

# VCSU RESIDENCE HALL HANDBOOK 2022-2023

## WELCOME TO VCSU

Welcome to the residence halls at Valley City State University! We hope your time here will be both rewarding and engaging. This handbook is intended for all students who live in the residence halls. Please read this information carefully, as it is part of your contract.

## COMMUNITY LIVING

You have the opportunity to learn how to live in a community environment and to accept the responsibilities of group living. Living in a residence hall is a unique experience. It is unlikely after you leave the halls that you will ever again find yourself surrounded by a large group of people sharing the same bathrooms and a common lounge. Living with this many people requires a certain amount of adjustment for most people in their attitudes and habits. When you live with this many people in a limited amount of space, you soon realize the ways in which their behavior affects you and vice versa. All residents have a responsibility to create and maintain a positive environment within their community.

The primary purpose of the residence hall is to provide a living environment that is conducive to the academic achievement and personal growth of the residents. Each resident has a role to play in determining whether the lifestyle of the group will foster an atmosphere where residents can learn and grow. All residents have the obligation of confronting those who do not live up to the established standards.

## AWARENESS OF DIFFERENCES

Here in the residence hall community, you will meet many people. Some people will seem more like you, and some will seem less like you. You will meet individuals with different genders, ethnicities, religions, abilities, and beliefs. We are all members of this community and each of us has something to contribute, yet we are all different. We need to learn more about what makes us different and use this knowledge to foster personal growth and to enrich the community in which we live.

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity within Residence Life based on the grounds of race, color, creed, national or ethnic origin, age, sex, gender identity or expression, sexual orientation, marital or parental status, disability, source of income, status as a veteran, or other such factors that cannot be considered lawful to, access to, or treatment in this organization's programs and activities.

## **BASIC RIGHTS OF A RESIDENT**

Your enjoyment of life within the residence halls will depend, to a considerable extent, on the thoughtful consideration that you demonstrate for each other. All residents have the following basic rights:

1. The right to sleep and study without undue interference in one's room.
2. The right to expect that a roommate will respect one's personal belongings.
3. The right to a clean environment in which to live.
4. The right to free access to one's room and facilities without pressure from a roommate.
5. The right to privacy when reasonable.
6. The right to host guests with the expectation that guests will respect the rights of the host, their roommate, and other hall residents.
7. The right to redress of grievances.
8. The right to be free from intimidation, physical and/or emotional harm.
9. The right to expect reasonable cooperation in the use of "room-shared" appliances (television, refrigerator, etc.) from roommate and their guests.

## **BASIC RESPONSIBILITIES OF A RESIDENT**

Being a member of a residence hall community has unique opportunities and responsibilities. Each resident's actions impact the well-being of the entire community. With this interdependence, a resident has the following responsibilities to the community and building:

1. To treat other residents with respect and consideration and to guarantee them their individual rights.
2. To understand all policies and regulations necessary for the floor, hall, and community to function and to abide by them.
3. To be considerate of and responsive to all reasonable requests of fellow residents.
4. To be responsive and cooperative in all dealings with the residence hall staff members.
5. To accept responsibility for personal and community safety (i.e., to refrain from misusing safety equipment, propping open security doors, losing, or loaning out room and hall keys).
6. To recognize that public areas and their furnishings belong to everyone, and abuse of these areas violates the rights of the entire community.

The responsibility for determining whether the floor is a good place to live is shared by all residents and each resident has the obligation to confront those who do not live up to the standards listed above.

## **RESIDENCE HALL STAFF**

VCSU Residence Life employs both professional staff and student staff. While living in the residence hall, Resident Assistants (RAs) will be the members of the staff with whom you will

have the most contact. RAs are upper-class students who live on the floors and are trained to provide you with assistance, information, and community development.

The primary expectation of the RA is to assist residents in the development of a floor community. They will set behavioral expectations and work with those not conforming to those expectations. They will assist you with problems that you may be having with your roommate, relationships, loneliness, and a wide range of other concerns. You will find that they are knowledgeable about housing, campus services, area resources, and many other topics. They are a good place to start when you need information and/or assistance. They are available and trained to help you in emergency/crisis situations such as injuries, accidents, illnesses, and building problems (such as fires, floods, power outages, etc.).

One RA is scheduled to be on duty each night from 7:00pm until 7:00am to assist you. The name of the RA on duty will be posted in the designated area in each building. If you are unable to reach the RA on duty, contact another RA, Assistant Hall Director, or the Hall Director.

The Assistant Hall Directors are upper-class students with a minimum of one-year of prior experience as an RA who are professionally trained and responsible for mentoring the RAs and supporting the Hall Directors. These individuals provide your RAs with resources and support for the many activities they host, situations they encounter, and any other life events that may arise.

Your Hall Director is a part-time, professionally trained staff member responsible for your hall. These individuals provide resources and support for the many activities in your hall and on your floor. This includes supervising the RAs and working with residents who have personal and/or behavioral problems. Their primary concern is the growth and development of all residents in the community. The Hall Directors live in an apartment within the residence hall. While they do not maintain a permanent office, Hall Directors will keep regular office hours within their buildings in which they are responsible for and can be found at the building's RA desk. In an emergency, the Hall Director can be reached in their on-site apartment.

The Assistant Director for Residence Life, while also serving as a Hall Director, extends their duties to manage the VCSU Student Apartments and complete the administrative functions of the department. The Assistant Director will work most closely with Residence Life's forms, applications, and housing placement processes. The Assistant Director maintains office hours in the Residence Life Office located in the Student Center.

The Director of Residence Life oversees the development of all residence halls and directly supervises the Hall Directors. The Director maintains an office in McFarland Hall 209 and acts as a primary conduct officer when residents violate policies. The Director is also available for feedback about any aspect of the Residence Life program and welcomes student visits.

## RESIDENCE LIFE YEARLY EXPECTATIONS

Residence Life Staff are expected to create an engaging experience for residents. It is important that all residents receive the same information and be held to the same standards. To facilitate this, the following yearly items will be implemented:

1. **Welcome Meetings:** Residents will be asked to attend mandatory floor and building meetings at the beginning of each semester and periodically throughout the year if necessary. These meetings will be advertised with at least 24-hours' notice. Residents who cannot attend are required to meet individually with their RAs within 72 hours of the meeting to review the information covered.
2. **Roommate Agreements:** Residents will be given the option to complete roommate/suite agreements at the beginning of each semester. RAs will review these in conjunction with the Hall Directors to assess the need for any roommate assistance.
3. **Health and Safety Inspections:** Residence Life will inspect every room/suite at least three times during the school year (Fall mid-terms, Winter Break, and Spring mid-terms) for general cleanliness and fire safety compliance. Residence Life reserves the right to inspect rooms/suites more frequently if needed. Residents will be notified at least 24 hours in advance of these inspections and have the right to be present for the inspection. Inspections are limited to visual review only and will not include any opening of cupboards, drawers, closets, or touching of personal items.
4. **Director Town Halls:** The Director of Residence Life will host a town hall-style meeting each semester to solicit feedback from staff and residences. These meetings are not mandatory but are strongly encouraged.

