

**2016 - 2017
Residence Hall
Handbook**



Residence Life

Rules and Regulations

The Regents of the Montana University System have established housing regulations for all units of the system. The basic objective of on-campus housing is to provide students with a living and learning environment that is conducive to academic success and personal growth. In particular, on-campus living provides students with a strong sense of community spirit, a feeling of support among friends, convenient access to classes and meals, and an opportunity to be fully involved in Northern's activities and organizations.

Each resident is expected to consider how his or her behavior affects other residents in the Residence Halls or Student Family Housing apartments. Our Residence Life program personnel consider each resident an adult, capable of making mature, adult decisions. Rules and procedures governing campus life reflect this policy. Part of being a college student is being responsible for your actions and the actions of your guests. When residents and/or their guests demonstrate a lack of care or concern for the rights of others, or maintaining the care and condition of the facilities, the University, through the conduct process, takes intervening action. Being a responsible member of the MSU-Northern residential community means being accountable for all you do individually as well as taking responsibility for your guest's behavior.

Northern's Residence Life program facilities includes Residence Halls for single students (MacKenzie and Morgan) and an apartment complex shared by married student, single parent families as well as undergraduate and graduate students that meet the criteria based on availability and circumstances. Some exceptions may be granted. Mackenzie Hall is equipped to house up to 193 students. Morgan Hall can accommodate up to 175 residents. There are 45 apartments in Student Family Housing.

We have Resident Directors and Residents Assistants that provide services for our on-campus housing residents. The RAs and RDs are supervised by a full-time Residence Life Coordinator. The staff is responsible for the implementation and enforcement of Residence Life policies, as well as the care and protection of residential facilities. Our staff is trained as campus resource people and provides assistance and personal help to individual students. Cooperation between each resident and the Residence Life staff is essential to establishing a pleasant and productive communal atmosphere. We urge all residents who desire help or information to utilize the staff within the residence hall. Should behavioral or conduct problems occur, the University may exercise a range of options from a warning to removing a student from on-campus housing. Removal from housing is used as an option of last resort when it has been determined that the student has made no effort to comply with policies and procedures or when the student is engaged in behavior that is dangerous or disruptive to the comfort or education of other residents. Guests or residents may be asked to leave and not return based on their behavior and actions while in on-campus housing and/or if they may pose a threat to our residential communities.

RESIDENCE HALL CONTRACT TERMS AND CONDITIONS

Housing Contract is for the ENTIRE ACADEMIC YEAR

Montana State University – Northern provides on-campus housing for students who are pursuing higher education. The residence halls offer a convenient living environment for traditionally aged students seeking an education at MSU-Northern.

All single Freshman (less than 30 semester credits) under 21 years of age who are not living with their parents, are required to live on campus for a minimum of one academic year.

DURATION AND BINDING NATURE OF THIS CONTRACT

The terms of this contract apply to the entire academic year (8 months) or if entered into after the start of a semester through the remainder of the academic year. *Students who live in the residence halls are required to participate in the University dining program.* Students who sign their Housing Application and pay their \$75.00 Room Damage Deposit to reserve a room have entered a legally binding agreement with MSU-Northern for room and board.

A signed housing contract does not guarantee admission to the University. **Admission to the University is a separate process and an application must be made directly to the Admissions Office.** Canceling your admission to Montana State University – Northern does not cancel your housing contract. Request to cancel your housing contract must be sent in writing directly to the Residence Life Office.

This contract, as stated above, runs through the day first day the residence halls open each semester through the last day of finals week. Students that are graduating must vacate housing no later than 5:00 pm the day of commencement. Exceptions will be approved by a professional staff member within the Residence Life Office.

Students with disabilities are encouraged to make arrangements for any specific needs with the Residence Life Office and the Director of the Learning Success Center.

Once a student has moved into the residence halls and has accepted or signed for a room key, he/she is financially obligated by the contract for the entire academic year.

Summer contracts are coordinated through Extended University and the Residence Life Office. Current students who will be starting the May summer session can make arrangements with the Residence Life Office to remain on campus during the transition period.

If a student requests accommodations after the beginning of the academic year or summer session, charges will be made on a pro-rated basis.

The University reserves the right not to renew a contract at the end of each semester/contract period.

Failure to occupy an assigned space after the contract is in force does not constitute cancellation of this contract or release the student of their financial obligations.

By entering into a housing contract the student agrees to comply with the terms and conditions of the contract, policies and regulations as listed in the Residence Hall Handbook, operating policies and procedures of the University and all other rules and of conduct now in effect or any that may be adopted by Montana State University – Northern during the period of this contract.

Room and board rates, programs, and rules and regulations governing the residence halls are subject to change without notice. Refunds will not be given after the 3rd week of each semester.

FINANCIAL RESPONSIBILITIES

A student may not be financially indebted to the University at the time this contract is authorized. If there is a balance outstanding, it must be paid or other arrangements made with Business Services of Montana State University – Northern. No student with an outstanding balance may move into University housing without written approval of the Dean of Students or their designee or the Director of Business Services.

A student whose payment has not been received by the scheduled and agreed times will be notified in writing of the outstanding amount due and will be granted 14 days to make payment (or make arrangements to pay). Students who fail to pay or make arrangements to pay – agreeable to the Director of Business Services – will be declared “trespassing”. After 14 days, such student will be notified that he/she must vacate his/her space within 48 hours. If the student has not vacated by this time, the contents of the resident’s room will be confiscated and the lock will be changed. Any charges incurred such as moving, storage or lock changes will be charged to the student.

Each residence hall student must pay a room/damage deposit of \$75. This deposit will be used to pay for any damages that occur in an individual’s room during occupancy. The damage deposit can also be used: a) to pay for damages in common areas including, but not limited to hallways, bathrooms and lounges, b) students are liable for fines levied through the conduct process or community damage billing process for violation of policies or community damage. c) For late and/or improper checkout, d) cleaning charges, etc. If charges exceed the deposit,

the student will be responsible and liable for the additional amount which will be placed on the student's University account. If there are no damages or outstanding balances, or after the student has fulfilled their contract, the deposit will be refunded. If charges are assessed to the damage deposit and the student is remaining in housing, the deposit must be replenished immediately to maintain an up to date account. No student will be readmitted to University housing at the beginning of or any other time during a semester if he/she has an outstanding fine or housing balance.

The resident will be financially responsible for cost not covered in the Housing Contract Terms and Conditions that are incurred by University housing in enforcement of this contract including but not limited to cleaning costs, the cost of moving a resident's possession, legal fees, storage costs or non-routine maintenance (i.e. burst heat pipes due to student leaving window open).

CANCELLATION OF CONTRACT BY STUDENT

All requests for cancellations of this contract shall be made by filing a Petition for Cancellation/Exemption of Housing. Each case will be decided on its individual merits through the Housing Contract Appeals Committee. NEW STUDENTS (Only) will be able to cancel their contract if written notification is received in the Residence Life Office by May 1st for the fall semester and December 1st for the spring semester – NO EXCEPTIONS.

Any NEW STUDENT who submits a housing contract after May 1st will forfeit their housing deposit if they choose not to live on-campus housing (if not required to live on campus) and have not checked into their residential space. If the student has already checked into their living space, they must file a Petition for Cancellation/Exemption of Housing form which will be reviewed by the Housing Contract Appeals Committee.

RETURNING STUDENTS who decide to cancel their room assignment before the first day of the contract (if not required to live on campus) will forfeit their deposit. If the student has already checked into their living space, they must file a Petition for Cancellation/Exemption of Housing form which will be reviewed by the Housing Contract Appeals Committee.

The University housing contract is an **ACADEMIC YEAR (8 month)** binding agreement with the University. *Students who want to be released from their housing contract at any time during the year MUST file a Petition for Cancellation/Exemption form and go through the Housing Contract Appeals process.*

Once a student have moved into the residence halls and accepted or signed for a room key, he/she is financially obligated by the contract and may only be released for the following reasons:

- Withdrawal from MSUN – *subject to verification*
- Graduation from MSUN – *subject to verification*
- Internship or student teaching assignment out of the Area – *letter and documentation from college*
- Medical condition – *pertinent documentation required*
- Induction to military service – *pertinent documentation required*
- Marriage – *marriage certificate required*
- Living with family member – *documentation required*
- Unusual circumstances – *pertinent documentation*
- Transferring to another school – *documentation required*

The student must file a Petition for Cancellation/Exemption form with the Residence Life Office. Cancellation will be granted in these cases by the Residence Life Office upon verification of the circumstances listed above. Students who petition for the spring semester should submit paperwork prior to December 1st for best consideration. Students who are granted a cancellation will forfeit their housing deposit and will be assessed a \$75 contract cancellation fee. If a student changes their mind and remains a student at Montana State University – Northern but no longer living in on-campus housing, the student will still be responsible for their room and board charges.

A student who withdraws from the University **during a semester** and/or is granted approval to be released for their housing contract will forfeit their housing deposit. **Room/meal refunds are only made through the third week of the semester.**

Any occurrence that prevents the University temporarily from rendering full performance under this contract, such as fire, flood, or other acts, shall not constitute grounds for cancellation by the student.

CANCELLATION OF CONTRACT BY UNIVERSITY

The University reserves the right to terminate residency for cause upon three (3) days written notice. In cases in which a resident's behavior constitutes a significant threat to the safety of residents or other persons or to property of others or the University, a maximum of 24 hours may be given. Other conditions which may result in termination of residency include but not limited to:

- The resident becomes *delinquent in contract payments*, or abandons or vacates the premises.
- The resident performs an act of violence toward an individual or property, or theft of property.
- The resident fails to comply with the Terms and Conditions, Residence Life Handbook, or any other approved Housing policy.

- The resident violates the Montana State University – Northern Student Code of Conduct or state or federal law, including without limitation to illegally possessing, manufacturing, selling, or delivering illegal drugs, or delivering narcotic drugs, or other materials prescribed by state or federal laws.
- The resident fails to adjust to the group living environment.
- The resident is in possession of a beer keg on University Housing premises.
- The resident is in possession of firearms or weapons in student rooms. **Handguns are not permitted.**
- The resident is found guilty of tampering with fire equipment (alarms, extinguishers, smoke detectors, sprinklers, door closures, emergency exits, fire alarm pull stations, etc.) for other than actual emergency situations or intentionally setting false fire alarms.

