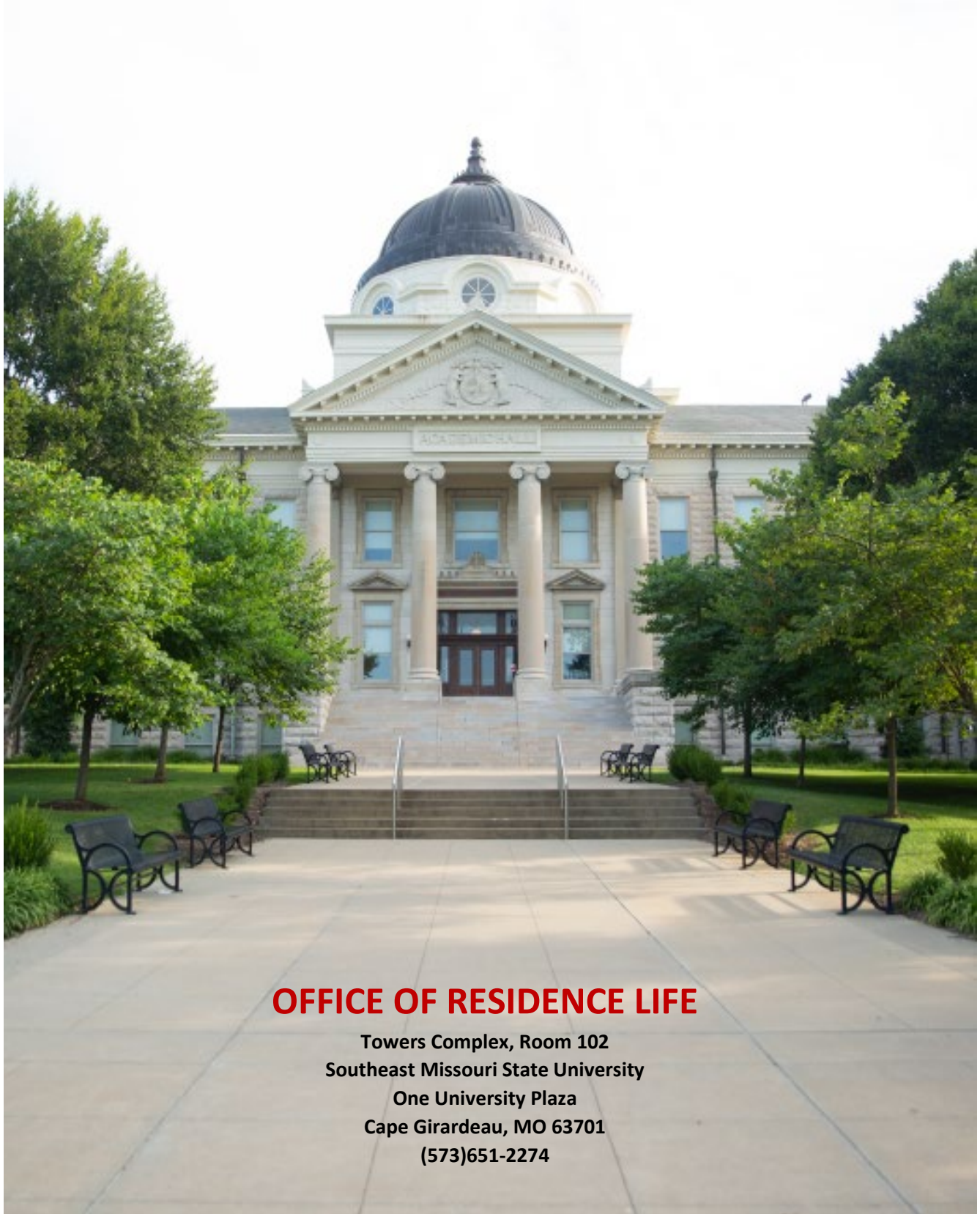


# Resident Handbook

## 2023-2024



### **OFFICE OF RESIDENCE LIFE**

**Towers Complex, Room 102  
Southeast Missouri State University  
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Cape Girardeau, MO 63701  
(573)651-2274**

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## **FROM THE STAFF IN THE OFFICE OF RESIDENCE LIFE**

Welcome to the residence hall community at Southeast Missouri State University! We are very proud of our program, and we hope you take advantage of the many services designed to help you have a successful and rewarding experience at Southeast. Academic achievement, lifelong friends, personal growth, and a strong foundation for your future are what the residence halls at Southeast strive to offer.

Our staff cannot build strong communities alone; we need your involvement. Residence hall living requires active participation from all members of the community. You can start by getting to know the other individuals on your floor, then by becoming active as a hall representative in the Residence Hall Association. Personal responsibility, individuality, and respect combine in the residence halls to make a community of students who succeed in their academic, personal, and social endeavors.

We urge you to read through this handbook. It will acquaint you with the Office of Residence Life and our services. It will also provide details on the policies and procedures that govern life in the halls. These policies foster strong communities and individual responsibility and are based on the input and guidance from faculty, staff, and students. We hope you have a great year!

### **Mission**

We endeavor to provide a residential experience which supports student success.

### **Goals**

- To provide residential experiences which foster individual interactions between students and staff.
- To provide a fiscally viable housing and residential experience for our students.
- To provide a residential experience which encourages student engagement and ownership of the campus community.
- To provide learning communities to broaden student learning through residential experiences.
- To provide residential experiences in a safe on-campus living environment.

### **Vision**

We recognize the unique role of college students as future leaders in our society and community. In support of this role, our residential programs and services enhance the development of college students through the integration of the classroom and co-curricular educational experiences.

We recognize students as members of diverse communities who each possess individual needs and goals. To support students' needs and goals, we foster opportunities for personal development through individualized interactions between students, staff, and family members.

## **STAFF DESCRIPTION**

The Office of Residence Life is one of the larger departments on campus, with professional and graduate staff and more than 100 student employees all working together to provide a supportive and educational environment for your personal, academic, and social success. We are here to help you have an enjoyable and educational experience while living in the residence halls.

**The Director** oversees the entire Office of Residence Life. This includes setting the direction and policy for on-campus housing, supervising the Residence Life Staff, coordinating facilities management and central office operations, and working closely with SEMO Dining Services, students, and other University staff members to administer policies and operational procedures.

**The Associate Director for Business Operations** is responsible for assisting with the budget, key card access system, and vending operations including laundry machine maintenance, drink, and snack machines, and microfridges. This position oversees the Coordinator for Administrative Operations, hall customer service desks and mail rooms.

**The Assistant Director for Facilities Operations** is responsible for working with Facilities Management regarding the coordination of all facilities management functions, maintenance, and custodial services in the residence halls and residential dining areas.

**The Assistant Director for Residence Life** supervises the Hall Directors and serves as the primary advisor for the Residence Hall Association (RHA), the National Residence Hall Honorary (NRHH), summer school, camps, and selection and training activities.

**The Coordinator for Administrative Operations** is responsible for housing assignments, contracts, residency requirements, and housing information systems.

**Hall Directors** are the professional or graduate staff responsible for the day-to-day functions of the residence halls. Each Hall Director supervises one or more buildings and serves as the direct supervisor to the Resident Assistants in those buildings. In addition to supporting the community development efforts of the hall, Hall Directors have responsibility for all administrative functions of their buildings and work closely with RAs and residents to create supportive environments in their buildings. Hall Directors are also excellent resources for residents and are available to meet with residents to discuss issues they may be experiencing in their room or the hall.

**The Resident Assistant (RA)** is one of the first people you will meet and get to know when you move into your hall. They are an upper-class student and are responsible for the smooth functioning of one or more floors in a residence hall. The RA will assist with your transition to college, facilitate the development of a positive community on their floor(s), provide activities of interest to residents, and enforce policies, as necessary.

Resident Assistants go through an extensive selection and training process and are great resources if you have any questions, problems, or concerns. RAs also handle many administrative tasks such as opening and closing the halls, check-in and check-out, and occupancy management. Each RA has also received training in roommate mediation and conflict resolution, to assist residents throughout the year.