## RESIDENCE HALL PROGRAMMING

Throughout the year, the RAs, Hall Directors, and VCAB will provide a variety of social and educational activities for the residents. They try to provide activities and programs that appeal to the majority of the residents. Residents are strongly encouraged to provide input regarding the types of programs that you would like to see and/or participate in. Participation in programming is strongly encouraged.

## REQUIRED UNIVERSITY RESIDENCE POLICY

Valley City State University operates four residence halls. It is our philosophy that the residence halls provide a unique living experience that is a key ingredient in the total educational program. The residence halls are not only a place to live, but an experience in living and growing. All full-time, first-time freshman students will be required to reside on campus and be on a board plan for a period of one full academic year or two full semesters. The only exceptions to this policy are as follows:

1. The student is living at home providing the home residence is within 35 miles of Valley City.

2. The student is 21 years of age.
3. The student is married or the single head of a household.

Students and parents will be asked to provide written verification of any off-campus residence. Students determined to be in violation of this policy will be considered in violation of the VCSU Student Code of Conduct and will be subject to disciplinary action.

of the VCSU Student Code of Conduct. The room and board contract are required of all residence hall students. Contact the Director for Residence Life with questions.

## VACATION PERIODS

The Housing contract applies to those periods of the academic year when classes are in regular session. The halls will be closed during Semester and Spring Break. Students will need to make housing arrangements outside of the residence halls during these periods. Students are permitted to occupy their room during brief holidays at no additional charge. Students staying over break will be charged an additional fee of \$15 per night and must notify their Hall Director at least 7 days in advance of the break. Students required to stay due to University sponsored events and obligations will be permitted to stay without additional charge upon verification of information. All vacation periods will be posted prior to the occurrence.

## SUMMER HOUSING

The residence hall contract does not include summer vacation. A limited amount of housing is available for those students wishing to remain on campus for the summer for an additional fee. Those students interested in this option should contact the Director for Residence Life for further information.

## ASSIGNMENT OF ROOM SPACE

Room assignments are made in order of receipt of application and the reservation fee. Students who plan to return to the residence halls will have preference on room assignments, when possible, and upon receipt of contract and reservation fee. You must pay a reservation fee each year. This reservation fee is applied to your room and board charges during your first semester in residence each year. Preference for roommates is considered whenever possible. Roommates requesting each other should apply for the room at the same time.

## CHECK-IN PROCEDURES

You will need to officially check-into your new room. Each resident will be asked to review a room condition form. Your RA will have this form on hand at the time of check in. It is your responsibility to carefully check your room for any damage that is present in your room. It is essential that you note on your room condition form any damage that is present when you move in. You will be billed for any damage that is present when you check out, if it was not

listed on your form, even if that damage was present when you moved in. Your RA will issue you a room key.

## VCSU IDENTIFICATION

All University students will need to obtain a Viking ID for identification purposes. This ID is necessary for admission to many University activities, including athletic events, University sponsored dances, etc. You will need to present your ID to check into your residence hall. Students are advised to treat their ID with care. IDs are not reissued each year. If issued a physical ID card, this ID remains the property of VCSU and must be surrendered and presented upon request.

## KEYS

Every resident will be issued a room key and your Viking ID will function as your front door key. You will always need your keys with you. Your Viking ID will only work on the front door of your building. Keys are to be used only by the person to whom they are issued. Do not loan out your keys to anyone for any reason. Loaning out your keys interferes with the security system and may endanger you and your fellow residents. Access will be placed on the Viking IDs of those students staying during vacation periods.

If you lock yourself out of your room, the RA on duty, the Hall Director, or any other RA can let you into your room. Residence Life staff are authorized to unlock the door for the residents assigned to a particular room. They may not let any other residents, friends, or relatives into the room without the written permission of the assigned residents. If you forget something in someone else's room, you will need to wait until they return to retrieve the item.

If your keys are lost or stolen, please notify your Hall Director immediately. If issued a physical ID card, residents will be charged \$25.00 for a replacement Viking Card, \$25.00 for the loss of a room key, and \$5.00 for a broken or bent key. Loss of a vacation key may result in a higher replacement charge.

## MAIL

Incoming mail is distributed Monday through Saturday. There is mail service once a day. Mailboxes are in the Student Center. Each student will be assigned a specific box number once the semester has begun. Mailbox assignments and instructions are located near the game room in the lower level. Your mail should be addressed as follows:

Student Name  
Box Number  
230 Viking Drive SW  
Valley City, ND 58072

## LAUNDRY ROOMS

Washers and dryers are provided for use on each resident hall floor. Washers in the laundry rooms are high efficiency and require the use of detergent that is safe for high efficiency machines. Please be sure that you are using appropriate detergent. The laundry rooms are intended for use by residents only. Residents must follow any instructions posted in laundry rooms. Please remove all personal items from the laundry room when finished. Items left in the laundry room may be stolen, damaged, or removed. VCSU assumes no liability for items that may become damaged, lost, or stolen while using the laundry facilities, including mechanical malfunctions. VCSU makes every effort to maintain and repair washers and dryers as necessary. Please inform an RA or the Hall Director if you experience a problem with the machines.

## ROOM CHANGES

Students considering changing residence hall rooms (even within the same hall), must submit a room change form prior to making any change. The forms are available from your Hall Director. No room changes are permitted until the third week of the semester. All changes made during the third week will not be subject to a processing fee. However, any room changes made after the third week will be subject to a \$25.00 processing fee per request. Any unauthorized changes will result in a \$25.00 charge.

## WHAT IF MY ROOMMATE MOVES OUT?

If your roommate's room change request is approved, you have three options.

1. You may elect to keep your single room and pay the single room rate (or a pro-rated amount if the move occurs during the semester).
  2. You may move in with another resident who desires a roommate or choose another person to move in with you. You are responsible for finding your own roommate if you wish to keep a double room.
  3. The University reserves the right to consolidate you with another student in like circumstances. Both students may be required to move into a designated room if no one voluntarily agrees to consolidate or move.
1. Please note that if you take over a single room while paying the double room rate, you may be charged the single rate instead. The living room in Kolstoe cannot be used as a bedroom by any resident or guest.

