



Residence Life and Housing Office Community Handbook

Welcome to Minot State Residence Life. We are glad that you have chosen to live on campus. The following list of rights and responsibilities have been developed **to support students by providing a safe, vibrant, and inclusive community to live and learn.**

Minot State students are bound by the Code of Student Life to abide by all campus policies, including residence life policies, and will be held accountable for any policy violations that may occur during their time spent living on campus.

The Residence Life Office reserves the authority to exercise discretion in all disciplinary matters within on campus residences, considering the particular circumstances of each violation.

RESIDENCE LIFE STUDENT RIGHTS

The Residence Life Office has developed the following governing principles to ensure a courteous living and learning community on campus.

1. The right to read and study without interference, unreasonable noises and other distractions.
2. The right to sleep without undue disturbance.
3. The right of all residents to have personal privacy and safety in their rooms.
4. The right to live in a clean environment.
5. The right to have free access to one's room and facilities.
6. The right of a resident to sleep or study supersedes the right of another person to entertain.
7. The right to be free of fear or intimidation and physical or emotional harm.

RESIDENCE LIFE SAFETY

Residence Life Staff live in the residence halls and apartments and are on call 24 hours a day. All Residence Life Staff members undergo comprehensive training in enforcing residence life policies.

All residence's entrance doors are locked 24 hours a day through an automatic locking system, and only students who are residents of the hall have access through their ID cards.

The cooperation and involvement of students themselves in maintaining campus safety is absolutely necessary. You must assume responsibility for your own personal safety and the security of your personal belongings by taking simple precautions.

Student Responsibilities

1. Lock the door to your room/apartment when you are alone, especially at night or when sleeping. Lock your room/apartment when you are not home.
2. Do not let strangers into your building or your room/apartment. If someone tries to force their way into your space, notify Campus Security (701-500-2423), or a Residence Life Staff member immediately.
3. Do not give your name or phone number to strangers.
4. Keys and student ID cards should always be carried on your person and never lent to others.
5. When going out, let your roommate or a friend know where you are going and what time you expect to return.
6. Lock the door to your room/apartment every time you leave (even for a few minutes).
7. Close and fasten your windows when you leave your room. This protects you from theft and inclement weather.
8. The University does not carry insurance to protect student property, therefore, you are encouraged to provide your own insurance against loss of or damage to personal possessions.
9. Keep a record of the serial numbers of all your belongings so that if something that has been lost or stolen is found, the police will be able to identify it.
10. Do not advertise your valuables or keep large sums of money in your room.
11. If you would like an escort on campus at night, Campus Safety, 701-500-2423, would be happy to escort you.
12. Under no circumstances should you prop open any exterior door, nor should you hold a door open to let an unknown person into the building. Everyone entering must be either a resident that gains access through swiping his or her card, or a guest being escorted by a current resident.
13. You should report any suspicious individuals who you feel do not belong in your residence, or any unusual incident in and around the building, to the residence life staff, Campus Security (701-500-2423), or Minot Police Department (911 or 852-0111).
14. Do not store any gasoline-powered vehicles or equipment (mopeds, motorcycles, barbecue grills, etc.) in an on-campus residence.
15. Individual smoke detectors are placed in every room. Do not remove or disconnect these because they are placed there for your own protection. Please notify either a Residence Life Staff member immediately if your smoke detector is malfunctioning or missing.
16. Never go up on the roof of a building or out on a window ledge.

