Minot State University

RESIDENCE LIFE HANDBOOK
2018 – 2019

Be seen. Be heard. Belong.
EMERGENCY NUMBERS

Facilities Management ................. 858-3210
Student Affairs ................................ 858-3299
Residence Life/Housing.............. 858-3363
Student Development Center .... 858-3371
Student Health Center ................. 858-3371
Cook Hall ...................................... 858-3700
Crane Hall ...................................... 858-4500
Dakota Hall ...................................... 858-3500
Lura Manor ...................................... 858-3900
McCulloch Hall ................................ 858-3600
Minot Emergency ............................. 9-911
(Police, Fire, Ambulance)
Police (administrative) ..................... 852-0111
Fire (administrative) ......................... 857-4740
Ambulance (administrative) ............. 852-2251
Trinity Hospital ................................. 857-5000
Emergency ..................................... 857-5260
Domestic Violence Crisis Center ..... 852-2258
after 5:00 p.m. ................................. 857-2200

LIBRARY HOURS
MONDAY - THURSDAY 7:30 A.M. - 11 P.M.
FRIDAY 7:30 A.M. - 4:30 P.M.
SATURDAY 9 A.M. - 5 P.M.
SUNDAY 1 P.M. - 11 P.M.
Summer, Holidays, and Breaks may vary.
Call 858-3296 for Hours Information.

CAMPUS SECURITY HOTLINE

701-500-2423
From a campus phone:
HELP (4357)
Minot Police Department: 911
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THE DEPARTMENT OF RESIDENCE LIFE

Philosophy

The Department of Residence Life is professionally and personally committed to celebrating and valuing the rich diversity of people who live in our residence halls and apartment communities. We believe our living environment must foster freedom of thoughts and opinion in the spirit of mutual respect. Our programs, activities, and interactions are enriched by accepting each other as we are and by celebrating our uniqueness as well as our commonalities.

Diversity exists in ethnicity, socioeconomic status, race, religion, age, gender, sexual orientation, country of origin, ability, and in rural and urban environments. We are guided by the principles that celebrating diversity enriches and empowers the lives of all people in addition to preparing graduates to live and work in a culturally pluralistic, interdependent world.

To further strengthen this wonderful community at Minot State University, we affirm the following:

1. That everyone be allowed to work, learn and live in a safe and caring environment.
2. That everyone learn about, understand, appreciate and respect differences.
3. That everyone matters.
4. That all individuals be respected and treated with dignity and civility.
5. That we will not tolerate any form of bigotry, harassment, intimidation, threat, or abuse, whether verbal or written, physical or psychological, direct or implied. Alcohol or substance abuse, ignorance, or “it was just a joke” will not be accepted as an excuse.
6. That everyone continue to share in the responsibility in making MSU a better place.

Our residence and apartment communities are rich, alive and dynamic environments which are designed for all individuals to stretch and grow to their full potential. Only by celebrating and understanding our differences can we create an environment where innovation, individuality and creativity are maintained.

CAMPUS PHONE NUMBERS

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RESIDENCE LIFE

STAFF
Residence hall students are served by various housing professionals.

Housing Office .................. 858-3363
Responsible for the overall operation of residential life, student discipline, assisting and advising students, staff, faculty and administration.

Residence Hall Directors
The 5 hall directors and 17 resident assistants live within each hall and are responsible for establishing a positive living environment. Resident Hall Directors and Resident Assistants are on call 24 hours seven days a week to serve as a resource for students as needed.

Within the first week of the semester, your Resident Assistant (RA) will make available to you a “roommate agreement.” We strongly suggest that you and your roommate utilize this tool to facilitate communication and create a comfortable living environment.

RESIDENCE HALLS

COOK HALL – Co-ed
Front Desk Telephone......858-3701
Conveniently located near the Student Center, Cook Hall is the largest residence hall on campus and is co-ed by floor. Amenities include a large study room, a full kitchen, community-style bathrooms, microwave access and laundry facilities on every floor, and a central recreational lounge.

CRANE HALL – Co-Ed
Front Desk Telephone..... 858-4501
More centralized to academic buildings, Crane Hall is a co-ed, suite-style hall where each suite has its own bathroom. There are also full kitchens, laundry facilities, and recreational lounges present on every floor. This hall provides a comfortable living environment while encouraging community and diversity among students.

DAKOTA HALL – Co-Ed
Front Desk Telephone......858-3501
At the heart of campus, Dakota Hall is the most historic residence hall on campus, as it was built in 1931. This hall is co-ed by floor and its amenities include microwave access, laundry facilities, and recreational lounges on every floor, community-style bathrooms, and two full kitchens.

LURA MANOR – Co-Ed
Front Desk Telephone...... 858-3901
Lura Manor is a co-ed, suite-style residence hall where each suite has its own bathroom. This hall offers students community, diversity, and a comfortable living environment. There are also study nooks, recreational lounges, and microwave access on every floor, a kitchenette, and three laundry facilities throughout the building.

MCCULLOCH HALL – Co-ed
Front Desk Telephone ... 858-3601
McCulloch Hall is a co-ed hall by floor, and located near the Student Center. This hall fosters community and friendship by providing students opportunities for entertainment, involvement, and leadership. McCulloch Hall’s amenities include a large laundry facility, community-style bathrooms, microwave access on every floor, two recreational lounges, and a kitchenette.

CAMPUS APARTMENTS

CAMPUS HEIGHTS
Families and Singles

There are 30 student apartments in Campus Heights, two of which are designed for accessibility. Each floor has four two bedroom apartments and six efficiency apartments. The efficiency apartments do not have a separate bedroom. Campus Heights apartments are unfurnished except for stove, refrigerator and drapes.
**DINING OPTIONS & HOURS**

**Beaver Creek Café**
Located on the second floor of the Student Center; open seven days a week during the school year except holidays. Enjoy breakfast, lunch, and dinner. Beverages include soft drinks, milk, and coffee. One meal plan swipe grants access to this “all-you-care-to-eat” location. Options include:

- Grill: daily grill specials and grilled burgers and chicken
- Pizzeria: freshly made pizza, baked pasta, calzones, and pasta bar
- Wrap & Toss: features wraps, salads, and sandwiches
- Entrée: home-cooked style entrées and sides
- International: features vegetarian options
- Sauté: made to order with weekly menus from stir fry to fajitas
- Soup and full salad bar
- Dessert: cakes, pies, soft serve ice cream, and cookies

**HOURS**
- Mon. – Thu. 7:00 A.M. – 7:30 P.M.
- Friday 7:00 A.M. – 7:00 P.M.
- Saturday & Sunday Brunch 11:30 A.M. – 1:00 P.M.
- Dinner 5:00 P.M. – 7:00 P.M.

**C-Store**
Located on the second floor of the Student Center; offers a selection of products ranging from bottled beverages to microwavable popcorn.

**HOURS**
- Mon. – Fri. 8:00 A.M. – 5:00 P.M.

**Buckshots**
Located on the first floor of the Student Center; open for lunch Monday – Friday, except holidays. Buckshots offers a variety of grill options, a daily grill special, multiple “home cooked” entrées, flatbread pizzas and sandwiches, soup, and salad bar. Fountain and bottled beverages are also available.

**HOURS**
- Mon. – Fri. 10:00 A.M. – 2:00 P.M.

**Eligibility and Procedures**
Following are the eligibility requirements and the procedural steps necessary to obtain a Student or Faculty/Staff ID Card. Please refer to this information as your guide to helping individuals better understand who is eligible to receive an ID card and how, when and where it can be obtained. ID Cards can be obtained in the Photo ID office located on the second floor of the Student Center. An individual must meet one of these criteria prior to obtaining an ID card:

- Students (undergraduate, graduate and professional) must be admitted to the University. University entitlments are based on current status, not future status.
- Faculty, academic staff, staff, and graduate students must be entered into PeopleSoft.

A good indication that an individual is in PeopleSoft and is ready to receive a card is when they have received an official University e-mail address.

**Terms and Conditions**
Minot State University issues an ID card to all registered students, and employed faculty and staff subject to the following:

A. The ID card is the property of the Minot State University. The University reserves the right to revoke use of the card or any of its accounts at any time. The card is non-transferable and may be used only by the individual to whom it is registered.

B. The ID card, transactions related to the use of the card, and any account balances are the sole responsibility of the individual Cardholder until the University is notified in writing that
the card is lost or stolen. For all online accounts, the Cardholder will not be held liable for any unauthorized transaction which occurs after the University has been notified of a loss, theft, or possible unauthorized use of the card.

C. Money deposited into the debit account (Beaver Bucks) is subject to the terms and conditions of the debit account. Any money left in your individual Beaver Bucks Account will revert to the ID card Office two years after becoming inactive. An application for deposit and a complete copy of these terms and conditions can be obtained at the ID Card Office.

