

COMMUNITY.

GENERAL HALL ITEMS
RESIDENTIAL LIFE STAFF
COMMUNITY INVOLVEMENT



RESIDENTIAL LIFE HANDBOOK

2019-2020



SERVICES.

SERVICES & STANDARDS
HEALTH & INSPECTION
SAFETY & SECURITY
FERPA/TITLE IX
OCCUPANCY PROCEDURE

THE OFFICE OF
RESIDENTIAL LIFE



POLICIES.

GUEST POLICY
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Residential Life Handbook for Student Living



Dear Resident:

Living on campus at Missouri Western State University will be a time you will never forget. Students who live on campus have the opportunity to build lifetime friendships, grow individually in a supportive community, and live in a safe and comfortable academic environment.

Throughout the academic year, we hope that you accept challenges and opportunities as you work toward your dream of a college degree. We welcome the chance to help you navigate the growth that all students face from your first footstep on campus to the moment you cross the stage at graduation.

We are excited to have you living on campus at Missouri Western State University and look forward to helping you become a positive member of our community.

It's a great time to be a Griffon!

Sincerely,

Nathan Roberts

Director, Residential Life

MWSU COMMUNITY EXPECTATIONS

When students choose to accept admission to Missouri Western, they accept the rights and responsibilities of the university's academic and social community. As members of the university community, students are expected to uphold the university's values (service, quality, freedom, enthusiasm, respect and courage) by maintaining a high standard of conduct. Faculty, administrators, staff and students all have responsibility to take care of the intellectual, social, and physical condition of this community we share. As a result, we expect all members of the Missouri Western community to exhibit the following:

Respect for Self

Missouri Western expects its community members to appreciate their own talents, take themselves and their academic pursuits seriously, and enhance the quality of their lives.

Respect for Others

Missouri Western expects its community members to behave towards one another with sensitivity, consideration, understanding, tolerance and an active concern for the welfare of others.

Respect for Property

Missouri Western expects its community members to use all property, including buildings, library books, equipment and green spaces, responsibly. This principle requires students to respect personal and institutional property, inside and outside the Missouri Western community.

Respect for Authority

Missouri Western expects its community members to exhibit respect for its faculty, administrators, staff and designated student staff members and paraprofessionals – each of whom has been charged with responsibilities essential to the orderly operation of the university.

Honesty

Missouri Western expects its community members to demonstrate the personal characteristics of honesty and integrity in all aspects of their campus life, both inside and outside the classroom. These qualities, which are congruent with our community values, are integral parts of daily life on campus.

Student Code of Conduct

Missouri Western State University is committed to creating and maintaining a productive living and learning community which fosters the intellectual, personal, cultural and ethical development of its students. Self-discipline and respect for the rights and privileges of others are essential to the educational process and to good citizenship. By attending MWSU, students agree to observe standards consistent with an academic community.

For more information on the student code of conduct, visit: <http://griff.vn/handbook>

Statement of Responsibility

Residents are responsible for what happens in their living unit including the actions of their guests. Students in the presence, complicity, or instigation of any policy violation may be subject to disciplinary action. Any type of damage, incidental or malicious, will result in restitution of damaged property by the responsible residents.

FERPA

FERPA is the Family Educational Rights and Privacy Act of 1974. FERPA is a Federal law that protects the privacy of student education records. For more information on FERPA, visit: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Title IX/VAWA/Confidentiality

MWSU takes Title IX and the Violence Against Women Act (VAWA) seriously and reports incidents of violence or discrimination appropriately. It is important to know that Residential Life Staff cannot promise confidentiality and are mandatory reporters of such incidents. For more information on this legislation, visit

Title IX (<http://www.justice.gov/crt/about/cor/coord/titleix.php>) and

Violence Against Women Act (http://www.whitehouse.gov/sites/default/files/docs/vawa_factsheet.pdf)

Residential Life Staff

Desk Staff

The Front Desks are staffed by student Desk Staff who can help you with lost keys, maintenance repairs, mail and packages, finding a staff member, and reporting emergencies.

Resident Assistants (RA)

Each floor of every residence facility has a Resident Assistant (RA). These student staff members are responsible for advising and helping the residents who live in the community. RAs are generally undergraduates who have received special training in all aspects of residential living with the experience and know-how to answer your questions or help you find the answers. They act as facilitators for the community and are available to discuss academic and social problems with individual students. Get to know your RA to enrich the on-campus living experience.

Assistant Residence Hall Director (ARHD)

Assistant Residence Hall Directors are part-time, live-in, undergraduate students who aid their RHD in the general management of the residence hall community and front desk operations. ARHDs have been an RA in a past academic year.

Residence Hall Director (RHD)

Residence Hall Directors are full-time, live-in, professional staff members responsible for the supervision of the RA staff and general management of the residence hall community. RHDs are working on or have completed their master's degree and are emerging professionals in the field of Student Affairs. RHDs serve as Conduct Officers for Residential Life.

Assistant Director (AD)

The Assistant Director is a professional staff member who assists in the management of the daily operations for Residential Life. They are responsible for coordinating information, resources, and the distribution of services to students. Major responsibilities include the development and implementation of programs, occupancy/assignments, leadership, and staff development.

Custodial & Maintenance

Physical Plant Services employs students and professionals to maintain the cleanliness, safety, and upkeep of the facilities. These employees clean common areas, respond to maintenance requests, and provide preventative maintenance.

Support & Administration

In support of residents' contractual needs, Residential Life employs administrative staff. These employees help with transfers, assignments, financial inquiries, and general questions related to on-campus living at MWSU.

Services & Standards

Bicycles

Your bicycle may be kept in your room if you and your roommate agree. Bicycle racks are located at convenient locations around campus and Residential Life grounds. Bicycles may only be attached to bicycle racks. Bicycles attached to stairwells, light poles, or campus fixtures may be deemed a safety hazard and confiscated.

Cable TV

Cable TV is provided in every room free of charge. A channel list can be found on the Residential Life website (<https://www.missouriwestern.edu/reslife/tv/>). Problems with cable service in your room should be reported to your Residence Hall Director via email. The Residence Hall Director will contact the Auxiliary Maintenance Supervisor and/or the Residential Life Administrative Assistant, depending on the nature of the reported problem. An online movie services is provided free of charge. Students may access and view movies while on the campus network at: griffoncinema.missouriwestern.edu.

