



NORTHEASTERN STATE
UNIVERSITY
UNIVERSITY HOUSING

Residence Life
guide
to On Campus
living

2008-2009

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WELCOME TO CAMPUS

Welcome! On behalf of Northeastern State University, the University Housing Department welcomes you to our campus. You have made your first great choice at NSU, by deciding to live on-campus. National statistics support your decision and verify that students who reside on-campus are more likely to be successful in their college endeavors, have a higher GPA, more socially involved and be part of the campus through joining one or more campus activities or organizations and more likely to progress to their second year.

Our Housing Staff are here to provide you with a clean, safe living environment and are dedicated to the social, physical and academic needs of every resident and provide you with educational and social programming and student leadership opportunities through the Residence Hall Association and other student groups. NSU is a premier regional University with dedicated staff and faculty, small class sizes, and all of the experiences of a larger institution, all here with a small town approach and personalized service at every office.

We look forward to seeing you at NSU. Take a moment to browse the remainder of our website and please contact our office with any questions or special requests. We are here to serve you.

Director of Housing

COMMUNITY LIVING CREED

Northeastern State University residential communities incorporate the following:

- Education:*** To ensure that teaching and learning take place beyond the classroom
- Cooperation:*** To work collaboratively with others who can help us achieve the goals for ourselves and the students we serve
- Openness:*** So that ideas and thoughts can be discussed freely
- Respect :*** To ensure that individuality is honored so diversity can be pursued
- Responsibility:*** So that the individual accepts obligations to the community and held accountable for individual actions
- Caring:*** To ensure that the individual's well-being is supported, and that the community service is encouraged
- Involvement:*** So that the individuals have a voice in decisions concerning their community
- Ownership:*** To ensure that all individuals care for their building facilities and adjacent property
- Celebration:*** So that NSU history and culture is promoted and residence hall and University traditions are shared
- Vision:*** To ensure that individuals think ahead and make decisions that will positively impact their future

Your rights in our community include: to socialize in you room; to sleep and study without disturbance; to live in a supportive and stimulating community; to live in a safe, secure, healthy, and clean environment; to enjoy access to a variety of programs, services and facilities; and to involve yourself and others in promoting and educational, open, respectful, responsible, caring, involving and celebrative community.

Your responsibility in your community include: to consider the needs of other residents and balance them with your own needs; to promote care of the physical facilities, equipment, and services; to communicate with other residents and staff members; to let other residents know when they are disturbing you; to demonstrate a commitment to the community by getting involved; to promote campus and individual safety, and to demonstrate dignity and respect for all individuals.

Living on campus at NSU affords you many opportunities to face challenges head on, achieve in a variety of areas and grow as an individual. However, these things only happen when you actively participate and support the community ideals stated here.

Adopted from: "In Search of Community", Ernest Boyer and from the "Housing and Dining Services Contract", Northeastern State University

CENTRAL HOUSING STAFF

University Housing administrative offices are conveniently located in Leoser Center. The office is open from 8:00 a.m. until 5:00 p.m., Monday through Friday. University Housing consists of administrative staff whose responsibilities include reviewing housing contracts, making room assignments, meal plan supervision, hall activities, staff supervision, student well-being and discipline, policy information & enforcement, housing accounts and much more.

We want to hear from you. If you have suggestions, concerns, or ideas which can improve the quality of life in the halls, you are encouraged to drop by the office and share those thoughts with our staff.

RESIDENCE LIFE STAFF

Hall Manager

Each hall has a full-time Hall Manager who is responsible for the daily operation of his or her buildings. Most of the Hall Managers live in the building that they supervise. Your Hall Manager can help you with roommate conflicts, activities, disciplinary problems, lost keys, room repairs, and much more. Hall Managers are on call for all emergencies, available by cell phone or extension.

Associate Hall Manager

Associate Hall Managers are student employees and work in halls that have no live-in Hall Manager. These individuals, in conjunction with the supervising Hall Manager, are responsible for direct supervision of his or her building. They also serve as a Resident Assistant in the building.

Resident Assistant

One of the first people that you will meet on your floor is your Resident Assistant (RA). RAs are students who have trained to work for University Housing while living on campus. Their experience and training makes them aware of the adjustments that have to be made to have a successful life on campus and within the community. Each RA is on duty to help students adjust to college life and be successful. The RA on Duty can help you if you are locked out of your room, give you guidelines on behavior, help with maintenance problems or lend a sympathetic ear when you need to talk. Check at the desk area for duty day and location of your RA.

Peer Mentor

NSU proudly sponsors a First Year Experience (FYE) program in the residence halls. FYE Peer Mentors are student staff members who, like RA's, live on the floors with first-time college students. In addition to being a resource to students, Peer Mentors assist students in developing good study skills, connect them with academic resources, help to maintain an environment on the floor that fosters academic success, and develop an appreciation for learning.

Desk Attendants

The residence life front desk is a valuable source for information and services. You may check in your guests, pick up mail, check out equipment, get directions or information and make contact with the hall staff at the desk. The Desk Attendants will work with you to create and maintain an atmosphere which fosters meaningful educational opportunities as well as valuable personal growth experience.

Front Desk Hours

*Logan Hall, North Leoser Complex, Ross Hall, Seminary Suites,
South Leoser Complex, Wilson Hall, and Wyly Hall*

Monday - Thursday 1:00 p.m. - 12 midnight

Friday - Saturday 1:00 p.m. - 5:00 p.m.

Sunday 1:00 p.m. - 9:00 p.m.

WHAT TO EXPECT...

What you can expect from your Resident Assistant, Associate Hall Manager and Hall Manager:

- To be friendly
- To be a resource - someone who will either have answers for you or will know where to get them
- To be a helper - someone who can listen and ask questions to help clarify problems and move toward solutions
- To be appreciative of others and accepting of differences in their beliefs, culture, and lifestyles
- To be good-natured and consistent
- To hold students responsible for their actions and behavior, and to confront hall residents who are infringing on the rights of others
- To keep you informed of campus events
- To be someone who can be an outlet for meeting people
- To arrange floor meetings to facilitate members of your floor getting to know one another, determining how everyone will all live and work together
- To support and assist floor members who wish to get involved in hall activities
- To make valuable information available to students
- To provide opportunities to discuss current issues, programs and events
- To help resolve conflicts between roommates or floor members

What you cannot expect from your Resident Assistant, Associate Hall Manager and Hall Manager:

- To be always on the floor (staff have studies and other friends too)
- To ignore policy violations
- To never make mistakes

EXCELS INFORMATION

NSU EXCELS allows you to enter your registration information into the computer by responding to choices and pressing the buttons on your touch-tone telephone. EXCELS will guide you through the registration process with step-by-step instructions. To have an instruction repeated, press # (the pound sign). You may end your call to the NSU EXCELS registration service by following the instructions and pressing **9** to terminate the call.

IMPORTANT!

Your registration will be easier if you do the following **BEFORE** calling NSU EXCELS:

- Pick up a class schedule and a trial study sheet for each semester in which you plan to register.
- See your academic advisor and, using the class schedule, fill in the trial study sheet. You will need a completed trial study sheet for each semester's registration information. Be sure to select several alternatives, in case of scheduling conflicts or closed classes.
- Get your Social Security number and birth date information for STEPS 3 and 4 below.
- Decide on your special purchase selections (yearbook, Fitness Center membership, etc.) for STEP 10 below.

STEP 1

Call NSU EXCELS - On campus, **ext. 5580**; Off Campus, **458-0888**.

STEP 2

Select a process. Press:

1. To register, change, or list schedule or officially withdraw;
2. For information about your account;
3. For information about your Financial Aid Status; (application status and check disbursement dates);
4. For telephone balance;
5. For computer access information;
8. For assistance;
9. To terminate the call.

STEP 3

Enter your **Social Security number**. Note: if you attempt to register before your scheduled time, your call will be rejected here.

STEP 4

Enter your **birth date using six (6) digits**. (Example: July 13, 1968 = 071368) After Step 4, you will be asked to verify the spelling of your last name. **If your name is misspelled, finish the registration process and then contact the Office of Business Affairs to correct your name information.**

STEP 5

Select a semester. Press:

1. For SUMMER classes;
2. For FALL classes;
3. For SPRING classes;
9. To QUIT.

STEP 6

- Select a process. (This step applies only if you are already registered.) Press:
1. To hear your schedule or verify special approval;
 2. To change your schedule;
 3. To check for closed classes;
 6. To officially withdraw from all classes.

STEP 7

Using the completed trial study sheet, **enter the 4-digit section number for each class. Press 9999 when all section numbers have been entered.** (You will be asked to confirm each class after you enter the section number. You will also be told of any special conditions such as permission requirements or approvals that apply to your registration in each class. Check with divisions regarding PERMISSION ONLY classes.)

STEP 8

- Select to have your schedule repeated. Press:
1. To hear your schedule before accepting it;
 9. To proceed without hearing your schedule.

STEP 9

- Select schedule acceptance. Press:
1. To accept your schedule;
 2. To change your schedule;
 9. To reject transactions made during this call for the selected semester.

STEP 10

Select your special purchases. (This opportunity is available only during your initial registration.)

- Press:
1. To purchase;
 9. To decline.

How many? (1-9)____Emerald Owl video yearbook

1. To purchase;
9. To decline.

How many? (1-9)____Tsa La Gi printed yearbook

1. To purchase;
9. To decline.

NSU Fitness Center Membership. If Fitness Center membership purchased, press:

1. For individual membership;
2. For family membership.

After Step 10, you must **wait until your registration transactions have been confirmed.** If you hang up or end the call before the dial tone, your registration may not be completed.

STEP 11

- Press:
1. To register for another semester (Begins at Step 5);
 2. For another EXCELS Service (Begins at Step 2);
 9. To end the call.

RESIDENCE LIFE CALENDAR

AUGUST 2008

16th - 17th: Move-In Days, 8am - 6pm;
17th: All Hall Meeting, 10pm
21st: Fall Classes begin
18th – 22nd: Welcome Week Activities
21st: RHA Luau, 4pm - 7pm

SEPTEMBER 2008

1st: Labor Day - Campus Closed, Residence Halls Open
Sept 29th – Oct 3rd: Homecoming Week

OCTOBER 2008

16th: Halls Close at 5pm for Fall Break
16th – 17th: Fall Break - Campus Closed 19th:
Halls Open at 3pm

NOVEMBER 2008

26th: Halls Close at 5pm for Thanksgiving Break 26th -
30th: Thanksgiving Break Campus Closed 30th: Halls
Open at 3pm

DECEMBER 2008

11th – 12th: Study Days
15th - 19th: Finals Week
20th: Graduation Halls Close at 5pm for Winter Break
22nd: Winter Intersession Begins

JANUARY 2009

9th: Winter Intersession Ends
10th - 11th: Halls Open, 8am - 6pm
14th: Spring Semester Begins
19th: MLK Jr. Day – Campus Closed, Residence Halls Open

MARCH 2009

14th: Halls Closed at 5pm for Spring Break
16th - 20th: Spring Break - Campus Closed
22nd: Halls Open at 3pm

APRIL 2009

Priority Housing Sign-up for Fall 2008

MAY 2009

7th – 8th: Study Days
11th - 15th: Finals Week
16th: Graduation Halls Close at 5pm for Summer Break

Please turn in your key when you check out

FIRST YEAR EXPERIENCE

The Student Success Specialists of the FYE program assist freshmen to successfully transition into the academic and social culture of NSU. They provide academic and enrollment counseling, assist with connecting to the various NSU student services and activities, make referrals to tutoring if necessary, and provide other services as they become needed. The First-Year Experience staff is waiting to help you in any way! Stop in and visit with a Student Success Specialist in Room 121 of the John Vaughan Library or call them at 918-444-2139.

