

Residence Life & Housing Handbook



MIDWESTERN

STATE UNIVERSITY

2017-2018

Residence Life & Housing Handbook

2017-2018

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Welcome to Midwestern State University Residence Life & Housing

Welcome to residential living at Midwestern State University! The Office of Residence Life & Housing recognizes an important aspect of the college experience is a student's living situation. Informal learning opportunities outside of the classroom often occur in the informal living environment. As part of a dynamic living-learning community, we assume rights and responsibilities designed to help us learn from one another, encourage one another, and respect one another.

By promoting an atmosphere conducive to the academic, social, and personal needs of residential students, the Residence Life program supports the educational goals of the University.

Midwestern State University is committed to the philosophy of "student development." Respect for the rights of others is a basic component of this developmental experience. Whether on or off campus, students are expected to show respect for law and University policy, personal honor and maturity, and respect for the rights of others.

Residence Life & Housing Mission Statement

The Office of Residence Life & Housing is committed to encouraging student success by providing a living environment unequalled anywhere. Our living-learning environment assists students with personal growth and development, thus enhancing their opportunity for a successful future.

In support of the Residence Life & Housing Mission Statement, residential life regulations, rules, policies, and procedures are an extension of a core set of principles. These include:

- As a legal entity established by the State of Texas, the University is obligated to support the laws of the community of which it is a part.
- As a landowner, the University is obligated to protect its property from destruction and misuse.
- As an educational community, the University is obligated to establish and promote standards of behavior and decorum of its own which will serve the well-being of the University, the total community, and its individual members.
- As a residential community, the University is obligated to make certain the residential experience contributes fully to the institution's educational objectives and the development of its students.

Students assume obligations when they become voluntary members of the academic community at Midwestern State University. Students are obligated to:

1. Be fully acquainted with the rules, regulations, and policies of Midwestern State University.
2. Maintain conduct of the highest standards, knowing that misconduct reflects upon self, family, Midwestern State University, and citizenry.
3. Follow the tenets of common decency and acceptable behavior commensurate with the aspiration implied by a college education.
4. Respect the rights and property of others at all times.
5. Take advantage of all available opportunities found at an institution of higher education.

Frequently Called Numbers

Hall Offices		Vinson Health Center	4231
Killingsworth Hall	7200	Library	4204
Pierce Hall	7510	Financial Aid	4214
McCullough-Trigg Hall	7930	Sundance Food Court	4900
Sundance Court	6400	Clark Student Center	4520
Sunwatcher Clubhouse	6780	Wellness Center	4838
Legacy Hall	6700	Residence Life & Housing	4217
Bookstore	4225	Business Office	4760
Registrar's Office	4321	University Police	4239
Post Office	4241	Student Activities	4500
Student Government	4709	Admissions	4334
Career and Testing	4215	Counseling/Disability Services	4618

Residence Life & Housing Staff

Resident Assistant

A Resident Assistant (RA) is a student staff member who lives on your floor or designated community. As a peer, an RA serves as a basic source of information and referral help, and assists residents in adjusting to campus life. Your RA's overall responsibility is to help promote community, provide leadership and support to students, and enforce residence life and housing policies.

Assistant Hall Director

An Assistant Hall Director (AHD) is an experienced student staff member who serves as a Resident Assistant within a designated community while also assisting the Hall Director with other leadership responsibilities within the community. The AHD has prior experience as an RA and is considered the most elite student leadership position within the residence halls.

Student Assistant

Student Assistants are responsible for providing answering phones, monitoring entrances, and providing assistance at each of the front desk locations located within the residence halls. Student Assistants can provide referral information to residents and work closely with the professional staff to ensure proper safety standards are maintained within the building.

Hall Director/Complex Coordinator/Graduate Hall Director Staff

A Hall Director (HD) or Complex Coordinator (full-time staff member) or a Graduate Hall Director (graduate student staff member) has overall responsibility for their assigned living area. These professional staff members work to establish supportive and positive learning environments within their areas by guiding the RA staff. They are responsible for supervision of the hall staff and the enforcement of regulations and policies. Feel free to visit with them about personal or school problems as well as ideas or suggestions to improve the on-campus living experience.

Central Housing Office Staff

The Central Housing Office staff is made up of a number of professionals. Administrative support staff members are available during university business hours to assist students with questions regarding housing contracts, assignments, and billing. The Director of Residence Life & Housing, Associate Director of Residence Life & Housing, and Assistant Director of Residence Life & Housing also work out of the Central Housing Office and collaborate to ensure the overall goals of the department are met.

Custodial & Maintenance Staff

Full-time custodial and maintenance staff are responsible for maintaining residential facilities. Custodians are responsible for the upkeep of hallways, lounges, community bathrooms, and public areas of the building. Maintenance team members are assigned to make repairs in the residence halls and apartments.

Student Leadership Opportunities

Residence Hall Association

The Residence Hall Association (RHA) is a government student body for the University Residence Life community. All current residential students are eligible for membership in RHA. RHA is governed by a President, Vice-President, Director of Administrative Affairs, Director of Programming, and representatives from each university housing facility. RHA works with the Residence Life & Housing staff to provide feedback and perspective for policy development, programs, and facilities. RHA serves as a liaison between residential students and the Office of Residence Life & Housing. RHA also sponsors a number of activities designed to promote community and involvement within the residence halls.

Student Government Senators

The Residence Hall Association President appoints a student senator to Midwestern State University's Student Government. These appointments must be approved by the voting delegation within RHA. In addition, Student Government allows one student representative for each residential complex.

Food Service Committee

The Food Service Committee is selected by the Director of Residence Life & Housing upon a recommendation by the Residence Hall Association President. RHA may appoint up to seven members (one from each residential area and one from Bridwell Court Apartments) to serve on the Food Service Committee.

Residential Services

Area/Service Desks

Each building is equipped with a service desk to assist residents assigned to that particular area. Most desk operations follow guest visitation hours. In addition, a centralized 24-hour desk operation is run out of the Market Street Learning Commons in Legacy Hall.

Student Assistants working at each of the service desks are trained to help students contact the staff member on-call, obtain general university information, request maintenance repair assistance, and a variety of other services.

Residential Common Areas

When space is available, residents of a given area may reserve community areas for private use, group meetings, discussions, etc. For information about reserving community areas, see your Residence Hall/Apartment Director or your Resident Assistant.

Kitchens: Full service kitchens are available for resident students' use in Killingsworth, Pierce, Legacy, and McCullough-Trigg Halls. Students are responsible for providing their own cooking utensils and for cleaning the kitchens after use. Microwave ovens are provided in each kitchen.

Study Rooms: Study rooms are available for resident students use on the third (3rd) floor of Pierce and each floor in McCullough-Trigg, Legacy, and Killingsworth. Study rooms are also available in Sundance Court and Sunwatcher Village Clubhouse. Computer labs are also available 24 hours a day in Sundance Court and in the Sunwatcher Village Clubhouse when it is open. The Community Learning Center located in Legacy Hall Commons is also available to all residents.

Exercise Room: A fitness room is located in the Sunwatcher Village Clubhouse. The room is equipped with professional (health club style) equipment, including a treadmill, a recumbent exercise bike, weights and a television.

The Viola Grady Memorial Chapel: The Viola Grady Memorial Chapel, located on the sixth floor of Killingsworth Hall, is open for individual meditation and scheduled devotional. Students and/or student groups who wish to reserve the Chapel should contact the Office of Housing at extension 4217.

Courtyard Area: A patio recreation area is available between Killingsworth Hall and Pierce Hall. Due to the close proximity of this space to resident rooms please keep noise levels at a respectable levels.

Bulletin Boards & Public Notices

Please take time to read bulletin boards daily. Notices of importance and interest to students will be posted in these locations throughout the residence halls. All notices placed on bulletin boards must be approved and posted through the Office of Residence Life & Housing.

Storage Areas

Storage areas are provided on a limited basis for residents' use under the following conditions:

1. Items must be packaged for mailing with the owner's name, campus address, and home address on each item.
 - a. Tires, TVs, furniture, etc. will not be stored unless they are boxed/packaged for shipping as noted above.
 - b. Batteries, toxic chemicals, combustibles or any other hazardous items/material may not be placed in storage.
2. Items will not be stored for more than two consecutive semesters, with the summer terms counted as one semester.
3. All items, with the exception of suitcases and trunks, must be removed from storage during the academic year.
4. The University reserves the right to dispose of any items not properly packaged and tagged, as well as items left for longer than two consecutive semesters.

5. The university is not responsible for items placed in storage and does not assume responsibility for the security of such items. Contact the Office of Residence Life & Housing to obtain storage permits and/or further information on storage.
6. Any student placing items in storage must have a storage agreement on file through the Office of Residence Life & Housing.

Dining Services

A wide variety of dining options are available to students at Midwestern State University. Students, members of the university community, and guests are welcome to use any of the dining facilities on campus. Rates and regular service hours are posted outside of each dining location.

Students living in the residence halls (Killingsworth, Pierce, McCullough-Trigg, & Legacy Halls) are required to select one of the three meal plans listed below. These include:

- All-Access with \$100 Flex Dollars
- Block 250 with \$100 Flex Dollars
- Block 150 with \$250 Flex Dollars

Students living in apartments with private kitchens are not required to have a meal plan and may wish to purchase a commuter or apartment dweller plan. More information about these plans can be found at www.dineoncampus.com/midwesternstate.

Meal plans are encoded on each student's university ID. Students using a meal plan are required to present this card to access all-you-care-to-eat dining facilities (Mesquite Dining Hall & Maverick's Corner). Basic food service policies include:

1. A meal week is defined as breakfast Friday through dinner Thursday.
2. Only the registered owner of the meal card may use the card for meal privileges. A current MSU ID card is required to access the all-you-care-to-eat dining locations.
3. Food and beverages may not be removed from all-you-care-to-eat dining facilities.
4. Each student is responsible for his/her I.D. card.
5. An ID used for dining by someone other than its owner may be confiscated by the dining staff.
6. Any person using an unauthorized ID for dining will be charged the cost of the meal and may be subject to disciplinary action and/or criminal charges.
7. Any student allowing their meal card to be used by someone else will be subject to disciplinary action.
8. Personal dishes and/or glassware may not be brought into the cafeteria.
9. It is expected that students act appropriately and maturely, bus their own dishes and respect the rights of others using the dining hall.
10. If a student is sick during scheduled meal times, sick plates may be arranged by contacting the Residence Hall Office to obtain a permission notice. Permission notices must be presented to the Food Service staff and be accompanied by the student's ID card.
11. Students with work schedules restricting their use of the dining hall during normal serving hours should contact the Director of Food Services (extension 4203) in advance to make alternate arrangements.

Cable Television

All residence hall rooms are provided with digital cable connections. Residents must bring their own television and any cables necessary to connect. To make sure your television will receive digital channels, consult your owner's manual. Complete information about the cable television service can be found at www.mwsu.edu/housing/resnet.

Internet

Midwestern State University's Residential Network provider is Apogee. Apogee brings direct Ethernet and wireless connectivity to the residence halls on campus. Base download speed is 25 mbps and students may link up to five devices to their account. Students may also upgrade service for an added semester fee. Information about creating or upgrading an account is available at www.mwsu.edu/housing/resnet.

Laundry

Each residential area includes washers and dryers for resident convenience. Students may also download the Laundry View app for smart phones to identify laundry units available at any given time. Cash and coins are not needed to operate washers and dryers on campus, as the cost of laundry is included with each student's room rate. However, students are responsible for furnishing their own laundry supplies.

Students who notice a broken machine should report these to a staff member as soon as possible so appropriate maintenance can be performed.

Lock-Outs

If the occasion arises where a student is locked out of their room, contact a staff member or your front desk for assistance. Charges may be applied to a student's bill after the third lock-out.

Maintenance Requests/Work Orders

General maintenance requests for residence halls and apartments can be submitted from your computer. Examples of general maintenance problems include leaky faucets, inoperable lamps, problems with room temperature, broken windows, damaged blinds, etc. The work order system is available at www.mwsu.edu/housing/workorders.

In the event of an emergency repair (i.e. overflowing sink or toilet, power issues, etc.), students should contact the Office of Residence Life & Housing at extension x4217 during normal university business hours. Students with emergency maintenance requests outside of these hours should contact their respective hall office. Students living in Bridwell Courts, Sundance Court, or Sunwatcher Village needing emergency repairs should call Legacy Hall at 940-397-6700.