D. The Cardholder will not damage or alter the card in any manner. This includes, but is not limited to, punching holes in or affixing stickers to the card.

E. The Cardholder is solely responsible for all fees associated with the card including the cost of replacing a physically damaged, lost or stolen card. A non-refundable fee of $20 is charged to replace a lost or stolen card.

**INTERIM HOUSING**

Housing for students during winter and spring breaks is available on a case-by-case basis. It is limited to students participating in campus based activities or groups who have housing arrangements with the University. Additional charges for housing are the responsibility of the student or department making the housing arrangements. Housing will be limited to the space available in the residence hall. Those currently living in a residence hall may have to relocate to another residence hall in order to stay on campus. Communication will come from the Residence Life office regarding information for arranging interim housing for winter break and summer break. Housing will not be available between summer and fall sessions due to the need to conduct any annual maintenance in the residence halls.

**LINENS**

Students must provide their own bed linens, including mattress pads. The beds in Crane Hall, Lura Manor and McCulloch Hall require longer sheets as the mattresses are 80 inches. Furniture and drapes/blinds for each room are provided by the University.

**MAILING ADDRESS**

Your mail should be addressed to you as follows:

Student Name  
Name of Hall and Room Number  
500 University Ave. W.  
Minot, ND 58707

Mail addressed without this information may result in delayed delivery.

**MAIL DELIVERY**

Mail is delivered to each Residence Hall Monday – Friday. There is no mail service on Saturday and Sunday.

**MSU Mail Room**

The campus Mail Room offers limited USPS services such as stamp sales, metered mail for packages, and certified mail services. The Mail Room also provides basic copy and fax services. It also serves as the campus lost and found.

Campus mail received by USPS will be delivered to resident halls and apartments. Packages arriving via FedEx or UPS will be delivered to residence halls. Apartment residents receiving FedEx and UPS packages must sign and pick up their packages from the Mail Room located in the Student Center atrium.

**STORAGE**

No storage of personal belongings is available in the residence hall other than the resident's room. If storage is needed, residents should make arrangements to meet their needs off campus.

**STUDENT HEALTH AND DEVELOPMENT CENTER**

**Goals**

The goal of the SHC is to improve the status of health and ultimately the quality of life of MSU students while they are on campus and as they plan for the future. Focus is on: 1.) health promotion, 2.) risk reduction through surveillance and control of health hazards, 3.) health education, and 4.) referral to other campus or community services as needs are identified. Campus
health care is intended to supplement private health care. It is not intended to provide comprehensive medical care. The Student Health and Development Center is located in the lower level of Lura Manor.

**Services Provided**
At the discretion of the director of the SHC and/or the health care provider services provided include but are not limited to:
- Appointments for the treatment of minor illnesses, injuries and other conditions
- Sports physicals
- Women's healthcare, birth control, pap smears, pregnancy testing
- Immunization programs: MMR, Tetanus, Hepatitis B, Influenza, Meningitis, Gardasil
- Allergy injections
- Sexually transmitted disease testing and treatment: Syphilis, Gonorrhea, Chlamydia, HIV
- Routine urinalysis
- Laboratory work sent to a selected laboratory (patient pays cost of lab fees and testing)
- Blood pressure monitoring
- Health education/promotion programs, drug and alcohol abuse/use, eating disorder issues, HIV education, smoking cessation
- A program for:
  - Tuberculosis testing
  - Reporting required illnesses to public health agencies
  - Reporting required injuries/crimes to public safety agencies including: rape, sexual assault, domestic violence
- Preparation and maintenance of medical records

**Counseling Services**
The mission of MSU Counseling Services is to empower and advocate for the student's personal and educational development through short-term counseling and educational outreach. We want your experiences here to be positive and growth promoting. Personal counseling services provide free, confidential consultation, brief short term intervention and referral. They are located in the Student Health and Development Center. Appointments can be made by calling 858-3371.

**HOURS**
Mon. – Fri. 8:00 A.M. – 4:30 P.M.

**STUDENT CENTER (SC)**
The Student Center is your centralized hub for campus life at Minot State. At the heart of campus, the facilities and services of the Student Center contribute to the cultural, educational, recreational, service, and social activities of our campus community. Services such as campus dining, convenience store, ATM, computer kiosks, swimming pool, pool tables, and the Beaver Dam make the Student Center the perfect place to relax, study and meet new people.

The Barnes & Noble Bookstore is located in the Student Center on the lower level. The bookstore sells and rents textbooks, books for leisure and e-books. The merchandise selection at the bookstore includes school and art supplies, discounted movie theater tickets, greeting cards, gift items, electronic accessories, and MSU apparel.

The Student Center offers meeting and conference spaces for registered student organizations, campus departments, and businesses from the community. Reservations for meeting spaces are made through the Student Center Director’s office, located on the second floor.

Also housed in the Student Center are the offices of Alumni & Advancement, International Programs, the Native American Cultural Center, the POWER Center, Student Activities, Student Government Publications, Student Success Center, and Sodexo, the contracted food service provider.

All floors are handicap accessible, with entrances located on the east and west sides of the building.

**Beaver Dam**
There is no better place on campus to meet up with friends, sing karaoke, snag something to eat or relax between classes than the Beaver Dam! On the second floor of the Student Center, the Beaver Dam offers large screen TVs and pool tables, as well as live entertainment for all students, faculty and staff members. The venue regularly hosts comedians, hypnotists, musicians, movies and other social events.

**TELEPHONE USE**
A limited number of landlines will be available on a first come, first serve basis for student's needing phone access to communicate with their families internationally. Students are responsible for providing their own telephone set to access the landline.

In order to activate a landline in your residence hall room, please contact the housing office to make your request. The monthly fee for a landline is $8.00 and will be billed to your university account. In addition to this fee, students are also responsible for buying their own calling cards to dial long-distance.

**VENDING MACHINES**
Each residence hall has coin-operated washers, dryers, and vending machines. If you have any problems with any of these machines, please report the problem to your Hall Director. The University is not responsible for lost articles resulting from laundry left unattended.
GENERAL POLICIES AND PROCEDURES

MSU students who are not residents are bound by the Student Conduct Policy to abide by all campus policies, including residence hall policies, and will be held accountable for any policy violations that may occur during their time spent in the residence hall(s). Policies and procedures are to be followed during breaks and holidays.

RESIDENCE LIFE & HOUSING JUDICIAL PROCESS

Minot State University Housing Judicial Code

Any violation of the Residence Hall Handbook that occurs in facilities defined as Residence Halls on campus at Minot State University, will be addressed through the Residence Life and Housing judicial system through the procedures set forth in the MSU Housing Judicial Code.

MSU students who are not residents are bound by the Student Conduct Policy to abide by all campus policies, including residence hall policies, and will be held accountable for any policy violations that may occur during their time spent in the residence hall(s). Policies and procedures are to be followed during breaks and holidays.

The Residence Life Coordinator will be the primary judicial coordinator for housing policy violations, and reserves the authority to exercise discretion in all disciplinary matters, giving consideration to the particular circumstances of each violation. The Director of Residence Life may designate another residence life staff member to act as a judicial coordinator depending on the nature of the incident. Other Staff members may include: a Residence Hall Director, the Director of Residence Life, or other bodies as outlined in the Student Handbook.

Offenses will be accumulated over the course of a period beginning with the first day the student moves into a residence hall and ending on the day a student is no longer considered an on campus resident. A student will no longer be considered an on campus resident when they no longer have a current or future housing application on file with the MSU Residence Life and Housing Office. Disciplinary files will also carry over if a student moves to an apartment location during their time living on campus. Students residing on campus during the summer term are still subject to disciplinary action if in violation of residence hall policies.

Complaints

Any person can make a complaint. Complaints are typically documented by Residence Life staff (RA's, RM's or RHD's) or Campus Security, and are submitted as “Incident Reports.” The Residence Life Coordinator (or designee) will be notified when a report has been submitted, and they will review the report. After reviewing the report, the Residence Life Coordinator (or designee) will set a meeting with all involved students in the submitted report. Meetings will be scheduled around students’ academic schedules, which the Residence Life Coordinator (or designee) will review prior to setting the meeting. Some complaints may not require a meeting to be set, and the Residence Life Coordinator (or designee) will only send an informational “warning” letter to a student.

Initial Meeting Request

Involved students will receive in writing, via their MSU e-mail account, an “Initial Meeting Request” letter indicating that a student has been identified as being involved in a report that was submitted to the Residence Life Office. The letter will also indicate the type of violation, alleged behavior, the date, time, and location of the “Judicial Meeting.”

If a student is found “responsible” or “partially responsible” for the alleged violation, the coordinator will determine an appropriate outcome to the violation.

