About this Guide

The 2014-2015 Residence Life Guide to Living On-Campus was created with the residential student in mind. It provides important information about living on campus, our policies and procedures, housing contract terms and conditions, and general community standards for all resident students at NSU. We urge you to familiarize yourself with this material as soon as you arrive on campus.

The Office of University Housing and Residence Life reserves the right to change or alter any of the material presented in this publication at any. Any such change or alteration will be preceded by written notice, and shall become effective 48 hours from the date of distribution. It is the sole responsibility of the resident to read and understand all notices. Failure to read and understand such notices shall not absolve any resident of their responsibility for complying with such changes or alterations.

About Office of University Housing and Residence Life

The Office of University Housing and Residence Life is a part of the Auxiliary Services Team and is a member of the Division of Student Affairs at NSU. Our office is made up of 4 essential units: Housing Office personnel, Residence Life personnel, Housing Custodial Services and Housing Maintenance Services.

The standard hours of operation for the office are Monday thru Friday from 8am until 5pm. During the holidays, breaks or inclement weather, business hours are subject to change. Residence life staff are on-call after business hours between 5pm and 8am, and 24 hours a day on weekends and holidays.

All new freshman students, under 21, are required to reside in on-campus housing their freshman year (unless they have accumulated 30 credit hours). All exceptions must be granted by the Director of University Housing or his/her designee (requests should be made before classes begin). This requirement is founded on the belief that living on campus provides students with the educational and social groundwork necessary for continued personal and academic success. You must be currently enrolled at NSU to be eligible to live in residential facilities. For fall and spring semesters a student must be enrolled in a minimum of six (6) hours, three (3) for Intersession/Summer Session. If a student drops below the required credit hours, they must apply in writing to the Director of Housing at his/her designee, for permission to remain in residency. All provisions, rules, regulations and policies in the Residence Life Handbook are considered part of the housing contract and are binding on all parties.
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Our Community

Mission

The Office of University Housing and Residence Life supports the over mission of NSU by striving to our diverse communities a broad array of lifelong learning, undergraduate, graduate, and professional doctoral degree programs. Through quality teaching, research and scholarly activities, service to local and professional communities, and high expectations, our dedicated faculty and staff provide a friendly learning environment where students are prepared to achieve socially responsible careers and personal goals for success in a challenging global society.

Vision

We will be the educational partner of choice in eastern Oklahoma, embracing the challenges and opportunities of a global society.

Values

Integrity

We model ethical and intellectual development by advancing honesty, human dignity, and accountability.

Collaboration

We build partnerships to create learning opportunities and promote educational and economic success.

Creativity

We advance knowledge by exploring new possibilities through critical inquiry and intellectual freedom.

Leadership

We have a compelling commitment to serve, inspiring and preparing others to do the same.

Excellence

We pursue continuous improvement individually and as a community.
Directory Information

The Housing Office is open Monday-Friday, 8:00am-5:00pm for questions, concerns or assistance regarding resident applications, student accounts, room changes, etc. Any of the Housing Office staff members and the professional staff members of the Residence Life team may be reached by contacting the Housing Office at:

Office: (918) 444-4700
Email: housing@nsuok.edu

Each residence hall has a front desk or office that is open Sunday-Thursday, 1:00pm-12:00am & Friday-Saturday, 1:00pm-5:00pm. A resident assistant or desk attendant will be available to assist residents or guests as needed. Each residence hall or area has a Resident Assistant on Duty for assistants or in the event of an emergency Monday-Friday, 8:00pm-8:00am & 24 hours a day on weekends. The residence hall front desks and on duty staff may be reached at:

**Haskell Hall**
Front Desk: Not applicable
Mobile Duty Phone: (918) 457-0669

**Hastings Hall**
Front Desk: (918) 444-6850
Mobile Duty Phone: (918) 207-7461

**Logan Hall**
Front Desk: (918) 444-6700
Mobile Duty Phone: (918) 207-5492

**North Leoser Hall**
Front Desk: (918) 444-7110
Mobile Duty Phone: (918) 207-2171

**Ross Hall**
Front Desk: (918) 444-6980
Mobile Duty Phone: (918) 207-5533

**Seminary Suites Clubhouse**
Front Desk: (918) 444-5620
Mobile Duty Phone: (918) 457-0669

**South Leoser**
Front Desk: (918) 444-7310
Mobile Duty Phone: (918) 207-2679
Housing and Residence Life Staff

The Office of University Housing and Residence Life staff team consists of students, paraprofessionals and professionals who are here to assist residents, students and guests. Our team consists of the Assistant Director of Residence Life, Information Systems Manager, Residence Halls Managers, Associate Hall Managers, Resident Assistants, Custodial and Maintenance supervisors, secretaries and student assistants.

All members of the Office of University Housing and Residence Life staff team are considered University Officials. Residents are required to comply with reasonable requests by any University Official at all times. Our team believes that residents are the purpose for our work and will be glad to assist in any way we can.

Residence Halls Association

Residence Halls Association (RHA) is comprised of residents from all residential facilities. RHA works closely with University Housing to plan events, parties, and programs for the entire on-campus community. RHA also works on services and projects that are related to residential living. RHA is the on-campus student government which makes recommendations to Housing and Food Services. RHA is supervised by an Executive Board. The Executive Board is elected for a one-year term. RHA attends national, regional, and state conferences. RHA can be one of the best ways to get involved on campus and all residence life students are encouraged to become involved. Stop by the RHA office in Leoser Center or call Ext. 4707 for further information.

Family Educational Rights and Privacy Act (FERPA)

The essence of the Family Educational Rights and Privacy Act (FERPA) is to give a student the right to inspect his or her education records and to protect the privacy of these records. We have provided for you general information about FERPA, NSU’s FERPA policy, answers to questions that are frequently asked by students, parents, faculty and staff.

The online Consent to Release Student Records form is the preferred and easy way to submit your consent to disclose educational records maintained by Northeastern State University.

1. Go to go.nsuok.edu, login with your NSU username and password
2. Click on Students tab
3. Look for section titled Requests and Forms
4. Choose Consent to Release Student Records
5. Complete all required information
6. Click Submit
Americans with Disabilities Act (ADA)

The Americans with Disabilities Act was enacted in 1990 to protect the rights of persons with disabilities. University Housing has several residential facilities that are ADA compliant to help students with disabilities. It is the student’s responsibility to request assistance under the Americans with Disabilities Act (1990) through the Office of Student Affairs prior to enrollment or at the start of each new semester. Students must meet the federal requirements under the Americans with Disabilities Act (1990) for a qualified disability, which defines a disability as the following: “A cognitive, physical, or emotional impairment that substantially limits one or more major life activities such as working or learning.” Any student requesting accommodation must submit a written request to University Housing and the Office of Student Affairs. Students must also be able to provide valid documentation from an appropriate expert, professional or agency that:

1. States the disability and methods used to arrive at a diagnosis.
2. Describes the diagnostic criteria and/or instruments used.
3. And in the case of a learning disability ADD, or ADHD, is reasonably current and describes the current functional limitations.

Student Rights and Responsibilities

The dean of student affairs, as chief judicial officer, or a designee administers the student conduct process, which includes investigating all complaints against university students, rendering appropriate decisions, and ensuring its proper implementation. The Student Rights and Responsibilities area has the delegated authority from the dean of student affairs for the overall execution of the Northeastern State University Student Conduct Code and the Regional University System of Oklahoma Board of Regents Judicial Process. The dean of student affairs, as chief judicial officer, or a designee, may also serve on the academic standards committee of the academic departments on campus and is available as a resource for questions related to policies and procedures affecting students and campus life.

Complaints may be filed by any member of the university community through Student Affairs, Public Safety or university administrators for non-academic matters, or from academic faculty or the dean’s for academic integrity matters.

For more information on the Northeastern State University Student Conduct Code or the Student Rights and Responsibilities area, please contact Joshua Rader at raderj@nsuok.edu, Coordinator of Student Rights and Responsibilities.
Services Available to Residents

Residential Common Areas

Each residence hall has common areas available to residents. These areas may include TVs with cable, pool tables, ping pong tables, foosball, or video gaming equipment. Check with your hall’s front desk for information on what is available in your hall’s common area. Events or programs sponsored by the hall staff or other campus departments are periodically held in these areas. These areas may also be reserved by recognized student organizations (see VII. Facilities, Reserving Space for more information).

