a TV that was manufactured before 2008 will also need a digital adapter, which may be obtained through Mediacom; there is a small monthly fee for using their adapter.

Community and Study Lounges – Most residence halls have a TV lounge with a plasma or LCD TV and seating area. A large grand lounge is available in most halls for entertaining guests, studying, or just visiting. Programs and special events are periodically held in the grand lounge, sponsored by the Hall Council or Missouri State organizations. The TV lounge and/or grand lounge are available 24 hours a day for students and their guests, when community functions and events are not scheduled in these facilities. So that all students may benefit from these areas, furniture is not to be removed from any community area, including lounges. Study lounges equipped with tables and chairs are available in each residence hall. These facilities provide a private place in which to study. So that all students may benefit from the study areas, the study lounge must be kept quiet at all times (no music is allowed).

Computer Labs and Technology – Computer labs are available in each residence hall. All computer labs are for the exclusive use of students of the individual residence halls.

All computers in the residence hall labs use the Windows operation system and are able to access the University’s network, all library resources, the Internet, and have applicable software installed.

In addition to University-provided computer workstations, each room in every residence hall has wired Internet access. Certain minimum computer configurations are suggested and are listed as follows:

Recommended Windows Computer Specifications

New Desktop:
   Operating System: Windows 8 - Any Version
   Processor: Intel Core i5 – 2.5 GHz, AMD FX Series, or better
   RAM: 8 GB or higher
   Hard Drive: 500 GB or higher or 256GB Solid State Disk
   Software: Microsoft Office 2013
New Laptop:
Operating System: Windows 8 – Any Version
Processor: Intel Core i5 – 1.5 GHz, AMD Quad A6 1.56 GHz, or better
RAM: 6 GB or higher
Hard Drive: 500 GB or higher or 128GB Solid State Disk
Software: Microsoft Office 2013

Minimum Recommended:
Operating System: Windows 7 with Service Pack 1 – Any Version
Processor: Intel Core i3 – 2.5 GHz
RAM: 4 GB
Hard Drive: 250 GB
Software: Microsoft Office 2010

Recommended Macintosh Computer Specifications

New Desktop (iMac):
Operating System: Mac OS X 10.9 (Mavericks) or better
Processor: 21.5" iMac w/ Intel Core i5 Processor
RAM: 6 GB or better
Hard Drive: 1 TB or better or 256GB Solid State Disk
Software: Microsoft Office 2011 for Mac

New Laptop (MacBook Pro):
Operating System: Mac OS X 10.9 (Mavericks) or better
Processor: Intel Core i5
RAM: 8 GB
Hard Drive: 500 GB or 128GB Solid State Disk
Software: Microsoft Office 2011 for Mac

Minimum Recommended:
Operating System: Mac OS X 10.7 (Lion)
Processor: Intel Core 2 Duo
RAM: 4 GB
Hard Drive: 250 GB
Software: Microsoft Office 2011 for Mac

Printing Quota: Each residence hall reception desk has a laser printer provided for student use. Pages not picked up in a timely fashion will be placed in the student's mailbox. All residence hall students are provided with an automated laser printing quota of 350 pages (not including cover pages) each semester. Students who would like to purchase additional printed pages may do so at the Department of Residence Life, Housing and Dining Services for a cost of $5.00 per block of 100.

Bandwidth Quota: To ensure that the bandwidth to the Internet in the residence halls is distributed equitably, a bandwidth quota is in effect. Currently, the quota is set at 200 GB on a rolling 7-day period. 200 GB should be more than enough for average Internet usage, including the streaming of media and video gaming. This information can be viewed easily by signing into https://resreg.missouristate.edu while on campus.

Computer Support Help Desk (ResNet): A residence life help desk has been established to assist students with their technology needs and questions. Any residence hall student with a computer-related question is encouraged to contact ResNet at 417-836-6100 during normal business hours or leave a message after hours.

Wireless Network Access: All residence halls are completely wireless.

Custodial Services - Students are responsible for keeping rooms/apartments in reasonably clean condition and should empty waste and recyclables into hallway trash/recycling containers or outside dumpsters. To ensure a healthy
environment, periodic room health inspections will be conducted by the residence hall staff.

The Custodial Staff cleans all public areas including community bathrooms on a regular basis in each residence hall. It is the residents’ responsibility to maintain a clean and sanitary bathroom and kitchen in the suites/apartments at all times.

**Fitness and Aerobic Centers** – Fitness and aerobic facilities are provided in some residence halls. The fitness centers are designed for low-impact work-outs for the residents of the respective buildings only. It is important to understand that the University shall not be liable for injuries that occur in our fitness and aerobic centers, and students should be careful not to overexert themselves. Students may need to check out keys to the rooms and “pins” at the reception desk.

**Ice, Change, and Vending Machines** – Vending machines, stocked with a variety of snacks and beverages, are located in each residence hall. A convenience store is located in Hammons House. Ice machines and change machines also are provided in most halls. Students losing money in the vending machines should report the loss to the Bursar’s Office, located in Carrington Hall, room 102. Refunds will be made at that time. Anyone losing money in the change machines should call the number posted on the machines. No change is available at the reception desks.

**Insurance Coverage** – The University cannot be held responsible for any damage or loss of property due to fire, power surges, power loss, facility failure, theft, severe weather, etc. Residents are, therefore, encouraged to carry their own homeowners or rental insurance. Monroe Apartments residents are required to provide proof of rental insurance. In addition, the University shall not be liable for injuries that occur in and around residence halls, including laundry rooms, fitness centers, parking lots, etc. Students are encouraged to carry adequate medical insurance. For information on some insurance providers, please go to [http://www.nssi.com](http://www.nssi.com) or [http://www.collegestudentinsurance.com](http://www.collegestudentinsurance.com).

**Kitchen Facilities** – A kitchen is available in each residence hall. Most kitchens are equipped with a stove, oven, microwave, and sink. In some residence halls, the kitchen is kept locked when not in use, but the key may be checked out at the reception desk. Failure to return the key or equipment within the designated time may result in the loss of this privilege and/or a late fee may apply.

**Laundry Facilities** – Each residence hall is equipped with coin-free washers and dryers for exclusive use by residents. Ironing boards, drying racks, and folding tables are available in some residence halls. Washers and dryers are provided in each unit at Monroe Apartments. The University will not be held responsible for lost or damaged belongings.

**Music Practice Rooms** – Music practice rooms are available in Blair-Shannon, Hutchens, Scholars, Wells, and Woods Houses. Residents should check with the front desk for specific hours.

**Parking** – Residents with the appropriate parking tags are permitted to park in the designated lots surrounding the residence halls. Some of these lots are electronically card-accessed. Green lots are reserved for students living in Blair-Shannon House, Freudenberger House, Wells House, and Woods House. Red lots are reserved for students residing in all other residence halls. Specific lot numbers and locations are available from the Department of Safety and Transportation. Weekend parking is allowed without a parking permit in the residence hall parking lots from 5:00 p.m. Friday through 7:00 a.m. Monday.

There is a limited amount of reserved parking available for Monroe residents. The cost is $30.00 per month, billed by semester, and spaces are reserved on a first-come, first-served basis. Residents may contact the reception desk at
Monroe for more information. Monroe residents not utilizing the reserved parking should contact the Department of Safety and Transportation for a parking permit.

The University is not responsible for losses or damages to automobiles or other personal property located in the parking garage, driveways, or parking lots surrounding the residence halls. Residents renting garage spaces are responsible for removing garbage and/or debris from their assigned spaces. Washing or servicing of cars in driveways, garages, or parking lots is prohibited.

Reserving Residence Hall Community Space – University organizations wishing to utilize residence hall facilities including grand lounges, study lounges, and courtyard space for presentations and/or meetings should make this request of the particular Hall Council advisor or Hall Staff member at least two weeks prior to the date desired.

Telephones – Local telephone service to residence hall rooms is not provided by the University. Students may contract for local telephone services by contacting the residence life office in Hammons House, room 104. Students must provide their own telephone instruments. Additionally, students may contract through the Telecommunication Services office in Blair-Shannon for low-cost long-distance service when they check in to the residence halls. Other long-distance vendors may be utilized as well.