17. Refrain from horseplay and practical jokes. They may seem harmless, but they could cause unforeseen damage or injury.
18. Fireworks, firearms, and other weapons are not allowed in on-campus residences.
19. The fire extinguishers are available for your safety. Do not tamper with them.
20. If the fire alarm sounds, leave the building immediately. Do not use the elevator. Do not pull the fire alarm unless there is a fire or smoke visibly verified in the building. If you smell smoke or any other foreign odor, please contact Campus Security (701-500-2423) immediately so the situation can be assessed. Tampering with the fire alarm system (false alarm) is illegal.
21. Notify a Residence Life Staff member if you receive an obscene phone call. Do not talk to the caller. Hang up immediately.
22. During severe weather, be alert for a tornado warning. If a warning is sounded, you should immediately take cover in a sheltered area.
23. Do not attempt to remodel your room. If you have plumbing, electrical, or structural problems in your room, notify your Residence Life Staff member immediately.
24. If you or someone you know gets sick, let a Residence Life Staff member know about it. Call Student Health at 701-858-3371.
25. If you observe any hazardous conditions in your residence hall, notify a Residence Life Staff member.
26. All students have the opportunity to request changes in room assignments, which are accommodated as quickly as possible based upon available facilities.
27. Valuable items should be marked with engraving instruments.
28. Bicycles should be registered with the Minot Police Department.
29. Vehicles should be parked in assigned parking lots and doors should be locked.
30. Winter Care: occasionally, Facilities Management will ask you to remove your car from the parking lot for snow removal. Please be aware of the presence of snow removal equipment as you are walking and driving on campus. Please take precautions to protect your personal safety from slips and falls.

Without the sense of caring, there can be no sense of community.

- Anthony J Dangelo

FIRST YEAR STUDENT HOUSING POLICY

All first year undergraduate students at Minot State University who have earned less than 24 semester credit hours and are under 20 years of age must live on campus in our residence halls and purchase a required meal plan during their first year here. Exemptions to this policy may be granted when any of the following circumstances exist where the student:

- Is commuting from parents/legal guardian or family member's residence within 25 miles of MSU
- Is registered only for distance education courses
- Is married and living with spouse and/or has dependent children under their care
- Is a veteran of military service or active duty personnel
- Has a disability requiring specialized accommodations

All requests for exemption from this policy must submit a [Request for Exemption](#) [pdf] form to the Residence Life & Housing Office by **July 1** for the Academic Year contract and **November 1** for the Spring Semester contract.

*Students who live within the 25 mile radius of Minot can try living on campus until **October 1**. If at that time they chose to move home they can complete the exemption form and will only be charged for the time stayed.*

MAINTENANCE

We appreciate your assistance with keeping our buildings maintained. Please email us a detailed description of maintenance requests, we want your experience to be comfortable. Examples of requests are lighting issues, outlet issues, water or drain problems, oven not working properly, door or locks are loose, window screen, etc.

Cook@minotstateu.edu

McCulloch@minotstateu.edu

PioneerHall@minotstateu.edu

CampusHeights@minotstateu.edu

Crane@minotstateu.edu

Lura@minotstateu.edu

BEHAVIOR

The primary responsibility for behavior rests with the individual resident. Consideration and tolerance of others is required in a residential setting in order to avoid an overload of rules governing individual conduct. It is expected that all students abide by the guidelines set forth in the Minot State Code of Student Life and all residence life policies in the Community Handbook and/or posted in the halls.

Our staff's mission is to provide a safe, vibrant and inclusive community for students to live and learn. However, it takes commitment from all community members to make this a universal reality.

Any attempt to physically or verbally harass University or Residence Life and Housing employees in the performance of their duty will be viewed seriously and will lead to disciplinary action.

PLEASE REFER TO THE [STUDENT CODE OF LIFE](#) FOR OUR STUDENT MEETING PROCESS.

ACADEMIC PROFICIENCY

To remain living in on-campus housing, you are expected to earn a minimum term grade point average of 1.50. If you fail to meet this requirement, you may be contacted by the Residence Life Office.

ALCOHOL AND DRUG POLICY

Minot State University is a federally funded institution and hence follows federal law before state law. Please review [Minot State's Drug Free Campus Policy](#).

In accordance with state and federal laws, and with the necessary regulations and shared responsibilities of community living in mind, the Residence Life Office has established the following priorities:

1. To discourage and prohibit illicit and illegal drug usage.
2. To discourage and prohibit underage drinking.
3. To prevent problem behavior and to educate against alcohol and drug abuse.
4. To provide prevention, intervention information, and education for all residents, including information about confidential and effective guidance and counseling services for those with special concerns or needs regarding alcohol and drug use and/or abuse.