Suspension or expulsion of a student from the University, or conduct of a student in violation or regulations published in the Student Code of Conduct, Residence Hall Handbook and/or on this contract shall constitute grounds for cancellation of this contract by the University. No refund of the deposit or room and board charges will be given.

In case of such cancellation, the University will deliver written notice to the student at least 72 hours in advance, stating the hour and date of cancellation whereupon the student must vacate the room. The student must make formal arrangements to check out with the appropriate Residence Life staff member in accordance with the cancellation notification to avoid any additional charges.

MEALS

A meal plan is required for all residence hall students. There are several plans to select from to meet your needs. Food Service provides a full-access meal plan for residence hall students and any of our commuter students.

OCCUPANCY

The residence halls will be occupied at times determined by the University for each year. The contract does not provide for housing students between fall and spring semesters. At the end of each semester, residents must be out of the residences halls within 24 hours of their last final or the official closing of the facilities, whichever occurs first.

Only a registered student of Montana State University – Northern who has entered into a contract with the University is permitted to occupy a room/space within the Residence Halls. A student must be enrolled at MSUN and should be taking at least six (6) undergraduate or nine (9) graduate credits to living in the residence halls. If special circumstances arise that necessitates a student to be enrolled at a credit amount less than full time (six to eleven credits as an undergraduate), the student will be considered on a probationary status while living in the residence halls. Requests for exceptions to full-time status must be submitted in writing to the Residence Life Office. Residents are not permitted to assign their housing space or switch rooms with another student. Students must follow the room change process if they want a different assignment.

Applications for housing are accepted until all usable spaces are filled and then a waiting list will be established on a first-come/first-served basis. This contract does not provide housing between the fall and Spring Semesters.

It is understood that preferences for specific buildings, room types, rooms, and /or roommates are **preferences only** and are not guaranteed. Residence hall and room requests are honored by the University in accordance with an established priority system which is keyed to the date of receipt of the application and housing deposit. Roommate requests must be mutual and paperwork submitted in the same timeframe.

There is no guarantee of a single room or a double as a single no matter your class standing and number of years in on-campus housing.

The University reserves the right to make all final decisions as to assignments. The University reserves the right to move or reassign a student as necessary. The University has the right to consolidate residents in order to maintain efficient operations. Residents who remain in a less than capacity room may be requested to move or may be given the opportunity to pay to double as a single rate.

The University may make temporary assignments, placing extra residents in a unit, to accommodate a maximum number of residents. As space becomes available, the resident must move to regular accommodations.

Room and roommate changes may only be made through the Residence Life Office. **Any unauthorized room changes will result in a \$50 improper move/check out fee and may also result in the student's return to the original room.** Room changes may begin two weeks after the first day of classes. Residence Life reserves to deny any requests for reassignment or reassign students as needed.

Individuals needing special medical accommodations should contact the Residence Life Office at (406)265-3561 for information regarding documentation needed. All documentation must be received by June 1 for full consideration. If a single room is granted for reasons of the special accommodation, the student is responsible for any additional single room charges.

It is the responsibility of the student to have his/her room checked for damages by a Residential Life staff member when checking out or to complete the Express Check-out process. To ensure proper check-out, the resident vacating University Housing must make a check-out appointment with a Resident Assistant (RA) at least 24 hours in advance of check out. If a student completes the Express

Check-out process, he/she assumes responsibility for any damage assessments. An assessment of \$50 will be made against the student's deposit for improper checkout.

Students are responsible to keep their rooms clean and to exercise reasonable care of the furnishings. If there is damage to the facility, fixtures or furnishings causing repair or replacement, or if the University must clean a room vacated by a student, an assessment will be made against the student's room deposit.

Any student approved by Residence Life to arrive before and/or remain after the contract period will be charged the daily rate of their room cost. If a student has been approved by Residence Life and/or is being sponsored by a University department or program, the department or program may incur the early/late stay costs for the dates they request students on campus. Students that have been approved to arrive early/stay late are responsible for following all the University and Housing policies and procedures. Students found in violation may be asked to leave and will face additional student conduct disciplinary action.

Any student applying for on-campus housing that has a felony conviction or any student who is convicted of a felony while living on campus will be reviewed on an individual basis to determine if the individual will be allowed to reside in the on-campus facilities of Montana State University – Northern.

LIABILITY, FIRE, THEFT OR DAMAGE

Although the University will use all reasonable efforts to protect student property, it is understood that the University is not in any way liable for the loss or theft of, or damage to, any property belonging to students. Students shall not hold the University responsible for damage or injury that may be sustained by the student or caused by breakage, leakage or obstruction of pipes, and from other latent defects not known to the University. The University has the right to restrict the amount and use of the resident's furniture. Waterbeds are not allowed. The resident is not allowed to remove University furnishings.

The University does not carry insurance on students or student property. Residents are encouraged to review their parents' homeowners and health insurance policies for coverage or to purchase renters insurance. Students are expected to keep their rooms locked when they are away for even brief periods of time.

Occupants and users of college property must accept responsibility for the care of the property. Repair of damage other than normal wear and tear is the financial responsibility of all occupants. Cost for damages in the hallways, or other semi-public areas may be assessed proportionally to members of the group. If damage exceeds expected normal wear and tear, residents will be held financially responsible for any damage caused by their guests. Residents will be held financially responsible for any excessive cleaning that is needed.

The student agrees to abide by the policies and regulations of University housing as they exist, or as they shall be amended by the University and Residence Life, and to abide by the policies of Montana State University - Northern. Failure to observe all terms of this agreement and to pay the charges provided for herein shall, at the election of the University be grounds for dismissal of the student from University housing. If such a situation should arise, the student shall be afforded the rights of due process according to the Montana State University – Northern Student Code of Conduct. In the case of dismissal from the University or University housing, see Section Cancellation of Contract by University.

All students must remove all belongings from their rooms at the end of the contract period or upon cancellation of a contract during the year. Failure to do so will result in a moving and/or storage cost and an assessment of \$50 for late/improper checkout. The University assumes no liability for damage to personal belongings due to moving and/or storage.

REPAIRS AND MAINTENANCE

Any decorating by the resident which is not approved by Residence Life will result in charges to restore the living unit to original condition or charges for resulting damage.

Residence Life and Facilities Services are responsible for maintaining living units, grounds, and public areas. If there is a problem that needs attention in the resident's living space, the student is responsible for promptly notifying the Residence Life Office.

GENERAL CONDITIONS

KEYS

Keys will be issued to the resident for their assigned living area at check-in. Loss of key(s) during residency or failure to return key(s) at time of checkout will result in charges being assessed to the student for a lock change.

HEALTH AND SAFETY

The resident is responsible for maintaining a safe, healthy environment within his/her unit. The resident is required to comply with scheduled safety and cleaning responsibilities. A health and safety inspection is conducted in every room each term. The University will treat each living unit for pests twice a year and upon request.

PARKING

Each residential student is eligible to bring/park only ONE vehicle on campus. Long flatbed trailers, trailers, campers, and other oversized vehicles, etc. are not permitted to park or be stored on University property.

PETS

The only pets allowed in University housing are aquarium fish. Aquariums are limited in size to 10 gallons (one per resident). Fish must be removed during extended vacations. Damage associated with water seepage to University property or to the property of other members of the Montana State University - Northern community will be the responsibility of the owner(s) of the aquarium. Residents may not volunteer to watch a pet nor have one visit. If it is confirmed that a student has an animal in their living unit, their residency may be terminated. Students that have pet accommodation needs must contact the Residence Life Office and must have prior approval before an animal may arrive to campus. Visiting pets are not permitted in campus housing or other University buildings.

PRIVACY RIGHTS/RIGHT OF ENTRY

University staff members are authorized to enter living units without notice when they consider a potential threat to health, safety, or welfare of the residents exists. Such entry will be in the presence of the resident except when circumstances of an emergency nature make such presence impractical. The University reserves the right to enter living units without notice to make timely inspections, repairs, additions, or alterations requested by the resident. University staff members may enter a room in the event that a noise disturbance (i.e. alarm clock, loud noise) is occurring in the absence of the resident, or to check occupancy status of the room. If there is a policy violation in "plain view" the student will be held accountable for the violation. Other students or family members will not be admitted to a room in the absence of the occupants unless prior written permission was arranged through the Residence Life Office. If it becomes necessary to search a room, the staff member must acquire internal permission to search from the Residence Life Coordinator or the Dean of Students. Searches of criminal proceedings will be performed by law enforcement officials and in accordance with all due process as guaranteed by law.

WEAPONS/EXPLOSIVES

Dangerous weapons, including but not limited to firearms, martial arts equipment, hunting knives, bow and arrows, swords, paintball guns, ammunition are not permitted in any living unit. Flammable liquids (i.e. gas, kerosene, camp fuel, etc.), explosives of any nature, including fireworks are not permitted in living units or their surrounding areas. Handguns are not permitted on University property.

ALCOHOL/DRUGS

Alcoholic beverages may be possess and consumed by persons of legal age in their assigned living area or within another living area where all occupants of that area are of legal age. Living area shall be defined as the living unit and do not include lounges, hallways, breezeways, multi-purpose rooms, laundry rooms, balconies, patios, grounds, or other public areas. Kegs are not allowed, will be confiscated and possession of same may lead to termination of residency. Possession or using illegal drugs or drug paraphernalia in any on-campus housing unit or surrounding area will result in disciplinary action up to and including termination of residency.

GUESTS

The University restricts the number of guests in living units, including overnight guests. The resident is responsible for the behavior of his/her guests and any violations resulting from the guests' actions. The resident is not permitted to sublease or provide routine lodging to guests. Overnight guests are not permitted until classes begin each semester nor during the week of final exams. A student who wishes to house a guest in his/her room may do so for a period of **no more than three nights consecutively and no more than a total of 10 nights per semester upon the consent of his/her roommate.** For reasons of safety, the Resident Assistant of the living area must be notified upon the arrival of an overnight guest. No guest may be housed in lounges or any other public areas in University housing. Guests are subject to the same rules and regulations as all residents. The host student is responsible for all the actions of his/her guest(s). Guests may be asked to leave housing immediately if found involved in any policy violations. Overnight guests are not permitted until the 2nd week of classes of each semester and overnight guests are not permitted during the week of final exams each semester.

SOLICITATION

Door-to-door salespeople or solicitors are not permitted in/on University Housing premises. Off-campus vendors are not allowed to solicit business in University housing. Residents are not allowed to conduct businesses from their residence hall. These businesses include advertised services such as Mary Kay, nail design, hair styling, babysitting, and computer hardware servicing where money is exchanged. (*The above services are meant as examples and do not constitute an exhaustive list.*) A campus organization wishing to solicit in or around on-campus housing units must seek permission of the Residence Life Office.