Hallway phones are available to all residents for emergency use. When making a local call using a residence hall phone, an outside line can be obtained by dialing 9. If a call is being made to a University telephone number, the caller need only dial the last five digits of the phone number. Campus numbers may be found in the online directory at http://www.missouristate.edu/campusservices/. Telephone service problems should be reported to the Resident Assistant for verification and testing.

Dining Services

The University has three dining centers (Blair-Shannon, Kentwood, and Garst) within the residence hall system. Students with a meal plan may eat in any of the three dining centers by presenting their BearPass card. This flexibility and variety allows students to select the dining facility that best meets their needs. Dining services are not provided between semesters or during Spring Break.

Appropriate Behavior in Dining Centers – In accordance with state law, the following minimum standards of dress must be maintained in all dining facilities:

- Shoes and shirts must be worn at all times.
- Sleepwear and swimsuits are not acceptable.

In addition, no beverage or food (excluding fruit, cookies, or ice cream) may be taken from the dining centers. The removal of glasses, dishes, or silverware from the dining centers is a violation of residence hall policy. The replacement cost of these items can lead to increased dining costs for all students. Residents and their guests are expected to display appropriate behavior in the dining centers. Disruptive, destructive, excessively noisy, or injurious behavior will lead to disciplinary action.

Meal Plans – The meal plan consists of two parts:

Part 1: 10, 14, 19 or unlimited meals per week, used at any dining center

Part 2: Declining-balance BoomerMeals package, used at any dining center, the Plaster Student Union Food Court, and Strong Hall Outtakes

After Hours Dining is available Sunday-Thursday evenings, 9:00 to 11:00 p.m. Locations vary by semester and will be posted in the dining centers. This option provides a good study break and a good opportunity for students to collaborate on group projects.
**Guest Meals** – Residents are encouraged to invite family or other guests to dine with them in the dining center. Meals may be purchased on a cash basis or with BoomerMeals. All parents eat for free in the dining centers when they are accompanied by their students on a meal plan.

**Misuse of a meal plan** – Letting friends use your ID to gain entry to a dining center may lead to its cancellation or suspension without reimbursement for the unused portion of the meal plan.

**Sack Lunches and Dinners** – Sack lunches and dinners are offered daily for the purpose of providing a meal for students who are unable to return to the dining center. Arrangements for this service must be made 24 hours in advance, through the manager of the dining center or in the Dining Services Office in Blair-Shannon House, room 114. Failure to pick up a sack lunch or dinner will result in loss of the privilege for the student for the remainder of the semester.

**Special Meals** – A student who is ill may obtain a special meal by having a friend present the ill person’s BearPass card to the Dining Center Manager in order to receive the special meal.

**Reception Desk Services**

Each residence hall maintains and staffs a 24-hour reception desk. These desks are an excellent resource for students and provide many useful services.

<table>
<thead>
<tr>
<th>Desk</th>
<th>Phone</th>
<th>Fax</th>
<th>TTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freudenberger House</td>
<td>417-836-5189</td>
<td>417-836-7671</td>
<td></td>
</tr>
<tr>
<td>Hammons House</td>
<td>417-836-4907</td>
<td>417-836-7672</td>
<td></td>
</tr>
<tr>
<td>Hutchens House</td>
<td>417-836-8484</td>
<td>417-836-4362</td>
<td></td>
</tr>
<tr>
<td>Kentwood Hall</td>
<td>417-836-4818</td>
<td>417-836-7676</td>
<td></td>
</tr>
<tr>
<td>Monroe Apartments</td>
<td>417-836-8228</td>
<td>417-836-8230</td>
<td></td>
</tr>
<tr>
<td>Scholars House</td>
<td>417-836-8787</td>
<td>417-836-8788</td>
<td>417-836-8806</td>
</tr>
<tr>
<td>Sunvilla Tower</td>
<td>417-836-5410</td>
<td>417-836-5437</td>
<td>417-836-3001</td>
</tr>
<tr>
<td>Wells House</td>
<td>417-836-5193</td>
<td>417-836-8846</td>
<td>417-836-8835</td>
</tr>
<tr>
<td>Woods House</td>
<td>417-836-5338</td>
<td>417-836-4363</td>
<td>417-836-8805</td>
</tr>
</tbody>
</table>

**Equipment Available** – Each residence hall provides a variety of tools, kitchen utensils and equipment, cleaning equipment, vacuums, games, and recreational equipment for the residents of that residence hall. The Department of Residence Life, Housing and Dining Services also provides bellhop carts for use during move-in, move-out, and breaks. These items may be checked out at the reception desk with one’s BearPass card. Failure to return equipment within the designated time frame could result in a loss of this privilege and/or a monetary charge ($5.00 Charge for every 30 minutes late). The University will not be held liable for the use or misuse of equipment checked out at the desk. If damage results from this use, students will be held accountable.

Vacuum cleaners may be checked out from the reception desk of each residence hall with a BearPass card. In order to maintain established quiet hours, vacuum cleaners are available to students daily from 10:00 a.m. to 10:00 p.m. Due to the limited number of vacuums available, students are asked to return vacuum cleaners within one hour of the time the equipment was checked out. Failure to return the equipment promptly will result in a $5.00 Charge for each additional 30 minutes of use after the designated return time. A 30-minute time limit may be imposed during peak times, such as move-out, Family Weekend, and health inspections. Vacuum cleaners are provided as a service to students and may not be removed from the residence halls.

**Keys** – Students are responsible for all keys issued to them at check-in. Lost
keys may be replaced by reporting the loss to the reception desk. A key request will be completed at that time. Mailbox keys will be replaced for a charge of $10.00. Room keys are replaced at a cost of $10.00 and a re-core charge of $50.00 is assessed if a room key is lost. Lock changes are performed as a safety precaution to prevent unauthorized entry into residence hall rooms. However, the ultimate responsibility for the safety and security of a student’s room rests with that student. Mailbox, room, and hall key charges (except core charges) will be refunded if the lost key is returned to residence life within three months. Please remember:

• Lock your room whenever you leave and when you are asleep.
• Do not loan your keys to anyone for any reason.
• Report lost keys and access cards immediately.
• Do not mark your keys with your room number or any other identifiable markings.
• Never leave your keys or access card unattended.
• Return any lost keys you may find to the reception desk.

Keys obtained from sources other than the University are considered unauthorized. University keys may only be purchased for the purpose of replacing a lost key.

**Lock-Outs** – Residents are responsible for carrying their room keys at all times. In the event that a student is locked out of his/her room, the student may check out a key at the reception desk between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. The student should be prepared to present proper identification to the receptionist.

On weekends and Monday through Friday evenings, the RA on duty will respond to lock-outs during regularly scheduled building rounds or on the hour. Should a student become locked out at a time not specified here, the student may locate his/her roommate to gain access to the room or wait for the RA to begin scheduled rounds.

Each student is provided with two complimentary lock-outs per semester. Additional lock-outs are considered misuse of this service, resulting in a $5.00 charge for the third lock-out and every lock-out thereafter for the remainder of the semester. This fee will be charged to the student’s University account. This lock-out service should not be used as an alternative to the replacement of a lost key. For your own safety, report lost keys immediately.

**Mail** – Mailboxes are located within each residence hall, and mail services are provided at each reception desk. Residents must use their mailbox key to obtain mail, as postal regulations prohibit staff members from removing mail from the boxes. While the reception desk does not provide all the services of a United States Post Office, incoming packages and special delivery mail are received for distribution. A notice will be placed in the resident’s mailbox when a package arrives. This notice must be presented to the receptionist with a BearPass card in order to receive the package. The university will not be held responsible for mishandling of mail or packages. Mail is delivered to the residence halls daily, except Sundays and holidays, and is usually in the mailboxes by late afternoon.