Judicial Meeting

Once a Judicial Meeting is scheduled by the Residence Life Coordinator (or designee), it is the responsibility of the student to attend the meeting on the day and time, at the designated location of the meeting. If a student is unable to attend the Judicial Meeting, it is the responsibility of the student to reschedule the meeting with the designated judicial coordinator identified in the “Initial Meeting Request” letter. If a student fails to reschedule, or attend the initial judicial meeting, the coordinator will make one attempt to reschedule the meeting. If a student fails to attend the rescheduled meeting, the coordinator will determine an outcome based on the information available. During the judicial meeting, the student will:

- Be made aware of the complaint and alleged violations
- Discuss the complaint in question
- Refute or affirm any evidence presented
- Discuss the behaviors with the coordinator
- Discuss the potential outcomes to the violation

Outcomes

After the conclusion of the meeting, the coordinator will determine whether a student is: “responsible,” “partially responsible,” or “not responsible” for the alleged violations. Furthermore, the coordinator may indicate that another meeting is needed before determining an outcome. The determination will be made based off of the “preponderance of evidence,” meaning that it is more likely than not that the student is responsible for the alleged violation.

An outcome is a consequence incurred by the student due to the behavior that violated policies outlined in the Residence Hall Handbook, the General...
Conditions of the Housing Agreement, or policies outlined in the Student Handbook. Residence Life and Housing makes an effort to make outcomes that are based in education and service, and will avoid monetary outcomes when there are no damages incurred. However, monetary outcomes may be imposed when a violation occurs during the last two weeks of the fall and spring semesters as students are typically focused on their end of semester exams and projects.

Outcomes may include, but are not limited to:
- Written Warning
- Housing probation
- Community service hours
- Research paper
- Reflection paper
- Education programs in Residence Halls
- Attendance and participation in campus programs
- Online Alcohol/Drug course (there is a $35 fee which will be waived if course is completed prior to the timeline established in the meeting response letter, typically 2 weeks)
- eChug/Toke Alcohol/Drug Program
- Guardian notification (for students under 21 years of age)
- Restitution to the University for cleaning, replacing, or restoring a specific area or thing when loss or damage is incurred as a result of a student’s actions.
- Disciplinary fine (as outlined in the Residence Hall Handbook)
- Restriction/removal of privileges for a specified time frame
- Administrative moves from one hall or floor to another hall or floor
- Removal from residence halls (students removed from residence halls as a result of violations will be held to the standard cancellation charge)

Interim Measures
In incidents where a student’s behavior is deemed to be extremely disruptive, dangerous to others, or involves illegal activity, the Director of Residence Life reserves the right to institute interim measures until the completion of a Judicial Meeting. Interim measures may include but are not limited to:
- Restriction or removal of privileges
- Administrative move from one hall to another hall
- Removal from the residence halls

Meeting Response
After a judicial meeting, the coordinator will notify the student in a letter sent to the students MSU e-mail account, which will have: a finding of responsibility, the determined outcome, the timeframe for completion of the outcome, and a statement of the appeal process.

Appeal Process
If a student wishes to appeal an outcome determined by the Residence Life Coordinator (or designee) they must do so, in writing, within 96 business hours (4 business days), not including weekends or other university holiday’s, from the day the outcome letter was sent to the student’s MSU e-mail account. The appeal letter should state what the student is appealing and the reasoning for which they are appealing to the Director of Residence Life. If the Director was the coordinator of the judicial meeting, then the Vice President for Student Affairs will be the appeal Coordinator. Students can appeal a decision based on the following reasons:
1. There was an error in the judicial process.
2. There is new evidence or material directly relating to the complaint that was not available at the time of the judicial meeting.

If an appeal is granted, a new meeting will be set up by the appeal coordinator around a student’s class schedule. If a student fails to attend or reschedule an appeal meeting (prior to the appeal meeting), then the original decision will remain in place.

At the conclusion of the meeting, the appeal coordinator decides whether to:
- Affirm the outcome decision of the original judicial coordinator
- Reverse the outcome decision of the original judicial coordinator
- Modify the outcome of the original judicial coordinator

The determination made by the appeal coordinator will be considered final. In cases where a student is removed from MSU Housing, the appeal body will be the Student Welfare and University Affairs Committee and the appeals procedure outlined in Section J (pg. 49) of the Student Handbook will take precedence.

In cases where the outcome of a meeting may be suspension or expulsion from Minot State University, the Judicial Procedures outlined in the Student Handbook: Student Conduct Policy-Section IV. (pg. 49) will take precedence.

ACADEMIC PROGRESS PROGRAM
Each resident should earn a minimum term grade point average of 1.50. Residents who fail to meet this requirement may be contacted by the Residence Life Office.

ALCOHOL & OTHER DRUGS
Minot State University is committed to maintaining an academic and social environment conducive to the intellectual and personal development of students. It is also committed to the health and welfare of all members of the University community, including healthy learning and living environments and respect for the law. This aspiration is threatened by illegal and high-risk alcohol and drug use. Students currently living in the residence halls are responsible for educating their guests on the residence hall policies.

In accordance with state and federal laws, and with the necessary regulations and shared responsibilities of community living in mind, Residence Life has established the following priorities:
1. To provide and maintain an alcohol and drug free campus, including alcohol and drug free residence halls
2. To discourage and prohibit illicit and illegal drug usage
3. To discourage and prohibit underage drinking
4. To prevent problem behavior and to combat alcohol and drug abuse
5. 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 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.

Policy Violations
Minot State has declared all residence halls drug and alcohol free. Violations of this policy include:

- Drinking alcoholic beverages in the residence halls
- Being in possession of alcohol in the residence halls
- Using illegal drugs or prescription drugs that are not prescribed to the student in possession
- Abusing prescription drugs
- Possessing illegal drugs or prescription drugs that are not written for the student in possession
- 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 consumption or decoration
- Signs (including neon “bar signs”), posters, or other material advertising

or encouraging alcohol use displayed in residence hall windows, or visible from hallway of the residence hall
- Being in a room or situation in any residence hall with person(s) who are drinking or in possession of alcohol, even if you are not drinking

The Residence Life Coordinator reserves the authority to exercise discretion in all disciplinary matters, giving consideration to the particular circumstances of each violation.

Offenses will be accumulated over the course of a period beginning with the first day the student moves into a residence hall and ending on the day a student is no longer considered an on campus resident. Disciplinary files will also carry over if a student moves to an apartment location during their time living on campus. Students residing on campus during the summer term are still subject to disciplinary action if in violation of residence hall policies.

Sanctions
Student may be sanctioned on an individual basis after meeting with the Residence Life Coordinator. Sanctioning will be determined by factors including, but not limited to:

- Involvement in the incident
- Number of prior incidents a student has been documented in
- Type of incident

Sanctions include but are not limited to:

- Alcohol course ($35 fee will be waived if course is completed within two weeks of given date)
- Community service hours
- Parental notification (for students under 21 years of age)
- Disciplinary fine ($100)
- Research paper
- Reflection paper
- Education programs in Residence Halls
- Required meeting with campus counselor
- Housing probation
- Removal from the residence halls

Minot State University Parental Notification Policy
Minot State University 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 MSU after any violation or serious offense where alcohol is involved, e.g. assault, D.U.I., destruction of property, etc. If the students is under the age of 21.

In order to encourage those who may be in danger from alcohol poisoning or alcohol-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.

Behavior
The primary responsibility for behavior rests with the individual resident. Consideration and tolerance of others is required in the hall 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 Student Conduct Policy located in the Student Handbook and all residence hall policies in the Residence Hall Handbook and/or posted in the halls. Violations of the Student Handbook or the Residence Hall Handbook may result in a disciplinary letter, fines, loss of privileges, and/or eviction from the residence halls.

Any attempt to physically or verbally harass University or Housing employees in the performance of their duty will be viewed seriously and may lead to eviction from the halls.
BICYCLES
Bike racks are available for use outside each residence hall as well as near campus buildings. All students who own bikes are encouraged to obtain strong locks and chains and to register their bikes with the Minot Police Department. As they are outdoor bikes, you cannot ride bikes in the residence halls. Bikes may not be stored in the residence hall 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 the RHD. 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.

CANDLES/INCENSE
See Fire Hazards section.

COMMON COURTESY POLICY
The Residence Life Office has developed the following guidelines to ensure a safe, positive, and respectful living and learning community to all our residents in the halls.
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 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
8. Each resident must respect his or her roommate’s belongings

COMMON DAMAGE
The Department of Residence Life is committed to developing positive living/learning environments within the residence halls. This requires well-maintained facilities. One factor critical to the attainment of this goal is the encouragement of a sense of community among the residents of any particular living unit. This sense of community infers a sense of responsibility and respect for one’s fellow residents as well as the facility where one resides. In order for this policy to be fair and effective, all residents within a particular living unit must work to develop a positive environment for themselves. This will include a respect for the facilities and furnishings of that living unit as well as the willingness to take responsibility for damages caused by one’s self and/or one’s guests. When this does not happen, and when residents 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 cost of building repair and maintenance due to vandalism lead to increased rent charges. Your cooperation in the investigation of 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.