SMOKING/CANDLES/INCENSE

Smoking of any kind; burning of incense, candles or any other open flame are not permitted in any residential living unit.

TRASH REMOVAL

Garbage and trash removal is provided by the University. The resident is responsible for removing trash and garbage from his/her living unit to the designated areas provided by Residence Life. Student may be fined for putting personal trash in bathrooms, laundry rooms or common area trash containers. Students are responsible for taking personal trash to the outside dumpsters.

APPLIANCES

The university reserves the right to control use of appliances. The resident may not move or disconnect University installed appliances.

CONDUCT

Students living in on-campus housing are expected to conform to standards of conduct consistent with the educational objectives and priorities of Montana State University - Northern. Respect and consideration for the rights of others and their needs for study and rest must receive priority over other needs. Each student is expected to respond appropriately to requests from University staff members and fellow students concerning behavior, which does not honor this priority.

GENERAL REQUIREMENTS

In signing this contract the student agrees, during the term of his/her occupancy in University housing, to comply with all rules and regulations of the University and Residence Life. The general rules and regulations of the University are printed in the University Catalog and the Student Handbook, Residence Life Handbook etc. This written contract supersedes all previous contracts as well as any verbal statements or telephone conversations concerning this contract.

The University reserves the right to deny an application from a former residential student, who was evicted, has a history of delinquent room and board payment, caused physical damage to the facility, or violated other terms of previous residential occupancy.

The University reserves the right not to enter into (and/or terminate) a contract for anyone who, in the judgment of the University, represents a threat to the health, safety, and welfare of either themselves or others, or anyone who provides false information to the University.

The University reserves the right to change social regulations without prior notice.

The student (and the student's parent or guardian) acknowledges that he/she has read this contract, understands it, and agrees to be bound by its terms and conditions.

"I also understand that as a resident of the Montana State University-Northern residence halls, I agree to pay any and all collection costs that the college may incur in the collection of amounts I owe."

Residence Life at Montana State University – Northern is meant to be an educational and enjoyable experience for all students residing on campus. Trained staff members are available as qualified resource people to assist students with personal and academic adjustments and concerns. Along with providing basic necessities to the resident student (bed, dresser, desk, closet, chair, etc.), the Residence Life Office encourages residents to become involved in a variety of student activities. Living on campus at Montana State University – Northern will hopefully help a student grow and learn a great deal about community living.

RESIDENCE HALLS

The Residence Halls are equipped with study rooms, TV lounges, recreation areas and laundry rooms. Mail is delivered daily, Monday through Saturday, except holidays in the Student Union Building. The residence halls are also equipped with cable TV hook up, Internet connections and Wi-Fi in all rooms.

RA's are available on each floor to help students with any needs they may have. As well, RAs are required to provide numerous social activities and educational opportunities for their residents. They work with the Residence Life Coordinator and/or Dean of Students and Residence Hall Association (when active) to provide numerous hall-wide events and functions throughout the course of the year.

Participating in Residence Hall Association is an ideal way for residents to become a part of the decision-making process in the Residence Halls. With student cooperation, and the team effort of the residents and staff, Residence Hall living can be an exciting, rewarding experience.

A \$75.00 security/damage deposit with an application is required to be considered for a Residence Hall room. All students living in the Residence Hall are required to maintain this \$75.00 deposit in the Business Office. The cost of any damage to the room occupied by a student will be deducted from the deposit. The cost of any damage inflicted by students on the general living areas of the University Residence Halls, such as lounges, halls, lavatories, laundry rooms, etc., for which a given individual cannot be held responsible, will be charged against all occupants of the Residence Hall on a percentage basis, and the charge will be deducted from the deposit of each occupant.

Overview of the Residence Halls

Contract

Recently you completed an application/contract for a space in the MSU-Northern residence hall system. In submitting that application, you asked that the Office of Residence Life rent you a room. **Your signature on that document indicates that you accepted a legal contract** and the responsibility to be familiar with and adhere to the policies, regulations and procedures which are contained in this handbook and which have been established to promote a positive environment for all residents. This guide is supplemental to your Residence Hall Contract. **You are responsible for knowing and adhering to both the information in the handbook and the information on your contract.** Your contract is for the entire academic year. If you have questions about any information in this handbook, ask your Resident Advisor (RA) for clarification.

Eligibility

A student must be enrolled as a student of the University and must take at least six (6) credits to live in the residence halls. If special circumstances arise that necessitate fewer credits, you may submit a letter to the Residence Life Coordinator outlining the special circumstances. The Residence Life Coordinator will review your request and determine whether an exception will be made.

Who's Who

Residence Life Coordinator

This is a professional staff member that lives on campus. This individual is responsible for the day-to-day operations of our residence life/housing program as well as work with student conduct, programming, room assignments, etc. The Residence Life Coordinator supervises the Resident Directors and Resident Assistants.

Resident Director

One person in your hall who can be of assistance is your Resident Director (RD). This employee coordinates the activities of the entire hall by supervising the RA staff, advising the hall government and overseeing the hall desk operations. In addition, the RD is responsible for assisting with discipline in the hall. **Feel free to contact your Resident Director if your RA is not available to help you or if you have a problem which you feel should be addressed by the RD.**

Resident Advisor – *What is an RA?*

- full-time student
- resource and reference
- liaison
- supporter
- your neighbor
- friend
- live-in staff member
- peer educator
- helper
- hard-worker
- someone who likes to have FUN!

Each floor is served by an RA who is a fellow student employed by the Residence Life Office and who is knowledgeable about MSU-Northern. They are responsible to help maintain a healthy environment that is conducive to academic success. They can serve as a resource for any of your questions and concerns. Your RA will help organize the floor and will aid in planning various recreational, social and educational activities.

Your Roommate

One of the first people you'll meet after you arrive is your roommate. You and your roommate will share a special relationship. You may not ALWAYS get along with each other, or care to spend time together, but you will share part of your lives with each other. Since the two of you will be living together, it's important that you take the time to get to know each other. "Sharing space" by learning to live with and appreciate your roommate can be one of the most challenging and beneficial experiences of your college years. You will grow, share and learn with your roommate.

All roommate experiences may not be ideal, but have the potential to be. Communication is the key. Even if two people are in complete disagreement with each other, if the situation is clearly communicated, there may be at least an understanding or acceptance of each other. Learning how to establish relationships with others is essential knowledge for any career or activity.

Some Things to Remember

- Talk about ideas and feelings as well as just "things".
- Be honest about your feelings, likes, and dislikes.
- Be willing to compromise, but know what you want to compromise and what is important that you will not negotiate.
- Give your roommate the respect, consideration and understanding you expect in return.
- Set the "tone" for talking – five minutes before class is not the time to have a heart-to-heart discussion.
- Discuss roommate problems with your roommate. Your roommate won't know there is an issue unless you tell them. Not sure how to start the conversation? Ask your RA for some assistance.
- Values, feelings and ideas change, and that's okay – so don't feel betrayed if your roommate seems "different" after a while –that's growing.
- Set guidelines and expectations right away – your RA can help with a roommate contract if you request one.

You and your roommate may be complete strangers or you may be friends from your hometown. Regardless of your familiarity with each other, you are in a new situation and a different experience. Your new living space should provide a comfortable place to study, a place to sleep, and a place for needed privacy. You and your roommate will have to communicate to provide these things for each other.

Questions to Ask Each Other (and Yourself!)

- How do you feel about guests dropping by? How often? How late? Weekend visitors?
- What time do you go to sleep? What time do you get up? Are you a heavy or light sleeper? Do you snore?
- How much do you study? When do you study? How quiet does the room have to be for you to be able to study?
- At what temperature do you like to keep the room?
- What kinds of music do you like? How loud?
- How clean and neat do you want the room? How do you decide who cleans what and when in the room?
- Which items of your property are OK to borrow? Which are off limits?
- How will you set up your living space?

Survival Tips for New Roommates

- Discuss "Questions to Ask Each Other" as soon as possible.
- Be realistic: don't expect your roommate to be your best friend and constant companion. Continuous close contact can strain even the best of friendships.
- Keep the lines of communication open.
- Discuss potential areas of conflict (before they arise if possible). Be open to compromise.
- If your roommate is doing something you don't like, talk about it right away.
- If the things you agree upon at the beginning change, let your roommate know.
- Be considerate of your roommate's privacy.
- Never assume your roommate is just like you. You both have unique differences.

- Take accurate telephone messages.
- Always ask permission. Don't just use the stereo or eat the cookies without asking.
- Appreciate your roommate. Never take your roommate for granted.
- Avoid being judgmental.
- Be honest, assertive and stand up for yourself.
- Ask your RA for help. He/she is trained to help mediate conflicts. If he/she can't help, contact your Resident Director (RD).

If you have problems you can't seem to work out with your roommate, be sure to talk to your Resident Assistant. Your RA can help you negotiate and if a solution cannot be reached may be able to work out a room change.

If you leave your hall overnight or longer, it's a good idea to let your roommate or RA know where you're going and how you can be reached in an emergency. If you're taking advantage of Havre's Outdoor recreational opportunities (hunting, fishing, camping, hiking) it's especially important to let someone know the general area you're headed in case of an accident. Should your roommate or friend be missing, please inform your RA or Resident Director immediately.

Residence Life Procedures

Checking In/Checking Out

You must claim your room in your assigned hall by the first hour of class for the semester, or you will forfeit your residence hall space. When you check in, you are issued a room key and mailbox key which you are responsible for. **Acceptance of your room key obligates you to the residence hall contract for the entire academic year.**

Before you move in, your RA has inspected your room and has recorded any damage, along with an inventory of furnishings, on a Room Condition Report. **You will be responsible for signing the form when you check-in. If for any reason you do not agree with the information on your Room Condition Card, notify your RA immediately. You have two business days to make any changes. After that, you will be financially responsible for anything that is different at checkout.** You will need to go to the Student Union Building Information Desk to make any changes.

Please remember that you have signed a contract. This includes application/contract and contract renewals. You will have the opportunity to modify your contract during Fall Semester for Spring. You can only break this contract under exceptional circumstances, with the approval of the Dean of Students. To determine if you are eligible for a contract release, contact the Residence Life Coordinator.

