Residence Life Handbook

2015-2016
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Welcome to Midwestern State University Residence Life!

Welcome to MSU Residence Life. This handbook is presented to the students living in University Housing in the hopes that it may broaden their understanding of housing guidelines and explain many of the obligations and opportunities of life in the residence halls. The Office of Residence Life recognizes that an important aspect of the educational experience is the student’s living situation. Daily living experiences that are not learned in the classroom often occur in the students’ informal living environment. Therefore, the Office of Residence Life is dedicated to providing a safe and comfortable learning atmosphere at a reasonable cost.

**FREQUENTLY CALLED NUMBERS**

| Hall Offices                      | Vinson Health Center .......... | 4231 |
| Killingsworth Hall                | Library........................... | 4204 |
| Pierce Hall                       | Financial Aid................... | 4214 |
| McCullough-Trigg Hall             | Sundance Food Court........... | 4900 |
| Sundance Court                    | Clark Student Center.......... | 4520 |
| Sunwatcher Clubhouse              | Wellness Center............... | 4838 |
| Mustang Village                   | Residence Life................. | 4217 |
| Bookstore                         | Business Office.............. | 4760 |
| Registrar’s Office                | University Police............. | 4239 |
| Post Office                       | Student Activities........... | 4500 |
| Student Government                | Admissions.................... | 4334 |
| Career and Testing                | Counseling/Disability Services | 4618 |

**INTRODUCTION**

The Office of Residence Life is a vital part of the Midwestern State University community. By promoting an atmosphere conducive to the academic, social, and personal needs of resident students, the Residence Life program supports the educational goals of the University.

**Basic Policy**

Midwestern State University is committed to the philosophy of “student development.” Respect for the rights of others is a basic ingredient of this developmental experience. **A student is expected to show respect for law and University policy, personal honor and maturity, and respect for the rights of others, whether on or off campus.**

**Regulations, rules, policies, and procedures are based on a number of concepts, including:**

- 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.
- All rules and regulations are an extension of this basic policy.
Student Obligations
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.
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.

RESIDENCE LIFE

Housing Policy
The housing 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 may grant exceptions to the Housing Policy. Interested students should contact the Office of Residence Life 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. Exemption requests will not be taken after July 1.

Food Service Policy
All students living in MSU residence halls during the fall and spring semesters are required to take a meal plan in the Mesquite Dining Hall with the exception of University apartments (Mustangs Village, Sundance Court, Sunwatcher Village, and Bridwell Courts.) Three meal plans (150 meals per semester with $250 in flex dollars, 250 meals per semester with $100 in flex dollars, and All Access meals per semester with $100 in flex dollars) are available for students residing in the residence halls. Each meal plan includes flex dollars that may be used at any dining location on campus and are only good for one semester. There is an optional 5-meal plan per week with $75 in flex dollars only available for apartment residents and commuter students. Additionally, 25 and 100 block meal plans are available for purchase online while an optional 10 meal plan is available during either summer session.
**Policy Exceptions**

In unusual circumstances, the Director of Residence Life may grant exceptions to these policies. Regardless of the reason for a request for an exception to the housing requirement, all requests must be made in writing (forms are available in the Office of Residence Life) and filed with the director by the following dates:

- **FALL SEMESTER:** July 1
- **SPRING SEMESTER:** January 1

Students requesting an exception to the required meal plan policy must complete a form (available in the Office of Residence Life) as well as provide medical evidence that a special dietary need exists. During the time that an exception is being reviewed the student will remain on his or her chosen meal plan.

For more information, contact the Office of Residence Life, located at 125 Bea Wood Hall, or refer to the Residence Life Handbook.

**Service, Therapy or Comfort Animal Policy**

If the resident requires a **SERVICE** animal, registration with the Office of Disability Services must first be obtained. The Director of Residence Life will make the final determination for residents requesting a waiver to the “no-pets” policy so that they may have a **THERAPY/COMFORT** animal. Residents must fill out an agreement with the Residence Life. With regard to University Housing, students with service/therapy/comfort animals are not automatically assigned to a private room. 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/scraps from any dining center. In addition to complying with ADA guidelines and with Residence Life 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.

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.
Bacterial Meningitis Vaccination Requirement

Pursuant to Texas Senate Bill 1107, beginning 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; 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.

HOUSING RESERVATION COMMITMENT AND AGREEMENT GUIDELINES:

Student’s requesting/required to live in University Housing must complete and sign a Housing Reservation Commitment and Agreement as well as pay a $100.00 Housing Reservation/Damage Deposit. The following guidelines apply to all students in University Housing.

1. **Facilities** – 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 student housing after the execution of the agreement. Applicants requesting a specific roommate, residence hall, apartment, or other type of accommodation, must provide this information on the application form. The University reserves the right, at any time and for any reason, in its sole discretion, to change or cancel any room assignment. **NOTE: A student who is enrolled in courses and required to reside on campus per the Housing Policy but does not sign up for campus housing will be assessed the semi-private semester room rate for Killingsworth or Pierce Hall.**

2. **Agreement Period** – The Agreement Period is for the ENTIRE academic year (Fall and Spring Semesters) from August 18, 2015 to May 13, 2016. If entered into after August 18, 2015, the agreement applies to the remaining balance of the academic year through May 13, 2016. The summer Agreement Period is for either or both summer terms.

3. **Rental Period** – The rental period begins when the residence halls officially open and ends 24 hours after the student’s last final examination. However, the residence halls are officially closed during certain breaks throughout the year: Semester Break (December 11, 2015 through January 11, 2016), Spring Break, before Summer Session I and after Summer Session II.

4. **Break Housing** – Students wishing to remain in University Housing during a period when the halls are officially closed must have permission from the Office of Residence Life. **Students may be temporarily reassigned housing during the break period. Students living in apartments do not have to checkout of their current room unless they are switching rooms for the following semester.**

5. **Eligibility** – Priority for living in University Housing is given to full-time (12 or more semester hours) undergraduate students registered for classes at the University. With permission from the Director of Residence Life, 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 if he/she wishes to remain in University Housing.
b. If a student academically withdraws from the University, the individual is no longer authorized to live in University Housing and must properly check out within 24 hours.