COOKING
See Fire Hazards section.

FINALS WEEK CONDUCT
Your housing agreement expires at the completion of final exams at the end of fall semester and again at the end of spring semester. All residents are expected to check out of their hall 24 hours after their last final exam. Those residents who violate residence hall policies during finals week will face immediate disciplinary action and may be asked to leave the hall.

FIRE ALARMS
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. If the light is not on, report it to your Hall Director.

FIRE DRILLS
Fire drills will be held periodically in order to vacate the building in an orderly fashion should an emergency occur. Everyone must vacate the building regardless of whether they are in bed, on the telephone, etc. Exit procedures are posted on each floor. Campus Security (Minot Police Dept.) and the Residence Hall Director(s) will conduct all official fire drills. Any policy violations that are found during this time will be dealt with accordingly.

FIRE HAZARDS
Candles/Incense
Fire regulations prohibit the use of open flames. Therefore, candles and incense are PROHIBITED in the residence halls. No person living in the residence halls may have candles (including tarts/wickless candles), Scentsy pots, candle warmers, or incense in their room, regardless of whether or not the item has been or will be burned. Lava lamps are also prohibited.

Space Heaters
Due to the risk of fire associated with space heaters, space heaters are not permitted in the residence halls.

Cooking
Fire regulations forbid cooking in your room. No electrical cooking appliances, including microwave ovens, are permitted in the residence hall rooms. Cooking facilities are available and microwaves, toasters, and ovens are provided for the residents use. Only residents may use these facilities. Residents must stay with their food while cooking. Kitchens may be closed if residents neglect to clean up after using the facilities. Electrical
cooking appliances will be confiscated and returned to the student at the end of the term or when he/she is no longer in residence.

**FIRE SAFETY**
Observation of fire safety standards is especially important in the residence halls. Prohibited are:

- Overloaded electrical outlets, damaged or non-UL approved cords, unsafe placement of cords or improper use of electrical items
- Damaging or tampering with fire safety equipment (smoke detectors, fire extinguishers)
- Obstruction of room door/windows.
- Use of any open flame device, (candles, etc.) or any cooking appliance; burning of incense; possession/use of fireworks or other explosives; possession/storage of gasoline or other fuelsflammable chemicals
- Cloth and/or paper items hung near incandescent/halogen 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

**FIREARMS/WEAPONS**
Firearms, explosives (including fireworks), ammunition, bows and arrows, knives, guns, paintball guns, airsoft guns, Nerf guns, BB guns, nunchucks, 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.

**GUESTS**
See Visitation section.

**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. Students are not to rollerblade in the building and are expected to carry their 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 & SAFETY**
As stated in the General Conditions of Agreement for Residence Halls, residents are responsible for the care and cleaning of their rooms. The Residence Hall staffs perform routine Health and Safety checks once a semester. 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.

**KEYS**
Residence hall security starts with responsible use of keys. Duplicating of university keys allowing someone else to use your keys, or using another residents 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 the Hall Director or Resident Assistant. 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 Hall Director.

**LEAVING FOR BREAKS**
Whenever you leave your room for vacation periods, you must turn off all lights, unplug all appliances, empty your wastebasket, close and lock windows, and lock your door. The residence hall staff and maintenance personnel may enter a student’s room without notification of the resident in emergency situations (smoke detectors activated, water problems, close windows, check thermostats, etc.) when the building is officially closed or during vacation breaks. Any policy violations that are found during this time will be dealt with accordingly.

**LOUNGE FURNITURE**
The lounge furniture (including garbage bins) will not be 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 Office.

**MUSICAL INSTRUMENTS**
See Noise section.

**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 or at residents windows. Noise may be deemed disruptive if it can be heard through a closed door or window. Residents are expected to respond positively to requests to reduce noise and should be able to feel comfortable approaching others with requests for noise reduction.
The first offense for a noise violation is a verbal warning; for a second offense the student will be documented for violation and may receive a letter from the Residence Life Office. Violations that occur during mandatory 24 hours quiet times (such as finals week) or violations of a severe and/or extreme nature can be deemed serious enough and no verbal warning will be given. Such decision will be made by the Residence Life Coordinator. Violations of the noise policy may result in disciplinary actions that include but are not limited to:

- Written warning
- Disciplinary fine ($25, $50, $75)
- Educational bulletin boards
- Research paper
- Reflection paper
- Community Service hours
- Education programs in Residence Halls

**Musical Instruments**

Individual rooms may not be used as a practice room. Practice rooms are available in Old Main.

**PETS**

Health policies do not permit pets in the residence hall, with the exception of fish in a tank no larger than ten gallons.

**ROLLERBLADES**

The wearing of rollerblades is prohibited in the residence halls, and across campus.

**ROOM ENTRY POLICY**

Authorized university personnel may enter a student’s residence hall room 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 Housing and Residence Life 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

Protocol for using the master key to enter a residence hall room:

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, residents 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 the room should not be painted and plant hangers are not permitted in the ceiling. Posters, pictures, etc. hung on the outside of the door must be in good taste and not offensive to other residents or guests. Lofting of beds is not allowed. Waterbeds are not allowed in the residence hall. All carpeting in the room should be jute back and not attached to the floor with tape.

**SAFETY & SECURITY**

Residence halls are locked on a 24 hour basis. Residents are strongly encouraged to lock their room and suite doors whenever they leave and carry their keys with them at all times. Residents should never prop locked building doors open or permit entry to persons they do not know. Doing so may jeopardize the safety of all residents.

**SCREEN REMOVAL**

Residents are not permitted to remove the screens from any windows or damage the screens in any way. 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**

It is a student’s responsibility to conduct his/her self appropriately when representing his/her self or the university online. 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, the students 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.

**TOBACCO POLICY**

Minot State University is a tobacco-free campus effective January 1, 2009. This policy was established to protect the health and promote wellness and safety to all students, employees, and the general public. Smoking on university property, indoors or outdoors, or in uni-
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

Violations of the tobacco policy may result in disciplinary actions that include but are not limited to:
- Written warning
- Disciplinary fine ($25, $50, $75)
- Educational bulletin boards
- Research paper
- Reflection paper
- Community Service hours
- Education programs in Residence Halls

TORNADO PROCEDURES
The Residence Hall Director has an Emergency Broadcast System Unit for receiving messages and directions pertaining to emergencies. Residents will be alerted by either the fire alarm system or by their RA. Procedure to be followed for Tornado Warnings will be posted in each residence.

TRASH REMOVAL
Each resident is responsible for removal of their 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.

UNDERAGE GUESTS
Policy for ages 17 & under:
- Must be escorted (and supervised, if age-appropriate) at all times
- Cannot spend the night in the hall, unless approved by the RHD
- Cannot be left in a room alone at any time
- Must follow all University and Residence Hall policies
- Cannot roam or play in the hallways; play must be limited to the room and public lounge areas
- Restroom use is limited to appropriate gender of the child on the floors and in the public restrooms only

Any supervisor of a child not following this policy is subject to disciplinary action, as designated by the Director of Residence Life and/or Residence Life Coordinator.

VANDALISM
Any defacing or destruction of University property is considered vandalism and is a violation of the Student Conduct 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
Visitors and Overnight Guests
Guests are welcome in the residence halls. However, in order to maintain a positive and comfortable living environment certain policies must be followed. All non-residents of a building must be escorted by a resident of that building 24 hours a day, seven days per week. Visitors to the residence halls must be an invited guest of the resident. Open (24-hour) visitation means that students may have guests of the opposite gender in their rooms at any time. However, cohabitation is against University Policy. Residents are not permitted to have persons other than those with a residence hall agreement and assignment to that specific room living with them. Persons without a Residence Hall agreement and assignment are not permitted to live in the residence halls. Requested exceptions for member of the resident’s immediate family must be made in advance with the Residence Life Coordinator.

Discussion with your roommate prior to bringing a visitor to the room should be done. Times and frequency of visitors need to be arranged in advance between roommates. The right of a resident to sleep or study supersedes the rights of another to entertain a guest.

Visitation Hours
All residence halls allow visitors 24 hours a day, 7 days a week. However, guests may be asked to leave the building if the situation becomes disruptive.

Roommates and suitemates should discuss with each other an agreement of visitation and times that guests will be allowed in the room and suite areas. The right of a student to reasonably sleep, study, and feel safe in their unit supersedes the right to have a guest. Complaints and other violations (see overnight guest policy) may result in disciplinary action.