Study areas or computer labs may also be available in your hall. Hours of operations may vary from hall to hall. All study rooms and computer labs have a 24-hour quiet hour policy to provide an atmosphere conducive to good scholarship.

Furniture and other furnishings must not be removed from these locations. Removal of furniture is considered a Residence Life policy violation.

Front Desk

Each residence halls maintains and staffs a front desk as a resource for residents and visitors. Each desk provides a variety of services from general assistance to equipment available for checkout. IDs are required when checking out any equipment from your halls front desk. Residents should utilize the front desk if they have a question, concern or emergency. During traditional fall and spring semesters, the front desks are open during the following days and times:

- Sunday-Thursday, 1pm-12am
- Friday-Saturday, 1pm-5pm

NSU Fitness Center

The Fitness Center is designed to provide NSU students, faculty and staff with opportunities for recreation and fitness. As a resident, you are automatically granted access to the Fitness Center without an additional cost. Beginning in the Fall 2013 semester, renovations to the current Fitness Center began. In the interim period, fitness facilities are available in the basement of the University Center. Call ext. 2500 for more information.

Parking and Traffic

All vehicles parked on campus are required to be registered with the Office of Parking and Traffic. It is important that you purchase your parking decal before the first day of classes. Students living on campus have specially designated parking areas; look for the orange residence hall parking signs. Parking and Traffic is located in the basement of the UC. Contact ext. 2444 if you have any questions.
**Drop Zone (Mail Services)**

Each residence hall room will have an assigned mailbox. The mailboxes for Ross, Logan, Hastings, North and South Leoser halls are located next the front desk at each hall. The mailboxes for Seminary Suites are located on the east side of the clubhouse. The mailboxes for Haskell hall are located on the northeast side of the hall. In most cases, your room key will open the mail box assigned to your room. Separate mailbox keys are assigned to residents at Seminary Suites, Haskell Hall and Courtside apartments. Since you share your mailbox with your roommate, please be considerate in handling each other’s mail.

Mail is posted in the hall every afternoon, Monday through Friday. There is no mail service on Saturday, Sunday, or during holiday breaks. Mail service for the residence halls is provided and delivered by the Drop Zone located in the basement of the University Center. It is your responsibility to check your mailbox on a regular basis. If you receive a package, a notice will be emailed to your NSU account. You must show your ID to pick up packages, certified mail, etc. The Drop Zone also offers FAX, stamps, envelopes and full UPS service. For questions or concerns about your mail contact The Drop Zone at ext. 2610.

**RiverHawk Shoppe**

Located in the University Center, the RiverHawk Shoppe and bookstore, operated by Barnes and Noble, offers student many convenient supplies, textbooks and RiverHawk gear. The RiverHawk Shoppe also offers several textbook options which include rentals, e-books, new or used selections.

**Orientation and Leadership**

Leadership is a core value at Northeastern State University. The Leadership Development and Community Engagement Center provides students the opportunity to create a foundation of leadership within, while providing the opportunities to perfect their skills through programs and services. Community engagement opportunities are available for students through monthly community service projects, annual service days, special events, one-time events, and community agency connections. Students are encouraged to participate in the programs and services offered through the Leadership Development and Community Engagement Center.

**Northeastern Activities Board (NAB)**

The mission of the Northeastern Activities Board (NAB) is to enhance the college experience by opening the door of opportunity to get involved on campus through student activities and entertainment. NAB plans and produces a wide variety of special programs and events for students by students allowing for hands on experience, working with diverse groups of people, expanding creative horizons, challenging life knowledge and leadership skills development. Committees include: Entertainment, Public Relations, Concerts, Roadtrips, and many more. Please contact the Student Activities Office - University Center B01 or call 918-444-2526.
Northeastern Student Government Association (NSGA)

The Northeastern Student Government Association (NSGA) is the governing body for the NSU student population and consists of student leaders and organizations from across campus. NSGA is located on both the Tahlequah and Broken Arrow campuses. NSGA is a primary outlet to address campus-wide student needs and desires. NSGA actively participates in NSU traditional events such as Homecoming and Big Event. They also support institutional priorities such as sustainability and service. NSGA is an active integral part of the student experience and the future of NSU.

Greek Life

Greek Life here at NSU is the best place to begin friendships and have experiences that will make your college years memorable. The Panhellenic Council is made up of three amazing chapters and our Interfraternity Council is made up of six amazing chapters. Recruitment offers you an opportunity to meet chapter members and peers, while learning what each chapter has to offer. Participating in recruitment does not require you to join a chapter, but enables you to explore and learn more about the campus and Greek Community. Over 400 Greek students volunteer countless hours of community service and raise more than $50,000 annually for various philanthropies. Please contact Helen Lahrman at lahrman@nsuok.edu or 918-444-2644 for more details or questions.

RiverHawk Food Pantry

The RiverHawk Food Pantry officially opened on September 9, 2013 on the Tahlequah campus. Currently the pantry is 132 sq.ft. with six heavy duty shelving units that on average store 10,000 plus lbs. of non-perishable food items and personal hygiene products. The pantry is open to any current NSU student. These students may visit the pantry once a week to receive nutritional assistance for themselves and any dependents they may have. The Pantry is open Tuesday's 8am-12pm and Friday's 2pm-5pm. Visit the pantry in the basement of the University Center in B10- Office of Greek Life & Community Engagement. Please contact Helen Lahrman at lahrman@nsuok.edu or 918-444-2644 for more details or questions.

Student Academic Success Center (SASC)

The mission for the Student Academic Success Center at Northeastern State University is to create an environment where each individual student is positively embraced and develops the connections necessary to thrive in the college community and in life following graduation. The purpose of the SASC is to provide for initial and continuing multimodal contact with NSU’s students in order to increase retention and graduation rates. The Center will also serve as an information, referral, and follow-up hub for all other academic and co-circular service operations. The SASC will also be available to all first-time, full-time, and transfer students throughout their tenure at NSU. The SASC is located on the 1st floor of the John Vaughan Library. Please call (918) 444-3651 for more information.
University Advising Center

The University Advisors in the University Advising Center (UAC) provide testing, academic advisement and enrollment services to undeclared students. University Advisors also connect undeclared students with many other campus resource offices through referrals. Come in and visit with a University Advisor in the lower level of the CASE Building (Center for Admissions and Student Enrollment) or call us at (918) 444-3253.

Student Health Center

The Student Health Center is located in Wyly Hall. All medical records and treatments are confidential. You are not charged for the physician’s services. All currently enrolled students are eligible to use the Health Center. The school nurse is available to provide minor medical care for most common illnesses. Severe illnesses and injuries are transferred to a physician’s office or the emergency room at Tahlequah City Hospital. There are no pharmacy or x-ray services, but limited lab tests are available. The Health Center is open Monday through Friday from 8 a.m. until 5 p.m. If medical attention is required when the center is closed, contact a Hall Manager, Associate Hall Manager, or Resident Assistant. To contact the Health Center, call ext. 2126.

HawkReach Counseling Services

HawkReach Counseling Services offers free confidential counseling to all enrolled students. Office Hours are Monday through Friday, 8:00 am to 5:00 pm. Please call (918)-444-2042 for more information. HawkReach Counseling Services is located in the Leoser Complex just north of the Housing office.

Office of Violence Prevention

The Violence Prevention Coordinator educates students at NSU to make choice that lead to healthy relationships as well as works to ensure that the entire campus community creates an environment that does not tolerate violence on campus. The Violence Prevention Office is survivor-driven, in other words, we will not make decisions for the survivor, but will counsel the survivor on what options are available for them. Once the survivor has determined what the best plan is for them, we will assist them to completion. The Violence Prevention Coordinator will work with them as much, or as little, as is determined necessary and/or desired by the survivor. Because each survivor will have unique needs, the Violence Prevention Office is prepared to work with each survivor on an individual basis and take all reasonable action to help the survivor get the assistance they need. The Violence Prevention Coordinator advocates for students that have been a victim of a crime, providing efficient information and resources in an emergency situation related to any of these areas: dating violence, domestic violence, sexual assault, or stalking.

Please contact HawkReach Counseling Services for more information.
Internet Black Boxes

Each room is equipped with a University provided internet black box. If you have a black box that is faulty or broken, contact your halls front desk or the Housing Office to exchange for a working unit (bring the malfunctioning black box with you). If your room does not have a black box, submit a work request for a replacement. If you damage the black box, contact your RA to request a new one. Housing will have to purchase the unit and the responsible student will be charged for the cost of the replacement.