Letters may be mailed at the reception desk of each residence hall. Please include a complete return address on each piece of mail. Outgoing mail is picked up daily, except Sundays and holidays, from all locations. In addition, a full-service campus post office is located in Plaster Student Union. Mail will be
received more quickly if it is addressed as follows:

Blair-Shannon House  
1001 E. Madison St., Room B–###  
Springfield, MO 65807-1598

Blair-Shannon House  
1001 E. Madison St., Room S–###  
Springfield, MO 65807-1598

Freudenberger House  
1000 E. Madison St., Room ###  
Springfield, MO 65807-1599

Hammons House  
1001 E. Harrison St., Room ###  
Springfield, MO 65807-1527

Hutcheson House  
1021 E. Harrison St., Room ###  
Springfield, MO 65807-1537

Kentwood Hall  
700 E. Saint Louis St., Room ###  
Springfield, MO 65806-2496

Monroe Apartments  
1141 E. Bear Blvd., Apt. ####  
Springfield, MO 65807-1543

Scholars House  
1116 E. Cherry St., Room ###  
Springfield, MO 65807-1517

Sunvilla Tower  
833 E. Elm St., Apt. ###  
Springfield, MO 65806-2433

Wells House  
1132 E. Madison St., Room ###  
Springfield, MO 65807-1597

Woods House  
1115 E. Bear Blvd., Room ###  
Springfield, MO 65807-1596
Traditional Residence Halls: Contract Terms and Conditions

The 9-month academic-year Student Housing Contract for traditional residence halls is in effect from August until May (unless entered into during the spring semester). The 12-month academic-year Student Housing Contract for apartment housing is in effect from August until July (unless entered into during the spring semester). The following is a listing of information you are responsible for knowing and have agreed to follow by signing your contract. You should take time to review the terms and conditions of the contract which may be found on our website at http://reslife.missouristate.edu.

The Student Housing Contract is for the entire academic year (both fall and spring semesters). If entered into after the semester begins, the contract applies to the remaining balance of the academic year. Rates for Blair-Shannon House, Freudenberger House, Wells House, and Woods House are based on the days of occupancy when the University is in session and do not include vacation periods when these residence halls are closed. Blair-Shannon, Freudenberger, Wells, and Woods Houses will be closed for Thanksgiving Break. These halls will close at 8 a.m. on 11/21 and reopen at 8 a.m. on 11/29. Contracts for Hammons House, Hutchens House, Kentwood Hall, and Scholars House are for the entire contract period, as these facilities are open during all vacation periods.

Cancellation Policy – As stated in Terms and Conditions on the back of the Student Housing Contract, a student contracts for the entire academic year. If an individual is to remain a student at Missouri State, he/she must obtain prior approval from the Department of Residence Life, Housing and Dining Services to cancel his/her contract. If an individual is permitted to cancel his/her contract, the following conditions apply:

1. If a student withdraws from the University, the individual is no longer authorized to live in University housing and must check out within 24 hours. The deposit will be forfeited and the student will be charged the daily rate until the student has officially checked out.

2. If a student is permitted to cancel his/her contract after the opening day of the halls in the fall or spring, the following costs will be incurred:
   • the deposit will be forfeited;
   • liquidated damage charges, as stated in Section II of the Student Housing Contract, will be added to the student’s account; and
   • meal plans will be prorated to the day of proper check-out of residence halls.

3. If a student will graduate at the end of the fall semester and will not remain a student residing in the halls during the spring semester, the individual will receive a refund of the security deposit.

4. The Department of Residence Life, Housing and Dining Services may cancel a student’s contract and forfeit his/her deposit with appropriate notice if, after due process, the student is found in violation of the rules and regulations as established by this Guide, and federal, state or local laws. In such cases, the University may impose a liquidated damage fee. (See Section II of the Student Housing Contract)

5. To cancel a contract prior to the opening of the residence halls, the Department of Residence Life, Housing and Dining Services must be notified in writing. If mailed, the date the notification is received by the department will
be used as the date of contract cancellation. To obtain contract cancellation approval or to request an exception to the University Housing Policy on or after the opening of the residence halls, students should contact residence life.

Consolidation Policy: Blair-Shannon House, Freudenberger House, Hammons House, Hutchens House, Scholars House, Wells House, and Woods House – At any time during the academic year, if a student moves out of a room/suite leaving only one resident, the remaining student must select one of the following options:

1. Elect to pay the private room fee and retain the room privately for the remainder of the semester. This is an option only when there is space available and there is not current demand for housing by new students. Private room fees will be calculated on a prorated basis.
2. Choose to move to another half-filled room on the same floor.
3. Find another student in a half-filled room who is willing to move into the room.

This consolidation policy does not require an individual to consolidate unless: (a) there is a need for space in his/her residence hall, or (b) there is a waiting list for private rooms.

If a student is (a) occupying a room without any roommates, and (b) not required to consolidate as indicated above and does not wish to contract for a private room, the student must:

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

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

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

Students in half-empty rooms must keep the room in half-empty condition at all times.

Students leaving for winter break who are in a half-empty room must make sure all personal belongings are only in half the room, as a new roommate may move in during the break.

Consolidation Policy: Sunvilla Tower – During the semester, if several apartments become partially empty, students may be required to consolidate with students of another apartment. Residence life reserves the right to enforce this policy when its enforcement will:

• result in energy conservation;
• facilitate cleaning and renovation;
• make space available for additional students, guests, and conference groups.

Eligibility – To be eligible for residence in University housing, an individual must be enrolled in at least six hours as a student at Missouri State University, be at least 17 years of age, and actively attending classes. To reside in Monroe Apartments, an individual must also have lived on campus for two semesters and be an upper classman student.

Insurance Coverage (Medical and Property) – The University cannot be held
responsible for any damage or loss of property due to fire, power surges, power loss, facility failure, theft, severe weather, or other acts of nature. Students are, therefore, encouraged to carry their own homeowners or rental insurance. In addition, the University shall not be liable for injuries that occur in and around residence halls, including laundry rooms, fitness centers, kitchens, parking lots, etc. Students are encouraged to carry adequate medical insurance. Monroe Apartments residents are required to provide proof of rental insurance.

**Room Use** – Residents are not permitted to sublet or assign their rooms or use their rooms for commercial/business purposes. Students are not permitted to remove equipment or furnishings from any room in University housing. Room modifications may be made only in adherence to departmental guidelines. Candles and open flames are prohibited in the apartments.

**University Housing Policy:** All single students younger than 21 years of age with fewer than 30 hours of transferrable credit after high school graduation are required to live in University housing – This requirement is founded on the belief that residence hall living provides the educational and social foundation important to the continued success of college students. Studies indicate that students living in residence halls tend to progress at a better rate toward the completion of their degree than those students living in off-campus housing. Students are required to request an exception to the University Housing Policy if they do not meet the criteria, as stated above, to reside off campus. A student must contact the Department of Residence Life, Housing and Dining Services to request an exception to this policy. Students should obtain final approval from the department for an exception prior to committing to other off-campus financial obligations.

**Vacation Periods** – Residents of Blair-Shannon House, Freudenberger House, Wells House, and Woods House may not occupy their rooms during Thanksgiving Break, between semesters, or Spring Break when these halls are closed. Check-out during vacation periods will only be permitted during normal office hours. An appointment for check-out should be arranged in advance by contacting the Department of Residence Life, Housing and Dining Services. Any person gaining illegal access to the residence halls when the halls are closed will be subject to disciplinary and/or legal action. During times when the residence halls close, the University contracts with a local hotel to provide accommodations for residents needing to stay in Springfield. A limited block of rooms is reserved and issued on a first-come, first-served basis. Residents will need to make their own reservations and are responsible to the hotel for the cost of their stay. More information is available in the residence life office in Hammons 104, beginning December 1 and March 1.

**Contract Payment and Refund Policy**

**Payments** – Charges related to the Student Housing Contract will be reflected on the student’s account with the University. Payments are to be sent to the Bursar’s Office and must be received no later than the 25th of the month in which they are due. Students who are eligible to use the My Payment Plan should refer to the terms and conditions found at [http://www.missouristate.edu/financialservices/deferredpaymentplan.htm](http://www.missouristate.edu/financialservices/deferredpaymentplan.htm). Statements of a student’s account are prepared monthly, reflecting unpaid charges which may include housing charges. The statement will be mailed to the student’s local address during the semester and to the permanent address between semesters, unless requested otherwise at the Financial Services Office. If the student fails to make payment according to the schedule set forth by the contract, the University may withhold grade reports and all other records or information requested by the student or third parties.
Refunds – If a student withdraws from the University, a refund of housing fees will be calculated according to the terms and conditions of the Student Housing Contract. Students will not receive a housing refund if they leave University housing after the last regular class day of the semester. Money owed to the Department of Residence Life, Housing and Dining Services or other departments at the University may be deducted from any refund.

Check-In and Check-Out Procedures

Check-In – When students move into their rooms, they will be emailed a link to the Online Room Condition Report that includes a completed room/suite/apartment inventory. This inventory serves as a record of the contents and conditions of the room/suite/apartment, and serves as the basis for check-out and assessment of damages when a student moves out.