Computer Labs

Residential Life provides computers in various locations around campus. Valid MWSU Goldlink login information is needed to log onto the computers. Labs are located in Vaselakos, Leaverton, Scanlon, Griffon, and the Commons.

Decorations

While deciding to make your room unique, please cooperate with the interests of your suite/roommates and use good judgment to ensure personal safety as well as the safety of others living in your residence hall. The following guidelines must be followed at all times:

Student Rooms and Common Areas: Students must utilize 3M command adhesive brand products when hanging any items on cinderblock walls and tacks or small nails on drywall. Residents may not add attachments of any type to residence hall light fixtures, including paint, tissue paper, crepe paper, tinfoil or any other material.

No materials, whether flammable or nonflammable, may be suspended from, attached to, or draped beneath the ceiling. Drawings, paintings, writing or any other form of mural on residence hall walls are prohibited.

Any damage that occurs to your residence hall room will result in an assessed charge upon check-out of the room.

Room and Suite Doors: Residents will be allowed to post one memo board (those composed of pressed fiber board), not to exceed 11" x 14" per room, on the outside of the door.

Personal items, such as pictures or decorative items may be hung on bedroom doors as long as they do not violate University Code of Conduct or the Housing Posting Policy. They may not obstruct the peep hole or the room number, and not cover more than 50% of the door. Decorations deemed unsafe by Residential Life Staff may be removed.

RAs will hang door decorations (name tags) on residents' doors to assist in community building.

Seasonal/Holiday/Religious Decorations: Only artificial holiday trees are approved for residence hall use. The use of electric decorative holiday lights is restricted to miniature incandescent or LED lights. Lighting/wiring may not stretch across doorways or impede egress, and decorative lighting must be turned off when unattended.

Candles are not permitted in residence halls due to fire hazard. Many students observe holiday celebrations using electric candles or by making arrangements with their Residence Hall Director to use candles in a designated location, at an approved time as part of an appropriate holiday observance. Pumpkins may only be displayed from October 1st-November 5th and must be disposed of by the occupant immediately if rotting occurs.

Dining

Missouri Western Dining Services offers nine dining options to choose from throughout the campus and Residential Life. Options include cafeteria dining, national franchises/brands, and convenience stores. Students can use their meal plan in the Missouri Western Cafeteria and Flex dollars or cash anywhere. For more information go to: <https://missouriwestern.campusdish.com/>

Email

A University email address is provided to all students. In an effort to conserve paper and communicate quickly, both Residential Life and the University will regularly communicate with residents via this email account. Residents will be held accountable for information sent via this account and it is their responsibility to check and respond to communications from Residential Life and University staff daily.

Front Desk

The Front Desk is a hub of information and resources for customer service in the residence hall environment. Services provided may include: access to staff, borrowing games and sports equipment, lockouts, lost and found, lost key, mail distribution and drop-off, emergency maintenance reporting, package pick-up, and reporting policy violations. Griffon Hall Desk is open noon-midnight all other Desks are open 24 hours when school is in session.

Internet

Most resident rooms have a physical Ethernet connection. All community lounges/common areas and rooms in Residential Life have wireless internet accessible with a MWSU username/password. For other policies concerning University network and internet usage, please visit: <https://www.missouriwestern.edu/its/policies/>

Laundry

Laundry facilities are provided in all residence hall environments. These facilities are coin operated and students must provide their own soap. Residential Life is not responsible for damage caused to items or theft. Money

lost in the machines can be reported to the Office of Residential Life. Items left in laundry rooms for more than 48 hours will be deemed abandoned and subject to Abandoned Property policy.

Mail

Mailboxes are provided for use by current residents only. Your new address will be:

Name (As listed on record with the University)
4801 East University Drive
Hall – Room # (599D Griffon Hall)
St. Joseph, MO 64507

All mail is received by the University mailroom, including overnight and express mail. Once received, campus mail is separated and distributed to Residential Life. Once Residential Life processes received mail, it is delivered to your residence hall daily by 5 pm except for Saturdays, Sundays, holidays and when the residence halls are closed. Packages may be picked up at the Commons Building Front Desk. Residential Life will refuse to accept any package(s) addressed to anyone other than the occupant(s) of that room. Residents are responsible for checking their mailbox at least three times per week when mail is delivered.

Mail will be forwarded to the address of your choice upon check-out of your room. Mail forwarding will occur for six months from date of departure and will be to US addresses only.

Maintenance/Repairs

Maintenance concerns can be reported by anyone at any time by submitting a maintenance request online through GoldLink in MyHousing. Please make sure to give detailed information about the problem being addressed. Emergency issues such as broken/unsecured windows or doors, electric, water, or safety issues should be reported to a Residential Life staff member immediately in addition to the online request. Attempting to repair University property, tampering with fuse boxes, or other equipment is prohibited. Storing items in Leaverton/Vaselakos maintenance closets that could impede the function of equipment or cause a safety hazard is prohibited.

Parking

Resident students are restricted to parking in appropriate residence hall parking lots. The Parking office is in Blum Union 100. For specifics about parking near your building, please go to: <https://www.missouriwestern.edu/policedepartment/rules/>

Postings

In order to post materials in the residence halls these guidelines must be followed: All materials posted must be approved and stamped by the Center for Student Involvement located on the second floor of the Blum Union in the Center for Student Involvement. Once materials have been approved and stamped, postings can be dropped off at the Commons Front Desk for distribution to Residential Life

Staff. Materials promoting or displaying any alcohol or alcohol manufacturers, illegal drugs or offensive language will not be posted. Materials posted without permission will be taken down. Materials posted will remain up for no more than two weeks.

Programming & Activities

Missouri Western State University encourages students to maximize their opportunities for growth both in and out of the classroom. Students are encouraged to get involved in social events, participate in life skills programming, and attend campus community events during their time on campus to enrich their experience and immerse themselves in the collegiate atmosphere.

Recreation

The Office of Residential Life offers a variety of recreation opportunities around the Commons Building. These include a basketball court, sand volleyball court, and picnic pavilion. In addition several areas around the buildings have charcoal grills. Campus residents can use these facilities at their own risk and must clean up after themselves.

Griffon Pond (South Pond): This pond is managed by Recreation Services, and a pass may be obtained to fish (catch and release only). Appropriate State of Missouri fishing license is also required.