Student Financial Services

The Northeastern State University Office of Student Financial Services is dedicated to informing and educating you on options regarding federal student aid. The NSU Office of Financial Aid staff adheres to the National Association of Student Financial Aid Administrators (NASFAA) code of conduct. Our main purpose is to provide you with the opportunity to reach your educational goals by ensuring you receive all eligible federal aid.

The NSU Office of Student Financial Services recommends all NSU financial aid recipients check their NSU gmail account as well as their goNSU student account regularly. Our office transmits important information and reminders to students via these accounts. The Office of Student Financial Services is located on the second floor of the CASE building. Please call (918) 444-3456 for more information.
**Emergency Procedures**

All residents are required to follow the Residence Life emergency procedures. Awareness of your environment and taking precautions is necessary for your personal safety and the safety of your fellow residents. It is important that you familiarize yourself with the emergency and evacuation plans.

**Fire Safety**

An evacuation plan is posted on each floor. Memorize your fire evacuation plan. Know where your exits are. Here are some tips to make your room safe from fire:

- Do not overload your electrical circuits.
- Turn off heat bearing appliances (e.g., irons, curling irons, etc.).
- Keep room exits clear including windows.
- The use of candles, incense, oil lamps, etc., is prohibited.
- Toaster/broiler ovens, bottled gas appliances, or flammable liquids are not allowed in residential facilities.
- Do not hang cloth from ceilings or over your lights.
- If you see defective equipment or someone tampering with equipment, notify your RA.

**Fire Alarm Evacuation**

NSU takes every precaution to prevent fires in residential facilities. If you hear the alarm or see a fire, remain calm. Act fast, but do not panic. Here are some tips to consider when a fire alarm sounds:

- Exit the building in a calm manner, taking as many individuals with you as safely possible.
- Do not use the elevators.
- Leave the building as quickly as possible, using the proper exits and meet at your designated meeting area.

The following meeting areas have been designated evacuation sites in case of a fire:

- Hastings, Logan and Ross residents should meet with staff in the southwest parking lot where the Fitness Center was formerly located.
- North Leoser Complex residents should meet with staff in the Wyly Hall parking lot.
- South Leoser Complex residents should meet with staff in the Facilities Maintenance parking lot.
- Seminary Suites residents should meet with staff in the commuter parking lot behind Wilson Hall.
- Haskell Hall residents should meet with staff in the Library parking lot.
Your RA, AHM, and Hall Manager will be helping to evacuate the building while UPD notifies the fire department. Report any missing person to your hall staff. Failure to evacuate will result in disciplinary action. Causing a false fire alarm will result in disciplinary action and assessment of any fines incurred by the University as a result of the false alarm.

**Tornado & Severe Weather Policy**

When severe weather approaches, UPD monitors meteorologist reports, civil defense information and the local radio. UPD will contact residence hall staff if the determination is made that students need to begin to take cover.

If you are in the residence halls and hear the civil defense sirens or are asked by a residence hall staff member to begin taking cover, you need to make sure that you are wearing shoes, have your ID and keys with you, secure your room and move to the lowest area in your building. Residence hall staff members will direct you to the shelter area in your hall. If you are in another campus building when you hear the civil defense sirens, proceed to the lowest level of the building, away from windows and glass doors and follow the directions of that building’s staff. There are several shelter areas on campus if you are between buildings. The University Center and Business and Technology all have basement shelters.

UPD will notify the campus community that severe weather has passed and that it is safe to leave the shelters by making an “all clear” announcement over the public address system. Please follow these guidelines and procedures if severe weather occurs. Obstruction of staff ability to perform duties will result in disciplinary action.

**Shelter in Place**

Shelter in Place is the practice of evacuating students to a safe location within the residence hall or building in the event that a storm, tornado or other natural/man-made disaster presents a danger to students that prevents them from safely moving to a designated shelter.

The Shelter in Place location should be identified within each building and should have the following characteristics:

- Be on the first floor or basement,
- Be free of windows and other glass structures,
- Have doors or other mechanisms for sealing or closing off the area and
- Be accessible to students with disabilities.
Resident Safety

University Police Department

The Northeastern State University Police Department is made up of certified police officers who have the same powers of arrest and law enforcement authority as municipal and county officers. There are always officers on duty who can be reached through our 24-hour dispatch by calling extension 2468 or (918) 444-2468.

Our jurisdiction includes all NSU owned facilities and the adjacent public property. We encourage everyone in the community to report any offense or disturbance promptly. All reports of criminal behavior will be handled in an appropriate and professional manner. Other services offered include:

Operation ID- Residents are highly encourage to insure and inventory your belongings. UPD offers a free service called Operation ID. At the beginning of the semester, you may take your items to UPD office and staff will help you engrave valuable items.

Escort Service- Avoid walking alone. Travel in pairs or groups or call an escort especially at night. The officers from UPD will escort you to or from your vehicle at your request. Please do not hesitate to call the UPD and ask for an escort.

Motorist Assistance- Our officers can assist with lock-outs and have battery packs for jump-starting your vehicle.

Bike/UTV Patrol- These patrol programs offer a greater interaction with the community. Don’t hesitate to stop and chat with us.

RAD – Rape Aggression Defense Classes. We offer, in conjunction with Housing and the Criminal Justice Department, a self-defense course for women. The RAD system is offered to as few as five people at a time. Any group may request a class and you can earn one P.E. credit hour.

Stolen Property- We highly encourage you to report any stolen property to Hall staff AND the UPD. Filing a police report will help log the item and facilitate the property’s return if it is located.

Hall & Room Safety

Residents are encourage to familiarize themselves in their new surroundings. Here are a few tips to keep yourself and your fellow residents safe:

- Never prop hall, suite or quad doors open. By doing so, unauthorized persons can gain access to your living area. The hall/quad and floor doors must remain locked for your
safety. If you prop doors open or unlock quad doors, you leave yourself and all your floor mates in a vulnerable position.

- It is a good idea to keep your door locked at all times. Lock your room when you leave or go to sleep. Please carry your keys at all times.
- Do not give anyone your room key. If you lose a key, contact your Associate Hall Manager immediately.
- Do not mark your key with your hall and room number. If you notice a suspicious person on your floor, call your RA, AHM, Hall Manager or UPD immediately.
- If you receive obscene or irritating phone calls, contact UPD immediately.
- Keep your doors and windows locked.
- Never leave your belongings unattended in public areas or the laundry area.
- Keep money, ID card and other valuables concealed.
Residence Life Procedures

Abandoned Room & Unclaimed Belongings

If hall staff ascertains that you are no longer living in your room, an attempt will be made to contact you. After 48 hours, your belongings will be packed and placed in storage at your expense. You will be charged for the cost of packing and storing your belongings, key charges and any other charges that result from an improper check out. If your belongings are not claimed within 30 days, they will be donated to charity.

Assignments

Priority for room assignments is based on the date that your housing application is received. The application reserves space, not specific halls or rooms. Room requests cannot be guaranteed. An early contract is the best security for a specific space. All rooms are assigned as double occupancy with the exception of Seminary Suites and Haskell Hall. Requests for room changes are accepted at any time but are not fulfilled until space permits. Those requests are available in the Housing Office.

University Housing reserves the right to alter room assignments and/or special interest floors at any time. If the semester has begun, Housing will give five (5) days written notice. If you do not occupy your assigned room on or before the first day of classes, the space may be assigned to another student.

Banners & Posters

Recognized student groups and organizations may submit posters, flyers, and/or banners to the Housing office to be distributed and hung by residential life staff with approval from the Office of Student Affairs and University Housing. Posters placed in residential facilities cannot advertise alcohol, drugs or illicit material. Posters not submitted to the Housing Office are subject to removal and the responsible student or group may lose privileges to post material in the residence halls.

Breaks & Vacations

Beginning with the 2013-2014 Housing Contract all breaks, with the exception of Winter Break, are now included in your contract. To stay on campus, at an additional charge during Winter Break, you must be enrolled for the following Spring semester in order to be eligible to stay on campus.