## EARLY WITHDRAWAL/CANCELLATIONS

Students will be billed for their residence hall room until all personal property is removed, and they have properly checked out, even if they have ceased attending classes or withdrawn from school.

## REFUND/REPAYMENT POLICY

Students who find it necessary to withdraw before a semester is completed, should be aware that a calculation must be performed to determine if you must immediately repay funds to the programs from which assistance is received. Before withdrawing, you must visit with the Financial Aid Director to determine your liability. Failure to attend classes, which then leads to a failing grade, will mean documentation of actual last date of attendance. This documented last day requires the calculation of a repayment to federal programs. For further information contact a Financial Aid Officer. For detailed information regarding the refund and repayment schedule, please contact the VCSU Business Office or refer to the following webpage: [www.vcsu.edu/businessoffice/vp.htm?p=1036](http://www.vcsu.edu/businessoffice/vp.htm?p=1036).

## ALTERATION OR TERMINATION OF HOUSING CONTRACT BY UNIVERSITY OFFICIALS

The Residence Life Department or designee may temporarily suspend, restrict or reassign a student from their room or residence hall pending an investigation and/or hearing whenever, in the Department's judgment, the continued presence of the student in a particular room or hall constitutes a danger to the student or the safety of persons or property in the residence halls.

Furthermore, a student's housing contract may be terminated by the Residence Life Department for a student's violation of college and/or Residential Life policies including, but not limited to, nonpayment of debt owed by the student to the college, conduct violations, or if a student is no longer enrolled as a student or has been suspended or expelled.

Students whose housing contract is terminated by the Residential Life Department or any other University Official and therefore become ineligible to live in housing must vacate campus housing within 24 hours of the date the student's contract was terminated, unless an alternate timeline is established by the Residential Life Director.

If a student's housing contract is terminated as a result of administrative campus processes, the student will be responsible for all housing charges remaining in the semester their housing contract is terminated.

## CHECK OUT INFORMATION

You must check out of your room prior to leaving. Failure to properly follow the check-out procedure will result in a charge of \$100.00. You will also be billed for any lost keys, missing items, and damage that is present in your room. You will be financially responsible for the room until all personal items have been removed. If you choose to check out during the semester, you may be entitled to a pro-rated refund, if you have followed the proper check-out procedures. We require residents to do the following to check out:

1. Thoroughly clean your room.
  - a. Vacuum the carpet



- b. Dust all surfaces (closet, desks, etc.)
  - c. Clean mirror and windows
  - d. Return room to original set-up (includes unlofting of bed)
2. Contact your RA to have them check you out of your room after you have removed all your personal items.
3. Carefully complete the room condition form and sign it. You should know that you will be billed for any discrepancies that are indicated on your room condition form.
4. Turn in all keys and applicable cords in your room.

## COMMUNITY EXPECTATIONS

To help ensure that you can exercise your rights as an individual and, at the same time, ensure that the rights of others are upheld, the following guidelines have been established. The type of community that we are working to develop requires mature involvement on the part of each resident. Each resident is required to be considerate, respectful of others and assume responsibility for their actions and appropriate citizenship within the residence halls.

## BATHROOM PRIVACY

The bathroom facilities in university residence halls are intended for the use of the residents in that room, suite, or floor. Gender inclusive bathrooms are available on the first floor of Kolstoe and Snoeyenbos halls. Please note that there is no female-gendered bathroom in Robertson or Mythaler. Males may use the designated 1st floor bathroom of McCoy.

## VISITATION

The right of a roommate to a reasonable degree of privacy must be considered when arranging guests. It is of paramount importance for roommates to discuss visitation arrangements and to arrive at mutual decisions. A resident's right to privacy within their own room takes precedence over the roommate's privilege to have a guest. If you feel that your rights have been violated due to visitation, please contact your RA or Hall Director.

All halls have 24-hour visitation hours.

## GUESTS

Guests must be approved by all roommates at all times. Guests must always be escorted by their host and should not be loaned keys. Residents who abuse this privilege may be subject to disciplinary action. Guests who abuse this privilege may be trespassed from the community. It is your responsibility to inform your guest(s) about the University residence hall policies. Misconduct could result in the loss of this privilege and disciplinary action for the host and immediate eviction of your guest(s). The host is responsible for any or all actions of their guest(s).

## QUIET HOURS

Residence Life strives to maintain an environment that is conducive to sleep, study, and personal growth. This is a challenging task and can only be accomplished with the cooperation of all residents. To aid in the development of this environment, residents are asked to observe courtesy hours 24 hours a day. Residents are asked to be extra considerate during the following specific times:

1. General quiet hours:  
10:00 p.m. to 10:00 a.m. Sunday-Thursday  
11:00 p.m. to 10:00 a.m. Friday-Saturday
1. Finals Week: 24 Hour Quiet Hours

## PROHIBITED ACTIVITIES/SPORTS IN THE HALLS (VCSU POLICY MANUAL V520.07)

Certain activities are not permitted within the halls due to the potential danger and noise that may be generated by their occurrence. These activities include, but are not limited to the following:

1. "Wheeled" recreation (roller blading, bicycle riding, hoverboards, one wheels, etc.)
2. Athletic games (basketball, football, hockey, golf, Frisbee, bouncing balls, etc.)
3. Water fights, balloons, water guns, etc.; Nerf-style guns and air projectiles
4. Residents may not provide grooming services in the halls including haircuts, hair-coloring, tattoos, etc.

We would also like to ask that you exercise extra care when you are engaged in these activities on the grounds surrounding the residence halls.

## CONDUCT

RAs are required to report any violation of this Handbook. Hall Directors function as the primary conduct officers in response to these violations. The Director of Residence Life is the secondary conduct officer who reports to the Vice President for Student Affairs. Disciplinary action may include the following:

1. Verbal or written reprimands
2. Loss of University privileges
3. Monetary penalties in case of:
  - a. Damage or loss of university property
  - b. Alcohol violations
4. Community service requirement
5. Academic or social probation
6. Academic or social suspension
7. Possible expulsion from the university

8. Loss or denial of academic credit.

The university reserves the right to assign alternative educational sanctions as deemed necessary. Decisions concerning the imposition of sanctions and/or penalties are primarily the responsibility of the Vice President for Student Affairs and/or Vice President for Academic Affairs.