<https://www.missouriwestern.edu/student-life/recreation-services/facilities/> *See Ponds

Space Reservations

Space in and around the residence halls, including the courtyard, grills, internal lounges, basketball court, volleyball court, and Commons are not available to reserve. This space is first come, first served for residence hall students only unless in use by an official Student Affairs approved program. Residence Hall spaces are for the use of hall residents. As such, campus organizations may not host events in this space, and will be asked to leave or be referred to Student Conduct.

Vending Machines

Missouri Western State University offers a variety of beverage and snack options in vending machines in Residential Life facilities. Should a student encounter a problem with a vending machine, they should contact the Office of Residential Life located in the Commons Building.

Safety & Security

MWSU takes each student's safety very seriously and provides police patrol, student staff member(s) on duty 24 hours a day, and limited access buildings.

One of the most important factors in providing a safe environment is personal prevention. Students should lock their room/unit doors at all times, including when at home and when leaving the room. Remember to be aware of your surroundings. The University is not responsible for any damage or loss of personal property due to facility

failure, severe weather, theft, or other incidents and it is recommended that residents carry personal property insurance. Many halls offer 24-hour desk services and restricted access communities to provide additional supervision. Student IDs are needed to gain entrance to buildings and staff may ask for residents to show ID at any time.

Allowing access to the building by holding open the door for non-residents or propping doors open is prohibited. Students propping locked doors or allowing access to non-residents of the building are endangering the community. If members of the community observe doors found unlocked, suspicious behavior, maintenance problems, or other safety hazards, residents should notify the desk and/or student staff immediately.

UPD/Griffon Alert

MWSU PD may be contacted by calling (816) 271-4438, or in person in Blum Union 201. In case of immediate emergency, please dial 911. Griffon Alert is an emergency notification system that communicates to the campus community via text message, email, voice message, alert beacon, outdoor public address system, strobe light, and TV interrupt. Griffon Alert will activate for tornado warnings, school closings, emergency evacuations, active shooter, and shelter in place hazards. Sign up for this important notification at <https://www.missouriwestern.edu/griffonalert/>

Fire Safety

Fire Alarm Instructions: In inclement weather, wear a coat and shoes and carry a towel (to avoid smoke inhalation). Close windows and leave lights on in room. Take room key, leave door closed and walk to exit. If smoke is encountered, stay low for air. Do not use an elevator.

For physical assistance for evacuation call 911. If unable to leave room, place a towel under the door if smoke is visible or smelled.

Fire Drills: For the protection and safety of our community, announced and unannounced fire drills will be held at the direction of the MWSU Safety Coordinator during the academic year.

To become familiar with evacuation routes, resident evacuation is mandatory anytime the alarm sounds.

Participation in fire evacuations are required by state law.

Smoke Detector & Sprinkler System: It is a violation of state law and MWSU Residential Life policy to tamper with any fire safety equipment. This includes, but is not limited to, smoke detectors, sprinkler heads, fire alarms, and fire extinguishers. The first offense of tampering will result in the student(s) being assessed a fine of \$100 (if tampering occurred in a common area or double occupancy room, all occupants will receive the fine). The student(s) will also be placed on Residential Life Probation and receive an educational sanction. Second offenses will result in a \$250 fine for all violators, the student(s) may be removed from Residential Life, and the contract(s) must be paid in full. Fire detection and suppression systems are inspected regularly by Residential Life staff. To make the sprinkler system as effective as possible, nothing may be hung from

the sprinkler piping or sprinkler heads. Sprinkler heads may never be obstructed or altered. Nothing may be stored within 18 inches from the sprinkler head. Smoke detectors may not be covered, removed, or disabled. Report any damages to the sprinkler system to the front desk immediately.

Keys/Card Access

For the safety of our community, keys are only issued to a resident for access to their assigned room/unit only. Lending keys to another person is prohibited. Duplication of University keys is prohibited. Unauthorized use or possession of keys is prohibited.

University students are assigned an MWSU identification card with your Griffon number. For the safety of our community, lending ID cards to another person is prohibited. If an ID card is lost, contact ID Services (Blum Union 100) immediately.

Hard Key/Core Change: For the purposes of resident safety, lost keys should be reported to Residential Life staff immediately. A core change can be requested from your residence hall front desk. The charge for a key core change is \$40 during general business hours Monday-Friday, 8am-430pm. Additional overtime charges will be assessed for emergency requests after hours.

Temporary Keys: If a hard room key is misplaced, the student may request a temporary hard key. Temporary hard keys can be signed out at the Commons front desk (suites area) or Scanlon Hall, Griffon Hall, Leaverton and Vaselakos front desks by filling out a Key Request and Lockout Form. By filling out the form, the resident agrees to return the key within 24 hours. The student is billed a \$40 core change charge should the key not be returned within this timeframe. If a resident believes their room key has been stolen, they should report it to Residential Life staff and provide a police report so a lock change can be ordered immediately.

Key Card Replacement: Lost key cards can be replaced by filling out a "Key Request and Lockout Form" at your residence hall front desk. A \$10 charge will be placed on the resident's account for card replacement. Replacement key cards are not made after 5pm the day they are requested (Monday-Friday). Residents who believe their card has been stolen should contact Residential Life staff immediately so their card can be deactivated, and UPD to complete a police report.

Lockout: If a resident is locked out of their room/suite, they can contact their front desk or the Commons front desk when other desks are closed. Residents are allowed two lockouts without a charge. On the third lockout and every lockout thereafter, a \$10 lockout charge will be placed on the student's account. Residents requesting a lockout must be able to provide identification at the time of lockout or after entry into their room.

Mail Key: When a resident checks into their room they are issued a mailbox key. If a mailbox key is misplaced, stolen or lost, they may request a replacement mailbox key. Requests for replacement mailbox keys can be made at your front desk by filling out a Key Request and Lockout Form. The resident's account will be billed \$10 for a key

replacement. Desk staff and resident assistants cannot pull mail from the mailroom or mail boxes. Exceptions to this policy will only be granted to those residents who are waiting for a replacement mail key to arrive.

Limited Access Policy

Scanlon, Leaverton, and Vaselakos Halls are limited access buildings (only accessible to residents of the building). During limited access hours (10pm-8am), all residents must show proof of their residency (i.e. valid university ID) in order to enter their hall. Hall Staff have the right to ask anyone (resident or guest) entering the lobby and/or already in the hall to show proof of identification at any time. As the University ID cardholder agreement and the Student Code of Conduct expresses, IDs must be carried at all times and presented upon request by a University official.