Pest Control

All University Housing facilities are sprayed for pests at least four times each year. Spraying ordinarily occurs during break periods so as to inconvenience as few residents as possible. Students will be notified of pest treatment at least two days in advance of spraying. Specific instructions regarding room/apartment preparation will be included and must be followed. All residents and visitors are required to be out of the facility during the treatment time. Students who fail to comply with room/apartment preparation instructions, or who fail to vacate the facility during treatment, are subject to fines (\$25.00 minimum) and disciplinary action. The treatment of individual rooms will be done upon the request of the residents. Such requests must be submitted using the online maintenance request form <http://housing.mwsu.edu/>.

Programming

Social, recreational, cultural, diversity, community service, and educational programs planned and implemented by RAs and Hall Directors are offered to address the interests and needs of students. Students are encouraged to attend these programs, as they exist to improve the quality of life in the residence hall communities.

Telephone Services

Students who wish to activate a landline in their room must contact the Office of Residence Life & Housing. There is a \$25.00 per semester charge. There are to be no telephone calls charged to any campus number, either collect or third party. Failure to abide by these guidelines will result in payment of these costs and administrative charges for billing (\$15.00 minimum). In addition, the student is subject to disciplinary action or criminal prosecution in the case of toll fraud.

Telephone Services (*continued*)

It is the responsibility of the resident to inform the Office of Residence Life & Housing that they wish to have the service cancelled. For additional lines, the resident must contact Telecommunications at MSU. Landline phones have been installed throughout the buildings for emergency purposes.

1. Unauthorized Use of Long Distance Telephone Services (telephone toll fraud)
 - a. Unauthorized use of long distance telephone services will be considered telephone fraud.
 - b. The charging (billing) of unauthorized long distance telephone calls to the telephone extensions of MSU students, faculty or staff, or to citizens of the state of Texas, is telephone fraud.
2. Switchboard Hours (Dial 0)
 - a. Monday – Friday: 8:00 a.m. to 5:00 p.m.
 - b. Saturday & Sunday: Closed
 - c. University Holidays: Closed
3. Campus Calls (Dial extension last four numbers)
4. Off-Campus Calls (If landline phone used)
 - a. Outgoing calls can be made from your room at any time of day or night. Dial 9 and the number.
5. Residence Hall Offices
 - a. Legacy Hall Office: The Legacy Hall Office can be reached at extension 6700. From an off-campus phone, dial 940-397-6700.
 - b. Killingsworth Hall Office: The Killingsworth Hall Office can be reached at extension 7200. From an off-campus phone dial 940-397-7200.
 - c. Pierce Hall Office: The Pierce Hall Office can be reached at extension 7510. From an off- campus phone, dial 940-397-7510.
 - d. McCullough-Trigg Hall: The McCullough-Trigg Hall Office can be reached at extension 7930. From an off-campus phone, dial 940-397-7930
 - e. Sunwatcher Village Office: The Sunwatcher Village Office can be reached at extension 6780. From an off campus phone, dial 940-397-6780.
 - f. Sundance Court Office: The Sundance Court office can be reached by dialing extension 6400. From an off campus phone, dial 940-397-6400.
 - g. Bridwell Courts: Bridwell Courts does not have an office. Should you need assistance regarding Bridwell Courts, please contact the Office of Residence Life & Housing (extension 4217) Monday through Friday from 8:00 a.m. to 5:00 p.m.
6. Lobby Phones: Lobby and lounge phones are for campus calls only. For campus information dial 4000 for a menu of choices.
7. University Police Phone Numbers
 - a. On-Campus Phone Extension x4239 at all times.
 - b. From an off-Campus phone dial 940-397-4239.

TV & Study Lounges

Television and study lounges are available in each residential area for student use. In addition, the first floor of Legacy Hall features an enhanced common area on the first floor and is accessible to all students living on campus. Students can enjoy large study areas, a computer lab, multipurpose room, access to mail services, and concierge dining options.

Vending Machines

With the exception of Legacy Hall, vending machines are located throughout each residential area. Consult your hall staff for the location of the nearest vending machine. The Market Street Learning Commons in Legacy Hall features a concierge dining area where snacks and beverages may be purchased using your flex dollars.

University Services

Counseling Services

Personal, academic, psychological, career, and group counseling are available to students free of charge at the Counseling Center. The Counseling Center staff also conducts psychological and career testing and preliminary learning disabilities screening and referral.

Students may contact the Center directly at 397-4618, or visit the Counseling Center located at the corner of Hampstead and Louis J. Rodriguez Drive. Hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. All services are conducted by professional counselors and are private and confidential. Appointments are highly recommended to provide each student adequate time to meet with a counselor. If crisis intervention is required after hours or on weekends, the Helen Farabee Center, 322-1196, provides emergency assessment and referral.

Mail & Shipping Services

As a part of each student's room fee, students living on campus are provided a postal box. Students living in Killingsworth, Pierce, McCullough-Trigg, Legacy, and Bridwell Courts are assigned a box in the Legacy Hall Commons. Students living in Sundance and Sunwatcher are assigned a box within the residential complex.

Students are expected to check their mail daily, as official University correspondence is distributed to resident students through the University Post office. Failure to do so may result in students failing to receive important information in a timely manner.

When providing your MSU address, the following format must be followed:

Killingsworth, Pierce, McCullough-Trigg, Legacy, and Bridwell Courts:

STUDENT'S NAME
3410 Taft Blvd., (BOX NUMBER)
Wichita Falls, TX 76308-2099

Sunwatcher Village

STUDENT'S NAME
3704 Louis J. Rodriguez Drive, (APT NUMBER)
Wichita Falls, TX 76308

Sundance Court

STUDENT'S NAME
2602 Midwestern Pkwy, (APT NUMBER)
Wichita Falls, TX 76308

Other tips:

- On line two only use the number of your box – do not use the number sign (#), nor the initials "P.O." nor the words "Post Box" or "Box."
- On line three the nine digit extended zip code must be used.

Most services available at the main Post Office are also available at the University Post Office. These services include:

- Receipt and dispatch of mail Monday through Friday
- Postage and Postage Stamps
- First Class Mail/Priority Mail, Third Class Mail, Fourth Class Mail, and Library Rate Mail. Certified Mail, Registered Mail, Insured Mail, Special Delivery Mail, Express Mail, Return Receipts, Foreign Mailings, Money Orders, Campus Mail

The University Post Office window is open from 8:00 a.m. to 4:30 p.m. Monday through Friday. When postal holidays fall on a regular school day, the University Post Office will remain open and in full operation except money orders will not be sold.

Parking

The Office of Residence Life & Housing is not responsible for the regulation of on-campus parking. For more information on parking, contact University Police at 397-4239 or visit the office located at the corner of Hampstead and Louis J. Rodriguez Drive.

Vinson Health Center/Student Insurance

Vinson Health Center is open from 7:45 a.m. until 4:45 p.m. Monday through Friday in fall and spring semesters. The Health Center is open 8:00 a.m. to 1:00 p.m. Monday through Friday during summer sessions. Call 397-4231 to schedule an appointment to see the physician.

After the Health Center is closed, students should contact University Police, Intramural Directors or Residence Hall/Apartment Directors to obtain referral slips to be treated at United Regional Hospital. After hours referrals are given for urgent needs only. Students will be responsible for charges incurred as a result of the referral.

Health services are available for enrolled students only while classes are in session. Midwestern State University offers an optional student insurance plan tailor-made to meet the needs of its students. This hospitalization policy covers participants on campus, during vacation and at home for a full 12-month period. Application forms and information pertaining to this plan are available at the Vinson Health Center, 397-4231. All international students are required to purchase group hospitalization insurance and repatriation insurance provided to eligible MSU students. Proof of this insurance or equal coverage must be presented to the designated University official.

Health Watch and Ambulance Service

Health Watch is a program designed to provide complete gynecological services for female students. Health Watch is usually scheduled monthly on an appointment only basis. Please call 397-4231 for further information.

The Vinson Health Center also has a program to assist students with the payment of ambulance fees, provided funding is available. The ambulance must have been requested to the MSU campus for transport of a currently enrolled student. The ambulance must be requested by a Residence Hall/Apartment Director, University Police, Vinson Health Center staff, Intramural Department official or a member of the faculty or staff. The student being transported should be instructed to contact the Vinson Health Center for information concerning the procedure required to obtain assistance.

In case of a life-threatening emergency, residential students should immediately call 9-911 and then notify the residence hall office or a member of the Residence Life & Housing staff.

Safety & Security

University Police

Midwestern State University has police officers on 24-hour duty. When on campus, immediately report any crime you may witness or be a victim of to the MSU Police Department at 397-4239.

Missing Persons Protocol

A person residing on the campus of Midwestern State University has the option of listing a confidential name to be notified in the event they are reported missing, and this name is separate from their emergency contact information. Should a student decline to list a separate name, the person listed as the emergency contact will be notified in the event the resident is reported missing. If the notification is made to the Office of Residence Life & Housing staff, the appropriate member of the professional staff team should be immediately notified to assess the situation (i.e. Hall Director or staff member on-call). If the notification is made to the University Police, the Police Department should immediately notify the Office of Residence Life & Housing and work together to get the Residence Life & Housing staff member to assess the situation.

When a missing person report is made regarding a student residing in Midwestern State University Housing, the following protocol will be enacted:

Assess the Situation (Responding Member of the Residence Life Professional Staff):

- A. Search room and building for individual. If not located, proceed to step B.
- B. What are the circumstances that lead one to report a person is missing?
- C. What was the emotional state of the missing individual?
- D. What are the missing person's normal habits?
- E. How long has the individual been missing?
 1. Last time the person was seen?
 2. Who were they with at the time?
 3. Last known destination?
 4. What type of transportation did he/she have?
- F. Description of missing individual. Age and build. Clothes they were wearing when last seen. Facial hair, glasses, color and length of hair, etc.
- G. Other unusual or identifying characteristics, e.g., braces, scars, etc.

Actions to be Taken:

- A. Responding Member of the Residence Life Professional Staff
 1. Notify the University Police.
 2. Notify Director of Residence Life & Housing, or the Dean of Students.
 3. Notify missing person contact information listed on the housing application.
 4. If the student did not designate an individual to be contacted in the event of a missing person report, notify the person listed as their emergency contact.
- B. Director of Residence Life & Housing (or designee)
 1. Gather information collected by the responding staff member.
 2. Turn collected information over to University Police.
 3. Assist University Police as requested.

Evacuation Procedures

It is essential for each student to know what to do if and when an evacuation of the hall is necessary. University Housing conducts emergency evacuation drills each semester.

The procedure for evacuation is:

1. Killingsworth Hall and Pierce Hall: All students on the south side of the residence hall (the side towards the Fine Arts building) use the south stairs at the back (west end) of the building. All students on the north side of the residence hall should use the north stairs at the back (west end) of the building. The center stairs can also be used.
2. McCullough-Trigg Hall: All students use the stairwells at the end of the hallways (do not use center stairwell for fire evacuation).
3. Legacy Hall: All students use the stairwells at the end of their respective wing. Courtyards and building walkways are to be kept clear.
4. When evacuating the building, remain calm, walk (do not run), and keep to the right side of the stairwell (Emergency personnel may be using the same stairwell to enter the building).
5. All residents from Killingsworth, Pierce, Legacy and McCullough-Trigg Halls are to congregate in the Sunwatcher Plaza on the Promenade next to the Clark Student Center and await further instructions from university personnel.
6. Students should not reenter University Housing until instructed to do so by Fire Department personnel, Campus Police, or the Residence Hall/Apartment Director.
7. Sunwatcher residents should proceed to the Legacy Courtyard or Market Street Learning Commons across the street.
8. Sundance Court residents should evacuate to the commuter parking lot next to Christ Academy (across from Fine Arts and the Softball field).
9. Bridwell Courts residents should go to the parking lot across the street to Bridwell Hall.