## APPEALS

You have the right to appeal a sanction if you feel that you were denied due process, new evidence has become known, or that the sanction was inconsistent with the level of offense. All appeals should be directed to the Vice President for Students Affairs.

## BEHAVIOR TOWARD STAFF MEMBERS

Staff members must be able to perform their assigned duties free of intimidation, harassment, or menacing behaviors from those with whom they deal. When a staff member is engaged in the performance of their authorized duties, the following behaviors by residents are strictly prohibited:

1. Verbal abuse (including, but not limited to, ethnic, sexist, or racial slurs).
2. Physical intimidation or menacing behavior toward a staff member.
3. Display of visuals materials that demean or humiliate a staff member.
4. Interference with a staff member of assigned duties.
5. Failure to comply with a reasonable request from a staff member.

Physical force of any kind used by a resident toward a staff member will result in serious consequences.

## ENTRY TO STUDENT ROOMS

Your personal property and privacy will be respected. However, we reserve to right to authorize entry into your room under the following circumstances:

1. We have reasonable cause to believe that there exists an immediate threat to health or safety of the occupants.
2. It is necessary for residence hall personnel to close and secure a hall (such as prior to or during vacation periods), or to repair, replace, or inspect the property.
3. It is necessary to aid in our basic responsibility regarding discipline and maintenance of an educational purpose.

We will attempt to notify residents prior to entry, when possible. To protect your privacy, no one other than the resident(s) who occupy the room and authorized personnel will be allowed to enter the room. Staff members are permitted to let you into your room if you lock yourself out.

Room searches for disciplinary investigations may be conducted under the following conditions:

1. Permission by the occupant
2. A judge's search warrant or
3. An authorization to enter the room by a designated University official.

The University reserves the right to enter a room if there is cause to believe there is a violation of state or federal law or a violation of the residence hall handbook.

## JOINT RESPONSIBILITY

We believe that all residents are adults and therefore are responsible for their actions. We believe that all individuals present when and where violations are occurring are choosing to remain there and are therefore choosing to accept any consequences of that decision, including, possible documentation and disciplinary action.

## ALCOHOLIC BEVERAGES

Alcoholic beverages and containers are not permitted in the residence halls. You may not consume, possess, or distribute alcoholic beverages in the areas adjacent to the residence halls. This includes the parking lots, sidewalks, grounds, etc.

Alcohol that is found in prohibited areas will be confiscated and disposed of. You are reminded that it is illegal in the state of North Dakota to possess, consume, or provide alcoholic beverages to individuals who are not of legal drinking age. VCSU prohibits the possession of full or empty alcoholic beverage containers in the residence halls. Students found to be in violation of this policy will be subject to disciplinary action and/or sanctions.

VCSU has established the following sanctions for alcoholic violations:

1. First violation:
    - a. Attend and complete Alcohol Violators Seminar
    - b. \$200.00 contribution to the Alcohol Education Fund
    - c. Eight hours community service
  2. Second violation:
    - a. \$350.00 contribution to the Alcohol Education Fund
    - b. 15 hours community service
    - c. Possible Alcohol Evaluation at student's expense
    - d. Conduct probation for six months
  3. Third violation:
    - a. \$500.00 contribution to Alcohol Education Fund
    - b. Required alcohol evaluation at student's expense
    - c. 25 hours community service
    - d. Conduct probation for one year
- OR

#### e. Suspension from the University

Alcohol violations carry from one year to the next. For example, if you received a violation last year and one this year, it would be your second violation.

All fines collected are applied to substance abuse education programs, speakers, and materials. VCSU reserves the right to assign additional sanctions as deemed necessary or appropriate. The above sanctions are subject to review and change as necessary.

Residence hall students found to be responsible for hosting events where alcohol violations occur, will be subject to additional sanctions. Hosting is defined as having any non-resident of the room present at the party. Residents of party rooms will be assessed an additional \$150 fine.

### **TOBACCO FREE CAMPUS: RATIONALE FOR PROHIBITING SMOKING, TOBACCO, AND MARIJUANA USE**

Valley City State University is committed to a healthy and safe environment for students, employees, and visitors. Use of tobacco products, e-cigarettes, marijuana, and vaping products is prohibited on all campus property. Campus property includes all property, both indoor and outdoor, that is owned, operated, leased, occupied, or controlled by Valley City State University, all buildings, green spaces, athletic fields, parking lots, sidewalks, walkways, and state vehicles. This policy applies to all employees, students, visitors, and contractors. The purpose of this policy is to protect the public health and welfare by prohibiting smoking and the use of tobacco products, including Electronic Smoking Device (ESDs); to guarantee the right of nonsmokers to breathe smoke free air, while recognizing that the need to breathe smoke free air shall have priority over the desire to smoke; and to encourage a healthier, more productive living/learning environment for all members of our campus community. The smoking of tobacco, hookahs, or marijuana and the use of ESDs are forms of air pollution and constitute both a danger to health and a material public nuisance.

### **PROHIBITION OF TOBACCO AND MARIJUANA USE AND ADVERTISING**

1. Tobacco Use: Valley City State University prohibits the use of all forms of tobacco products on campus property and at all off-campus, school-sponsored events at all times. This tobacco-free policy includes all events held on campus property, whether such events are sponsored by, or associated with, Valley City State University.
2. No tobacco related advertising or sponsorship shall be permitted on campus property or in campus publications. "Tobacco related" refers to the use of a tobacco brand, corporate name trademark, logo, or any other product identifiable with any brand of tobacco or Tobacco Company.
3. Sales: Valley City State University prohibits the sale or free sampling of Tobacco Products on Campus Property and at Off-Campus, School-sponsored Events.

4. Electronic Smoking Device includes any product containing or delivering nicotine, CBD, or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor, but does not include medically prescribed inhalers.
5. Hookah is defined as a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.
6. Smoking is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, including marijuana, whether natural or synthetic, in any manner or in any form. Smoking also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this policy.
7. Tobacco product includes any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation, ingestion, or absorption; but does not include any cessation product specifically approved by the US Food and Drug Administration for use in treating nicotine or tobacco dependence.

Assistance for tobacco cessation is available through the Office of the University Health Nurse. Individuals requesting assistance with tobacco cessation services, will be referred to NDQuits ([www.NDHealth.gov/NDquits](http://www.NDHealth.gov/NDquits)), the North Dakota Department of Health multi-media tobacco cessation program. This is a free cessation service provided to anyone currently residing in North Dakota.