Residents who are not in possession of their ID when entering their building after limited access hours begin may be documented for violating the Limited Access Policy and must verify their residency to gain entry to the building. All individuals who do not reside in the hall in which entry is desired must follow the guest registration guidelines indicated in the "Guest Policy."

Severe Weather

In the event of severe weather, residents should stay tuned to a local radio station or any TV station for the latest report on conditions. Weather sirens are tested on the first Monday of every month at 930am, weather permitting. <http://ci.st-joseph.mo.us/fire/WeatherSirenInfo.pdf>

Shelter Procedures: Residents are responsible for finding shelter in the event of a tornado. When the sirens sound you are to take cover, immediately proceed to a room without windows – an interior hallway or personal bathroom. When assembled in a shelter area, sit on the floor with your back to the wall or in a central portion of the room. Stay away from windows and doors. If a storm strikes, you should duck your head between your knees and cover the back of your head with your hands for protection. Get as low as possible. Shelter at the lowest level possible inside the building you are in. Put as many walls between you and the outside as possible. Get under a piece of sturdy furniture, such as a table or desk and hold onto it. If possible, avoid large open rooms. Even in an interior room, you should cover yourself with some sort of thick padding (mattress, blankets, pillow) to protect against falling debris and flying objects in case the roof and ceiling fail.

Juda/Beshears: Seek shelter in the bathroom of the unit with the door closed.

Griffon: Seek shelter in the middle of internal lower floor hallways or in the stairwell above the entrance landing. Crouch as low as possible to the floor, facing down; and cover your head with your hands.

Leaverton/Vaselakos: Move to an interior hallway (as far as possible from end of hallway). If leaving your room is not possible, move into your unit's bathroom.

Crouch as low as possible to the floor, facing down and cover your head with your hands.

Scanlon: Seek shelter in the middle of internal lower floor hallways or in the bathroom with doors closed.

Stay close to the walls furthest from the building's exterior.

Crouch as low as possible to the floor, facing down and cover your head with your hands.

Solicitation

Residential Life prohibits unauthorized solicitation in the halls. Solicitation occurs when those not authorized by Residential Life initiate contact with students without their permission to discuss, sell, survey, or distribute goods, services, or information. Approved organizations must abide by the wishes of residents who do not wish to participate. Individuals, organizations, or groups wishing to request special permission to solicit within the residence halls should contact the Residential Life Office, located in the Commons Building for further details.

Health & Inspection

Health & Safety Checks

Periodic bedroom/ bathroom/ common area inspections will be conducted by members of the Residential Life staff to ensure the safety and sanitation of each room. Inspections will be announced and it is not necessary for residents to be present during the inspection. Additional inspections may occur based on resident complaints or safety concerns observed or reported to Residential Life Staff. See "Room Entry (page 9)".

Resident rooms or common areas found to be in unacceptable condition will have 48 hours to correct the deficiency or face conduct sanctions and cleaning charges. When performing Health and Safety checks, staff will: notify the community at least 24 hours in advance; knock and announce themselves before entering; enter rooms in pairs and wear nametags; look for unsafe cord placement (over doors, across door jams); unclean environment (rotting food, mold, offensive odor); doorway or egress obstruction; overloading of electrical outlets; maintenance concerns; pests/vermin; and document any policy violations.

The outcome of health & safety checks may result in confiscated items, a conduct meeting, and/or sanctions to upgrade the health & safety environment of the room.

Confiscation

Residential Life staff may confiscate items that are deemed illegal, in violation of Residential Life or Missouri Western State University policy, or deemed unsafe. In instances when Residential Life has confiscated an item, a notice will be left in the room and the residents of that room should expect to receive further notification from their Residence Hall Director.

Room/Suite/Common Area Cleanliness

All students are responsible for the cleanliness of their individual bedrooms and bathrooms, and are collectively

responsible for the cleanliness of the common area of the suite/apartment and balcony, where applicable. Failure to maintain cleanliness may result in the assessment of a cleaning fee. Cleaning fees can vary based on assessment by the Residential Life, Custodial, and Maintenance staff. Should there be a bug and/or rodent infestation because of uncleanliness, residents may be charged for pest control service.

Room Entry

It is sometimes necessary for a Residential Life staff member to enter a student's room. Staff is required to show ID or wear a University issued nametag when entering a room. This may occur under one of the following circumstances: In the interest of the welfare, health, and safety of the resident; to conduct periodic general room inspection for health and safety reasons; to provide maintenance or other related activities; to address a policy violation or law that has or is being broken; and emergency events.

Room Searches

As is stated in the Terms and Conditions of the housing contract, the University reserves the right to search student rooms and property for reasons of health, safety, or potential violation of campus policy. When possible, but not required, the student will be present for the search of their room.

Occupancy Procedures

Check-In

Students will be instructed what day(s) they are allowed to check-in via email or letter from the Office of Residential Life. When arriving for check-in, go to the assigned building to check-in with the Hall Staff. After arriving at the room, students will fill out check-in paperwork. This paperwork verifies reception of keys, documents the condition of the room upon check-in, and gathers emergency contact information. If a student arrives outside the scheduled check-in day/time, an improper check-in fee of \$50 will be assessed in addition to the daily room rate up to the date of the approved move-in day. Please note that rooms may not be available, clean, or have been maintenance-checked if students arrive before their regularly scheduled move-in. Students must have filled out all required vaccination paperwork and provided proof of vaccinations or an approved exemption form before being allowed to check-in.

Check-Out

Non-graduating residents must check-out of their room 24 hours after their last academic requirement, but no later than 5pm of the Friday before Commencement. Graduating seniors must check out no later than 5pm the day of Commencement.

Residents must schedule an appointment with their RA or another RA in the building 24 hours in advance of their departure. The RA will then go to the room with the resident, assess the condition of the room, and collect the room and mailbox keys. The RA will then instruct the student on any

further procedures regarding room conditions, charges, and forwarding mail. The room must be clean to the standard it was at check-in, furniture arranged as at check-in, and all personal belongings removed. A detailed assessment of cleaning and damage charges will be made by the Office of Residential Life, and applied to the student account. Please note that failure to obtain approved release from the Residential Life contract will result in charges continuing after the date of check-out, up to and including the remaining balance of the housing contract. Residents have 30 days from the time MWSU Residential Life assesses charges to contest the charges. Charge appeals must be submitted via the reslife@missouriwestern.edu email address.