## **AFTER HOURS ASSISTANCE PHONE NUMBERS (573 area code)**

Dobbins River Campus Center DPS (Emergency)	225-0951
DPS (Emergency)	651-2911
Greek	576-6914
LaFerla Hall	275-2372
Merick	576-8738
Myers	576-6923
Towers East	576-6217
Towers North	576-6280
Towers South	576-6294

## UNIVERSITY HOUSING RESIDENT EXPECTATIONS

The housing contract is for one full academic year and is **a legally binding document**. There is no “Fall Only” contract for university housing. Exchange students and those who are student teaching, participating in an internship, studying abroad for the spring semester, or graduating in December will be permitted to terminate their housing contract at the end of the fall semester. Internships and student teaching placements must be outside the local Cape Girardeau, Jackson, and Scott City area for a cancellation to be approved.

### University Residency Requirement

Southeast Missouri State University believes that on-campus living is an important part of the college experience and that the learning occurring in the residence halls is a critical ingredient in the development and education of our students. Southeast Missouri State University requires all full-time students live on-campus for two academic years (4 semesters, excluding summers). The 2-year residency requirement is required of all students, subject to the exemptions listed on the Residency Release form. Students are strongly encouraged to contact Residence Life before signing any off-campus lease to determine their eligibility to live off campus.

### Enrollment Requirement

Students living in university housing must maintain and be actively enrolled in nine (9) or more credit hours per semester. Exceptions to this requirement are only applicable to those students who have received written approval from the Office of Residence Life for circumstances that prevent a student from enrolling in nine (9) or more credit hours per semester. Taking fewer credits for the semester is not an approved reason to cancel the housing contract.

Students who are not making academic progress in their classes (i.e., failing to attend classes, being dropped from class for non-attendance, etc., and/or who fail to maintain a minimum of nine (9) credit hours), are considered in breach of the contract and face contract termination and contract cancellation fees.

### Canceling a Contract for University Housing

Students who wish to request a cancellation of their Contract for University Housing must complete a Petition for Termination of Contract. Contract cancellations are permitted for students who have a change in student status, such as withdrawal from the University, marriage, or similar situations as outlined in the University Residency Requirement. The University and the Office of Residence Life do not generally allow cancellations of contracts for university housing after the contract has been signed. If you have questions about the contract, residency requirement, or cancellation policy, please contact the Office of Residence Life at (573) 651-2274.

### Meningitis Requirement

Missouri State Law 754 section 174.335 requires all students who reside in on-campus housing at a public institution of higher education to have received the Meningitis vaccine unless a signed statement of medical or religious exemption is on file with the institution’s administration. A medical exemption requires a signed certification by a licensed physician indicating that the immunization would seriously endanger the student’s health or life, or the student has documentation of the disease or laboratory evidence of immunity to the disease. A religious exemption requires a statement in writing to the institution’s administration that the immunization violates his/her religious beliefs.

For the medical or religious exemption, please reference the Student Immunization Waiver for Meningitis Vaccination found at <http://www.semo.edu/residencelife/forms/index.html>. Submit a copy of your vaccination record or medical or religious exemption to the Office of Residence Life after completing your Contract for University Housing. This documentation must be on file by the first Friday of classes during your first semester on campus.

## Room Consolidation

Consolidation includes the moving of a student from one room to another. During the semester, your roommate may choose to leave the room, creating a vacancy. If this occurs, the Office of Residence Life may consolidate students who do not have a roommate and who choose not to contract for a private room at a pro-rated amount. Every effort is made to keep the student on the same floor or in the same residence hall; if necessary, students will be moved to another residence hall.

Once a student has been notified by the Office of Residence Life that they are subject to consolidation, they will generally have one week to find a roommate of their choice. At the end of this week, the staff will work with the student to quickly make decisions on roommate selection and which students are moved to different rooms. For specific information regarding the consolidation process, contact your Hall Director or the Office of Residence Life.

## Vacancy Expectations

Any residence hall room with a vacancy must be maintained in such a way that a person can move in immediately and live comfortably with all University furnished furniture available for use. We expect you to be hospitable and welcoming to individuals interested in filling the vacancy in your room. Any attempt to discourage, refuse or intimidate a potential or newly assigned roommate is a violation of the vacancy expectations.

Should your room not be “roommate ready” at any time, you may be assessed the private room rate for the remainder of the semester. If the Office of Residence Life is informed a resident is discouraging prospective roommates, you may be subject to judicial action, relocation, and/or assessed the private room rate for the remainder of the academic year.

## ORGANIZATIONAL HOUSING

The Office of Residence Life may provide housing for various student groups or organizations on campus, such as fraternities and sororities or other groups, as it is recognized that the opportunity to live together can enhance the organizational experience.

Residents who chose to live in their organization’s on-campus space are living in a residence hall. If a resident withdraws or is removed from their organization, they are still expected to honor their housing contract with the University, and they will be required to quickly move out of their room in the organization’s building or floor. The University will work with the student to transition to a different building promptly.

While living in organizational housing, residents are expected to follow all organization housing policies, Residence Life policies, and the Student Code of Conduct. In short, organizational residents must follow the same housing policies as other on-campus students. These policies include, but are not limited to, policies related to alcohol, guests’ behavior, door propping, courtesy/quiet hours, roof access, solicitation, and common area use. Candles and incense cannot be burned, unless in conjunction with a ritual in an organized and controlled manner.

The Office of Residence Life views the use of organizational housing as a special privilege for both the organization and the individual resident. Every resident in organizational housing and their guests are expected to recognize and honor this special privilege as well. The Office of Residence Life reserves the right to take disciplinary action for both individuals and organizations violating this privilege. The Office of Residence Life also reserves the right to contact organizational advisors and national headquarters in response to inappropriate conduct by an organization.

## COMMUNITY GUIDELINES

The Office of Residence Life is committed to celebrating the rich diversity of the people who live and work in our residence halls. We believe that our living environments must foster freedom of thought and opinion in a spirit of mutual respect. All our activities and interactions are enriched by accepting each other as we are and by celebrating our uniqueness as well as our commonalities. We believe that any attempt to oppress an individual or group is a threat to everyone in the community.



Everyone who chooses to live, work, or visit the University residence halls must understand that no form of bigotry, harassment, intimidation, threat, or abuse—whether verbal or written, physical, or psychological—will be tolerated. Any such behavior may be grounds for dismissal.

Living in the residence halls complements the classroom experience. This is where you can discuss the day's events, get involved in activities, eat pizza, and hang out with friends.

Some of your most memorable experiences will come from attending programs and activities in the halls. While opportunities for relaxation and recreation abound, residents also have the right to quiet, rest, and study in the residence halls. These rights are fundamental to success and are thus a priority in the residence halls.

## Your Room

This is your home away from home. Here you will entertain friends, study, and sleep. Do not be afraid to personalize your space. Just check with our staff to see what can and cannot be displayed on the walls.

## Your Roommate

Like you, your roommate is a unique individual. Remember that every person is different and desires various things from a roommate. Understand and appreciate your differences. Living with a roommate will be a learning experience because you will be sharing a room with someone you may or may not know. Sharing a room with someone is like other relationships - to be successful it requires openness, flexibility, and respect. It is important that you communicate and respect each other's differences and concerns if you wish to have a successful experience. Your RA will guide you and your roommate through the Roommate Agreement where you will mutually agree on important issues that affect your living together and can help you and your roommate work through problems and challenges.

## Expect Differences

The halls are communities of learners from different disciplines, backgrounds, experiences, abilities, and lifestyles. Expect to meet and room with people who are different from you. Different does not mean anyone is wrong, ignorant, immoral, or strange. Talk to your roommate about your differences to understand why they exist. You might be surprised to learn that not all people view the world as you do. In the end, you also might have to agree to disagree and that is fine too.

## Basic Rights

Members of a community have a responsibility to each other. Demonstrate thoughtful consideration by using the following roommate rights and your experience will be more enjoyable, satisfying, secure and educational.