## EXEMPTIONS

It is not a violation of this policy for an adult Native American to use tobacco as part of a traditional Native American spiritual or cultural ceremony. Contact the Vice President for Student Affairs to obtain approval for an on-campus ceremony. All parties impacted by the ceremony will be informed and an agreement will be reached regarding the date and time for the ceremony.

“Native American” is a person who is an enrolled member of a federally recognized tribe.

## MARIJUANA/VAPING/SMOKING

Marijuana in any form is not permitted in the residence halls. You may not consume, possess, or distribute marijuana in the areas adjacent to the residence halls. This includes the parking lots, sidewalks, grounds, etc.

VCSU is a Tobacco Free Campus. All tobacco use, including smoking and chewing tobacco, is prohibited in university owned or operated buildings and on all campus property and grounds. The use of vape pens and e-cigarettes are also prohibited in the residence halls.

VCSU Residence Life staff reserve the right to call local police if there is suspicion of marijuana use, possession, or distribution.

VCSU has established the following sanctions for marijuana/smoking/tobacco violations:

1. First violation:
  - a. \$200.00 contribution to the Substance Abuse Education Fund
  - b. Eight hours community service
  - c. Attend appropriate educational seminar through Counseling Services
2. Second violation:
  - a. \$350.00 contribution to the Substance Abuse Education Fund
  - b. 15 hours community service
  - c. Possible drug evaluation at student's expense
  - d. Conduct probation for six months
3. Third violation:
  - a. \$500.00 contribution to Substance Abuse Education Fund
  - b. Required drug evaluation at student's expense
  - c. 25 hours community service
  - d. Conduct probation for one year
  - OR
  - e. Suspension from the University

Marijuana violations carry from one year to the next. For example, if you received a violation last year and one this year, it would be your second violation.

All fines collected are applied to substance abuse education programs, speakers, and materials. VCSU reserves the right to assign additional sanctions as deemed necessary or appropriate. The above sanctions are subject to review and change, as necessary.

## ILLCIT DRUGS

The illegal possession of paraphernalia or use of compounds that produce hallucinations or illusions when introduced into the body and all compounds covered under federal and state drug control laws are prohibited. They are not allowed on campus or in the residence halls. Individuals who engage in such illegal acts are subject to disciplinary and/or legal action.

To find out more about North Dakota drug laws, visit [www.legis.nd.gov](http://www.legis.nd.gov).

Students found to be in violation of any standard of conduct regarding illicit drugs will be subject to the following sanctions:

1st Offense:

- a. Parent notification
- b. Conduct probation for six months
- c. \$250 contribution to the Substance Abuse Education Fund
- d. 20 hours of community service
- e. Complete e-toke program

2nd Offense:

- a. Parent notification
  - b. \$375 contribution to the Substance Abuse Education Fund
  - c. 30 hours of community service
  - d. Conduct probation for on academic year
- OR
- e. Possible suspension
  - f. Possible removal from housing

3rd Offense:

- a. Suspension from the University

## **GAMBLING**

Gambling or the possession of gambling devices in residence halls is prohibited by state law and university policy.

## **PARENTAL NOTIFICATION POLICY**

The Vice President for Student Affairs has the authority to notify parents or guardians when students under the age of 21 are found to have committed violations of university policies related to the possession, use, or distribution of alcohol or drugs. The notification of parents is warranted in any of the following cases:

- The violation involved harm or threat of harm to persons or property.
- The violation involved an arrest in which the student was taken into custody.
- The violation resulted in or could result in the student being suspended from the university and/or dismissed from the residence halls.
- The student has shown a pattern of violations.
- The student who committed the violation became ill and/or required medical intervention because of consumption of alcohol or drugs.



When possible, students will be notified that parental notification will take place. Students will be encouraged to discuss the situation with their parent prior to notification. A record of the notification will be kept on file in the student's record.

## **WEAPONS (VCSU POLICY MANUAL V916.01)**

Firearms, bow/arrows, hunting knives, ammunition, explosives, and other dangerous weapons are not permitted within university owned or operated buildings and on all campus property and grounds, including residence halls and student apartments. Included in the North Dakota Century Code definition of dangerous weapons are martial arts weapons and other weapons capable of expelling a projectile. Pellet guns, BB guns, paint ball guns and other similar shooting sport supplies are prohibited.

## **PETS (VCSU POLICY MANUAL V520.06)**

No pets are permitted in the residence halls. The only exception to this policy is small aquatic life in an aquarium. The aquarium must not exceed 10 gallons in volume. Amphibious creatures such as frogs, lizards, snakes, and turtles are prohibited. It is also prohibited to have any type of fish that are considered harmful or dangerous to humans, or any creature that is prohibited by city, state, and federal laws. If you have an aquarium, you must have your roommate's approval and accept full and complete responsibility for care, cleanliness, and any damages that could result.

## **LIVE PLANTS, CHRISTMAS TREES, AND RELATED DECORATIONS**

We encourage residents to personalize their rooms with small plants if they desire. However, due to the danger of fire, live Christmas trees are not permitted in the residence halls. We ask that if you choose to maintain small plants that you assume all responsibility for their care. We assume no responsibility for any plant(s) left in public areas or unattended over a break.

## **STREET SIGNS**

The Valley City Police Department has instructed the university to consider all street signs or construction equipment that has been removed as stolen property. Students with such items may face criminal charges and/or disciplinary action.

## **SOLICITATION AND CANVASSING**

Valley City State University campus facilities may not be used for commercial, personal, or private financial gain or for commercial advertising. No individual or group shall be allowed to solicit (commercial), canvas (noncommercial promotion), or distribute materials door-to-door in any residence hall. This policy is designated to protect the residents' right to privacy. Violators of this policy should be reported to the Hall Director immediately. The residence halls wish to contribute to the educational purpose Valley City State University by providing a means to enhance communication among all students, staff, and faculty in the sharing of ideas and

issues. To see that all participants are treated with courtesy and to ensure reasonable conduct, the following guidelines have been established:

1. For university-related groups or individuals:
  - a. Requests for canvassing or promotion shall be submitted to the Hall Director for approval and scheduling.
  - b. Requests shall be made in writing and must be received at least three working days in advance of the activity. Only one group or individual may be scheduled at one time, on a first-come basis.
  - c. The group or individual is restricted to canvass within the limits of the designated area.
  - d. These activities shall not, in any way, become an inconvenience to or an imposition upon an individual's right to access the area of use of other facilities within the area.
2. Non-university related groups or individuals:

These groups are not permitted to solicit or canvass without the express consent of the Vice President for Student Affairs.