Improper Check-Out

If upon check-out a resident does not clean the room to specifications, leaves the room in disorder, fails to check-out in the appropriate timeframe (see Check-Out), fails to follow posted/emailed check-out procedures, or chooses to abandon items in the room (see Abandoned Property) a minimum of \$50 will be charged for improper check-out.

Transfers/Room Changes

A transfer is a requested room change to another space in Residential Life. Transfers may be requested starting the first day of classes each semester. However, transfers will be approved after the 10th day of classes and until the Friday before Thanksgiving break in the fall semester, and the 10th day of spring classes until the Friday before spring break in the spring semester. Transfers will be accommodated on a first come, first served basis and may not be available immediately. Transfer fees are \$25 for first transfer and \$50 for each thereafter. Students may request a room change by filling out the Room Change Request Form available on My Housing Information accessed via Goldlink. Students requesting a transfer will be contacted when their request becomes available. Please note that residents must check in to their new room and check out of their old room within 48 hours of accepting the transfer assignment. If this process is not completed in 48 hours duplicate room charges and improper check-out charges will occur.

Shared Living Space/Illegal Occupancy

Residents are not permitted to occupy, use, or allow the use of any space in their or any other unit to which they are not assigned. This includes vacant beds, bedrooms and/or a bathroom on an unoccupied side of room, suite, or apartment. Residents found in violation of this policy will be responsible for any and all charges necessary to return the room(s) to a move-in ready state and charged for occupying the additional space.

Abandoned Property

Residents are required to remove all of their personal belongings from their room at the conclusion of their contract (see Check-Out). In the event this does not take place, residence hall staff will remove and store the student belongings. The student will be charged a minimum \$25 packing and handling fee above and beyond the \$50 improper check-out fee. Belongings will be stored for 30

days. After 30 days the belongings will be disposed of by Residential Life. Residential Life is not responsible for damage or loss to abandoned items.

Common Area Damage

If the members of the community and Residential Life staff are unable to determine the individual(s) responsible for damages to common areas (bathrooms, living rooms, kitchens, lounges, hallways, lobbies, building exterior, etc.), all residents in that area will be billed for common area damages upon checkout from the halls. For this reason, we encourage you to report vandalism.

Hall Closings/Break Housing

The residence halls remain open for Fall Break (November), and Spring Break (March). Students willing to pay an additional fee of \$100 per week, may also stay for Winter Break (December/January). Students wishing to stay for breaks must fill out a Vacation Housing Form which can be acquired at the Commons Front Desk or Contracts Office. Vacation Housing Forms will be accepted no later than noon on the last business day prior to the beginning of break. Forms received after the deadline or students found to be occupying rooms without approval to stay during Winter Break will be subject to the \$100 weekly break fee and an additional \$100 penalty regardless of the duration of stay. During these breaks, staff will check each room for safety reasons. Garbage not properly discarded will be billed at \$25 per bag per person. Students who have not applied for Vacation Housing are required to vacate the halls during Winter Break, but do not need to remove all personal belongings. For specific closing dates, please see the Residential Life website (missouriwestern.edu/reslife).

Returning Student Room Selection

Returning residents will be able to select on campus housing for the next academic year during the Returning Student Sign-up process. It is just one of the many advantages of living on campus. This process takes place in the spring semester. Students will receive more information via MWSU email and details will be posted at www.missouriwestern.edu/reslife, and social media.

Summer Housing

Students wishing to remain on campus over the summer months must apply electronically for "Summer Housing" through MyHousing, once Residential Life notifies students that sign-up is available. In order to qualify for summer housing, residents must be registered for the fall term (or be completing graduation requirements during the summer). In addition to fall registration, you must fulfill one of the following requirements:

- Be enrolled in summer session 1, 2, or the full 8 week session, or an approved academic requirement
- Be employed on-campus and have provided the form verifying that you will be working 20 or more hours per week
- Be a student athlete in a supervised off-season workout program verified by the Athletic Director

All requirements and verification must be received and approved before students will be allowed to move into summer housing.

General Hall Policies

Alcohol

Please see Student Code of Conduct. Alcohol is prohibited in our communities due to its contributions to the disruption of the academic environment. Residential Life supports alcohol-free environments to help ensure comfortable, safe, and successful communities.

Compliance & Civility

To ensure safety at all times, residents and guests must follow the directions of University staff members, provide accurate information, and provide identification upon request. Interfering with staff while they are performing their duties, being uncooperative, uncivil, or verbally abusive to staff will not be tolerated.

The Office of Residential Life interprets the use of profanity, vulgar language, and derogatory comments as verbal abuse and uncivil discourse. It is expected that residents and Residential Life staff communicate with civility in all circumstances.

Drug Abuse

Please see Student Code of Conduct. Violation of this policy may result in dismissal from the residence halls as well as other Student Conduct or University Police action. Depending on the amount of illegal substance involved the students, may be suspended or expelled from the University, as well as prosecuted.

Guest Policy

For the safety and security of our residents, Residential Life regulates access to residential buildings on campus. In support of privacy and the academic environment, it is important that members of the community feel comfortable with guests in their living space.

The hosting of guests is a privilege and by inviting a guest or visitor into their room or residence hall, the host accepts full responsibility for the actions of the guest. Therefore, the host is responsible for ensuring that their guest(s) are informed of and adhere to all university policies. Failure to abide by the following policy may lead to loss of guest privileges. Guests not accompanied by their host, found in violation of policy and/or, creating a disturbance in the residence hall community may be asked to leave the residence complex by University staff.

Residents found to be allowing a non-resident to reside with them could be subject to immediate Housing Contract termination and be responsible for paying the remainder of the contract balance.

Escort: Guests must be escorted by their resident host at all times. Resident hosts are expected to escort their

guests at all times throughout the residence hall and grounds.

Registration: If agreed upon by roommates/suitemates, residents are allowed to have overnight guests in Griffon, Juda, & Beshears Halls. All guests must register from midnight to 8am. Guest Registration Forms (Guest Passes) can be approved at any residence hall front desk beginning at 12pm (noon) each day. The resident host must be present when their host registers. A resident may not register another resident from the same hall as a guest. Guests who are found to be unregistered or violating campus policy may be asked to leave the campus. A host may not have more than one guest registered at a time. Guests may not be registered more than two nights per week, nor may stay more than a total of 4 nights per month.

