

**2011-12**  
**Residence Hall**  
**Handbook**



**MONTANA STATE UNIVERSITY**

**NORTHERN**

*Residence Life*

**August, 2011**

# 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.

Northern's Residence Life program facilities includes Residence Halls for single students (MacKenzie and Morgan) and an apartment complex shared by both married student and single parent families. MacKenzie Hall is equipped to house up to 193 students. Morgan Hall can accommodate up to 175 residents. 45 apartments are available in the married and family housing complex.

All Residence Halls and Family Housing Apartments are managed by the Housing Director, the Resident Directors (RD's), the Resident Assistants (RA's) and the staff. They are 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 these resource students. Should behavioral or disciplinary problems occur, the University may exercise a range of options from a warning to removing a student from 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.

### **ON CAMPUS RESIDENCY REQUIREMENT**

Students who have fewer than 30 total credit hours are required to live in the residence halls. All requests for exemption must be made to the Director of Housing. These requests must be in writing and must accompany an on-campus housing exemption form. This form can be obtained from the Housing Office.

You are automatically exempt if you qualify as one of these:

1. Married student
2. Single parent
3. Student registered for six or fewer credit hours
4. Student who resides with their parents
5. Student over 21 years of age
6. Student residing with a member of their immediate family (parents, siblings)

Supporting documentation must accompany the form for the following:

1. Students who have a particular hardship including a physical or mental condition which would preclude the possibility of living in a residence hall.
  2. Students who have other extenuating circumstances that compel an exception.
- Exemptions must be approved by the Housing Director.

## **STUDENT FAMILY HOUSING**

Our Student Family Housing apartments accommodate the needs of married students and single-parent families attending Montana State University-Northern. These include one and two bedroom units. All water, heat and utilities are provided by MSU-Northern. Tenants are responsible for having their cable TV plus telephone installed and providing their own furniture, curtains and rugs. A \$100 damage deposit with an application is required to be considered for an apartment. The first month's rent and a security deposit equal to one month's rent are required of all new tenants before moving in.

Laundry areas for Student Family Housing are available to tenants and adequate parking is readily accessible outside of the units, with a limited number of outlets for plugging in cars. No pets or firearms are allowed in the apartments, but guns can be stored in the Family Housing gun cabinets. Tenants are expected to follow all MSU-Northern guidelines for residence living. The Housing Director lives in Family Housing and is responsible for checking tenants in and out of their apartments. The Housing Director also works closely with the Student Family Association (SFA) in programming events for the families and strengthening community ties among them. Such activities as Barbecues, Halloween Parties, and Sledding have been planned in the past by the SFA, which is also responsible for the children's playground. Cost, convenience and camaraderie usually attract a number of people to live on campus. Because of the high demand for these apartments, eligible students are requested to apply early and may be put on a waiting list until space becomes available.

## **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. The residence halls are also equipped with cable TV hook up, two Internet connections and a telephone with voice mail 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 Housing Director and Residence Hall Association 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.

### **REFUNDS**

The \$75.00 security/damage deposit will be refunded to non-enrolling students upon written request if written cancellation of the room request is received as follows:

#### **FALL SEMESTER**

- 1) 100% if the student cancels the room reservation in writing by July 15.
- 2) 50% if the student cancels the room reservation in writing by August 15.
- 3) No refund will be paid for canceled room reservations received after August 15.

## SPRING SEMESTER:

- 1) 100% if the student cancels the room reservation prior to the first day of class.
- 2) NO refund will be paid for canceled room reservations received after the semester begins.

The above refund schedule is applicable to all who have: 1) decided not to enroll in school at MSU Northern, 2) turned in an application and have decided to reside off campus, 3) students who withdraw from MSU Northern anytime during the semester, and 4) students who move off campus during the semester. To receive a refund as outlined above, all room cancellations must be made in writing to the Housing Director.

The \$75.00 security/damage deposit, less any damage deductions, will be refunded to a former resident student upon receipt of written request within two months after the student has left the university.

**Residents must live only in the room assigned to them.**

## MEAL PLAN

All on-campus residents who reside in the Residence Halls are required to purchase a University Food Service meal plan. When a student checks into a Residence Hall, his/her name is immediately placed on the meal plan list. Please see the Dining Services section for more information.

## ROOM AND BOARD REFUNDS

Refunds are NOT made for meals not eaten, but limited refunds are made to students who withdraw from school through the first nine weeks. There are no refunds made on room and board fees after the ninth week. Students who are removed from the Residence Halls for disciplinary reasons may not receive a room and board refund.

# 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.** 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 Housing Director outlining the special circumstances. The Housing Director will review your request and determine whether an exception will be made.

# Who's Who

## Staff

### Resident Director

One person in your hall who can be of assistance is your Resident Director (RD). This part-time student 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 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 (or the hall staff), and not with just anyone who happens to be walking by.
- 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 kind 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 Advisor.** 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 at your hall desk, you are issued a room key, and you are

responsible for that key. **Acceptance of your room key obligates you to the residence hall contract for the entire contract period (semester).**

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 Card. **When you move into your room you will be given this card and it is your responsibility to verify and sign the card. If for any reason you do not agree with the information on your Room Condition Card, notify your RA immediately. It is in your best interest to review and sign the Room Condition Card to avoid any damage penalties at a later date.** The RA will then make any necessary changes to your Room Condition Card. As the year progresses, your RA will note any changes in the condition of your room during facility checks.