- The right to privacy.
- The right to read and study, free from undue interference in one's room (unreasonable noise and other distractions inhibit the exercise of this right).
- The right to sleep without undue noise interruptions from a roommate's guests, etc.
- The right to expect that one's personal belongings will be respected and used only with permission.
- The right to have guests who will respect the rights of the host's roommate and other residents of the floor.
- The right to correct issues. Residence Life staff members are available to assist with these issues.
- The right to be free of the fear of intimidation, physical and/or emotional harm.
- The right to expect reasonable cooperation in the use of shared appliances.
- The right to be free of peer pressure or ridicule regarding your personal choices.
- The right to live in a secure environment. Security in the residence halls depends largely on your level of cooperation. Residents have an obligation to each other to help ensure a secure living environment.
- The right to have individual differences respected. Acts of intolerance will not be permitted in the residence halls.

## Roommates Do Not Have to Be Best Friends

Oftentimes people leave for college expecting to find a friend for life. You might meet that person, but they do not have to be your roommate. They could be the person down the hall or in one of your classes. If something is going on in the room that you do not like, it will never be resolved if you do not talk to your roommate. Almost all roommate disagreements get worse when there is no open communication. Roommate disagreements can be solved once the roommates sit down, explain what is going on, and why it is a problem.

## Set the Ground Rules Early

One of the things you should do the first week of class is set some ground rules for the room. Some things to think about are cleaning, visiting hours, music volume, sleeping hours, sharing personal items, and study hours. Many roommates have a cleaning schedule on the wall and post their class schedules on their doors so that room/ suite mates are reminded of cleaning and quiet times. The Roommate Agreement can help you with many of these items.

## Safety Issues

Talk about what makes you feel safe in your room. After all, it is your home. For example, can both roommates agree to lock the door when you leave? Are roommates comfortable with each other's guests? There are things to establish early so that everyone feels safe and comfortable in the room.

## Avoid Gossip

Gossip is one of the quickest ways to destroy a friendship. The residence halls are small communities and word travels fast. Do not spread gossip about your roommate or friends, as it may come back to haunt you.

## Getting Involved

Getting involved in the residence halls is easy, and it benefits you, your floor, your building, and the campus. One of the best ways to get involved in the residence halls is through the Residence Hall Association (RHA). RHA is the governing body for all the residence halls. Each hall sends several representatives to the RHA meeting to vote on funding proposals, programming, hall issues, improvements, and other items as they arise.

The primary purpose of RHA is to serve as the voice of the student in the residence halls. If you have a problem with the dining service, you can bring it to RHA. If you would like to see more security cameras in the buildings or stairwells, you can bring it to RHA. If you want to know why housing fees went up, and what the money is going to, you can bring it to RHA. When invited, the Director of Residence Life and other University administrators attend RHA meetings to answer questions or address upcoming issues that affect residential students or seek your input on important issues. If you have any questions about how to get involved in your hall, please see your RA, your Hall Director, or stop by the Office of Residence Life.

## Floor Meetings

Your Resident Assistant or Hall Director will hold floor meetings throughout the semester to inform you about important information. You are expected to be at all floor meetings that your hall staff deem mandatory. Failure to attend floor meetings may result in missed opportunities to gather important information.

## Room Change Request

When all attempts to compromise have failed and there is no solution to work through problems with your roommate, changing spaces is an option. The Office of Residence Life allows students to move within a residence hall or between buildings starting the second week of classes through the mid-point of the semester. Students interested in changing rooms must complete the room change request form through the housing portal and adhere to the policies outlined for the change. The Office of Residence Life will determine whether the move can be accommodated. All approved moves must be completed within three days (72 hours) of receiving a key to the new room. Students must remove all their

belongings from their current room and return the keys to be considered complete. Students must follow the guidelines provided and check out of the room completely to avoid improper checkout and key core change fees.

## **SECURING THE RESIDENCE HALLS**

Entrances to the halls are locked 24 hours a day. Entry into the Towers Complex, Merick and LaFerla plaza levels, and Dobbins River Campus Center ground level are open during business hours. It is the responsibility of each building resident to ensure that doors are closed properly. Doors that are propped open or blocked jeopardize the security of all residents. Violators will be subject to disciplinary action. Allowing another individual to use your key or key card or holding the door for others (e.g., tailgating) to gain entrance into your building is a misuse of access and may result in disciplinary action.

The Office of Residence Life reserves the right to use video monitoring in and around common areas in response to vandalism or security concerns. Video monitoring equipment may be in plain sight or hidden.

### **Theft Prevention**

The University provides locks on room doors and door keys to residents for personal safety and safeguarding of possessions. All residents are urged to keep their doors locked. Efforts are made to ensure security; however, each year thefts of money, clothing, and other valuables are reported. Investigations indicate that in most cases, rooms were left unoccupied and unlocked or clothes were left in laundry machines for extended periods. In the event you experience a loss by theft, immediately advise the Department of Public Safety and your Hall Director.

Students are strongly encouraged to record the serial numbers and types of all electronic devices in their room. Items such as laptops and other high-value items should never be left unattended. Students should secure valuables, including medication, money, and other small valuable items in a lock box or with a locking device.

### **Personal Property Liability**

The University does not provide insurance coverage or assume responsibility for personal property, theft, damage (for any reason, including utility or facility causes), or losses in residence hall rooms or common areas. We strongly encourage residents to make sure that their belongings are covered by either their parent's homeowner's policy or through the purchase of an individual insurance policy, like renter's insurance.

### **Keys and Lockouts**

When you move into your residence hall, you are provided with key(s) to access your room, floor, and hall. Your room key also opens your mailbox. (Merick, LaFerla, and Dobbins River Campus Center residents will have a dedicated mailbox key.) It is your responsibility to always carry your keys. **YOU ARE STRONGLY ADVISED TO LOCK YOUR ROOM WHEN NOT PRESENT OR OVERNIGHT.**

If you are locked out of your room, you must contact a member of the hall staff to gain access to your room. Identification must be shown either prior to or immediately following admittance. Each resident is allowed one (1) free lockout per academic year and will be charged \$10 for the second lockout, \$15 for the third, and \$20 for all subsequent lockouts, regardless of the cause.

If keys are lost or stolen; it is your responsibility to request replacement keys by notifying your Hall Director immediately. You will be charged the replacement costs as follows:

- Halls with key card access: \$15.00 key card/ \$55.00 mailbox
- All other halls: \$100.00

The key replacement cost includes a new key core(s) and one key per resident. All residence hall keys must be returned to the appropriate hall staff member upon check-out of your room. Duplication of University keys is not permitted and will result in disciplinary action.

# ANIMALS ON CAMPUS

## Service Animals

Under the regulations governing the Americans with Disabilities Act (ADA), universities must make reasonable accommodations for students with disabilities. Students are allowed to house a service animal where their presence will not compromise the safety of others. In all cases where an animal is allowed in the residence halls, it must be always housebroken and under the control of the owner.

Service animals are defined as dogs that are individually trained to do work or perform tasks for the benefit of an individual with a disability. Service animals are working animals, not pets. The work or task the animal has been trained to provide must be directly related to the person's disability. Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

## Emotional Support Animals

Emotional support animals (ESA) are not pets, but rather a companion animal that is commonly kept in households, required for a disability. An ESA is necessary to afford the individual an equal opportunity to use and enjoy on-campus housing, according to the Fair Housing Act. An ESA may provide physical assistance, emotional support, calming, stability, and other kinds of assistance. An ESA does not perform work or tasks that would qualify them as "service animals" under the ADA.

If a student is permitted to have an ESA, it will be restricted to the student room/suite. It will not be allowed to enter other housing common areas, classrooms, recreational facilities, or other campus buildings without appropriate permission. Accessibility Services, along with the Office of Residence Life, will determine reasonable accommodations for students who request to have an ESA in on-campus housing. An accommodation is unreasonable if:

- There is an undue financial or administrative burden on university housing,
- There is a substantial and/or direct threat to personal or public safety,
- There is a fundamental alteration of the nature of the service or program,
- The existing community is disrupted, or
- The quality of life the community members expect to receive is negatively impacted.