In incidents of suspected illegal drug use, or possession, and/or consumption of alcohol by minors, law enforcement WILL BE contacted. During the course of an investigation, a police canine team may be used.

Residence Hall Alcohol Policy

Minot State has declared all residence halls drug and alcohol free. Violations of this policy include but are not limited to:

- Drinking alcoholic beverages in the residence halls
- Being in possession of alcohol in the residence halls
- Using or possessing illegal drugs or prescription drugs that are not prescribed to the student in possession
- Abusing prescription drugs
- Being in possession of items that may be reasonably considered drug paraphernalia
- Selling and/or distributing alcohol or other drugs from any location on campus
- Entering a residence hall while dangerously intoxicated
- Committing a separate policy violation while intoxicated (i.e. vandalism violation, noise violation, etc.)
- Displaying or possessing alcohol containers, full or empty for decoration
- Signs (including neon "bar signs"), posters, or other material advertising or encouraging alcohol use displayed in residence windows, or visible from the hallway of the residence

Apartment Alcohol Policy

Minot State permits alcohol in apartments where all lease holders are over the age of 21. All federal and state laws apply. *Abuse of this privilege will lead to eviction.*

- Signs (including neon "bar signs"), posters, or other material advertising or encouraging alcohol use displayed in residence windows, or visible from the hallway of the residence
- Drinking or possessing alcoholic beverages with minor's present
- Using or possessing illegal drugs or prescription drugs that are not prescribed to the person in possession
- Abusing prescription drugs
- Being in possession of items that may be reasonably considered drug paraphernalia
- Selling and/or distributing alcohol or other drugs from any location on campus.

*****The Residence Life Office holds the right to evict any residents in apartments or residence halls found responsible for violating state or federal drug laws.***

Medical Amnesty

In order to encourage those who may be in danger from alcohol/drug poisoning or alcohol/drug related injuries to seek proper assistance, no student seeking medical treatment for his/her alcohol or drug- related overdose, or assisting another student in obtaining such treatment, will be subject to University discipline for that Alcohol Violation. The incident will be documented for health and safety purposes.

Minot State University Parental Notification Policy

Minot State has a responsibility to help students whenever University personnel believe the student is in need of assistance. This responsibility extends to "notification of parents," which is permitted under the 1998 Amendments to the Family Educational Rights and Privacy Act (FERPA). Therefore, parental notification may occur at Minot State after any violation or serious offense where alcohol/drugs is involved if the student is under the age of 21.

BICYCLES

Bike racks are available for use outside each residence hall as well as near campus buildings. If you bring your bike to campus, you are encouraged to obtain a strong lock and chain, and to register your bike with the Minot Police Department. Bikes may not be ridden in residences. Bikes may not be stored in the residence common areas or in the room/ suite areas unless you can remove one wheel and can store the bike in a residence hall location approved by your Residence Life Staff. No winter storage is available for bikes, except the outdoor bike rack. Other recreational equipment with wheels is not permitted for use in the halls.

COMMON DAMAGE

All residents of a building are responsible for the facilities and furnishings of that building as well as the willingness to take responsibility for damages caused by yourself and/ or your guests. When this does not happen, and when you are not willing to confront and, if necessary, report those responsible for damages, then all members of the living unit will take on the burden of paying for these damages. The increased costs of building repair and maintenance due to vandalism may lead to increased rent charges. Your

cooperation in the investigation of the person(s) responsible for vandalism will result in cost containment.

Common damage charges will be billed to each resident of a floor/ building at the end of each semester, for any damages that occur within that living unit that cannot be attributed to specific individual(s). Common areas are defined as all building space outside of resident rooms/suite areas including building and property damage and/or theft.

END OF SEMESTER CONDUCT- Residence Halls

The residence hall agreement expires at the completion of final exams at the end of fall semester and again at the end of spring semester. You are encouraged to check out of your hall 24 hours after your last final exam.

Violating residence life policies during finals week will result in immediate disciplinary action and, if you no longer have any academic commitment on campus, you may be asked to leave the hall.