UNIVERSITY HOUSING POLICIES

All new freshmen students, under the age of 21, are required to reside in on-campus housing their freshman year (or until they have accumulated 30 credit hours). All exceptions must be granted by the Director of University Housing at his/her designee. This requirement is founded on the belief that living on campus provides students with the educational and social groundwork necessary for continued personal academic success. Students requesting an exemption from this policy should contact University Housing before classes begin.

You must be currently enrolled at Northeastern State University to be eligible to live in residential facilities. For fall and spring semesters a student must be enrolled in a minimum of six (6) hours, three (3) for Intersession or Summer Session. If a student drops below the required credit hours, they must apply in writing to the Director of Housing and Residence Life at his/her designee, for permission to remain in residency.

Housing Policies & Contract Terms

All provisions, rules, regulations and policies in the Residence Life Handbook are considered part of the housing contract and are binding on all parties. These rules and regulations are specifically a part of this agreement by reference. Copies of these publications are available to any resident or prospective resident upon request and available on the Housing website.

Official Communication

NSU faculty, administrators and staff will communicate both by individual student and campus-wide information via the student's NSU email account, resident's voicemail and by campus mail. It is the responsibility of each student to check these medium on a daily basis and respond in a timely manner (when required) to these various communications. The University cannot be responsible for information a student failed to obtain via official communication mediums.

Assignments

Priority for room assignments is based on the date that the contract is received with a \$75 deposit. If you have a deposit on file, you only need to fill out a housing contract for the upcoming year or summer session. The contract reserves space, not specific halls or rooms. Room requests cannot be guaranteed. An early contract is the best security for a specific space. All rooms (except designated super singles and designated private rooms) are assigned as double occupancy. Requests for private rooms will be assigned according to available space. Requests for room changes are accepted at any time but are not fulfilled until space permits. Contact University Housing to fill out a room change request.

University Housing reserves the right to alter room assignments and/or special interest floors at any time. If the semester has begun, Housing will give five (5) days written notice. The University will make a reasonable attempt to accommodate room requests for double occupancy, but it reserves the right to assess additional fees for single room occupancy.

Failure to occupy assigned room does not nullify the contract. If you do not occupy your assigned room on or before the first day of classes, the space may be assigned to another student, and your charges will continue until withdrawal or until the contract is canceled.

Room Changes

If you need to change rooms or halls, **contact University Housing.** Room changes are made until September 15 for the fall semester and February 15 for the spring semester. Room changes will not be acted upon until space is available. If available, you will be notified and given two (2) days to complete the move to your new room. **After the second day, you will be charged rent for both rooms until you complete your move and turn in the keys from the old room to your R.A. or Hall Manager.**

Room Consolidation

In order to reduce the number of rooms or suites that are not at full occupancy, assignments will be consolidated when vacancies occur in any room or suite. This may require a student moving from an originally assigned space. This policy will be in effect through the first five (5) weeks of classes and may take place at anytime during the semester as deemed necessary by University Housing. The University reserves the right to consolidate residents onto different floors of a building, if it is in the best interest of building occupancy and safety considerations.

The University will make a reasonable attempt to accommodate room requests for double occupancy, but reserves the right to assess additional fees for single room occupancy if you refuse to accept a new room or new roommate. University Housing also reserves the right to deny double occupancy to you if, after repeated attempts, you cannot be placed with a roommate. If you are denied double occupancy status, you will be charged private room rates.

Depending on the demand for space during each semester, you may be given an opportunity to switch to private occupancy if you are without a roommate. After the designated time, the room cannot be switched to private until the end of the current semester (if available). The private room rate will be pro-rated and charged to your account.

If you do not want to pay private rates, a list of residents in each hall who need roommates will be made available to you. If you do not find a roommate on your own by the deadline given, you will be placed in a lottery to determine who will be roommates and who will be required to move. University Housing does not require your permission to assign a roommate to you.

Breaks/Vacations

University Housing realizes that not every student can go home over the holidays. Interim Housing is available for such a situation. Since room and board is not included in the University Housing contract for 1) Fall Break, 2) Thanksgiving Break, 3) between semesters and 4) Spring Break, there is a charge for staying in your room during these periods. Seminary Suite residents are exempt from this policy. Break charges will be billed to your housing account. **You must be enrolled for the upcoming semester in order to be eligible to stay in the halls during breaks.**

To stay in the halls over a break, you must register with your Hall Manager prior to the beginning of break. On the day of hall closing, residents of Wilson and Wyly Hall will need to pick up an interim front door key from your Hall Manager. Residents of Logan, Ross, and Leoser (North and South) will have their card access to their buildings shut off during days they are not going to be in the building over break.

Break residents are to follow all regular hall policies and break policies. Break policies include:

1. Late return of a break front door key will result in a \$25 charge.
2. For security reasons, no visitors are to enter any of residential facilities during break without Hall Manager authorization.
3. Any student found staying in the halls without authorization will be subject to a \$100 fine and other disciplinary action if needed.
4. **A charge will apply for each day that you have a key to the halls.** If you leave during the break, you must turn in your key to the Hall Manager on Duty. The Hall Manager on Duty cell phone number is (918) 931-2980.

Dining services are extremely limited and sometimes not available during breaks. Break students may need to make preparations for paying cash and/or eating off-campus during breaks and vacations.



Improper Check-Out

Proper check out is defined as removing all possessions, cleaning room, returning room key(s), completing a forwarding address form, and signing assignment card. Failure to check out of your room properly will result in forfeiture of the room deposit or a fine of \$50 with an additional \$50 charge (\$100 charge for Seminary Suite residents) for a lock change. Room damages or exceptionally dirty rooms will result in additional charges to your account.

Abandoned Room & Unclaimed Belongings

If hall staff ascertains that you are no longer living in your room, an attempt will be made to contact you. After five (5) working days, your belongings will be packed and placed in storage at your expense. You will be charged for the cost of packing (\$50) and storing your belongings (\$10 per day), key charges (\$50/\$100), forfeiture of deposit and any other charges that result from an improper check out. If your belongings are not claimed within 30 days, they will be donated to charity.

Withdrawal From The University

If you withdraw from the University, you must vacate the halls within two (2) days or 48 hours of the official withdrawal. You must turn in your room keys and check out properly. Otherwise, room charges will continue and disciplinary fines may be assessed until these requirements have been met. It is imperative that room keys be turned in before you leave the halls. Failure to vacate within 48 hours will result in a daily failure to comply fine and other disciplinary action.

Student Holds

University Housing reserves the right to place a hold on your account/records/enrollment/ meal card including, but not limited to the following circumstances:

1. Outstanding balance
2. Abandoned room
3. Failure to turn in keys upon check out
4. Disciplinary action
5. Failure to provide documentation requested for determination of residence status

University Housing
Where *you* want to be

HOUSING CONTRACT

Contract Terms

The University Housing contract includes room and board. A “room only” or a “board only” contract is not available. The contract commences when it is signed, received by University Housing and accompanied by a \$75.00 deposit. It is in effect until the end of the academic year or when the resident officially withdraws from the University. The \$75 deposit will be held as security to cover any unpaid balance and/or charges resulting from improper check-out or room damages. If proper check-out procedures are followed, all outstanding charges are paid and the contract is fulfilled, then the deposit will be refunded.

Cleanliness Standards

With a signed contract, the University agrees to provide, and the resident agrees to maintain, the assigned space and all public areas on the immediate floor, suite or quad in a clean, safe and sanitary condition. Failure to do so could result in individual fines or collective fines if the responsible party cannot be identified.

All public areas on a floor, suite or quad will be kept in a clean and sanitary condition by University Housing. You are responsible for keeping your room in a clean and sanitary condition after you move in. Failure to maintain a reasonable level of cleanliness in your room will result in failure to comply charges, cleaning charges and possible termination of your housing contract.

Room Entry

The University reserves the right to enter any room/suite if there is an emergency situation, a request for maintenance purposes, fire code enforcement or normal inspection; or if there is reasonable cause to believe that a University/Housing policy is being violated. Every effort will be made by University Housing to protect your belongings, but **the University is not responsible for loss of or damage to your personal property. We strongly recommend that you buy insurance or verify that your belongings will be protected on your family's policy.**

Contract Payments

Room and board fees are charged to your student account by semester. All fees are due by the first day of classes of each semester. If you need to make payments, please follow the payment schedule listed below:

August 20, 2008	25% of your total room and board is due before the first day classes
September 15, 2008	at least 50% of the total housing charge should be paid by this date
October 15, 2008	at least 75% of the total should be paid
November 15, 2008	Room and Board should be completely paid by this date

Failure to make payment does not nullify the housing contract. Please make all payments at the Office of Business Affairs, located on the 1st floor of the Administration Building. Be sure to include name and NSU ID number to insure proper credit to your account. If you have any questions about housing charges, please contact our office at (918) 444-4700.

Charges & Penalties

You are responsible for any damages that occur in your assigned room, lounge areas, shared spaces, hallway and restroom/shower. Those responsible for damages will be billed for the cost of repairs. Public area damages not attributed to specific individuals will be charged to the wing, floor, suite or quad. Cost will be determined by the Manager of Auxiliary Facilities. The University also reserves the right to administer fines if you do not adhere to the residence life policies. Charges include, but are not limited to:

Room Charges

Housing Payment	Refer to Contract Payments (above)
Late Charge for Payment	\$20.00
Unregistered guest	\$10.00/day + disciplinary action
Improper Check out	\$50.00 + any damage/storage/cleaning
Failure to turn in keys at semester checkout	semester room and board charges continue and are accrued until keys are returned / \$50 (\$100 for Seminary Suites residents) door core change may be charged
Late room change check in / check out	two days to move; if not completed, then double charges on both rooms until completed
Failure to turn in keys at end of A/Y	\$50 door core change (\$100 for Seminary Suite residents) & \$50 floor door replacement key

Contract Changes

2nd and subsequent room change/meal plan change/room status change	\$20.00
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Facilities

Damaged equipment	replacement cost
Failure to prepare for pest control	\$25.00
IP Hard-line phone	\$250.00
IP Headset phone	\$50.00 each
Lost room key/Core change	\$50/\$100 for Seminary Suites residents
Lost floor door key	\$50.00
Public area damages	repair/replacement cost
Removing furniture	\$100.00
Room damages	repair cost of damaged area
Storage	\$10.00 per day + packing and/or and other charges from an improper checkout
Unauthorized room painting or room damage due to painting	repair costs

Meal Plans

Most plans are designed to have a certain number of meals per week, to be eaten at the Market Café, with additional Flex Points (cash like points) that can be used in our retail operations such as Essentials, Flo's, The UC Food Court, and Seminary Suites Clubhouse Grill. The Block plan reference a certain number of meals over the course of the semester and may be used at any time in the Market Café. A Meal equivalency is where you can use a "meal" (a combo or other equivalency at other ventures) at other venues for a small fee (30 or 50 cents). See individual venues to see what selections are available. If you find that you need to adjust your meal plan, stop by the Housing office before the end of the semester. You will be allowed to adjust your meal plan once without a charge. Further information about Meal Plans are provided on page 14.