Violations of the visitation policy may result in disciplinary actions that includes but are not limited to:
- Written warning
- Disciplinary fines ($25, $50, $75)
- Educational bulletin boards
- Research paper
- Reflection paper
- Community Service hours
- Education programs in Residence Halls
- Loss of visitation privileges
AGREEMENT INFORMATION

CANCELLATIONS
Rooms are rented by the academic year. Students moving to an off-campus residence after moving in the residence halls (check with the Housing Office regarding the date) are responsible for half of the remaining room and board agreement. No refunds are available to students who choose to move out during the semester, unless they withdraw from the University. In order to avoid forfeiture of room reservation fee, you must notify the Residence Life Office no later than the deadline (check with the Residence Life Office regarding this date).

LIABILITY
The University assumes no responsibility for loss or damage to resident's personal property. You should consider purchase of insurance or an extension of your parent's insurance to cover loss or damage to personal property.

RESERVATION FEE
Students requesting residence hall accommodations should complete a housing application. The application along with a $100 room reservation fee should be returned to the Housing Office. Your room reservation fee will be applied to your room charge upon check in to your residence hall.

ROOM ASSIGNMENTS/PRIORITY
Housing assignments are made based on the date of receipt of deposit. If you request a specific roommate, that individual must also request the same housing arrangement.

ROOM RATE ADJUSTMENT
Each year as residents move from one room to another or leave school altogether, rooms with less than full occupancy are created. After the first ten business days of each semester students are given the following options: (1) remain in the room and be charged an additional fee (room rate adjustment) which is available by contacting the housing office; or (2) avoid the charge by seeking another roommate, moving in with someone else, or trading places with a student who is willing to pay the additional charge and convert their room from a double to a single.

ROOM/HALL CHANGES—CHECKING OUT
Before leaving the residence hall, your room must be checked out by the Hall Director or an RA. Failure to do so will result in an improper checkout charge of $25–$75.
1. Entire room must be cleaned
   a. Floors swept and mopped (including bathrooms in Lura)
   b. All personal belongings must be moved out of your room before the room will be checked
   c. All drawers and medicine cabinets must be emptied and wiped out
2. Check out procedure:
   a. Sign up for the time you wish to be checked out with your RA. The Hall Director or RA will check your room at that time.
   b. Doors should be locked and keys turned in to the Hall Director or RA after room check.
   c. Sign the Residence Hall Inventory Sheet and record the date and your forwarding address. Make yourself aware of any damage assessment, charges for these damages will be added to your university account.
3. Room must be prepared for immediate occupancy
4. You must check out of the residence hall no later than the day following your last exam.
   Please contact your Hall Director or the Housing Office with any questions.

ROOM RENT
Residence hall room rent is paid by the semester and rooms are rented for the entire academic year. The balance of the room rent is due when fees are paid at registration. Rental fees are subject to change by action of the State Board of Higher Education.

SINGLE ROOMS
Single rooms will be assigned based on space available. Residents who want to be considered for a single room should make the request by contacting the housing office. The priority date will be the date of application or the date the housing office is contacted.

SAFETY
Minor State University understands the concern of students and parents regarding the safety on the campus of the university. The university accepts its responsibility to employ security measures to ensure that students at Minor State are as safe as possible from any threats to their safety or well-being.

CAMPUS SAFETY
1. When walking at night, travel in groups if possible. Always walk in well-lit areas and do not take short cuts through dark or isolated areas. If an escort is desired, call Campus Security (701-500-2423), and a campus security officer will either escort you by cart or foot to any destination on campus.
2. If you feel threatened or think you are being followed, call either Minot Police Department (911) or Campus Security (701-500-2423) and walk toward a well-lit or well-populated area. After reaching your destination, report the incident to Campus Security, your RA, Hall Director, or the Director of Residence Life.
3. In public areas, do not leave your belongings unattended. Keep coats, book bags, purses, and other valuables with you at all times.
If you bring your bicycle with you to MSU, always keep it secured with an oversized chain- or cable-style bike lock. Licensing your bike with the Minot Police Department is also recommended. This will help identify your bike if it is stolen.

If you feel uncomfortable or threatened, report it immediately to Campus Security (701-500-2423), the Minot Police Department (911 or 852-0111), your RA, Hall Director, or the Director of Residence Life.

Keep your car keys handy when you are walking from the parking lots to your residence hall or vice versa. Many vehicles are equipped with a car alarm. If you feel endangered, press the panic button on your car remote. Doing so should set off your car alarm, and the horn will continue to sound until either you turn it off or the car battery dies. Chances are that if the person of concern is up to no good, they will flee due to the attention drawn to that area by the car alarm, which would be an opportunity for you to seek out protection.

RESIDENCE HALL SAFETY
Cook Hall, Dakota Hall, and McCulloch Hall are Co-ed by floor. Crane Hall and Lura Manor are Co-ed by suite. Campus Heights Apartments and Pioneer Hall provide family living accommodations.

All students have the opportunity to request changes in room assignments, which are accommodated as quickly as possible based upon available facilities. Professional head residents and resident assistants, who are all members of the University residence hall staff, live in the residence halls and are on call 24 hours a day. All residence hall staff members undergo thorough training in enforcing residence hall security policies. Desk assistants are assigned to the desk at the main entrance of each residence hall during specific hours according to traffic patterns in each residence hall. These assistants are in immediate telephone contact with campus security personnel and the Minot Police Department. All residence hall 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. Both on-campus and off-campus guests of the opposite sex must be escorted through the residence hall by a current resident. Overnight guests in the halls must be of the same sex as the resident, and guests must register with the appropriate housing staff. All student rooms in residence halls are equipped with dead-bolt locks or other security hardware. All windows have locking devices. As part of the programs sponsored by the residence hall staff and by other university organizations – including the Student Government Association, Student Social Work Organization, Criminal Justice Club, Campus Security, and Campus Ministries – sessions are conducted each semester on topics that have ranged from date rape to personal safety to depression and suicide. These programs and others provide information to students and employees about safety and personal well-being. The Student Development Center offers information in regard to counseling opportunities.

STUDENT RESPONSIBILITY
1. Lock the door to your room when you are alone, especially at night or when sleeping.
2. Do not let strangers into your room. If someone tries to force their way into your room, notify Campus Security (701-500-2423), an RA, or Hall Director immediately.
3. Do not give your name or phone number to strangers.
4. Do not loan your room key or student ID card to anyone.
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 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. MSU does not carry insurance to protect student property. Residents are encouraged to provide their own insurance against loss of or damage to personal possessions.
9. Keep a record of all the serial numbers of all your belongings so that if something 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. Never let an unauthorized guest into the building.
12. Under no circumstances should you prop open any exterior door, nor should you hold a door open to let another person into the building. Everyone entering must be either a resident that gains access through swiping his or her card, or a guest being physically escorted by a current resident.
13. Report any unescorted strangers in your building to an RA or Hall Director.
14. Do not store any gasoline powered vehicles or equipment (mopeds, motorcycles, barbecue grills, etc.) in the residence hall.
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 an RA or your Hall Director immediately if your smoke detector is malfunctioning or missing.
16. Never go up on the roof of your 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 the residence halls.
19. The fire extinguishers are placed in the residence halls 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 smoke or any other foreign odor is smelled, please contact Campus Security (701-500-2423) immediately so the situation can be assessed. Tampering with the fire alarm system (false alarm) is illegal and serious disciplinary actions may be taken against you.

21. Notify an RA or Hall Director if you receive an obscene phone calls. Do no 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 Hall Director immediately.

24. If you or someone you know gets sick, let someone (an RA or your Hall Director) know about it.

25. If you observe any Hazardous conditions in your residence hall, notify an RA or the Hall Director.

The cooperation and involvement of students themselves in maintaining campus safety is absolutely necessary. Students must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. For example, a University telephone located in the library can be used by a student at night to inform a roommate that he or she is leaving the library to walk back to the residence hall, or to call Campus Security for an escort. Room doors should be locked at night and when the room is unoccupied. Valuable items should be marked with engraving instruments.

Bicycles should be registered with the Minot Police Department. Vehicles should be parked in assigned parking lots and doors should be locked.

Students should report any suspicious individuals who they feel do not belong in their residence halls, or any unusual incident in and around the residence halls, to the residence hall staff, Campus Security (701-500-2423), or Minot Police Department (911 or 852-0111). Keys and student ID cards should be carried on your person at all times and never lent to others.

For more information about campus safety and security, contact the Office of Safety and Security at 701-500-2423.

SNOW & ICE SAFETY PRECAUTIONS

Your safety and that of the entire campus community is of the utmost importance and of the highest priority given by personnel of Facilities Management. Every effort will be made to promptly remove snow from sidewalks. 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. Wear boots or shoes with grip soles. Slick leather or rubber soles are unsafe on ice and hard packed snow. Don't walk with your hands in your pockets, it reduces your balance. Take short to medium steps or shuffle your feet when these conditions are present. Don’t step on uneven surfaces and place your full attention on walking. Don’t allow your attention to be divided while on ice and compacted snow.