If you move (withdrawal, dismissal, suspension, moving off campus, moving to another hall or room, not returning at semester), you **must** check out through your RA before you leave. When you check out, your RA will again inspect your room. If any new damage is found, or furnishings/keys unaccounted for, you will be held financially responsible. This way, room and board charges can be kept to a minimum, thereby benefiting all hall residents. Your RA will check the room to ensure it is ready for the next occupant; collect your key(s) and have you fill out a change-of-address card so your mail can be forwarded.

Improper Check Out

You must notify Residence Life Staff in the Student Union Building of your decision to leave the residence hall and will need to process the necessary paperwork (contract release etc.). You must also check out with your RA as described above. Failure to do so will result in a \$50 improper check-out fee in addition to being billed for damages, missing furnishings, keys, cleaning, as well as outstanding University fees and for the removal of your belongings.

Cancellation

Cancellation after signing the residence hall contract and **before** acceptance of your room key will result in forfeiture of the residence hall deposit. Current residents wishing to cancel contracts should contact their hall Resident Director or Residence Life Coordinator to initiate the process.

Consolidation

There are times when it may be necessary to ask residents to move to another room. This might occur if the occupancy of a floor drops significantly. **If your roommate moves out leaving you in a double room without a roommate, it is your responsibility to make arrangements through the Resident Director or Residence Life Coordinator to move in with another student needing a roommate or to have someone move in with you.** This needs to occur within the allotted time frame or the room assignment will be determined by the Residence Life Coordinator. Your hall Resident Director (or Residence Life Coordinator) will provide you with names of other students in need of roommates. **You may be asked to accept another roommate or move to a different room when a vacancy occurs.** If space permits you may be offered the opportunity to keep your room as a double as-a-single, and assume the

additional cost. Students who have a “history” of roommate conflicts (which result in consecutive time periods where they live in a double-as-a-single) will face disciplinary action and possible additional room charges.

Contract Modifications

Near the end of the Fall Semester, the Residence Life Office must prepare for incoming Spring Semester students. Current residents will have the opportunity to fill out a contract modification/cancellation to change their current meal plan or living option approximately one month before the end of the semester. If students do not wish to make changes, no renewal form is necessary. Failure to return the contract modification/cancellation will result in automatic room and board charges for Spring Semester.

Returning to Your Room Next Semester?

If you do not submit a contract modification, this will communicate a contract commitment for Spring Semester. Those students bound by the Spring Semester contract can leave their personal belongings in the room during the break free of charge.

Not Returning?

If you will not occupy the same room the following semester (dismissal, suspension, graduating, moving to another hall or room), you **must** check out through your RA before leaving for break. **See previous reference “Checking Out”**. If you do leave your belongings in your room between semesters, and you don’t return to that room, there will be a charge. If you fail to vacate a room, thereby occupying two rooms, residence life reserves the right to charge you for two rooms during that period.

Meal Plans

Residence hall students have a choice of four meal plans. The Food Service is open 7:00 am – 7:00 pm Monday – Friday and 10:00 am – 5:00 pm Saturday – Sunday with a limited menu. Food Service is not available during break periods.

Occupancy Periods

The residence halls will open for occupancy at 9am on Thursday, August 25th, 2016 for new students and 10:00 am on Sunday, August 28th for returning students. The halls will close at 9:00 pm on December 16th, 2016. Staying in the residence halls over the winter break is not part of the contract. Students who wish to stay over the break will need to complete to appropriate paperwork. Charges for break housing will be assessed to the students’ account. The residence halls will open on January 10th, 2016 for the spring semester.

Closed for summer: The residence halls officially close for the summer on Friday May 5th, 2017. Residence Hall students that are graduating will be permitted to remain in the halls until 3pm Commencement Day.

In order to minimize disruption within the academic focus of finals week, we request that you vacate your room within 24 hours after your last final exam. Disruptive behavior during finals week will result in the Resident Director requiring that you vacate immediately.

Interim housing may be provided (**at an additional charge**) for students wanting to stay during the interim period between Fall and Spring Semesters. Students may be required to move during the interim period to consolidate space. **Due to safety and security issues, guests are not allowed during interim or break housing periods.** Mail/packages are not distributed or forwarded during break periods.

Private Rooms

The Residence Life Office realizes that some residents prefer not to have roommates, and therefore, a limited number of single rooms and “double as a single” (double rooms with only one occupant) are available at an additional cost. If you wish to occupy a single room or obtain a double as a single, you should consult your hall Resident Director. Sign-up for private rooms for the following academic year is based on the time and date your application is received, or for medical reasons. Under certain circumstances the Residence Life Coordinator and/or Dean of Students will authorize a private room to an individual.

Refunds

Refunds are given only under exceptional circumstances and will not be given to those who arrive late at the beginning of the semester or those who leave early at the end of the semester. Refund will not be given after the third week of each semester.

University Withdrawal

If you present a University Withdrawal form to the Residence Life Office, you will be released from your residence hall contract. To obtain a University Withdrawal:

1. Consult with the staff at the Registrar’s Office
2. Meet with the Residence Life Coordinator

3. Make arrangements for your refund at the Residence Life Office. (Note: All refunds are issued through the Business Office.)
4. After receiving authorization, you need to be checked out of your room by your Resident Assistant and complete the necessary documents within 48 hours. Refer to “Checking Out”.

Room Charges

Room charges include local telephone service and utilities.

Residence Hall Services

Cable TV (subject to change)

As a residence hall student you'll receive the following channels:

2	KRTV	37	LIFE
4	KREM	38	FOXNET
5	KFBB	39	TLC (The Learning Channel)
6	TBS	40	AMC (American Movie Classics)
7	KUSH	41	A&E (A&E Network)
8	KXLY	42	CNBC
9	KBBJ	43	BIGSKY
10	CSPAN2	44	Comedy (Comedy Central – West)
11	CISA	45	COURT
12	KTGF	46	E! (E! Entertainment Television)
13	QVC	47	CNN
16	TVGC (TV Guide Channel)	48	CMT (Country Music Television)
18	KWGF	49	FOOD
23	FSN	50	FX (FXWest)
24	ESPN2	51	FNC
25	ESPN	52	HALMRK (Hallmark Channel)
26	MTV (MTV Music Channel)	53	HGTV
27	TWC	54	HSNBC
28	ANIMAL (Animal Planet)	55	SCI-FI (Science Fiction Channel)
29	TOON (Cartoon Network)	56	TCM (Turner Classic Movies)
30	NICK (Nickelodeon)	57	TRAVEL
31	SPK (Spike TV)	58	DSC (Discovery Channel)
32	ABCFAM (ABC Family Channel)	59	TVLAND
33	TNT	60	VH1
34	DISNEY	61	INSP
35	USA	62	HSIT
36	HN	63	OXYGN

Inquire at the SUB Front Desk if you have any questions – the Bookstore carries Cable Cords for purchase.

Community Development

Each RA offers a wide variety of community development measures that are designed to expose students to opportunities outside of the classroom. Since only 20 percent of the student's time is spent in the classroom, the Residence Life Staff is committed to providing hundreds of these educational opportunities each year. Talk to your RA about any questions or suggestions you have regarding programming. Also talk to your Resident Assistant if you feel you could offer assistance with programming.

Computer Room

A computer room is available to and for the use of hall residents. They are connected to the campus network. Students are reminded that these computers are provided primarily for academic use. Students needing to use the computers for academic work have priority over any student using them for recreational purposes. Computer use in the residence halls is subject to the same conduct guidelines set forth in the Student Code of Conduct and the ResNet Acceptable Use Policy. Students found in violation of this will face disciplinary action.

IT/ResNET Enforcement

Routers are not permitted. If discovered IT will disconnect service until further action is taken.

Minor infractions of this policy, such as consuming excessive resource or overloading computer systems, are generally resolved informally by ResNet administration. This may be done through voice or e-mail, or in-person discussions.

Repeated minor infractions or misconduct that is more serious may result in the temporary or permanent loss of ResNet access privileges, or the modification of those privileges. More serious violations include, but are not limited to, unauthorized use of computer, resources, repeated virus infections, attempts to steal passwords or data, unauthorized use or distribution of copyrighted materials, harassment or threatening behavior. In addition, offenders may be referred to their sponsoring advisor, department, or other appropriate University office for further action. If the user is a student, the matter may be referred to the Residence Life Coordinator or Dean of Students for disciplinary action.

Any action that violates local, state, or federal laws may result in the immediate loss of ResNet computing privileges and will be referred to the appropriate University offices and/or law enforcement authorities.

In the case of disconnection because of suspected use violations, the user can expect that the ResNet administration will make every effort for a speedy resolution (in most cases, no more than 3 business days) and resumption of service if appropriate. Further, the user whose ResNet is disconnected permanently because of suspected use violations may not receive a refund for the unused period of service.

Conflict Resolution

Should you be unable to resolve a disagreement with another person, you should consult either a Resident Advisor or your Resident Director to mediate or arbitrate a solution. It may be necessary to take the situation before the Residence Life Coordinator for review and possible sanctions.

Custodial

Each hall's public areas are cleaned by the custodial staff. Public areas include hallways, restrooms, floor lounges, stairwells, laundry rooms, and hall lobbies. However, health or safety concerns should be reported to your RA. It's a good idea to get to know your hall's custodial staff, as they may be helpful in getting you settled in and can probably answer many of your questions. Please remember, these people have big jobs; they do not have time to perform special services or to clean up excessive messes. Residents and staff are expected to clean up any extraordinary messes after their special events. You will find cleaning equipment on each floor or at the hall desk. Vacuum cleaners are available at your hall desk. **Activities that require additional clean-up by the custodial staff and/or other staff will be charged to the hall, floor or individual(s) responsible.**

Bathrooms

Each floor or wing is equipped with bathroom and shower facilities to serve the residents on that floor or wing. Residents are expected to use these facilities with care and consideration of others. This may include using another facility if your immediate bathroom is being cleaned by our custodial staff. Dishwashing is not allowed in the bathroom sinks, please use the custodial clean up rooms or laundry rooms. If you are responsible for an extraordinary mess (such as hair on the floor due to a haircut), please be courteous to students and custodial staff by cleaning it up immediately.