All guests 18 years of age or older will be required to provide an acceptable form of picture identification. No guests under the age of 18 will be allowed to register unless they are immediate family members and can provide signed written permission from a parent or guardian. Immediate family members under the age of 14 must receive prior permission from the Residence Hall Director to stay overnight.

Acceptable forms of picture identification: Driver's License, State ID card, US Military ID Card, Passport, US Citizen's ID Card, School ID (current validation).

Room Capacity: Due to fire code and noise considerations, no more than the number of assigned occupants plus one guest per occupant are allowed in the entire suite/apartment.

Visitation: No guests are allowed to be present beyond 12am Sunday through Thursday, or 2am Friday and Saturday in a resident room or suite in Scanlon, Leaverton & Vaselakos Halls. Overnight guests are allowed in Juda, Beshears, & Griffon Halls when registered and abiding by the per month maximums.

Noise

Residence halls should be sufficiently quiet so students who wish to study or sleep may do so without interference at all times. Residents asked to reduce noise have a responsibility to comply with the request and are expected to be courteous to others in their community at all times. Compliance is necessary to ensure an environment for academic success. The University reserves the right to relocate or remove students after continued violations of this policy.

Courtesy Hours: 24 hours a day, 7 days a week. During courtesy hours a resident or staff member may ask residents to reduce the noise. Noise should not be disruptively audible inside and/or outside of the building, including speakers playing out of a residence hall window.

Quiet hours: Sunday through Thursday, 10pm - 10am and Friday and Saturday, 11:59 pm-10am.

Residential Life adheres to 24 hour quiet hours for the benefit of those studying for final exams. The 24 hour quiet hour period begins at 10pm the night before finals and ends the last day of finals week at 5pm.

Pets & Service Animals

Unapproved pets are not allowed in any Residential Life facility due to concerns for health, safety, sanitation, noise, and humane treatment.

Residents are not allowed to have pets in any Residential Life facility except fish, small crustaceans, mollusks, and small amphibians, all living under water and in aquariums no larger than 10 gallons in size. Extra aquariums are permitted provided the total gallon per resident does not exceed 10 gallons. Pets must remain in their aquariums at all times. Pets found to cause a community disturbance will require rectification or removal.

Unapproved pets must be removed within 24 hours. Failure to remove an unapproved animal could result in further student conduct, immediate cleaning fees, or cancellation of the housing contract. Visiting pets are not allowed.

Service Animals are welcome on Residential Life grounds. A service animal is a dog that is individually trained to do work or perform tasks for a person with a disability. All necessary paperwork, evaluation, and authorization from the Accessibility Resource Center, and notice to Residential Life must be completed prior to the arrival of the animal in the residence halls.

Emotional Support Animals are also allowed on Residential Life grounds after approval from the ESA Committee and proper forms/medical clearance is received. (<https://www.missouriwestern.edu/reslife/wp-content/uploads/sites/38/2018/06/MWSU-ESA-18.pdf>)

Prohibited Items & Appliance Regulations

Some appliances, furnishings, and electronic devices have a higher likelihood of contributing to unsafe or disruptive environments for community living. Residential Life regulates the use of these items to ensure the safety, security, and comfort of the community.

Appliances: Prohibited appliances are: open coil cooking appliances, electric griddles, and George Foreman Grills, hot plates, oil fryers, and skillet hot plates. *Note-Due to the kitchen in Griffon Hall, all other appliances must be approved by the Residence Hall Director.

Candles & Incense: Burning candles, incense, kerosene lamps, and other flammable liquid fueled devices, are prohibited in all University owned housing. Decorative candles must have non-burned, clipped wicks, or be wickless.

The number one cause of residence hall and apartment fires is open flame. Incense, as well as being a fire hazard, can be an eye and respiratory irritant. To ensure the safety and comfort of our community, Residential Life prohibits these items.

Extension Cords: Any electrical extension cord that is used must be 14 gauge or heavier. Do not nail extension cords to walls, place them under rugs or beds, string them on pipes, etc. Periodically inspect all cords and appliances for cracks or other defects. Please be aware that over loading an electric circuit with too many appliances can cause problems. UL approved power strips must be used for extending appliance cords.

Fireworks and Explosives: Under state and federal law, fireworks and explosives are prohibited in Residential Life buildings and on grounds.

Flammable Liquids: Flammable liquids including gasoline, propane, etc. are prohibited in Residential Life buildings and on grounds.

Microwaves: Students may have one microwave oven in any residence hall room. Microwaves must be rated 900 watts or less at the highest setting.

Miscellaneous: Prohibited items include: portable heaters, air conditioners, sun lamps, large amplified electronics (public address system, oversize stereos, woofers, and musical instrument), and halogen lamps.

Motor Vehicles: Motor vehicles, including recreational vehicles, are prohibited in Residential Life buildings and on grounds. These items must be kept in the parking lots.

Refrigerators: Refrigerators are permitted with a limit of 5 cubic feet per room. The University is not responsible for loss of items due to power outages.

Waterbeds: Waterbeds are not allowed due to the number of pounds per square foot exerted on floor structure.

Smoke Free Halls

The Missouri Western State University campus is smoke and tobacco free. Any use or evidence of use in or around the residence halls is prohibited. For more information please see the campus policy at: <https://www.missouriwestern.edu/hr/> (MWSU Campus Policy Guide).

Sports & Horseplay

Sports, throwing objects, roughhousing, shooting projectiles, water fights, and practical jokes are not allowed in Residential Life buildings, stairwells, courtyards, and other public areas. Riding bicycles, roller blades, scooters, and skateboarding are not allowed in the halls, common areas, or breezeways. Housing and Residential Life prohibits these behaviors due to possible damage, injury, and disruption to members of the community. These activities are allowed on and around the basketball courts, grassy area behind Beshears or on the balcony side of the suites and in between Vaselakos and Leaverton Halls.

Use of Grounds & Facilities

Balconies: Balconies should be kept clean and clear of garbage and debris. Hanging of banners, signs or other marketing materials is prohibited unless participating in a scheduled Residential Life activity. Only personal furniture manufactured as indoor/outdoor furniture may be moved out on the balcony. Climbing on the rails to gain access to the second and third floor balcony is prohibited. Misuse of this policy will result in restricted access to the balcony. Only approved signs/Greek letters/decorations are permitted on the balconies – with the approval of Residential Life.