6. **Criminal Background Check** – In accordance with Texas Senate Bill 146, which was signed into law in June 2013, the Office of Residence Life at Midwestern State University retains the right to perform criminal history/background checks on prospective and current students 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 students residing in University Housing. Should a criminal history/background check for a student who has applied to reside in University Housing reveal a criminal history of a violent or felony nature, the Office of Residence Life may reject the student’s housing application.

7. **Transferability** – The Housing Agreement is with the individual and may not be transferred or assigned by any party other than by the Office of Residence Life.

8. **Cancellations** – To cancel your housing for any semester you must email (housing@mwsu.edu) stating your name, Mustang ID, reason for cancelling, and term you are cancelling. You may also come by the office and fill out a cancellation form. We MUST have an email or in writing, no phone cancellations. You may be subject to a cancellation penalty.

**Cancellation/Refund Policy**

A. If a student has reserved a room for either the fall or spring semester, and breaks the housing agreement for any reason that is not academically approved, the following cancellation policy will apply. Any student who lives in campus housing during the fall is considered a returning student for the spring semester.

### DEADLINES

<table>
<thead>
<tr>
<th>REFUND</th>
<th>FALL SEMESTER</th>
<th>SPRING SEMESTER (RETURNING Residents)</th>
<th>SPRING SEMESTER (NEW Residents)</th>
<th>SUMMER I</th>
<th>SUMMER II</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% + $100 Deposit</td>
<td>Before July 1</td>
<td>N/A</td>
<td>Before January 1</td>
<td>Before May 15</td>
<td>Before June 20</td>
</tr>
<tr>
<td>80% + Forfeit Deposit</td>
<td>July 1 - Prior to move-in day</td>
<td>Prior to move-in day</td>
<td>January 1 - Prior to move-in day</td>
<td>May 15 - Prior to move-in day</td>
<td>June 20 - Prior to move-in day</td>
</tr>
<tr>
<td>75% + Forfeit Deposit</td>
<td>Move-in day - During 2nd week of class</td>
<td>Move-in day - During 2nd week of class</td>
<td>Move-in day - During 2nd week of class</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>50% + Forfeit Deposit</td>
<td>During 3rd week of class</td>
<td>During 3rd week of class</td>
<td>During 3rd week of class</td>
<td>Move-in day - During 2nd week of class</td>
<td>Move-in day - During 2nd week of class</td>
</tr>
<tr>
<td>25% + Forfeit Deposit</td>
<td>During 4th week of class</td>
<td>During 4th week of class</td>
<td>During 4th week of class</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>NONE + Forfeit Deposit</td>
<td>After 4th week of class</td>
<td>After 4th week of class</td>
<td>After 4th week of class</td>
<td>After 2nd week of class</td>
<td>After 2nd week of class</td>
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</tbody>
</table>

**NOTE:** A student who is enrolled in courses and required to reside on campus per the Housing Policy but does not sign up for campus housing will be assessed the semi-private semester room rate for Killingsworth or Pierce Hall.
B. If a student leaves the university for an academically approved reason and notifies the Office of Residence Life by properly submitting a Departure Notice Form, the student’s housing obligation ceases in accordance with the refund schedule above with no penalty and the student will receive their deposit less any damages.

C. A refund for meals (if applicable) will be made only for the unused portion of the meal plan beginning the Wednesday after the student moves out of housing.

D. 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:
   1. Be registered for fall courses before July 1
   2. Notify university housing in writing before July 1 of their intent to late register for fall courses

Students who do not comply with these guidelines, and meet the criteria to be eligible to live off campus, will forfeit their fall room assignment and receive a refund of the $100 Housing Reservation Deposit in accordance with the guidelines set forth in this handbook.

9. Refund of Reservation/Damage Deposit
   a. Prior to moving into housing a refund of the Housing Reservation Deposit will be based on the contact cancellation date. The deposit is only refundable if cancellation is made in writing to the Office of Residence Life in accordance with the following schedule:
      i. Prior to July 1 for students new to University Housing and enrolling for the Fall semester;
      ii. Prior to January 1 for students new to University Housing and enrolling for the Spring semester;
      iii. Prior to May 15 for students new to University Housing and enrolling for the 1st Summer term;
      iv. Prior to June 20 for students new to University Housing and enrolling for the 2nd Summer term;
   b. Refund of damage deposit after moving into housing - a student will be eligible for a refund of his/her deposit upon fulfilling his/her housing contract or when he/she GRADUATES before the end of the agreement period and submits a Departure Notice Form.

   1. ANY damages to a student’s room and/or housing common areas will be deducted from the deposit.
   2. The University reserves the right to withhold from a student’s deposit any appropriate charges and/or fines owed to the University.
   3. Cancellations for reserved rooms will result in accordance with #9 above.
   4. 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 lease agreements they have signed.

10. Agreement Termination by the University
    The University reserves the right to terminate this agreement at any time 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.
11. Room/Apartment Entry and Inspections
   a. The University reserves the right to inspect student housing facilities:
      • to perform necessary maintenance.
      • to ensure compliance with sanitation, health, safety and fire regulations.
      • in response to potential crises or emergency situations.
   b. The University reserves the right to check rooms/apartments for valid reasons such as illness, missing person, and fire.
   c. Under fair and reasonable circumstances, it may be necessary for University staff members to enter a student’s room/apartment for the purpose of a search. Ordinarily, students 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 student’s absence will not prevent a search from being conducted. The Director of Residence Life or a designated representative of the Office of Residence Life together with at least one other staff member, constitute a search group.
   d. A student’s personal refrigerator(s) are subject to search by Housing staff members.

12. Response to Official Information Requests and Summons
    The University and Office of Residence Life 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. All students are expected to check their provided email address on a daily basis to respond to such requests.

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.

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.