Public bathrooms for guests of the opposite sex are located on the main floor of most halls. **Current residents and visitors are reminded that at no time should men use a women's rest room or vice versa.**

Energy Conservation

As you're aware, energy costs have risen dramatically in the past few years. Please help all students, staff, and faculty members to conserve energy and save dollars through more efficient operations, thereby decreasing energy demands. Some ways that you can help in this effort are:

- Keep your eyes open to wasted energy – shut off appliances when you're not using them; turn off unnecessary lights and fans.
- Limit the length of your showers. Avoid the early-morning hours when demand for hot water is highest.
- Hang-dry clothes whenever possible.
- Immediately report malfunctioning thermostats, broken windows, leaking faucets and other energy-wasting situations to your RA.
- Use blinds and drapes to help insulate the building.
- Make suggestions that can lead to energy conservation!

Food Services

All residents must contract for a meal plan and comply with the rules and regulations set forth in the Food Service. If you have special dietary needs, please speak to the Food Service Manager for assistance.

The food services also provide a number of employment opportunities.

Hall Desk

Each hall has a main desk that serves as an information center. There are games, various sports equipment, etc. available for use in these locations and in the main lounge areas.

From 8:00 pm to 2:00 am Sunday – Thursday, and 8:00pm – 4:00am Friday - Saturday, the desk is staffed by students who live in the halls.

Key Check-Out/Replacement

If you misplace your key, you may check out a spare at the Housing Office (the SUB desk) with some form of identification. You will be required to return this key immediately. If you damage your key, you will be required to pay a **\$100** replacement charge and will be required to turn in the damaged key. If it is determined that you have lost your room key, you will be charged **\$100** which must be paid before you obtain the new key. Additionally, there is a **\$100** charge to replace mailbox keys (prices subject to increase without notice). Keys which have been checked out for more than three (3) days and not returned will be considered lost and the student will be charged for the lost/misplaced key(s). **Key check-out is a service. Please be considerate of desk personnel and carry your key with you at all times.**

Excessive key check-out or abuse of this privilege may result in disciplinary action. For your safety and security, notify your RA as soon as possible if your keys are lost or stolen. If keys are stolen, the student is still responsible for the cost of the stolen keys.

Kitchens

Both halls have kitchen facilities which are available for recreational cooking. Check with your hall desk concerning usage policies. Be sure you clean up when you're finished. If kitchens are not cleaned and maintained by the residents, Residence Life staff has the right to lock them.

Laundry Facilities

Washers and dryers are located in laundry rooms found either in the basement or on individual floors of the hall depending on the building. The machines are intended for **resident** use only and visitors are not permitted to use the machines at any time. Additionally, residents are not allowed to use the machines to do laundry for their off-campus friends. Violation of these policies will result in a \$100 fine. Bringing in and installing additional washer and dryers is prohibited and is considered theft of services.

If the machine fails to work, notify an RA or the hall desk or SUB desk immediately. **Students found intentionally jamming, forcing, overloading or otherwise vandalizing machines will face both disciplinary and civil action.** Additionally, continued undetermined vandalism to the washers/dryers will result in loss of privileges for the entire floor/building.

The University is not responsible for damages, loss or theft of clothing left in the machines or in the laundry rooms. It is suggested that you develop the habit of checking your clothing frequently while they are in the machines. Clothing left in the laundry areas for more than three days will be removed by custodial staff to help maintain a clean and sanitary environment.

Mail

Mail will be placed in mail boxes in the Student Union Building. Packages will be left at the SUB Information Desk where your name will be posted for pick up. To expedite delivery, please notify the people who write to you that your mail should be sent to:

**Your Name
1200 Buttrey Dr
Havre, MT 59501**

If 'MSU-Northern', 'Morgan Hall', or 'Mackenzie Hall' is included in your address, your mail will be delayed at least one day.

Maintenance

Our Responsibility

We'd like to keep your hall and room in good condition and will do our best to remedy any problems brought to our attention. Your RA or Facilities Staff may perform a facilities check of your room up to three times per semester to determine if any problems exist and which hall administrators should be aware. These facility checks will typically take place during the fourth, eighth and twelfth weeks of the semester, and you will be notified in advance, in writing, of the facilities check. The public areas of your floor are also checked weekly by your RA. Additionally, facilities checks are conducted during break periods primarily for hall security purposes.

Your Responsibility

If you are aware of any needed repairs or safety problems, let your RA know as soon as possible. If, after a reasonable time, the problem has not been resolved, check back with your RA.

As stated earlier, when you arrive it is crucial that you check your room and verify the accuracy of the Room Condition Report, which your RA filled out before you arrived. If you find any discrepancies, you have two business days to report the changes at the Student Union Building Information Desk. Any damages or missing furnishings noted at check out not initially on the Room Condition Report will be charged to the resident(s) of the room.

Residents are responsible for the general condition of their rooms/apartments at all times; for the proper use of all furnishings; for reasonable cleanliness and upkeep; and for charges for damages to the room furnishings, windows, and doors. Desks, closet doors, dressers, etc. are not to be removed and used for any other purpose. Residents are also held collectively responsible for damages in common areas of the building, hallways, and lounges.

1. Under no circumstances is University furniture to be removed from student rooms, apartments or public areas.
2. Roller blades, skateboards, etc. are not to be worn inside the residence halls or any other building on campus.
3. Bicycles are NOT to be ridden inside the residence halls. Bicycles are not to be left in common areas (hallways, stairwells, laundry rooms, lounges, etc.)
4. Motorcycles are not to be brought into the residence halls for any reason and must be parked in a parking space at all times.

Student I.D.

The University requires students to carry their Student identification with them at all times. If a student cannot produce their ID when asked, it is our protocol to contact Havre Police Department so they may confirm an individual's identity.

Storage

Storage of any kind is not available. Please do not plan on storing items. **Room furniture MUST remain in student rooms.** You should contact your RA to check in or check out your belongings.

Personal Property

Although MSU–Northern will use all reasonable and available preventive measures to protect personal property, the University is in no way liable for any theft or damage to personal property. Personal belongings are normally covered under family homeowner's insurance. Students are encouraged to use such a policy or **purchase rental insurance.**

Vending Machines

Machines selling soft drinks are located in each hall. Please report any problems to your hall desk. Tampering with machines is considered vandalism and possibly theft. Please use machines only as intended.

Student Employment

There are many student employment opportunities on campus. Contact the Career Center for available openings.

Residence Life

There are two primary areas in which Residence Life employs students. A good place to start at is the Student Union Building Information Desk. If you are interested, talk with the Housing Operations & Project Specialist to check on availability. A second opportunity is the Resident Assistant position. There are 12 RAs on campus. The selection process is thorough and competitive. If you are interested, talk to your RA and watch for publicity.

Food Services & Catering

The food service has opportunities ranging from dish washer to catering. The hours can be flexible and the pay is competitive. The food service employs nearly 25 students. Stop in at the food services to fill out an application if you are interested.

Residence Hall Regulations and Policies

Occupancy of a residence hall is a privilege extended to the student by the University. Continuation of this privilege is dependent upon his/her reasonable and satisfactory personal conduct and the observances of all University Regulation.

Your Rights and Responsibilities

As individuals you have rights and responsibilities of which you should be aware. For a positive academic and social atmosphere to be facilitated in the residence halls, good citizenship needs to be demonstrated by all residents. You need to manage your life responsibly and in a way which reflects respect for other individuals and property. All of the residence hall policies have been developed in an effort to facilitate community living, but as a resident, you are ultimately responsible for your actions and the actions of any of your guests. You are expected to conduct yourself in a manner that demonstrates respect for the rights of others.

Because you're here to get an education, it is understood that you have the right to study in your room. Along with this right goes the right to have fun, to relax, to pursue friendships and to have privacy. These needs can be met in a group-living situation only through 'give and take' and having shared expectations. It is your responsibility to confront other residents who are violating your rights.

The Residence Hall Contract may be terminated by Residence Life at any time for violation of the terms and conditions of the contract. If the contract is terminated, the University may retain all payment made under the contract and may seek any other remedy in law or equity.

The following regulations and policies have been established to assist in protecting the rights of all students living in the residence halls. **It is your responsibility to read and to adhere to these policies.**

Abandoned Property

When a resident leaves property in the residence hall at the termination of their contract, the property shall be deemed abandoned. The University will dispose of the property if not claimed by the resident within 60 days. Any charges incurred to store or dispose of the property will be assessed to the resident.

Alcohol

The possession and/or consumption of alcoholic beverages is permitted by *residents of legal age in private student rooms* and is therefore not permitted by resident under the legal age. The possession and/or display of empty alcohol containers (cans, bottles, displays, etc.) can be considered evidence of use and/or consumption.

Consuming alcohol or carrying an open container in any other areas of the residence halls is prohibited, no matter how old you are. An open container is defined as any container of alcohol with a broken seal.

University regulations limit the amount of alcohol permitted in a private room. **Kegs of beer, mini-kegs, jungle juice, etc are prohibited** because large gatherings of people tend to cause a disturbance in the residence halls. Alcohol that is being taken into the residence halls or family housing apartments may be confiscated if it is believed to be for illegal consumption.

Serving, giving or selling alcoholic beverages to underage persons is illegal. The sale of alcohol without a license is prohibited as is drinking outdoors. **Please note that you are responsible for your actions and those of your guests at all times**, including when you and/or they are under the influence of alcohol.

If you or your roommate does not wish to have alcoholic beverages in your room, that wish should be observed regardless of age. Visitation, study hours and the rights of individuals will be enforced in accordance with established Residence Life rules and regulations. Should any conflict arise, contact your RA or Resident Director.

We contact Havre Police Department for assistance for any situation where an individual claims they do not have identification on their person.

Any violation of this policy may result in disciplinary action and/or the involvement of University or Havre Police. Disciplinary action may be taken. For additional information regarding the use of alcohol on campus, refer to "Alcoholic Beverage, Campus Policy Series 1003.1"

Arson

Arson is a criminal offense and will be treated as such. Any gestures of arson will result in strict disciplinary sanctions such as expulsion from the University as well as criminal charges. **Open flame of any type is prohibited in the Residence Halls.**

Beds

Bunks beds or lofts are only permitted in Morgan Hall with permission from the Resident Director or Residence Life Coordinator in advance. Water beds are prohibited.

Bicycles

Storage

All bicycles not parked in bicycle racks are subject to impoundment. They should not be locked to trees, railings, signs, lampposts, or anywhere else as they pose a safety hazard and possible property damage. Bicycles improperly stored in buildings are also subject to impoundment. Bicycles may not be parked, stored, or ridden in the public areas of the hall. There are only two places that your bike is allowed to be parked: in your own room and in the bike racks outside your hall. No motorized bikes can be stored inside residence halls. The University is not responsible for lost, stolen, or damaged bikes. The safest place for your bike is in your locked room.