**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 Housing Director. To determine if you are eligible for a contract release, contact your Resident Director.

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 have you fill out a change-of-address card so your mail can be forwarded, ensure the room is clean for the next occupant, and he/she will collect your key(s).

### **Improper Check Out**

**You must notify Residence Life Staff 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, any 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/prepayment. Current residents wishing to cancel contracts should contact their hall Resident Director to initiate the process.

All payment are to be made on the due date according to the payment schedule, or the student's meal ticket may be withheld.

### **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. Turning off the electricity, not using the water or heat, and not having to maintain the floor would mean savings which could then be passed on to future residents in the form of lower room and board increases.

**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 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 Housing Director. Your hall Resident Director (or Housing Director) 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, moving off campus, 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 one meal plan. The Food Service is open for breakfast, lunch and dinner Monday – Friday and brunch and dinner on the weekends and certain holidays.

## **Occupancy Periods**

The residence halls will open for occupancy at noon on Friday, August 26, 2011, for Fall Semester. The halls will close at noon on December 15, 2011. **You may not occupy your room between semesters (unless you have applied and been approved for break housing in advance, which will have an additional charge) since that period is not covered in your contract and the halls will be closed.**

**Closed for summer:** The residence halls officially close for the summer on Thursday, May 3<sup>rd</sup> at noon. For additional information, refer to “Break Housing”.

**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 Housing Director 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.

## 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 Assistant Dean of Students/Housing Director.
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 Advisor and complete the necessary documents within 72 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 Department of Residence Life 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 Advisor 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. Food and drinks are not allowed in the residence hall computer room. 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

Minor infractions of this policy accidental, 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 discussion education.

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 Assistant 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 can expect 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 Assistant Dean of Students 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 through the RHA. **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 may 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. Meal passes are not transferable.

The food services also provide a number of employment opportunities. Refer to the section in this handbook titled Student Employment Opportunities if you are interested.

### **Hall Desk**

Each hall has a main desk that serves as an information center. There are games, various sports equipment etc. that are available for check-out provided by your hall RHA.

From 11:00 pm to 4:00 am, the desk is staffed by students who live in the halls. Refer to the section in this handbook titled Student Employment Opportunities if you are interested in employment.

### **Key Check-Out/Replacement**

If you misplace your key, you may check out a spare at the Housing Office 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 required to fill out a work order and pay a re-key charge before you obtain the new key. Additionally, there is a **\$20.00** charge to replace mailbox keys for those halls that use them (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 a work order will be processed immediately to have your room re-keyed at your expense.

**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.

## **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. RHA generally provides some cooking equipment, accessible through the hall desk.

## **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. Ironing boards are available in the laundry rooms or on floors throughout the building. 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 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 both buildings. Packages will be left at the SUB where you will be notified to pick it 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 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 Card, which your RA filled out before you arrived. If you find any discrepancies, let your RA know immediately, prior to signing the card. Any damages or missing furnishings noted at check out not initially on the Room Condition Card will be charged to the resident(s) of the room.

## Student I.D.

The University requires students to carry their Student identification with them at all times. Within the Residence Halls, the Student I.D. may be used for the following:

- access to your residence hall after lock-down
- To check out RHA services at the front desk

## Storage

Space for the storage of empty trunks, luggage and apparel containers is very limited in most halls. Please do not plan on storing items. Please be aware that storage of room furnishings is not possible due to storage capacity limitations. You should contact your RA to check in or check out your belongings. Storage rooms are locked at all times for security reasons. Please tag your belongings with your name, school address and date of storage. If you do not remove your stored items by the end of the academic year, they will be disposed of. If you are returning to the residence halls in the fall, you may NOT store items over the summer. **Please remember that personal property is stored at the risk of the owner. MSU- Northern and Residence Life will not take responsibility for stolen or damaged items.**

## Telephones

### General Telephone Information

Each room is equipped with a telephone jack that is part of by the University system. Students may check out a university phone if so desired. Students will be held financially responsible for any damage to MSU-Northern phone equipment.

On-campus calls (394- or 265- prefixes) are free, as are all local calls. To call an off-campus number, enter 8 and then the seven-digit number. Long distance calls on University telephones can only be made with the use of a credit card or by reversing the charges. Voice mail services are available if needed. Please contact your RD or the Housing Director.

### Information

Campus.....Enter 0 for Campus Operator, 8am – 5 pm, Mon –Fri  
Local.....Enter 9+411, ask for local information (requires a credit card number)  
Emergency/Ambulance/Police.....911

### Calling Procedures

Campus Calls.....Enter last 4-digits of number  
Off-Campus Local Calls.....Enter 8 + number  
Telephone Repair Service.....Report to an RA  
Toll-Free Numbers.....Enter 8 + 1+ 800 + number  
Long Distance – in state (credit card or collect only).....Enter 8 + 0 + number  
Long Distance – out of state (credit card or collect only).....Enter 8 + 0 + Area Code + number  
Calls Outside the United States....Enter 8+ 001 + Country Code + City Code + phone  
number + PIN

## **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.

## **Residence Life**

There are two primary areas in which Residence Life employs students. A good place to start is as a student Desk Clerk. If you are interested, go to the Residence Life Office or stop by your hall's desk for an application. A second opportunity is the Resident Advisor position. There are 15 RAs on campus. The selection process is thorough and competitive. If you are interested, talk to your RA and watch for publicity.