Check-Out – In order to properly move out of a room, the student must check out with his/her Resident Assistant. RAs will provide students with sign-up times for check-out during finals week. These appointments are necessary for the convenience of students and allow RAs to plan in advance if a schedule conflict requires the assistance of another staff member in the check-out process.

During check-out, the RA will inspect the room/suite/apartment, record any damages on the Room Condition Report, collect keys and access card, and obtain the student’s signature on the Room Condition Report, noting the date of check-out. Failure to do any of the above constitutes an improper check-out, resulting in a $75.00 charge, in addition to any other charges.

If a student checks out of a room during a vacation period, the student must make arrangements with the Department of Residence Life, Housing and Dining Services to check out during normal office hours.

A fall semester resident not planning to return to the residence halls in the spring must check out of his/her room by 8:00 a.m. on Saturday, after finals. A student will be billed the daily housing rate for every day beyond this deadline until the student officially checks out.

The cost of any damages to the room/suite/apartment may be collected at the time of check-out, billed to the student, and/or deducted from any security deposit refund due to the student.

Residence Hall Room Assignments and Changes

Room Assignments – Assignments for new students are made according to a priority date determined by the date the student is admitted to the University and the date the student’s contract is received by the Department of Residence Life, Housing and Dining Services. Current residents are given the opportunity to return to the residence hall of their choice prior to the assignment of new students each semester. However, current residents who wish to return to the residence halls must complete a housing application (contract).

It is the Department’s policy not to discriminate when assigning roommates. Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. Prohibited sex discrimination encompasses sexual harrassment, which includes sexual violence. In addition, the University does not discriminate on any basis (including, but not limited to, political affiliation and sexual orientation) not related to the applicable
educational requirements for students or the applicable job requirements for employees.

This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or military organizations associated with the Armed Forces of the United States of America. The Department of Residence Life, Housing and Dining Services reserves the right to change room or hall assignments.

**Room Changes** – Residents are encouraged to discuss room changes with their roommates first. If room assignment problems continue, the student seeking the room change should contact his/her RA who will mediate the dispute. If still unresolved, the RA will refer the student to the Hall Director. In roommate conflicts which cannot be resolved, all roommates may be reassigned.

To submit a room change involving a move off of or onto a Living-Learning Community floor, contact the Student Success Initiatives Office at 417-836-3234 or livelearn@missouristate.edu to schedule an appointment to discuss a room change request. Room changes not involving a Living-Learning Community floor may be requested in My Missouri State under the “Profile” tab on the “Housing” channel, under “Assignment Information.” Room change requests will be accepted after the first two weeks of the fall and spring semesters and will be approved on the basis of availability.

Room change requests based on discrimination will not be granted. Only room changes that have first received formal approval may take place. Students who change rooms/halls without expressed permission are in direct violation of Code 4.7.

**Expanded Housing Assignment** – There are some semesters in which more students desire housing than can be accommodated in designated residence hall rooms; also, a number of students withdraw shortly after each semester begins. Therefore, especially for the fall semester, the University considers it advisable to make additional space available for student housing, such as residence hall conference rooms, guest rooms, apartments, and study lounges, which are converted to provide housing during this period. Permanent assignments are made as spaces become available. A student will be assigned to a designated residence hall room based on his/her priority number as determined by date of admission to the University and receipt of a signed Student Housing Contract by the Department of Residence Life, Housing and Dining Services. A student may inquire about his/her priority number at the residence life office. The use of expanded housing assignments gives students the opportunity for housing, and it also keeps housing rates as low as possible by making maximum use of facilities.

**Confidentiality of Records**

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), which is a federal law, access to student records maintained by the Department of Residence Life, Housing and Dining Services is limited to other persons within the University who have a legitimate or educational interest; officials of other institutions where students seek enrollment; information requested by federal, state or educational authorities; information needed in connection with the receipt of financial aid; information released by accrediting organizations; appropriate parties in health and safety emergencies; or as otherwise authorized by FERPA. Missouri State University does make available to the public unedited Incident Reports, including personally identifiable information, regarding investigations of suspected criminal conduct which violates federal law, Missouri statutes or Springfield city ordinances. These records are available from the Department of Safety and Transportation at Missouri State.
636 East Elm, under the Security Records/Access/Release Guidelines available in the Office of Custodian of Records, Carrington 209. In accordance with the Missouri Sunshine Law, the name and address of a victim of criminal activity will not be released where an identifiable assailant is still at large. Violations of University and residence life policy that do not involve criminal activity and other information gathered within the context of community development and student service functions are currently addressed under FERPA. Therefore, other individuals and agencies outside the University shall not have access to nor will the Department of Residence Life, Housing and Dining Services disclose any information, other than directory information or criminal incident reports, without the written consent of the student. Residence life staff have access to grades and other academic information throughout the academic year.

Monroe Apartments: Contract

The 12-month contract for Monroe Apartments is in effect from August until July. The contract will be void if the resident is no longer a student at Missouri State University or if the University has terminated the contract.

Eligibility – To be eligible for residence in Monroe Apartments, an individual must be an upper classman, must have lived on campus for at least two semesters, and must be enrolled in at least six hours as a student at Missouri State University and actively attending classes.

Insurance Coverage – The University cannot be held responsible for any damage or loss of property due to fire, power surges, power loss, facility failure, theft, severe weather, or other acts of nature. Residents are required to provide proof of rental insurance. In addition, the University shall not be liable for injuries that occur in and around apartments.

Room Use – Residents are not permitted to use their apartment for commercial/business purposes. Residents are not permitted to remove equipment or furnishings from any room in University housing. Room modifications may be made only in adherence to departmental guidelines. Candles and open flames are prohibited in the apartments.

Assignments – Current residents may reapply for the following academic year before new students are assigned. It is the Department’s policy not to discriminate when assigning roommates. Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. Prohibited sex discrimination encompasses sexual harrassment, which includes sexual violence. In addition, the University does not discriminate on any basis (including, but not limited to, political affiliation and sexual orientation) not related to the applicable educational requirements for students or the applicable job requirements for employees.

This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or military organizations associated with the Armed Forces of the United States of America. The Department reserves the right to change room assignments at any time. Residents are encouraged to discuss and attempt to resolve any issues with their roommates. If resolution cannot be
achieved, residents should seek a Residence Life staff member for assistance.

**Rent Charges** – Rent charges will be billed to the student’s University account at the start of each semester and may be paid in full or by deferred payment. If payment is not made, the University may withhold grade reports and other records requested by the student or by third parties. If the student withdraws from the University, a prorated refund of rent charges will be calculated according to the Terms and Conditions of the Contract.

**Check-In and Check-Out** – At move-in, the student will review a Room Condition Report (RCR) which documents the condition of the apartment at that point. When the student moves out, a Residence Life staff member will examine the apartment and compare its present condition with the RCR. Students are responsible for any damages beyond normal wear and tear. Residents will complete an express check-out when they move out. Residents need to check out by July 31, unless they renew their contract.

**Alcohol Use and Possession** – Residents of Kentwood Hall and Monroe Apartments are not prohibited from possession and consumption of alcohol in their apartments if they are above the legal drinking age pursuant to Missouri law. Enforcement of the alcohol policy will include requiring person(s) to provide proof of age and having underage person(s) or others in possession of alcohol in inappropriate locations dispose of the alcohol as directed. All residents, if disruptive or acting inappropriately, will be documented for possible conduct action and/or referred to the Office of Student Conduct. Students found to be in violation of University alcohol policies will go through the same conduct process as students living in other residential facilities. Students who provide alcohol to minors may also be placed on University probation in addition to other conduct consequences.

**Open Housing** – Upper classman students may choose to live in Monroe Apartments. An upper classman student is one who has completed 30 hours of academic credit post-high school graduation, is 20 years of age or older, or has lived on campus at Missouri State University for two or more semesters. Students are permitted to share an apartment with any qualified student of their choosing, as each person has a private bedroom and bathroom.
Safety and Security

Elevators
Passenger elevators located within the residence halls are provided for use by residents, their guests, and residence hall staff. In order to keep elevators in safe working condition, the following actions are prohibited and may result in disciplinary action:

- Smoking in the elevators.
- Intentional damage and/or vandalism to the elevators, such as prying elevator doors open, jumping, or rocking, etc.
- Use of emergency alarms, emergency stops, or the elevator telephone in other than emergency situations.
- Evacuating people from the elevator without assistance from trained personnel. If you are trapped in an elevator, sound the alarm or use the emergency phone to notify Missouri State Safety and Transportation of your situation.
- The elevator in Freudenberger House may be used by residents only at designated times during opening and closing weeks, or by residents with a disability requiring such access.