FIRE SAFETY

Prohibited actions/items

- Overloaded electrical outlets, damaged or non-UL approved cords, unsafe placement of cords or improper use of electrical items
- **Only 1 power strip** is permitted per resident.
- Damaging or tampering with fire safety equipment (smoke detectors, fire extinguishers)
- Obstruction of room door/windows.
- Use of any **open flame device**, (candles, etc.); burning of incense; Scentsy pots; possession/use of fireworks or other explosives; possession/storage of gasoline or other fuels/flammable chemicals
- Lamps that generate heat such as Lava lamps, Halogen lamps, and halogen bulbs 300 watts or more.
- **Microwaves**
- **Space heaters**
- **A/C units** requiring external ventilation
- **Appliances** without automatic shutoffs (e.g. coffeemakers, grills)
- **Non-LED holiday lights**
- Cloth and/or paper items hung near lights/lamps
- Blocking open or otherwise interfering with the intended smoke barrier purpose of fire doors
- Blocking hallways or building exits.
- Failure to evacuate according to designated procedures during a building alarm and/or failure to follow instructions of University or fire safety personnel
- False report of fire or other dangerous condition (bomb threats, etc.)
- Activating **false alarms** will result in disciplinary action and possible removal from the residence hall
- **Hanging items from the ceiling**

Smoke Detectors

Each room is equipped with a smoke detector for your protection. The light on the detector indicates it is in working order. The detectors must be tested at the

beginning of each year, and can be tested monthly. If the light is not on, report it to your Residence Hall Director.

Fire Drills

Fire drills will be held periodically in order to ensure the building will vacate in an orderly fashion should an emergency occur. Everyone must vacate the building regardless of whether they are in bed, on the telephone, etc. Please familiarize yourself with the fire exits in your building. Campus Security (Minot Police Dept.) and the Residence Hall Directors will conduct all official fire drills.

Residence Hall Kitchens/Cooking

Fire regulations forbid cooking in your room. Kitchen facilities are available as well as microwaves and toasters, are provided for resident use only. You must stay with your food while cooking. Kitchens may be closed if residents neglect to clean up after using the facilities.

Window Coverings

All residence windows must have neutral window coverings. No externally facing graphic or image should be visible from the outside. No tinfoil or flags. Window draperies or coverings must be flame retardant.

FIREARMS/WEAPONS

Firearms, explosives (including fireworks), ammunition, bows and arrows, knives, guns, paintball guns, airsoft guns, nerf guns, BB guns, num-chuks, brass knuckles, and any other fighting materials or objects that can be used or viewed as a weapon are prohibited on campus. A violation of this policy may result in eviction, restitution and damages, and other disciplinary action to be determined by the Residence Life Coordinator.

GAMBLING

Gambling of any form is not permitted in the residence halls.

HALL SPORTS

The common areas are not designed for sporting activities and may not be used for any sporting activities. All sports related activities should be held outside, in the Dome, or in Swain Hall. You are not allowed to rollerblade in the building and are expected to carry your skates to/from the building doors. Students playing sports outside the buildings may be asked to move or cease if they are causing disturbance to those within the building or if their behavior may result in damage to person or property. Water fights (often beginning with squirt guns) are not allowed in the residence halls.

HEALTH AND SAFETY

As stated in the General Conditions of Agreement for Residence Halls, you are responsible for the care and cleaning of your room. The residence hall staffs perform routine health and safety checks. During this time, they are looking for over-loaded outlets, unhygienic living environments, as well as anything that would be considered a violation of the Fire Hazard Policy. Any other policy violations that are found during this time will be dealt with accordingly. Residents will receive 24 hour notice of entry.

KEYS

Residence hall security starts with responsible use of keys. Duplicating of University keys, allowing someone else to use your keys, or using another resident's keys or ID card to gain access to a building or room are not permitted. You are expected to report the loss of your keys immediately to your Residence Hall Director or an RA. A \$50 charge to re-core the door will be billed to your University account if appropriate. If you are locked out of your room, contact an RA or your Residence Hall Director.