## Pets

For health and safety reasons, no pets are permitted in the residence halls, except for fish or pets living in the pet community. One aquarium is permitted per room and may not exceed 29 gallons.

Other pets such as snakes, toads, frogs, turtles, or hamsters that are normally kept in aquariums are not permitted. Students with unauthorized pets will be required to remove the pet from campus immediately and may be subject to disciplinary action.

## Resident Expectations

Once the Office of Residence Life has approved the ESA or pet community member (hereafter referred to as "pet"), the Owner must abide by the following rules and responsibilities. Failure to abide by these expectations may lead to sanctions including removal of the pet from on-campus housing.

- a. The ESA/pet will remain in the Owner's University -assigned room except when transporting the ESA/pet to or from the residence, for medical or health care, or occasional outdoor exercise. All ESAs/pets must be transported via a leash or in an appropriate carrier/ containment device when moving through the building.

- b. ESAs/pets are not permitted in other student's rooms or the common areas (e.g., lounges) of the residential facilities, and other areas of the University such as academic buildings, administrative buildings, libraries, dining services areas, recreation center, etc.
- c. Approval of ESAs/pets is specific to owners and may not be changed without permission.
- d. ESAs/pets brought on campus must be always under the control of the Owner. The Owner is solely responsible for the animal's well-being, care, and cleaning, including, but not limited to, regular feeding, bathing, grooming, daily care, and veterinary services.
  - 1. Food, water, and litter boxes must be in student rooms.
  - 2. Pets are not allowed in bathrooms.
  - 3. University laundry facilities and machines cannot be used for cleaning an animal's bedding or toys due to potential allergies of other residents.
- e. The ESA/pet may not be left unattended overnight in the residential facilities to be cared for by another student. ESAs/pets must be taken with the owner if they leave campus for a prolonged period (e.g., the weekend). The Owner will be provided an opportunity to designate an emergency contact who can remove the animal if needed.
- f. When ESAs/pets are left unattended in a student's room, they are required to be in a crate, kennel, carrier, or cage. This containment will allow Southeast Missouri State University officials access to the residential facilities for maintenance and other routine tasks without posing risk to the pet or employees.
- g. Dogs must be "housebroken" and cats must be litter box trained. Other smaller animals (i.e., hamsters, gerbils, guinea pigs, turtles, etc.) must be caged and may not be left loose in the student's room or the residence hall.
- h. ESAs/pets must be taken out of the building by the shortest and most direct path and must be maintained under standard restraints such as a carrier and/or collar when outdoors, in public areas, or in transit, and must be confined to the residence when not in transit.
- i. The Owner is responsible for the ESA/pet during a fire drill/alarm or natural disaster.
- j. Fecal matter deposited on university grounds or within the facilities must be removed immediately and disposed of in exterior waste containers or dumpsters. The owner is to arrange for immediate removal of fecal matter if unable to perform the task personally.
- k. The Owner's residence may be inspected for fleas, ticks, pests, and/or damage to the residential facilities. The resident will be notified in advance of the inspections. If fleas, ticks, or other pests are detected through inspection, the residence hall will be treated using approved fumigation methods by a University -approved pest control service. The Owner will be financially responsible for any direct expense related to pest control treatment directly attributed to the pet.
- l. The University may remove or require the removal of an ESA/pet that poses a threat to the health or safety of others on campus, disrupts the educational environment of the University and/or residential community, or if the Owner does not comply with the expectations as outlined in the Resident Handbook. It is the responsibility of the Owner to ensure the ESA/pet does not interfere with the quality of life of other residents on campus. This includes noise violations (e.g., barking, scratching, or other disruptive noise).
  - 1. If the pet bites another person without provocation or demonstrates unprovoked aggressive behavior toward another person or animal, the University reserves the right to require the Owner to remove the ESA/pet.
- m. The Owner will be financially responsible for expenses incurred above a standard cleaning or for repairs to the residential premises, including losses, liability, claims, and harm to others caused by the ESA/pet.
- n. The Owner will hold the University blameless in the event their ESA/pet goes missing. University staff is not responsible for the retrieval of the animal in the event the animal escapes or becomes lost.
- o. The Owner must notify the Office of Residence Life immediately if an ESA/pet dies. To replace a previously approved pet, the owner must complete new registration forms and provide vaccination information on the new ESA/pet.

## **RESIDENCE HALL POLICIES**

Residence Life staff will confront behavior in an appropriate manner, recognizing that education is our most powerful tool. Behaviors within the residence halls that violate University policy may be adjudicated by Residence Life and/or the University conduct process as outlined in the University Code of Student Conduct.

Disruptive, dangerous, or violent behavior may result in permanent removal from the residence halls. Examples of such behavior include, but are not limited to physical altercations, possession of a weapon, repeated policy violations, and possession or sale of drugs. Suspension or removal from the residence halls may occur as part of, or independent from, the conduct process through the Office of Student Conduct. Interim sanctions and suspensions may apply. Students who assault other students, staff, or others within the residence halls may be immediately moved to another residence hall or removed from the residence halls immediately.

### **Abandoned Property**

Personal belongings that are left in a residence hall after the student has vacated will be declared abandoned, and will be inventoried, packed, and stored for 15 days. An attempt will be made to contact the student to whom the items belong. Students wishing to claim their abandoned property must be prepared to pay the cost of packing the items as well as a daily storage fee before receiving the belongings. The University does not assume responsibility for loss of or damage to abandoned items.

### **Alcoholic Beverages**

Southeast Missouri State University will enforce the ban on alcohol and alcohol containers (full or empty) in all residential buildings and public areas of the residence halls. Alcoholic beverages may not be possessed or consumed in student rooms, public areas, including hallways, lounges, shared suite areas, or outside the residence halls. Students, visitors, or guests are not permitted to possess kegs or any other common containers of alcohol, empty or full, including beer bongs, in any of the residence halls.

Empty alcohol containers will be treated by the Offices of Residence Life and Student Conduct as alcohol violations, as it is presumed that the alcohol was consumed on campus. Bottle or can collections or other monuments to alcohol consumption, in student rooms/suites are not permitted. If a bottle or can collection is found in a student's room/suite, the student will be asked to remove the collection from campus and/or face judicial action.

Residents are not allowed to host guests with alcohol regardless of the guest's age. No guest of a resident will be allowed to bring alcohol in or around the building when visiting. The Office of Residence Life staff reserves the right to stop people from bringing alcohol into the residence halls. You and your guest may be asked to open all backpacks, bags, coolers, and other containers when entering a residence hall.

Disruptive behavior in the residence halls while under the influence of alcohol may result in disciplinary action, including suspension or removal from the residence halls.

### **Antennas/ Satellite Dish**

The use of any type of apparatus that is attached to a residence hall building whether outside a window or in a hallway to receive a better radio or television signal is prohibited.

### **Barbeque Equipment**

Barbeque grills are not permitted inside any buildings, but they are permitted outside when used on a flat surface 15 feet away from the building. Barbeque equipment, such as charcoal and lighter fluid or propane tanks cannot be stored in residence halls.

## **Bicycle, Skateboard, and Unicycle Storage (Non-electric)**

Bicycles, skateboards, and unicycles can be stored in your room if your roommate(s) agree. The use of bicycles, skateboards, and unicycles inside the building, is strictly prohibited.

## **Battery Powered and Motorized Vehicles**

Battery-powered motorized vehicles, such as self-balancing electric unicycles and 2-wheel scooters, hoverboards, and skateboards, cannot be used, stored, or charged in the residence halls. Motorized vehicles, such as motorcycles, motorized bicycles, mopeds, and scooters are not permitted inside any building and must be parked in designated locations.

## **Business Policy**

Students may not operate a business or commercial enterprise of any sort from a residence hall room or common area, including through the telephone, mail, internet, or other telecommunications means. At no time should babysitting, hairstyling, or any other business take place in the residence halls. Students may not lease, sublet, rent out, or in any manner use their rooms or suites as hotels or other temporary lodging to/for anyone.