Meal Plans

	Rate
19-meals with \$100 Flex Points	\$1,396
17-meals with \$250 Flex Points	\$1,396
17-meals with \$150 Flex Points	\$1,314
15-meals with \$50 Flex Points	\$1,256
12-meals with \$125 Flex Points	\$1,256
12-meals with \$225 Flex Points	\$1,340
10-meals with \$350 Flex Points	\$1,372
8-meals with \$75 Flex Points	\$1,044
8-meals with \$175 Flex Points	\$1,132
7-meals with No Flex Points*	\$776*

* Upperclass students only

Block Plan

Block Plan 150 (meals per semester)	\$1,120
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Declining Credit Balance

DCB 740 (Seniors only)	\$740
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Cancellation

New contract residents who decide not to live in University Housing and who notify University Housing in writing no later than July 1 for the Fall/Spring terms or May 1 for the summer term will receive their \$75 deposit back. If notice is received after the above deadlines, the entire deposit will be forfeited. If you are under 21 years of age with less than 30 completed hours, alternative housing arrangements must be approved by University Housing before the contract will be voided. Students completing renewal contracts have until July 1 to cancel a contract without penalty. After July 1, they must go through contract release procedures to break the contract. Please note that first-time freshmen are required to live on campus.

Contract Release

Student's requesting for release of their Housing Contract after July 1 must do so through an application to the Director of Housing at his/her designee. Housing Cancellation Applications are available at the Housing Office. Students may be released from their Housing

Contracts with permission for the following reasons and appropriate documentation:

1. Military Service Call-up
2. Female student pregnancy
3. Student marriage during contract period
4. Documented medical reason for which NSU is not able to make reasonable accommodation in on-campus housing at the discretion of the Director
5. Documented severe financial hardship cases at the discretion of the Director
6. Graduation at the end of the fall semester

Withdrawal from the University will result in automatic cancellation of the student Housing Contract with refunds based on a per diem schedule of remaining days left in the semester and without a cancellation fee.

If the request is approved and if proper check-out procedures are completed, you will be obligated to pay for room charges accumulated and the portion of your meal plan that you used. Room charges begin the day that the halls open. A cancellation fee of \$500 will be assessed and your \$75 deposit is forfeited. Proper check-out includes returning keys, signing out on the assignment card, leaving a forwarding address and having the room inspected for cleanliness and damages by a hall staff member.

Termination of Contract

Upon reasonable notice and good cause, the University reserves the right to terminate this contract or reassign you to another room. Good cause, in this case, means any conduct which disrupts the orderly administration and/or function of the University or any of its activities, suspension from residential facilities or University, and academic or disciplinary withdrawal. Reasonable notice will normally be 48 hours, but may be less if deemed necessary by the University.

FOOD SERVICE

Appropriate Behavior

All Food Service areas have limited seating that turns over several times during a meal period. To insure an uncluttered table for yourself as well as for your peers, please return your tray and utensils to the conveyor on the east wall of the dining hall after each meal or snack. Also, please help us keep the dining areas clean. Only then can you be assured of finding a clean table for your next meal. In order for Food Services to maintain lower costs, please refrain from the removal of dishes and silverware from the Market Café.

Dress in Dining Areas

Students are expected to behave and dress in an appropriate manner in the dining hall. Please always wear shoes and shirts while dining or passing through.

Dining Locations

ESSENTIALS & Pizza Hut Express

The Essentials convenience store is located in Leoser Center. In addition to food and beverages, Essentials sells health and beauty aids, film, batteries, computer diskettes, laundry supplies and much more. Pizza Hut Express is also located in Essentials.

FLO'S PLACE

Flo's Place, a coffee and sandwich shop, is located on the west side of the campus in the lobby of Wilson Hall. A full line of Starbucks products is available.

FOOD COURT

The Food Court is located in the basement of the University Center. The Food Court is open seven days a week however, the hours of operation may change slightly from fall to spring. The Food Court houses a variety of specialty shops, including Freshen's, Chick-Fil-A, and the first World of Wings in Oklahoma.

MARKET CAFE

The Market Café is located on the first floor of the University Center. While classes are in session, the Market Café remains open five days a week. Hours of operation generally change slightly from fall to spring. Hours of operation will be posted at all times, and students will be notified anytime there is a change in the hours.

SEMINARY SUITES CLUBHOUSE

The newest addition to dining locations on the Tahlequah campus is located in the Seminary Suites Clubhouse. There is a grill area where you can get things like sandwiches, pizzas, and burgers. It also includes a convenience store equipped with basic items like health and beauty items, batteries, snacks, and food items.

Meal Plan Misc.

All meal plans are adjustable. Adjustments can be made as follows:

- Residents may reduce their meal plan during the first two weeks of each semester.
- Residents may increase their plan to any upper level plan at any time.
- Additional flex points may also be purchased at any time,
\$70.00 will provide an additional 50 points to your meal plan.

A lost or stolen card makes you vulnerable to an unauthorized person using your meal points. If yours is missing, please report it to the ID Office in the basement of the University Center immediately. If the office is closed, contact the Cafeteria Manager or Night Supervisor at Ext. 2557. Your card will be deactivated and a new card will be issued to you at a minimal cost.

Dining services are extremely limited and sometimes not available during breaks. Break students may need to make preparations for paying cash and/or eating off-campus during breaks and vacations.

For information on dining hours and locations, please visit NSU Campus Dining website at http://arapaho.nsuok.edu/~food_services/index.html

RESIDENCE LIFE SERVICES/FACILITIES

NSU offers a variety of residence life arrangements and special interest areas. Common features include laundries, study lounges and TV lounges with cable television. All rooms are furnished with beds, chests of drawers, study desks, and closets. Each room has local telephone service with optional long-distance service, connection to the internet, and cable television service featuring extended basic cable with optional HBO and Cinemax.

Banners/Posters

Recognized student groups and organizations may hang banners inside residential facilities and/or on the exterior of residential facilities during rush, staff training, Homecoming and Welcome Week with approval from the Hall Manager.

Posters may be hung by recognized student groups and outside vendors in designated areas in residential facilities with approval from the Office of Student Affairs and University Housing. Designated areas are limited to bulletin boards unless otherwise approved by University Housing. Posters placed in residential facilities cannot advertise alcohol.

Bicycle Storage

Registering your bike with the NSU Department of Public Safety is recommended. Bike racks are available near most halls. You are encouraged to keep your bike securely locked. If both residents agree, a bike may be stored in their room. Contact your Hall Manager for the correct storage procedure. Storage of bikes in hallways, suites or quad areas is not allowed.

Building Access

KEYS

You will be issued a key when you check into your residence facility. This key will work in your room door and your mailbox. Residents in some areas may be issued a second key which will open the floor door or the front door. Residents living in Seminary Suites will receive a separate mail box key. Only residents of your hall will have key access to the building.

For your safety and security and the security of your neighbors, report a lost or stolen key to your Hall Manager immediately. The charge for a lost key/lock change is \$50/\$100 for Seminary Suites residents. For security reasons, lock changes are required for each lost key. The charge for a lost floor door key is \$50. University Housing encourages you to keep your room locked at all times and to always carry your keys.

CARD ACCESS

Four residence halls (Logan, Ross, and North & South Leoser Halls) are equipped with electronic card access. Entering the front building entry door is with use of the Student ID card, which is passed through the card reader at the building entrance. Residence access is limited to the students residing in that residence hall only. A 48-hour access period is provided when a resident moves or relocates from one hall to another. At the end of that period, access to the original hall ends. A 'house' phone is provided at the entrance of each residence hall for use by friends, visitors, family or delivery staff (pizza, flowers, etc.) for them to contact you via your room phone extension and you proceed to the entrance to escort them into the building.

Campus Cable Channel Directory

2	KJRH / NBC - Tulsa	32	A&E
3	Discovery Times	33	Disney
4	KDOR / Ind. - Bartlesville	34	Lifetime
5	KRSC / Rogers State University	35	The History Channel
6	KOTV / CBS - Tulsa	36	The Learning Channel
8	KTUL / ABC - Tulsa	37	Turner Classic Movies
9	KWBT / CW - Tulsa	38	Fox News Channel
10	KOKI / Fox - Tulsa	39	Headline News
11	KOED / PBS - Tulsa	40	CNBC
12	KWHB / Ind. - Tulsa	41	CNN
13	MY Tulsa 41 - Tulsa	42	USA
14	C-Span 1	43	Nickelodeon
15	C-Span 2	44	The Discovery Channel
16	TV Guide Channel	45	Animal Planet
17	WGN	46	TBS
18	KTPX / Pax - Tulsa	47	Comedy Central
20	KGEB / Ind. - Tulsa	48	HGTV
21	Shop NBC	49	The Travel Channel
22	PPV Preview	50	Spike TV
23	Zilo / National Lampoon (Campus Only)	51	CMT
24	Tech TV (Campus Only)	52	VH-1
25	TCTV Local Organization	53	ABC Family Channel
26	Home Shopping Network	54	Sci-Fi
27	BET (Campus Only)	55	The Weather Channel
28	AMC	56	Fox Sports Southwest
29	ESPN-1	57	TV Land
30	ESPN-2	58	Cartoon Network
31	TNT	59	Univision
		60	Galavision
		61	Hallmark
		62	MTV
		63	Food Network
		71	DYI
		76	FX
		99	KOADY NSU-TV

Computing Services

Each room in residential facilities has an Ethernet connection which allows the resident to access the INTERNET and NSU's Library On-Line Catalog. The connection requires a NSU ID, an Ethernet cable and Ethernet card (most new PC's come with a card). The cable and card may be purchased from the NSU Bookstore for a reasonable price. Internet start-up and log-in instructions will be available at your Residence Hall's front desk during check in.

There are three University Housing computer labs available to hall residents and family housing residents only. These labs are located in Wyly Hall, Leoser Center, and in the Seminary Suites clubhouse. There are also computer bars at Flo's Sandwich Shop in Wilson Hall and in the ChatterBox in Leoser Center.

Labs are equipped with IBM PC's, HP LaserJet and DeskJet printers. All stations in the computer labs are connected to NSUnet. Microsoft Office 2003 and Adobe Reader 2007 are available to all users on the network. Residents will need to bring their own diskettes to the residential facilities computer labs. Diskettes may be purchased at the University Bookstore at a reasonable price.



Computer Lab Policies

1. Users who need to do homework or research papers have priority over users who want to surf the Web, play games or burn a CD.
2. There is a one hour time limit to burn a CD.
3. Users may occupy only one station at a time.
4. The computer labs are reserved for the exclusive use of campus residents.
5. Items downloaded to the C: drive are subject to removal.
6. Use headsets only-not speakers. Keep headset volume down to a reasonable level.
7. Do not move headsets from station to station.
8. Do not remove staplers, hole punchers, pens and other office items from the lab.
9. No tobacco products are allowed in the labs.
10. Pornography may not be viewed at any station at any time.
11. Food is not allowed in the labs. Beverages must have lids or caps and must be left at a designated place in the lab-not at the stations.
12. Always sign in and out on the lab roster.
13. Do not lean back in chairs or put your feet on the counter.
14. Be considerate of other users: no foul language, noise, harassment, etc.
15. Please help keep the computer labs clean (pick up after yourself).
16. Labs will open and close according to the posted hours (no exceptions).
17. Guests are not allowed. Only campus residents may sign themselves in and out.
18. Repeated violations of these policies will result in suspension of your privileges.

Dumpster Locations

Three (3) dumpsters are located near Seminary Suites for your convenience. Only household items are to be thrown away. Locations are:

1. North of Building A
2. North of the Clubhouse by the swimming pool
3. East of Building E

Equipment

Recreational and cleaning equipment is available for personal use. Equipment can be checked out at the front desk in each hall. The equipment may vary from hall to hall. VCR's, games mops and ironing boards are the items most often available. Suggestions for equipment and cleaning needs are welcomed by the Hall Managers. Hall equipment may be checked out at the front desk. You must leave your ID at the front desk while using the equipment. All equipment must be returned before the desk closes. Vacuum cleaners will not be loaned out after 10:00 p.m. due to quiet hours. Any equipment damaged due to mishandling will be charged to the student. Failure to return equipment will result in failure to comply charges or replacement cost charges. Hall equipment may be checked out by hall residents only and may not be removed from the building.