Emergency Procedures
In the event of an emergency, assistance may be obtained by contacting a RA or the reception desk of the residence hall. Give a clear description of the problem, your location (including floor and room), and your name.

Bomb Threat – In the event of a bomb threat requiring evacuation of the residence hall, students will be alerted to the situation and asked to follow standard evacuation procedures outlined for fire emergencies and drills. A bomb threat, even one made as a prank, is a violation of both federal and local laws, punishable by a fine and prison sentence.

Contacting Parents/Guardians – If students are assessed by emergency medical services personnel for medical issues, alcohol poisoning, or suicide ideation/attempt, parents/guardians will be contacted by Residence Life staff members.

Corridors and Fire Doors – It is absolutely essential that corridor and stairwell doors be kept closed at all times. Closed doors retard the travel of smoke, heat, toxic gases, and fire from the area of origin.

Emergency Lockdown of a Residence Hall – Procedures have been developed in the event of an emergency situation occurring on the Missouri State campus. Your RA will cover these procedures during the first floor meeting. Please listen to these instructions and always follow directions given to you by staff members in the case of an emergency. These procedures have been put in place for your safety, not as an inconvenience or interruption of your plans.

Fire Regulations – Periodic fire drills are required to ensure that students know what to do in the event of a fire. All students should be on the alert to prevent fires. Students should be familiar with the fire instructions that are posted in each room/suite/apartment. All residents and visitors are required to evacuate the residence hall when the hall fire alarm is sounded. Those refusing to cooperate with staff or evacuate the residence hall are subject to disciplinary action.
In the event the fire alarm sounds:

• Leave the residence hall at once, using the nearest stairway exit. Depart the room immediately, but dress in preparation for exiting into the outdoors (e.g., shoes, coat, etc.).
• Lock your door.
• Never use the elevator during a drill or actual fire.
• If you are away from your room when the fire alarm sounds, do not return to your room but leave the residence hall via the nearest exit.
• Do not return to the residence hall until given the all-clear signal by safety personnel or residence life staff.

In the event of a fire:

• Contain the fire, if possible, by closing the door.
• Pull the nearest fire alarm (pull station).
• No matter how small the fire, and even if it is already extinguished, report it to the reception desk or your RA immediately.
• Leave the residence hall by the nearest stairway. Do not use an elevator. Close the room and hallway doors behind you. Remain calm at all times.
• Do not return to the residence hall until given the all-clear signal by a Missouri State Safety and Transportation officer or the residence life staff.

Missouri State Alert – This is the University’s mass notification system, which uses a variety of methods to contact students, faculty, and students in the event of an emergency or school closing. The system allows you to receive urgent notification where and how you want—from text messages and e-mails to phone calls and pager messages.

When you receive the message, it is very important that you confirm receipt when prompted or the system will continue cycling through your points of contact. It is also very important that you follow the instructions given, whether you are in your residence hall, in an academic building, or outside. To register for this system or obtain more information, go to http://www.missouristate.edu/safetran/missouristatealert.htm.

Threats and Harassment – Residents who are physically threatened or harassed should immediately contact the RA or the reception desk for assistance.

Residents who receive threats/harassment over the telephone should follow these procedures:

• Note the exact time of the call.
• Write down as accurately as possible all statements made by the caller.
• Listen to the voice to determine gender, age, accent, and any other distinguishing features of the voice.
• Listen for any background noises (e.g., vehicular noises, alarms, voices, etc.)
• After the call is ended, notify your RA or reception desk.

Tornadoes and Severe Weather – Two types of tornado alerts are issued by the National Weather Service: tornado watch and tornado warning. Students should become familiar with the distinction, because it dictates which course of action to follow. All students should also become familiar with the tornado emergency procedures for their living areas.
A tornado watch signifies that atmospheric conditions are such that a tornado may develop. The National Weather Service will issue a tornado watch for a specific time period and geographical area. Students should monitor both television and radio weather bulletins to listen for details and changes in weather conditions.

A tornado warning is issued when a tornado has been sighted in the immediate area. The civil defense sirens will sound when a tornado warning has been issued. In the event of a tornado warning:

- Close and lock your room door and close hallway doors behind you. Bring a book, radio, and flashlight with you if they can be located quickly.
- Move to the lowest floor or basement immediately, remaining in the hallway until the all-clear is given by a Residence Life staff member.
- Do not remain in any area that has glass windows, especially lobbies.
- Cooperate fully with all residence life staff members. Those refusing to cooperate with staff or evacuate to a designated area are subject to disciplinary action.

Maintenance and Damages

Residents are responsible for maintaining rooms in the condition in which they were found at the time of check-in. The University employs a mechanical staff to assist with general maintenance, repair, and emergency situations. Requests for maintenance should be submitted via the online Work Request system or taken to a RA or the reception desk.

Online Work Request System – Do not enter Work Requests for computer-related items such as data jacks, coax issues, network connections, or personal computer issues. For all computer-related requests, call the ResNet Help Desk at 417-836-6100.

To submit a Work Request, go to http://physicalplant.missouristate.edu and follow the on-screen directions. You will receive e-mail confirmation of your request’s status. To ensure that your request is accepted, please follow these points when submitting a request:

- Use a Missouri State e-mail address only.
- Be as specific as possible when describing the request, including exact details and locations within the room.
- Submit only one service type per Work Request.

If there is an emergency (e.g., major water leak, air conditioning or heating problems, door locks), call Missouri State University Work Management at 417-836-8400 Monday through Friday from 8:00 a.m. to 4:30 p.m. For after-hours emergencies, contact your RA or front desk.

To check the status of a previously submitted work request, go to http://physicalplant.missouristate.edu. Select “Search By Number/Work Request” from the pull-down menu. Enter your Work Request number on the next line and press the button. You will now see your original work request. If it has been assigned a Work Order number, it will be displayed; click on the Work Order number to view the status of your request. For other searching functions, select an option on the left side of the screen under “Search by Request/WO#.” If you have any questions, please contact your Resident Assistant or your residence hall front desk.

Damages – The condition of each room/suite/apartment is checked at the beginning and end of each academic year. To avoid being charged for damages for which you are not responsible, residents should carefully check the Room
Condition Report (RCR) provided by the RA to make certain all existing damages are noted on the sheet.

Damages to University property that occur during the school year by residents or their guests are the responsibility of the residents of the room or suite.

**Damage Appeals** – Appeals must be submitted by the student online on their My.MissouriState.edu account. Sign into your account and select the Profile Tab, then locate the Housing channel on the right-side of the page, then click Appeal Damage Charges under the Resources header.

Appeals for damages in a given semester will only be considered until the fifteenth of the month that follows the end of the semester.

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<tr>
<th>Semester</th>
<th>Deadline</th>
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<td>FALL</td>
<td>January 15</td>
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<td>SPRING</td>
<td>June 15</td>
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<td>SUMMER</td>
<td>September 15</td>
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**Heat/Air Conditioning Conversion** – Blair-Shannon, Hammons, Kentwood, and Woods are two-pipe buildings, meaning that only air conditioning or heat is available, depending on the season.

Hall Councils in each building provide annual input on dates the students would like to convert to heat in the fall and to air conditioning in the spring. The Department also monitors student complaints and building mechanical systems in making the transitions.

**Medical Needs and Accommodations**

Students with special medical needs should communicate those needs to the Department of Residence Life, Housing and Dining Services. If special accommodations are requested, students will need to register with the Disability Resource Center, located in Carrington Hall.

Students with a medical condition requiring injections must inform residence life of that medical condition, as a disposal unit for used needles will be provided in the room/suite/apartment, and the Department will maintain and empty the containers as needed. In addition, disposal units are provided in all community bathrooms in the residence halls.

**Pest Control**

Residence life has every room (including resident rooms and staff apartments) in each residence hall treated by our pest control contractor three times per year. These applications take place before opening in August, at semester break, and during spring break.