LEAVING FOR BREAKS

Whenever you leave your room for vacation periods, you must turn off all lights, unplug all appliances, turn off alarms, empty your wastebasket, close and lock windows, and lock your door.

Residence hall staff and University maintenance personnel may enter your room without notification during break times. Staff will be looking for safety concerns such as, smoke detectors activated, water problems, open windows, temperature, etc. Any policy violations that are found during this time will be the responsibility of the resident(s) of the room.

LOCKOUTS

It is important that students keep their ID card and residence key with them at all times. If locked out residents can contact their Residence Life staff member On-Call or Minot State Campus Security. Students will be asked to verify their information including student ID number and residence number.

LOUNGE FURNITURE

Lounge furniture (including garbage bins) is not allowed in resident rooms. A \$25 fine will be assessed for removal of lounge furniture to individual rooms.

MEETINGS/SOLICITATION

No person or organization, whether or not affiliated with the University, may advertise, sell, conduct a business, campaign, hold meetings or programs, or raise funds in University residences without receiving permission from the Residence Life and Housing Office.

NOISE

Residents and staff are responsible for maintaining an atmosphere conducive to study and sleep. Noise which is disruptive to other residents is prohibited, as courtesy and consideration of others is expected at all times. Excessive noise at any hour is not acceptable and at no time should amplified sound or yelling be directed out your window or at other residents' windows. Noise may be deemed disruptive if it can be heard through a closed door or window. You are expected to respond positively to requests to reduce noise and should be able to feel comfortable approaching others with requests for noise reduction.

MUSICAL INSTRUMENTS

You may not play a musical instrument in your residence hall room. Practice rooms are available in Old Main.

PREGNANT AND PARENTING STUDENTS

Pregnant students' on-campus housing status will not be altered based on pregnancy status unless requested by the pregnant students. Residence hall students may move to

an on-campus apartment should they choose. Please refer to the Residence Life Apartment Lease for guidance of children with-in campus apartments.

PETS

Health policies do not permit pets in the on-campus housing, except for fish in a tank no larger than ten gallons.

ROLLERBLADES

Wearing rollerblades is prohibited in on-campus residences.

ROOM ENTRY POLICY

Authorized University personnel may enter an on-campus residence without permission for the following reasons:

1. To provide routine maintenance and to ensure that residents are following health, fire, and safety regulations.
2. To respond to emergency situations; i.e., situations which threaten the health and/or safety of room occupants and situations which require immediate maintenance to prevent property damage.

Authorization to enter a student's room under this policy does not constitute authorization to conduct a search of the room. Authorized University personnel indicated above include:

- Full-time members of the Residence Life and Housing staff, including maintenance and custodial personnel and members
- Full-time members of IT Central, including approved part-time staff members
- Residence Hall Directors, subject to the following restriction: In non-emergency situations, RHDs must receive prior authorization from a full-time professional staff member when using the master key to enter a student's room
- Campus Security
- Fire Marshall

Master key protocol:

1. No student room should be entered without knocking, regardless of whether the door is locked, unlocked, or open. The only situations in which staff are not required to knock are emergencies.
2. Before using the master key, university personnel attempting to enter a room should identify themselves and state the reason for entry. In addition, they should request that the door be opened.
3. If the door is not opened and authorized personnel deem it necessary, the master key will be used to enter the student's room for one or more of the reasons listed above.

ROOM PERSONALIZATION

Personalizing your room is permitted. However, you must not alter or damage the condition of the room. Tacks, nails, and duct tape should not be used on the doors and walls (blue painters tape may be used.) Walls and fixtures within your room should not be painted and plant hangers are not permitted in the ceiling. Posters, pictures, etc.

hung on the outside of your door must be in good taste and not offensive to other residents or guests. Lofting of beds is not allowed. Waterbeds are not allowed. All carpeting in the room should be jute-backed and not attached to the floor with tape.

SERVICE ANIMALS & EMOTIONAL SUPPORT POLICY

Minot State allows Service Animals and Emotional Support animals in our housing facilities. Please email msu.housing@minotstateu.edu for an accommodation request.