Laundry

Laundry services are included in the cost of Housing. Please report any maintenance issues to the hall front desk. Unauthorized use by non-residents is strictly prohibited and is a violation of policy.

Lock Outs

If you are locked out of your room, contact an RA or Hall Manager on duty. You will need to show identification, and your residency will have to be verified. If you accumulate more than three documented lock-outs per semester, disciplinary action will follow.

Lounges

Each residential facility has a main lounge area which can be used for hall activities or just visiting with friends. All lounges are equipped with cable television, study areas, and lounge furniture. Check with your hall staff for lounge hours. The lounges are open to residents of that particular hall and their guests. All housing policies are in effect in lounge areas and conference rooms.

The hall lounges are reserved for residents. Residents may reserve a hall lounge for meetings, social gatherings, or activities. These events must be approved by the Hall Manager. They are not rented for sales promotions, religious services or events that are contrary to University policy. Housing reserves the right to deny the use of the lounge to individuals who have not followed these guidelines. Any refreshment needs are to be arranged through Sodexo Catering at Ext. 2550. Outside food is not allowed at events in the lounges.

Mail Services

Each room has a mailbox which is located in the desk area of each hall. Your room key will open the mail box assigned to your room (mailbox key if Seminary resident). Since you share your mailbox with your roommate, please be considerate in handling each other's mail (except for Seminary Suite residents). Mail is posted in the hall every afternoon, Monday through Friday. There is no mail service on Saturday or Sunday. Mail service for the residence halls is provided and delivered by the Drop Zone. You will be assigned a mailbox and issued a mailbox key. A core charge for a lost mailbox key will result in a \$30 charge. You will be receiving important mail periodically from Housing and other offices on campus. It is your responsibility to check your mailbox on a regular basis.

If you receive a package, a notice will be placed in your hall mail box. To pick up a package, take your notice and student ID to The Drop Zone in the basement of the University Center. You must show your ID to pick up packages, certified mail, etc. The Drop Zone also offers FAX, stamps, envelopes and full UPS service. For questions or concerns about your mail, contact your Hall Manager or The Drop Zone at Ext. 2610.

Maintenance

The University Physical Plant handles all repairs to residential facilities and rooms. If you have a maintenance problem you may, 1) contact your RA, Associate Hall Manager or Hall Manager, 2) fill out a maintenance request at the desk area or 3) fill out a maintenance request from the Housing website.

Meetings In The Halls

Only residents may use residential facilities for meetings and activities. Events to be held in any part of the hall must have approval of the Hall Manager. See your Hall Manager for details.

Pest Control

Residential facilities are sprayed periodically to control pests. Residents will be notified in advance of the spraying. You are to prepare your room by storing food in air-tight containers or in refrigerators and moving items away from walls. If you are allergic to insecticides and do not wish to have your room sprayed, you must have a doctor's statement on file with your Hall Manager and should post a note not to spray on your door.

We ask for complete cooperation with this service so that the halls will be clean, healthy and pleasant places to live. Failure to prepare your room for pest control or failure to allow entry without a doctor's statement on file will result in a Failure to Comply sanction (see Failure to Comply on page 24).

The best way to control pests is to maintain the cleanliness of the rooms. Do not leave exposed food in wastebaskets. Throw unwanted food in the foyer or restroom trash can. Custodial staff removes waste on a regular basis. To avoid clogging drains, never dispose of food in sinks or toilets.

Pregnancy

Students who are pregnant at the beginning of either semester or summer sessions must contact the Director of Housing for information on appropriate accommodations.

Residence Halls Association

Residence Halls Association (RHA) is comprised of residents from all residential facilities. RHA works closely with University Housing to plan events, parties, and programs for the entire on-campus community. RHA also works on services and projects that are related to residential living. RHA is the on-campus student government which makes recommendations to Housing and Food Service.

RHA is supervised by an Executive Board. The Executive Board is elected for a one year term. The Executive Board is comprised of Advisor, President, Vice President/National Communications Coordinator, Secretary, Treasurer, Student Senate Representative, and Public Relations Officer. RHA attends regional, as well as state, conferences. RHA can be one of the best ways to get involved on campus and all residence life students are encouraged to become involved. Stop by the RHA office in Leoser Center or call Ext. 4707 for further information.

Seminary Suite Facilities

BARBECUE GRILLS

A gas grill is available for use by Seminary Suites residents only. Contact the Hall Manager for Seminary Suites for reserving the grill. Covered patio recreation areas equipped with charcoal grills are available for use by Seminary Suites residents only.

CLUBHOUSE

Seminary Suites clubhouse includes a laundry facility, public restrooms, a computer lab, commons area equipped with indoor/outdoor fireplace and multi-media center, and a food service convenience store and grill.

COURTYARD AREA

There is an outdoor covered patio, sand volleyball court as well as a swimming pool. These areas are reserved for Seminary Suites residents only.

Telephone

Telephone service is available to every room. There is no monthly service fee or deposit required. Residents are responsible for providing your own touch-tone phone.

Seminary Suites is equipped with the Voice-over IP phone system, which includes a hardline IP-compatible phone. Please contact your Seminary Suites staff or Microcomputing for more information. The cost for replacement of a hard-line IP phone is \$250 and \$50 for an IP headset.

Long-distance charges will be added to your student account and are to be paid monthly. NSU long-distance service offers discounted rates for long-distance calls. It also saves you \$3.00 per month for federal line tax. During business hours, calls are discounted by 8%. After 5:00 p.m., rates are 28% lower, and after 11:00 p.m. rates drop 47%.

In order to obtain long distance service, each student will need an individual authorization code. During fee payment in August, Telecommunications will have an information booth set up where you may pick up a request for long-distance service. After completion, leave the request form at the booth or send it to the Telecommunications Office, located in the NET building. A personalized code will be sent to you.

Sharing codes could result in unwanted long distance charges to your account. If you want to offer long distance to a friend, dial the code yourself before giving them the phone. You are responsible for all costs incurred from use of your code. You are responsible for all charges up to the time you notify Computing & Telecommunications at Ext. 5555 that the code has been compromised. In cases of authorization code abuse, Computing and Telecommunications will provide information to the Department of Public Safety to aid in identifying the offender. If a code has been stolen or unauthorized use has occurred a new code will be issued to you. Authorization code abuse will not be tolerated, and the offender will be prosecuted in accordance with federal, state and local laws governing telephone fraud. Questions regarding telephone service should be addressed to Telecommunications at Ext. 5678.

Voicemail

NSU's telephone service offers free voice mail access for all residents. Voice mail service is automatically activated in each room at the beginning of the semester. As an official way of communication, it is important for residents to check their voice mail periodically. Voice mail can be accessed by dialing **88#**, then follow the instructions of the operator. Passwords will be the room's extension number unless changed within voice mail set up. Questions regarding voice mail should be addressed to Telecommunications at Ext. 5678.

Offensive answering messages are reported to Telecommunications and can result in loss of voice mail privileges.



RESIDENCE LIFE INFORMATION

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act was enacted in 1990 to protect the rights of persons' with disabilities. University Housing has several residential facilities that are ADA compliant to help students with disabilities. It is the student's responsibility to request assistance under the Americans with Disabilities Act (1990) through the Office of Student Affairs prior to enrollment or at the start of each new semester. Students must meet the federal requirements under the Americans with Disabilities Act (1990) to have a qualified disability, which defines a disability as the following: "A cognitive, physical, or emotional impairment that substantially limits one or more major life activities such as working or learning."

Students must also be able to provide valid documentation from an appropriate expert, professional or agency that:

1. States the disability(ies) and methods used to arrive at diagnosis.
2. Describes the diagnostic criteria and/or instruments used.
3. And in the case of a learning disability ADD, or ADHD, is reasonably current and describes the current functional limitations.

Any student requesting accommodation must submit a written request to University Housing and the Office of Student Affairs.

Availability of Assistance & Educational Programs

Since drug and alcohol abuse constitute a major problem in today's society, University Housing and Northeastern State University will make special efforts to both educate and assist students concerning both areas. The following is a summary of the programs available:

Alcohol Awareness Coordinator – Can provide information on alcohol awareness and the dangers alcohol may cause.

Counselor In Residence- Can provide advice and referral for counseling.

Student Health Center - Can provide counseling, and referral to appropriate on-campus and off-campus agencies which includes medical treatment.

Resident Advisors/Hall Managers - Can provide personal support for those wanting help in solving alcohol/drug problems.

Disclosure of Educational Records

Northeastern State University will disclose information from a student's education records only with the written consent of the student, with the following exceptions as defined in FERPA, as amended, which waive prior student consent:

1. School officials who have a legitimate educational interest in the records.
2. Officials of schools to which the student seeks to transfer.
3. The Comptroller General of the United States, the HEW Secretary, the administrative head of an educational agency, or State educational authorities.

4. In connection with a student's application for, or receipt of, financial aid.
5. To State or local officials or authorities if specifically required by a State law that was adopted before November 17, 1974.
6. To organizations or educational agencies conducting legitimate research, provided no personally identifiable information about the student is made public.
7. Accrediting organizations.
8. Parents of a dependent student upon proof of dependency as defined by the Internal Revenue Code of 1954.
9. To comply with a judicial order or lawfully issued subpoena: provided that the educational agency or institution makes a reasonable effort to notify the student of the order or subpoena in advance of compliance.
10. To appropriate parties in a health or safety emergency.
11. The results of any disciplinary proceeding conducted by University Housing against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

This information shall only be transferred to a third party, however, on the condition that such party will not permit any other party to have access to the information without the written consent of the student.

Access to Educational Records

In accordance with FERPA, as amended, eligible students are entitled to access official educational records directly related to the student, including the right of inspection and review. Students should contact the appropriate records custodian for more information. A list of the types, location, and custodians of educational records is included below.

Correction of Educational Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Contact the records custodian for more information.

Types, Locations, and Custodians of Educational Records

<u>Types</u>	<u>Location</u>	<u>Custodian</u>
Admissions and Academic Records	Registrar's Office Admin B	Registrar
Health Records	Student Health Center	University Nurse
Financial and Business Records	Business Office Admin 214	Director, Business Affairs
Career Records	Career Services Haskell Hall A1	Director of Career Services
University Disciplinary Records	Student Affairs Admin 204	Dean, Student Affairs
Housing & Housing Disciplinary Records	Housing Office Leoser Center	Director of Housing

Drug and Alcohol Abuse Prevention Policy

The following policy statement has been developed to ensure compliance with both the “Drug-Free Work Place Act of 1988” and the “Drug-Free Schools and Communities Act Amendments of 1989”. Northeastern State University recognizes that it is in the best interest of the University, its employees and its students, to promote a healthy and productive environment, to provide education and assistance, relative to the dangers involved in the illicit use of drugs and the abuse of alcohol. This responsibility demands implementation of programs and services which facilitate that effort.

University policy strictly prohibits the illegal use, possession, manufacture, dispensing distribution of illegal drugs, controlled substances, 3.2 beer or alcoholic beverages in the work place, or its premises, University housing, or as a part of any University-sponsored activity.

All students and employees must abide by this policy as a condition of enrollment or employment. Continuance of employment or enrollment following receipt of this policy constitutes acceptance of this policy by the employee or student.

Sanctions for violation of this policy include, but are not limited to, expulsion, termination of employment, referral for prosecution and/or completion, at the individual’s expense, of an appropriate rehabilitation program. Any disciplinary action shall be taken in accordance with applicable policies of Northeastern State University.