To stay in the halls over a break, you must register at the front desk of your assigned hall prior to the beginning of break. Residents will have their card access to their buildings shut off during days they are not going to be in the building over break. Dining services are extremely limited and, on occasion, not available during breaks. Signs indicating available food services will be
posted prior to each break. Break residents are to follow all regular hall policies and break policies. Break policies include:

1. For security reasons, no visitors are to enter any of residential facilities during break without prior authorization.
2. Any student found staying in the halls without authorization will be charged accordingly and could face other disciplinary action.

Complaints

Any person may file a written complaint against any student for violations of Residence Life policies. Complaints should be submitted in writing to the Housing Office. All complaints should be submitted as soon as possible after the event takes place or as soon as the complainant becomes aware of an incident, preferably within forty-eight (48) hours. Once the Housing Office receives a written complaint, the Assistant Director of Residence Life or the designee may conduct an investigation to determine if the complaint has merit.

Equipment

Equipment is available for personal or public use and can be checked out at the front desk in each hall. The equipment may vary from hall to hall. DVD players, games, and vacuums are the items most often available. Suggestions for equipment and cleaning needs are welcomed by the hall staff. You must leave your ID at the front desk while using the equipment. All equipment must be returned before the desk closes. Vacuum cleaners will not be loaned out after 10:00 p.m. due to the quiet hours policy.

Any replacement costs of damaged equipment due to mishandling will be charged to the student. Failure to return equipment will result in replacement cost charges and/or other disciplinary action.

Improper Check-Out

Proper check out is defined as removing all possessions, cleaning the room, returning room and mailbox key(s), completing a forwarding address form and a survey, and signing the inventory card. Failure to check out of your room properly will result a fine of $50 with an additional charge for a lock change if the keys are not returned within 48 hours of the check out.

Lock Outs

If you are locked out of your room, contact an RA or the Housing Office. You will need to show identification, and your residency will have to be verified. You must present staff with your keys once staff allow you into your assigned room. If you accumulate 3 or more documented lock-outs per semester, disciplinary action will follow. Staff are not authorized to unlock or key into rooms where students are not assigned regardless of the reason for entry.
**Lounges**

Each residence hall has a main lounge area which can be used for hall activities or just visiting with family and friends. Most lounges are equipped with cable television, study areas, lounge furniture and recreational equipment. Check with your hall staff for specific lounge hours. All housing policies are in effect in lounge areas. The hall lounges are reserved for residents of that hall and their guests. Residents may reserve a hall lounge for meetings, social gatherings, or activities with approval by the Hall Manager. They are not rented for sales promotions, religious services or events that are contrary to University policy. Housing reserves the right to deny the use of the lounge to individuals who do not followed these guidelines.

**Pest Control**

All residence halls are sprayed periodically to control pests. Residents will be notified in advance of the spraying. You are to prepare your room by storing food in air-tight containers or in refrigerators, picking up everything off the floor, and moving items away from walls. If you are allergic to insecticides, you must have a doctor’s statement on file with the Office of Student Affairs. They will notify the Housing Office and a note will be posted on your door instructing that your room not be sprayed. We ask for complete cooperation with this service so that the halls will be clean, healthy and pleasant places to live. Failure to prepare your room for pest control or failure to allow entry without a doctor’s statement on file will result in disciplinary action.

**Pregnancy**

Students who are more than three months pregnant at the beginning of any semester or summer sessions must contact the Assistant Director of Residence Life for information on appropriate accommodations.

**Room Changes**

If you need to change rooms or halls, contact the University Housing Office. Room change requests are accepted at any time. Room changes will not be acted upon until space is available. If available, you will be notified and given 48 hours to complete the move to your new room. After 48 hours, you will be charged rent for both rooms until you complete your move and turn in the keys from the old room. Any resident who demonstrates consistent inability to get along with their assigned roommate will be subject to disciplinary action and/or paying for a private room.

**Room Consolidation**

In order to reduce the number of rooms or suites that are not at full occupancy, assignments will be consolidated when vacancies occur. This may require a student to move from an originally assigned space. This policy will be in effect through the first two (2) weeks of classes.
and may take place at any time during the semester as deemed necessary by University Housing or Administration. The University reserves the right to consolidate residents onto different floors of a building, if it is in the best interest of building occupancy and safety considerations. The University will make a reasonable attempt to accommodate room requests for double occupancy, but reserves the right to assess additional fees for single room occupancy if you refuse to accept a new room or new roommate. University Housing also reserves the right to deny double occupancy to you if, after repeated attempts, you cannot be placed with a roommate. If you are denied double occupancy status, you will be charged private room rates. Depending on the demand for space during each semester, you may be given an opportunity to switch to private occupancy if you are without a roommate. After the designated time, the room cannot be switched to private until the end of the current semester, if available. The private room rate will be pro-rated and charged to your account. If you do not want to the pay private rate, a list of residents in each hall who need roommates will be made available to you. If you do not find a roommate on your own by the deadline given, you will be placed in a lottery to determine your new roommate(s) and who will be required to move. University Housing does not require your permission to assign a roommate to you.

**Room Entry**

NSU understands a student’s desire for privacy and takes reasonable steps to protect this privacy. It is, however, occasionally necessary for the University to exercise its contractual right to room entry. A preventative safety inspection for each resident’s room will take place at least once each month. The emphasis of these inspections is the verification that students are not actively contributing to any condition that would put their health or safety at risk. Residents will, to the extent practicable under the circumstances, be given advance notice that Health and Safety Inspections will be conducted during the semester. The established procedures are designed to ensure reasonable, restrained use of the right of entry.

Authorized university personnel may enter a student's residence hall room or suite without permission for the following reasons:

1. To provide routine maintenance
2. To provide routine inspections to ensure that residents are following health, fire, and safety regulations
3. To turn off an alarm, stereo, television, or other item that has been left unattended and is causing a disturbance
4. To respond to emergency situations; e.g., situations which threaten the health and/or safety of room occupants, and situations which require immediate maintenance to prevent property damage or immediate action to correct the health, fire and/or safety risk
5. When there is reason to believe that a violation of university policy is taking place in the room and occupants in the room do not open the door when requested to do so.
Authorization to enter a student's room under this policy does not constitute authorization to conduct a search of the room. Authorized university personnel indicated above include but are not limited to:

1. University Police.
2. Full-time members of the Housing and Residence Life staff, including maintenance and custodial personnel.
   - In non-emergency situations, prior authorization must be received from a full-time professional staff member in the Office of University Housing.
   - Unless circumstances prohibit, two staff members should be present when using the master key to enter a student's room.

Withdrawal from the University

If you withdraw from the University, you must vacate your room within 48 hours of the official withdrawal. You must turn in your room keys and check out properly. Otherwise, room charges will continue until these requirements have been met. It is imperative that room keys be turned in before you leave.
Residence Life Conduct Policies

University Housing strives to keep you informed of all current residential life policies. If a policy changes during the academic year, notices will be sent to all residents. Residents must also abide by the Student Conduct Code which is available on the NSU website.

Additional Locks

Supplemental locks (chains, bolts, etc.) are not allowed on the doors in residential facilities since these devices can be a safety hazard if emergency entry or exit is needed.

Alcohol

University policy strictly prohibits the use, possession, manufacturing, distribution and/or being under the influence of alcoholic beverages except as expressly permitted by law and/or University policy is prohibited. This includes, but is not limited to, having alcohol or being under the influence of alcohol in the residence halls. Being under the influence includes, but is not limited to: acting noticeably out of character, impaired motor skills, or otherwise disorderly or belligerent conduct. Possession of alcohol paraphernalia (including, but not limited to, empty alcohol containers or decorated alcohol containers) is not permitted in the residence halls.

Bicycles & Motorbikes

Bike racks are available near most halls. You are encouraged to keep your bike securely locked. Register your bike with University Police. Bicycles may be stored in bike racks or in your room (with the consent of your roommate). Bicycles parked in inappropriate areas (sidewalks, stairwells, hallways, public areas, to benches or signs) will be removed and turned over to University Police. No motorcycles, mopeds, or devices with a gasoline engine are allowed in the residence halls. NSU is not responsible for lost or stolen property.

Card Access

All traditional residence halls are equipped with electronic card access. Entering the front building entry door is with use of the ID card, which is passed through the card reader. Residence access is limited to the students residing in that residence hall only. A 48-hour access period is provided when a resident relocates from one hall to another. Do not loan your ID to anyone.