## **Decorations**

Residents should consider the uniqueness of the University and the diverse population it serves when considering decorations for their room, window, or door. Residence Life staff may provide feedback on the appropriateness of the material. The situation may be referred to the Office of Residence Life, Office of Student Conduct, or Dean of Students Office for input or approval.

Room decorations must be non-destructive to walls and furniture. For this reason, 3M/Command hooks and LED light strips are not permitted. Decorations that hinder exit in cases of emergency are prohibited. Room painting and paintings on windows are not permitted. Residents who damage walls, including adhesive and nail hole damage, will be assessed the cost to repair and repaint their rooms. Rugs and carpeting are permitted in rooms.

Artificial holiday trees are permitted in the residence halls. All trees and decorations must be removed before the halls close for breaks. Strings of lights (Excluding LED light strips) may be displayed around windows and doorways. Exercise caution with window drapes and paper decorations near these lights. Be sure that the lights do not touch any flammable materials. Use miniature lights because they produce less heat and consume less electricity. Do not leave lights plugged in and unattended. When you leave your room, always unplug the lights.

Common areas, including lounges and hallways, may be decorated. These decorations may not block any heating or cooling vents, fire alarms, lights, or exits. Decorations that pose a fire or life safety hazard are prohibited. Holiday decorations should be removed before the beginning of any break period. Students may not access roofs or other prohibited areas of residence halls to install decorations.

## **Drugs and Drug Paraphernalia**

The possession or use of illegal drugs or drug paraphernalia may result in suspension from the University, removal from the residence halls, and suspension of other rights and privileges. Since the possession or use of illegal drugs is a violation of criminal law, it is possible for a violator to be subject to criminal action. This policy includes the misuse of prescription drugs. The possession and use of recreational or medicinal marijuana in any form on campus property is prohibited by University Policy.

Disruptive behavior in the residence halls while under the influence of drugs may result in disciplinary action, including suspension or removal from the residence halls.

## ELECTRICAL APPLIANCES

To ensure the safety of all residents, some restrictions on electrical appliances must be observed. All appliances containing a heating element must have the element fully enclosed. Both the appliance and any cord must have an Underwriter's Laboratories (UL) approval tag. Space heaters, toasters, smoke/fog machines, pizza ovens/cookers, toaster ovens, electric grills, air-fryers, sandwich makers, 3D printers, and any type of lamp with halogen, quartz, or mercury filaments and tubing are not approved for use in the residence hall due to safety concerns. Tanning beds, booths, and spray tan tents are not permitted. Students will be held accountable for all costs associated with damage, clean-up, repair and replacement for any fire, smoke, or electrical problems caused because of using prohibited appliances.

### ➤ 3D Printers

- Due to the risk of fire and the potential of toxic fumes, 3D printers are not allowed to be possessed or used in the Residence Halls.

### ➤ Electric Grills, Air-fryers, and Sandwich Makers

- Appliances such as George Foreman Grills, air-fryers, sandwich makers/presses and similar appliances are not permitted in the residence halls. These appliances create dangerous and unsafe conditions by generating high temperatures and drawing large loads from the electrical system of the building.
- Additionally, cooking in student rooms creates grease which can result in clean-up charges and create odors that disturb others.

### ➤ Microwaves

- One microwave per room is permitted. Microwaves may be no more than 800 watts and must be plugged into a UL approved surge protector. Microwaves and refrigerators should not be plugged into the same outlet or surge protector.

### ➤ Refrigerators

- The University allows one mini-refrigerator per room. The approved refrigerator size is no greater than 3.2 cubic feet.

### ➤ Space Heaters

- Space heaters are strictly prohibited in the residence halls due to high fire hazards. If your room temperature is uncomfortable, submit an online maintenance request to Facilities Management at [facilities.semo.edu](http://facilities.semo.edu).

### ➤ Tanning Beds, Booths, and Spray Tan Tents

- Tanning beds and booths are not permitted anywhere in the residence halls. These create dangerous and unsafe conditions by generating high temperatures and drawing large loads from the electrical system of the building.
- Additionally, spray tan tents in student rooms or bathrooms creates space, ventilation, and cleaning issues in which health and safety may become an issue and are not allowed.

### ➤ TV Mounts

- Students are not permitted to mount televisions to the walls or furniture of the residence halls, regardless of television size. Mounting televisions to the wall has the potential to impact the integrity of structural supports and could cause unintentional damage to electrical, telecommunications, or mechanical systems, and reduces the fire rating of the walls. Students should bring a free-standing TV stand that allows the TV stand on its base.



## Fire Safety Equipment

Tampering with fire safety equipment in any way is both against Residence Life policy as well as state law. False alarms pose a serious risk to the safety of residents and their guests. Disciplinary action will be taken against those found tampering with safety equipment, placing coverings over smoke detectors, or causing false alarms with sanctions and possible removal from the residence halls.

## Facility Checks

Four times a year, twice during the fall semester and twice in the spring semester, the Office of Residence Life staff will check all student rooms/suites to identify and address any health, maintenance, occupancy, safety, and sanitation issues that may be present. There are several reasons for this program:

- To encourage students to become engaged in maintaining the condition of their living environment, to assist students in learning how to maintain a clean and safe environment in their room and promote a better understanding of the expectations the University has for students living on campus.
- To assist in the prevention of rodent and pest infestations, damage problems, and other issues that impact the health and safety, as well as the quality of life of all students living in the residence halls; and
- To assist in properly maintaining the condition of the residence halls.
- Each Resident Assistant will provide information about the process and a checklist of things residents should do to prepare for the room check. One week prior to the first facility check (during the Fall semester), each RA will hold a floor/community meeting to answer questions and communicate information about the facility checks.
- The following is a sample checklist of preparations:
  - Remove all trash and properly dispose of it in the trash room or other trash receptacles located in/near your building.
  - Vacuum or sweep and mop all floors in your room.
  - Check electrical outlets, cords, and connections to make sure they are not overloaded and that cords are not run under carpets or around bedding.
  - Check to ensure that beds, other furnishings, and other items are not blocking emergency egress and heating and ventilation units.
  - Note any maintenance problems in your room and report them to the staff during the room check.
  - Make sure screens are installed on windows (they should not be removed).
  - Clean up any spills and messes and get rid of any leftover food sitting around the room.
  - Properly store food and dispose of spoiled food.
  - In the bathroom, clean the toilet, including in and around the bowl, clean the shower/tub, clean the floor, wipe down countertops and clean the sink.

The Office of Residence Life understands the concern about privacy, but the facility check program is a necessary measure that will prove to be beneficial to all students living in the residence halls now and in the future. It is okay for your room to look “lived in,” but it is expected that some effort is made to clean the room and to ensure that no health or safety concerns exist. While students are encouraged to be present at the time when the facility check occurs, it is not required.

## Furniture and Equipment

All University-owned furniture and equipment are for the use of hall residents and must remain in designated areas or rooms. Students will be charged for missing and/or damaged room furniture. Furniture is not allowed to be used for any other purpose than what they are designed for. As an example: a bed mattress cannot be used as a sledding device. Students caught using furniture or equipment in a way it was not intended for will be subject to the conduct process.

## Gambling

Illegal or unlicensed gambling in any form is not allowed in the residence halls.

## Guests

Residents are responsible for the behavior of their guests at all times and should inform guests of appropriate University and residence hall policies:

- The length of stay for any overnight guest may not exceed two consecutive nights in a 30-day period. Overnight guests are permitted only if the roommate approves and if the guest does not violate the guest policy.
- Any overnight guest must register their vehicle with the DPS.
- Guests must abide by all policies of the residence halls and floors, with guests and hosts mutually responsible for the conduct of the guest. Guests not observing University or residential life policies may be escorted from the building and restricted from further access. Residents are subject to disciplinary action for the inappropriate behavior of their guests.
- Each guest should be always accompanied by a host. Any person not in the presence of a host may be escorted from the building and restricted from future access.
- All guests must use gender appropriate bathroom and shower facilities.
- During a fire alarm or other emergency in an adjacent building, Residence Life staff (student and/or professional), the Department of Public Safety, and/or the Cape Girardeau Fire Department may restrict access of guests to adjacent buildings.
- Failure to abide by the guest policies may result in the suspension of guest privileges.