## SAFETY AND SECURITY

We take all reasonable steps to provide a safe and secure living environment. However, we do not assume the responsibility for payment of medical bills which may be incurred because of accidental injury or illness while you reside in the residence halls. We also do not assume responsibility for theft, damage to or loss of personal property. If you observe something that appears to be unsafe or unsecured, please report it to the RA or Hall Director.

## LOSS OF PERSONAL PROPERTY

We attempt to exercise all reasonable care and effort to protect your property. However, we assume no responsibility for theft, destruction, or loss of money, valuables, or other personal property in your custody. We also assume no responsibility for damage or loss due to water, smoke, or fire damage. This includes losses from your room and/or public areas (such as lounges, bathrooms, and laundry rooms).

VCSU offers the following suggestions to help you protect your property:

1. Lock your room when going out, "even for just a minute", whether you are going to the bathroom, down the hall, or even next door. You should always lock your door when sleeping.
2. Do not prop open locked exterior doors.
3. Carry personal property insurance. Check with your parents about their insurance as some policies will cover your possessions while you are away from home. If their policy does not cover your possessions, you may want to consider arranging for your own coverage.

4. Record the serial numbers of all your valuables and property. The Valley City Police Department has a special program (like Operation Identification) to help you mark your valuables.
5. Please report all thefts to the Hall Directors. They will file a theft report listing a description of the items.

## OUTSIDE DOORS

The main entrances to all halls are locked 24 hours a day. In addition, surveillance cameras record activity at all hall entrances and in hall parking lots. The purpose of this procedure is not to prevent you from coming and going in the residence halls, but to protect you and the other residents from unwelcome and/or intrusive people. Buildings are equipped with an entrance phone for guests to contact you. It is imperative that you do not prop open the outside doors, loan your keys out to anyone or tamper with the lock in the door. These actions expose you and your neighbors to uninvited people and/or potential harm. VCSU reserves the right to review and revise this policy, as necessary.

## EMERGENCY NOTIFICATION SYSTEM

VCSU uses Assurance NM as a mass communication tool, and it is part of the emergency notification system. The campus uses several tools including Assurance NM, fire alarm systems, email lists, and more in an emergency.

Campus Connection will prompt students every 90 days to update their information or status. Students may update their information at any time. You do so by logging into Campus Connection. Click on the link, "Emergency Notification Update." The system will ask you for your primary email and phone information. The ENS will automatically send a text message to the phone number listed.

**FOR ADDITIONAL INFORMATION, CONTACT THE VCSU SAFETY OFFICE AT 701-845-7710 OR 3-7710.**

## FIRE HAZARDS AND FLAMMABLE ITEMS

For your protection, we urge you to use good judgment in decorating your room so that furniture (especially foam rubber filled), posters, fishnet, and general decorations do not create fire hazards. Highly flammable materials such as chemicals, propane, kerosene, and gasoline are not permitted in the residence halls.

## CANDLES, INCENSE, AND WARMERS

You may not burn candles or incense anywhere within the residence halls. Wax warmers and candle warmers are also prohibited. The Fire Marshal has urged the University to restrict these items due to the potential fire hazard created by their use. Additionally, melted wax can cause significant damage.

## FIRE ALARMS AND DRILLS

It is impossible to distinguish between a fire drill and the real thing by the sound of the alarm. It is imperative that you assume the alarm is real every time you hear it! Unannounced fire drills will be held periodically throughout the academic year. All residents present when the alarm sounds must evacuate the building immediately. Failure to evacuate the building could endanger the lives of the residence life staff, the fire fighters, and emergency personnel. Emergency procedures are listed below. It is your responsibility to be familiar with these procedures. It would be advised for you to take a few minutes and familiarize yourself with the nearest exits. Please remember not to use elevators during fire alarms.

## EMERGENCY PROCEDURES FOR FIRES

Each resident is expected to follow the fire safety rules in the residence halls, such as the use of candles, hot plates, etc. Additionally, become familiar with the locations of the exits, fire extinguishers, and fire alarms.

If you discover a fire:

1. Activate the nearest fire alarm station.
2. Call the Fire department, and notify the Hall Director or RA, if practical.
3. Fight the fire ONLY if it is minor and you know how to use fire-fighting equipment. Your safety is more important than anything else.

If the fire alarm sounds:

1. Check doors for heat before opening them. Close doors behind you to limit the spread of smoke.
2. Exit the building immediately, using the most direct route. DO NOT USE THE ELEVATOR, as it may fail and trap you.
3. If heavy smoke is encountered, drop to the floor, and continue to proceed out of the building. The clearest air will be near the floor.
4. Assemble in front of the building at a safe distance. Check in with your RA or Hall Director and remain in the area unless told otherwise.
5. Do not re-enter the building until told to do so.

## FIRE ALARM SYSTEM AND EQUIPMENT

The fire alarm system and equipment are provided for your protection. They are available to protect you and the residence halls. Tampering with the fire-fighting equipment and setting off false fire alarms makes the system ineffective and endangers the lives of all residents. Tampering with, removal of, and/or misuse of fire extinguishers, fire-fighting equipment, fire alarms or other equipment is prohibited by both University policies and state law. Any student tampering with any of the fire related equipment will be subject to disciplinary action and/or punishment according to state law.

## TORNADO WATCHES AND WARNINGS

A tornado watch means that conditions are right for a tornado to develop. Residents should be prepared to move to safer ground should a tornado develop.

If the tornado watch turns into a tornado warning, the city warning system will be activated. An announcement will be made over the intercom system and/or all the RAs will notify residents verbally. A tornado warning means that a tornado has been sighted in the area. If you hear that a tornado has been sighted:

1. Seek shelter at the lowest level possible level within the building. If you have a portable radio or television, take it with you.
2. Do not use the elevator.
3. Stay away from glass windows, partitions, outside walls and doorways.
4. Be prepared to stay in your protected area until you hear the “all clear” signal announced over the radio or intercom.

## HEALTH CARE/EMERGENCY ASSISTANCE

We reserve the right to request medical assistance, including an ambulance, on your behalf should it be deemed necessary. It is the policy of Residence Life not to transport sick or injured individuals. Hall Directors may practice personal discretion when transportation is requested. Medical care personnel will be instructed to bill the cost of their services to you. You should be familiar with your health insurance or that of your parents in the event of an emergency.

## CAMPUS NURSE/SICK TRAYS

The University has a campus nurse available in Mythaler Hall, 1st Floor (701-845-7212) for free consultation of illnesses and medical assistance. If a resident’s illness does not allow him/her to leave their room, they may contact VCSU Food Services and authorize their RA to pick up a meal with their board plan account for them.