Break Housing

The residence halls and food services are officially closed during Thanksgiving, Winter and Spring Breaks. Limited housing may be provided for continuing students wishing to stay during breaks for an additional charge. Food Service is not available during break periods. Contracted students may store their belongings in their rooms over the breaks during the academic year; however, the University does not assume responsibility for these items. Due to safety and security issues, guests are not allowed during interim or break housing periods. Mail/packages are not distributed or forwarded during break periods.

Candles

One of the most common causes of fire in residential settings is from the use of candles. Because of the threat this poses to persons and property, burning of candles is prohibited. Decorative candles are allowed but cannot be burned. Evidence that candles have been burned may result in disciplinary action.

Ceiling Tiles

Ceiling tiles may not be removed or altered for storage or any other purpose in the residence halls. Residents are responsible for any/all damage caused to ceiling tiles and supporting structures. Removing ceiling tiles and storing personal items above ceiling tiles is prohibited and will result in disciplinary action.

Chemicals and Explosives

For obvious reasons, chemicals and explosives (including firecrackers, explosive devices, smoke bombs, combustion engines, flammable and explosive liquids/gases, ammunition and fireworks) are not permitted in the residence halls. This includes materials and devices which by themselves, or when combined, could be explosive, toxic, flammable or dangerous (such as camping fuel). If unsure about a substance, check with your RA/RD or RLC.

Cleanliness

It is the duty of both roommates to help keep their room clean. Roommates should keep their respective sides of the room in a fashion that suits their tastes without infringing upon the roommate's rights. One's personal hygiene should be such that it does not create an unsanitary condition or offensive to others. It is every student's responsibility to help maintain cleanliness in public areas. Students are responsible for the cleanliness of the area outside their room. **Vandalism and messes requiring extra clean-up will be charged to those responsible.**

Commercial Use

Residents may not operate, advertise or promote a private business from the premises. Commercial use of any part of the dwelling, facilities or grounds, and commercial solicitation and promotion in the Residence halls is forbidden.

Cooking in Rooms

Because of health concerns, we encourage only minimal cooking in student rooms. Most halls have a common area kitchen that students can utilize for cooking. Popcorn poppers, coffee pots, hot pots and toasters are permitted in student rooms if there is no exposed heating element, but care should be taken to maintain these appliances. **Toaster ovens, George Foreman grills, and hot plates are not permitted.** Small microwave ovens are allowed as long as they have a UL-approved sticker. Microwave ovens and refrigerators may not be stored or used in closets or under beds because heat generated from these appliances in an enclosed area may create a fire hazard.

Damage Charges

In order to help keep residence hall costs as low as possible, anyone who steals, loses, destroys or damages Montana State University-Northern property will be charged accordingly, required to pay the charges immediately, and will be subject to disciplinary action. If the damage exceeds \$50 or is malicious in nature, arrest for damage to state property may result.

Dart Boards

Because of the potential for bodily harm and physical damage to the residence hall rooms, hard tip darts and dart boards will not be allowed. Any damage resulting from the use of a dart board in a room will be the financial responsibility of the residents of the room. Soft tip darts and boards are acceptable.

Decorations/Room Displays

Since this will be your new home, we encourage you to take time to make your room a special place. Decorate – with poster, plants, or rugs. You are free to display posters and other things in your room. Possessions or displays which are inconsistent with accepted standards or University policies should not be displayed on the outside of room doors or in general view of the public. This includes your room windows.

Items may not be put in windows for display.

For example, collections of alcoholic beverage containers, posters of nude men or women, and harassing or intimidating visual materials are generally considered inappropriate. Some room displays in public view may constitute a violation of University policies regarding racial and sexual harassment.

Check with a Residence Life staff member if you have questions about what may or may not be appropriate. Please remember that you will be accountable for any and all damage to your room and its furnishings. Tape (especially carpet tape) has a tendency to leave a residue which is extremely difficult to remove. Nails leave holes that will require repair, so an alternative method of hanging your personal items is suggested. Ask your RA if you have any questions about what you can or can't do to your room.

Disruptive Behavior

Students are expected to exhibit appropriate behavior within the communities of the residence halls and food service. Individuals who participate in or display inappropriate behavior while in a residence hall will be subject to disciplinary action. Inappropriate behavior may be defined as any activity that disrupts, endangers or interferes with the environment of the residence hall community.

Drugs

The Montana State University-Northern Department of Residence Life strives to maintain an environment within the residence halls that is drug free. We make aggressive efforts to identify and report drug use and sale to law enforcement. And suspected drug activity is forwarded to the Residence Life Coordinator and/or Dean of Students who determines whether the information is specific and/or significant enough in nature to report to Havre Police.

Manufacturing, possessing, selling, transmitting, using or being party to any activity involving an illegal drug, controlled substance or drug paraphernalia is a violation of University policy as well as a violation of the law. Neither residents, nor their guests, are permitted to possess paraphernalia such as bongs, pipes, rolling papers, etc.

Smoking marijuana in the residence halls, including within the privacy of one's room, will result in disciplinary action for those involved. **The odor of marijuana is sufficient evidence to take administrative action within the residence halls. Medical Marijuana is PROHIBITED.**

The university is not immune to state and federal laws. The use of controlled drugs not prescribed by a physician is prohibited in the residence halls, and will result in the individual(s) involved being referred to civil authorities for appropriate action.

Students are also subject to MSU-Northern disciplinary action for any violations of the drug policy as stated above. The University will take whatever action necessary, regardless of civil action pending.

Students and/or guests who are in possession of a state issued marijuana card are NOT exempt from this policy and will be treated as such.

Fire Drills and Equipment Policies

Fire evacuation plans have been established to assure your safety. Tampering with fire equipment can hinder student response in the event of an actual emergency or drill. **Misuse of any fire equipment, including extinguishers, pipes, pull stations, smoke/heat detectors, hoses, exit signs, emergency lights, horns, alarms, bells and doors; starting fires; setting off false alarms; or failing to evacuate and/or hindering in the evacuation of others will result in disciplinary action and possible criminal action.**

Participation in Fire Drills is Mandatory. Residents who fail to comply with this requirement and do not vacate the hall when the alarm rings will face disciplinary action (civil and/or University) and may be dismissed immediately from the residence halls.

Procedures

A fire drill is conducted once each semester in each hall so that you are informed of the proper evacuation procedures and Residence Life staff may test fire emergency equipment. Your RA will explain the evacuation procedures at the first floor meeting and an evacuation plan will be posted at each floor exit door. Be sure you are familiar with these procedures – your life may depend on it. Some guidelines for evacuation:

1. Evacuate quickly and safely. You may endanger the lives of both yourself and others if you do not exit the building as quickly and carefully as possible.
2. Use the hallways and stairwells to evacuate.
3. If you **smell smoke** while in your room, first feel your door and door knob to determine if heat is present. If it is not, place a towel over your mouth and open your door. If you see smoke, crawl to the nearest exit (heat and smoke rise, and you are safer closer to the floor).

4. When you feel your door, if **heat** is present, **do not open your door**. Put a towel over your mouth and under your door, open your window and hang a piece of white cloth out the window, and then close the window. The cloth will let fire fighters know where to find you. Unless you live on the first floor, **do not jump out of your window**. Never break your window, as this will draw smoke into your room. Call the hall desk to let the Resident Assistant know you are still in your room.
5. It is wise to wear shoes and warm clothing when evacuating since you may have to remain outside for an extended period of time.
6. Please take your room key as staff will enter your room to conduct a visual check and will lock your room door upon leaving.

Furniture and Furnishings

Because we must maintain an accurate inventory of hall furnishings, and to prevent possible damage, **you are not permitted to remove or alter any furniture, fixtures or bedding in your room or public areas**. Due to limited space, room furnishings cannot be stored elsewhere in the hall. There are restrictions on additional furnishings in student rooms due to roommate needs, space, health and safety considerations – approval must be made by the Resident Director. Additional each lounge or lobby, as well as other public areas, is furnished for the comfort and convenience of all. **Students may not remove the furniture from the lounge areas or any other public areas**. Taking furniture or equipment from a public area will result in disciplinary action. Prosecution for criminal theft will result if furniture or other University property is removed from the hall. Damage to public area furniture will be billed to the responsible party(s) and disciplinary action may be taken. Students will be written up and go through the conduct process for possessing common area furniture in their student room.

Hanging blankets, sheets, tapestry etc., that physically or visually restricts or blocks access to the room is prohibited and may result in disciplinary action. Items are not to be displayed in residence hall windows.

Gambling

In accordance with state law, no form of gambling is permitted in the residence halls or on the MSU-Northern campus. Only those public places which hold gambling licenses are permitted to allow such activity. Montana State University-Northern does not fall within this category.

Guest Policies

Guest must abide to all state, local and University policies. Residents are responsible for their guest and their behavior. Residence Life seeks to provide students who live in on-campus housing with a safe, pleasant and comfortable environment where they are free to exercise personal judgment with regard to their intellectual and social development. Equally, we require that students respect others' rights to sleep, study, and be comfortable in their living space. While the residents of each room determine the hours and terms upon which they will entertain and receive guests, Residence Life requires that all residents assigned to the living unit agree on these terms.

Overnight guests may not stay for a period longer than three consecutive days without specific permission from the Residence Life Coordinator or their designee and a **maximum of 10 nights (total – not per guest)** for the semester, with approval from their roommate. Residence Life reserves the right to restrict students' guest privileges at its discretion should individual issues emerge. University housing reserves the right to request overnight guests to be registered with the Residence Life Office.

Residents are responsible for both their non-MSU-Northern guests and their commuter guests regardless of the amount of time the guest is visiting. This means that the resident must inform their guest of all Residence Life and University policies and if the guest does not abide by them the resident may be held responsible for the guest's actions. **The guest may not be left unaccompanied; the host must be present at all times**. In addition if a guest violates policy they may be banned from campus housing and/or MSU-Northern. Commuters found in violation/present during university policies being broken will be referred to the Residence Life Coordinator and/or Dean of Students.

General Information

Rooms are to be occupied only by the students for whom they are reserved. Room reservations are not transferable. Residence halls are established as private residences for MSU-N student contracting to live there. Therefore, access is limited to these residents, their guests and other persons with legitimate cause to be on the premises (service personnel, etc.) **Residents are responsible for what happens in their room even if they are not present at the time of the infraction**. Realizing that rooms will be used for study, rest and entertainment of guests, and that these functions are sometimes conflicting, an understanding must be reached between roommates as to the time, place and manner in which the room is to be used. This requires mutual respect for each other's right to privacy.