## Hallway Obstructions

Storing personal or University property in the hallways or other common areas is not permitted. Personal items or unwanted room furniture left in common areas will be considered abandoned and will be removed by Residence Life, custodial, or Facilities Management staff. Residents will be responsible for all costs of removing and storage of items and may be charged for replacement of items at the end of the year.

## Hallway Sports

Use of sports equipment, playing organized games, and/or using equipment better suited for outdoor use in the hallways is prohibited. This is to protect the rights of other residents to sleep, study and have access to their rooms as well as prevent damage to university or personal property. Failure to comply with this policy may result in disciplinary action, confiscation of equipment, and/or suspension from the residence hall.

## Harassment

No form of bigotry, harassment, intimidation, threat, or abuse—whether verbal, electronic or written, physical or psychological—will be tolerated. Any such behavior may be grounds for dismissal. This also includes internet-based, phone-based, and sexual harassment. If this happens to you, call the Department of Public Safety, your RA, or your Hall Director for assistance.

## Hazardous Materials

Items considered to be hazardous materials are prohibited from all residence halls, including student rooms. Hazardous materials include propane tanks, gas cans, or any other fuel element. Other items considered hazardous by the manufacturer or University, such as industrial chemicals, noxious or poisonous gases, organic or biological solvents or chemicals, or explosives are not permitted. Motor scooters and other machines which use gasoline or other fuel elements may not be stored in the residence halls at any time.

## Health and Safety

The health of our residential communities is an essential part of student success, and your support is an important part of that success. In support of the health of those in our residence halls, the University may require a resident or their guest to leave the residence halls if their presence in the community poses a health

or safety risk. Residential students are required to comply with all health and safety guidance adopted by the University as it relates to public health emergencies.

Upon reasonable notice, the Office of Residence Life reserves the right to terminate housing contracts due to public health emergency needs.

## **Isolation**

At any time, the University may require a resident to leave the Southeast residence halls when that resident's presence in the community poses a health or safety risk for other community members. Residential students are required to comply with requests and failure to do so is a violation of the Student Code of Conduct.

Not all residential rooms or halls are appropriate for isolation and in those situations where a student is required to quarantine or isolate, students will not be permitted to continue residing in their residential space and will be provided alternative housing arrangements.

## **Lofts**

Due to the bunking and lofting capabilities of the residence hall furniture provided, no personal lofts are permitted to be constructed in any residence hall.

## **Laundry**

Laundry machines are provided at no additional cost to residents living on campus. Residents receive unlimited usage of the machines 24 hours a day. Laundry facilities are located on the floors or lower level of each building.

For the protection of personal items, never leave items unattended. All abandoned laundry items will be collected on the first and third Fridays of each month. Abandoned items will be stored till the next removal period. All unclaimed items will be donated to local organizations following the removal.

Off-campus individuals are not permitted to utilize any campus laundry facility. Individuals caught using facilities will be removed, documented, and charged for theft of services.

## **Mail and Mail Forwarding**

Students should use the portal to update their temporary or permanent addresses. After moving off campus, changing rooms, or leaving for the summer, residents must notify the Office of Residence Life of a forwarding address where the resident will receive mail. Mail will be forwarded for 60 days. Failure to update your forwarding address may result in mail being returned to sender without notification to the resident. Disciplinary action may be taken regarding students that do not and have never lived in a residence hall having items mailed/shipped to a friend's room or a residence hall for pick up.

## **Marijuana**

Southeast Missouri State strictly prohibits the use, possession, manufacture, and sale of marijuana on any university-owned or controlled property, and in connection with any university activities.

Southeast, as a recipient of federal funds, is subject to the Drug-Free School and Communities Act as well as the Drug-Free Workplace Act, both federal laws that prohibit illegal drug use. All marijuana remains illegal under federal law, with the federal government classifying marijuana as a Schedule I drug. As a result, Marijuana, in all its forms and for all recreational or medical use, may not be purchased, possessed, consumed, used, delivered, manufactured, or sold on the Southeast campus or property, or in connection with university activities.

## Needle Disposal

Needles should never be disposed of in any personal or campus trash cans. Students should work with their medical providers to obtain a sharps container or purchase one from any pharmacy. The Campus Health Clinic can help direct you to local pharmacies where one can be purchased.

## Open Flame Guidelines

The use or possession of open flame devices is prohibited in all residence halls. These devices include but are not limited to candles, potpourri burners, torches, bonfires, oil lamps, incense, butane burners, fire pits/rings, or any other flame-producing device.

## Personal Hygiene and Cleanliness

Students are expected to practice appropriate personal hygiene and to maintain a sanitary environment within their room and community. Four times a year, twice during the fall semester and twice in the spring semester, Office of Residence Life staff will check all student rooms/suites to identify and address any health, maintenance, occupancy, safety, and sanitation issues that may be present.

## Pools and Hot Tubs

Hot tubs, swimming pools, water-filled furniture, water beds, or other objects/containers that hold large amounts of water are strictly prohibited from the residence halls. Pools/hot tubs are not permitted on porches, lawns, or other areas near the residence halls.

## Posting Policy

Public posting boards are reserved for student organizations and University departments. Postings must include:

- Name of the student organization or University department.
- Contact information.
- Date and time of the event.
- Guidelines to remember:
  - Large staples, such as those from a staple gun, may not be used when posting.
  - Postings may only be done on posting boards or other designated areas. Areas such as painted walls, windows, doors, floors, and ceilings are not approved for posting. Any materials posted in an area not designated for postings will be removed.
- Any damage done by the improper posting of materials will be the responsibility of the organization responsible for the postings.
- At the end of each semester, all posting boards will be cleared of postings.

## Quiet and Courtesy Hours

It is expected that each resident will be sensitive to the needs of other residence hall community members, always. Televisions, game systems, computers, or stereos played at excessive volumes can be particularly disruptive to persons trying to sleep or study. For that reason, residents are expected to be conscious of the volume of their electronic devices and to utilize headphones whenever possible. Repeated disruptions may result in a resident being required to remove as deemed necessary or be relocated to a different residence hall.

Courtesy hours are always in effect in the residence halls. Residents and their guests have the responsibility to act with consideration toward residence hall community members who choose to study or sleep throughout the day.

Quiet hours are defined as periods when noise will be kept to a minimum. The exact hours begin at 11 p.m. on weekdays and midnight on weekends. From the time quiet hours begin, they are in effect for 12 hours. Noise heard outside of a

closed student room door or within student rooms from the corridors or floors above/below will be considered excessive and in violation of the quiet hour policy.

The residents of each floor community are expected to maintain the above-stated courtesy and quiet hours. If residents do not maintain courtesy and quiet hours, appropriate disciplinary action will be taken, which may include dismissal from the residence halls.

## Recording Devices

In accordance with the Code of Student Conduct, the following behavior is prohibited and may result in removal from the university:

- Making, attempting to make, transmitting, or attempting to transmit audio or video of any person(s) on university premises in bathrooms, showers, bedrooms, or other premises where there is an explicit expectation of privacy with respect to nudity and/or sexual activity, without the knowledge and consent of all participants subject to such recordings.
- The use and/or possession of camera doorbells in the residence hall.
- Undisclosed and unauthorized recording of other individuals and/or personal property within the University community, including but not limited to social and digital media platforms.

## Roof and Tunnel Access

Only University personnel are permitted in the tunnels or on the roofs of campus buildings. Any unauthorized individual found in those locations will be reported to the Department of Public Safety and referred to the Office of Student Conduct.