Draperies: Only curtains or draperies that are designed for windows may be used in student rooms and suite/apartment common areas. Blankets, towels, or other materials not classified as draperies are prohibited.

Furniture: All University owned furniture is designated for use in the space to which it is assigned. The removal of

furniture from its designated location is prohibited. At no time may furniture be removed from the room/suite/apartment or left outside the unit on a balcony or porch. The Office of Residential Life strongly discourages residents from purchasing used furniture and placing it in a hall, suite, or apartment. Residents who bring to campus furniture that contains pests will bear remediation costs to rid residential space of the pests.

Grills: The use of grills is not allowed in the residence halls or on balconies. Grills are provided in each courtyard for residence hall student use only. Lighter fluid or combustible fluid is prohibited in student rooms, common areas and balconies.

Lofts: Although not needed in Residential Life rooms due to adjustable height beds, lofts are permitted. Lofts must be constructed so that they are not permanently attached (free standing), utilize the floor for support, allow 36 inches of clearance from the ceiling to the top of the loft, and do not cause damage to the room. Wood lofts must be made from fire resistant wood. Lofts must be inspected by the RHD and/or Physical Plant after they are built and all occupants of the room must agree to the presence of a loft. Residential Life assumes no responsibility for damage or injury from lofts.

Screens: Screens are not to be removed from the window due to potential pest control issues and resident safety.

Trash: It is the responsibility of residents to keep the living space in the community clean and free from waste. Trash, food containers, and unsanitary bathrooms can attract pests as well as create unpleasant living situations for the community. Residents and their guests are required to keep trash inside their apartments, suites, or rooms. Any trash in the breezeway, stairwells, hallway, or thrown out windows is prohibited. Residents are required to transport personal trash to nearest dumpster regularly. Students found in violation of creating an unsafe sanitary living environment or littering could be adjudicated through the Residential Life judicial process and face possible restitution, or common area cleaning charges could be assessed to all residents in the building.

Windows: Climbing in or out of a room or suite windows is prohibited. In order to protect those individuals who may be walking outside the residence hall, no object of any kind may be thrown, dropped, pushed out of, placed outside of, and/or allowed to fall from any residence hall window. All screens, if so equipped, must be kept on the windows. Due to fire safety considerations and the significant amount of damage done to residence hall room/suite windows, Residential Life prohibits the posting or hanging of material on either side of the residence hall windows. Drawing, painting, and or writing on windows are prohibited except for approved University celebrations (i.e., Homecoming).

TERMS AND CONDITIONS OF THE AGREEMENT 2019-2020

The following Terms and Conditions are included as part of the agreement between Missouri Western State University, hereinafter, referred to as "MWSU" and the students of MWSU housing. The term "student" shall mean the applicant (parent, or guardian if under the age of 18) guaranteeing this agreement. This is an agreement for housing and dining accommodations. The student cannot apply for housing only; the student must select a dining plan. The student agrees to pay the room and board at the rate as specified by MWSU. MWSU reserves the right to increase these charges at the beginning of any semester. Notification of such increase will be given at least fifteen (15) calendar days before the start of the semester for which the rate increase is applicable. Notification may mean posting on the Department website or email to the student. The student may not alter or amend this application without agreement of both parties. The inability of MWSU to grant requested preferences shall not void this application. The terms and conditions of this contract are subject to change without notice. Students are encouraged to review the most updated terms and conditions on the Residential Life website.

1. University On-Campus Housing Policy: Entering freshmen as classified by the Office of Admissions must reside in University-operated residence halls for their first two semesters. MWSU may make exceptions for students based upon guidelines related to marital status, proximity of home to campus, veteran status, or age. Any exemption requested to the MWSU On-Campus Living Requirement Policy must be received in writing to the Office of Residential Life prior to the beginning of the contract period for which the exemption is requested (see Residential Life website for On-Campus Housing Waiver Request form). If a student wishes to appeal a decision concerning their waiver request, the appeals procedure may be obtained from the Office of Residential Life. Students who are required to live in University operated residence halls and do not have a housing contract or approved exemption request will be charged for the full balance of two semesters.

Eligibility: The student is required by this contract to maintain enrollment of 12 credit hours (undergraduate) or 6 credit hours (graduate) to reside in University housing. In the event the student ceases to be enrolled in 12 credit hours at MWSU, the student shall immediately vacate his or her accommodation. MWSU shall be under no obligation to prorate the room fee. Students wishing to remain in University housing while enrolled in less than the required minimum must receive written permission from the Office of Residential Life. **Students who are not enrolled in classes by August 1st may have their contract canceled and shall forfeit the deposit.**

2. Assignment Policy: MWSU reserves the right to make assignment of space, to authorize or deny room and roommate changes, to consolidate vacancies, and to require a student to move from one room or residence hall to another for administrative or behavioral reasons. Occupying space not assigned to the student may result in charges for that space. Failure to occupy assigned room before the start of the first day of classes of the housing period covered by this contract without notifying the Office of Residential Life in writing may constitute a cancellation by the student and the space may be assigned to another student. Contracts will not be processed until the application for admission has been approved by the Office of Admissions. Contracts received without the required \$100 deposit or without appropriate e-signature are considered incomplete, and the student will not be assigned a space.

3. Room Changes: No room change may be made within the first ten days of classes at the beginning of each semester. Room change requests are not guaranteed. Approved transfers are subject to a processing fee of \$25 for the first transfer and \$50 for any additional transfers per academic year. Failure to complete room changes within 48 hours may result in charges for occupying both spaces.

4. Consolidation of Residence Hall Spaces: Students in double occupancy rooms who have not contracted for single occupancy and do not have a roommate may be assigned a roommate by the Office of Residential Life or may be offered three consolidation options:

- A. Pay for a single room rate B. Obtain a roommate C. Change rooms*

The consolidation policy may go into effect each semester when the halls are not filled to 100% capacity. The Office of Residential Life may assign empty spaces as needed and without notice.

5. Meal Plan: Students residing in the residence halls are required to contract for a meal plan. Students may request a change in dining plan options through the first 10 days of the start of each semester covered by this contract. After this period the student may not make changes to their meal plan. If a student fails to choose a meal plan on their housing contract, their meal plan choice will default to the least expensive non-flex meal plan available to the student.