Payment Plans

Payment plans for Fall and Spring semesters are available through the University Business Office. Room rent 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.
Abandoned Property

*Abandoned Property* is defined as items of significant value that are left when residents checkout of their rooms. This property will be inventoried and stored. The University will make all reasonable efforts to inform the student that he/she left property in his/her room. If the student does not collect the abandoned property within 60 days of his/her 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 Change Policy

1. Students may change rooms/apartments only with written permission from the Office of Residence Life. **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 from the Office of Residence life. These forms must be completed as directed on the form and returned to the Office of Residence Life by the following Wednesday at 12:00 noon.
4. Approved request forms may be picked up in the Office of Residence Life the Thursday of the second week of classes, and approved moves may begin at 12:00 noon on that date.
5. All students making room changes must be properly checked in and out of their respective rooms by a Resident Assistant in accordance with the check-in and checkout policies.
6. **Approved moves must be completed by 10:00 p.m. on the Sunday of the third week of classes.**
7. Following the second week of classes room changes will be permitted only when extenuating circumstances exist and only with written approval from the Hall Director and the Office of Residence Life.
8. **Students who change rooms or bed assignments within a room without expressed written permission from the Office of Residence Life to do so, 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 *(if applicable)*

1. Students can request a meal plan change until the second week of classes.
2. During the second full week of classes students may obtain a “Meal Plan Change Request” form from the Office of Residence Life. The form should be completed and returned to the Office of Residence Life by noon Friday of the second full week of classes.
3. Changes submitted by the above deadline will go into effect on Wednesday 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

The University reserves the right to consolidate any student not wishing to pay the private room fee. Room assignments are determined at the discretion of the University through the Office of Residence Life. 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

1. Four rooms in McCullough-Trigg Hall are 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.
   a. The additional charge for a designated private room must be paid in full at the time of assignment to a private room.
   b. 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. Temporary residents can make reservations through the Office of Residence Life. Temporary residents are expected to comply with all applicable policies, rules, and regulations governing student conduct as published in the current Residence Life 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.

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.
RESIDENCE LIFE
Community Standards for Residence Life

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.

1. 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.

2. A student may address his/her concerns to a Residence Life 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.

3. The Director of Residence Life and the Residence Hall Directors/Complex Coordinators are more than willing to assist the individual student to address or alleviate 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. All 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 lease.

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 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.

Guests-Residence Halls: Residents are required to check in all guests at the front desk in Killingsworth Hall, Pierce, & McCullough Trigg. 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. Residents are responsible for the behavior of their guests in regards to violations of University policies and federal, state and local laws. If ANY situation continues, the resident will lose guests privileges.

Guests Apartments: No uniform visitation hours exist in Sunwatcher Village/Sundance Court/Bridwell Courts/Mustang Village. Residents are responsible for the behavior of their guests in regards to violations of University policies and federal, state and local laws. 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 nights must be approved by the Complex Coordinator. Quiet Hours are in effect for the apartment complexes as well.

If guests are not accompanied by their hosts in any buildings, Residence Life Staff will ask the individual to leave. If roommates have not agreed to the guest being in their apartment, Residence Life Staff will ask the individual to leave. If ANY situation continues, the resident will lose guests privileges.

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 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 Staff. No personal trash is to be thrown away in community restroom areas.

Parking- Parking is located around all of the residence halls and apartments. You must have a valid 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 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 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**

1. A general meeting of all residents is held during the first week of classes in the Fall and Spring semesters. **ATTENDANCE IS MANDATORY!** Students are responsible for all information distributed and discussed during these meetings.

2. 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 MANDATORY!** Students are responsible for all information distributed and discussed during these meetings.

3. A student’s failure to attend the general meeting and/or his/her failure to attend subsequent floor/apartment meetings does not relieve him/her 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’ discipline files for future reference.

**BICYCLES 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 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 fifth 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 and must register at the Residence Hall Office.
1. All individuals or groups wishing to survey or distribute surveys to resident students must have approval from the Office of Residence Life.
2. All individuals and groups wishing to post/distribute informational materials in University Housing must have permission to do so from the Office of Housing and Dining Services.

UNIVERSITY PERSONNEL POLICY
1. **Official University Requests** – It is a student’s responsibility to respond promptly and courteously to any official request from a University staff member. This includes 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 staff, including Resident Assistants. The University and Housing Office 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. All students are expected to check their provided email address on a daily basis to respond to such requests.
2. **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 UNIVERSITY HOUSING AND STAFF MEMBER BY RESIDENTS OR THEIR GUESTS IS NOT ACCEPTABLE AND WILL NOT BE TOLERATED.
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 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 Office.
3. 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 any 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.
6. Running air conditioners with the windows open is prohibited.

CHECK-IN/CHECK-OUT PROCEDURES

1. **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 & Personal Data Form for medical reasons. Students will receive their key and housing information at check in.

2. **Checkout Procedures** – All students who wish to check out of University Housing must gain official written clearance from the Office of Residence Life. 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 staff. The student must contact his/her Resident Assistant or another member of the Residence Life staff to schedule a checkout time at least 24 hours prior to checkout.

   A. 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.

   B. 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.

   C. 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. IT WILL BE ASSUMED THAT 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 AND APPROPRIATE CHARGES WILL BE ASSESSED.

   D. Students will be able to access their check out form online in their Housing Portal to view and room damages.

   E. Students who do not properly checkout of University Housing are subject to improper checkout charges of at least $30.00.

   F. 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.

Floors:
- **Tile**- 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

Maintenance:
- **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**- Do not pour 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 at 940-397-4217.
**Damage Charges Chart**

The following list of charges is a list of common charges.