Cohabitation is prohibited.

Students may entertain guests in their rooms provided that the rights of the other students on the floor, and in particular their roommates, are not violated.

Due to the excessive noise caused by large numbers of people and potential fire hazards, no more than 10 people may be in the student's room at any time.

Halogen Lamps

Halogen lamps are not allowed in the residence halls due to significant fire hazards. Anyone violating this regulation will be held financially accountable for any damages, and University disciplinary action will be taken against them.

Harassment

Residence Life works to promote dignity and respect among all members of the University community and understands that this is a responsibility each of us must share. Diversity is one of the strengths of our society.

Residence Life supports the conduct outlined within the Student Code of Conduct. Harassment includes, but is not limited to verbal, graphic and/or written abuse directed at another, beyond a reasonable expression of opinion that is threatening and/or substantially interferes with a person's exercise of his/her responsibilities as a student, faculty or staff member. Student(s) found in violation of this policy will face disciplinary action.

Harassment of RA's is strictly prohibited. Violations of this policy will result in severe disciplinary action.

I.D. Cards

Your student ID card is your pass to use the food service and to participate in activities such as athletic events and check cashing at the MSU-Northern Bookstore. Be familiar with the Student I.D. Card Terms, Conditions and Agreement and **carry your ID with you at all times** in the event that it is requested by a University official.

In accordance with the Student Code of Conduct, persons are expected to provide appropriate identification (University identification card or driver's license) when requested by a University representative or employee – including Residence Hall staff.

Misuse of your University identification card will not be tolerated. Use of another person's ID is prohibited.

Incense

Burning of incense in the residence halls is strictly prohibited in all halls. Many individuals are allergic to or are annoyed by the intrusive odor.

Tampering with locks is illegal and not permitted. If you have difficulties with your lock, contact a staff member immediately. Intentional jamming of doors or locks or key copying is dangerous and subjects you to serious disciplinary action and payment of damages.

Lounges

Hall lounges and lobbies are for the use and enjoyment of all residents and their guests. Please help keep the lounge areas clean and in good physical condition. Lounge furnishings and areas may not be used as overnight accommodations. Personal items will be removed from public areas if left for extended periods of time.

Academic space for study groups, project meetings, etc. is available on a limited basis. Please ask at the hall front desk for availability.

Quiet Hours

MSU-Northern is committed to providing an atmosphere conducive to academic success. Noise of any kind is the most common obstacle to providing this environment. Therefore, students must comply with each other's requests for quiet whenever their behavior or the behavior of their guests is such that it creates a disturbance. Students must realize that they are obligated to extend this courtesy whenever requested to do so.

Courtesy Hours

Courtesy hours are always in effect, meaning that noise must always be kept at a reasonable level. During courtesy hours, residents are expected to maintain a level of quiet conducive to community living and respond courteously to other residents' and staff requests for quiet. Residents are encouraged to communicate with other residents if and as they are disturbed by noise or other activity. If this isn't effective, please contact your RA.

Quiet Hours

Quiet hours are from 10:00 p.m. to 8:00 a.m., Sunday to Thursday and midnight to 10:00 a.m. Friday and Saturday. It is important that everyone observe these hours. During this period, all activities that might be disturbing to others must be suspended. Quiet hours also include the areas outside the Residence Halls and Family Housing buildings. The following guidelines need to be followed:

1. Radio and stereo volume should be low enough that it cannot be heard outside the room. Use headphones if necessary.
2. Musical instruments are to be played in the Hall common areas or in areas of Pershing Hall.
3. Large group gatherings should be held in one of the lounges to prevent unwanted noise from loud conversations.
4. Activities such as football, wrestling, basketball, skateboarding, broom hockey, water fights, Frisbee, etc. are NOT permitted in the residence halls. Games and other activities conducted in residence hall public areas present real potential for accidents, damage, and disruption. Physical activities like those listed above should be held outside, in such places as the SUB lawn or the East Hall lawn.
5. The rights of a roommate or floor resident to study and sleep have priority over the visitation privilege. All residents are expected to be reasonably quiet at all hours in the Residence Halls.

Finals Week Hours

Due to the increased student need for an environment conducive to study, quiet hours will be in effect 24-hours a day beginning on the Saturday directly preceding finals week. Students should maintain an extraordinary level of quiet at all times during this time period and plan on taking any 'loud activities' out of the residence halls.

Musical Instruments, Stereos and Other Audio Equipment

Due to the nature and sound produced, drums cannot be played in the residence halls. Other instruments may be played quietly in residents' rooms except during quiet hours. If at any time such activity results in a complaint, residents must stop playing. Courtesy hours are always in effect.

You may have stereos and other audio equipment in your room or suite. Please be respectful and courteous when using such equipment so that it will not interfere with other residents study or sleep. Any audio equipment played outside must remain at a reasonable level. Electric guitars are permitted, as long as you cannot hear them outside of the room. We recommend using headphones.

Volume (including bass) should be at a level that cannot be heard outside the room with the door closed. Stereos that are a continual source of disturbance to others may be boxed and retained in a hall storage area for a length of time to be determined by the Residence Life Coordinator. **Stereos should not be played through open windows so they can be heard outside.** Headphones are advised for those wishing to enjoy music after quiet hours.

Parking

If you have a vehicle on campus, you need to register the vehicle with Residence Life. Combustion engines are not allowed in the residence halls. Inoperable vehicles may not be parked or stored on campus. The vehicle owner will be financially responsible for their vehicle being towed. Under no circumstances may anyone drive or park vehicles on lawns or sidewalks. Students found doing this will go through the conduct system for disciplinary action.

Health and safety regulations require that gasoline-powered devices, such as motorcycles or mopeds, NOT be stored in or near residence halls. Please park them in the designated areas of the parking lot. A complete outline of parking regulation and prices for parking stickers are available through the University. Due to the limited number of parking spaces near the residence halls, students should only have one vehicle on campus. Parking trailers on campus for an extended period of time is prohibited.

Pets

Because of health hazards, **only fish, and other totally aquatic species (snails, etc.), are allowed in the residence halls. No other animals are allowed.** You should clean your aquarium in the cleaning room, not in the bathroom. Aquariums of more than 10 gallons must receive approval of the Residence Life Coordinator. Residence Life will not be responsible for the care of fish during school breaks (Winter, Spring, etc.), so you will need to plan accordingly. You will not be able to enter your room during the breaks, so you must either remove your fish or place an extended feeder in your tank. Any pet violation may result in the resident being charged for disinfecting the room. Pets that are "visiting" are not permitted in the residence halls.

Respect for the Rights of Others

With so many people living in a limited space, it is essential that people cooperate with one another. The residents of each building are responsible for maintaining a community that is respectful of each individual's rights. Please be aware and courteous in your actions. If your actions and conduct are violating the rights of others, you are expected to be responsive and courteous to students and staff when approached. If someone is unresponsive to your requests, contact a Resident Assistant for assistance.

Room Damage

Students are responsible for the furniture and fixtures in their rooms and for University property within the hall. Any room damages (including nail holes, tape residue etc.) determined to be above normal wear and tear (at the discretion of the Residence Life staff), will be billed to the resident(s) and may result in disciplinary action. Students who, because of their actions, are responsible for damage to the residence hall facility (such as leaving a window open during the winter that results in a burst heater pipe), will be held financially responsible for any/all damages caused as a result.

Room Entry

Students cannot physically nor visually block, restrict, or deny a Residence Life staff member or other University official from entering their room. This includes hanging blankets, sheets, tapestry, etc., that visually or physically restricts access to the room. Violations of this policy will result in disciplinary action.

Along with the facility checks at least once a semester, there are other instances when University staff members may enter your room. The University is committed to respecting your right to privacy; however, there are times when it is necessary to enter your room to perform maintenance, to regulate suspected violations of University policies or when a suspected emergency exists. Otherwise, your room will be entered only in accordance with state law, which includes written notice in all cases that are not deemed emergencies (an emergency is defined as the belief that the occupant or the facility may be in imminent danger.)

The manner in which your room will be entered:

1. Staff members should knock but need not receive verbal permission to enter, if in the mind of the staff member in charge the danger is of sufficient magnitude.
2. If you refuse entrance to a staff member and he/she is reasonably sure that either you or state property is in danger or you are in violation of residence hall policy, the staff member may use a pass key to enter.

Some occasions in which your room will be entered:

1. Facilities checks may occur up to three times each semester. Written notice is given ahead of time.
2. During fire alarms, your room will be entered to determine if you have left the building. If you refuse to leave the hall, you will face severe disciplinary action.
3. Emergency situations:
 - a. You've been missing for more than 24 hours for unknown reasons or have been reported missing by your roommate, a friend or relative.
 - b. Someone hears you verbally call for help or you call by telephone.
 - c. Imminent danger threatening residents including, but not limited to: fire bombs, smoke, gas, electrical, lack of heat, too much heat, the presence of a suspected dangerous trespasser, etc..
 - d. Your room and/or your belongings are threatened by the hazards listed above.
 - e. Conditions in your room are a constant annoying disturbance to other residents; for example, radio, alarm clock, stereo, etc., left on.
4. A weapon, explosives or combustibles have been reported to be in the room.
5. At hall closing to ensure building security.

Safety and Security

You are responsible for your personal safety and the safety of your property. Always lock your door. Report any suspicious behavior to a Residence Life staff member.

Liability

The University does not assume responsibility for, or carry insurance against, the loss or damage of individually-owned personal property, within the student's room or in residence hall public areas or storage areas. Students are encouraged to obtain insurance against loss or damaged to their personal property.

Propped Doors

Propped doors pose a serious threat to the residence hall security systems. Propped doors put the Residence Hall students' safety, privacy and belongings at risk. A door is considered propped when any person or object prevents the closing of the door for an extended period of time or to provide entry for him/herself or other. **Propping doors is prohibited, and will lead to serious disciplinary action.** If you see a propped door, un-prop the door and report it to the desk clerk on duty. Smokers are reminded that they should not prop doors to provide re-entry for themselves or others.

Syringe Disposal

Students should not place exposed medical hypodermic needles directly into trash containers. Disposable, puncture-proof containers are available and should be used for disposing of hypodermic needles. These containers should be used to provide protection to other students and custodial personnel. Please see your Resident Assistant or Resident Director for more information.