6. Cancellation and Refund Policy: Completed contracts with deposit are binding. Students who check-in to on-campus housing are liable for housing charges for the entirety of the contract period. All requests must be made using the Contract Cancellation Request form available on the Residential Life website. If requested, the Contract Cancellation Committee will review to determine if a bill waiver is appropriate.

Students who are required to live in on-campus housing (see University On-Campus Housing Policy) are not eligible to apply for a Contract Cancellation while currently enrolled, and will be charged the full price of their assigned room regardless of whether they are residing in the room during the contract period.

Contract Cancellation Prior to Occupancy: Students canceling their contract in writing prior to or on June 1 will be released from their contract without penalty and receive a full refund of the \$100 deposit. Students canceling after June 1 shall forfeit the \$100 deposit. Students canceling after August 1st may be subject to a late cancellation fee of \$100 in addition to deposit forfeiture. A student who fails to check-in by the first day of school and fails to cancel this contract in writing may be held liable for room charges through the date of cancellation.

Contract Cancellation on or After Beginning of Occupancy: Students who are approved to cancel their Housing and Dining Contract will be charged to the date the room is vacated, and are liable for 50% of the remaining contract balance and forfeiture of the \$100 deposit.

7. Residence Hall and Dining Services Closures and Breaks: For the purposes of this section the term "closed" shall be defined as a period of time when the University is not in session and the halls are closed; "break" is defined as a period of time when the University is not in session, Dining Services may not be provided, but the halls remain open (Thanksgiving and Spring Break). During official MWSU breaks, the residence halls are closed, meals are not served, and students must vacate the residence halls. Students requesting to stay during closure may submit an application to stay for an additional weekly fee. Students may be asked to notify the

Residential Life Office if they are staying during breaks for safety reasons. Please refer to the Office of Residential Life website for opening and closing information.

8. Room Entry: MWSU or its agents may inspect students' rooms and possessions on a regular basis or if suspicion exists that the student has violated MWSU rules and regulations or other applicable state, federal, or local laws. Under these circumstances, the student may be present, if available, or notified that the inspection occurred. Residential Life staff will conduct scheduled health and safety checks throughout the semester with at least 24 hours advance notice. University staff will enter rooms as necessary for maintenance reasons. While the staff will announce themselves before entering, entries may be unscheduled.

9. Room Furnishings and Services: MWSU will furnish a bed, mattress, study desk, chair, wardrobe, and dresser in all permanent spaces. Students must furnish their own bedding, linens, blankets, and pillows. MWSU will not provide cleaning services in the student accommodations. Students will be responsible for cleanliness of the bedroom, living room, bath, and balcony. Failure to keep accommodations clean will result in conduct action and assessing charges at the expense of the student.

10. Fire, Theft or Damage: MWSU shall not be responsible for the loss of or damage to any of the students' personal property from any cause whatsoever. The student shall reimburse MWSU for all damages to the structure in which they are housed and all damage to, or any loss of fixtures, furnishings, or personal property furnished under this agreement caused by malice or negligence on the part of the student or their guest. In the event the accommodations assigned to the student are destroyed or otherwise made unavailable and MWSU is unable to provide equivalent accommodations, the contract agreement shall terminate. All rights and liabilities of the parties hereto shall cease and the rights of MWSU and students to payments previously made by them shall be prorated on the basis of the period for which accommodations were made available to the student.

Common Area Damage: If Residential Life staff are unable to determine the individual(s) responsible for trash, or damages to common areas (including but not limited to, lounges, hallways, lobbies, building exterior, etc.), all residents in that area may be billed for common area damages.

11. Residential Life and University Policy: The student shall comply with the Residential Life Policy Handbook, MWSU Code of Student Conduct, MWSU Policy, and posted policy in the hall in which they reside or visit. MWSU policies are subject to change. Students are encouraged to review the most updated policies on the Residential Life and MWSU website.

12. Immunizations: Students living in the residence halls are required to have current immunizations and disease tests. Students must submit proof of these immunizations to the Esry Student Health Center. Students not current with their immunizations or failing to present an appropriately documented and signed medical or religious exemption form, will have a registration hold placed on their record and could have the room assignment delayed, removed, or be evicted from Residential Life. A current list of required immunizations and tests is available at Esry Student Health Center.

13. Move In/Move Out: Students may move into the residence halls on the date and time published on the Office of Residential Life website, provided financial obligations, enrollment status, conduct, and vaccination requirements have been met. Any request for early move-in must be submitted in writing by June 1st, and approved by the Office of Residential Life. Students arriving before published dates may be unable to occupy their room or will be charged early arrival and improper check-in fees of the room daily rate plus \$100. Students must move out of their rooms no later than 24 hours after their last day of academic work. Students must follow check-out procedures, available in the Residential Life Handbook or posted in residence halls, before vacating the halls. Failure to do so will result in a minimum \$50 improper check-out fee.

14. Housing Contract: MWSU reserves the right to reject the contract of any student who has been convicted of a crime or who otherwise may pose a potential danger to MWSU's community. Residents are under a continuing duty to report convictions of a crime, even if adjudication of sentence has been withheld (including Suspended Imposition of Sentence). If the student has been convicted of a crime, please provide the following information on a separate page: case number, nature of crime, when and where the crime occurred, and description of the circumstances. In the event of a conviction occurring after the submission of the contract, information should be provided in writing to the Director of Residential Life within ten (10) days of the conviction. MWSU further reserves the right to REVOKE the contract either before or after the contract has been accepted, or after the student moves in.

MWSU reserves the right to require a student to vacate the residence hall on a temporary or permanent basis for failure to meet financial obligations to MWSU, exhibiting behavior not conducive to the living-learning environment, or failure to remain in good standing with MWSU. Residents who withdraw from MWSU are required to vacate the residence halls within three calendar days.

Failure to meet the terms and conditions of this agreement may result in revocation of the agreement and the student's eviction from the residence halls. The cost of room and board will be determined by MWSU and paid in full by the student. Students are responsible to make payments according to the policies and procedures of MWSU's Business Office. Failure to follow these policies and procedures may result in removal from the residence halls. All attorney's fees, other costs and charges necessary for the collection of any unpaid balance shall be assessed against the student.