## **Food Services**

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 campus wide. 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 the Residence Life Department 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**

If a resident leaves property in the Residence Hall at the termination of their occupancy, the property shall be deemed abandoned. The University will dispose of the property if not claimed by the resident within one year. Any charges incurred to remove, store or dispose of the property will be assessed to the resident.

## **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 Director of Housing 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 they pose a safety hazard or 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.

### **Safety**

The safest place for your bike is locked in your room.

## **Break Housing**

The residence halls and food services are officially closed during Thanksgiving, Christmas 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. Students who store belongings or move out of the Residence Halls after the semester has ended will be charged a storage fee of \$21.00 per day.

## **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.

## **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 an offense 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.

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 Residence Life Department 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. Any suspected drug activity is forwarded to the Assistant 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 bong, 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 without prior authorization from an RA for a specific timeframe of use**. 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.

**Beds in Mackenzie Hall are not to be unbolted or moved. If they are unbolted and/or moved the resident will be fined.**

**Hanging blankets, sheets, tapestry etc., that physically or visually restricts or blocks access to the room is prohibited and may result in disciplinary action.**

## **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.

## **Guests and Visitation**

### **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 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 cause by large numbers of people and potential fire hazards, no more than 10 people may be in the student's room at any time.

### **Overnight Guests**

Students living in the residence halls may have overnight, non-resident guests under the following conditions:

- The resident host has the permission of the roommate.
- Guests must abide by all rules and regulations of the University and Residence Halls. The resident host is responsible for the actions of their guests, for informing them of hall rules and regulations, and for expenses incurred by them.
- Guest stays are limited to a period of time not **to exceed three days**.
- Each resident is limited to one guest.
- Guests must present a photo ID, be registered at the hall desk and the RA must be aware of the guest's presence before hall facilities are used.
- Guests must adhere to the escort policies in each hall.
- Overnight guests will be required to pay a nominal nightly fee if they wish to stay in an unoccupied student room. The guest will not be charged if no linen is issued and the guest stays in a resident's room.
- Cohabitation is prohibited.

If unregistered overnight guests are found in your room, there will be a \$21 charge per night and disciplinary action may be taken. The purpose of this charge is to ensure that residents register their guests and take responsibility for their actions.

Guest rooms and apartments may also be available at a nightly fee. All reservations for guest rooms must be made through the Residence Life Office at 265-4113, between 8 a.m. and 5 p.m. Monday through Friday.

The resident host is responsible for the conduct of all visitors/guests and may face disciplinary action when visitors/guests do not adhere to residence hall rules and regulations. All visitors/guests must be checked in by current residents of the building during lockdown. Any person without photo ID may be refused entry and/or escorted out of the building.

### **Visitation**

A visitor is defined as “a member of the same or opposite sex who is not assigned to or contracted for a particular room but is in a room at the invitation of the occupant for a short period of time, and does not use the room or facilities in a manner that would be considered an occupant or guest.”

Visitation is allowed 24 hours a day. However, these areas may not be used as overnight accommodations. Individual floors may make their visitation hours less than 24 hours a day if they so choose. Changes for this requires the approval of a majority of the floor and approval from the Housing Director.

Please be considerate of others. Having visitors is a privilege and the visitation privilege is administered under the honor system. You are expected to abide by all rules and regulations, as should your visitors. If you violate the privilege, you may be subject to disciplinary action. **Current residents and visitor are reminded that at no time may men use a women's rest room or vice versa.**

### **Escort policy**

Each residence hall may be governed by an escort policy, although the hours it is in effect vary from living unit to living unit. When the policy is in effect and you wish to visit someone of the opposite sex, you must be escorted to the room of the person you will visit. You must also be escorted when leaving. Please note that a floor or hall may make their escort hours more restrictive via their Residence Hall Association.

A staff member can, at any time, remove a visitor from a floor/building. If you see an unescorted person during escort hours, contact a staff member immediately. An escort may be requested at any time if the situation warrants, i.e., suspicious behavior. **Please remember that you are responsible for your actions and those of your guests and visitors at all times.**

## 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 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.

## 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.

## **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 Housing Director. **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.

Pianos are available in most halls for your enjoyment, but should not be played during quiet hours. Playing of any other instruments in public areas is prohibited unless specifically authorized in advance by the Resident Director.

## **Quiet Hours**

Quiet hours go into effect no later than 10 p.m. every week night (Sunday through Thursday) and continue until at least 8 a.m. the next morning. Quiet hours go into effect no later than midnight every weekend night (Friday and Saturday) and continue until at least 10 a.m. the next morning. During this period, all activities which might prove disturbing to others must be suspended. **Note must not be audible outside the room with the door closed.**

## **Finals Week Noise**

Residence Life is aware that during final exam week, beginning at midnight the Friday directly preceding exam week, students have an increased need for an environment conducive to study. As such, **Quiet Hours will be in effect 22 hours a day and will be strictly enforced.** 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. Between 6-8 p.m. nightly during final exam week there is a brief break in the intense study time. However, courtesy hours remain in effect during these hours.