Sheltering In Place for Emergencies

When emergency conditions do not warrant or allow evacuation, the safest method to protect individuals may be to take shelter inside a campus building or room and await further instructions. If asked to shelter in place, quickly:

- Move indoors or remain inside. Avoid windows and areas with glass.
- If available, take a radio or phone to track emergency status.
- Keep phone lines free for emergency responders. Do not call 9-911 for information.
- If hazardous materials are involved:
 - Turn off the ventilation system (if accessible) and close or seal all air inlets and cracks from the outside.
 - Select rooms(s) which are easy to seal and, if possible, have a water supply and access to restrooms.
 - If you smell gas or vapor, hold a wet cloth loosely over your nose and mouth, breathing through it normally.

Fire Safety Equipment

The fire safety equipment installed in University Housing must not be tampered with or used for any reason other than a genuine emergency. Any act of arson, falsely reporting a fire or other emergency, falsely setting off a fire alarm, tampering with or removing fire extinguishers, hoses, smoke detectors, or any other emergency equipment from their proper location, except when done with real need for such equipment, is a hazard to all students living on campus. Individuals found to be responsible for tampering with any fire safety equipment will be subject to disciplinary action that may include expulsion from University Housing and/or the University.

Fire Safety Report

The University Police Department publishes an Annual Security Report. This report includes all fire statistics, emergency response and evacuation procedures and all policies regarding fire drills and alarms. If interested in this material, please see the Office of Residence Life & Housing or the University Police Department web site.

Tornado and Severe Weather Information

Each resident should become familiar with the safety rules provided by the Texas Department of Public Safety. In the event of a tornado warning of such nature that the Wichita Falls City-Wide Warning System is sounded, the areas designated below are to be used by residents of MSU Residence Life & Housing:

Killingsworth Hall

Residents on the 1st, 2nd, & 3rd Floors: Go to hallways on first floor

Residents on 4th, 5th & 6th Floors: go to hallways on 2nd Floor

Pierce Hall

All residents: Go to first floor hallways and/or bathrooms on front side of building.

McCullough-Trigg Hall

Residents on 1st & 2nd Floors: Go to bathroom within your room

Residents on 3-6: Go to hallways on 2nd floor

Avoid lobby areas on each floor

Legacy Hall

Residents on the 2nd floor: Seek shelter in bathrooms located in the center of the floor

Residents on 3-5: Seek shelter in the residential hallways on the 2nd floor

Avoid lounge and lobby areas on each floor

Sunwatcher Village, Sundance Court, and Bridwell Courts

Residents on 1st floor: Interior hall, closet, or bathroom away from windows

Residents on 2nd & 3rd floors: With a friend on ground floor, or an interior hall, closet or bathroom away from the windows.

****Sundance Court & Legacy residents should avoid lobby areas**

In all situations where evacuation is necessary, students must stay away from windows. Failure to comply with staff during a fire evacuation or city-wide weather warning will result in disciplinary action.

Building Access

1. Building Access & Privacy
 - a. As Residence Life & Housing does not enforce a curfew, residential students have access to their assigned residential living area 24 hours a day, seven days a week during contracted dates of occupancy.
 - b. To maintain privacy standards, residence hall offices will not provide student information such as room and/or telephone numbers.
2. Lock and Key Policy
 - a. Keys Issued to Students – Each student is issued a key to his/her room/apartment at the time he/she checks into University Housing. Students assigned to the residence halls and Sundance Court will be able to use their campus ID card to enter their respective building. Keys and campus ID cards issued to a student must not be given to any other individual.
 - b. Lost Keys – If a student loses his/her key(s) he/she is to immediately inform the Hall Office or Resident Assistant. Depending on the circumstances, the locks can/will be changed immediately. The fee for a lock change is \$75.00 per lock.

- c. Lost and Damaged Key Cards – a lost key card jeopardizes the safety and security of the building’s residents and must be reported to Campus Card Services, the Hall Office or Resident Assistant immediately. All lost I.D. cards must now go through the University One-Card office located in the Clark Student Center. Damaged key cards should be turned into the University One-Card office so that a replacement card can be issued. A student may be charged if the card damage occurred through abuse.
3. It is a violation of University policy for any person or group to obstruct, prevent, or interfere with the free and unobstructed use of any building entrance/exit. Persons who fail or refuse to promptly move or disperse when requested to do so by a University official are subject to disciplinary action.

Theft

Students should never leave rooms unlocked. The university discourages students from keeping cash and other valuables in plain view within their room. Remember to lock your door when you are not in your room.

Students are also encouraged to engrave their Driver’s License number on their valuables, if possible. Electric engravers are available at the Midwestern State University Police Department. There is no charge for this service. Thefts should be reported immediately to the Residence Hall/Apartment Director, the Office of Residence Life & Housing, and University Police. Any student caught stealing, or discovered in possession of stolen articles will face disciplinary action. In addition, criminal prosecution may result from such involvement.

Property/Renters Insurance

Although steps are taken to maintain all university facilities and ground and to provide adequate security, Midwestern State University is not liable for the loss or damage to personal property caused by acts of nature, fire, water, smoke, utility, or equipment malfunctions, or caused by the conduct of any resident or their guest(s). Therefore, residents are strongly encouraged to carry a personal property or renter’s insurance policy for their belongings while living on campus.

In some cases, a parent or guardian’s homeowners insurance will cover loss or damage to personal belongings on campus. However, you should review policies carefully for any coverage limitations and/or applicable deductibles.

Residency Policy & Agreement Guidelines

Residency Policy

The campus residency policy is based on the knowledge that living in University Housing can provide both educational and social opportunities important to the success of college students. All students enrolling at Midwestern State University are required to live in university housing unless they:

1. Are living in the home of their parents or legal guardian within 60 miles of the campus and commuting to class;
2. Are married and living with their spouse;
3. Have accumulated 45 semester hours of college academic credit as a post-high school student prior to the first day of classes for the housing agreement period. Hours achieved while in high school are not counted (e.g. concurrent or dual credit);
4. Have reached the age of 21 prior to the first day of classes for the housing agreement period;
5. Are part-time students enrolled in 11 hours or less for the fall or spring semester.

In unusual circumstances the Director of Residence Life & Housing may grant exceptions to the Housing Policy. Interested students should contact the Office of Residence Life & Housing to obtain the required forms and/or to request further information regarding exemptions to the Housing Policy. During the time an exemption request is under review, the student remains obligated to live in University Housing. Deadlines for housing policy exemption requests are as follows:

Fall Semester: June 1st

Spring Semester: January 1st

Exemption requests will not be taken after June 1st for the following Fall semester and after January 1st for the following Students enrolled in courses and required to reside on campus per the residency policy but not signed up for campus housing may be assessed the semi-private semester room rate for Killingsworth or Pierce Hall.

Food Service Policy

All students living in MSU residence halls (Killingsworth, Pierce, McCullough-Trigg, & Legacy Halls) during the fall and spring semesters are required to take a meal plan. Three meal plans (150 meals per semester plus \$250 flex; 250 meals per semester plus \$100 flex; All Access plus \$100 flex) are available for students residing in the residence halls. Each meal plan includes flex (declining balance) dollars that may be used at any dining facility on campus. Students may add additional flex dollars to their accounts in \$20 increments.

An optional 5-meal plan per week with \$75 in flex dollars is available for apartment residents and commuter students. Meal plans are optional during the summer term.

Exemption Requests

In unusual circumstances, the Director of Residence Life & Housing may grant exceptions to the residency and food service policy. All requests must be made in writing and be accompanied by appropriate documentation. During the time an exception is being reviewed, the student will remain on their chosen meal plan and/or obligated to uphold the terms of the Housing Reservation Commitment and Guidelines. Forms are available in the Office of Residence Life & Housing and must be submitted by the following dates:

Fall Semester: June 1st

Spring Semester: January 1st

Housing Reservation Commitment and Agreement Guidelines

This agreement is between the individual resident and Midwestern State University. When completed and submitted to the Office of Residence Life & Housing, it becomes a binding agreement between the resident, his/her parent or guardian (if the resident is under 18 years of age), and the university. Completion of the agreement is for a space in the University

Housing system only and does not guarantee assignment to a particular room or residence hall. This agreement is binding for the full academic year, provided the resident is enrolled at MSU.

Residents requesting or required to live in University Housing must complete and sign a Housing Reservation Commitment and Agreement and pay a \$100.00 Housing Reservation/Damage Deposit. The following guidelines apply to all residents in University Housing.

1. **Contract Agreement:** Midwestern State University, acting through University Housing, agrees to provide a space in the university housing system to the Resident. The Resident agrees to be enrolled at Midwestern State University and to the terms of this contract.

The Reservation Commitment and Agreement is for a space in any University residence hall, apartment, or other facility the University may acquire, lease or otherwise make available for resident housing after the execution of the agreement. The University reserves the right, at any time and for any reason, in its sole discretion, to change or cancel any room assignment.

2. **Eligibility:** Priority for living in University Housing is given to full-time (12 or more semester hours) undergraduate residents registered for classes at the University. With permission from the Director of Residence Life & Housing, part-time and graduate students may be assigned housing if space is available.
 - a. A resident who ceases to be a full-time student and remains enrolled on a part-time basis must seek permission from the Director of Residence Life & Housing if they wish to remain in University Housing.
 - b. If a resident academically withdraws from the University, the individual is no longer authorized to live in University Housing and must properly check-out within 24 hours.
3. **University Residency Policy:** The campus residency policy is based on the knowledge that living in University Housing can provide both educational and social opportunities important to the success of college students. All students enrolling at Midwestern State University are required to live in university housing unless they:
 - a. Are living in the home of their parents or legal guardian within 60 miles of the campus and commuting to class;
 - b. Are married and living with their spouse;
 - c. Have accumulated 45 semester hours of college academic credit as a post-high school resident prior to the first day of classes for the housing agreement period. Hours achieved while in high school are not counted (e.g. concurrent or dual credit);
 - d. Have reached the age of 21 prior to the first day of classes for the housing agreement period;
 - e. Are part-time residents enrolled in 11 hours or less for the fall or spring semester.

A student enrolled in courses and required to reside on campus per the Residency Policy but who does not sign up for campus housing will be assessed the semi-private semester room rate for Killingsworth or Pierce Hall.

4. **Criminal Background Check:** In accordance with Texas Senate Bill 146, signed into law in June 2013, University Housing retains the right to perform criminal history/background checks on prospective and current residents who apply to reside in University Housing. Midwestern State University may obtain these records from the Department of Public Safety in an effort to ensure the safety and security of residents residing in University Housing. Should a criminal history/background check for a resident who has applied to reside in University Housing reveal a criminal history of a violent or felony nature, University Housing may reject the resident's housing application.
5. **Transferability:** The Housing Agreement is with the Resident and may not be transferred or assigned by any party other than by University Housing.
6. **Occupancy Period:** The occupancy period begins on the first official day of fall move-in and ends 24 hours after the resident's last final exam. The contract terms apply to either the full occupancy period (fall and spring semesters), or if entered into after the start of the academic year, to the balance of the occupancy period beginning on the Resident's move-in day. Contracts for graduating seniors shall end at 6 p.m. on graduation day. Housing agreements for summer terms are separate.