In order to request treatments for insects or other pests beyond the regularly scheduled applications, a work order should be entered in the online work request system at [http://physicalplant.missouristate.edu/](http://physicalplant.missouristate.edu/). If a resident wants to provide a specimen of an insect, it should be placed in a Ziploc bag and taken to the reception desk.

We cannot treat for flying insects, as this is difficult without direct-contact spray. If there are flying insects such as gnats, wasps, or hornets, the source needs to be located before treatment can take place. Residence life has a protocol for treating bedbugs. If you suspect you have bedbugs, contact your Resident Assistant or Hall Director immediately.
It is the resident's responsibility to notify residence life when pests are present so that treatment can begin promptly. Failure to comply with all treatment and requirements prior to treatment will result in a referral for disciplinary charges and/or financial charges up to $1,500.00 for eradication of pests.

Security Systems

Card Access Security System – A card access system permits residents to gain entry to their halls at all times but limits the entrance of non-residents during specified hours. Guests are asked to contact residents using the telephone located in the entryway of each hall. Access cards are issued to students upon their arrival to University housing. Card access is an electronic security system that helps maintain the security of all the outside doors of all residence halls. Access cards issued to students allow entry into their assigned residence hall and other specified doors.

Lost cards should be reported immediately to the reception desk, where they may be replaced for a $25.00 charge. A student who pays for a replacement card, then finds and returns the lost card within three months, will be issued a $20.00 refund. Access cards which are not working properly may be exchanged, at no charge, at the reception desk of the student's residence hall. Access cards should be returned with room keys when students check out of the residence hall. Cards should be returned in good condition, and must be reusable and free of markings to avoid additional charges.

To maintain the safety and security of all residence halls, students are asked not to permit “tailgating.” This means that persons not in possession of an appropriate access card should not be permitted to enter a residence hall without a host. Access phones are available in the entryways of each residence hall so guests may contact students they wish to visit. Students are prohibited from loaning or giving their access cards to others.

Community Watch – Residents are asked to watch out for and protect their “home away from home” and the members of their community. The safety and security of each residence hall depends, in part, on the actions and responsibility exercised by each community member. No lock or security measure is effective when ignored or used improperly. For their own safety and the safety of their fellow residents, students are asked to observe appropriate safety and security measures and to report concerns to their RA or front desk staff.

Criminal Background Checks – All student workers, as part of the hiring process, will have their personal information submitted for a criminal background check. While they may begin working, the final status of employment will be determined once the background check is communicated back to the University.

Door Security – In addition to exterior door security, every residence hall student door is equipped with a security peephole and a deadbolt. Students should utilize these and other common-sense measures when uncertain about a visitor.

Identification of Personal Property – Students are encouraged to identify personal property (e.g., bikes, stereos, TVs, etc.) with a driver's license number.

Surveillance Systems – To assist with the overall security of the residence halls, surveillance cameras, card access activity logs, and other means of personally identifying and monitoring the activities of students and staff are utilized. Surveillance cameras do not have audio capabilities and will not be placed in private areas, such as bathrooms or student living units. The Department of Residence Life, Housing and Dining Services is the authorizing agent for access and control of any camera and monitor.

Windows, Screens, Ledges and Roofs – The misuse of windows and window
screens can present a serious safety hazard to students and other University community members. The following guidelines are in place to address these concerns:

- Residents may not remove the screens or window stops from their room window or other residence hall window at any time, nor take any action that may tend to damage the window, window screens, tracks, or closures.
- Residents are instructed not to lean against any window or to stand upon any structure(s) or item(s), such as heating units, crates, or books in front of any window within the residence halls.
- No objects of any type may be thrown, dropped, pushed out of, placed outside of or allowed to fall from any residence hall window.
- No one is permitted on ledges, nor are items to be placed on ledges.
- No one is permitted on roofs or overhangs, nor are items to be placed on roofs or overhangs.

Due to the severity of this safety concern, the Department of Residence Life, Housing and Dining Services will hold responsible all students involved in these actions, including the resident(s) of the room in which a violation of these policies has occurred.

A charge of $100.00 will be assessed for each incident where a screen is removed, people/items are on a ledge, and/or when items are thrown out a window. A charge of $25.00 will be assessed for each incident where a window stop is removed.

Screen removal and/or damage will result in a replacement/repair charge. Window stickers outlining these charges are posted on or near every residence hall room window. Removing, defacing, or damaging these window stickers, or any violation of the guidelines previously cited will result in a referral for disciplinary charges, in addition to any monetary charge incurred. Any damage to windows, screens, tracks, closures and/or window stickers should be reported to a residence life staff member immediately.

Sustainability

What is sustainability? – The EPA defines sustainability as “meeting the needs of the present without compromising the ability of future generations to meet their own needs.” In other words—make it last! The residence life program contributes to the University's sustainability efforts in many ways, such as lighting common-area spaces using occupancy sensors, cleaning with environmentally friendly products, and installing water bottle-filling stations, energy-saving appliances, and low-flow shower heads and aerators.

In addition to these efforts, residence life encourages campus awareness of and commitment to the Three R’s: Reduce, Reuse, Recycle. Not only are there educational opportunities within the residence halls in the areas of energy and water conservation and waste reduction, but also fun, community-involvement projects to utilize learned knowledge of sustainability and make it a lifelong habit. Sustainability efforts made by residents of Missouri State University on campus will be taken with the residents once they depart from campus and continue to be utilized in daily life practices.

Recycling – Each residence hall is equipped to make recycling as easy and convenient as possible. There are labeled bins for recycling located on each floor in the residence halls. As a further effort, each residence hall room contains a green container to assist residents in sorting recyclables and waste before relocating these items to the community recycling containers. For more
information on recycling, please visit http://reslife.missouristate.edu/Recycling.htm.

Plastic shopping bags, printer cartridges, batteries, and glass can be recycled in the residence hall lobby. Listed below are items that can be recycled on each floor:

- cans (soda, canned goods, etc.)
- paper egg cartons
- #1 – #7 plastic tubs and screw-top containers
- #1 – #7 plastic bottles and jugs
- paper and hardback books
- paper drink cartons
- magazines, brochures, and catalogs
- clean aluminum foil and pie pans
- empty aerosol cans (no caps)
- loose metal jar lids and steel bottle caps
- paper bags
- cardboard (separated from items above)

Using the separate container provided, the following paper types may be recycled; staples do not have to be removed:

- shredded paper
- phone books
- file folders
- office paper
- notebook paper
- newspaper and inserts

What can you do to be more sustainable?

- **Conserve!** Conserve energy by turning off lights when a room is vacant and unplugging unnecessary items when not in use. Conserve water by shortening your shower time and turning the faucet off while brushing teeth or shaving.

- **Reduce!** Reduce the amount of waste you produce by preparing or taking only the amount of food that you will eat. Reduce the amount of paper you waste by utilizing the Internet and BearMail to your fullest capabilities and asking yourself if you really need to print items. Reduce the amount of paper printed or copied by utilizing both sides of the paper for printing. Reduce your carbon footprint by riding public transportation such as the BearLine around campus, or walk for great exercise!

- **Reuse!** Donate your reusable items by participating in Residence Life, Housing and Dining Service’s closing recycling program at the end of the year or by dropping items off anytime during the year at a local donation center.

- **Recycle!** Recycle every item that can be recycled and promote the world’s recycling by purchasing and utilizing products made from recycled materials.

- **Participate!** Please join us in our efforts to protect this planet and its valuable resources by participating in sustainable campus activities, such as the annual RecycleMania nationwide competition during Spring Semester and other educational programs.
A primary aim of the residence life program is to maintain an atmosphere that is conducive to the pursuit of academic goals and personal growth. In order to achieve this goal, it is important to remember that a large number of individuals live together in a residence hall. This situation requires students to accept the responsibility involved with living in a community environment and to make a special effort to be aware of how their actions affect their neighbors and roommates. To this end, policies and community standards for the residence halls have been developed to establish an environment in which a large number of students may live together with maximum freedom while recognizing the rights and safety of fellow residents. Students are encouraged to learn responsible decision-making, develop an appreciation of community standards, respect individual rights and property, practice good citizenship, and understand the policies of the University within the context of a community living environment.