## **Parking**

If you have a vehicle on campus, you do not need to register the vehicle with the University. Combustion engines are not allowed in the residence halls. Inoperable vehicles may not be parked or stored on campus and under no circumstances may anyone drive or park vehicles on lawns or sidewalks. Any violation of these rules will result in vehicles being towed at the owner's expense.

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.

## **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 Housing Director. Residence Life will not be responsible for the care of fish during school breaks (Christmas, 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.

## 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 Advisor 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 three times each 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.) Each student will be asked to review and sign a "Room Entry Notice" upon check in to their room.

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

Please review the Residence Life Safety and Security Brochure for more information. Ask your RA or the front desk if you do not have one of these brochures. **Those students who violate security policies will be evicted from the residence hall system, which may result in suspension from MSUN.**

### Hall Security

You may enter or leave your hall at any hour. A night desk clerk is on duty in all halls to admit residents after 11 p.m. **If you or any guests enter your hall after the doors have been locked you may be required to show a picture ID.** Any guest who wishes to be in the residence halls after lock up must sign in at the front desk (Mackenzie Hall only), present a photo ID when requested and be escorted through the hall by the resident they are visiting. A failure to sign in guests or adhere with check in procedures will result in disciplinary action. **The resident listed on the guest check-in slip will be responsible for the actions of that guest.** On some occasions the doors may be locked earlier for security reasons. At all times, students are responsible for the actions of their guests. All guests must be signed in at the front desk. Anyone using an ID other than his/her own to gain access into a residence hall will be subject to severe disciplinary action.

### 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 judicial action.** If you see a propped door, un-prop the door and report it to the desk clerk of 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 Advisor 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 Advisor.

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.

## **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.**

## **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. As such, smoking is prohibited within the public areas and private rooms of all residence halls. 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 immediately. Sales in hall lobbies at specified times may occur with prior written authorization by the Assistant Dean of Students.

## **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 Housing Director the RA. Any unauthorized postings will be removed and judicial action may be taken. You should check the posting areas on your floor daily.

## **Sports**

Activities such as football, basketball, broom hockey, water fights, Frisbee/fof, 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.

## **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.

## **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. An open container is defined as any container of alcohol with a broken seal.

Wellness and no alcohol living options prohibit the possession and use of alcohol regardless of age. Additionally, the possession and/or display of empty alcohol containers (cans, bottles, displays, beer bong, etc.) in or about wellness/no alcohol living options is evidence of use, and/or consumption and is prohibited. The first alcohol violation will result in disciplinary action and may result in removal from this living option.

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 do 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.

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"

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

Fireworks, firearms, 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. 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 with this, will result in criminal trespassing charges. Official law enforcement personnel while on duty are exempt.

Exemptions to this policy may be granted by the Chancellor or his/her designee for specific functions (Annual Gun Show, gun raffle, etc.). Requests for exemptions to this policy must be made in writing to the Chancellor or his/her designee, at least ten days prior to the function.

Note: BB guns, slingshots, blowdarts, etc. are considered weapons. If you are not sure if an item is a weapon, contact the Assistant Dean of Students/Housing Director.

## **PAINTBALL GUNS**

Paintball guns are not to be brought into the residence halls and are not to be stored in vehicles. If you have paintball gun, please contact a residence life staff member and have them stored in the gun cabinets.

# **MONTANA STATE UNIVERSITY-NORTHERN**

## **Administrative Policy and Procedures Manual**

### **Section 600: Student Affairs**

#### **601.3 Student Conduct**

##### **Students and the Law**

As a citizen of the larger society, the university student retains those rights, protections and responsibilities held by all citizens. All students of Montana State University Northern are, therefore, subject to federal, state, and local law.

The enforcement of student responsibilities and duties to the larger society is the responsibility of those civil authorities established expressly for that purpose. Representatives of agencies enforcing these laws have the right to be on campus to investigate illegal activities without the knowledge or consent of the University administration. In addition, they have the right to make searches and arrests in campus housing, provided they have the proper warrants. When possible, an administrator in charge may be notified or will accompany the law enforcement officer.

It is the intent of the University community to resolve student conduct violations within the University. However, in the event that a serious violation involves a violation of the law (i.e. sale of drugs, arson, major vandalism, etc.) or violations by non-students, it may be necessary to involve the appropriate law enforcement agencies. Likewise, students charged or convicted of violations under general law may be subject to University sanctions for the same conduct when the act is in violation of campus rules essential to the continued protection of other members of the campus or to the safeguarding of the educational process.