Children & Babysitting

Non-students under the age of 18 are not allowed in residence halls unless accompanied by a parent or guardian. Regardless of the reason, visits from young children are to be short, 1 hours or less, even when accompanied by a parent or guardian. Babysitting is not allowed in residence halls.
Cleanliness Standards

When checking in, the University agrees to provide, and the resident agrees to maintain, the assigned space and all public areas on the immediate floor, suite or quad in a clean, safe and sanitary condition (this includes personal hygiene). All public areas on a floor, suite or quad will be cleaned and maintained by University Housing staff. You are responsible for keeping your room in a clean and sanitary condition after you move in. Failure to maintain a reasonable level of cleanliness in your room and your person can result in cleaning charges, possible disciplinary conduct, and/or possible termination of your housing contract.

Electrical Appliances

The only appliances allowed in the residence halls are low-wattage microwave ovens (1000 watts or less), compact refrigerators (3 cu.ft or less.), appliances with self-contained heating elements (coffee makers, crock pots, rice cookers, scentsy warmers) and other appliances such as irons and hair styling tools. Seminary Suites residents are provided with a microwave and compact refrigerator. All appliances must be UL-approved. Appliances not allowed in the residence halls include, but not limited to, space heaters, lava lamps, halogen lamps, toasters, toaster ovens, George Foreman Grills, hot plates, or any appliance with an open heating element. If you have a question about an appliance please contact the Housing Office. Any appliance that causes a false fire alarm will be subject to removal as well as the resident facing disciplinary action.

Fire Alarms & Equipment

The halls are equipped with a fire alarm system consisting of alarm pull stations, smoke detectors, heat detectors, and/or sprinkler pipes. Tampering with safety equipment (including AED stations) is a violation of State law. Hanging any item from a sprinkler head or pipe is also prohibited. In compliance with Oklahoma state fire code, smoke detectors are mounted in each resident room. These detectors will be inspected periodically by residence life staff. All smoke detectors must always have a functioning battery. Removal of the unit batteries or the unit itself or tampering with the detector in any way will result in disciplinary action. If your detector needs battery replacement, contact the Housing Office.

Fire Drills

In compliance with state fire laws and for your own safety, fire drills will be conducted each semester in each residence hall. You will be given instructions on fire safety before drills are performed at your first floor meeting. It is mandatory that all residents participate in a fire drill. Failure to do so will result in disciplinary action. Please refer to the Emergency Procedures section for information on evacuation locations.
Fire Safety (Appliances)

When using appliances in the residence halls, please follow the manufacturer’s safety precautions. Be sure to unplug appliances when you are not using them. Do not overload circuits or extension cords.

The following items are prohibited because of a potential risk of fire and life-threatening injury to others:

*Fire Hazards*- No materials, liquid or otherwise, of an explosive or combustible nature shall be kept in the residence halls. Candles, Oil Lamps, Incense, Gas/Fuel or other substances is not permitted in residence halls. Fireworks/firecrackers are not permitted on campus in any form. Halogen, Neon, and Lava lamps are not permitted in the halls. Only artificial, flame-retardant Christmas trees are permitted. Electric Christmas lights must be UL-approved.

*Ground Regulations*- In accordance with fire safety regulations, stairwells, and hallways must be kept free of furniture, bicycles, trashcans, debris or other obstructions at all times. Keep breezeways and entries uncluttered at all times. Do not store personal property in the breezeways or entries at any time. The path of egress (from any residence hall door to the emergency exit) must be kept clear at all times. Do not place cords or wires under rugs. Do not hang items from the sprinkler pipes, heads or smoke detectors in your room.

Food & Waste Disposal

Leftover food should be disposed of in the trash cans or dumpsters where provided. Disposal of food items in sinks or toilets is not permitted as it may cause clogged plumbing, flooding or facility damage. Any items left in the bathrooms or sink areas are subject to removal. Dirty dishes will be disposed of in the trash if left in public areas. Students who fail to uphold the cleanliness standards of community living will be subject to disciplinary action. All student rooms are subject to random and scheduled Health and Safety inspections.

Furniture

While additional pieces of furniture may be brought into residence halls as space allows, university-owned furniture may not be removed from the room, lounge, or suite for any reason. If the furniture is lost, you will be charged the cost of replacement. If you are found responsible for removing university-owned furniture and it cannot be recovered, you will be charged for the cost of replacement. Community furniture must remain in the community area and should never be in residents’ rooms. Residents found with community furniture in their room will have disciplinary action taken.
Guest & Visitation Policy

A guest is defined as a person who does not live in the residence hall room, quad, wing, suite, or residence hall they are visiting. This includes other students, residents, friends, parents, siblings, or other relatives of the residents of that room. Violating a roommate’s or suitemate’s right of entry into the room, or hindering a roommate’s/suitemate’s ability to study and/or sleep in their room, or feel safe in their room (because of a guest’s presence) is considered a violation of guest privileges. Residents are expected to respect each other’s reasonable request for privacy and must have the expressed permission of their roommate(s) before presenting their case for an overnight guest.

Host Responsibility- Hosts are responsible for the activities and behaviors of their guest(s) at all times and are obligated to inform the guest(s) of all University and residence hall rules and regulations. Any violation of any rule or regulation by a guest may result in disciplinary action being taken against both the host and guest. Visitors under the age of 18 will only be allowed under limited circumstances (see the Children and Babysitting clause).

Escorting Guests- For safety and security purposes, guests in a residence hall must be escorted at all times by a resident of the building (host). Residents must escort all guests into and out of the building. Residents must remain with all guests at all times. Guests left unattended or found to be unescorted may be documented and escorted out of the building. Residents should never agree to escort a person they do not know personally. This includes opening the door to allow unknown visitors to enter a residence hall.

Overnight Guests/Co-Habitation- Arrangement for all non-resident overnight guests must be approved. Co-habitation is defined when a person who is not assigned to a particular residence hall room or suite but uses that room or suite as if he/she were living there. Co-habitation is not permitted. You are limited to nine (9) guest nights per contract period (academic year). Guests are limited to no longer than a three-day stay. Guests may not “room hop” throughout the semester. If you allow an unregistered person to occupy your room disciplinary action will be taken. Any guest found staying in a resident’s room for longer than the designated time may be banned from visiting that hall and the resident may lose guest privileges. Anyone found to be squatting will face disciplinary and/or legal action.

Keys

You will be issued keys when you check into your residence hall. In most cases, this key will work in your room door and your mailbox. Residents in some areas may be issued a second key which will open the floor door or mailbox. University Housing encourages you to keep your room locked at all times and to always carry your keys. Do not loan out your keys to anyone. If you accumulate 3 or more documented lock-outs per semester, disciplinary action will follow.
Lasers

Laser sights and laser pointers are prohibited in or around residence halls.

Laundry

Laundry services are included in the cost of living on campus. Please report any maintenance issues to the hall front desk. Use by non-residents is strictly prohibited. NSU is not responsible for lost, stolen, damaged, or otherwise unattended items. Laundry left after 15 minutes will be removed by staff.

Loitering

Loitering is not permitted around entrances and other public areas, including the front desk area, or under residence hall windows.

Misuse of Residential Facilities

Public restrooms, computer labs, laundry room machines, swimming pool & volleyball court in Seminary Suites must be used in the fashion for which it was intended and residents are expected to follow the rules for these facilities. Removal of university property from designated areas is not permitted.

Offensive Odors

An offensive odor is any odor or aroma of such intensity that it becomes apparent and is offensive to others. Some examples are: perfume, air freshening spray, poor hygiene, smoke, large amounts of dirty laundry, or decomposing trash or food products.

Pets

With the exception of fid, no pets are permitted in residence halls. Aquariums may not exceed 10 gallons. Anyone found with a pet that is not a fish can face disciplinary action which may include charges for any damages caused by the pet. The animal may also be confiscated and turned over to animal control or the animal shelter.