USE OF POLICE CANINE OPERATIONS

In an effort to create a safe and comfortable living and learning environment for all students living in residence halls at MSU, the Residence Life Office, and Security will be partnering with local, county, and state law enforcement officers for utilization of Police Canine Teams. Police canines may be used at any time when reasonable suspicion exists that illegal drug activity is present on MSU property or any occasion where a police canine would be beneficial in locating a lost person, suspect, or evidentiary article.

A police canine team may be used to walkthrough building hallways and common areas. Positive alerts by the canine will result in further investigation based on procedural policies of the law enforcement agency. MSU Security and/or Housing Staff will stop to make contact with the residents of the location in question.

Violations of any federal law, state law or city ordinance will result in criminal prosecution and University disciplinary action.

TRAFFIC REGULATIONS

STATEMENT OF PURPOSE

This information is presented as a guideline for the operation of motor vehicles on the campus of Minot State University. MSU permits students, faculty, and staff to operate vehicles in the University community. Certain rules and procedures have been established. These regulations aim to insure the safety and orderliness of pedestrian and vehicle traffic. The following statements are a guideline for your use in registration and operation of a motor vehicle at Minot State University. The parking fee is used for improvements and maintenance of parking lots. The
parking fine is used for staff and office expenses, with the balance used for improvements and maintenance. Direct questions to the Parking Office, located in the Post Office on the first floor of the Student Center, phone 858-3318, 8:00 A.M. – 4:30 P.M.

ENFORCEMENT HOURS
Monday – Friday
8:00 A.M. – 4:30 P.M.
12 months per year

All violations listed in Section L (Traffic Regulations brochure) will be enforced on a twenty-four (24) hour basis, seven days a week, 52 weeks per year.

PARKING PERMIT PURCHASE
Student Permit Fee: $65.00 per year

1. Permits are purchased online and obtained from the MSU Parking Office.
2. A parking permit fee will be assessed for all students and employees who operate a vehicle and use University parking lots.
3. An ID card signifying student or employment status will be required at the time of permit pick up.
4. Refunds may only be given within 30-days of purchase. The permit must be returned to the Parking Office to process a refund.
5. Permits are not transferrable.
6. The purchase of a permit does not guarantee the holder a parking space.
7. Permits must be returned to the MSU Parking Office if there is termination of association with the University.
8. The permit holder is the person whose name the parking permit is issued. The permit holder or the person who owns or operates a vehicle will be held responsible for any violation involving that vehicle. This regulation applies to a spouse, friend, or relative of the person registering or owning the vehicle.

MSU VEHICLE REGISTRATION
1. The permit holder is responsible for registering their vehicle with the MSU Parking Office.
2. All vehicles must be registered by the permit holder with the MSU Parking Office before parking on campus.
3. Vehicles are registered by license plate number at the time a permit is purchased.
4. Permit holders are responsible for notifying the MSU Parking Office if you no longer operate a vehicle on campus which was previously registered in your name.

STUDENTS
1. Students are issued red permits. Students may park in any lot designated as student parking with red “S” signs with their red permit displayed properly.
2. S/E lots (orange on the map) are designated as employee or student parking. A current permit must be displayed properly to utilize these lots.
3. Parking permits are available starting in July for the following academic year. Permits are not required for summer semester students, with the exception of those living in Pioneer Hall and Campus Heights.
4. University parking permits are not required to park in the upper north Dome lot.
5. Mobility Impaired parking areas require the display of a parking permit in addition to the handicap permit required by state law.
6. As a courtesy, MSU will honor temporary mobility impaired permits issued by the Minot Police Department. Students who temporarily need to park closer to classrooms due to a temporary medical condition, may obtain with a doctor excuse, a temporary medical permit issued by the state, to be used with an unreserved MSU parking permit.

PERMIT DISPLAY
1. Permits must be displayed Monday – Friday, 8:00 A.M. – 4:30 P.M.
2. Current parking permits are to be displayed on the back of the inside rear-view mirror so that the permit number faces toward the windshield of the vehicle.
3. Everyone operating a vehicle on campus must display a permit.
4. It is the responsibility of the student or employee to obtain and properly display the assigned permit.
5. Failure to display a permit or the improper display of a permit can result in a citation.
6. Notify the MSU Parking Office immediately when a permit is lost or stolen.
7. Handicap spaces require a state-issued placard or license plate to be displayed. Proper display of the state-issued placard or plate allows for parking in any space or lot on campus except Clinic Parking. Handicap parking is strictly enforced as per ND state law.

GENERAL INFORMATION
1. Please refer to the parking map for lot designations and locations.
2. Bicycles, scooters, and motorcycles are allowed to park in designated cycle spaces without purchasing a permit as long as they do not use a parking space designated for a car or truck, or park blocking any sidewalks.
3. Non-motorized vehicles cannot be stored on campus (boats, campers, trailers, etc.).
4. The University will not assume responsibility for the protection and/or care of any vehicle or its contents. Theft or vandalism should be reported immediately to Campus Security at 500-2423.
5. Students or employees with a medical condition may obtain a
temporary permit with official documentation from their practitioner. The medical excuse must specify the time period it is needed.

6. Guests using Clinic Parking must display a Clinic Parking permit.

7. Handicap parking is strictly enforced as per ND state law.

VISITOR PARKING
1. Visitor parking permits are available from the MSU Parking Office located on the first floor in the Student Center. Visitor permits are valid for one day, and are valid for any campus lot.
2. An electronic visitor permit may be obtained for special events on campus. The sponsoring department or employee must request the e-permit from the MSU Parking Office.
3. A reserved lot may be used for MSU guests during special events. Lot closure requests must be made by MSU employees. The MSU Parking Office will publish notice of known upcoming events in campus announcements to let people know of the event and where to relocate for parking.

CITATIONS
1. A $15.00 fine will be imposed for each violation.
2. All unpaid fines will result in the withholding of the student’s records until such penalties are paid with the Business Office.
3. Continued violations of parking regulations may subject that vehicle to impoundment at the owner’s expense.

APPEALS
1. Citations may be appealed.
2. Appeals must be filed using an appeal form.
   a. Forms can be obtained from the MSU Parking Office; or,
   b. Appeals may be filed electronically using the online form.
3. Appeals must be filed in the MSU Parking Office within 30 calendar days of citation issuance. Delinquent citations will not be accepted for appeal.
4. Appeal decisions will be based on current regulations.
5. Appeals are reviewed once every month throughout the academic year.

IMPOUND POLICY
1. MSU will impound vehicles under the following circumstances:
   a. Vehicles parked in fire lanes or in a manner/location that negatively impacts MSU Operations
   b. Vehicles abandoned for 30 days or more
   c. Vehicles in inoperable condition
   d. Vehicles with an excessive unpaid fine balance
2. Vehicles with any of the above circumstances are subject to impound by a local towing company. The vehicle owner/operator is responsible for all impound fees, and all communication, financial obligations and arrangements with the towing/impound company.
3. A $30.00 citation will be issued to the registered owner if a vehicle is impounded.
4. Contact Campus Security at 500-2423 if your vehicle is towed.
A. Eligibility
1. Any student who is enrolled at Minot State University is eligible to live in university housing. Preference will be given to those enrolled full time (12 credits undergraduate/ 6 credits graduate). A minimum of 3 credits undergraduate and 3 credits graduate must be on campus courses. A student who is serving in conjunction with another program may also be eligible based on the request.

B. Application and Assignment Procedures
1. Applicants must remit a $100.00 room reservation fee with a Credit/Debit Card/electronic check upon completion of the Online Housing Application and Agreement. Housing Applications are not considered complete until the $100.00 room reservation fee has been submitted. If you are experiencing issues with accessing or completing the application, or submitting the Room Reservation Fee, please contact the Residence Life and Housing Office at 701-858-3363 between 8:00 am and 4:30 pm Monday through Friday.

Your application does not guarantee a room reservation until you have been so notified. Room assignments are made without discrimination to race, color, creed national origin, or religion according to the date the application and deposit are received, and after the Conditions of Agreement is signed. The room reservation fee is applied to the first semester's room rate.

2. All damage charges will be billed to the student's account where appropriate.

3. On-campus housing is available to the extent that the University has regular space. However, students may be assigned to “temporary” quarters when “regular” space has been filled. Temporary housing may include area motels until space becomes available on campus, or adding additional beds to appropriate rooms.

4. Hall preference will be honored when possible. Hall preference will be determined by application date and priority. If the preferred location is not available, students will be assigned to the next most appropriate and available location.

5. Roommate preferences are honored when possible. If students request each other as roommates, both applications must state this preference.

6. Final confirmation of all housing is subject to admission and enrollment to the University. Assignment to a room does not mean that you have been accepted by the Office of Enrollment Services, and admission to the University does not guarantee a room assignment.