7. **Break Periods:** All residence halls and university apartments are open during the Thanksgiving and Spring Break periods at no additional charge; however, residents must register for permission to have access to their place of residence during these periods. During the break periods between academic semesters, residence halls are considered closed. The Resident living in a residence hall who wishes to stay during break periods between academic semesters may submit a “break housing” request, which will be accommodated on an as-available basis. An additional, per-day, charge is assessed for residence halls (university apartments will remain open at no charge).
8. **Meal Plan:** The Resident who resides in university residence halls is required to purchase a full residential dining plan (commuter plans are not acceptable). The Resident who resides in a university apartment may choose either a full or commuter plan, but is not obligated to make a dining plan purchase due to availability of a kitchen in each apartment unit.
9. **Housing Reservation/Damage Deposit:** The Resident must submit a one-time \$100.00 Housing Reservation/Damage Deposit when the Housing Reservation Commitment is submitted. Less charges for damages, the Housing Reservation/Damage Deposit is refunded to the Resident upon indicating their permanent departure from the Residence Halls. In the event a Resident returns to the residence halls after the deposit is refunded, an additional \$100.00 Housing Reservation/Damage Deposit must be submitted.
10. **Payment of Fees:** In accordance with the Student Financial Responsibility policy outlined by the University Business Office, the Resident agrees to pay housing and dining rates established by the Midwestern State University Board of Regents. Room and board payments must be made to the University Business Office within the deadlines for full or installment payment schedules published online prior to the beginning of each semester. Failure to meet payment deadlines may result in a hold being placed on the Resident’s records, potentially preventing the Resident from registering or obtaining an official academic transcript.
11. **Assignment Information:**
 - a. The University assigns roommates without regard to race, color, national origin, age, religion, disability, veterans’ status, sexual orientation, gender identity or expression.
 - b. Assignment to a specific building, type of housing, room/apartment capacity, or specific roommate is not guaranteed.
 - c. The University reserves the right to make housing assignments and to require assignment changes when considered advisable or necessary by the University.
 - d. Residents in partially occupied units may be consolidated with another resident within the assigned facility or a different housing facility.
 - e. Residents assigned to a multi-occupancy room or apartment unit agree to accept other roommates to fill vacancies within the room or unit; University Housing is not required to give notice prior to assigning vacant spaces.
 - f. Specific roommate requests are accommodated as space permits. Roommate requests must be mutual and include each resident’s respective M-Number.
12. **Accommodations:** Residents with housing reservation commitments may request consideration for accommodations. The Resident will be required to work through the Office for Disability Support Services and provide any necessary documentation.
13. **Resident Responsibility:**
 - a. **Use of Space:** The space is to only be occupied by the Resident to whom the space is assigned. The Resident may not sublet or have long-term guests. Assigned units are for student residence purposes only. The Resident may not operate any “for profit or personal gain” enterprise from any part of University housing, including but not limited to, web-based or e-commerce businesses.
 - b. **Alterations and Damages:** The Resident shall use reasonable diligence in care of the assigned unit, its furnishings and in the facility’s common areas. The Resident may not make alterations to University property without the specific written consent of the Director of Residence Life & Housing or designee. The Resident

agrees to pay for damage caused to University property as a result of negligence, carelessness, accident or abuse. Payment is due upon demand. If the identity of the person responsible for damages cannot be determined after investigation, the Director of Residence Life & Housing or designee may prorate the cost to repair the damages and administrative fees among all or any portion of the residents, as is deemed fair.

- c. **Rules and Regulations:** The Resident shall comply with all rules and regulations of the University and University Housing. The rules and regulations published online by University Housing and the Office of the Dean of Students are hereby incorporated into this agreement.

14. **Damage to Persons or Property:** University Housing is not liable to the Resident for personal injury, death or property damage arising from but not limited to, personal injury, death or property damage caused by other persons, theft, burglary, assault, vandalism or other crimes, fire, flood, water leaks, rain, hail, ice, snow, smoke, explosions, interruptions of utilities, or other natural phenomena. The Resident is strongly recommended to secure insurance, at their own expense, to protect against loss from any of the above-mentioned occurrences.

15. **Authorized Entry:** The Resident must permit any authorized agent of the University to enter the assigned unit for the purpose of inspection and maintenance, and, if determined necessary, for the purpose of enforcing reasonable rules and regulations insuring the safety, welfare and comfort of all residents and the University.

Under fair and reasonable circumstances, it may be necessary for University staff members to enter a Resident's unit for the purpose of a search based on reasonable suspicion of violation of University policy, concerns about safety of the residents or guests, or situations that may cause harm to others. Ordinarily, the Resident will be advised in advance of a search and will be asked to be present during a search. However, prior notice is not required and a Resident's absence will not prevent a search from being conducted. The Director of Residence Life & Housing or their designee together with at least one other University Housing staff member, constitute a search group. Personal refrigerator(s) are subject to search by members of the University Housing staff.

16. **Response to Official Information Requests and Summons:** The University and University Housing will occasionally send out important information pertaining to residents including but not limited to notices of administrative disposition, housing assignments and reapplication materials, requests for information, etc. All residents are expected to check their provided email address daily to respond to such requests.

17. **Termination:** The University reserves the right to terminate this agreement for violation of the terms and conditions stated herein or for any other reason that the University, in its sole discretion, deems to be good cause. If the University terminates this contract, the University and University Housing shall refund prepaid funds to the resident pro rata, minus administrative, conduct and other fees as determined, unless a University conduct process removes the Resident from the facility. In that case, the Resident will receive no refund.

18. **Cancellation:** This agreement is binding for the full academic year, provided the resident is enrolled at MSU. Should there be a change in the Resident's plans to enroll at Midwestern State University, written notice of cancellation must be received by the Office of Residence Life & Housing on or before the following deadlines in order to receive a refund of the \$100 Housing Deposit.

July 1—Fall Semester

January 1—Spring Semester

Written cancellation requests may be received in person, by mail, via email, or by fax to the Office of Residence Life & Housing. Residents should include their name, Mustang ID number, reason for cancelling, and the term being cancelled. Cancellation requests based on housing policy exemption parameters must be accompanied by the appropriate documentation. Notification submitted to departments other than the Office of Residence Life & Housing does not comply with this requirement; and thus requested action cannot be assured.

A Resident who fails to enroll or officially withdraws and then enrolls or re-enrolls in classes during the same academic year will have the housing contract reactivated and charges added to the university resident billing account.

a. Cancellation Refunds & Penalties:

If a student has reserved a room for either the fall or spring semester and is granted exemption from the housing agreement for a non-academic reason, the following cancellation charges will apply. Any student who lives in campus housing during the fall is considered a returning student for the spring semester.

Refund	Fall Semester	Spring Semester (Returning Residents)	Spring Semester (New Residents)
100% + \$100 Deposit	Before July 1	N/A	Before January 1
80% + Forfeit Deposit	July 1—Prior to move-in day	January 1—Prior to move-in day	January 1—Prior to move-in day
75% + Forfeit Deposit	Move-in—Start of 2nd week of class	Move-in—Start of 2nd week of class	Move-in—Start of 2nd week of class
50% + Forfeit Deposit	Start of 3rd week of class	Start of 3rd week of class	Start of 3rd week of class
25% + Forfeit Deposit	Start of 4th week of class	Start of 4th week of class	Start of 4th week of class
0% + Forfeit Deposit	After 4th week of class	After 4th week of class	After 4th week of class

1. If a resident leaves the University for an academically-approved reason and notifies the Office of Residence Life & Housing in writing prior to the cancellation deadlines, the student's housing obligation ceases in accordance with the refund schedule above and the student will receive their deposit, less any damages.
2. The University reserves the right to withhold from a Resident's deposit any appropriate charges and/or fines owed to the University.
3. Students removed from University Housing for disciplinary reasons are not eligible for refund of deposit and are responsible for any monies still owed, including those from the Housing Reservation & Commitment Agreement they have signed.
4. A refund for meals (if applicable) will be made only for the unused portion of the meal plan beginning the Friday after the Resident moves out of housing.

b. For Returning Students

1. Students living on campus during the spring semester who intend to return to university housing the following fall semester must complete the fall room selection/assignment process and fulfill one of the following obligations:
 - i. Register for fall courses before July 1
 - ii. Notify University Housing in writing prior to July 1 of their intent to late register for fall courses; residents who do not comply with these guidelines may forfeit their fall room assignment and their \$100 Housing Reservation Deposit in accordance with the guidelines set forth in this agreement.

c. For all Students After Beginning of Occupancy Period:

1. Once the occupancy period begins (see Section 6) for the Resident, requests for cancellation of the contract will only be considered if the Resident withdraws, graduates, becomes legally married, or is participating in a clinical rotation, resident teaching, internship, or study abroad experience outside of the Wichita Falls area.
2. The Resident who falls into one of these categories and fails to submit a request for cancellation prior to January 1, 2016 may accrue prorated charges for the spring semester, depending upon the check-out date.

19. Final Disclosure: By accepting this contract, I agree that I have read and understand the terms and conditions of the Midwestern State University Housing Reservation and Commitment Guidelines, the Midwestern State University Student Code of Conduct and University Housing policies and procedures.

Housing Assignments

Room Change Policy

1. Students may change rooms/apartments only with written permission from the Office of Residence Life & Housing. This includes changes of bed within a room/apartment.
2. Room changes may not take place during the first week of the Fall and Spring semesters.
3. On the Monday of the second week of classes, room change request forms may be obtained via OrgSync. When approved, students are responsible for properly checking in and out of their respective rooms with a Resident Assistant in accordance with the check-in and checkout policies.
4. Students who change rooms or bed assignments within a room without expressed written permission from the Office of Residence Life & Housing may be required to move back to their assigned space, and may be assessed improper check-out charges. Every effort will be made to honor room change requests; however, changes can only be approved as space is available.

Meal Plan Change Policy

1. Students can request a meal plan change during the first two weeks of each semester.
2. To do so, students may obtain a "Meal Plan Change Request" form from the Office of Residence Life & Housing. The form should be completed and returned to the Office of Residence Life & Housing no later than noon Friday of the second full week of classes.
3. Changes submitted by the above deadline will go into effect on the Monday of the third full week of classes.
4. Following the second full week of classes no changes in meal plan selection will be approved for the current semester.

Room Consolidation

Room assignments are determined at the discretion of the University through the Office of Residence Life & Housing. When consolidating students, the university will provide students with the option to pay a private room fee to maintain occupancy in their assigned room. Any student who occupies a room without roommates and does not wish to upgrade to a private room may be consolidated. In the campus apartments, students who occupy a room without roommates may be consolidated to make room for other students who want to live together.

Private Room Requests

1. A very limited number of rooms on campus have been designated as private rooms. Ordinarily only upper-class students are assigned to private rooms.
2. Dependent upon housing occupancy, additional rooms may be designated as private rooms on a semester-to-semester basis.
3. The additional charge for a designated private room must be paid in full at the time of assignment to a private room.
4. The additional charge for a private room will be prorated if the student is assigned a private room after a semester has begun.

Temporary Residency & Unauthorized Residency

During periods when University Housing is officially open, temporary housing may be provided dependent upon available space and at the sole discretion of the Director of Residence Life & Housing. Temporary residents can make reservations through the Office of Residence Life & Housing. Temporary residents are expected to comply with all applicable policies, rules, and regulations governing student conduct as published in the current [Residence Life & Housing Handbook](#) and/or supplementary publications. Temporary residents should be checked out of the Residence Halls by 2:00 p.m. Failure to checkout by 2:00 p.m. may result in another night's charge. Individuals found living in University Housing without authorization to do so will be charged at the current temporary room rate.

Overflow Housing

The University may contract with off-campus apartment complexes and/or motels to accommodate student-housing needs.

1. Overflow housing will only be available in the event that all other University Housing facilities are at maximum occupancy.
2. Students assigned to overflow housing will be relocated to campus as soon as space is available.
3. Housing staff will maintain a presence and campus police will routinely make rounds at all off campus facilities that the university contracts with.
4. Students assigned to overflow housing are expected to abide by University Housing policies and procedures.

Temporary Absence from University Housing

When a student is going to be away from their room/apartment for an extended period of time, they should notify their Resident Assistant as to where they can be reached in case of an emergency.

Abandoned Property

Abandoned Property is defined as items of significant value left when residents checkout of their rooms. This property will be inventoried and stored. The University will make all reasonable efforts to inform the students they have left property in their room. If the student does not collect the abandoned property within 60 days of their checkout date, the items will become property of Midwestern State University and will be disposed of as deemed appropriate. Items left in rooms of little or no apparent value will be disposed of immediately following a resident's departure from a room.

Room Rates

Published room rates reflect the annual cost of living at MSU. Student billing will reflect a charge of 60% of the annual room cost billed in the fall semester with the remaining 40% billed during the spring semester. Students graduating or participating in an academically related activities (i.e. clinical rotations, student teaching, or study abroad) will receive a 10% refund of room charges at the conclusion of the fall semester.

Students receiving a federal Pell Grant are eligible to request a billing deferment by submitting a request through the Office of Residence Life & Housing. Approved students will be billed 50% of their room charges during the fall and spring semesters.

Check-In & Check-Out Procedures

Check-In Procedures

Students will arrive at their designated building to check into their room. Students must log into their Housing portal to complete a Room Inventory Condition Form. A Personal Data Form will be confirmed upon checking in to housing and students will receive their key and housing information at this time.