SAFETY AND SECURITY

Residence buildings are locked on a 24-hour basis. You are strongly encouraged to lock your room and suite doors whenever you are sleeping or leave your room. Carry your keys with you at all times. You should never prop locked building doors open or permit entry to persons you do not know. Doing so may jeopardize the safety of all residents.

SCREEN REMOVAL

Removal of screens is not permitted. A fine of \$50 – \$75 will be assessed for the removal and/or damage of any screen. In addition, any fees for the repair or replacement of a damaged window screen in a residence hall room will be the responsibility of the student(s) living in that room.

SOCIAL NETWORKING RESPONSIBILITY

If evidence of a policy violation is documented on social networking web sites (Facebook, Twitter, Instagram, Snapchat, etc.) and brought to the attention of the University, you may be held accountable for the violations

and/or conduct. Such a decision will be made by the Director of Residence Life and/or Residence Life Coordinator.

SUITE CLEANING

Residents must **remove all personal belonging** from the suite area on the days it is cleaned. If personal items are not removed, then the suite cannot be cleaned.

Suite Cleaning Schedule

Lura Manor	Crane Hall
Monday's 5 th Floor	Monday's 1 st Floor
Tuesday's 4 th Floor	Tuesday's 2 nd Floor
Wednesday's 3 rd Floor	Wednesday's 3 rd Floor
Thursday's 2 nd Floor	
Friday's 1 st Floor	

TOBACCO POLICY

Minot State University is a tobacco free campus. Smoking on University property, indoors or outdoors, or in University vehicles is prohibited at all times, including residential buildings.

For purposes of this policy, "tobacco use "means the personal use of any tobacco product, whether intended to be lit or not, which shall include smoking, as well as the use of:

- An electronic cigarette or any other device intended to simulate smoking

- Use of smokeless tobacco, including snuff, chewing tobacco, smokeless pouches, and any other form
- The use of unlit cigarettes, cigars, and pipe tobacco
- Any other device intended to be used to simulate smoking

TORNADO PROCEDURES

The Residence Life Staff have an Emergency Broadcast System unit for receiving messages and directions pertaining to emergencies. Residents will be alerted by Residence Life Staff and residents are asked to comply with directions.

VANDALISM

Any defacing or destruction of University property is considered vandalism and is a violation of the Code of Student Life Policy.

A violation of this policy may result in restitution of the costs involved in the repair and/or replacement of the vandalized item(s). Additional consequences may include eviction from the residence halls and/or suspension from Minot State University. These decisions will be made on a case by case basis.

VISITATION

We are all responsible for the safety of our residences. **Visitors/Guests are the responsibility of the resident hosting them at all times.** Guests must follow all University and residence life policies. Residents should not allow visitors into the building if they are not assuming personal responsibility for them. A resident that hosts a guest assumes responsibility for any policy or regulation infractions committed by his/her guest(s).

Visitation is a privilege and the Residence Life Office can remove visitation privileges for any reason at any time. The right of a student to reasonably sleep, study, and feel safe in their unit supersedes the right to have a guest.

There is no time restriction as to when a guest can visit (open 24-hours), however, roommates/suitemates should be in agreement on how they host guests. A resident's right to visitation does not supersede another's right to safety and privacy.

Any guest visiting for more than one night in the residence hall should be made known to the Residence Hall Director. Cohabitation is not permitted. Only contracted residents of the building may hold residence in their assigned room.

The right of a student to reasonably sleep, study, and feel safe in their unit supersedes the right to have a guest.

TRASH REMOVAL

You are responsible for the removal of your own garbage. Please place your personal garbage in the dumpster adjacent to the building. Bathroom and lobby trash cans are not for personal trash deposit. A minimum \$25 charge may be assessed for personal garbage found left in bathroom and lobby trash cans or abandoned in hallways, bathrooms, stairwells, or any common areas of the building. Be aware that if the person(s) responsible cannot be identified, all residents may be charged for the violation.

[GENERAL CONDITIONS OF AGREEMENT FOR THE RESIDENCE HALLS](#)

[LEASE AGREEMENT FOR THE APARTMENTS](#)