*Other charges for room damage may apply, even if not listed.*

*Charges may vary according to building.*

*Prices are subject to change depending upon change in cost of materials.*

<table>
<thead>
<tr>
<th>Description of Damage</th>
<th>Charge</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Cleaning fee</td>
<td>Min. $50.00</td>
<td>Fees May Vary on Cleanliness</td>
</tr>
<tr>
<td>Cleaning Carpet</td>
<td>Min. $25.00</td>
<td></td>
</tr>
<tr>
<td>Replacing Carpet</td>
<td>Min. $400</td>
<td>Bedroom &amp; Living Room Vary</td>
</tr>
<tr>
<td>Replace Door</td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td>Desk Chair (Apts.)</td>
<td>$70.00</td>
<td></td>
</tr>
<tr>
<td>Desk Chair (Halls)</td>
<td>$124.00</td>
<td></td>
</tr>
<tr>
<td>Closet Mirror Door (Sunwatcher)</td>
<td>$50.00</td>
<td>Per mirror door</td>
</tr>
<tr>
<td>Wall-Hole</td>
<td>$50.00</td>
<td>Depending on size</td>
</tr>
<tr>
<td>Wall-Filling Holes</td>
<td>Min. $50.00</td>
<td>Depending on amount of holes</td>
</tr>
<tr>
<td>Wall-Painting</td>
<td>$50.00</td>
<td>Per wall</td>
</tr>
<tr>
<td>Towel Bar</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>Medicine/Kitchen Cabinet</td>
<td>$70.00</td>
<td></td>
</tr>
</tbody>
</table>

**Cleaning charges will be billed at the rate of $25.00 per hour**

**Prices are subject to change depending upon change in cost of materials**

**Other rates may apply that are not listed here**

**SAFETY AND SECURITY**

**University Police**

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

**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. 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).
4. All residents from Killingsworth, Pierce and McCullough-Trigg Halls are to congregate at a safe distance from the building (at least 100 feet) in the rear parking lot.
5. Students should not reenter University Housing until instructed to do so by Fire Department personnel, Campus Police, or the Residence Hall/Apartment Director.
6. Sunwatcher residents should go to the McCullough-Trigg or Pierce hall parking lot across the street.
7. Sundance Court residents should go to the back parking lot or across to the Soccer Field parking lot.
8. Bridwell Courts residents should go to the parking lot across the street to Bridwell Hall.
9. Mustang Village residents should go to the outer edge of the parking lot furthest away from the building.

**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 an extremely serious violation. 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 will publish an Annual Security Report. This report will include all fire statistics, emergency response and evacuation procedures and all policies regarding fire drills and alarms. If interested in this material now, please see the Office of Residence Life for assistance.

**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:

**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

**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**

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

**Sunwatcher Village, Sundance Court, Bridwell Courts, & Mustang Village:**
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 Residents should avoid lobby areas!**
IN ALL SITUATIONS WHEN 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 AND NECESSARY SANCTIONING.
Building Access

1. RESIDENT HOURS
   Resident hours are self-determined. Residence Hall offices will not provide resident students’ 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 $44.00 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 at any time. The university discourages students from keeping cash and other valuables in plain view within their room. Remember to lock Your Door! 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, and University Police. Any student caught stealing, or discovered in possession of stolen articles, will face immediate disciplinary action. In addition, criminal prosecution may result from such involvement.

SERVICES FOR RESIDENCE HALLS

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 solely to improve the quality of life in the Residence Hall communities.

Telephone Services & Switchboard Hours
To set up your room phone, please contact the Office of Residence Life. 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. Currently, there are no activated phone lines inside the rooms. However, if a resident wishes to have a landline connection, he may request to have one activated by contacting the Housing Office. It is the responsibility of the resident to inform the Office of Residence
Life that they wish to have the service cancelled. For additional lines, the resident must contact Telecommunications at MSU. For emergency purposes, landline phones have been installed throughout the buildings.

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 (telephone numbers) 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/apartment at any time of day or night. Dial 9 and the number.

5. **Killingsworth Hall Office**
   The Killingsworth Hall Office can be reached 24-hours a day at extension 7200. From an off-campus phone dial 397-7200.

7. **Pierce Hall Office**
   The Pierce Hall Office can be reached 24-hours a day at extension 7510. From an off-campus phone, dial 397-7510.

8. **Sunwatcher Village Office**
   The Sunwatcher Village office can be reached between the hours of NOON and 8:00 pm Monday- Thursday and NOON and 5:00 pm on Friday by dialing extension 6780. (Times subject to change) From an off campus phone, dial 397-6780. **Should you need assistance during non-office hours, please call the Killingsworth Hall office at extension 7200.**

9. **Sundance Court Office**
   The Sundance Court office can be reached Monday-Friday from 12:00 pm – 7:00 pm (Times subject to change) by dialing extension 6400. From an off campus phone, dial 397-6400. **Should you need assistance during non-office hours, please call Killingsworth Hall at 940-397-7200.**

10. **Bridwell Courts**
    Bridwell Courts does not have an office. Should you need assistance regarding Bridwell Courts, please contact the **Office of Residence Life (extension 4217) Monday through Friday from 8:00 a.m. to 5:00 p.m. & Killingsworth Hall 940-397-7200 after hours.**

11. **McCullough-Trigg Hall**
    The McCullough-Trigg Hall Office can be reached at 940-397-7930

12. **Mustang Village**
    The Mustang Village office can be reached at 940-692-0831. Should you need assistance during non-office hours contact the **Office of Residence Life (extension 4217) Monday through Friday from 8:00 a.m. to 5:00 p.m. & Killingsworth Hall 940-397-7200 after hours.**

13. **Lobby Phones**
    Lobby and lounge phones are for campus calls only (not applicable at Mustang Village). For campus information dial 4000 for a menu of choices.

14. **University Police Phone Numbers**
    On-Campus Phone Extension 4239 at all times. From an off-Campus phone dial 397-4239.
MAINTENANCE CONCERNS
Students are expected to report maintenance problems in University Housing such as leaky faucets, inoperable lamps, room temperature, broken windows, damaged blinds, telephone problems, etc. using the on-line maintenance request form at http://housing.mwsu.edu/. Repairs will be made as soon as possible. Emergency repairs will be handled immediately. For emergency repairs contact the Office of Residence Life at extension 4217 between 8:00 a.m. and 5:00 p.m. After hours contact your hall office. If you live in Bridwell Courts, Sundance Court, or Sunwatcher Village, and you need emergency repairs, please call the Killingsworth Office at 940-397-7200. If you live in Mustang Village and you need emergency repairs, please call 940-867-6595.

HOUSING FACILITIES USE AND 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 and McCullough-Trigg Halls. Students are responsible for cleaning the kitchens after use! Microwave ovens are provided in each kitchen.