C. Agreement Term
1. Assignments are made for the term of the agreement signed. Available Agreement Terms are: Full Academic Year or Spring Only (see Section K). The Housing Office reserves the right to cancel reservations not paid by the payment due dates (see Section E) and to make all final decisions regarding assignments.

   a. Full Academic Year Agreements: The Residence Halls open at 8:00 am on the Friday before classes start in the Fall Semester (Students wishing to arrive prior to this day will be subject to a charge of $15/student/night.), and close at noon on the Saturday immediately following finals in the Spring Semester.

   b. Spring Only Agreements: The Residence Halls will open for check-ins at 8:00 am on the Friday before classes start in the spring semester for new students, and close at noon on the Saturday immediately following finals in the Spring Semester. Students wishing to arrive prior to this day will be subject to a charge of $15/student/night.

D. Room and Board Rates
1. Average Room and board rates for 2018-2019 are based on double occupancy with a 7 day/unlimited gold meal plan and are proposed as follows: Cook Hall, Dakota Hall, and McCulloch Hall - $6760 per year; Lura Manor and Crane Hall - $7290 per year with additional options available. Please check with the Housing Office for additional information regarding specific building/meal costs. All residents are required to be on a meal plan. Check with the Student Union Director's for more information regarding meal plan options.
2. **The 2018-2019 Board rates do not include official University interim periods** and are subject to change by the State Board of Higher Education. **Interim periods include, but are not limited to: Thanksgiving Break, Winter Break, Spring Break, and Easter Break (See Section I for more information).**

3. Included in the room and board rate is a $25/Semester Residence Hall Association fee that will be shown as a separate charge in each the Fall and Spring Semester.

**E. Payment Deadlines**

1. Room and Board payment: The one-time $100 room reservation fee will be applied toward the first semester of housing room rate when tuition and fees are due. The balance of the semester's room and board rate is due when tuition and fees are due in both the fall and spring semester.

2. Billing: Room and Board Plan agreements are for the terms; **Full Academic Year or Spring Only. Room and Board charges are billed each semester.**

3. Late payments: a delay on making the payment may result in cancellation of an applicant’s reservation, removal from housing and removal of meal plan, finance charges, and/or a hold will be placed on the student’s future registration.

4. Late assignments: a student assigned after the payment deadline date shall remit amount due to the Business Office within 10 business days from the date of the assignment notice.

**F. Room Rate Adjustment**

1. Each year as residents move from one room to another or leave the institution altogether, rooms with less than full occupancy are created. 10 business days after the beginning of each semester (Fall and Spring), the students remaining in these rooms are given two options: (1) remain in the room and be charged an additional fee (room rate adjustment) which is available at the Housing Office; or (2) avoid the charge by seeking another roommate, moving in with someone else, or trading places with a student who is willing to pay the additional charge and convert their room from a double to a single. Should you wish to obtain names of other students who need a roommate and/or wish to have your name added to the list, call the Housing Office at 701-858-3363 between 8:00 am and 4:30 pm Monday through Friday.

2. If a student does not have a roommate, and does not have a single room, one half of the room should **ALWAYS** be available for a new student to move in. If a student is assigned to an empty bed space, and is unable to move into the space because of an occupying student utilizing the space, the occupying student will be charged for a single room. If a student wishes to not be charged for a single room, the student must show that the room is prepared for a new student to move in.

**G. Occupancy**

1. Residents must be enrolled students at MSU (or otherwise approved), must occupy the assigned room, and may not sublet.

2. Assigned students may occupy their room one day before orientation. Assigned beds not occupied 10 business days after start of classes may be reassigned.

3. Depending on availability, double rooms may be used as singles after the first 10 business days of each semester by contacting the Housing Office and paying an additional fee. Housing reserves the right to consolidate residents when hall occupancy is below 100 percent capacity.

4. The University reserves the right to transfer students from one room or hall to another in the interest of health, safety, or the conduct of the resident.

5. Any room space not occupied during the school year is subject to reassignment. The University reserves the right to determine what constitutes occupancy.

6. Any termination of occupancy or exceptions to this agreement will be subject to the approval of the Housing Office.
H. Room Change/Hall Transfer
1. Room changes, hall transfers, and vacating rooms require the filing of written requests with the Residence Life Office and approval from the Residence Life Office. Unauthorized room changes or failure to move out of a room at a designated time may result in being required to move back to your original room, an administrative fee of $25.00, and/or disciplinary action.

I. Interim Periods
1. Residence halls close at noon on the Saturday immediately following finals in the Spring Semester, and following summer session (For full Academic Year Agreements). The Housing Agreement and Agreement rates do not cover these periods. Housing may be available during spring and summer semester breaks for authorized groups or students on a space available basis for an additional charge. Those students may be required to move from their assigned room for these accommodations. Additional information is available in the Housing Office. The cost for interim housing is the student's responsibility.

2. Student's board plans do not cover the periods between the end of the fall semester and the beginning of the spring semester (winter break), between the end of the spring semester and the beginning of the summer semester, and between the end of the summer semester and the beginning of the fall semester. Other times when the board plan is not available include but are not limited to: Thanksgiving Break, Spring Break, or Easter Break.

J. Liability
1. The University assumes no responsibility for loss or damage to residents' personal property. Students should consider purchase of insurance or an extension of your parent's/guardian's insurance to cover loss or damage of personal property. In addition, you agree not to hold the University, the Housing Office and its employees and agents responsible for any claims for damages sustained by you or others in your room as a result of your acts or omissions relating to any changes or modifications made by you to your room or furnishings. This makes you financially responsible to the University and releases the University in the event of damage or injury.

K. Agreement Releases and Refund Policy
1. Reservations may be cancelled with a refund of the reservation fee if such request is received in writing at the Housing Office before June 1st for full year agreements, December 15th for the spring only agreements, and April 30th for the summer session. Returning students who cancel their housing agreement before the listed dates will be refunded 50% of their room reservation fee.
   a. Students who have signed a full academic year or spring only agreement but choose to move out will be responsible for charges from the date checked in until the date checked out plus 50% of the remaining room and board agreement.
   b. Students who cancel their agreement and choose to move out will be responsible for the entirety of the agreement if they cancel the Friday prior to Spring Break.

2. Reservation fees are not refunded when application is received and cancelled after the above deadline dates. Students signing a full academic year agreement are obligated for the full academic year. Requests for release will be reviewed on a case by case basis.

3. Rooms are rented by the terms of the agreement (full academic year or spring only). Students moving to an off-campus residence after the start of the agreement term are responsible for 50% of the remaining (fall and spring) rent and board rate and no additional refunds are available to students who choose to move out during this time, unless they withdraw from the University.

4. Students are responsible for properly checking out of the residence hall according to established procedure (contact your Hall Director or Resident Assistant). Failure to do so will result in additional charges including but not limited to: improper check out, failure to check out, cleaning, and other damages.

5. To successfully cancel an Agreement, the student must complete an “Agreement Cancellation Form” with the Residence Life Office.

6. If a student withdraws from the university, or leaves the University for an Approved Reason through the Residence Life Office, refunds will be calculated beginning with the first full week following the date the room was officially vacated (See section N-1 for more information).
7. A breach of agreement results in loss of semester room rent and reservation fees will not be refunded, exceptions will be considered on a case by case basis.

L. Termination of the Agreement by the University Housing Office

The Housing Office may terminate this agreement under the following circumstances:

1. Violation of the General Conditions of the Agreement, Residence Hall Handbook, or Student Conduct Code
   – This agreement may be terminated if you are found to have violated rules and regulations listed in the General Conditions of the Agreement, MSU Student Handbook, or the Residence Hall Handbook. Students who have their agreement terminated because of violations of rules will be responsible for charges from the date checked in until the date checked out plus 50% of the remaining room and board agreement.

2. Failure to comply with the agreement – If you fail to comply with any portion of this agreement, the Housing Office may terminate the agreement with appropriate notice. The Housing Office may also terminate this agreement if you have unpaid charges, or violated housing eligibility status.

M. Breach of Agreement

1. Failure to occupy without notice.
2. Choosing to move to an off campus location after the start of the agreement term.
3. Termination of occupancy without notice.
4. Failure to make payments as scheduled.
5. Failure to check out properly.
6. Violation of regulations cited in agreement, Residence Hall Handbook, and/or the Student Handbook.

N. Withdrawal from the University

1. In compliance with SBHE Policy 830.2, on or after the first day of classes of each semester, authorized room refunds are prorated by the week and issued by the business office, provided all payment obligations to the University have been met. The refunds are calculated beginning with the first full week following the date the room was officially vacated. Midnight Saturday is the end of each week. A resident must check out within 72 hours from the date recorded on the official withdrawal papers unless an extension is approved by the Housing Office.