Quiet Hours & 24 Hour-Consideration Policy

Quiet hours are from 10:00 p.m. until 8:00 a.m. daily and apply to all residence life public areas and rooms, including indoor and outdoor public areas outside of residence facilities. During quiet hours, noise should not be heard outside of your room. Hours are extended to 24 hours a day during finals week. The residence halls have courtesy hours 24 hours a day. Noise should be kept at a level that does not infringe on the rights of others to sleep or study in their room.
Room Personalization

We encourage you to make your room as comfortable as possible and to decorate it so that it reflects your personality while keeping your roommate’s taste in mind. To avoid damages to the room and/or furniture, there are guidelines to be followed when personalizing a room. Any damage, even minor paint damage, will be charged to the resident for repair. Detailed guidelines are available on the Housing website but here are some basic guidelines to follow:

- Check with your RA for guidelines on how to hang posters, pictures and wall decorations.
- Because of the extreme weight and the potential for water damage, waterbeds are not allowed in residential facilities.
- Beds may not be placed on cinder blocks; cinderblocks are not allowed in the halls.
- You must use existing furniture; you may not use University provided lounge furniture in your room; however you can bring in personally owned furniture such as a coffee table, small entertainment center, etc.
- Safety policies do not allow residents to hang flags, nets, banners, etc from the ceiling.
- Due to the difficulty in removal, wallpaper and contact paper are not allowed.
- If your room is in need of painting, please submit a work order. Students who paint their rooms without authorization will be charged for the cost of restoring the room to its original color.

Running & Roughhousing

Running, roughhousing, scuffling, wrestling, spitting, and throwing, bouncing, or kicking of objects in the residence halls, stairwells, and other common areas are not allowed for safety reasons.

Soliciting

Door-to-door solicitation is not permitted in the halls, public areas within the halls or areas immediately outside the halls. Fliers, coupons or any other type of advertisement may not be placed in residents’ mailboxes, in brochure racks, on bulletin boards, or at front desk areas (See Banner/Poster Policy). Student Organizations wishing to hang flyers must get them approved with Student Affairs and submit them to the Housing Office to be posted.

Sports & Recreation Equipment

Metal tipped darts and dart boards, weight and exercise equipment, and other items typically used in an outdoor setting are not allowed in the halls because of the damage they can potentially cause. As a resident you have a membership to the Fitness Center, which you are encouraged to use, as it has a variety of free weights and Nautilus equipment. Use of other items such as jump ropes, kiddie pools, bikes, rollerblades, skateboards, go karts and/or scooters are not permitted in residence halls.
**Student Holds**

University Housing reserves the right to place a hold on your NSU student account including but not limited to the following circumstances:

- Outstanding balance
- Abandoned room
- Failure to turn in keys upon check out
- Disciplinary action or incomplete sanctions
- Failure to provide documentation requested for determination of residence status

**Tobacco**

It is the intent of Northeastern State University to promote the health, well-being and safety of all students, faculty, staff and visitors. As such, Northeastern State University is designated as a tobacco-free environment. Smoking and the use of all tobacco products are prohibited.

Tobacco "use" is prohibited in personal vehicles and all vehicles owned, leased, or under the control of Northeastern State University, the State of Oklahoma and all its agencies and instrumentalities including those that provide public transportation. Possession of tobacco products does not constitute "use". Tobacco use includes, but is not limited to, the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device or the use of smokeless tobacco including snuff, chewing tobacco, smokeless pouches, or any other form of loose-leaf, smokeless tobacco and electronic nicotine delivery devices. Littering the campus with the remains of tobacco products or other disposable products is prohibited.

**Trashing**

Each residence hall has one or more trash receptacle located within a short walking distance from the hall. These receptacles or dumpsters are for residence use only. Residents are encouraged to remove their personal trash daily to eliminate any possible odor issue or pest situation.

Trashing includes but is not limited to:

- Throwing anything out of a window.
- Leaving trash anywhere in or outside residence hall (except in a trash receptacle).
- Sweeping out a room and leaving the debris in the hallway.
- Water and shaving cream fights/throwing of water balloons.
- Leaving personal items or trash in restrooms and lounges.
- Inhibiting custodial staff from cleaning the public areas.
Unauthorized Moves

Changing rooms with another resident without going through proper channels, moving into another room without authorization or subletting a room to a non-resident can result in disciplinary action and additional room charges. If the unauthorized move occurs, you will be required to move back to the original room assignment.

Violation of Hall Security

The State Fire Code stipulates that quad doors, suite doors and floor doors must remain closed at all times. Anyone who props open a floor/quad door, suite door, exterior door, fire escape door, unlocks an entrance or floor door without authorization can face disciplinary action. Anyone who allows someone to gain entrance to the building through a window, who purposely leaves a window or door open for exit or entry, or who gives their key or ID card to another is violating hall security. Use of fire escapes, except under emergency conditions, is prohibited.

Weapons

The possession of firearms, fireworks, explosives, weapons or imitation of weapons including but not limited to bows, knives, or guns by faculty, staff or students is prohibited on campus, in any student residence, sorority, fraternity, approved private housing or university operated facility. No activity will include firearms unless specifically approved by the University President.

Window Air Conditioners & Water Coolers

Window A/C units or water coolers may not be installed in any room. Violation of this policy can result in disciplinary action including removal of the appliance.
Residence Life Conduct System

Any residential student potentially involved in any residence life or student code of conduct violation, will be subject to the disciplinary procedures outlined in the current NSU Code of Student Conduct, Article III.

Sanctions

Disciplinary sanctions used by University Housing include, but are not limited to, warnings, residence life probation, fines, community service, visitation restrictions and other privilege restrictions, referral to the Dean of Student Affairs, referral to Department of Public Safety and delayed or immediate removal from the halls. The sanctions may be used in conjunction with each other. They are listed in no particular order and no warning is required before any sanction.

Administrative Room Change- The respondent is reassigned to a new room and/or residence hall and the student’s privilege of choosing their room is revoked. The student is then banned from the building/room from which they were removed. Notification of the new room assignment will be made in writing and the respondent granted at least 48 hours to complete the move.

Behavioral Contracts- As a condition of continued residency, students may be required to sign and abide by a contract outlining specific behavioral expectations for that student.

Restitution- A resident may be instructed to make payment for financial injury to an innocent party in cases involving theft, destruction of the property or deception. The assessed costs to be paid may be in addition to any other sanctions.

Community Service - A student may be required to complete a specific number of hours of community service in addition to other sanctions. The type of community service must be approved by the Director of Housing. The resident may also be required to perform community service specified in a specific project, service, or presentation.

Reflection/Research Paper-Residents may be required to complete a paper in reflection of the policy violation.

Removal from Residence Life/Facilities- The University reserves the right to terminate a contract or to impose disciplinary reassignment upon reasonable notice and with good cause. The student must vacate his/her room and is ineligible to live on campus for a specified time period. Upon eviction, residents lose all on-campus housing rights previously granted. Notification will be made in writing and the respondent will normally be granted at least 72 hours to complete the move. Should the respondent’s
continued presence in the halls pose a substantial threat to the hall community, the student may be required to vacate immediately.

*Residence Halls Review and Probation* - Residence Hall review and/or probation is a specified period of observation and review. The student may continue to reside on campus but is notified in writing that his/her behavior was unacceptable. In addition, a student is ineligible to hold an elected or appointed office in any affiliated residence hall organization. Future violations of the University or residence hall policies could likely result in eviction from housing.

**Referral to the Office of Student Affairs**

Residents may be required to meet or consult with an appropriate official, or to attend a program or seminar for educational process (including diagnostic referrals, drug assessments, etc.)

**Right of Privacy & Investigation of Student Conduct**

It is the policy of NSU that university officials, agents, or employees are permitted to enter a student’s room and/or to search the room and personal possessions of a student and/or to use the results of such a search as evidence in any proceedings against the student if one of the following applies:

- A valid search warrant is obtained by a law enforcement officer.
- There is probably cause and/or reasonable grounds for university officials to believe that the room in question contains evidence of the commission of a crime. Residence life staff is authorized to enter a room to inspect for violation of university rules or policies, but they must have reasonable grounds to do so.
- There is reason to believe that the resident is in danger and needs assistance.
- Entry for visual inspection of rooms for fire, health, safety and security standards or general maintenance and inventory may be permitted by the Assistant Director of Residence Life or his/her designee as deemed necessary.

**Responsibilities & Appeals**

As a student at NSU, you have both rights and responsibilities. A student’s most essential right is the right to learn. The University has a responsibility to provide for that right, and you have a responsibility to respect the rights of others. Housing policies are developed with this premise in mind. When a resident is written up for a residence life violation, they will go through the student conduct process where your rights and responsibilities will be conveyed. For many potential violations, the student may choose one of three methods by which to hear the case:

- Summary Judgment Hearing: To be heard and decided by Hall Manager and may be done immediately.
• Administrative Hearing: To be heard by another Hall Manager.