Study Rooms and Exercise Rooms
Study rooms are available for resident students use on the third (3rd) floor of Pierce and each floor in McCullough-Trigg 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. 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, a stair climber, 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 and Public Notices
1. PLEASE TAKE TIME TO READ THE BULLETIN BOARDS DAILY. Notices of importance and interest to students will be posted.
2. ALL notices placed on the bulletin boards must be approved and posted through the Office of Residence Life
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. **THIS POLICY WILL BE STRICTLY ENFORCED!**
5. **THE UNIVERSITY IS NOT RESPONSIBLE FOR ITEMS PLACED IN STORAGE AND DOES NOT ASSUME ANY RESPONSIBILITY FOR THE SECURITY OF SUCH ITEMS.** Contact the residence hall office to obtain storage permits and/or further information on storage.
6. Any student placing items in storage must have a storage agreement on file in their respective Hall office.

Pest Control
All University Housing facilities will be 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/](http://housing.mwsu.edu/).

ALCOHOL AND DRUG POLICY
To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

The University affirms that illegal drug use is unlawful and harmful. The use of illegal drugs and alcohol abuse by students and employees could result in cognitive deficits, loss of productivity and other health risks.

These risks include an increased risk of accidents which may result in death or permanent injury. Free, confidential counseling for alcohol and other drug abuse issues is available to students and employees through the Midwestern State University Counseling Center and Vinson Health Center. Other referral resources may include assessment, individual
counseling, educational programs, materials, and referral and case management through community agencies, all which might include a fee.

Students exhibiting signs of excessive alcohol consumption will, at a Midwestern State University Campus Police officer’s discretion, be transported via Emergency Medical Services (EMS) at the student’s expense for medical attention. Refusal to cooperate with EMS personnel may result in arrest for Emergency Detention in order to ensure the student’s health and safety and/or a conduct charge for failure to comply.

A. Policy on Parental Notification
Midwestern State University is concerned about students who improperly use alcohol and other drugs and the effects such use may have on their health, academic success, interpersonal relationships and, ultimately, their future.

The Midwestern State University alcohol policy expressly forbids possession and/or consumption of alcohol by students, employees or guests who are under the minimum legal drinking age of 21 years. Possession of drug paraphernalia and the use, manufacture, sale, or distribution of illegal drugs, whether on or off campus, by any student is also prohibited. In accordance with the Family Educational Rights and Privacy Act (FERPA), the Director of Student Conduct (or designee) reserves the right to notify the parents/guardians of students under 21 years of age, and the parents/guardians of dependent students, regardless of age, of any incident in which the student is found responsible for violating the Midwestern State University alcohol and drug policy.

B. Alcohol Policy
Alcoholic beverages are not allowed to be possessed, consumed or served anywhere in the residence halls (Killingsworth Hall, Pierce 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 must 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.

   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.

2. During social functions hosted by the President or the President’s spouse.
3. During social functions registered and approved through the Clark Student Center office.
   a. How to Register
   Persons seeking permission to bring alcohol on campus must file an application in writing to the Clark Student Center office at least ten (10) days prior to the event.
   b. Criteria for Approval
   Approval will be based upon the following criteria: organization planning, frequency of the event, groups served by the activity, activity focus, and the use and distribution of alcohol.

**Guidelines for the Use of Alcohol on Campus**

1. State Law regarding the use of alcoholic beverages must be observed. Violations of State law include the following:
   a. Consumption of alcohol by an under-aged drinker. In Texas, the legal drinking age is 21. It is also a violation of state law to purchase alcohol for or serve alcohol to persons under the legal drinking age.
   b. Distribution of alcoholic beverages free of charge at an event in which a cover charge has been assessed.
   c. Public intoxication.
   d. Consumption of alcoholic beverages in a public place on Sunday between the hours of 2:15 A.M. and 12:00 noon and Monday through Saturday between the hours of 2:15 A.M. and 7:00 A.M.

2. Beverages at approved student organization events must be distributed by a TABC licensed third party vendor. A copy of the vendor’s current license must be on-file with the Clark Student Center office prior to event approval.

3. Open containers of alcohol are not allowed in public areas of the campus, including the parking lots, walking path, and all other open-air spaces on the campus.

4. Selling, distributing, possessing, or consuming alcohol or alcoholic beverages at Midwestern State University athletic events held on property owned or leased by Midwestern State University is prohibited, whether the events are sponsored by Midwestern State or another educational institution or an organization or association outside the university.

5. Inappropriate and imprudent behavior related to the use of alcohol will result in disciplinary action.

6. Officers and advisors/sponsors of university organizations shall be held responsible for (1) possessing full knowledge of university policies related to the use of alcohol on campus and (2) ensuring that university policies are followed.

**Code of Conduct Guidelines**

Students who are 21 years of age or older are permitted to possess and consume alcohol in designated university housing rooms. Students who are of legal drinking age may not share or provide alcohol to any students, employees or guests who are under 21 years of age. Those under the minimum legal drinking age of 21 years are not permitted to possess or consume alcohol anywhere on university property or at university-sponsored events. Drinking games, and simulated drinking games (e.g. water pong) are prohibited on campus.
Examples of Violations of the University Alcohol Policy

- Purchasing alcohol by a person under the age of 21.
- Selling or providing alcohol to a person under the age of 21.
- Possessing either full or empty alcohol containers by a person under the age of 21.
- Consuming or appearing to have consumed alcohol by a person under the age of 21.
- Showing physical or mental impairment following or resulting from alcohol use.
- Possessing empty alcohol containers for decorative purposes.
- Using or possessing common sources of alcohol including, but not limited to kegs, party balls, wine boxes, etc.
- Participating in or being present during the occurrence of any drinking game.
- Possessing an open container of alcohol in a common area including, but not limited to bathrooms, hallways, lounges, elevators, lobbies or outdoor spaces.

“Failure to comply with the directives of University officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so” is considered unacceptable behavior for a Midwestern State student and a violation of the Midwestern State University Student Code of Conduct, which may result in conduct sanctions. An example of such inappropriate behavior includes refusing to submit to a breath test when requested by a police officer, whether on or off-campus.