O. Residence Hall Policies and General Information

1. Security Hours: 24 hours.
2. Key system: 24 hour system.
3. All campus dining locations are officially closed during: Thanksgiving break, Winter break, Spring break, Easter break, and the day following the last day of final exams in May.
4. All campus Residence Hall locations will close on the Saturday following finals at Noon. All residents must be checked out of their academic year assignment at that time, unless otherwise approved.
5. Summer Session: Housing will be available during the summer session from the day the halls close until July 31 or a full summer agreement will be available for students wishing to stay on campus from the day the halls close until the day the halls open in the fall semester. All summer housing will be located in a building that is identified by the housing office. Students staying on campus for the entire summer will need to transition to their fall assignments after the close of summer housing on July 31. Specific dates and times will be released through the Housing Office before the end of the summer term. Charges for the summer session are separate from the charges for the academic year.
6. A $100 room reservation fee is required for a room reservation.
7. Room assignments are given in order of receipt of the reservation fee. No room changes will be made during the first 10 business days of a new term.

8. Common damage is malicious or negligent damage to an individual room or common area of a hall, above the normal wear and tear, which will include theft of property. Common areas may be defined as lounges, hallways, laundry rooms, etc. Residents of a hall will be charged for damage of their common areas unless the individual(s) responsible is identified. Your cooperation and assistance will help contain room rates and improve the quality of living in the hall.
9. The replacement charge for lost keys is **$50 to re-core all appropriate doors, and replace all keys.** If you are locked out of your room, contact an RA, the RHD, or MSU Security.

10. Parking: Limited parking is available in the adjacent parking lots. All cars must be registered and identified by campus parking permits which can be obtained in the parking office. Parking in the Old Main loop is for faculty and staff. Specific parking areas for Hall Directors next to each building are reserved.

11. Emergency calls may be made to the RA on duty in each building, or to Campus Security.

12. Emergency situations: Notify your Hall Director or RA of any emergencies within the building, parking lot, etc.

13. Notices: The bulletin board or TV screen near the office will be used for notices regarding campus events, residence hall announcements, etc. Please do not tape announcements on the entry windows.

14. Mail: Your mail will be delivered in your box during office hours each day. Out-going letters should be mailed at the MSU Post Office in the Student Center, 1st floor, east end. There is no mail service on weekends, holidays or break periods.

15. Trash: All personal/room garbages should be carried to the dumpster outside.

16. Laundry: Laundry facilities are available in each residence hall for current residents. These facilities are for residents only. The University is not responsible for lost articles resulting from laundry left unattended.

17. Maintenance: If there are any needs, please notify your Hall Director by documenting the request at the front desk. The Hall Director will call regarding all repairs.

18. University property may not be removed from the residence hall nor moved out of the lounge. A $25 fine may be assessed for removal of lounge furniture to individual rooms.

19. Residents are responsible for the care and cleaning of their rooms. Cleaning equipment for rooms is kept in the garbage room or janitor’s room on each floor. Should you need other equipment, check with the Hall Director.

20. Wall and Door Decorations: Tacks, nails and duct tape should not be used on the doors and walls (poster putty may be used.) Walls and fixtures within the rooms should not be painted and plant hangers are not permitted in the ceiling. Posters, pictures, etc. hung on the outside of the door must be in good taste and not offensive to other residents or guests that may be on a tour of the building.

21. All carpeting in the rooms should be jute backed and not attached to the floor with tape.

22. Refrigerators: Refrigerators may be leased from the University (through a third party vendor) or students may bring their own providing the unit is no more than 4.5 cubic foot capacity.

23. Lofting of beds is not allowed.

24. Musical Instruments: Individual rooms may not be used as a practice room. Practice rooms are available in Old Main.

25. Courtesy hours are in effect in each residence at all times. Students are requested to observe the courtesy hours in order to provide an appropriate atmosphere for study and sleep.


27. Overnight Guests: Male guests of men and female guests of women living on campus are permitted in accordance with the empty beds available and with the permission of the student occupying the room (with the exception of exam week). Guests must be registered with the Hall Director and are allowed to stay two nights unless special arrangements are made.

28. Lounge and visiting hours for guests will be posted on the bulletin boards in each building. Specific evenings for resident use only may be established in the hall. **Guests must be “escorted” by a resident at all times while visiting in the building.**

29. **Alcoholic beverages, drugs, and empty alcohol containers are not permitted in the residence halls.** The use of drugs in the residence halls may result in eviction from housing. The sale of drugs in the residence hall will result in eviction from housing. Drug related situations will be referred to the Minot Police Department. A violation of the Alcohol or Drug Policy will result in disciplinary action from University Housing.
30. **Weapons and firearms (including ammunition), are not permitted in residence halls.** A violation of the firearms/weapons policy will result in eviction from the residence halls. Subsequent sanctions to be determined by the Residence Life Coordinator/Director of Residence Life.

31. Potential penalty of **any attempt to physically or verbally harass or abuse another individual (staff or student) may result in immediate suspension from the hall and disciplinary action.**

32. **MSU is a tobacco free campus.** Use of tobacco and tobacco related products is not permitted in the Residence Halls or on campus property. Open flames (candles, etc.) or incense is not permitted in the residence. Up to a $25 first offense, $50 second offense, $75 third offense fine may be assessed, or a sanction deemed appropriate by the Residence Life Coordinator for any violation.

33. Each room is equipped with a smoke detector for your protection. The light on the detector indicates it is in working order. Functionality of smoke detectors is monitored on a regular basis.

34. **Cooking:** Fire regulations forbid cooking, candles, and the burning of incense in your room. No electrical cooking appliances, including microwave ovens, are permitted in the residence hall room. Cooking facilities are available and microwaves are provided for the residents’ use. Only residents may use these facilities. Kitchens may be closed if residents neglect to clean up after using the facilities. Electrical cooking appliances will be confiscated and returned to the student at the end of the term or when the student is no longer in residence.

35. **No extension cords are allowed, use only surge protectors.**

36. Fire drills will be held periodically in order to vacate the building in an orderly fashion should an emergency occur. Everybody MUST, without exception, evacuate the building. Exit procedures are posted on each floor.

37. **Tornado Warning:** The Residence Hall Director has an Emergency Broadcast System Unit for receiving messages and directions pertaining to emergencies. Residents will be alerted by the fire alarm system. Procedures to be followed for Tornado Warnings will be posted in each residence hall.

38. **Recreation:** The central area for recreation in each residence hall is the lounge and recreation room. Recreation equipment may be checked out at the desk in each residence hall. Gambling (involving tangible assets) is not permitted in the halls.

39. The Residence Life Coordinator will be the primary judicial officer for judicial hearings. In the event of an appeal, the Director of Residence Life, or Student Rights and Student Welfare Committees may hear an appeal.

40. The Residence Hall staff and maintenance personnel may enter a resident’s room without notification of the resident in emergency situations such as when smoke detectors are activated, water problems, and to close windows left open when the building is officially closed or during vacation breaks. For additional room entry policy information, see the Residence Hall Handbook.

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

42. Students must furnish their own bed linens, including mattress pads. The beds in Lura Manor, McCulloch Hall, and Crane Hall require longer sheets as the mattresses are 80 inches. Furniture and drapes for each room are furnished by the University.

43. **Housing Preference:** Each residence hall has lounge areas for recreation and entertaining, laundry facilities, and a small kitchen area for personal cooking. Unless otherwise noted, each room has 2 beds, 2 desks and chairs, a closet, and dresser drawers. Cook Hall, Dakota Hall, and McCulloch Hall are co-ed by floor. Crane Hall and Lura Manor are co-ed by suite. Please note the rental rates on page one.

44. **Academic Progress Program:** Each resident must earn a minimum term grade point average of 1.50 to continue living on campus. Residents that do not meet this requirement must submit a request for exception, in a type-written letter (or email), to the Residence Life and Housing Office.

**PLEASE KEEP THESE AGREEMENT CONDITIONS**
2018-2019 Parking Map

MINOT STATE UNIVERSITY

Handicapped Parking  ○ Free Parking
■ Student (S) Parking
■ Employee (E) Parking
□ Both Student & Employee (S/E) Parking

1. Administration
2. Amphitheater
3. Crane Hall
4. Cook Hall
5. Cyril Moore Science Center
6. Dakota Hall
7. Dome
8. G.B. Olson Library
9. Hartnett Hall
10. Herb Parker Stadium and Press Box
11. Lura Manor
12. McCulloch Hall
13. Memorial Hall
14. Model Hall
15. Old Main
16. Pioneer Hall
17. Plant Building
18. Student Center
19. Swain Hall
20. Warehouse
21. Wellness Center
22. Athletics Practice Field
23. Observatory
24. University Heights
25. Campus Heights
26. Facilities Management

FREE Parking 1 Block South ↓

Student & Employee Parking S/E