If you feel that the actions of the hearing officer are unjustified or excessive you have the right to appeal the disciplinary action. Appeals from the Summary Judgment and Administrative Hearings are heard by the Assistant Director of Residence Life. Grounds for appeal include:

• New evidence that was not available at the time of the hearing
• Sanctions were excessive for the violation
• Right to due process was violated
• Failure to appear at hearing due to documented unforeseen circumstances.

Please note that all appeal decisions are final.
When this Northeastern State University Housing contract is signed, returned to, and accepted by the Department of University Housing, it establishes a legally binding contract between the student and/or parent or guardian (if applicable), and the Department of University Housing of Northeastern State University (“NSU” or “University”). Furthermore, the student and parent or guardian (when applicable), agrees to respect and adhere to all policies and procedures pertaining to Northeastern State University on-campus housing, as outlined in these Terms and Conditions and any other applicable NSU publication, rules, policies and guidelines.

TERMS AND CONDITIONS

ELIGIBILITY
In order to live in one of the on campus residential communities, a resident must be enrolled in a class that physically meets on the NSU Tahlequah campus or be enrolled in online classes through NSU. Residents currently enrolled at NSU Tahlequah receive priority to return to campus housing (re-contract) for the upcoming contract period. More information about the room selection process can be found online at the University Housing website (http://offices.nsuok.edu/housing/HousingHome.aspx). Once assignments have been made for returning students, application requests from incoming first-year students who have submitted an application will receive priority for housing assignments. After this group has been assigned, housing assignments will be provided to transfer and readmitted students who have submitted the required application materials.

CONTRACT TIMELINE
This contract covers the time period where school is in session during both the Fall and Spring semesters for the 2014-2015 Academic Year. The dates of the contract are August 10th, 2014 through May 9th, 2015. Thanksgiving, Fall Break, and Spring Break periods are included in this contract; however, December intersession and Summer sessions must be contracted separately, and additional charges will apply.

HOUSING REQUIREMENTS
All new, single, freshman students, under the age of 21, are required to reside in campus housing their freshman year. All exceptions must be granted by the Director of Housing or his/her designee. Students residing with their parent/guardian may be exempt if they are within commuting distance of the NSU Tahlequah Campus (generally defined as a 60 minute commute or approximately no more than 50 miles). A notarized letter from the parent/guardian confirming the request to commute is required to accompany the Commuter Exemption form, which can be obtained upon request made to the University Housing Office.

CONTRACT TERMS
Legally Binding: This document becomes a legally binding contract when accepted and subscribed by University Housing. This will normally occur upon receipt of the application, signed contract, and any required fees. In the event of a shortage of space, temporary on and off campus accommodations may be assigned at the discretion of the Housing Director and/or his designee.
Contract Alterations or Omissions: Alterations or omissions of this contract are not recognized by NSU Housing and do not release you from the conditions of the contract. This includes, but is not limited to, failure to respond to all questions on the application and contract as well as failure to identify a meal plan where a meal plan is required.

Insurance Responsibilities & Damages: Although precautions are taken to maintain the facilities and adequate security, the University does not carry property insurance. The student and his/her parent or legal guardian are strongly encouraged to carry appropriate insurance, including renter’s insurance, to cover any loss of personal property. Residents are responsible for any damages that occur in their assigned room or hall. Person(s) responsible for damages in the room(s) or public areas will be billed for the cost of repair/replacement. If damage occurs in common areas, and the individual(s) responsible cannot be identified, the floor, wing or hall community may be charged for replacement, repair or cleaning.

Rates and Payments: The amounts you are to pay and the due dates for payment shall be determined by the “Housing Rate Sheet” which is incorporated into this contract by reference. Rates are subject to change at the direction of the Board of the Regional University System of Oklahoma (RUSO). Contract amounts will be prorated on contracts with start dates after the second Friday of classes. Students living in all housing options, with the exception of Courtside Apartments, are required to purchase a meal plan option.

Entry into room: The University reserves the right to enter resident rooms for the following reasons: completion of work requested or the repair and/or maintenance of the facility, fire protection, sanitation, to take inventory, scheduled health or safety inspections, manage the rooms in the event of an emergency, in the event of an epidemic or emergency when there is reason to believe that the occupants of the room are in serious physical or psychological distress, or for any other purpose in accordance with applicable law or University policy. The resident is not required to be present at the time of entry. Entry into a room or apartment for reasons other than those listed above will be made during reasonable hours with notice to the assigned residents when possible.

Behavior: All residents and their guests are expected to be familiar with and abide by the Residence Handbook as published on the University Housing website. These standards are incorporated by reference into this Contract and therefore constitute a legally binding contractual agreement between the resident and the University. Residents and their guests must adhere to the Residence Handbook Policies within all University owned and/or operated residential facilities. Violations of the Residence Handbook Policies will be adjudicated through the Residence Life Conduct System. Violations which compromise the safety and security of residents may result in contract termination and other appropriate disciplinary action up to and including suspension or expulsion from the University. Information on the Residence Life Conduct System can be found on the University Housing website. In addition, all students at the University are required to adhere to the University’s Code of Conduct, which is contained within the Student Handbook. and is accessible online at http://offices.nsuok.edu/Portals/17/pdfs/StudentHandbook.pdf, as well as applicable University Policies published online at http://offices.nsuok.edu/studentaffairs/RightsResp/CodeofConduct.aspx. 

Fire and Safety Equipment: Tampering with fire and safety equipment is a violation of state law and University policy, and may result in disciplinary action by the University and/or University Housing, including fines or removal from University housing. Tampering includes, but is not limited to, disconnecting, intentionally damaging, covering or vandalizing in any way; smoke detectors, fire sprinklers, alarm horns, pull stations, fire extinguishers, door closers or exit signs. Covering or hanging anything on fire sprinkler heads or pipes is NOT permitted at any time. No storage less than 18 inches from light fixture or a ceiling is permitted. Any malfunction of fire safety equipment, including room smoke detectors or fire sprinkler equipment, should be immediately reported to your Hall Staff or Campus Police (918-444-2468).
University Liability: The University does not assume any obligation or liability for personal injury or for loss or damage to items of personal property which may occur in its buildings or on its grounds, prior to, during or subsequent to the terms of this contract, provided that in the event of personal injury or property loss or damage directly resulting from negligent acts or omissions on the part of a University employee or agent, the University shall be responsible for such negligence to the extent provided by applicable law. This disclaimer of liability includes but is not limited to damage or loss caused by fire, water, theft, and flooding. Residents are strongly encouraged to purchase renter's insurance for protection against property loss and property damage. No interruption of utility services, heating and cooling shall be deemed as an eviction or disturbance of residents’ use of the facilities or render the University liable for damages unless the University willfully refused to supply said services without cause or excuse.

OCCUPANCY AND ROOM CHANGE
Assignment: When the application AND this contract are received/signed, accommodations will be conditionally reserved based upon availability. Temporary accommodations on and off campus may be assigned at the discretion of University Housing. Although the contract process allows you to choose a room, you are contracting for on campus housing accommodations, NOT for a particular room, building or roommate.
Consolidation: University Housing reserves the right to consolidate vacancies by reassignment or adjusting the occupancy of a room to maximize the use of space. Further, the University may take such action as is necessary to control the use of rooms in the event of an epidemic, disaster or other conditions that appear to warrant such control.
Room Transfers/Changes: Residents are assigned a room through the University Housing Office and must obtain written authorization from an authorized University Housing Office staff member before they can transfer to another room. Multiple room changes within an academic year (Fall and Spring semester) may result in additional fees.
Occupancy/Sublet: Your assigned living space cannot be sublet under any circumstances.
Abandoned Property: Any personal property such as bicycles, refrigerators, chairs, desks, and televisions left or abandoned by a resident or guest, unless claimed within 30 days, shall be deemed the property of the University. The University may use, dispose of, donate, or sell the personal property after no claim has been made for it within 30 days. The resident agrees to absolve and hold the University harmless for any damage to or claim for the abandoned property due to the damage, destruction, disposal, or sale of such personal property.
Alterations: No alterations or repairs may be made to the assigned room, its furnishings or its equipment without the express written consent of the University Housing. Stacking of furniture not specifically designed to be stacked is prohibited.
Room Furnishings: The resident is individually responsible for the proper care of the resident's assigned room and its furnishings and equipment, and is jointly responsible with other residents in the suite or the floor, or in the residential facility, for proper care of common areas, furnishings and equipment. All University furniture must remain in the room. Charges for missing or damaged furniture will be shared by each occupant of the room and assessed to the student account.