The student conduct system is an active approach to problems that may arise in a residence hall living environment. The system allows for the growth and development of individual residents, making them accountable for their actions and the consequences of these actions and decisions. When a resident violates the basic standard of community living by endangering the safety of other residents or violating any of the policies outlined by the Department of Residence Life, Housing and Dining Services or the University, this behavior is addressed through the residence life and/or the University student conduct system.

**Documentation of Violations** – Residence life staff, including RAs, Hall Directors, Assistant Hall Directors, Night Hosts and Receptionists, are required to confront violations of residence hall policy. An Incident Report is written and filed with a residence life administrator. Residents cited in an Incident Report for an alleged violation of policy receive written communication informing them of the next step in the process to resolve the situation. Residents are asked to respond in a timely fashion to all communications involving student conduct concerns. Failure to do so can result in further disciplinary action.

**Adjudication of Alleged Policy Violations** – Information about the conduct process, including student rights, responsibilities, due process, hearing procedures and sanctions, may be found at [http://www.missouristate.edu/StudentConduct/default.htm](http://www.missouristate.edu/StudentConduct/default.htm).

**Residence Hall Code of Student Conduct**

**Policies and Regulations** – Any residence hall student who is found to have violated the following community standards or University policies as outlined under Article IV of the University’s Code of Student Rights and Responsibilities is subject to disciplinary sanctions, conditions, and/or restrictions. Residents should review the University Code found at [http://www.missouristate.edu/StudentConduct/12331.htm](http://www.missouristate.edu/StudentConduct/12331.htm).

Students will be held responsible for their own behavior. Community standards include, but are not limited to, the following inappropriate behaviors:
1. Alcoholic Beverages (Reference 4.11 of the Code for more information)
   Kentwood Hall and Monroe Apartments residents, see page 29.
   • Possession, use, sale, and/or distribution of alcoholic beverages in the residence halls or at any residence life sponsored event;
   • Possession of alcohol containers including one or more kegs, bongs, bottles and/or cans within the residence hall room or at any residence life sponsored event;
   • Intoxication by individuals in the residence halls or at any residence life sponsored event.

2. Narcotics or Drugs (Reference 4.10 of the Code for more information)
   • Possession, use, sale, and/or distribution of any narcotic, drug, non-prescribed medicine, chemical compound, or other controlled substance or paraphernalia in the residence halls or at any residence life sponsored event, except as expressly permitted by law.

3. Firearms and Weapons (Reference 4.12 of the Code for more information)
   • The possession and/or use of fireworks, firearms, handguns, ammunition, lethal weapons, blowguns, explosives, noxious materials, incendiary devices, and dangerous chemicals in the residence halls. Possession of weapons on University premises even by licensed holders of concealed handguns. Lethal weapons include any object so designed or adapted to be capable of taking a human life. Firearms, a blackjack, a knife with a blade over two inches in length (including pocket, hunting, and collectible knives), a bill, a slingshot, metal knuckles, and a razor have been held to be lethal weapons.
   • Possession of items such as stun guns, pellet guns, dart guns, darts, paint guns, bows and arrows in the residence halls.

4. Theft, Damage or Unauthorized Use (Reference 4.4 of the Code for more information)
   • Theft is defined as attempted or actual theft of any property belonging to the University, residence hall students, other members of the University and residence hall community, or University and residence hall visitors. Possession of property, knowing it to be stolen, is theft. This includes cable pirating and splitting.
   • Damage is defined as attempted or actual damage to property belonging to the University, residence hall students, other members of the University and residence hall community, or University and residence hall visitors. Defacing, and/or unauthorized removal of University and residence hall property, including public area furniture, is damage and/or theft.
   • Unauthorized use is defined as attempted or actual use of credit cards, BearPass card, access card, telephone cards, and/or personal checks including forgery, alteration, or misrepresentation of any form of identification.

5. Disorderly Conduct/Harassment (Reference 4.3, 4.16 and 4.19 of the Code for more information)
   The following regulations include actions or behavior directed toward either students or staff:
   • Physical harm or threat of harm to any person;
   • Intentional, reckless or negligent conduct which threatens or endangers the health or safety of any person;
• Disruptive or offensive behavior; lewd, indecent or obscene conduct, dress, or communication (written or verbal);
• Harassment, including sexual harassment, acts or communications (including phone calls and e-mail) that are intended to intimidate or humiliate any person. Sending offensive materials to the reception desk laser printer is construed as harassment.

6. Tampering with Fire Equipment
• Intentional sounding of a false alarm; pushing card-access emergency release buttons; sounding emergency exit door alarms; false emergency calls; attempting to ignite and/or the action of igniting a substance on fire; issuing a bomb threat; constructing mock explosive devices; or tampering with, destroying, and/or pos¬session of fire equipment, emergency signs, and sprinklers.

7. Unauthorized Entry/Exit, Possession or Use (Reference 4.7 of the Code for more information)
• Unauthorized entry into, or use of residence life facilities, including roofs, ledges, laundry facilities, mechanical areas, control rooms, unapproved room (changes), etc.
• Unauthorized use and/or possession of keys or unauthorized duplication, processing, production or manufacture of any key or access card for use in any residence hall facility.
• Tailgating or allowing someone else to tailgate through a card-accessed door.
• Loaning or giving keys and/or access card to another person.
• Entering/exiting emergency exit doors when alarmed.

8. Community Living Guidelines
• Failure to abide by Courtesy and Quiet Hours as outlined by Quiet Hours policy.
• Failure to abide by the Escort policy.
• Smoking and/or possession of a lit substance, including the possession of candles, candle warmers, incense, and flame-heated potpourri pots, in any residence hall room and/or in any public area including elevators, bathrooms, hallways, lounges, laundry rooms, lobbies, balconies, within 50 feet of all entrances and exits of all residence halls, unless otherwise specified.
• Failure to abide by Visitation Hours and Guest Policies in the residence halls.
• Possession of items not allowed in the residence hall rooms and/or public areas, to include heaters/heating units (except UL-approved heating blankets), halogen torchiere lamps, lamps with narrow plastic shades, lava lamps, ozone machines, waterbeds, mattress toppers and pads over 2” high that are not California fire rated, fog machines, personal washers/dryers or dishwashers, candles (with or without wicks), Scentsy-type warmers, air conditioners, outside antennae, flammable fluids, incense, alcoholic beverage containers, non-University provided refrigerators and microwaves, and personal surveillance systems in public places. Cooking outside of using the provided microwave is prohibited in all areas except the community kitchen. All cooking appliances are prohibited, except traditional blenders, auto-shutoff coffee pots, auto-shutoff electric kettles, toasters (not toaster ovens), and air-popped popcorn makers (intended for
in-home use). Some small appliances and cookware may be checked out at each building’s front desk for use in the community kitchen.

- Selling and/or solicitation in the residence halls, unless approved by the hall council of the respective residence hall.
- Operation of a bicycle, in-line skates, skateboard, or other recreational devices in the residence halls.
- Participation in any type of sport activity in the hallways and/or public areas of the residence halls.
- Possession and/or care of animals other than fish in properly maintained aquariums of 20 gallons of water or less. No laboratory animals are permitted in the residence halls.
- The playing of any musical instruments if heard outside a residence hall room/suite (other than in locations where some halls provide a piano and a designated area for the playing of this and other instruments).
- Use of darts and dartboards in any area of the residence halls.

9. **Failure to Comply with the Direction of University Officials (Reference 4.6 of the Code for more information)**

- Students must comply with the directions of Department of Residence Life, Housing and Dining Services staff members acting in the performance of their duties. This includes meeting with residence hall officials as directed and following sanctions outlined as the result of a student conduct hearing.

10. **Failure to Present BearPass Identification (Reference 4.6 of the Code for more information)**

- A student must present BearPass identification on request by Department of Residence Life, Housing and Dining Services staff members acting in the performance of their duties.

11. **Providing False Information or Misuse of Records (Reference 4.1 of the Code for more information)**

- Dishonest or fraudulent behavior, such as furnishing false information to Department of Residence Life, Housing and Dining Services staff members in the performance of their duties either verbally, or through forgery, alteration, or misuse of any residence hall document, record, or instrument of identification.

12. **Vandalism (Reference 4.4 of the Code for more information)**

- Malicious destruction, damage, or misuse of University property. This includes residence hall public area furniture and individual room furniture.

13. **Student Housing Contract**

- Violating the terms and conditions of the Student Housing Contract.