## ROUTINE AND EMERGENCY NUMBERS

Vice President for Students Affairs Work ..... 701-845-7300  
Erin Klingenberg

Student Center/Student Activities Director ..... 701-845-7120  
Kari Stricklin

VCSU Counselor ..... 701-845-7424  
Kelsie Carter

Director for Residence Life ..... 701-845-7928  
Erin Edinger

Residence Halls

Hall Directors -

Kolstoe/Robertson/Mythaler .....701-845-7930  
Snoeyenbos/Robertson/Mythaler – .....701-845-7931

Front Desks -

Kolstoe .....701-845-7901  
Robertson.....701-845-7906  
McCoy .....701-845-7911  
Snoeyenbos....3-7915

Student Center Information Desk .....701-845-7990

VCSU Nurse .....701-845-7212

Mercy Hospital .....701-845-0440

Valley City Police, Fire and Ambulance ..... 911

Valley City Police, Non-Emergency.....701-845-3110

Suicide Hotline .....1-800-472-2911

Crisis Hotline .....701 - 845-0072

**MAINTENANCE AND HOUSEKEEPING SERVICES**

The maintenance and housekeeping staff work hard all year to maintain the residence halls. Their purpose is to keep the facilities running smoothly and looking as good as possible. However, they cannot do it alone. They need your help, consideration, and cooperation. You can help by picking up the lounge and straightening up the furniture, and by removing personal items from the lounges and bathrooms. Items that are left in the bathroom and laundry rooms will be removed. Kolstoe Hall and Snoeyenbos Hall residents will have their bathrooms cleaned on a weekly basis on a schedule that is set up by the custodian of that building. You will be notified on what day your bathroom will be cleaned. You can also help by confronting those students who damage your community. Vandalism is paid for by all members of the community in the form of higher room and board costs and reduced services.

**REPAIRS**

If any item(s) in your room need repair, please report it to the Hall Director or your RA as soon as possible. Repairs will be made as soon as possible after it is reported.

**ROOM UPKEEP AND CLEANING**

You are responsible for all cleaning that is necessary within your room. Cleaning equipment is available for your use within the hall. We would like to encourage you to keep your room in a reasonable state of cleanliness throughout the year. We recommend that your room be

cleaned periodically to reduce the risk of fire hazards and to maintain a reasonable sanitation standard. When you move out, you are expected follow the specific cleaning instructions listed under the check-out section of this handbook. You must leave the room in approximately the same condition as when you checked in. If when you leave, your room is found to need extra cleaning or any special attention by custodians, you will be charged \$25.00 per custodian/per hour with a 1-hour minimum charge.

## **LOFTS AND BUNK BEDS**

Loft kits are available in all halls from your Hall Director. Students possessing or constructing non-university loft kits will be required to dismantle them and remove them from the residence halls immediately. Students failing to remove them may be subject to disciplinary action. Students may not stack furniture such as dressers, wardrobes, desks, etc. Any student who chooses to use a university loft kit must unloft their bed upon check-out or be charged for an improper check-out fee of \$100.00

## **FURNISHINGS**

Privately owned furniture, such as chairs, bookcases, etc., may be used in your room. You may not remove, store, or dismantle University furniture for any reason, including to create more space. Furniture should not be moved from one space to another within a suite (for example, storing bedroom furniture in the bathroom). Students will need to provide their own bedding, linens, and personal items. Students should not bring their own mattresses.

## **ALTERATIONS**

Alterations to any residence hall property of a permanent or semi-permanent nature are strictly prohibited. This includes nailing fixtures to walls, ceiling, and furniture, also, drilling holes and tampering with the electrical wiring in any form. You may not paint your room or otherwise alter it. It is your responsibility not to have any furnishings or equipment in your room which may create a fire or safety hazard. These types of items are strictly prohibited. require that you use 3M style products to hang items from your walls. You are reminded that any damage caused by your decorating efforts will result in repair charges being assessed to your account. Please note that dartboards and LED strip lights are expressly forbidden due to the damage they cause. Use of these items will result in an automatic \$100 painting fee.

## **SCREENS**

The screens on the windows are not to be removed or tampered with. There will be a minimum charge of \$25.00 assessed for the reattachment of the screen, regardless of how or why it was removed. If the screen needs to be replaced due to damage, the charge will range from \$40.00 to \$60.00.

## WINDOW DISPLAYS

Residents may decorate their rooms with posters, pictures, plaques, wall hangings, etc., in such a manner that damage is not done to the walls, ceiling, windows or other University property. Displays visible on the outside of their room are to be approved by the Hall Directors. Students may not display alcohol related signs or obscene material. Residents may be asked to remove items that are visible on the outside of windows or doors that may be of an objectionable nature.

## STORAGE OF PERSONAL PROPERTY

The University does not allow personal property to be stored on campus during the school year or summer. Students are urged to make the necessary arrangements for storage prior to checking out of the residence hall. The University is not responsible for any items left in the room.

## PEST CONTROL

Residents should report any pests to their RA or Hall Director including ants and mice. If bedbugs are suspected, residents should report their concern immediately and follow all instructions provided by Residence Life and Facilities.

## WINDOWS, COLD WEATHER & WATER PIPES

The windows in your room are located directly above or very near the water pipes that run through your room. When the weather turns cold, the cold air goes directly to the pipes when the windows are left open. This cold air could cause the pipes to break. If the pipes would burst due to an open window, the residents of the room will be responsible for the ensuing damages to their room and any other room affected by the broken pipes. VCSU assumes no responsibility for damages that may occur because of broken pipes and/or open windows.

## APPLIANCES AND COOKING INFORMATION

Within the residence halls, several rooms are wired into the same electrical circuits. We ask that residents exercise extreme care in the number of electrical items plugged into one outlet. You should not plug more than two appliances into each outlet. We do not recommend the use of extension cords. Multi-plug outlets which expand the number of outlets are strongly discouraged. We recommend that students use UL-approved outlet bars with a built-in circuit breaker. Overloading the outlets may result in the creation of fire hazards.

Students may bring the following electrical appliances:

1. Personal grooming items (such as curling irons, blow dryers, shavers, etc.)
2. Portable items (such as TVs, stereos, radios, clocks, fans, electric blankets, etc.)
3. Academic aids (such as computers, tablets, etc.)
4. Keurig-style coffee makers



5. Instant pots, rice cookers, and Crockpots may be used in hall kitchens but are prohibited from being used in individual rooms or suites.
6. Light therapy lamps

The following items are prohibited:

1. Cooking appliances (including microwaves, toasters, toaster ovens, pizza ovens, electric skillets, electric frying pans, grills, bread ovens, hot plates, and hot plate coffee makers). There are microwaves and toasters provided on each floor.
2. Environmental control items (including air conditioners, portable heaters, sunlamps, etc.)