It should be noted by employees that they are also subject to the University’s Drug-Free Work Place Policy. Employees are referred to that policy for additional sanctions. It is also within the discretion of the University to refer any violations to the appropriate authorities for criminal prosecution.

Health Risks Associated with the Use of Drugs and the Abuse of Alcohol

Alcohol and other drug use represent serious threats to health and the quality of life. More than 25, 000 people die each year from drug-related accidents or health problems. With most drugs it is probable that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

Alcohol - short-term effects include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain, ulcers, gastritis, malnutrition, delirium tremens and cancer. Alcohol combined with other barbiturates/depressants can prove to be a deadly mixture.

Amphetamines/Stimulants - (speed, uppers, crank, caffeine, etc.) speed up the nervous system which can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleepiness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.

Anabolic Steroids - seriously affect the liver, cardiovascular, and reproductive systems. They can cause sterility in males and females, as well as impotency in males.

Barbiturates/Depressants - (downers, Quaaludes, Valium, etc.) slows down the central nervous system which can cause decreased heart and breathing rates, lower blood pressure, slowed reactions, confusion, distortion of reality, convulsion, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

Cocaine/Crack - stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, appetite loss, hallucinations, paranoia, seizures, and death due to cardiac arrest or respiratory failure.

Hallucinogens - (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain which controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, heart / lung failure.

Cannabis - (marijuana, hashish, hash, etc.) impairs short-term memory, comprehension, concentration, coordination, and motivation. May also cause paranoia and psychosis. Marijuana smoke contains more cancer causing agents than tobacco smoke. The way in which marijuana is smoked - deeply inhaled and held in the lungs for a long period - enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

Narcotics - (smack, horse, Demerol, Percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea, and vomiting. An overdose may result in convulsions, coma, and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

Tobacco/Nicotine - 170,000 people in the United States die each year from smoking related coronary heart disease. Some 30% of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are ten times more likely among smokers.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) 20 USC S. 1232g was enacted in 1974 to protect the privacy of a student's educational records. FERPA, which has also been referred to as the Buckley Amendment, was most recently revised in the Fall of 2000. University Housing would like to notify you of the following specific rights you have under FERPA:

1. The right to inspect and review a student's education records;
2. The right to amend inaccurate or misleading information;
3. The right to consent or not consent to disclosure of personally identifiable information;
4. And the right to file a complaint against an educational institution.

The procedure for requesting, amending, or filing information related to educational records is available through the Student Affairs, Student Financial Services, Business Affairs, and Admissions & Records offices. Please note that the University also has certain rights and legal responsibilities under FERPA. These include: the ability to disclose or access records for audits, evaluations, or to enforce or comply with legal reporting requirements to federal or state agencies; the responsibility to disclose personally identifiable information to appropriate parties to protect the health and safety of the student or community; the ability to disclose student directory information if you have been notified that certain types of information of provided to the public and the disclosure of records in connection with criminal disciplinary procedures.

There is a copy of the pertinent provisions of FERPA that is available at your request through the Student Affairs office. Students are allowed one free copy of this material. If you would like to review the law regarding your privacy rights in its entirety, it is recommended you consult the U.S. Department of Education web site. If you have questions or concerns regarding this information, please contact the Office of Student Affairs at 918-444-2120.

Unpaid Student Accounts

Unpaid student accounts, including checks returned to the university by the bank, are considered to be in violation of university regulations as set forth by the Board of Regents and therefore become disciplinary matters. A hold will be placed on future enrollments until such violations are corrected. A \$25 service charge will be added.

Violation of Law and University Action

A joint conduct meeting or conference (Student Affairs and University Housing) may be held with a student that potentially violates both the criminal law and a University policy (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Meetings or conferences under this circumstances may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of Senior Student Affairs Officer (his/her designee) and University Housing. Determinations made or sanctions imposed under this circumstance shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the residence life handbook, the University and Housing may advise off-campus authorities of the existence of the residence life handbook and of how such matters are typically handled within Housing. The University and Housing will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with Housing rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

RESIDENCE LIFE POLICIES

University Housing strives to keep you informed of all current residential life policies. Policies are changed from time to time, and new ones are sometimes added. If a policy changes during the academic year, notices will be sent to all residents.

Abuse of Student Conduct Process

Abuse of the Student Conduct process includes but not limited to failure to obey the notice from a Student Conduct Administrator, falsification or misrepresenting information to a Student Conduct Administrator, Harassment prior to, during, and/or after a student conduct meeting, or failure to comply with sanction(s) imposed by the Student Conduct Administrator. These actions will result in further disciplinary action taken.

Acts of Dishonesty

Acts of dishonesty, including but not limited to the following:

- Cheating, plagiarism, or other forms of academic dishonesty.
- Furnishing false information to any University official, faculty or staff member, or office.
- Forgery, alteration, or misuse of any University document, record, or instrument of identification.
- Falsifying or participating in the falsification of any University record.
- Any other act of dishonesty which adversely affects the University or the pursuit of its objectives.

Additional Locks

Supplemental locks (chains, bolts, etc.) are not allowed on the doors in residential facilities since these devices can be a safety hazard if emergency entry or exit is needed.

Alcohol

Students and their guests are not permitted to consume, manufacture, use, possess, sell or distribute alcohol in or on the premises of the residences halls regardless of their age. Irresponsible behavior while under the influence of alcohol including but not limited to damage to university property or harm to any person affiliated with the university (student, faculty, staff) is not tolerated and considered a violation of the alcohol policy. Possession of alcohol paraphernalia (including but not limited to empty alcohol containers or decorated alcohol containers) is not permitted in the residence halls and considered a violation of the alcohol policy.

🕒 **Rationale:** Northeastern State University supports and complies with the laws of the State of Oklahoma which prohibits underage possession or consumption of alcohol. Since a majority of our students living in the residence halls are under the legal drinking age (21 years old), possessing or consuming alcohol is prohibited in the residence halls. The use of alcohol and/or use of illegal drugs have been shown to have a damaging effect on student academic success and therefore are not in line with the mission of University Housing and Northeastern State University.

Assault and Battery

Physical abuse or other conduct that threatens or endangers the health or safety of any person will face criminal and/or disciplinary action.

Bicycles & Motorbikes

Motorbikes are not permitted in the halls. Bicycles may be stored in bike racks, or in your room (with the consent of your roommate). Bicycles parked in inappropriate areas (sidewalks, stairwells, hallways, public areas) will be removed and turned over to Campus Police. Riding bicycles in the residence halls is prohibited. No motorcycles, mopeds, or a device with a gasoline engine are allowed in the residence halls.

Children & Babysitting

Non students under the age of 18 are not allowed in residential facilities unless accompanied by a parent or guardian. Visits from young children are to be short even when accompanied by a parent or guardian. Babysitting is not allowed in residential facilities.

Cleaning/Food Disposal

Left over food should be disposed of in garbage receptacles provided. Disposal of food items in sinks or toilets may cause clogged plumbing, flooding or facility damage.

Dart Boards, Weight-Lifting Equipment, etc.

Metal tipped darts are not allowed in residential facilities and weight equipment may be restricted in certain parts of the building(s), because of the damage they can cause. You are encouraged to use the Fitness Center, which has a variety of free weights and Nautilus equipment.

Disorderly or Disruptive Conduct

Students should not engage in disruptive, disorderly conduct, lewd, indecent or obscene conduct, or expression. This includes but is not limited to activities, which are excessively noisy or otherwise disruptive to fellow residents or community members (i.e. pranks).

🕒 **Rationale:** The residence halls serves as a place where a variety of activities occur for students. These guidelines and expectations are established to protect the rights of all, while allowing a normal level of social or personal activities.

Drugs, Paraphernalia and Controlled Substances

University policy strictly prohibits the illegal use, possession, manufacture, being party to any illegal drug activity, selling or distribution of illegal drugs and controlled substances on University property or at any University-sponsored activity. Possession of drug paraphernalia or illegal prescription or the misuse of any drug, legal (over the counter or prescription) or illegal is prohibited.

⦿ **Rationale:** This policy is in compliance with state and federal laws and is intended to preserve the safety and well-being of all residents. The use of alcohol and/or use of illegal drugs have been shown to have a detrimental effect on student academic success and therefore are not in line with the mission of University Housing and Northeastern State University.

Electrical Appliances

The only appliances allowed in residential facilities are low-wattage microwave ovens (600 watts or less), compact refrigerators (1.23 cu.ft.), appliances with self-contained heating elements (e. g., coffee makers, crock pots, rice cookers) and other appliances such as irons, hair dryers and hair curlers. Seminary Suites residents are provided with a microwave and compact refrigerator. All appliances must be UL-approved. Appliances not allowed in the residence halls include, but not limited to space heaters, halogen lamps, or any appliance with an open heating element. If you have a question about an appliance please contact your Hall Manager.

⦿ **Rationale:** Appliances with exposed heating elements, overloading outlets, and appliances with large wattage can pose a threat of fire. Limiting this potential danger can help keep residents safe.

Failure To Comply

All residence life staff members are university employees and have the authority to enforce university and residence life policies. If you refuse to comply with a reasonable request made by a staff member disciplinary action may follow.

Fire Alarms, Fire Extinguishers & Smoke Detectors

The halls are equipped with a fire alarm system consisting of alarm pull stations, smoke detectors and heat detectors. Tampering with fire alarms, fire extinguishers, smoke detectors or any type of safety equipment is a violation of State law. In compliance with Oklahoma state fire code, Smoke detectors are mounted in each resident room. These detectors will be inspected monthly by residence life staff. Removal of unit batteries or the unit itself or tampering with the detector in any way, include covering, relocation, etc will result in disciplinary action.

Fire Drills

In compliance with state fire laws and for your own safety, fire drills will be conducted each year. You will be given instructions on fire safety before drills are performed. It is mandatory that all residents participate in a fire drill.

Fire Safety

The following items are prohibited because of a potential risk of fire and life-threatening injury to others.

CANDLES, LAMPS & INCENSE

Burning of candles, oil lamps, incense or other substances is not permitted in residential facilities.

CHRISTMAS TREES & HOLIDAY DECORATIONS

Only artificial, flame-retardant Christmas trees are permitted. Electric Christmas lights must be UL-approved and must not be placed near combustible materials.

FIREWORKS

Fireworks are not permitted, on campus in any form.

GROUND REGULATIONS

In accordance with fire safety regulations, stairwells must be kept free of furniture, bicycles, debris or other obstructions at all times. Keep breezeways and entries uncluttered at all times. Do not store personal property in the breeze ways or entries at any time.

HALOGEN LAMPS

Halogen lamps are not permitted in the halls. They have been determined to be the cause of several residential facilities fires throughout the U.S.

FIRE HAZARDS

No materials, liquid or otherwise, of an explosive or combustible nature shall be kept in the residence halls

Furniture

While additional pieces of furniture may be brought into residential facilities, university furniture may not be removed from the room or suite. If the furniture is lost, you will be charged the cost of replacement. If the furniture is damaged, you will be charged for the cost of repair or replacement. Because of their extreme weight and the potential for water damage, waterbeds are not allowed in residential facilities. Community furniture must remain in the community area and should never be in resident's rooms. Residents found with community furniture in their room will have disciplinary action taken and be charged with their relocation and/or replacement.

Guest/Visitation Policy

A guest is defined as a person who does not live in the residence hall room or residence hall they are visiting. This includes other students/residents, friends, parents, siblings, or other relatives of the residents of that room. Residence hall students are allowed to host guests in their residence hall rooms according to the policies outlined below. However, violating a roommate's or suitemate's right of entry into the room, or hindering a roommate's/suitemate's ability to study and/or sleep within their room, or feel safe in their own room (because of a guest's presence) is considered a violation of guest privileges. Residents are expected to respect each other's reasonable request for privacy and must have the expressed permission of their roommates before presenting their case for an overnight guest to their Hall Manager.