Checkout Procedures

All students who wish to check out of University Housing must gain official written clearance from the Office of Residence Life & Housing. Official clearance must be obtained prior to all other checkout procedures. For checkout, the persons determining the condition of the room/apartment, furnishings and other items will be the student and a member of the Residence Life & Housing staff. The student must contact his/her Resident Assistant or another member of the Residence Life & Housing staff to schedule a checkout time at least 24 hours prior to checkout.

1. Prior to actually checking out with a staff member, the student must remove all of their personal items, remove all trash, clean the floors, and clean the room/apartment.
2. The student and the staff member will inspect the student's room/apartment for cleanliness, furnishings, damages, and any discrepancies between the room's conditions at checkout compared to its condition at check-in. The student will be given the opportunity to explain any discrepancies, and should note such explanation on the checkout form.
3. It is very important that this clearance is done thoroughly. The room/apartment condition will be checked at a later date by the Residence Hall/Apartment Director. The Residence Hall/Apartment Director has final discretion for any charges assessed; it is assumed any discrepancy between check-in conditions as noted on the check-in form and the checkout condition of the room/apartment is the responsibility of the student.
4. Students will be able to access their check out form online in their Housing Portal to view and room damages.
5. Students who do not properly checkout of University Housing are subject to improper checkout charges of at least \$50.00.
6. Once the checkout procedure has been completed, the staff member and the student will sign the bottom of the checkout form, and all keys issued to the student must be returned.

Ways to Reduce Checkout Charges

Kitchen Range: The range should be free of all grease, grime, and soap residue. The top, front, and sides (if the sides are accessible without pulling out the range) should be cleaned with an all-purpose cleaner.

Cupboards/Cabinets: Remove all personal items including shelf paper, and clean inside and out with an all-purpose cleaner. Rinse with clear water to remove soap residue. Please use non-adhesive shelf paper, not contact paper, to line the shelves.

Counter Top: Clean with all-purpose cleaner and rinse with clear water to remove soap residue. Please do not use abrasives or abrasive cleaners.

Sink: Clean the sink using a general purpose cleaner or stainless steel cleaner if necessary. Do not put grease down the garbage disposal.

Vent Cover and Range Hood: Clean and degrease using a general purpose cleaner or degreaser. Vent cover and range hood should be free of grease and dust.

Bathroom Sink, Tub, and Wall Tile: Clean with tub and tile cleaner, general purpose cleaner or mild abrasive cleaner if necessary. Sink, tub and tile should be free of all dirt, soap scum, rust, etc. Fixtures and pipes should be cleaned and polished.

Toilet: Clean inside of bowl with toilet bowl cleaner and the outside with general purpose cleaner.

Medicine Cabinet: Remove all personal items and clean cabinet with a general purpose cleaner and the mirror with a glass cleaner.

Vent Cover: Clean, using a general purpose cleaner. The cover should be free of all lint, dust, grime, etc.

Furniture: Furniture should be free of all dirt, dust, etc. All drawers should be cleaned and free of personal items.

Tile Floors: Tile floors should be clean and free of all dust, dirt, grime, etc. Clean with general purpose cleaner and rinse. It is not expected of the residents to wax the floors before vacating.

Carpet: Vacuum thoroughly

Baseboards: Clean, using a general purpose cleaner. Baseboards should be clean and free of all dust, dirt, grime, etc.

Ceiling Fans: Clean, using a general purpose cleaner. All sides of the ceiling fan should be cleaned.

Faucets: Vinegar will help to remove lime deposits. There are special cleaners available for this purpose in retail stores.

Soap: All-purpose cleaners will streak less and reduce the amount of rinsing required.

Plumbing: Always avoid pouring grease into any drain or disposal. Most clogged drains are a result of grease buildup. Do not pour any chemical into any drain to unclog it. Such chemicals may cause considerable damage or injury. If you have difficulty with any plumbing item, simply call the Office of Residence Life & Housing at 940-397-4217.

Room Damage Charges

Residents are responsible for any costs the University incurs in returning a living space to its original condition. In the event of damage, missing furniture, or excessive trash, Residence Life & Housing incurs specific costs to ready rooms for the next occupant. Our goal in sharing this information is to encourage all residents to take care of their rooms and to vacate rooms in good condition to avoid damage charges.

Residence Life & Housing staff assess damages to student rooms using the ICE (Intentional, Careless, or Excessive) principle. Damages identified using the ICE principle are *intentional* damage or vandalism, damage caused by *careless* use, or *excessive* wear and tear.

Please keep in mind that move-out room inspections look for damages that are beyond normal wear and tear. Housing fees incorporate the cost of repair and upkeep for normal wear and tear from living in the space. Damage billing charges apply only to damages deemed intentional, careless, or excessive. A partial listing of damage charges have been included at the end of this handbook.

Community Area Charges

Fees may also be assessed within each community for actions including, but not limited to, leaving bags of trash in the hallway or vandalism caused in common areas accessed by residents only. Common area damage remaining after final check-out will be divided and charged to each resident's account.

To avoid community charges, students with information about individuals who may be responsible damages are strongly encouraged to share information with their Resident Assistant or Residence Hall Director. Reporting information will remain confidential.

Student Financial Responsibility

Delinquent Room and Board Payment

A student not making payments to the University for tuition, fees, or room and board by the due dates may be required to move out from University Housing. The University reserves the right to place a hold on a student's grades/records if the student is delinquent with his/her housing/meal payments. Additional measures may be taken to encourage a student to meet his/her financial obligation to the University.

Statement of Financial Responsibility

Individuals assigned to university housing accept the following Midwestern State University Student Financial Responsibility Statement, as outlined by the Business Office:

PAYMENT OF FEES/PROMISE TO PAY

I understand that when I register for any class at Midwestern State University or receive any service from Midwestern State University I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which Midwestern State University is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.)

I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule at <http://www.mwsu.edu/busoffice/wd-schedule>. I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

METHOD OF BILLING

I understand that Midwestern State University uses electronic billing (e-bill) as its official billing method, and therefore I am responsible for viewing and paying my student account e-bill by the scheduled due date. I further understand that failure to review my e-bill does not constitute a valid reason for not paying my bill on time. E-bill information is available at www.mwsu.edu/onlinepayments.

BILLING ERRORS

I understand that administrative, clerical or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of my registration at Midwestern State University.

RETURNED PAYMENTS/FAILED PAYMENT AGREEMENTS

If a payment made to my student account is returned by the bank for any reason, I agree to repay the original amount of the payment plus a returned payment fee of \$30.00. I understand that multiple returned payments and/or failure to comply with the terms of any payment plan or agreement I sign with Midwestern State University may result in cancellation of my classes and/or suspension of my eligibility to register for future classes at Midwestern State University.

DELINQUENT ACCOUNT/COLLECTION

Financial Hold: I understand and agree that if I fail to pay my student account bill or any monies due and owing Midwestern State University by the scheduled due date, Midwestern State University will place a financial hold on my student account, preventing me from registering for future classes, requesting transcripts, or receiving my diploma.

Late Payment Charge: I understand and agree that if I fail to pay my student account bill or any monies due and owing Midwestern State University by the scheduled due date, Midwestern State University will assess late payment and/or finance charges at the rate of \$30 for each late payment.

Collection Agency Fees: I understand and accept that if I fail to pay my student account bill or any monies due and owing Midwestern State University by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, Midwestern State University may refer my delinquent account to a collection agency. I further understand that I am responsible for paying the collection agency fee which may be based on a percentage at a maximum of 35 percent of my delinquent account, together with all costs and expenses, including reasonable attorney's fees, necessary for the collection of my delinquent account. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus.

COMMUNICATION

Method of Communication: I understand and agree that Midwestern State University uses e-mail as an official method of communication with me, and that therefore I am responsible for reading the e-mails I receive from Midwestern State University on a timely basis.

Contact: I authorize Midwestern State University and its agents and contractors to contact me at my current and any future cellular phone number(s), email address(es) or wireless device(s) regarding my delinquent student account(s)/loan(s), any other debt I owe to Midwestern State University, or to receive general information from Midwestern State University. I authorize Midwestern State University and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their efforts to contact me. Furthermore, I understand that I may withdraw my consent to call my cellular phone by submitting my request in writing to the Business Office or in writing to the applicable contractor or agent contacting me on behalf of Midwestern State University.

Updating Contact Information: I understand and agree that I am responsible for keeping Midwestern State University records up to date with my current physical addresses, email addresses, and phone numbers by following the procedure at <http://www.mwsu.edu/registrar/forms/address-chg>. Upon leaving Midwestern State University for any reason, it is my responsibility to provide Midwestern State University with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to Midwestern State University.

FINANCIAL AID

I understand that aid described as "estimated" on my Financial Aid Award does not represent actual or guaranteed payment, but is an estimate of the aid I may receive if I meet all requirements stipulated by that aid program.

I understand that my Financial Aid Award is contingent upon my continued enrollment and attendance in each class upon which my financial aid eligibility was calculated. If I drop any class before completion, I understand that my financial aid eligibility may decrease and some or all of the financial aid awarded to me may be revoked.

If some or all of my financial aid is revoked because I dropped or failed to attend class, I agree to repay all revoked aid that was disbursed to my account and resulted in a credit balance that was refunded to me.

I agree to allow financial aid I receive to pay any and all charges assessed to my account at Midwestern State University such as tuition, fees, campus housing and meal plans, student health insurance, parking permits, service fees, fines, bookstore charges, or any other amount, in accordance with the terms of the aid.

Federal Aid: I understand that any federal Title IV financial aid that I receive, except for Federal Work Study wages, will first be applied to any outstanding balance on my account for tuition, fees, room and board. Title IV

financial aid includes aid from the Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Direct Loan, PLUS Loan, Perkins Loan, and TEACH Grant programs. I authorize Midwestern State University to apply my Title IV financial aid to other charges assessed to my student account such as student health insurance, parking permits, bookstore charges, service fees and fines, and any other education related charges. I further understand that this authorization will remain in effect until I rescind it and that I may withdraw it at any time by following the instructions at <http://www.mwsu.edu/Assets/documents/student-life/dean/Release-of-Information-Form.pdf>

Prizes, Awards, Scholarships, Grants: I understand that all prizes, awards, scholarships and grants awarded to me by Midwestern State University will be credited to my student account and applied toward any outstanding balance. I further understand that my receipt of a prize, award, scholarship or grant is considered a financial resource according to federal Title IV financial aid regulations, and may therefore reduce my eligibility for other federal and/or state financial aid (i.e., loans, grants, Federal Work Study) which, if already disbursed to my student account, must be reversed and returned to the aid source.

WITHDRAWAL

If I decide to completely withdraw from Midwestern State University, I will follow the instructions at <http://catalog.mwsu.edu/content.php?catoid=7&navoid=211> which I understand and agree are incorporated herein by reference.

PRIVACY RIGHTS & RESPONSIBILITIES

I understand that Midwestern State University is bound by the [Family Educational Rights and Privacy Act \(FERPA\)](#) which prohibits Midwestern State University from releasing any information from my education record without my written permission. Therefore, I understand that if I want Midwestern State University to share information from my education record with someone else, I must provide written permission by following the procedure outlined at <http://www.mwsu.edu/humanresources/policy/4-general-university-policies/4.184-records.asp>. I further understand that I may revoke my permission at any time as instructed in the same procedure.

IRS FORM 1098-T

I agree to provide my Social Security number (SSN) or taxpayer identification number (TIN) to Midwestern State University upon request as required by Internal Revenue Service (IRS) regulations for Form 1098-T reporting purposes. If I fail to provide my SSN or TIN to Midwestern State University, I agree to pay any and all IRS fines assessed as a result of my missing SSN/TIN.

I consent to receive my annual IRS Form 1098-T, Tuition Statement, electronically from Midwestern State University. I understand that if I do not consent to receive my Form 1098-T electronically, a paper copy will be provided.

ENTIRE AGREEMENT

This agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and Midwestern State University, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or affected by any course of dealing or course of performance. This agreement may be modified by Midwestern State University if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification.

Payment Plans

Payment plans for Fall and Spring semesters are available through the University Business Office. Room charges for each summer term must be paid in full at the beginning of each term during registration. A student registering for both Summer I and Summer II must pay housing charges for both terms at the beginning of the first Summer Session.