14. **Room Decorations**

- Nails, screws, double-stick tape, packing or duct tape on or in the walls, furniture, or fixtures.
- Removal of furniture from assigned room/suite/apartment.
- Removal of traffic and/or street signs. In the absence of a verifiable bill of sale, traffic and street signs are not permitted in the residence hall.
- Displaying pictures and other materials that may be considered objectionable in areas that may be visible outside a residence hall room/suite (including viewed from outside of room through window or door).
• Displaying alcoholic beverage signs.
• The covering of fire alarm pull stations, fire extinguisher cabinets, smoke detectors, and exit signs; and blocking of exits.
• Decorating entire hallway areas, walls, or doors with flammable materials.
• Possession of coniferous plants and other coniferous greenery.
• Possession of non-UL approved and/or non-low wattage holiday lights.
• Use of any non-UL approved electrical item, including extension cords, appliances, lamps, etc.

15. Computer Use (Reference 4.17 of the Code for more information)
• Policy and Ethics for Student Computer Use and Computer Network Use as defined by the University's computer services office.

16. General Expectations (Reference 4.8 and 4.9 of the Code for more information)
• Students are expected to comply with federal, state, and local ordinances and other University regulations as prescribed in this Guide, the Student Housing Contract and other University publications. In addition, all postings, signs, or other forms of communication must be adhered to at all times. Residents are responsible for the acts of others (visitors) in their room/suite/apartment.
Campus Map goes here
Shuttle Map goes here
Shuttle Map goes here
Designated smoking areas Map goes here
Designated smoking areas Map goes here
### Important Dates

Below are some of the important dates students need to be aware of throughout the academic year. The dates below may be subject to change. For a complete calendar, students should refer to the information found at [http://calendar.missouristate.edu/](http://calendar.missouristate.edu/).

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1</td>
<td>University accounts reflect Fall housing charges</td>
</tr>
<tr>
<td>August 14</td>
<td>Residence halls open at 8:00 a.m. (Fall contracts become legally binding). Meal plans begin.</td>
</tr>
<tr>
<td>August 17</td>
<td>Fall classes begin</td>
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<tr>
<td>August 25</td>
<td>Fall housing fees due</td>
</tr>
<tr>
<td>August 26</td>
<td>Residence Hall “House Calls”</td>
</tr>
<tr>
<td>September 4</td>
<td>Last day to decrease Fall meal plans (at any time, meal plans may be increased and additional BoomerMeals may be purchased)</td>
</tr>
<tr>
<td>September 7</td>
<td>Labor Day Holiday (no classes)</td>
</tr>
<tr>
<td>September</td>
<td>Family Weekend</td>
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<tr>
<td>October</td>
<td>Homecoming</td>
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<tr>
<td>November 21-29</td>
<td>Thanksgiving vacation</td>
</tr>
<tr>
<td>December 3</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>December 5-10</td>
<td>Final exam period</td>
</tr>
<tr>
<td>December 11</td>
<td>Fall commencement</td>
</tr>
<tr>
<td>December 12-January 8</td>
<td>Winter Break (at 8:00 a.m. all residence halls close excluding Hammons, Hutchens, Kentwood, Monroe, Scholars and Sunvilla; dining centers are closed but Kentwood is open for residents with a special break plan)</td>
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<tr>
<td>January 1</td>
<td>University accounts reflect Spring housing charges</td>
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<tr>
<td>January 9</td>
<td>Residence halls open at 8:00 a.m. (Spring Only contracts become legally binding)</td>
</tr>
<tr>
<td>January 10</td>
<td>Meal plans begin with brunch</td>
</tr>
<tr>
<td>January 11</td>
<td>Spring classes begin</td>
</tr>
<tr>
<td>January 18</td>
<td>Martin Luther King, Jr. Holiday (no classes)</td>
</tr>
<tr>
<td>January 25</td>
<td>Spring housing fees due</td>
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<tr>
<td>January 29</td>
<td>Last day to decrease Spring meal plans (at any time, meal plans may be increased and additional BoomerMeals may be purchased)</td>
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<tr>
<td>January-February</td>
<td>Housing reapplication for 2016-2017</td>
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<tr>
<td>February 15</td>
<td>Presidents' Day Holiday (no classes)</td>
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<tr>
<td>March 5-12</td>
<td>Spring Break (at 8:00 a.m. all residence halls close excluding Hammons, Hutchens, Kentwood, Monroe, Scholars and Sunvilla; dining centers are closed but Kentwood is open for residents with a special break plan)</td>
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<tr>
<td>March 13</td>
<td>Residence halls reopen at 8:00 a.m.</td>
</tr>
<tr>
<td>March 14</td>
<td>Meal plans resume</td>
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<tr>
<td>March 24-25</td>
<td>Spring Holiday (no classes)</td>
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<tr>
<td>May 5</td>
<td>Last day of classes</td>
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<td>May 7-12</td>
<td>Final exam period</td>
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<tr>
<td>May 12</td>
<td>Dining centers close</td>
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<tr>
<td>May 13</td>
<td>Commencement</td>
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<tr>
<td>May 14</td>
<td>All residence halls close at 8:00 a.m.</td>
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# Important Contacts

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
<th>E-mail Prefix</th>
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<tbody>
<tr>
<td>Academic Advisement Center</td>
<td>836-5258</td>
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<td>Admissions</td>
<td>836-5517</td>
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<td>Athletics</td>
<td>836-5244</td>
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<td>Bear CLAW (writing center)</td>
<td>836-6398</td>
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<td>BearPass Card Office</td>
<td>836-8409</td>
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<td>Blair-Shannon House</td>
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<td>Bookstore</td>
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<tr>
<td>Bursar</td>
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<td>Campus Recreation</td>
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<td>Career Center</td>
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<td>Computer Support (ResNet)</td>
<td>836-6100</td>
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<td>Copy This</td>
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<td>Counseling and Testing Center</td>
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<td>Dean of Students</td>
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<td>Dining Services</td>
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<td>Disability Resource Center</td>
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<td>Diversity and Inclusion</td>
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<td>General Counsel</td>
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<td>Hammons Hall for Performing Arts</td>
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<td>Multicultural Student Services</td>
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<td>Plaster Sports Complex</td>
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<td>Plaster Student Union</td>
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<td>Registrar</td>
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<td>Residence Hall Association</td>
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<td>Residence Life</td>
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<td>Safety and Transportation</td>
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<td>Scholars House</td>
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<td>Springfield Police Substation</td>
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<td>Student Academic Support Services</td>
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<td>Student Affairs</td>
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<td>Student Success Initiatives</td>
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<td>Taylor Health and Wellness Center</td>
<td>836-4000</td>
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<td>University College</td>
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<td></td>
</tr>
</tbody>
</table>
Recycling ........................................ 36
Refunds, Vending Machine.................... 17
Rental Insurance, Monroe..................... 17, 28
Residence Hall Association .................. 4
Resident Assistants (RAs) .................... 3
Residential Programming
  Assistants (RPAs) ............................ 3
ResNet Help Desk .............................. 9, 16, 33
Roofs ........................................... 35, 41
Room Change Requests...................... 8, 26
Room Entry .................................... 13
Roommate Agreement ........................ 6
Roommate "Bill of Rights" .................... 7
Roommates ................................... 6, 24, 26, 28
Sack Meals .................................... 19
Safety .......................................... 31
Scholars House ................................ 21
Screens, Window .............................. 35
Security ......................................... 31
Shannon House ................................ 21
Smoke-Free/Smoking ......................... 13, 41
Special Meals .................................. 19
Staff ............................................. 3
Sunvilla Tower ................................ 21
Surveillance .................................... 35
Sustainability .................................. 36
Tailgating ...................................... 35, 41
Tape ............................................. 42
Telephones .................................... 18
Theft ........................................... 17, 24, 28, 40
Threats ......................................... 7, 31, 32, 40
Tobacco ........................................ 13
Tornadoes ...................................... 32
Vacuum Cleaners .............................. 19
Vandalism ...................................... 42
Vending Machines ............................. 17
Visitors ........................................ 7, 10, 19, 41
Weapons ........................................ 40
Web Browsing .................................. 9
Weather, Severe ................................ 32
Wells House .................................... 21
Windows ....................................... 35
Wireless Access ............................... 16
Woods House .................................. 21
Work Request .................................. 33