##### **Standards of Student Conduct**

Judicial policies, dealing with inappropriate behavior, within an educational institution parallel the institution's academic policies in that they are concerned with promoting an effective academic community, the freedom to learn, and personal responsibility. It is every student's responsibility to help ensure that the University is an orderly and responsible community, one in which each member is assured of personal safety and well-being and has the opportunity to obtain the desired educational experience. For this reason, any member of the University who observes a violation of accepted guidelines or behavior has the responsibility to ensure corrective action is taken. Therefore, any member of the community; student, faculty, or staff may bring a complaint and has a responsibility to do so. Help with preparing a complaint may be obtained from the campus judicial officer or other Student Affairs professionals if the violation concerns general campus policy, or from a Residence Life Staff member if the violation pertains to housing behavior.

Responsibility and authority for the regulation of student behavior is vested in the Chancellor of the University by the Board of Regents. In all disciplinary matters, the Chancellor of the University shall be the final campus authority. The Chancellor has delegated decision-making authority concerning campus discipline with the campus judicial officer. Currently, the Assistant Dean of Students serves as the campus judicial officer. Residence Life Staff members have the authority and responsibility for alleged violations pertaining to housing rules and regulations. Serious violations and/or sanctions may be referred to the campus judicial officer. Residence hall disciplinary policies and procedures are detailed in the Residence Hall Handbook. The University reserves the right to determine what constitutes inappropriate behavior and appropriate sanctions.

## **Sanctions**

The list of sanctions includes but is not limited to the following: verbal warnings; disciplinary warning status; social probation; suspension; expulsion; fines; restitution for damages; exclusion from extra-curricular activities. In the case of suspension, a student may be separated from the University for not less than one term and not more than one academic year. In the case of expulsion, a student's relationship with the University is permanently severed. In addition, a student who is suspended will be given a grade of "W" in cases in which the work or the course has not been completed before the suspension.

## **Violations and Offenses**

The following list is intended to provide examples of inappropriate behavior for which sanctions may be levied and is not intended to be exhaustive:

- violence, or threat of violence against self or any member or guest of the University community; this includes physical or emotional assault or threat of such, nuisance or threatening phone calls, and any individual or group effort designed to harass or to ridicule any other member of the University community;
- theft or damage to University property or property of any student, faculty, or staff member, or any visitor to the campus;
- obstruction or disruption of teaching, research, administration, or other University activities, including its public service functions and other authorized activities; dishonesty, such as knowingly furnishing false information to the University;
- unauthorized entry to or use of University facilities;
- forgery, alteration, or misuse of University records, or identification;
- failure to comply with directions of University officials acting in the performance of their duties;
- the possession or use of illegal drugs on campus;
- violation of the University's alcohol policy;
- serious disruption of good order in the University's living facilities;
- the possession of dangerous weapons or fireworks on campus except as otherwise provided for by the University regulations, students must check weapons to be used for hunting with the Residence Life Staff. Under no conditions may weapons be kept in Residence Hall rooms or Family Housing apartments;
- operating motorized vehicles on campus property not designed as a roadway or parking lot, such as lawns, sidewalks, and the like;
- creating, maintaining, or participating in a situation detrimental to the health, safety, or welfare of the University community. This includes tampering with fire equipment, setting off fireworks, bomb threats, and similar behavior;
- failure to show a university identification card or other valid identification when requested by a University official;
- violation of any university policy, including but not limited to; Information Technology, Relationship and Dating Violence, Sexual Assault and Stalking Policy, etc.
- repetition of violations.

## **Procedures**

A member of the university community; student, faculty, or staff may bring about a complaint by filing an Incident Report with the campus judicial officer.

- Students may be charged with an offense both by the university and law officials.
- The accused student is to receive written notice of the alleged violation(s).
- The accused student will be informed of the disciplinary hearing date, time and location, at least two days in advance.

- Cases shall be resolved by the campus judicial officer at the disciplinary hearing.
- A disciplinary hearing will be conducted to review the alleged violations.
- The hearing will be closed to the public, except for immediate members of the accused student's family and the accused student's advisor.
- Any person who disrupts the hearing or fails to adhere to the rulings of the campus judicial officer may be excluded from the proceeding, including the accused student.
- Witnesses other than the complainant and the accused student, may be excluded from the hearing, except during their testimony.
- The burden of proof shall be upon the complainant, who must establish the guilt of the accused student by a "preponderance of the evidence".
- Affidavits shall not be admitted into evidence unless signed by the affiant and witnessed by the campus judicial officer.

At the hearing,

- the accused will have the right to have an advisor present. This advisor may only advise the accused student, not to question witnesses or others
- the accused may: a) respond to the Incident Report; b) ask questions of the complainant, and; c) provide possible evidence or witnesses.
- the complainant may: a) respond to the Incident Report; b. ask questions of the accused, and; c. provide possible evidence or witnesses.
- the campus judicial officer, shall separately meet with the complainant, and ask them what they suggest for the solution and/or punishment.
- At the conclusion of the hearing, the campus judicial officer will meet with the accused student. The campus judicial officer will give the decision on what was determined for the punishment and/or sanctions. The campus judicial officer will ask the accused if they were treated fairly. The campus judicial officer will explain the appeal process. The campus judicial officer will provide the accused in writing the outcomes of the disciplinary hearing and a copy of the appeal process.
- The accused student will receive a letter of what had transpired at the disciplinary hearing.
- Either the complainant or the accused student has the opportunity to appeal the decision to the Student Disciplinary Hearing and Appeals Committee (SDHAC). This appeal must come no later than 10 days after the written decision is rendered by the campus judicial officer.