General Housing Policies

Service, Therapy, or Comfort Animals

If the resident requires a service animal, registration with the Office of Disability Services must first be obtained. The Director of Residence Life & Housing will make the final determination for residents requesting a waiver to the “no-pets” policy so that they may have a therapy/comfort animal. Students approved for service, therapy, or comfort animals must sign an agreement detailing expectations for the care of the animal while in university housing.

Students with service/therapy/comfort animals are not automatically assigned to a private room in university housing. Students with service/therapy/comfort animals will be matched with potential roommates to whom contact has been made to prevent possible incompatibilities such as allergies or other concerns. If a private room is requested and approved, the standard private room rate will apply.

A specific exercise location for the service/therapy/comfort animal will be the responsibility of the student/handler contracted for university housing. Service/therapy/comfort animals may not be fed using food or scraps from any dining center. In addition to complying with ADA guidelines and with Residence Life & Housing policies, procedures, and community standards, residents with service/therapy/comfort animals must meet the following expectations:

- Animals must be on a leash, in a carrier, or otherwise properly restrained when not in the resident’s room.
- Animals must be kept clean, their waste disposed of properly, and any problems with fleas or ticks promptly eliminated.
- Animals must not bite or make excessive noise.
- Residents will be responsible for any damages caused by the animal.
- Repeated complaints about an animal’s hygiene, behavior, etc. without prompt resolution may result in removal of the animal.

Furthermore, the following expectations apply to checkout expectations (upon moving out of a residence hall room):

- Checkout must be scheduled with a Hall Director or Assistant Hall Director
- Room must be completely clear of animal hair. (Includes any animal hair found in the roommate’s space, if applicable)
- Room must be cleaned sufficiently to eliminate any animal odor or animal waste odor.
- Residents will be charged upon checkout if any additional cleaning, deodorizing, or disinfecting is required to remove animal hair, dander, waste, or odor.

Secure Handgun Storage

Concealed handgun license holders must follow all state and federal laws and University Policy 4.116 concerning owning and possessing a handgun on campus. Any residential student or employee, or guest of a residential student or employee, who is licensed to carry a concealed handgun and chooses to bring the handgun into an on-campus residence must store the handgun and ammunition within a secure gun storage as defined by 18 U.S.C. §921(a)(34)(c) any time the handgun is not in the immediate physical custody of the student, employee, or guest.

Safes which meet the criteria for secure gun storage are available for rental through the Office of Residence Life & Housing. It is the responsibility of the resident to contact the Office of Residence Life & Housing at least one (1) week prior to his/her arrival on campus to make arrangements for a safe to be installed in the resident’s assigned room. Similarly, a resident requesting a safe for a guest must do so by contacting the Office of Residence Life & Housing at least one (1) week prior to the guest’s arrival on campus.

A residential student or employee who provides his/her own safe for secure gun storage must ensure the proper functioning and fixed installation of the safe in the resident’s assigned room. Residence Life & Housing staff are available to direct residents as the exact location options for installation and arrange for mounting of the safe.

Any student assigned to a double occupancy residence hall room where a firearm is stored may request a transfer to a different room through the Room Change Policy at any time. Every effort will be made to honor such requests, pending available space.

Bacterial Meningitis Vaccination Requirement

Pursuant to Texas Senate Bill 1107, effective January 1, 2012, all Texas colleges and universities are required to collect documentation of the bacterial meningitis vaccination status for all first-time, former, and transfer students. This requirement does not include students who are enrolled only in online courses or other distance education courses which never meet on campus or students who are 22 years of age or older.

MSU uses the services of Magnus Health SMR to collect, review, and securely store all student documents pertaining to the meningitis vaccine. Magnus Health's Student Medical Record is a web-based solution that allows the university to manage the vast number of vaccination records collected, to comply with state law. Students will not be able to register for class until this requirement has been completed. The vaccine must be administered within the past five years and at least 10 days before the first day of classes. Please visit <http://healthcenter.mwsu.edu/meningitis/> for additional information.

Community Standards for Residence Life & Housing

General Standards

As a resident student at Midwestern State University, students have a right to an environment which is conducive to study, to sleep, for learning and leisure. When individual needs come in conflict with those of other community members, it is the responsibility of the individual with concerns to initiate action addressing and alleviating these concerns.

The student should make all reasonable efforts to address his/her concerns, needs, and desires with the individual(s) involved. To effectively resolve conflict within the community, students must accept responsibility for themselves and their actions, as well as take responsibility for respectfully interacting with their community and its individual members.

A student may address his/her concerns to a Residence Life & Housing staff member. Although staff members are assigned the responsibility for discipline and residence education, as a general rule, matters should be referred to them only after the individual has reasonably attempted to resolve his/her concerns. Residence Life & Housing staff are available assist the individual student in addressing or alleviating concerns.

Room Entry

The University reserves the right to enter any room without prior notice to make repairs, to inspect for compliance with health, fire and building codes and for any emergency. Personal refrigerators are subject to search.

Damage Liability

The University shall not be liable to any tenant, guest or occupant for personal injury or damage or loss of personal property from fire, flood, rain, hail, ice, water leaks, snow, lightning, wind and explosions. Residents will be liable for any damages to property caused by residents, guests and occupants exceeding reasonable wear. It is recommended that residents purchase a policy of renter's insurance.

University Property

At no time should the furniture within a residence hall room or apartment or common area be removed from its designated location. Residents are expected to treat University property with due respect at all times. This includes rooms, individual apartments, grounds, clubhouse, 24-hour access computer lab, study room, and exercise room. Intentional damage to University property will be grounds for cancellation of remainder of the agreement.

Self-Regulation

As mature college students, residents are expected to regulate their behavior and the behavior of their guests within their community. Disruptive behavior that hinders their fellow community member's ability to focus on their academic endeavors is prohibited; however, it is not the sole responsibility of the Residence Life & Housing staff to address problems like these.

Noise

Noise levels are expected to be kept at a reasonable level at all times. Residents who fail to monitor their noise level appropriately could face penalties ranging from an official warning to removal from their apartments. Car stereos will be especially monitored so as not to create a disturbance to the University Community and the Wichita Falls Community.

Alcohol

Residents are expected to abide by all federal, state and local laws in addition to university policies in regards to alcohol. Alcohol is only permitted in an apartment if the following terms are met:

- A. All residents of the apartment are twenty-one (21) years of age and older.

- B. All guests in the apartment, at the time of consumption, are twenty-one years of age and older.
- C. Nothing larger than individual bottles is permitted. Kegs, Party Balls and similar items are not allowed in campus housing.
- D. Consumption must take place in the confines of the apartment. No alcohol is allowed in any public area.

Visitors & Guests

The unique needs of students living in apartments and residence halls call for distinct guest policies for each area (as outlined below). However, all residents are responsible for the behavior of their guests in regards to violations of University policies and federal, state, and local laws, regardless of the assigned living area. Residents who repeatedly host guests who violate these policies may have guest privileges revoked.

Residence Halls (Killingsworth, Pierce, Legacy, & McCullough-Trigg): Residents are required to check in all guests at the building front desk. Check in hours are from 10:00am-1:00am (Sunday-Thursday) & 10:00am-2:00 am (Friday and Saturday). Only same gender overnight guests are allowed in the Residence Halls.

Apartments (Sunwatcher Village, Sundance Court, & Bridwell Courts): No uniform visitation hours exist in apartment communities. Overnight guests are allowed to stay up to three consecutive nights (with roommate approval) without the prior consent of the Complex Coordinator. Guests staying more than three consecutive nights or four nights in a month must be approved by the Complex Coordinator.

Host Responsibility and Escort Policy

Any individual not assigned to the hall to which they are visiting is considered a guest. Having a guest or visitor in the residence hall is a privilege that may be revoked if the resident or guest violate university or residence hall policies.

Residents are responsible for assuring visitors are properly checked in and escorted while in the building. This includes accompanying residents to the appropriate building exit upon their departure.

Pets

With the exception of small fish kept in small aquariums, pets are not permitted in University Housing, *visiting or otherwise*. Residents found in violation of this guideline will be subject to penalties ranging from fumigation charges to removal from apartment or residence hall.

Walkways/Common Areas

Public areas are to remain clean and uncluttered at all times. Patio decorations should not hinder one's ability to walk and should be aesthetically pleasing as determined by the MSU Residence Life & Housing Staff. Bicycles may not be stored on walkways; bicycle racks are positioned throughout housing areas and campus grounds.

Trash Disposal

Trash must be disposed of in the designated dumpster areas. Failure to do so will result in an automatic \$25 fine for each item that must be removed by a member of the Residence Life & Housing Staff. No personal trash is to be thrown away in community restrooms, residential common areas, courtyards, or breezeways.

Parking

Parking is located around all of the residence halls and apartments. You must have a valid residential parking sticker registered through the MSU Police department.

Health & Safety

Residents are required to remain in compliance of all health and safety requirements set forth in this rental agreement, as well as, any additional requirements the Housing staff and/or Texas State Fire Marshal detail upon inspection.

- A. Room should be kept clean and sanitary at all times. Residence Life & Housing staff will address any issues with cleanliness and health standards of the room.
- B. Room decorations should not cause permanent damage to walls, carpet and/or ceiling.
- C. Candles are prohibited.
- D. Extension cords are prohibited. Surge protectors are the only permitted plug extension apparatus. *Must have on/off switch.*
- E. Grills are not permitted unless they are kept ten (10) feet from all structures.
- F. Curtains and any other items that hinder access to a primary or secondary escape exit are prohibited.

University Policies

Residents are expected to abide by all policies and procedures denoted in the Student and Residence Life & Housing Handbooks for Midwestern State University, and policies as set forth in the rental agreement. The spirit of community living and responsible behavior is expected to prevail at all times. Any violation of these policies or the spirit in which they are intended will be subject to a disciplinary meeting with a university designated judicial officer and/or the Office of Student Conduct.

Residence Hall/Apartment Meetings

A general meeting of all residents is held during the first week of classes in the Fall and Spring semesters. Additionally, floor/apartment meetings are held periodically throughout each semester (approximately once a month). Notices will be posted on each floor announcing the time and place of the meeting. Attendance is required. Those unable to attend are encouraged to discuss alternate arrangements with their Resident Assistant.

Students are responsible for all information distributed and discussed during these meetings. Failure to attend these meetings does not relieve them from being held responsible for knowing and complying with the topics, rules, and information addressed at these meetings. Failure to attend these meetings may be documented in students' conduct files for future reference.

Bicycle Policy

Students who bring bicycles to the campus are responsible for their security. Good locks and case-hardened chains are recommended for locking bicycles.

1. Bicycles should be kept in exterior areas designed for their storage.
2. Bicycles must be registered with the MSU Police Department.
3. Bicycles kept in individual rooms must not interfere with entering or exiting the room. Only freestanding bicycle racks are permitted in rooms (must not be attached to any room surface).
4. Bicycles may not be stored in lounges, stairwells, or any public interior area.
5. All unregistered bicycles will be removed 2 weeks after completion of the Spring semester and donated to a local charitable organization.

Key Lockout Policy

The Residence Life & Housing Staff has access to student room keys for emergency and maintenance purposes. Students who forget their keys or are locked out of their room may contact a staff member for assistance. If a lockout occurs:

1. Students will fill out a lockout form in the building office.
2. Upon a second lockout, students will receive a copy of a letter (written warning) which addresses the need for residents to be responsible with their keys and warns them of the penalties for incurring a third lockout.

3. Upon a third or lockout per semester, the staff member will fill out an incident report. Students will be required to pay a \$10.00 fine and provide visual confirmation of possession of the keys. Subsequent lockouts will see an addition of \$5.00 per lockout (4th lockout: \$15.00 fee, 5th lockout: \$20.00, etc.)
4. Student will be charged for lost keys. The cost to replace keys ranges from \$44.00 to \$88.00, depending on building and number of keys lost. An additional \$10.00 will be charged for lost mailbox keys.

Building Lockout Policy

Students must also carry their university ID card at all times for building access. If the students do not have their ID card, they are considered locked out of the building. If this occurs:

1. Students will be asked to fill out a building lockout form at the building office.
2. Upon a third building lockout, students will be required to pay a \$10.00 building lockout fine.