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.

C. 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.

**Safe Harbor**
The university has a Safe Harbor rule for students. The university believes that students who have a drug and/or addiction problem deserving 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.

While the policy below is quite detailed and specific, the expectations of this community can be summarized in this simple paragraph: Consent is clear sexual permission and can only be given by one of legal age. Consent can be given by word or action, but non-verbal consent is more ambiguous than explicitly stating one’s wants and limitations. Consent to one form of sexual activity should not, and cannot, be taken as consent to any other sexual activity. Individuals who consent to sex must be able to fully understand what they are doing. Under this policy, “No” always means “No” and “Yes” may not always mean “Yes.” For example, when alcohol or other drugs are used, a person will be considered unable to give valid consent if the person cannot appreciate the who, what, where, when, why, or how of a sexual interaction. In addition, silence—without clear actions demonstrating permission—cannot be assumed to indicate consent.

Finally, there is a difference between seduction and coercion; coercion is defined in this policy as unreasonably pressuring another person for sex. Coercing someone into engaging in sexual activity violates this policy in the same way as physically forcing someone into engaging in sexual activity.

**A. Violations of the University Sexual Misconduct Policy**

Sexual misconduct is a serious offense and such violations are subject to any combination of conduct sanctions. Conduct procedures with individuals found responsible for violation of the nonconsensual sexual intercourse policy face a recommended sanction of university suspension or university expulsion. A partial list of Midwestern State University sexual conduct policy violations is listed below.

a) **Sexual Harassment:** Gender-based verbal or physical conduct that has the effect of unreasonably interfering with an individual’s work or academic performance or creates an intimidating, hostile or offensive working or educational environment.
There are two types of sexual harassment:
1. **Hostile Environment** includes situations in which there is harassing conduct that is sufficiently severe, pervasive/persistent and objectively offensive so that it alters the conditions of education or employment, from both a subjective (the alleged victim’s) and objective (a reasonable person’s) viewpoint. The determination of whether an environment is “hostile” must be based on all the circumstances. These circumstances could include, but are not limited to:
   - The frequency of the speech or conduct;
   - The nature and severity of the speech or conduct;
   - Whether the conduct was physically threatening;
   - Whether the speech or conduct was humiliating;
   - The effect of the speech or conduct on the alleged victim’s mental and/or emotional state;
   - Whether the speech or conduct was directed at more than one person;
   - Whether the speech or conduct arose in the context of other discriminatory conduct;
   - Whether the speech or conduct unreasonably interfered with the alleged victim’s educational or work performance;
   - Whether a statement is a mere utterance of an epithet which engenders offense in an employee or a student or offends by mere discourtesy or rudeness; and/or
   - Whether the speech or conduct deserves the protections of academic freedom.
2. **Quid Pro Quo** sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature where submission to, or rejection of, such conduct results in educational or employment action.
   a) **Nonconsensual Sexual Intercourse** (or attempts to commit the same):
      - Any sexual intercourse (anal, oral or vaginal), however slight, with any object, by a person upon another person, without consent and/or by physical force.
   b) **Nonconsensual Sexual Contact** (or attempts to commit the same):
      - Any intentional sexual touching, however slight, with any object, by a person upon another person, without consent and/or by physical force.
   c) **Sexual Exploitation**: Taking nonconsensual or abusive sexual advantage of another for one’s own advantage or benefit, or to benefit a person other than the one being exploited. Examples of sexual exploitation include, but are not limited to:
      1. Prostituting another student;
      2. Non-consensual video or audio recording of sexual activity;
      3. Exceeding the boundaries of explicit consent, such as allowing friends to hide in a closet to be witness to one’s consensual sexual activity;
      4. Engaging in voyeurism (Peeping Tommery); and/or
      5. Knowingly transmitting a sexually transmitted disease/infection or HIV to another student.
   d) **Dating Violence**: Violence between those in a continuing relationship of an intimate or romantic nature with one another. The existence of such a relationship shall be determined with consideration of:
      - the length of the relationship;
      - the type of relationship; and
      - the frequency of interaction between the persons involved in the relationship.
f) **Domestic Violence:** Violence committed by –
1. a current or former spouse or intimate partner of the victim;
2. a person with whom the victim shares a child in common;
3. a person who is cohabitating or had cohabitated with the victim as a spouse or intimate partner;
4. a person similarly situated to a spouse of the victim; or
5. a person against an adult or youth victim protected by domestic or family violence laws.

g) **Stalking:** Engaging in a course of conduct on the basis of sex or gender directed at a specific person that would cause a reasonable person to –
1. Fear for his or her safety or the safety of others; or
2. Suffer substantial emotional distress.

   For the purpose of this definition –
   (a) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
   (b) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

h) **Retaliation** exists when an individual harasses, intimidates or takes other adverse actions against a person because of the person’s participation in an investigation of discrimination or sexual misconduct or their support of someone involved in an investigation of discrimination or sexual misconduct. Retaliatory actions include, but are not limited to, threats or actual violence against the person or their property, adverse educational or employment consequences, ridicule, intimidation, bullying, or ostracism. The university will impose sanctions on any individual found to be engaging in retaliation.

B. **Confidentiality and Reporting Sexual Misconduct**

University officials, depending on their roles at the university, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for you to report crimes and policy violations and these resources will take action when you report victimization to them. Most resources on campus fall in the middle of these two extremes; neither the university nor the law requires them to divulge private information that is shared with them, except in the rare circumstances. The following describes the three reporting options at Midwestern State University:

a. **Confidential Reporting:** If you would like the details of an incident to be kept confidential, you may speak with on-campus counselors, campus health service providers, off-campus rape crisis resources, or off-campus members of the clergy/chaplains who will maintain confidentiality. Campus counselors in the Counseling Center are available to help you free of charge and can be seen on an emergency basis during normal business hours.

b. **Private Reporting:** You may seek advice from certain resources who are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These resources include employees without supervisory responsibility or remedial authority to address sexual misconduct, such as hall directors, faculty members, advisors to student organizations, career services staff, admissions officers,
student activities personnel, and many others. If you are unsure of someone’s duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you and can help you make decisions about who can help you best. Some of these resources, such as resident assistants (RAs), are instructed to share incident reports with their supervisors. If your personally identifiable information is shared, it will be shared with as few people as possible and all efforts will be made to protect your privacy to the greatest extent.

c. **Formal Reporting Options:** You are encouraged to speak to university officials, such as the Title IX Coordinator, Director of Student Conduct, Campus Police, Director of Human Resources, Academic Deans, Athletic Director, Athletic Head Coaches, and Vice Presidents to make formal reports of incidents of sexual misconduct. You have the right, and can expect, to have incidents of sexual misconduct taken seriously by the university when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the accused student/respondent. The circle of people with this knowledge will be kept as tight as possible to preserve your rights and privacy.