HOST RESPONSIBILITY

Hosts are responsible for the activities and behavior of their guest(s) at all times and are obligated to inform the guest(s) of all University and residence hall rules and regulations. Any violation of any rule or regulation by a guest may result in disciplinary action being taken against both the host and guest. Visitors under the age of 18 will not be allowed in the halls unless accompanied by a parent or guardian or unless verified, written permission is on file with the Hall Manager. Young children must be accompanied by a parent or guardian and are to make short visits only (short visits determined by the Hall Manager).

ESCORTING GUESTS

For safety and security purposes, guests in a residence hall must be escorted at all times by a resident of the building (host). The following guidelines apply to escorting guests:

1. Residents must escort all guests into and out of the building.
2. Residents must remain with all guests at all times while in rooms, public areas, TV lounges, study carrels, laundry rooms, hallways or stairwells. Guests left unattended or found to be unescorted may be documented and escorted out of the building. **Residents should never agree to escort a person they do not know personally. This includes opening the door to allow unknown visitors to enter a residence hall.**

CO-HABITATION POLICY

There is a no co-habitation policy in the residence halls. Any guest found staying in a resident's room that does not live there for longer than the designated time may be banned from visiting that hall and the resident may lose guest privileges.

OVERNIGHT GUESTS

Arrangement for all non-resident overnight guests must be approved by the Hall Manager. You are limited to nine (9) guest nights per contract period (academic year). Guests are limited to no longer than a three-day stay. If you allow an unregistered person to occupy your room disciplinary action will be taken.

VISITATION HOURS FOR COED HALLS

Residents of a coed residence hall have open (24 hours a day) visitation. It is important to note that this policy was implemented for visitation purposes and does not permit an opposite gender guest to sleepover. The cohabitation policy, escort policy, and overnight guest policy still apply to coed residence halls with open (24 hours a day) visitation.

⊗ **Rationale:** The residence halls provide residents with the opportunity to study and socialize at any time with other students. The spirit of this policy does not allow for guests to take up residence in any manner. Remember that a resident's right to privacy takes precedence over the privilege of having guests. Hosting guests is a privilege, not a right.

Harassment (Hazing, Stalking, Intimidation, Threats, Physical Abuse)

University Housing prohibits any person, either individually or in concert with others, from willfully causing injury to another, hazing others, willfully threatening the well-being of another, threatening the safety of others, verbally abusing others or intimidating others (including University officials and student staff acting in performance of their duties). This includes all threats in person or via telephone, letters, postings, emails, instant messages, Facebook, or any other electronic means. The use of rude, vulgar, indecent or obscene verbal or written expression while protected by the First Amendment are considered detrimental to the campus and residence life environment. The residence life staff reserves the right to refuse postings which contain such expressions and residents are asked to refrain from this type of language when in the residence halls.

Harassment (Racial, Ethnic, Religious, Hate Crimes)

This form of harassment may be a criminal act towards people of a particular race, ethnicity, national origin, religion, or sexual orientation. It may be found in behaviors such as threats, insults, taunts, and obscenities, either in person or via telephone, letters, postings, emails, instant messages, Facebook, or any other electronic means.

⊗ **Rationale:** University Housing is committed to providing a comfortable, non-threatening environment for every individual and this sort of behavior does not help to foster this goal. Intolerance has no place within the campus community, nor does the right to demean another human being. University Housing will not accept ignorance, humor, anger, alcohol, or substance abuses as an excuse, reason or rationale for any type of harassment.

Laser Sights & Laser Pointers

Laser sights and laser pointers are prohibited in or around residential facilities. These items will be confiscated immediately.

Loitering

Loitering is not permitted around entrances and other public areas, including the front desk area, or under residential facility windows. This disturbs other residents and hinders hall staff from carrying out their duties.

Misuse Of Residential Facilities

Public restrooms and other residential facilities (such as computer labs, laundry room machines, swimming pool & volleyball court in Seminary Suites) must be used in the fashion it was intended for and residents are expected to follow the rules for these facilities. Removal of university property (lounge furniture, door mats, trash cans, window screens, etc.) from designated areas is not permitted.

Offensive Odors

An offensive odor is any odor or aroma of such intensity that it becomes apparent and is offensive to others. Any odor can become offensive when it is too strong. Some examples are: perfume, air freshening spray, or large amounts of dirty laundry. Hall staff will address offensive odors when complaints are received. Residents identified as being responsible for the offensive odor will be asked to eliminate the cause of the odor.

Passive Participation

Passive participation includes, but is not limited to the following activities, encouraging or enticing any behavior/activity prohibited by law and University Housing policy or knowingly witnessing or observing any behavior/activity expressly prohibited by law and/or University policy.

Pets

No pets, except fish, are permitted in residential facilities.



Quiet Hours/24 Hour-Consideration Policy

Quiet hours are from 10:00 p.m. until 8:00 a.m. and apply to all residence life public areas and rooms, including outdoor public areas outside of resident facilities as well as the inner courtyard (outdoor patio, pool and volleyball court) and barbecue pavilions. During quiet hours, noise should not be heard outside of your room. Hours are extended to 24 hours a day during finals week. Guests who are disturbing others by violating this policy may be asked to vacate the residence halls immediately during this period.

The residence halls have courtesy hours 24 hours a day. Courtesy Hours refers to those times when residents are to be considerate of the needs of those students who are studying or sleeping regardless of the time of day/night. Noise should be kept at a level that does not infringe on these rights.

⦿ **Rationale:** The residence hall serves as a place where a variety of functions occur for students. These guidelines and expectations are established to protect the rights of all while allowing a normal level of social or personal activity.

Rollerblades/Skateboards

Use of rollerblades, skateboards and/or scooters is not permitted in residential facilities.

Room Personalization

We encourage you to make your room as comfortable as possible and to decorate it so that it reflects your personality while keeping your roommate's taste in mind. To avoid damages to the room and/or furniture, there are guidelines to be followed when personalizing a room.

- Check with your RA for guidelines on how to hang posters, pictures and wall decorations.
- Because of the extreme weight and the potential for water damage, waterbeds are not allowed in residential facilities.
- Beds may not be lofted or placed on cinder blocks.
- You must use existing furniture; however you can bring in personally owned furniture such as a coffee table, small entertainment center, etc.
- For fire safety reasons, please leave a clear path to the door. Safety policies do not allow residents to loft beds or hang flags, nets, banners, etc from the ceiling.
- **Due to the difficulty in removal, wallpaper and contact paper are not allowed.**
- Room painting is allowed in some areas only. If your room is in need of painting, contact your Hall Manager. **Students who paint their rooms without authorization will be charged for the cost of restoring the room to its original color.**



If you are not sure if your decorating will cause any damage or pose a safety problem, see your RA or Hall Manager. NSU is not responsible for damages or injury to students because of room personalization projects. Damage to the room because of personalization or missing items such as mini blinds will result discipline action taken for not returning the room to its original condition.

You probably will not have as much closet space as you had at home. To begin the semester, bring late summer clothing. You can always trade out clothes when you go home. Since we have community bathrooms in some halls, you will need shower shoes, a robe and something to carry toiletries into the bathroom.

Running/Roughhousing

Running, roughhousing, scuffling, and throwing, bouncing, or kicking of objects in the residence halls, stairwells, and other common areas are not allowed for safety reasons.

Sexual Misconduct

University Housing does not tolerate sexual misconduct. Sexual Misconduct includes, but is not limited to the following:

- Deliberate touching of another's sexual parts without consent;
- Deliberate sexual invasion of another without consent;
- Deliberate constraint or incapacitation of another, without that person's knowledge or consent, so as to put another at substantially increased risk of sexual injury; and/or
- Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidation, hostile, or demeaning environment for an individual's
 - Academic pursuits
 - University employment
 - Participation in activities sponsored by University Housing or organizations/groups related to the university
 - Opportunities to benefit from other aspects of University life

Smoking

All NSU Residential Facilities are smoke free. Smoke free areas include porches, and building entrances. State law states that no one can smoke 25 feet from the entrance of a government building (all University buildings are considered government buildings).

Soliciting

Door-to-door solicitation is not permitted in the halls, public areas within the halls or areas immediately outside the halls. Fliers, coupons or any other type of advertisement may not be placed in residents' mailboxes, in brochure racks, on bulletin boards, or at front desk areas. Off-campus businesses or organizations wishing to advertise to the hall students should contact The Drop Zone, Ext. 2610, to have flyers sent to the halls.

Technology Theft/Abuse

Technology theft or other abuse of computer facilities and resources, including but not limited to:

- a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose
- b. Unauthorized transfer of a file
- c. Use of another individual's identification and/or password
- d. Use of computing facilities and resources to interfere with the work of another student, faculty member or University Official
- e. Use of computing facilities and resources to send obscene or abusive messages
- f. Use of computing facilities and resources to interfere with normal operations of the University computing system
- g. Use of computing facilities and resources in violation of copyright laws
- h. Attempts to circumvent established security procedures or to obtain access privileges to which the user is not entitled
- i. Any attempts to splice into cable TV, telephone or computer lines
- j. Any violation of the University Computer Use Policy (see C&T session on website)

Theft/Burglary

Attempted or actual theft of, damage to or possession without permission of property of the University or any individual is a violation of university and housing policy as well as a violation of the law. The University is not responsible for personal property that is lost, stolen, or damaged and assumes no responsibility for the payment of such a loss. Immediately report all losses to hall staff and Campus Police.

Traffic Obstruction

Traffic obstruction shall include but is not limited to blocking vehicular traffic that obstructs University employees from doing their jobs or blocking the free flow of pedestrians at University Housing events.

Trashing

Trashing includes but not limited to the following offenses and will result in disciplinary action:

1. Throwing trash or garbage of any kind out of a window.
2. Leaving trash anywhere in or outside residential facilities (except in a trash receptacle).
3. In Seminary Suites, trash should not be left outside of your front door.
4. Sweeping out a room and leaving the debris in the hallway.
5. Water and shaving cream fights/throwing of water balloons.
6. Leaving messes in restrooms and lounges.
7. Making and leaving posters or fliers on the floor in your room, hallway, or activity room inhibiting custodial staff from cleaning the public areas.

Unauthorized Access

Any resident who sits on a window ledge, climbs on the roof of a residential facility, enters a fire escape without just cause, seeks to gain access to any unauthorized area, or into areas that are closed will face disciplinary action.

⚙️ **Rationale:** The roofs are not physically designed to serve as sun decks or social areas and thus presents a serious safety threat to yourself and others if you are on them. The policies are established to ensure the security of the community and keep residents safe from harm.

Unauthorized Moves

Changing rooms with another resident without going through proper channels, moving into another room without authorization or subletting a room to a non-resident will result in disciplinary action, routine charges and additional room charges. If the unauthorized move is not approved, you will be required to move back to the original room assignment.

Vandalism/Damage

Vandalism on campus will not be tolerated. You are responsible for your assigned room and immediate living areas. In instances of vandalism to a shared living area that cannot be attributed to an individual, the entire suite, quad or floor will be charged. Students found in violation of this policy may have to make restitution to the appropriate parties in addition to other judicial sanctions. Cost will be assessed to individuals or divided evenly among area residents. (Common area damages are posted once a month in each residence hall. Resident students have seven days (from date of posting) to appeal any common area damage charge.)

⚙️ **Rationale:** In order to provide residents with a safe, secure and comfortable home environment, physical repairs and improvements must be made. Vandalizing and damaging residential facilities detracts from the mission set out by University Housing to create a safe and comfortable environment and will not be tolerated.