## **Appellate Procedures**

### **Jurisdiction**

- The Student Disciplinary Hearing and Appeals Committee (SDHAC), consisting of five members (three faculty and two student members), is to have the power to hear appeals of decisions, whether resulting in sanctions or not, made by the campus judicial officer in disciplinary matters.
- The Student Senate of the ASN shall make any and all permanent appointment of students to the SDHAC. All appointments will be for two-year terms and a replacement will be made on alternating years;
- The Academic Senate shall make any and all permanent appointment of faculty to the SDHAC. All appointments will be for three year terms. Thus each year, one new member will replace an out-going member;
- Each year the SDHAC will elect a faculty member of the committee to serve as the Chair.

## Grounds for Appellate Review

SDHAC may accept written application of appellant if said appellant is able to assert one or more of the following:

- That the campus judicial officer did not have jurisdiction over the matter
- That the campus judicial officer made a clearly erroneous finding of fact contrary to the substantial weight of evidence, and the error materially affected the decision
- That the campus judicial officer incorrectly interpreted a university rule or regulation, and the error materially affected the decision
- That the campus judicial officer deprived the student of a right granted to the student by the rules or regulation of the university governing disciplinary hearings
- That the campus judicial officer has displayed demonstrable bias in the decision-making process
- That the sanction is clearly erroneous, reflecting an abuse of discretionary power granted the campus judicial officer by the university

## Procedure

- Appellant must file written application of appeal with the Chair of the SDHAC, outlining grounds for appeal, no later than 10 days after a written decision has been rendered by the campus judicial officer. Said application must be signed and dated by the appellant, and submitted by 5 p.m. of the final day allowable for said filing. Any sanction unaccompanied by written notice to the student suspends the above mentioned application filing period.
- The Chair shall call a timely meeting of the SDHAC to discuss the merits of the appeal. A vote of two SDHAC members assures an appeals hearing with appellate at the future date.
- The Chair shall notify the appellant, in writing within five days, of the date of the appeals hearing. An evidence and witness list shall accompany said notice. A copy of said notice is to be forwarded to the campus judicial officer and the Chancellor of Montana State University Northern.
- The appellant, if unable to attend the appeals hearings, must inform the Chair within two hours of the scheduled hearing. If appellant fails to notify the Chair within the required time period, the appeal may be summarily dismissed by the Chair. Alternatively, the SDHAC may decide the matter in the appellant's absence, reschedule the hearing, or dismiss the appeal.
- The SDHAC hearings shall take place with a quorum of at least three members present. The SDHAC Chair shall have the option to appoint, on a temporary basis, replacements to serve on the committee at the time of the hearing. Such appointments shall preserve the 3:2 faculty-student ratio of the committee. Any student appointments shall be made from a list supplied to the Chair by the Student Senate of the ASN.
- The hearing will be closed to the public except for the appellant, immediate members of the appellant's family, the appellant's advisor, and the campus judicial officer.
- The advisor or family members may only advise the appellant and are not to question witnesses or others.
- Any person who disrupts the hearing or fails to adhere to the rulings of the SDHAC may be excluded from the proceeding, including the appellant.
- Witnesses other than the campus judicial officer and the appellant may be excluded from the hearing, except during their testimony.
- All matters decided by the SDHAC are implemented by a majority vote of members present, and all voting by the SDHAC is to be conducted by the Chair with SDHAC members only. In the event of a tie vote, the appellant's case is to be referred to the Chancellor of Montana State University Northern within a reasonable time.
- The Chair shall notify the parties, in writing, of the decision of the SDHAC, with a summary of the committee's reasoning accompanying the decision. The appellant shall also be notified of further appeal options by the Chair. Said decision is to be signed and dated by the Chair on behalf of the committee.

- A SDHAC member may voluntarily excuse himself from any hearing if he/she believes that his/her judgment may be impaired due to bias, prejudice, or any other detrimental factor. Upon acceptance of an appeal the SDHAC may, at its discretion, hear any relevant evidence that may assist the SDHAC in its ability to render a decision. When appropriate, the burden of proof expected of the institution is one of clear and convincing evidence. The SDHAC shall keep a record of all actions taken by said committee, and said file shall be placed in the office of the Chancellor of Montana State University Northern.

## Appealing SDHAC Decisions

The decision of the SDHAC may be further appealed in writing to the Chancellor of the University. In all disciplinary matters, the Chancellor of the University shall be the final campus authority. Further appeals must be made to the President of Montana State University Bozeman.