C. **Federal Timely Warning Obligations**

Victims of sexual misconduct should be aware that university administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The university will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

**SEX/GENDER DISCRIMINATION POLICY**

Midwestern State University is committed to complying with all requirements as set forth by Title IX of the Education Amendments of 1972 (“Title IX”). As such, discrimination on the basis of sex or gender will not be tolerated in any of MSU’s education programs or activities. Such discrimination includes, but is not limited to: sexual harassment; sexual violence; sex or gender-based bullying; hazing; stalking; dating violence, domestic violence, and failure to provide equal opportunity in admissions, activities, employment or athletics.

The Midwestern State Title IX Coordinator will be informed of, and oversee, all complaints of sex discrimination and is responsible for identifying and addressing any patterns or systemic problems that arise during the review of such complaints. Questions or concerns regarding Midwestern State and Title IX may be directed to one or more of the following resources:

Midwestern State University Title IX Coordinator
Name: Matthew Park, Associate Vice President of Student Affairs/Dean of Students
Contact Info: Clark Student Center, Room 104
(940) 397-7500
matthew.park@mwsu.edu
Midwestern State University Deputy Title IX Coordinator
Name: Dail Neely, Director of Student Conduct/Clark Student Center
Contact Info: Clark Student Center, Room 116
(940) 397-6273
dail.neely@mwsu.edu

United States Department of Education Office for Civil Rights
Phone: (800) 421-3481
Email: ocr@ed.gov

Midwestern State University will make every effort to successfully complete the grievance process for complaints of sex discrimination over a period of 60 days or less. All parties involved are entitled to periodic status updates on the progress of the complaint and any subsequent appeals.

During the investigation and/or grievance process for complaints of sex discrimination, the university may take a number of interim actions in order to ensure the preservation of a complainant’s school experience and the overall university environment. These actions may include, but are not limited to: issuance of university no contact order on the accused individual; residence hall/apartment room change for one or more involved parties; changes in academic schedules or assignments for one or both parties and interim suspension of the accused student/respondent.

To read more about Title IX of the Education Amendment of 1972, please visit: http://www.dol.gov/oasam/regs/statutes/titleix.htm.

**RESIDENCE HALL REGULATIONS**

Repeated or flagrant violations of the rules, which govern behavior in University Housing. Refer to the current copy of the Residence Life Handbook for specific details.

**a. Violation of Courtesy and Quiet Hours Policy:** 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.

1. **QUIET HOURS**
   a. Killingsworth Hall, Pierce 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.

2. **FINAL EXAM PERIODS**
   Quiet Hours are in effect 24-hours a day throughout all University Housing.

3. **COURTESY HOURS**
   Courtesy Hours are in effect at all times.

4. **EXCESSIVE NOISE**
b. Violation of Furnishings Policy 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. 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.

1. University/Residence Hall Property
   a. 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.
   b. Window dressings (blinds, etc.) are not to be removed and must stay in their intended location.
   c. 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.
   d. All University provided movable furnishings (chairs, mattresses, MicroFridge appliances, apartment furniture, etc.) must remain in their assigned room/apartment even if not being used.
   e. Lounge and common area furnishing are not to be placed in individual rooms. Any residents possessing lounge furniture in their room will be changed a $25.00 fine per item.
   f. 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.
   g. 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.
   h. 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.
   i. 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.
2. 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:

<table>
<thead>
<tr>
<th>Irons</th>
<th>Sewing Machines</th>
<th>Blenders</th>
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<tbody>
<tr>
<td>Hair Dryers</td>
<td>DVD Players</td>
<td>Hand Mixers</td>
</tr>
<tr>
<td>Small Fish Tanks</td>
<td>Coffee Makers</td>
<td>Electric Blankets</td>
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<tr>
<td>Fans</td>
<td>Clocks</td>
<td>Refrigerators (less than 4.5 cubic feet)</td>
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<tr>
<td>Televisions</td>
<td>Hair Trimmers</td>
<td>Radiators</td>
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<tr>
<td>Radio/Stereo</td>
<td>Hot Pots</td>
<td>Razors</td>
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<tr>
<td>Computers/Tablets</td>
<td>Curling Irons</td>
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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.

NOTE: 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 Lights |
| Hot Plates | Deep Fryers | Electric Skillets |
| Broilers | Microwave Ovens | Space Heaters |
| Convection Ovens | Other types of Grills |

NOTE: The electrical system in University Housing has definite 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 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.
- Firearms, knives (small pocket knives and table knives are allowed), weapons and ammunition.
- Any explosive device including all forms of fireworks.
- Empty alcohol/liquor bottles (unless everyone in apartment is over 21).

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.
3. 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:
   - Poster putty.
   - 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.

c. Violation of Housing Guest Policy
1. To best assure the safety and privacy of residents, ALL visitors (guests) in Killingsworth Hall, Pierce Hall and McCullough Trigg Halls must register at the hall office, leave a valid picture identification card, and be escorted to and from their host’s room.

   a. 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.

   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 polices.
e. ALL GUESTS MUST BE ESCORTED BY THEIR HOST AT ALL TIMES THEY ARE IN UNIVERSITY HOUSING.

f. Hosts must come to the hall office to meet and register their guests.

g. Upon their guest’s departure, hosts must escort their guest to the hall office and ensure their guest retrieves his/her identification card.