If you have any questions about a specific item, please contact the Director for Residence Life or your Hall Director prior to its arrival or installation on campus. Cooking is not permitted in your room due to the potential fire hazard and/or injuries that may result. Kitchenettes are available in all residence halls for personal cooking. Microwaves are available in each hall for your convenience.

## REFRIGERATORS

You may have one refrigerator in your room if you wish, if it complies with the following specifications:

1. It must not exceed 4.5 cubic feet
2. It must be in good working condition

Refrigerators must be operated and maintained in full compliance with safety and sanitary standards. We assume no liability for malfunctions or damage to refrigerators or food spoilage for any reason, including power failure. The refrigerator should be in a well-ventilated area. Failure to maintain these standards will result in the removal of the refrigerator.

There is also a refrigerator on each floor for residents to utilize. If you choose to utilize this refrigerator, please label all food items with your name. In addition, please do not use or take food items that do not belong to you. Building staff will check food items in the refrigerator every two weeks. Any items that are outdated will be thrown at this time. At semester break, all food items in the refrigerator and freezer will be thrown and the refrigerator/freezer will be cleaned and defrosted.

## FACILITY USAGE

Lounges and other common areas of the residence halls are provided for the use of residents and their guests. These areas are not intended for use by the public, by uninvited individuals, or groups. Facilities and areas usually used for social events are primarily for the continuing use of self-initiated programs and activities. Any group desiring to use the facilities must contact the Director for Residence Life for the approval prior to the event.

## **LOUNGE FURNITURE**

All lounges in common areas are furnished with chairs, couches, and tables for the use of residents and their invited guests. This furniture is not intended for use in individual's rooms under any circumstances. Lounge furniture may not be removed from the area that it was originally assigned without prior approval of the Hall Director. You may rearrange the furniture within the lounge on the floor. We would like to ask you to please put back the furniture when you are finished.

## **DAMAGE POLICY REGARDING STUDENT ROOMS AND COMMON AREAS**

We expect a certain amount of wear to occur in your room. However, you will be charged for any damage or loss that is beyond normal wear and tear, resulted from your negligence, misconduct, or because of actions from your guests. Damage within your room will be the joint responsibility of the residents assigned to the room unless individual responsibility can be determined.

"Common Area Damage" is defined as any damage or loss that occurs in a common area such as stairwells, hallways, bathrooms, lounges, elevators, light fixtures, fire alarms and extinguishers, and the intercom system. Common area damage charges include the loss or theft of University property, damages, cost of replacement or repair, and labor necessary to restore the item or area to its original condition.

Damage or loss of items in a common area will be the responsibility of all residents of the floor or hall where the damage or loss has occurred. Each resident will be responsible for the charges unless the individual is reported, or the item has been returned in good condition. Sometimes it is difficult to establish the exact time of the occurrence. All students residing in the hall or on the floor will be held responsible for the damage, whether you were in the building or not at the time of the occurrence. Whenever possible, we will only charge those individuals responsible for the damage of loss. If that cannot be determined, all residents of the area will be held financially responsible. Students will be notified as soon as possible about the area charges.

## **GROUNDS**

The grounds surrounding the residence hall are university property, and as such, their usage is governed by standards like those established for the buildings.

## **BICYCLES**

Bicycles may be parked in the bike racks provided adjacent to the halls. Bicycles may not be kept in your room, laundry rooms, stairwell, lounges, or other areas within the buildings. Bicycles left in these areas will be impounded. Indoor bicycle storage is available during the winter months; contact your RA.

## MOTORIZED VEHICLES

Motorcycles may be parked in the parking lot. They may not be brought into the halls, parked behind the halls, or on the sidewalks. Driving these vehicles on sidewalks, service drives, fields, and grounds is prohibited. Drivers of such vehicles will be subject to disciplinary action and/or restitution, if applicable.

Residents may choose to bring automobiles to campus if they desire. All cars parked on campus will need to display a parking permit. These permits may be obtained from the Facilities Services Office for an annual fee. The permit must be displayed in the front window of your vehicle. Vehicles parked without a permit on campus are in violation of parking regulations and will be ticketed. Tickets are payable at the Business Office. Cars with several unpaid violations will be towed at the owner's expense.

Overnight parking is prohibited on many campus streets. Please pay special attention to all street signs to ensure that you are not in violation of a city parking law.

## FURNISHING REPLACEMENT COSTS

The residence halls have been provided for your convenience and comfort. Deficiencies, if any, are listed in the "Room Inventory and Condition" form which was prepared in advance by your RA. If you have questions regarding the room condition, please contact the RA.

Some of the appropriate replacement costs of the furnishings are listed below to make you aware and hopefully appreciate the high cost of maintaining quality furnishings. Your efforts to minimize willful destruction or damage of the furnishings will permit us to continue to provide good accommodations for all residents at the lowest possible rental cost.

Room Items	Amount	Public Space Items	Amount	Bathroom Items	Amount
Pillowcase	\$5	Carpet	\$15/per sq. yard	Mirror	\$20
Bedsheet	\$8	Mirror	\$20	Showerhead	\$50
Towel Bar	\$20	Chair	\$45	Towel Bar	\$20
Pillow	\$20	End Table	\$100	Sink	\$75
Room Cleaning	\$25/hour	Coffee Table	\$125	Toilet	\$100
Closet Fix	\$50	Garbage Can	\$200		
Blinds	\$100	Armchair	\$300		
Screens	\$60	2-Seat Sofa	\$500		
Chair	\$100	3-Seat Sofa	\$700		
Closet Door	\$100	Small Fire Ext.	\$25		
Repaint Room	\$100	Large Fire Ext.	\$80		
Bed Frame	\$150	Elevator Call	\$225 min.		
Mattress	\$150	Vacuum	\$250		
Window	\$500	Washer	\$1050		
Room Door	\$300	Dryer	\$1050		

Chest	\$250				
Desk	\$350				
Wardrobe	\$475				
Cable Adapter	\$5				
Internet Cord	\$15				
Labor	\$27/hour				

**ADDENDUMS, CHANGES, AND ADDITIONS**

Residence Life reserves the right to update this handbook at any time as needed to provide safety and comfort to residents. Addendums for year-specific changes will be provided in writing to all students.