## Additional Disciplinary Action

If circumstances of incidents are of a serious nature, as determined by the Assistant Dean of Students, the resident may be immediately removed from the residence hall until the hearing is complete. Disciplinary action consists of, but is not limited to:

1. **No Action** – indicates that no action was necessary.
2. **Warning** – is a statement, which indicated to the resident that his/her behavior is not acceptable, and that further misconduct may result in more severe disciplinary action.
3. **Restriction of residence hall privilege** – could include use of facilities, desk privileges, etc.
4. **Restitution** – payment of damages for property in or pertaining to residence halls or property or private individuals.
5. **Constructive work Projects** – assignment of projects to be completed within a designated time frame.
6. **Residence Hall Probation** – states that because of unacceptable behavior the resident is in a probationary period and any further misconduct may result in removal from the floor, hall, residence hall system, and/or more severe disciplinary action. The period of probation is set by the Assistant Dean of Students.
7. **Resident Director File Review/Behavioral Contract** – student will need to meet with Assistant Dean to conduct a disciplinary file review. A behavioral contract/further sanctions will be assigned as necessary.
8. **Removal from floor or hall** – that the resident will not be allowed to live on a particular floor or in the hall, due to an inability to exhibit acceptable behavior.
9. **Removal from Residence Hall System** – that the resident will not be allowed to live in ANY of the residence halls, due to an inability to exhibit acceptable behavior. Please note that student removed from the Residence Hall system is in violation of their contract and may not be refunded room and board charges. Removal most often results in persona non grata.
10. **Persona non grata** – that the resident be restricted from entrance to specific hall(s)/areas. The Assistant Dean will issue a notice of no trespass, thereby restricting entry to any/all residence hall facilities.
11. **Referral** – that the resident's file be referred to another office or sanctioned educational program. This could include participation in another program such as Anger Management or Insight. Administrative/educational materials fees will be assessed to students for some programs.
12. **Combinations** – any combination of the above sanctions may be deemed appropriate.

## **Emergency Actions**

When it is judged that a student's continued presence on campus is a danger to him or her, to the welfare of the campus, or other students, the Chancellor, the Dean of Students, or the Assistant Dean of Students/Housing Director may temporarily suspend a student pending disposition of the complaint. If a student is temporarily suspended they are to vacate the residence immediately.

## **Termination of Occupancy**

Montana State University-Northern reserves the right to terminate Residence Hall or apartment occupancy without refund, at any time when a student is suspended or expelled.

# MONTANA STATE UNIVERSITY - NORTHERN

## Residence Hall Contract

Montana State University - Northern ["University"] and the undersigned student ["Student"] enter into this Residence Hall Contract upon the following terms and conditions:

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 year. For exceptions to this ruling you must contact the Assistant Dean of Students.

**PERIOD OF CONTRACT:** This contract is for the full academic year (Fall and Spring Semesters). Unless canceled prior to the day the residence halls officially open for the semester, the contract will be considered in effect and housing charges (room and board) for the semester will be assessed. This contract runs from the day the residence halls officially open each semester, until 24 hours after your final exam during finals week. Those who meet exemption classification may move out of campus housing during the period of this contract, subject however, to all obligations as provided herein and with a pro-rated adjustment for a portion of the room and board costs.

**DAMAGE/RESERVATION DEPOSIT:** All students requesting residence hall rooms are required to pay \$75.00 before being assigned a room. Payment of this deposit guarantees each student a space on campus in one of our residence halls. These are accepted until all usable spaces are filled and then a waiting list will be established on a first-come/first-served basis. This amount remains on deposit, in full, for the entire duration of the student's stay in the residence halls and carries over to succeeding semesters as well as the following academic year. The \$75.00 will be utilized as a damage deposit for the assigned room and for damages incurred in any of the residence hall public areas. Montana State University - Northern acknowledges the fact that some depreciation will occur to the residence hall, rooms, furniture, and equipment due to reasonable wear and tear caused by normal usage, but it must be noted that the student hereby agrees that he/she will be liable for damages or other losses incurred to the building, room, furniture, and equipment which is not the result of ordinary wear and tear. Damages within student rooms are the joint responsibility of the students assigned, unless only one claims full responsibility for the damages.

**REFUNDS:** All housing refunds will be mailed by the Montana State University - Northern Business Office no later than sixty days after termination of the contract. The damage/reservation deposit will be refunded as follows;

**FALL SEMESTER:**

- 1) 100% if the student cancels the room reservation in writing by July 15.
- 2) 50% if the student cancels the room reservation in writing by August 15.
- 3) No refund will be paid for canceled room reservations received after August 15.

**SPRING SEMESTER:**

- 1) 100% if the student cancels the room reservation prior to the first day of class.
- 2) NO refund will be paid for canceled room reservations received after the semester begins.

The above refund schedule is applicable to all who have; 1) decided not to enroll in school at Northern, 2) turned in an application and have decided to reside off campus, 3) students who withdraw from Northern anytime during the semester, and 4) students who move off campus during the semester. To receive a refund as outlined above, all room cancellations must be made in writing to the Office of Campus Housing.

Refunds are NOT made for meals missed, but meal plan refunds based on a pro-rating scale are made to students who withdraw from school. Students who withdraw from school after the fifth day of class will receive no refund for their room. Students who move off campus after 5:00 pm on the fifth day of class for the semester will receive no refund for their room or meal plan. Students who are removed from the Residence Halls and/or Food Service for disciplinary reasons may not receive a room and/or board refund. For students living in the residence hall, check-out must be completed prior to withdrawal from college and any damages will be billed to the resident and/or deducted from the damage/reservation deposit. When a student prepays for early registration and cancels his/her contract, before the start of the semester, the full amount of the pre-payment of the housing charge will be refunded.