## Room Entry

The expectation of privacy is important and should not be violated. However, entry into or searches of student living quarters may be conducted by the following persons for the following purposes:

- Law enforcement officers in the performance of statutory duties.
- Authorized University personnel to perform custodial and maintenance services to ensure that health, fire, and safety regulations are maintained.
- Authorized University personnel in emergencies to protect the health and welfare of students. Or any time that there is cause to believe the health and safety of the residents may be in danger or result in probable destruction of evidence of the violation.
- Authorized University staff when there is reasonable suspicion to believe a violation of University, Residence Life, or civil regulations is being committed.
- Authorized University staff to check the cleanliness and sanitation of a room.

Authorized University personnel indicated above include members of the residence hall staff, members of the Facilities Management staff, and University personnel or their agents contracted to perform custodial, maintenance or repair services on behalf of the halls. Other members of the University staff may enter under the conditions above only when accompanied by authorized personnel or their agents. Observed possible violations of university policy, rules, or regulations will be referred to the Office of Residence Life or Office of Student Conduct for follow-up.

## Smoke and Tobacco Free Policy

Campus policy prohibits smoking and using tobacco products by students, faculty, staff, and visitors on all University properties and in all University facilities and vehicles. Prohibited products include lit cigarettes, cigars, pipes, e-cigarettes or other smoking products, products or devices used to smoke or mimic smoking – such as hookahs and vaporizers -- and the use of smokeless tobacco products – dip, chew, snuff in any form, and marijuana products. The Office of Student Conduct will handle noncompliance by students and could result in disciplinary action.

## **Solicitation**

The University does not allow off-campus or on-campus vendors, groups, or individuals to solicit products or services in the residence halls. Students, student organizations, other campus departments, vendors, or any other person or group are prohibited from going door to door, collecting money, credit card applications, raffle chances, or any other fundraising or designed activity without the permission of the Office of Residence Life. Printed advertisements may be posted on public information bulletin boards in the residence halls.

Placing materials on student doors, under student doors, or similar methods is prohibited. Students and student organizations that violate this policy will be referred to the Office of Student Conduct. Off-campus solicitors will be referred to the University Police for arrest and/or prosecution. Individuals connected with official census operations are exempt from this policy and are permitted within the residence halls to conduct official business.

## **Social Networking**

Making abusive, harassing, or obscene comments online or on social networking websites is a violation of university rules and regulations. The Office of Residence Life, Information Technology, and the Department of Public Safety cooperate fully in enforcing the policies prohibiting the use of this type of behavior and speech.

If you should receive annoying, harassing, or obscene messages, contact your RA, Hall Director, or the Department of Public Safety.

## **Trash/Recycling**

Residents are responsible for keeping their rooms and common areas clean and free of trash. Trash rooms and large trash containers are not available for personal trash disposal. All personal trash should be placed in dumpsters located outside of the building. All large boxes or large items should always be taken to a dumpster. Recycling containers are not available within the residence halls.

## **Trespassing**

Residence hall premises are for the exclusive use of residents, their guests, and University personnel. Any persons other than residents, their escorted guests, and/or authorized University personnel are prohibited from entering or remaining on these premises. Trespassing violations will be handled through the Office of Student Conduct and the Department of Public Safety.

## **Vandalism**

Students may not damage or deface student rooms, furniture, or common areas of the residence halls. Any student who destroys or defaces any bulletin board, materials posted for the benefit of the community, furniture item, or facility space will be referred to the Office of Residence Life or the Office of Student Conduct and may be responsible for the replacement costs of the vandalized items, including any time necessary to repair the items.

## **Water Play**

Water play/fighting, including but not limited to: water balloons, squirt guns, hoses, slip n 'slides, portable pools, and drinking games involving liquids, is not permitted at any time.

## **Weapons, Ammunition, and Fireworks**

The Office of Residence Life adheres to the Code of Student Conduct policy on weapons and fireworks. A violation of this policy is subject to immediate removal from the residence halls.

Firearms, tasers, projectile weapons, and ammunition of any sort (handguns, rifles, pellet guns, bullets, etc.) are NEVER allowed in the residence halls. Decorative swords/knives and large knives with blades exceeding four inches are not permitted. Persons with these types of weapons or ammunition may be subject to arrest and/or removal from the residence halls; weapons and ammunition will be immediately confiscated.

## Windows, Window Screens, and Window Stops

Screens and window stops are not to be removed. If screens and/or window stops are removed, a charge will be assessed to re-secure the screen, in addition to any maintenance, repair, or replacement costs. Throwing objects from windows is prohibited and may result in disciplinary action.

## OPENING AND CLOSING

### Check-In

As part of check-in, you will receive key(s) to your room, hall, and mailbox and access to a Room Condition Report form.

### Room Condition Report

A Room Condition Report (RCR) should be reviewed after moving into the room. The RCR is your opportunity to document the condition of the room and its items and review the information observed by staff.

Complete the form with as much detail as possible and submit. Should you fail to complete any or all the RCR, you may be held responsible for previous damage to the room at check out.

### Storage

There is no storage available for personal property. Students may not store personal items such as bikes, sporting goods, or furniture (personal or University) in common areas, including hallways. Items left in common areas will be considered abandoned and students will be charged for them at check out.

### Hall Closing (Break Periods)

The residence halls close for winter and spring breaks during the year. There is no additional charge for students to stay in their rooms during these periods. These dates and times are posted on each residence hall floor and made available through the Office of Residence Life. The floor community is responsible for the removal of non-University property from common areas before the beginning of each break period.

When the residence halls close, residents are required to:

- Close and lock windows; close curtains/mini blinds.
- Unplug all appliances. (Refrigerators may be left plugged in during Fall Break, Thanksgiving, and Spring Break)
- Remove plants to protect them from the lowered temperatures.
- Dispose of all perishable food items and all trash.
- Remove fish and animals.
- Prepare the room for insecticide treatment (winter break only).
- Turn off all lights.
- Lock the doors.

Hall staff members check rooms after closing to ensure that all procedures have been followed. Failure to comply with these procedures may result in charges or disciplinary action.

### Check-out

To check out of your room at the end of the year or when moving to a different room, you must contact your RA at least 24 hours in advance to schedule an appointment. At the time of your appointment, your belongings must be completely removed, and the room must be clean. Your room will be inspected for damages and cleanliness. Alternatively, you

may fill out an Express Checkout form at the front desk of your hall to check out without meeting with your RA. Those who follow the Express Checkout procedure waive their right to challenge inventory, damage, or cleaning charges.

Failure to check out properly will result in a \$50 improper checkout charge. Moving out without giving proper notice to your RA or missing a check-out appointment is considered an improper check-out. Improper check-out also means a student forfeits the right to challenge inventory, damage, or cleaning charges.

All residential students are required to check out of their residence hall room no later than 24 hours after the completion of their last final exam in May. Any student needing to remain longer than this should contact their Hall Director or the Office of Residence Life to request an extension for check-out.

Any student who has completed their final exams and who is presenting a behavioral concern in the halls will be required to leave immediately. There will be no tolerance for students who are creating problems in the residence halls during final exams.

## **Break Housing**

Breaks, such as Fall Break, Thanksgiving Break, Winter Break, and Spring Break are included in room fees. Students must register to remain on campus during these break periods. Students enrolled in online classes (particularly during the winter intersession), students with employment that requires they remain in Cape Girardeau, and international students are examples of students who may need to remain in on-campus housing over a break.

Foodservice under a university meal plan is not provided during certain breaks. Limited dining options may be available for cash, credit, and Redbucks only on days when the University is officially open. Other services provided by the Office of Residence Life, such as Customer Service Desk operations, are limited during the break periods. All University, Student Code of Conduct, and Residence Life policies and procedures apply during the break periods.

## **Finals Week 22-Hour Quiet Hours**

To assist in fostering an academic environment in the residence halls, a 22-hour quiet hour policy will be enforced in all halls during finals week. Any student who is found violating the 22-hour quiet hour policy will be issued a written warning. A second violation of the quiet hour policy will result in a meeting with a professional member of the Residence Life staff to review and clarify behavior expectations. If a student violates the quiet hour policy three times during finals week, they will be required to immediately leave the residence halls.