Solicitation Policy

Commercial-for-profit solicitation is not permitted in University Housing. Residents may not act as agents for business firms when this entails solicitations or the receiving of business offers or goods in the hall/apartments. The residence halls and apartments may not be used for any business purposes of any nature. Baby-sitting is not permitted in University Housing rooms or apartments. Individuals wishing to approach students in University Housing for the purpose of soliciting sales or memberships must have approval from the Office of Residence Life & Housing and must register at the Residence Hall Office.

1. All individuals or groups wishing to survey or distribute surveys to resident students must have advanced approval from the Office of Residence Life & Housing.
2. All individuals and groups wishing to post/distribute informational materials in University Housing must have permission to do so from the Office of Residence Life & Housing.

University Personnel Policy

Official University Requests: Students are responsible for responding promptly and courteously to official requests from a University staff member. This includes requests for interviews, identification and other reasonable directives by a University official, faculty member or member of the Residence Life & Housing staff, including Resident Assistants. The University and Office of Residence Life & Housing will occasionally send out important information pertaining to students including but not limited to notices of administrative disposition, housing assignments and reapplication materials, requests for information, etc. Students are expected to check their email daily to respond to such requests.

Respect for Authority: University Housing staff members are University Officials. Residents and their guests must comply with directions from any University official. Verbal and/or physical abuse of any Residence Life & Housing staff member by residents or their guests is a violation of the student code of conduct and will be addressed accordingly.

Apartment Housing

Students assigned to University Apartments (owned or leased) are subject to all policies, rules, and regulations as outlined in the MSU Residence Life & Housing Handbook as well as the Student Handbook and Activities Calendar. Additions and exceptions to the policies contained in these publications are as follows:

1. The meal plan is optional.
2. Maintenance requests should be made online at <http://housing.mwsu.edu/workorders.asp> or at the Residence Life & Housing Office.
3. Within the apartments, the electrical appliance policy is not applicable; however, students are expected to comply with all other pertinent electrical safety standards and Room/Apartment Personalization guidelines.
4. Students are subject to policy provisions and regulations of the particular apartment complex in which they live.
5. All other problems or concerns should be addressed the Office of Residence Life & Housing.
6. AC/Heat units are to be set on "auto" at all times. Running air conditioners with the windows open is prohibited.

Residence Hall Rules & Regulations

In addition to the community standards outlined for residential living, the following list of residence hall rules and regulations govern behavior in University Housing.

Courtesy and Quiet Hours

Courtesy and Quiet Hours have been established to provide periods during which noise and other disturbing activities are to be kept to a minimum to allow residents a peaceful time to study and sleep. During Courtesy Hours residents are expected to honor the requests of others to restrict loud conversations, stereos, televisions, and other disturbing activities. During Quiet Hours, conversations, stereos, televisions, and other activities should not be audible in the hallways and other public areas of University Housing.

Realizing that students' academic demands and personal schedules vary, students should always honor requests by others to minimize noise. During Quiet Hours the residence hall game rooms are closed and no game room equipment may be checked out. Moreover, during Quiet Hours all lounges are to be used primarily as study areas. Therefore, students using the lounges must restrict their activities so that others using the lounge are not disturbed.

- A. Quiet Hours
 - a. Killingsworth Hall, Pierce Hall, Legacy Hall, and McCullough-Trigg Hall
 - Sunday – Thursday 10:00 p.m. to 10:00 a.m.
 - Friday – Saturday 12:00 midnight to 10:00 a.m.
 - b. Bridwell Courts, Sunwatcher Village and Sundance Court
 - Sunday - Saturday 10:00 p.m. to 10:00 a.m.
- B. Final Exam Periods: Quiet Hours are in effect 24-hours a day throughout all University Housing
- C. Courtesy Hours: Courtesy Hours are in effect at all times. Students may be asked to refrain from making excessive noise upon request of other residents or a member of the Residence Life & Housing staff.

Furnishings & Room/Apartment Personalization Policy

During the first two weeks of classes each semester, your Resident Assistant will visit your room to help you understand and comply with the "Furnishings – Room Personalization" guidelines and policies. If you have any questions prior to his/her visit please contact your Resident Assistant or the Office of Residence Life & Housing.

Residents who do not comply with the room personalization policies and guidelines will be given instructions on how to meet these standards. Residents are expected to comply with these guidelines. Those who fail to do so will be subject to action by University Housing such that they will be brought into compliance. This may include but is not limited to fines, restitution, confiscation of unauthorized, illegal or prohibited property, official disciplinary action, and/ or referral to University Police.

- A. **University/Residence Hall Property:** Students are expected to leave these items in their intended locations. Any damage resulting from the unauthorized relocation of these items is the responsibility of the student.
 - a. **Window dressings** (blinds, etc.) are not to be removed and must stay in their intended location.
 - b. **Ceiling tiles** are not to be removed. Students shall not enter the space above the ceiling tiles for any reason. Students who violate this policy are subject to immediate removal from Housing.
 - c. All University provided movable **furnishings** (chairs, mattresses, MicroFridge appliances, apartment furniture, etc.) must remain in their assigned room/apartment even if not being used.
 - d. **Lounge and common area furnishing** are not to be placed in individual rooms. Any residents possessing lounge furniture in their room will be charged a \$25.00 fine per item.
 - e. **Common areas**, including hallways, rest rooms, lounges, stairwells, and exterior grounds adjacent to entrances, are to be kept clean of trash and litter. Misuse of these areas may result in common area-cleaning charges.

- f. As all facilities in University Housing are centrally heated and cooled, it is advised that windows remain closed. Students assigned to a room may be charged for **excessive use of utilities** due to leaving windows open during heating/cooling periods without permission.
- g. **Windows**
- Curtains are only allowed in the closets of the rooms. They are not allowed anywhere else in the room, including in between beds.
 - Students assigned to rooms equipped with window screens must not unfasten or remove screens.
 - Nothing may be placed between windows and screens or outside of windows at any time.
- h. Students providing or receiving **cable television** service illegally will be reported to the cable company and may be subject to legal action. Regardless of any action taken by the cable company, students involved in such activity will be subject to disciplinary action through the University.

B. Student Property: The following guidelines have been established in the interest of individuals' safety and the preservation of University Housing property:

- a. Students are permitted to possess and use the following electrical items in University Housing:

Irons	Small Fish Tanks	Televisions	Hair Dryers
Fans	Radio/Stereo	Computers/Tablets	Sewing Machines
Razors	Hand Mixers	DVD/Blu-Ray Players	Coffee Makers
Hot Pots	Curling Irons	Blenders	Hair Trimmer
Razors	Clocks	Electric Blankets	Refrigerator (less than 4.5 cubic ft.)

Other electrical items may be allowed. Please check with your Hall Director/Complex Coordinator before you bring an unlisted item into University Housing.

Students are encouraged to use breaker power strips. No extensions cords, other than breaker power strips, are allowed in University Housing. Please note that all electrical cords must be disconnected (unplugged) during school breaks and/or when University Housing is officially closed.

- b. The following electrical items are **not permitted** in University Housing and will be confiscated and placed in storage if found during routine inspections.

Sun Lamps	Halogen Lamps	Christmas/Holiday Lights	Hot Plates
Deep Fryers	Electric Skillets	Microwave Ovens	Broilers
Space Heaters	Convection Ovens	Other types of grills	

Please note that the electrical system in University Housing has limitations. Overloading these systems can present fire and safety hazards. Therefore, **no extension cords are allowed!** Any resident found to be exceeding the electrical capacity of their room/ apartment will have restrictions placed on their use of the electrical system.

- c. The following items are also **not permitted** in University Housing and will be confiscated if found:

- Liquid Bleach
- Candles
- Alcoholic beverages and containers
- Darts or dart boards
- Street signs or other public signs
- Pets with the exception of fish in a properly maintained aquarium.
- Knives (small pocket knives and table knives are allowed)
- Firearms, weapons, and ammunition (unless a student is over 21 and is a concealed handgun license holder; concealed handgun license holders must follow all state and federal laws and University Policy 4.116 concerning owning and possessing a handgun on campus)
- Any explosive device including all forms of fireworks.
- Displays of empty alcohol/liquor bottles.

- d. The University cannot be held responsible for the loss of or damage to a student's money, valuables or other personal effects which might occur during a flood, fire, earthquake, thunderstorm or any other natural occurrence or unforeseeable mechanical failure. The University does not provide insurance to cover such losses. Students should check their parents' insurance to ensure the policy covers the student's personal possessions while at Midwestern State University. If the parents' insurance does not provide such coverage, students should purchase an insurance policy of their own.
- C. **Decorations:** Students are encouraged to decorate their room as long as it does not create any permanent damage to the room or create a fire hazard. Damage caused by the improper or excessive use of nails, screws, tacks, staples, tape, etc., will be charged to the residents of a room.
- a. Students may use:
 - Magic mounts
 - Small nails and tacks (not recommended) except on any wooden or plaster surface
 - b. Items not permitted when decorating your room include:
 - The use of candles, incense or other flame/heat producing items
 - Collections of alcohol containers such as cans, bottles, decanters, and decorative containers
 - Christmas lights and non-artificial Christmas trees
 - Screws used in any room surface
 - Improper use of nails, screws, tacks, staples, tape, etc.
 - Hooks and other adhesive wall attachments
 - Plant hangers or similar hooks placed in ceilings or other room surfaces
 - Contact paper, other than as a drawer liner
 - Wallpaper
 - Carpet tape
 - Rubber backed carpet
 - Covers over room door air vents and/or ceiling air vents
 - Hanging sheets, blankets or any object that obstructs emergency evacuation
 - Hanging posters and other decorations, which cover large portions of wall, surfaces that present fire hazards
 - Using perfuming agents (such as potpourri) that cause distress to others
 - Placing adhesive stickers and emblems on any surface in student rooms or doors

Housing Guest Registration

As stated under the guest policy outlined in the Community Standards for Residence Life & Housing, no formal guest registration policy is in place for campus apartments (Sunwatcher Village, Sundance Court, Bridwell Courts). However, all visitors (guests) in Killingsworth Hall, Pierce Hall, Legacy Hall and McCullough-Trigg Hall must register at the hall office to best assure the safety and privacy of all residents. The process for guest registration is as follows:

- A. Visitors must leave a valid picture identification card, and be escorted to and from their host's room. Identification provided by guests must be current, valid and bear a photograph of the guest. Guests without proper identification will not be allowed to enter the residence halls without approval from the hall director.
- B. Resident students must sign a Minor Guest Registration Form in order to allow visitation by guests under the age of 18. The host assumes responsibility for the well-being and behavior of the minor guest and for the accuracy and completeness of the information on the registration form. A copy of the Minor Guest Registration Form will be forwarded to the minor's parent(s).
- C. Resident student hosts are responsible for ensuring their guests are properly registered and accompanied at all times while in the building.
- D. While in the performance of their assigned duties, University employees (including Resident Assistants) are exempt from these policies. Similarly, while in University Housing to fulfill contractual duties with the University, outside vendors, contractors, etc. are exempt from these policies.
- E. Guests must be escorted by their host during all times in university housing. Hosts must come to the hall office to meet and register their guests.

- F. Upon their guest's departure, hosts must escort their guest to the hall office and ensure their guest retrieves his/her identification card.
- G. Guests are expected to comply with the policies, rules and regulations governing the Residence Life & Housing Handbook, and student conduct. **The host resident student is responsible for his/her guest's behavior.** Therefore, it is the host's responsibility to inform the guest of the policies governing student conduct in University Housing, and to ensure his/ her guest complies with these expectations.
- H. Resident students are not permitted to leave a registered guest unescorted at any time they are registered in a building.
- I. Guests of the opposite sex are allowed to visit students in their rooms from 10:00 a.m. to 1:00 a.m. Sunday – Thursday, and 10:00 a.m. to 2:00 a.m. Friday and Saturday.
- J. An overnight guest is a guest visiting a resident student of the same sex past visitation hours. Overnight guests and resident student hosts must complete an overnight Guest Registration form, which are available in the residence hall offices. At the discretion of the Hall Director, visitors failing to properly register as an overnight guest may be charged the appropriate per night fee for each night they are in violation of the Overnight Guest Policy.
- K. Guests may not stay in University Housing for more than three consecutive nights, or four nights in a 21-day period, without paying the temporary guest fee. This standard applies regardless of whether the guest is registered with different host students on separate dates.
- L. Violations of the Guest Policy will result in an Incident Report being issued to the Hall Director. Each person involved in an alleged violation of the Guest Policy may be immediately banned from either visiting the residence hall where the violation occurred, or be restricted from receiving guests until a disciplinary meeting takes place.