Violation Of Hall Security

The State Fire Code stipulates that quad doors, suite doors and floor doors must remain closed at all times. Anyone who props open a floor door, suite door, exterior door or fire escape door violates hall security. Use of fire escapes, except under emergency conditions, is prohibited. Anyone who unlocks an entrance or floor door without authorization, who allows someone to gain entrance to the building through a window or who purposely leaves a window or door open for exit or entry is violating hall security.

Violation Of Law

Violation of law shall include violation(s) of any federal, state, or local law.

Violation Of University Policy

Violation of any University policy shall include any university policy, rule, or regulation published in hard copy or available electronically on the University website

Weapons

All weapons including, but not limited to, firearms and explosives are prohibited on campus. The use of paint ball or pellet guns in the Residence Halls is prohibited. Knives, martial arts weapons, nun chucks, bows and arrows, ammunition, stun guns or any other items University Housing or the Department of Public Safety deem a weapon, are prohibited in residential facilities, except as they are used in officially approved university programs. Realistic toy or authentic looking, non-functional weapons are not allowed on campus without authorization from the chief of NSU Department of Public Safety. Possession of any items (mentioned above), will result disciplinary action which may include the items being confiscated immediately.

Window Air Conditioners/Water Coolers

Window A/C units or water coolers may not be installed in any room. Violation of this policy will result disciplinary action including removal of the appliance.

RESIDENCE LIFE CONDUCT SYSTEM

Sanctions

Disciplinary sanctions used by University Housing include, but are not limited to, warnings, residence life probation, fines, community service, visitation restrictions and other privilege restrictions, referral to the Dean of Student Affairs, referral to Department of Public Safety and delayed or immediate removal from the halls. The sanctions may be used in conjunction with each other. They are listed in no particular order and **no warning is required before any sanction.**

ADMINISTRATIVE ROOM CHANGE

The respondent is reassigned to a new room and/or residence hall and the privilege of moving student's discretion is revoked. The student is then trespassed from the building/room from which they were removed. Notifying of the new room assignment will be made in writing and the respondent granted at least 48 hours to complete the move.

BEHAVIORAL CONTRACTS

As a condition of continued residency, students may be required to sign and abide by a contract outlining specific behavioral expectations for that student.

COMMUNITY SERVICE

A student may be required to complete a specific number of hours of community service in addition to other sanctions. The type of community service must be approved by the Director of Housing. The resident may also be required to perform community service specified in a specific project, service, or presentation.

FINES

The University has the right to fine students for violation of Residential Life policies.

REFERRAL TO THE DEAN OF STUDENT AFFAIRS

Residents may be required to meet or consult with an appropriate official or median professional, or to attend a program or seminar for educational process (including diagnostic referrals, drug assessments, etc.)

REFLECTION/RESEARCH PAPER

Residents may be required to complete a paper.

REMOVAL FROM RESIDENCE LIFE/FACILITIES

The University reserves the right to terminate a contract or to impose disciplinary reassignment upon reasonable notice and with good cause. The student must vacate his/her room and is ineligible to live on campus for a specified time period. Upon eviction, residents lose all on-campus housing rights previously granted. Notification will be made in writing and the respondent's will normally be granted at least 72 hours to complete the move. Should the respondent's continued presence in the halls pose a substantial threat to the hall community, the student may be required to vacate sooner.

RESIDENCE HALLS PROBATION

Residence Hall probation is a specified period of observation and review will be initiated. The student may continue to reside on campus but is notified in writing that his/her behavior was unacceptable. In addition, a student is ineligible to hold an elected or appointed office in any affiliated residence hall organization. Future violations of the University or Residence Hall policies could likely result in eviction from housing.

RESTITUTION

A resident may be instructed to payment for financial injury to an innocent party in cases involving theft, destruction of the property or deception. The assessed costs to be paid may be in addition to receipt of any the other sanctions.

Right of Privacy/Investigation of Student Conduct in University Housing

It is the policy of NSU that university officials, agents, or employees are permitted to enter a student's room and/or to search the room and personal possessions of a student and/or to use the results of such a search as evidence in any proceedings against the student if one of the following applies:

1. A valid search warrant is obtained by a law enforcement officer.
2. There is probable cause and/or reasonable grounds for university officials to believe that the room in question contains evidence of the commission of a crime. Residence life staff are authorized to enter a room to inspect for violation of university rules or policies, but they must have reasonable grounds to do so. (Evidence of unlawful activities discovered as a result of an inspection may be used as evidence in a judicial proceeding or in other disciplinary action).
3. There is reason to believe that the resident is in danger and needs assistance.
4. Entry for visual inspection of rooms for fire, health, safety and security standards or general maintenance and inventory may be permitted by the Director of Housing or his/her designee as deemed necessary.

Responsibilities & Appeals

As a student at NSU, you have both rights and responsibilities. A student's most essential right is the right to learn. The University has a responsibility to provide for that right, and you have a responsibility to respect the rights of others. Housing policies are developed with this premise in mind. When a resident is written up for a residence life violation, they will go through the student conduct process where your rights and responsibilities will be conveyed. There are three options in which the case is heard.

- 1) *Summary Judgment Hearing*: To be heard and decided by Hall Manager and may be done immediately.
- 2) *Administrative Hearing*: To be heard by another Hall Manager.
- 3) *Peer Conduct Review Board*: To be heard by a board of students under the supervision of a professional staff member who will advise on points of process. All decisions are made by the students on the board.

If you feel that the actions of the hearing officer are unjustified or excessive you have the right to appeal the disciplinary action. Appeals from the Summary Judgment and Administrative Hearings are heard by the Peer Conduct Review Board. Appeals from the Peer Conduct Review Board are to be heard by the Assistant Director or Director for Residence Life. Grounds for appeal include new evidence that was not available at the time of the hearing, sanctions were excessive for the violation, right to due process was violated, and failure to appear at hearing due to documented unforeseen circumstances. All appeal decisions are final.

Student Rights in the Conduct Process

Northeastern State University views the student conduct process as an educational experience. Participation in the process can promote growth and understanding of one's role as a member of the University; therefore the following rights are afforded to accused students and alleged victims (when applicable).

General Rights:

A. The focus and purpose of any student conduct proceeding is to determine whether a violation of university rules has/has not occurred. All student conduct proceedings are to be considered informal in nature. The rules and procedures associated with the criminal and/or civil courts need not apply. Deviations from outlined procedures will not necessarily invalidate a student conduct conference or subsequent decision unless such a deviation results in a significant prejudice to the student or university;

B. Student conduct conferences shall be conducted in private. The accused student and/or the alleged victim of sexual misconduct or a crime of violence (as defined by FERPA 1974) may request an open student conduct conference. Such a request shall be considered with the final decision at the sole discretion on the Student Conduct Administrator.

C. In a student conduct conference the burden of proof shall rest with the Accused Student and is based on whether a preponderance of the evidence (more likely than not) indicates that the Accused Student violated the Student Conduct Code.

D. The contents of a student conduct file and any related written or oral correspondence are considered a part of a student's educational record; therefore, the release of said information will only occur in accordance with the Family Educational Rights and Privacy Act of 1974. Information released cannot be re-disclosed unless the student conduct conference has been declared and documented as open.

Accused students have the right to:

A. A written notice of the alleged violation(s) – sent to the student's official university address (electronic or physical);

B. Waive written notice of the alleged violations;

C. Reasonable access to the review the contents of the individual case file;

D. Have no student rule violation assumed until proven through the student conduct process;

E. Say nothing with the knowledge and understanding that no assumption of responsibility is made solely as a result;

F. Be accompanied by one advisor/counselor (may be an attorney at the student's expense) so long as the availability of the advisor does not hamper the timeliness of the conference. The selected advisor and/or counselor may not be an individual and/or student that is and/or may be charged as a result of the same or similar fact pattern.

The advisor is limited to advising the student and may not present the case, question relevant parties, or make statements during the proceedings. The mere presence of a University attorney does not indicate representation;

G. Question his/her accuser - directly or indirectly - at the discretion of the Student Conduct Administrator or Student Conduct Administration body;

H. Question witnesses - either directly or indirectly - at the discretion of the Student Conduct Administrator or Student Conduct Administration body;

I. Present material witnesses - those with first hand knowledge of the incident (character witness information may only be submitted in written form);

J. Written notification of the outcome of the student conduct conference – sent to the student's official university address (electronic or physical) or handed in person - such information may not be shared with any individual or entity;

K. Have an avenue to appeal the decision of the Student Conduct Administrator or Student Conduct Administration body.

Alleged Victim of Sexual Misconduct or Crimes of Violence (as defined by the Family Educational Rights and Privacy Act of 1974)

Northeastern State University students who are the alleged victim of sexual misconduct or a crime of violence have the right to:

A. Be given an explanation of the student conduct process;

B. Have access to evidentiary material the complainant or alleged victim submitted - this includes police reports;

C. Chose to be present or not present during the student conduct conference – in person or through an indirect means - the mere presence does not imply a forced participation in the conduct proceedings;

- D. Be accompanied by one advisor/counselor (may be an attorney at the student's expense) so long as the availability of the advisor does not hamper the timeliness of the conference. The selected advisor and/or counselor may not be an individual and/or student that is and/or may be charged as a result of the same or similar fact pattern. The advisor is limited to advising the student and may not present the case, question relevant parties, or make statements during the proceedings. The mere presence of a University attorney does not indicate representation
- E. Question the accused/material witnesses - directly or indirectly - at the discretion of the Student Conduct Administrator of Student Conduct Administration body;
- F. Have evidence of past sexual history excluded during the student conduct conference, - the past sexual history of the alleged victim with persons other than the alleged perpetrator shall be presumed irrelevant - relevancy is at the discretion of the Student Conduct Administrator of Student Conduct Administration body;
- G. Submit a victim impact statement for the Student Conduct Administrator of Student Conduct Administration body to consider – only if the student is found responsible - prior to issuing any sanction(s);
- H. Upon written request, be notified of the outcome of the conduct proceeding – if the request is granted such information may not be shared with any individual or entity.

Peer Conduct Review Board Volunteers (PCRB)

Peer Conduct Review Board meets as needed and is comprised of students who live in residential facilities. Students serving on the PCRB must not have an active disciplinary record. PCRB members may be disqualified from service because of hall violations. For further information or to apply for a seat on the PCRB, contact Housing at Ext. 4700.

UNIVERSITY SERVICES/FACILITIES

Fitness Center/Intramural Sports

The Fitness Center is designed to provide NSU students, faculty and staff with opportunities for recreation and fitness. Facilities include a gymnasium, weight room, three handball courts, offices, lockers, showers, dressing and restroom facilities, a games lounge area, Olympic size swimming pool, outdoor sun deck, outdoor basketball and volleyball facility, and beach volleyball facility. The weight room includes Stairmaster, Nautilus and various other exercise equipment. Activities include aerobics and water aerobics. The Fitness Center is also the headquarters for intramurals. Residential students get a free membership to the Fitness Center. Call Ext. 3980 for other information.

Getting Involved

Campus-wide activities are very much a part of your total college experience. Whether it is through attendance or actual involvement in the planning and presenting of these activities, your participation is the key to success for all campus activities.

Identification Cards

The NSU ID card is used for authorization to the Fitness Center, admission to athletic events, student elections and checking out of library materials. The identification card is also used for obtaining meals, getting into your residence hall (North & South Leoser, Ross, Logan), access to the swimming pool and volleyball court at Seminary Suites, and for checking out equipment in the halls. It must be used in the hall to register visitors as well as to print copies of your semester schedule.