## **Room Damage**

You and your roommate(s) are responsible for any damages to your room that are not the result of normal use. At the time of check-in, you should be certain your Room Condition Report form is accurate and complete. From this form, room damages will be assessed when you check out of the room. Furniture in student rooms should not be removed or disassembled.

After all residents have checked out of their rooms and left campus, your room will be checked in detail by professional staff for damages. Cleaning and damage charges will be assessed and charged (if applicable) at the time of final inspection. Damage charges will appear on your normal billing statement issued by the University. Questions about the damage charges should be addressed to the Hall Director for your building. If you wish to appeal damage charges, you will need to submit an appeal in writing within 30 days of the date the charges are placed on your student account.

## **Common Area Damage**

The common areas in the residence halls are part of your community and all residents are expected to take responsibility for those areas.

Common areas are defined as those areas not assigned to individuals. This refers to the study and social lounges, bathrooms, hallways, kitchens, stairwells, and elevators – areas open to everyone on the floor or in the hall. Damages in



these areas can be very costly. Those directly responsible for the damage bear the burden of paying for the damage and the staff makes every effort to find the responsible individual or individuals. We expect residents of the community to assist in identifying these people.

## **JUDICIAL PROCESS**

The Office of Residence Life expects all students to participate in the development of positive communities. At times, this may include confronting a fellow resident about his/her behavior. Student staff members are available to assist residents with this process.

It is the responsibility of community members to assist in the enforcement of the Student Code of Conduct and community standards and policies. All residents are encouraged and expected to confront and document specific incidents of behavior that interfere with their living and learning environment. Incident Reports are available through your Resident Advisor or Hall Director who will then follow up or refer it to the appropriate office.

The Office of Residence Life has policies and procedures separate from and not included in the University Code of Student Conduct. Violations of these policies/procedures may be handled through the Residence Life conduct system. Dangerous and/or violent behaviors are grounds for immediate relocation or permanent removal from the residence halls. Please refer to the policies section of this handbook for more information about the types of behaviors this may include.

Hall Directors serve as primary hearing officers in the Residence Life conduct system. After reviewing incident documentation, the Hall Director in the building where the incident occurred will review the case and meet with the student. At that meeting, the student will either plead responsible and have the Hall Director sanction them or elect to have their case heard by the Hall Director or by the Office of Student Conduct (with the Hall Director sitting in on the case). In cases where an initial meeting has been conducted and the hearing officer, in cooperation with the student, feels that the case should be heard by someone else, the issue may be referred to the Assistant Director for Residence Life.

If a student wishes to appeal the decision or sanction of the hearing officer, the student should submit their appeal in writing to the Assistant Director for Residence Life. Cases that may result in removal from the residence halls will automatically be reviewed by the Director of Residence Life.

It is vitally important for all residents to share in the responsibility for the governance of the system. Communities are based on the cooperation of the members of smaller community units. Each community must work together with other communities to establish policies and procedures that further the development of the entire residential population.

## **EMERGENCY PREPAREDNESS**

Evacuation for fire alarms, fire drills, and other emergencies is mandatory. Students and their guest(s) must promptly leave the building when the alarm sounds or when they are directed by a university employee. Students who do not evacuate the building will be subject to disciplinary action and/or a fine.

### Severe Weather/Tornado

In case of impending severe weather:

- Do not leave the building.
- Evacuate to the designated area per instructions given by the residence hall staff members (see shelter locations).
- Remain in the designated area until an “all clear” signal is given. Tune into the National Weather Service notifications.

## Shelter Locations

### Dobbins River Campus Center

Evacuate to the lower floors. Do not enter student rooms, but instead remain in the hallways of these floors and away from windows. Do not gather in the lounge or the restrooms.

Shut all doors to the hallway. Do not use elevators!

### Group/Greek Housing (all buildings)

Evacuate to the first-floor chapter room or designated safe room. Do not enter student rooms, but instead remain in the chapter room. Shut all doors to the hallway including restrooms, shower room, and student room doors.

### LaFerla Hall

Evacuate to the lower floors. Do not enter student rooms, but instead remain in the hallways of these floors and away from windows. Do not gather in the lounge or the study rooms. Shut all doors to the hallway. Do not use elevators!

### Merick Hall

Evacuate to the lower floors and gather in the hallway/living rooms. Remain in the hallway and away from the windows. Do not gather in the basement lounge or the main lounge on the plaza level. Shut all doors to the hallway. Do not use elevators!

### Myers Hall

Evacuate to the lower floors. Do not enter student rooms, but instead remain in the hallways of these floors and away from windows. Do not gather in the lounge or the restrooms. Shut all doors to the hallway including restrooms, shower room, and student doors. Do not use elevators!

### Towers (all buildings)

Evacuate to the lowest floor. Move to the center shower area or stairwells. Remain away from windows and keep doors to student rooms and lounge shut. Do not use elevators!

### Vandiver Hall

Evacuate to the lower floors. Do not enter student rooms, but instead remain in the hallways of these floors and away from windows. Do not gather in the lounge or the restrooms. Shut all doors to the hallway. Do not use elevators!

## In Case of Fire

- Sound the building fire alarm system.
- Notify a Residence Life staff member or the Department of Public Safety.
- Close all windows and doors to isolate fire and smoke.
- Go out through the nearest exit.
- Evacuate the building immediately per instructions given by the residence hall staff.
- Assemble outside the hall at the designated assembly place.
- DO NOT return to the hall until an “all clear” signal is given.

All residents are expected to participate in fire evacuations. Residents who do not follow correct evacuation procedures are subject to disciplinary action.

## Evacuation Point

### Dobbins River Campus Center

Evacuation gathering point is the parking lot. Do not enter student rooms, but instead remain in the hallways of these floors and away from windows. Do not gather in the lounge or the study rooms. Shut all doors to the hallway. Do not use elevators!

## Group/Greek Housing

Evacuation gathering point is:

- F Building: go to the other side of the sidewalk or the porch of G building.
- G Building: go to the other side of the sidewalk or the porch of F building.
- H, J, K Building: go to the parking lot at the back of the building.
- Sigma Chi: go towards Sigma Phi Epsilon.
- Sigma Phi Epsilon: to towards Sigma Chi.
- Sigma Nu & Pi Kappa Alpha: go towards the pit.

Do not enter student rooms, but instead remain in the hallways of these floors and away from windows. Do not gather in the lounge or the study rooms. Shut all doors to the hallway. Do not use elevators!

## LaFerla Hall

Evacuation gathering point is the commuter parking lot across from Greek Drive. Do not enter student rooms, but instead remain in the hallways of these floors and away from windows. Do not gather in the lounge or the study rooms. Shut all doors to the hallway. Do not use elevators!

## Merick & Vandiver Hall

Evacuation gathering point is the student parking lot across from Vandiver. Do not enter student rooms, but instead remain in the hallways of these floors and away from windows. Do not gather in the lounge or the study rooms. Shut all doors to the hallway. Do not use elevators!

## Myers Hall

Evacuation gathering point is the library parking lot. Do not enter student rooms, but instead remain in the hallways of these floors and away from windows. Do not gather in the lounge or the study rooms. Shut all doors to the hallway. Do not use elevators!

## Towers

Evacuation gathering point is:

- North & West- go to the marching band practice field.
- East- go to the parking lot by Towers North.
- South- go to volleyball area near Rowdy's.

Do not enter student rooms, but instead remain in the hallways of these floors and away from windows. Do not gather in the lounge or the study rooms. Shut all doors to the hallway. Do not use elevators!

## Earthquake

Most casualties during earthquakes result from falling debris, power lines, or fires. During an earthquake, REMAIN CALM and:

If indoors, remain there and:

- Get under tables, desks, or other sturdy furniture or
- Move to an interior corner away from windows or
- Move into a strong interior doorway or hallway.
- DO NOT USE OPEN FLAME during tremors.

If outside:

- Avoid tall buildings, walls, power lines, etc.
- Move to an open area, away from hazards.

- Stay out of severely damaged buildings.
- DO NOT USE OPEN FLAME or electrical devices.