**MEALS:** A meal plan is required for those students who live in the residence halls. The Food Service provides a full-access meal plan for on-campus residents and any interested commuter students. This meal plan provides access during meal hours 7 days a week (there is no food service available over breaks).

**OCCUPANCY OF THE HALLS:** 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 or during spring break. At the end of each semester, residents must be out of the residence halls within 24 hours of their final exam.

**FIRE, THEFT, AND DAMAGE:** Montana State University - Northern assumes no responsibility for the loss or damage to any resident's personal property from any cause whatsoever. Occupants and users of college property must accept responsibility for the care of the property. Repair of damage other than that of normal wear and tear is the financial responsibility of all occupants. Costs 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.

**DELIVERIES:** As a matter of accommodation, residence hall staff may sign for incoming mail packages delivered to the hall. Any such items are so handled solely at the risk of the student and not Montana State University-Northern nor its staff accepts responsibility.

**TERMINATION OF OCCUPANCY:** If the student is no longer enrolled in the university this contract will be terminated and the student will be required to vacate the residence hall. Montana State University - Northern reserves the right to terminate Residence Hall occupancy without refund, at any time, when a student is suspended or expelled.

**(OVER)**

**EMERGENCY ACTIONS:** When it is judged that a student's continual presence on campus is a danger to him or her, to the welfare of the campus, or to other students, the Chancellor or the Campus Judicial Officer may temporarily suspend a student pending disposition of the complaint. If a student is temporarily suspended they are to vacate the residence halls immediately.

**CHECK-OUT:** The Student must use the established check-out procedures upon termination of this contract. Students who fail to return a key will be charged for a lock change. Students who fail to clean the room and/or cause damage to the room and its contents will be charged the actual costs to clean and repair the premises.

**STUDENT RESPONSIBILITY:** This contract constitutes acceptance by a student of all Montana State University - Northern regulations and standards and housing regulations. It is the obligation of the student to be responsible for knowing and complying with these regulations as contained in official college publications. The student will be subject to disciplinary action by failing to adhere to these regulations and standards. This contract, or any portion of it, can be terminated by Montana State University - Northern if in the judgement of the Assistant Dean of Students or the University Chancellor the student is unfit for the campus environment. By signing this contract, students desiring to live in the residence halls affirm their intentions to abide by the following group living standards:

**"I understand that living in the residence hall is a privilege and I understand that my actions in the residence hall are intricately involved in the welfare of the entire college community. Therefore, I agree to cooperate with the residence hall staff and others in building an educational environment. I understand that actions such as the following are in direct opposition to an educational environment: disruptive and disorderly behavior, theft, dishonesty, improper use of alcohol and the use of illegal drugs or similar substances. Furthermore, that the University is distinguished from the surrounding community by its concern for personal development, but that its students are not immune from local, state and federal laws and that violation of such laws may result not only in public prosecution, but also in University disciplinary action."**

1. The University reserves the right to deny an application from a former residence hall student who was evicted, had a history of delinquent room and board payment, caused physical damage to the facility, or violated other terms of previous residence hall occupancy.
2. Cooking is not permitted in residence hall rooms, but is allowed in the kitchen areas.
3. No pets may be kept in on-campus housing or on college property by either a resident or his/her guest.
4. Firearms cannot be stored in residence hall rooms or in one's vehicle, but must be checked in and registered with the residence hall staff for safe keeping in the gun storage room.
5. **The University wishes to remind you that the possession and the use of alcoholic beverages in the residence halls for ALL those under the age of 21 is prohibited. For those of legal age, alcoholic beverages are allowed to be consumed only in the confines of a resident's room. Alcoholic beverages are not permitted in the corridors, lobbies, parking lots or any other public place on campus. For additional information regarding the use of alcohol on campus, refer to "Alcoholic Beverage Campus Policy Series 1003.1" in the Montana State University - Northern Student Handbook.**
6. The University reserves the right to change social regulations without prior notice.
7. The University reserves the right to enter student rooms or apartments for purpose of inspection, inventory, maintenance functions, protection of property, in case of emergency, for policy enforcement, and for ensuring the safety and welfare of an individual or groups of individuals, as judged by members of the residence hall staff. Maintenance of student rooms will be carried out with the permission of the residents of that particular room. When residents report and/or request maintenance this in effect is giving the college permission to enter the room. Staff members will enter all rooms during break times to ensure building security and check room temperature. Otherwise, your room will only be entered in accordance with state law, which includes written notice in all cases that are not deemed emergencies.
8. **The University reserves the right to assign students to any available space and to move or consolidate individual student or groups of students if the need arises. If a resident in a double rooms moves out of the room, the remaining resident must pay the double-as-a-single room rate or accept another roommate and/or move to another room.**
9. "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 the amounts I owe."

Residence Life at Montana State University - Northern is meant to be an educational and enjoyable living 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, desk, dresser, closet, chair, etc.), the Office of Campus Housing 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.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's (or Guardian's) Signature (if student is under the age of 18)

\_\_\_\_\_  
Date



## **Mail**

Mail will be placed in mail boxes in both buildings. Packages will be left at the SUB where you will be notified to pick it 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.**