Illegal Entry/Propped Doors

To ensure the safety and security of the buildings and residents, exterior and stairway doors are not to be propped open. Residents and guests of Sundance Court, Killingsworth Hall, Pierce Hall, Legacy Hall, and McCullough-Trigg Hall are expected to enter the buildings through the main entrances. The back or side doors are not to be used to enter these buildings. Building windows are never to be used to enter a building, and only in emergency circumstances would they be used to exit a building.

Pet Policy

Fish are the only pets permitted in any University residential facility. Students who violate this policy will be charged for fumigation if needed, and will be subject to disciplinary action. Students considering obtaining an aquarium for fish should be aware all electrical items must be disconnected during break periods. Aquariums containing lizards, chameleons, snakes, frogs, rats, mice, rodents, gerbils, hamsters, spiders, insects or anything other than fish are prohibited.

Smoking/Tobacco Use

Smoking or other tobacco use, tobacco advertising, tobacco sales, and free distribution of tobacco products are prohibited on the Midwestern State University campus. Violators can/ will be subject to disciplinary action by Housing administration.

Stairwells & Hallways

In accordance with fire safety regulations, stairwells must be kept free of furniture, bikes, debris and other obstructions at all times. Fighting, roughhousing, throwing, bouncing or kicking of any objects in hallways, stairwells, and other common areas is strictly prohibited at all times. Additionally, riding bikes, roller blades, skateboards, etc. anywhere inside University Housing is against University policy.

Cleaning of Personal Space

Residential spaces must be maintained to suitable health standards as defined by the Office of Residence Life & Housing. Cleaning of the individual room/ apartment is the responsibility of the resident(s) occupying the room/apartment. The custodial staff maintains the cleanliness and upkeep of the lounges, lobbies, hallways, and community bathroom facilities only.

When cleaning rooms or apartments, residents may not sweep trash and dirt into the hallways. Additionally, residents shall not shake, clean or hang bedclothes, rugs, mops, dust mops, etc. from windows or walkway railings. Students are responsible for properly disposing of room or apartment trash in the dumpsters provided near each building. Under no circumstances is it permissible to leave trash in hallways, lounges or any other public area or grounds in or near the housing facilities. At a minimum, students found in violation of this policy shall pay a \$25.00 fee.

Residents of McCullough-Trigg Hall are expected to maintain the cleanliness of the bathroom facilities provided in each suite. Similarly, residents of Bridwell Courts, Sunwatcher Village, and Sundance Court are expected to maintain the cleanliness of the apartment. Members of the Housing Staff will inspect these facilities at least twice a semester to ensure compliance with these standards. Students' individual rooms/apartments are to be kept in such a condition that they do not present a health, fire, or safety hazard. Students are responsible for removing all perishable items from their room/apartment when University Housing is officially closed.

University Policies for Student Conduct

In addition to the Residence Hall Rules & Regulations, students living on campus are also accountable for all policies and information outlined in the Student Handbook. Although the following subsections outline especially relevant areas for students living in the residence halls, students are encouraged to familiarize themselves with all content outlined in the Student Handbook. A complete copy of the Student Handbook is available at <http://mwsu.edu/student-life/dean/>.

Alcohol Policy

Alcoholic beverages are not allowed to be possessed, consumed or served anywhere in the residence halls (Killingsworth Hall, Pierce Hall, Legacy Hall, McCullough-Trigg Hall), or elsewhere on campus except under the following conditions:

1. In private residences in Bridwell Courts, Sunwatcher Village, Sundance Court, and Mustangs Village. Consumption may take place under the following conditions:
 - Consumption must take place within the confines of the residents' apartments.
 - All residents assigned to an apartment must be of legal drinking age in the State of Texas.
 - No person under the legal drinking age in the State of Texas may be present in the apartment when alcohol is being consumed. At no time will containers larger than individual bottles or cans be permitted. Kegs or other bulk items are prohibited.
 - Alcoholic beverages may not be consumed in any public or outdoor area.
 - Drinking games and paraphernalia (i.e. beer pong tables, etc.) are prohibited.

Regardless of his/her specific hall or apartment assignment, students may not possess, display or collect empty alcoholic beverage containers in University Housing. Possession of empty alcoholic cans or bottles will be considered as having been consumed in the room or apartment.

Medical Transport of Intoxicated Student

Students exhibiting signs of excessive alcohol consumption will, at a Midwestern State Campus Police Officer's discretion, be transported via Emergency Medical Services (EMS) at the student's expense for medical attention. Refusal to cooperate with Campus Police and/or EMS personnel may result in arrest for Emergency Detention in order to ensure the student's health and safety and/or a conduct change for failure to comply with the directives of university officials or law enforcement officers during the performance of their duties.

Illegal Drug Policy

The following sections describe MSU's policy regarding the sale, manufacture, distribution, possession and use of illegal drugs on or off university property or at university-sponsored events in accordance with federal, state and local laws.

Examples of violations include:

- Misusing over-the-counter drugs.
- Misusing or sharing prescription drugs.

- Possessing, using, being under the influence of, distributing, or manufacturing any form of illegal drug.
- Possessing paraphernalia (i.e., rolling papers, pipes, bongs, etc.) for intended or implied use of any form of illegal drug.
- Possessing paraphernalia that contains or appears to contain illegal drug residue.
- Purchasing or passing illegal drugs from one person to another.
- Using mail services to purchase, pass, or distribute illegal drugs.

This policy provides flexibility for the university in addressing drug-related offenses which occur on or off-campus. Moreover, it permits the university to address its fundamental mission of holistic education and the development of human potential. While recognizing that there is a need to address violations related to the use or possession of controlled substances, the university must address the education and well-being of all its students and employees. In addition to university imposed sanctions, students and employees are subject to all legal sanctions under federal, state and local law for any offenses involving illegal drugs on university property or at university activities.

Bystander Intervention

The welfare and safety of our students in our community is of paramount importance. At times, students on and off-campus may need assistance. Midwestern State University encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others or intervene for fear that they may get themselves in trouble. For example, a student who has been drinking underage may hesitate to help take a sexual misconduct victim to Campus Police. Midwestern State University pursues a policy of amnesty for minor violations when students offer help to others in need.

Safe Harbor

The university has a Safe Harbor rule for students. The university believes that students who have a drug and/or addiction problem deserve help. If any Midwestern State University student brings their own use, addiction or dependency to the attention of university officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated.

Sexual Misconduct Policy

Midwestern State University maintains a policy of zero tolerance for sexual misconduct regardless of the sexual orientation or gender identity of individuals engaging in sexual activity. Members of the university community, guests and visitors have the right to be free from sexual violence. When an allegation of sexual misconduct is brought to the administration, and an accused student/respondent is found to have violated this policy, serious sanctions will be imposed to ensure that such actions are never repeated. All members of the university community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The Midwestern State University sexual misconduct policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy has dual purposes; it serves as a measure to determine, after-the-fact, if behaviors trespassed on community values and as a guide for students on the expectations Midwestern State University has, preventatively, for sexual communication, responsibility and respect. For full details on the Sexual Misconduct Policy, please visit <http://mwsu.edu/student-life/dean/sexual-misconduct-policy>.

Appendix A: Common Cleaning & Replacement Charges

Please note that the list below includes the most common items requiring repair and/or service throughout the academic term. Rates generally hold steady for the entire academic term. However, the final costs can vary depending on the severity of damage, cost of labor involved, and cost of materials. Other fees may apply.

	Description of Damage	Minimum Fee	Comments
General Fees	Late Occupancy Fine	\$100.00	
	Lost Room Key	\$75.00	
	Lost Mail Key (apartments)	\$20.00	
	Improper Check-Out	\$50.00	
	Occupation of an Empty Space	\$50.00	
	General Cleaning	\$25.00 per hour**	Minimum \$50 charge
	Trash Removal	\$25.00 per bag	
	Wall Patches	\$50.00	
	Wall Painting	\$100.00 per wall	
	Adhesive Removal	\$10.00 per spot	
	Carpet Cleaning	\$25.00—\$250.00	
	Carpet Replacement	\$600.00	Estimate per room
	Vinyl Flooring Replacement	\$600.00	Estimate per room
Student Rooms	Bed Frame	\$250.00—\$500.00	
	Mattress	\$150.00—\$250.00	
	Dresser	\$350.00	
	Pedestal Desk	\$400.00	
	Desk Chair	\$70.00—\$125.00	
	Furniture Moving/Assembly	\$75.00 per piece	
	Closet Mirror Door (Sunwatcher)	\$50.00	
	Refrigerator	\$125.00	
	Microwave	\$50.00	
	Light Cover	\$75.00	
	Ceiling Fan	\$250.00	
	Peephole	\$20.00	
	Door	\$200.00	
	Blinds	\$75.00	
Bathrooms	Toilet	\$200.00	
	Toilet Tank Lid	\$50.00	
	Toilet Paper Holder	\$30.00	
	Toilet Seat	\$30.00	
	Towel Bar	\$15.00	
	Shower Curtain Rod	\$40.00	
Lounges	Sofa	\$800.00—\$1,200.00	
	Lounge Chairs	\$500.00—\$2,000.00	
	Study Table	\$250.00—\$500.00	
	Study Chairs/Barstools	\$250.00—\$300.00	
	Ottomans (Legacy)	\$1,500.00—\$2,000.00	

Appendix B: Cable Listing

2.3	E! Entertainment	61.9	Soap Net
3.1	NBC KFDX	62.1	Woman's Entertainment
3.2	My Network TV KJBO	62.2	Bravo
6.1	CBS KAUZ	62.4	TBN
6.2	CW	62.5	TBN Enlace
7.1	ABC KSWO	62.6	TCT Network
7.2	Telemundo	62.7	EWTN
7.3	Live Well Network	62.8	The Word Network
18.1	FOX KJTA	62.9	Insperation
18.2	Bounce	63.1	Church Channel
55.1	Channel Lineup	63.2	NRB
56.1	Channel Lineup	63.3	Christian Television Network
57.1	CNN	63.4	Daystar
57.2	Headline News	63.5	Hope
57.3	FOX News	63.6	World Harvest
57.4	Bloomberg	63.7	Word
57.5	MSNBC	63.8	Gospel Music Channel
57.6	CNBC	63.9	CMT
57.7	CNBC World	64.1	MTV
57.8	Link TV	64.2	MTV 2
57.9	CSPAN	64.3	VH1
58.1	CSPAN 2	64.4	BET
58.2	Fox Sports Southwest	64.5	Spike TV
58.3	ESPN	64.6	tru-TV
58.4	ESPN 2	64.7	Once Mexico
58.5	ESPN News	64.8	Jewish Life
58.6	ESPNU	64.9	HITN
58.7	NFL Network	65.1	BBC America
58.8	CBS Sports Network	65.2	Univision
58.9	NBC Sports Network	65.3	Galavision
59.1	Golf	65.4	Aqui
59.2	TBS	65.5	The Travel Channel
59.3	TNT	65.6	The Learning Channel
59.4	F/X	65.7	Discovery
59.5	A&E	65.8	Investigation Discovery
59.6	USA	65.9	National Geographic Channel
59.7	Comedy Channel	66.1	History Channel
59.8	Weather Channel	66.2	Disney Channel
59.9	V-me	66.3	Disney Junior
60.1	ION Television	66.4	Disney XD
60.2	Pursuit Channel	66.5	Cartoon
60.3	RFD TV	66.6	Nickelodeon
60.4	Audience Network	66.7	Nick Jr
60.5	Animal Planet	66.8	Teen Nick
60.6	ABC Family	70.1	Fox Sports Southwest
60.7	TV Land	70.2	ESPN
60.8	GSN	71.1	NFL Network
60.9	Hallmark Channel	71.2	Golf
61.1	HGTV	72.1	TBS
61.2	Food Network	72.2	TNT
61.3	Syfy	73.1	USA
61.4	Reelzchannel	73.2	HGTV
61.5	AMC	74.1	F/X
61.6	TCM	74.2	A&E
61.7	Lifetime	75.1	E! Entertainment
61.8	Lifetime Movie Network	75.2	Discovery