2. Although there is not a respective Hall Office, residents of Off-Campus Apartments shall comply with the following guidelines: Guest are allowed during the following Hours:

a. Sunday- Thursday 10:00 a.m. to 1:00 a.m. and Friday - Saturday 10:00 a.m. to 2:00 a.m.

b. Overnight guests of the opposite sex are not allowed.

c. Overnight guests of the same sex are allowed and must be registered with the student’s Resident Assistant or Hall Director.

3. Guests are expected to comply with the policies, rules and regulations governing the Residence Life 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.

a. Resident students are not permitted to leave a registered guest unescorted at any time they are registered in a building.

b. 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.

c. An overnight guest is a guest visiting a resident student of the same sex past visitation hours.

d. Overnight guests and resident student hosts must complete an overnight Guest Registration form, which are available in the residence hall offices.

e. 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.

f. 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.

4. 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.

d. Violation of 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.

1. Residents and guests of Sundance Court, Killingsworth Hall, Pierce 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.

2. Building windows are never to be used to enter a building, and only in emergency circumstances would they be used to exit a building.

e. Violation of Pets 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.
f. Violation of Smoking/Tobacco Use Policy: 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.

g. Violation of Stairwells and Hallways Policy:
1. In accordance with fire safety regulations, stairwells must be kept free of furniture, bikes, debris and other obstructions at all times.
2. 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.

h. Violation of Cleaning Personal Space Policy:
1. All apartments and rooms must be maintained to suitable health standards as defined by the Office of Residence Life. 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.
   a. 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.
   b. 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.
2. 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, Mustang 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.
3. Students’ individual rooms/apartments are to be kept in such a condition that they do not present a health, fire, or safety hazard.
4. Students are responsible for removing all perishable items from their room/apartment when University Housing is officially closed.

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 staff, the appropriate Hall Director should be immediately notified to assess the situation. If the notification is made to the University Police, the Police Department should immediately notify the Office of Residence Life and work together to get the appropriate Hall Director 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: (Hall Director)**

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.
   1. Age and build.
   2. Clothes they were wearing when last seen.
   3. Facial hair, glasses, color and length of hair, etc.
   4. Other unusual or identifying characteristics, e.g., braces, scars, etc.

**Actions to be Taken:**

A. Hall Director
   1. Notify Director of Dining Services, or the Dean of Students.
   2. Notify the University Police.
   3. Notify missing person contact information listed on the housing application.
      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 (or designee)
   1. Gather information collected by the Hall Director.
   2. Turn collected information over to University Police.
   3. Assist University Police as requested.

**SERVICES – UNIVERSITY**

**Food Service – CSC Mesquite Dining Hall**
The dining service at Midwestern State University is operated by Chartwells. Midwestern State University requires each student who lives in University Housing, except Bridwell Courts, Mustangs Village, Sunwatcher Village and Sundance Court residents, to select a meal plan of 150 meals per semester, 250 meals per semester, or All Access meals per semester. The students University ID card serves as their meal card and is REQUIRED to access the dining facility. The dining hall is also open to all who wish to purchase meals, including non-board students and guests. Rates and regular service hours are listed outside of the dining hall.

The basic food service polices are as follows:
1. A meal week is defined as breakfast Wednesday through dinner Tuesday.
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 Dining Hall.
3. Food and beverages may not be removed from the dining room.
4. Each student is responsible for his/her I.D. card.
5. Any meal card used by someone other than its owner will immediately be confiscated by the Food Service staff.
6. Any person using a meal card not registered to him/her will be charged the cost of the meal and will be subject to disciplinary action and may face criminal charges.
7. Any student allowing his/her meal card to be used by someone else will be subject to disciplinary action.
8. Personal dishes and/or glassware shall not be brought into the cafeteria.
10. It is expected that students act appropriately and maturely, bus their own dishes and respect the rights of others using the dining hall.

11. 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.

12. Students with work schedules, which restrict 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.

**Vinson Health Center and student Insurance**
The 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 in 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. The health services are available for enrolled students only while classes are in session. Midwestern State University offers an optional student insurance plan which is 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 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, RESIDENT STUDENTS SHOULD IMMEDIATELY CALL 9-911 AND THEN NOTIFY THE RESIDENCE HALL OFFICE.**

**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 come by the Clark Student Center, room 108, 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 Service
All resident students are provided a postal box in the University Post Office located in the Clark Student Center. The cost of this service is included in the room fee. As official University correspondence is distributed to resident students through the University Post office, residents are expected to check their mail daily! 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, and McCullough-Trigg Halls, and Bridwell Courts:
STUDENT’S NAME
3410 TAFT BLVD (BOX NUMBER)
WICHITA FALLS, TEXAS 76308-2099

Sunwatcher Village
STUDENT’S NAME
3704 LOUIS J. RODRIGUEZ (APARTMENT NUMBER)
WICHITA FALLS, TEXAS 76308

Sundance Court
STUDENT’S NAME
2602 MIDWESTERN PKWY (APARTMENT NUMBER)
WICHITA FALLS, TEXAS 76308

Mustang Village
STUDENT’S NAME
5005 LAKE PARK DRIVE (APARTMENT NUMBER)
WICHITA FALLS, TEXAS 76302

• 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.
**Residence Hall Association**
The Residence Hall Association (RHA) is a governing student body for the University Residence Life community. All current resident 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 facility of University Housing. The RHA works with the Residence Life staff in development of housing policies, programs, and facilities. RHA acts as a liaison between resident students and the MSU Office of Residence Life. Additionally, RHA sponsors a variety of activities intended to bring residents and hall communities together.

**Student Government Senators**
The Residence Hall Association President appoints a student senator to the Student Government of Midwestern State University. These appointments must be approved by the Residence Hall Association. In addition, each residence hall and apartment complex is allowed one student representative to Student Government.

**Food Service Committee**
The Food Service Committee is selected by the Director of Residence Life upon a recommendation by the Residence Hall Association president. In addition, the Residence Hall Association may appoint six members (one from each hall and one from Bridwell Court Apartments)