FINANCIAL RESPONSIBILITY
This agreement obligates the signor full payment of the financial obligations paid as indicated in the “University Housing Rate Sheet” and the University’s “Tuition and Fee Payment policy” which is incorporated into this contract by reference. Failure to satisfy the financial obligations accrued under this contract may result in denial of permission to enroll and/ or issuance of transcripts pursuant to NSU rules and regulations governing the imposition of these sanctions as well as the placing of liens on any
eligible accounts as determined by state and local laws. Failure to meet financial obligations may result in a student being denied access to his/her living accommodations and termination of this contract. Refunds will be governed by the Terms and Conditions of the contract as specified under the Termination of Contract section.

**Financial Aid:** The University reserves the right to automatically apply financial aid funds to your housing contract balance. If the financial aid applied to your room and board charges is insufficient to cover your total contract, it is your responsibility to ensure that your account is current and paid in full. Failure of the University to automatically apply available financial aid does not relieve you of your financial responsibility.

**Tuition and Fee Payment Policy:** Full payment of charges for room and board is due prior to the first day of classes. Statement notifications are generated monthly and payments are due upon receipt. Outstanding charges and charges incurred during the month that are unpaid by the 15th of the following month are subject to a late fee.

**MEAL PLAN SPECIFIC TERMS**
All University Housing residents are required to purchase a Meal Plan. Courtside residents may choose from Residential or Commuter-Only meal plans, if a plan is desired. Flex dollars associated with a meal plan are added to the patron’s dining account at the start of each semester for which a plan has been purchased. Flex dollars are non-refundable. Flex dollars remaining at the end of Fall semester will be carried over to the Spring semester providing another plan containing Flex is in place at the beginning of the Spring semester. Flex dollars remaining at the end of the Spring semester will be forfeit. Meals do not carry over from semester to semester. A plan must be purchased for each semester. A list of current meal plans may be found at [http://offices.nsuok.edu/housing/FutureStudents/HousingRates.aspx](http://offices.nsuok.edu/housing/FutureStudents/HousingRates.aspx)

**Meal Plan changes:** Each Fall and Spring semester, changes may be made to meal plans thru the second Friday after classes begin. No changes for the current semester will be accepted after the second Friday of the semester. Students moving between traditional University residences and Courtside after the first two weeks of school may, at the time of the move, change their meal plan. For students in traditional housing, changes to the Fall semester meal plan will also change the Spring semester plan.

**Charges for Plans purchased after the start of the semester:** Purchase price of Meals per Week plans initially contracted after the second Friday of classes of a semester will be prorated based on the value of the base (cost minus Flex) at the time of purchase. Flex attributable to the plan will not be pro-rated (patron will be charged for and receive the full value of Flex dollars associated with their plan on their meal plan account). The purchase price of Block plans and Commuter-Only Plans are not pro-rated.

**TERMINATION OF CONTRACT**
**Right to terminate:** The University reserves the right to terminate this contract at any time, and the resident may be required to move upon notice, if University Housing and/or Student Affairs determines that the continued residency of the student would pose a danger to life, health or the general well-being of the residential community. Violation of the terms of the contract requiring termination by the University will result in cancellation at 100% of the value of the contract. Certain conditions may also be imposed on residents who have violated policies of the University in lieu of termination of the contract. Conditions can include, but are not limited to, community service and counseling. The University assumes no liability for violations of University policies where the University is unaware of said violations. If the resident is placed on academic or disciplinary suspension by Northeastern State University, the resident will be responsible for the cancellation terms of this contract.

**Enrollment:** If the resident is not classified as a full-time student by 14 days prior to the start of a semester, the University may, at its discretion, terminate this contract and charge the student account according to the cancellation terms below.
Check-in: If you do not check into your assigned space by the first Friday of class for each semester, the University may, at its discretion, terminate this contract and charge your account according to the cancellation terms below.

Cancellation:
1. If the student is accepted at the University and requests to terminate this contract, they will be subject to the following conditions:
   A. Prior to receiving room key:
      • No penalty (If the resident falls under the guidelines of the Freshmen Requirement approval to commute from the legal guardian’s residence must be obtained)
   B. After initial receipt of room key at the beginning of contract term:
      • Approved cancellation of a housing contract or withdrawal from the University will result in a refund of room and meal plan as follows: termination by the Friday of class week two (2) equals a 75% refund of the remaining balance; Friday of week three (3) equals a 50% refund of the remaining balance; Friday of week four (4) equals a 25% refund of the remaining balance; and after week four (4) there are no refunds. In addition, a $1,000 termination fee will be assessed, except for students withdrawing from the University.
2. If the student graduates from NSU during the term of this contract, the $1,000 termination fee does not apply.
3. If the student withdraws from the University:
   A. During the first two weeks of the Fall semester only, NSU Housing will reimburse 100% of the value of this contract minus any per day costs and non-refundable fees listed within the terms and conditions.
   B. If the student withdraws at any other time during the term of this contract, they will be responsible for the prorate schedule as 1.B describes above
4. If the student never enrolls at the University, they will be subject to the following conditions:
   A. Prior to receiving room key:
      • No penalty
   B. After initial receipt of room key, NSU Housing will reimburse 100% of the value of this contract minus any per day costs and non-refundable fees listed within the terms and conditions.

Note: Residents must complete a Cancellation Request Form prior to moving out. The proration date of the contract will be calculated from the date when an official and proper checkout has been completed with a member of University Housing staff and room keys are returned. For Block plans and Commuter-Only plans, the remaining value is determined by the number of meals remaining.

CERTIFICATION OF MENINGOCOCCAL COMPLIANCE
Oklahoma Statutes, Title 70 §3243, requires that all students who are first time enrollees in any public or private postsecondary educational institution in this state and who reside in on-campus student housing shall be vaccinated against meningococcal disease or choose not to be vaccinated. A) I have received and reviewed detailed information on the risks associated with meningococcal disease, and B) I have received and reviewed information on the availability and effectiveness of any vaccine (against meningococcal disease), and C) I have been vaccinated OR I choose not to be vaccinated* against meningococcal disease.

*By executing this contract, I voluntarily agree to release, discharge, indemnify, and hold harmless Northeastern State University, its officers, employees, and agents from any and all costs, liabilities, expenses, claims, demands, or causes of action on account of any loss or personal injury that might result from my decision not to be immunized against meningitis.
OFFICIAL COMMUNICATION
NSU faculty, administrators and staff will communicate both individual student and campus-wide information via the student’s NSU email account and/or campus mail. It is the responsibility of each student to check these mediums on a daily basis and respond in a timely manner (when required). The University is not responsible for information a student failed to obtain via official communication mediums.

AMENDMENTS:
NSU and University Housing have the authority to open/close residence halls or add or change meal plans at its sole discretion. You agree to comply with all of the provisions, rules, regulations and policies of the University and the Residence Life handbook, calendar, newsletters notices, and other official notifications. University catalogs and handbooks that are published now or hereafter which are hereby incorporated into this agreement are binding on all parties. Penalties and charges will be assessed in accordance with the policies as stated in the Residence Life Handbook. NSU and University Housing reserve the right to amend the terms and conditions of this contract.

CONTACT INFORMATION
University Housing ∙ 622 N. Lewis Ave. ∙ Tahlequah, OK 74464
Phone: 918-444-4700 ∙ Fax: 918-458-2321 ∙ Toll Free 1-800-722-9614
I acknowledge my signature on this Housing and Dining Services Contract constitutes a binding agreement for the entire academic year (both semesters) in accordance with the terms and conditions of this contract and the Residence Life Handbook.

II. Consideration of an assignment in the University residences, I agree to pay the contracted price for Housing and Dining charges and to abide by the terms and conditions of the housing contract. I understand preferences cannot be guaranteed and specific assignments are made based on space availability, date of application and admission to the university.

III. Each resident is responsible for conduct which is acceptable for community living, including adherence to the policies stated within this contract and the policies as stated in the Residence Life Handbook

IV. Signature _______________________________ Date: ______________

V. Parent Signature (if under age of 18) ________________________________