Theft

Theft of University property, property of other hall residents, or city or state property is prohibited. Student(s) found possessing stolen property may face judicial, University and civil charges. Immediately report any thefts to a Resident Assistant.

Tampering with vending or laundry machines is considered theft.

It is suggested that you keep your door locked at all times to prevent theft. Do not leave your belongings unattended in public areas (laundry rooms, lounges, etc.). **Report suspicious strangers** you see in your hall to a staff member.

Unauthorized Access

Due to community and potential for injury, individuals are not to enter restricted access areas in non-emergency situations without prior permission from a University staff member. Restricted access areas may include, but are not limited to, front desk areas, offices, any/all entrance way overhangs, residence hall roofs and fire escapes.

Unauthorized Entry

Entry or exit through windows is considered unauthorized entry and is prohibited. This includes moving items in/out of your room through the window.

Screens

You are responsible for maintaining your window screen in an installed position on your room windows. A charge of \$100 to check security of screen plus replacement of materials will be billed to residents who remove their screens. No objects whatsoever, including fluids, may be hung, thrown, or dropped from the window of a residence hall room. **Screens must be kept intact to protect pedestrians from falling objects and prevent unauthorized persons from entering the building. Removal of the window screen is a policy violation.**

Signs

Signs which are the property of the federal, state or local government, or which belong to the University, may not be posted in student rooms. If you are found possessing such a sign, you will be reported to the proper authorities for disposition of your case. If you are found to be in possession of a local business sign, you will be reported to the business concerned and/or the local police. Sign theft is illegal and reflects negatively on the general student body and the University itself.

Skates/Skateboards/Rollerblades

For the safety and protection of the buildings and students, skates, skateboards, and rollerblades may not be used in the residence halls or the exterior areas in accordance with University Policy. The use of bicycles, skateboards, and in-line skates shall be allowed only as a means of transportation on walkways and other vehicular travel ways of MSUN. Anyone using a bicycle, skateboards, or in-line skates on MSUN property shall right of way to any pedestrian and shall travel at a reasonable, safe, and prudent speed. Under no circumstance will bicycling, skateboarding, or in-line skating be allowed on ramps, curbs, benches, steps, or stairs and other such structures or property not designed for transportation. The use of bicycles, skateboards, or in-line skates shall not be permitted inside any building.

Smoking

Residence Life recognizes student trends toward achieving and maintaining healthier lifestyles. Smoking is not permitted in University buildings, this includes electronic cigarettes. Per state law and Montana State University policy, **smoking is also prohibited on all areas within 25 feet of any exterior surface of any building.**

Solicitation

Another "right" that you enjoy as a resident is for your living area to be free from salespersons, solicitors and the like. If you are approached by a solicitor please report this information to your RA or the Residence Hall Desk immediately. Additionally, students may not solicit in any fashion or form, from their rooms.

Campaigning

Door-to-door campaigning is not permitted at any time.

Sales

Sales agents are not allowed in the residence halls living areas. Should you be bothered by a commercial agent or a solicitor, contact your RA, Resident Director or Residence Life Coordinator immediately. Sales in hall lobbies (student organization fund raisers) at specified times may occur with prior written authorization by the Residence Life Coordinator.

Posted Information

You have a right to be informed of happenings at MSU-N and we attempt to meet this need by providing bulletin boards and posting areas on each wing or floor in most halls. With the exception of a public bulletin board in the main lobby of each hall, all posting areas are only for residence hall notices and other notices approved by the Residence Life Coordinator. Any unauthorized postings will be removed and disciplinary action may be taken. You should check the posting areas on your floor daily.

Routers

Routers are not permitted. ITS will shut off internet in rooms where routers are detected. Students in rooms where this occurs will meet with the Residence Life Coordinator or the Dean of Students for disciplinary actions.

Sports

Activities such as football, basketball, broom hockey, water fights, Frisbee/foof, handball, hacky sack, juggling, devil sticks etc. are NOT permitted in the residence halls, rooms or public areas. Games and other activities conducted in residence hall public areas present real potential for accidents. They are potentially dangerous and almost always disruptive to others and may damage fire safety equipment.

Staff Requests

Students are expected to be responsive to requests from staff or other students regarding behavior which is inconsistent with responsible freedom and respect for the rights of other. If you are in disagreement with a request, it is expected that you present your concerns in a mature and courteous manner.

The Student Conduct Code states that acting to impair, interfere with or obstruct the orderly conduct, processes and functions of the University is a violation and thus subject to disciplinary action.

Televisions

Television antennas, satellite dishes, or any other apparatus cannot be hung out the windows or affixed to the outside of the building. The process of installation causes physical damage to the building and there could be a great danger to you if you fall or injure yourself during installation. Antennas represent a danger during electrical storms. Tampering with cable TV access is considered "Theft of Services" and is illegal.

Tobacco

As of July 1, 2016, Montana State University Northern is a tobacco-free campus. This means that any and all tobacco products (cigarettes, cigars, vaporizers, smokeless chew, etc.) are prohibited on campus. If a student is found in violation of this policy, they may be subject to removal from campus housing at the discretion of the Department of Residence Life.

Vandalism

In the residence halls, vandalism is defined as any damage to property, furnishings, furniture, elevators, or any additional/unnecessary messes beyond what is expected with normal use of the facilities (for example, smashed fruit in the hallway is considered vandalism). **Activities that require additional clean-up by the custodial staff will be charged to the hall, floor, or individuals responsible.**

The Residence Life and University Food Services operations are completely self-supported, which means all expenses are paid from room and board income. What does that mean to you? Any activity which increases residence hall expenses has to be passed on to you in the form of higher room and board charges. For your own financial benefit, as well as community living standards, be responsible for your actions and the actions of your friends so that we may continue to offer room and board charges that are in the lowest 10 percent of the nation's residence halls.

Air Conditioner/Swamp Coolers

Air Conditioners and/or swamp coolers etc. are prohibited.

Video Policy

The legality of showing videos (VHS, DVD, film, etc.) in the residence halls is still largely unresolved. It has not truly been tested in the courts and, until it is, there is no legal precedent established. Please adhere to the following guidelines.

1. The University and its staff cannot rent videos without paying additional price for copyright privileges.

2. It is against the copyright law to have a public showing of videos; the problem is coming up with a consistent definition of “public”. The safest approach is to use floor lounges or rooms other than the main lobby.
3. Money may not be charged for video showings.
4. The showing of x-rated videos is prohibited in public areas.

Water Beds/Hot Tubs

Because of the potential danger electrical shock, potential damage to the facilities and increased utility cost, water beds and hot tubs are not permitted in the residence halls.

FIREARMS, MISC. WEAPONS, FIREWORKS AND EXPLOSIVES CAMPUS POLICY SERIES 1004.4

Fireworks, firearms – rifles and shotguns ONLY, bows, knives (6 inch blade or longer) other weapons or explosives are prohibited on the MSU-Northern campus. This prohibition includes all campus buildings, residences, in vehicles and all land. The use of these items on campus is prohibited.

If you live on campus, and you bring a gun (or any of the items listed above) for hunting or target practice, you must store it with a member of the Residence Life Staff. The Residence Life Staff will secure it in a locked gun cabinet.

If unchecked firearms (or any of the items listed above) **are found on campus, disciplinary action may be taken.** Which may result in the privilege being revoked. Owners, or those in possession, who are students may be subject to suspension. Non-students in violation of this policy will be asked to remove the item from the campus. Failure to comply will result in criminal trespassing charges. Official law enforcement personnel while on duty are exempt. Non-compliance may result in assistance from Havre Police Department.

Note: BB guns, slingshots, blow darts, etc. are considered weapons. If you are not sure if an item is a weapon, contact the Residence Life Coordinator.

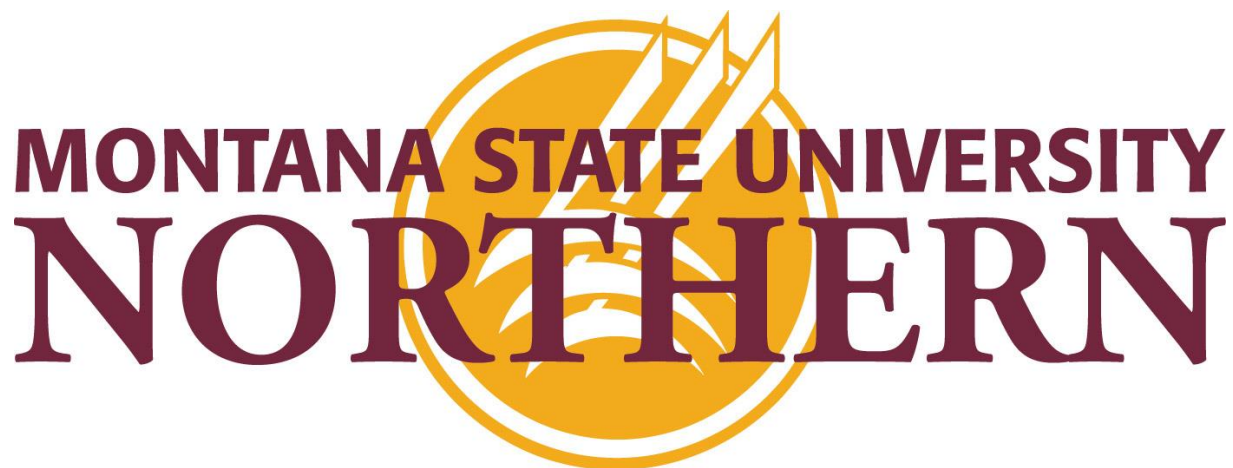
PAINTBALL GUNS

Paintball guns are not to be brought into the residence halls and are not to be stored in vehicles.

UNIVERSITY POLICIES AND PROCEDURES

All residential students are responsible for reading and adhering to the policies and procedures within the *Student Code of Conduct* and *Student Handbook*.

2016-2017 Residence Hall Handbook



In order to remain environmentally conscious, the Department of Residence Life no longer prints the Residence Hall Handbook for students. By signing this form, I confirm that I will access the Residence Hall Handbook available on the Housing website – www.msun.edu/housing – and that it is my responsibility to read the content of this handbook. If I choose not to abide by the rules and regulations contained in this document, I understand that I will be held accountable for my actions and may face disciplinary action through the University conduct system.

PRINT Name

Signature

Date