You are to carry your ID card at all times. It may not be used by any other person. ID cards being used by someone other than the card owner will be confiscated. If an ID card becomes missing the cardholder is responsible for reporting lost or stolen cards promptly. Maximum liability for unauthorized use of the card is \$50, provided the University is notified within twenty-four (24) hours of the disappearance of the card. If notification is not made within twenty-four (24) hours, the cardholder will be responsible for all charges. If a card is found, it should be turned in to the ID Office immediately. The ID Office is located in the basement of the University Center.

Parking & Traffic

All vehicles parked on campus are required to be registered with the Office of Parking and Traffic. It is important that you purchase your parking decal before the first day of classes. Students living on campus have specially designated parking areas. Look for the orange residence hall parking signs. Parking and Traffic is located at the Campus Police Station on the corner of North Grand and Crafton Street. Contact them at Ext. 2444 if you have any questions.

Student Health Center

The Student Health Center is located east of Wylly Hall. All medical records and treatments are confidential. You are not charged for the physician's services. All currently enrolled students are eligible to use the Health Center. The school nurse is available to provide minor medical care for most common illnesses. Severe illnesses and injuries are transferred to a physician's office or the emergency room at Tahlequah City Hospital. There are no pharmacy or x-ray services, but limited lab tests are available. The Health Center is open Monday through Friday from 8a.m. until 5 p.m. If medical attention is required when the center is closed, contact a Hall Manager or Resident Assistant. To contact the Health Center, call Ext. 2126.

Vending & Copy Machines

Soda and snack machines are available in all residential facilities and most other locations on campus. Copy machines are available in the library, the bookstore, and the University Center basement. If you experience a problem with one of the vending units, you may receive a refund at the Business Affairs Office in the Administration building. You may call Ext. 2878 to report a problem.

RESIDENCE HALLS/CAMPUS SAFETY

Campus Safety Coordinator

The NSU Safety Office is here to address any concerns you may have about fire protection, ADA compliance, building code requirements, hazardous material spills, storage and disposal, and many other safety related information. You may contact the Coordinator of Campus Safety Programs at ext. 2426.

Personal Safety

Though the University makes an effort to provide a secure place to live and attend classes, you are ultimately responsible for maintaining your personal safety and securing your possessions. When you fail to take precautions, you may be putting yourself and others at risk. The University's efforts cannot succeed without the support of each student.

Campus Safety

1. **Avoid taking shortcuts** through dark or deserted areas.
2. **If you think you are being followed, go to a populated place or the DPS office.**
3. **Park in well-lighted areas** and never leave your keys in your car even for a few moments.
4. Before leaving or entering your car, **scan the area** and check the interior for **potential danger**.
5. During semester check-in and check-out, **never leave your car unattended if you have your belongings in it.**

Hall & Room Safety

1. **Never prop hall, suite or quad doors open.** By doing so, unauthorized persons can gain access to your living area. The hall/quad and floor doors must remain locked for your safety. If you prop doors open or unlock quad doors, you leave yourself and all your floor mates in a vulnerable position.
2. It is a good idea **to keep your door locked at all times.** Lock your room when you leave or go to sleep. Please carry your keys at all times.
3. **Do not give anyone your room key.** If you lose a key, contact your Hall Manager immediately.

4. **Do not mark your key** with your hall and room number. **If you notice a suspicious person on your floor call your RA, Hall Manager or Department of Public Safety at ext. 2468 immediately.**
6. If you receive obscene or irritating phone calls, contact your hall staff.
7. **Keep your doors and windows locked.**
8. **Never leave your belongings unattended in public areas or the laundry area.**
9. **Keep money, ID card and other valuables concealed.** Do not tell where your “secret hiding places” are.

Trespassing

Anyone entering a hall after being banned is subject to arrest and incarceration.

Fire Safety Awareness

An evacuation plan is posted at fire extinguisher boxes and on each floor. Memorize your fire evacuation plan. Know where your exits are. Here are some tips to make your room safe from fire:

- Do not overload your electrical circuits.
- Turn off heat bearing appliances (e.g., irons, curling irons, etc.)
- Keep room exits clear including windows.
- The use of candles, incense, oil lamps, etc., is prohibited.
- Toaster/broiler ovens, bottled gas appliances, or flammable liquids are not allowed in residential facilities.
- Do not hang cloth from ceilings or over your lights.
- If you see defective equipment or someone tampering with equipment, notify your RA.

DEPARTMENT OF PUBLIC SAFETY/CAMPUS POLICE

Department of Public Safety officers are certified by the State of Oklahoma as Peace Officers and can exercise the same powers as any State Peace Officer. We are here to help, with crime prevention our aim and purpose. Feel free to give us a call whenever we can be of service to you. We will do everything we can to make your time with us a pleasurable experience.

OFFICE HOURS

- Monday - Friday, 8:00 AM - 5:00 PM
- An officer is always available and on call at any time

PHONE & FAX NUMBERS

- On-Campus **ext. 2468**
- Off-Campus **(918)458-2111 or (918)444-2468**
- Fax **(918)458-3279**

LOCATION

NSU Department of Public Safety
 830 North Grand Avenue
 (corner of Crafton & N. Grand)
 Tahlequah, Oklahoma 74464-7051



ESCORT SERVICE

Avoid walking alone. Travel in pairs or groups or call an escort especially at night. The officers from the Department of Public Safety will escort you to or from your vehicle at your request. Contact them at Ext. 2468. Please do not hesitate to call the Department of Public Safety (DPS) and ask for an escort. Your safety is #1.

OPERATION ID

We highly encourage you to insure and inventory your belongings. The Department of Public Safety offers a free service called OPERATION ID. At the beginning of the semester, DPS staff will come to your room and help you engrave valuable items. Contact DPS at Ext. 2468 for more information.

EMERGENCY PROCEDURES

All residents are required to follow the Residence Life emergency procedures. Awareness of your environment and taking precautions is necessary for your personal safety and the safety of your fellow residents. Emergency instructions are posted on each floor. **It is important that you familiarize yourself with the fire evacuation plans. IT COULD SAVE YOUR LIFE!**

Fire Evacuation

NSU takes every precaution to prevent fires in residential facilities. If you hear the alarm or see a fire, remain calm. Act fast, but do not panic!

In case of fire, feel the door! *If the door is hot or if smoke is seeping in:*

- Do not open the door. Stay in your room. Let someone know you are there by opening your window just enough to hand a sheet out. This is a signal to the outside that someone is in there and needs help.
- Wedge a cloth or a towel around the door. If water is available, soak the towels before placing them around the door.
- Make a tent for yourself with the blanket in the window or cover your face with a wet cloth to avoid inhaling smoke. Wait until you are rescued, especially if you are on the 3rd floor or higher.

If the door is cool:

- Open the door slightly but be ready to close it if you find smoke or flames in the corridor. Leave if the corridor seems safe.
- Take your key and walk to the nearest fire exit, if there is no smoke. If smoke is detected or, if it's dark, crawl to the exit, counting doors so you don't get lost.
- Close all doors behind you.
- Do not use the elevators.
- Turn back if you encounter heavy smoke. Look for another exit.
- Leaving the building as quickly as possible, using the proper exits and meet at your designated meeting area.

The following meeting areas have been designated evacuation sites in case of a fire:

- Logan and Ross residents should meet with staff in the Fitness Center parking lot.
- North Leoser Complex residents should meet with staff in the Wyly Hall parking lot.
- South Leoser Complex residents should meet with staff in the Physical Plant parking lot.
- Seminary Suites residents should meet with staff in the parking lot outside of their building (A & B at the optometry parking lot; C, D, E in the parking lot across from the clubhouse)
- Wilson Hall residents should meet with staff in the Library parking lot.
- Wyly Hall residents should meet with staff in the Wyly Hall parking lot.

Your RA and Hall Manager will be helping to evacuate the building while the NSU Department of Public Safety notifies the fire department. Help your staff by reporting to your designated evacuation area quickly, so they can begin a head count. Report any missing person to your hall staff!

Tornado/Severe Weather Policy

When severe weather approaches, NSU Department of Public Safety (DPS) monitors meteorologist reports, civil defense information and the local radio. DPS will contact each residence hall if the determination is made that students need to begin to take cover. This is usually about the same time that the civil defense sirens sound.

If you are in the residence halls and hear the civil defense sirens or are asked by a residence hall staff member to begin taking cover, you need to make sure that you are wearing shoes, have your ID and keys with you, secure your room and move to the lowest area in your building. Residence hall staff members will direct you to the shelter area in your hall.

If you are in another campus building when you hear the civil defense sirens, proceed to the lowest level of the building, away from windows and glass doors and follow the directions of that building's staff. There are several shelter areas on campus if you are between buildings. The University Center, Practical Arts Building and Wilson Hall all have basement shelters.

NSU Department of Public Safety will notify the campus community that severe weather has passed and that it is safe to leave the shelters by making an "all clear" announcement over the vehicle public address system.

We care about you and your safety. Please follow these guidelines and procedures if severe weather occurs. If you have any questions about severe weather procedures, please contact your Hall Manager or Resident Assistant.

Shelter In Place

Sheltering in Place is the practice of evacuating students to a safe location within the residence hall or building in the event that a storm, tornado or other natural/man-made disaster presents a danger to students that prevents them from safely moving to a designated shelter.

The Shelter in Place location should be identified within each building and should have the following characteristics:

1. Be on the first floor or basement,
2. Be free of windows and other glass structures,
3. Have doors or other mechanisms for sealing or closing off the area and
4. Be accessible to students with disabilities.

Shelter in Place Locations

Hall	Location
Logan Hall	Basement Lounge
North Leoser Hall	Central Hallway North and South Leoser
Ross Hall	First Floor—South Quads
Seminary Suites	First Floor Apartments
South Leoser Hall	Central Hallway North and South Leoser
Wilson Hall	Basement Lounge
Wyly Hall	First Floor Lounge

Watch/Warning (Tornado/Storm)

Severe Thunderstorm Watch

When weather conditions are favorable for the development of severe thunderstorms a severe thunderstorm watch is issued. A watch does not mean that the severe weather is actually occurring, only that conditions have created a significant risk for it.

Severe Thunderstorm Warning

When severe thunderstorms have formed a severe thunderstorm warning is issued. If severe weather actually does occur urgent action should be taken.

Tornado Watch

When weather conditions are favorable for the development of severe thunderstorms that are capable of producing tornadoes a tornado watch is issued. A tornado watch therefore implies that it is also a severe thunderstorm watch (not the other way around).

Tornado Warning

When a tornado has been either spotted or radar indicates that a tornado may be possible a tornado warning is an alert issued by government weather services to warn an area that a tornado may be imminent.

A watch (either serve thunderstorm or tornado) does not mean that the severe weather is actually occurring, only that conditions have created a significant risk for it. If severe weather actually does occur, a warning (either severe thunderstorm or tornado) will be issued.

DIRECTORY

Dial By Name

If you do not know a fellow resident's extension number, dial **N-A-M-E** (6263) to get access on our campus on-line directory. When you hear the greeting, dial **11** and begin spelling the person's last name, followed by the first name. The system will dial the extension for you. Campus directory for faculty, staff and departments is available on the NSU web site.

When to Contact

Contact the Housing Office if you have any questions, concerns, or need any assistance during the hours of **8:00 AM and 5:00 PM**. During the hours of **5:00 PM and 8:00 AM** you may contact the RA On-Duty for your building. Also remember that you can ask the front desk for help as well, during their hours of operations.

Front Desk Directory

LOGAN HALL.....	..6700
NORTH LEOSER COMPLEX.....	..7110
ROSS HALL.....	..6980
SEMINARY SUITES.....	..5620
SOUTH LEOSER COMPLEX.....	..7310
WILSON HALL.....	..7680
WYLY HALL.....	..7520

Frequently Called Phone Numbers

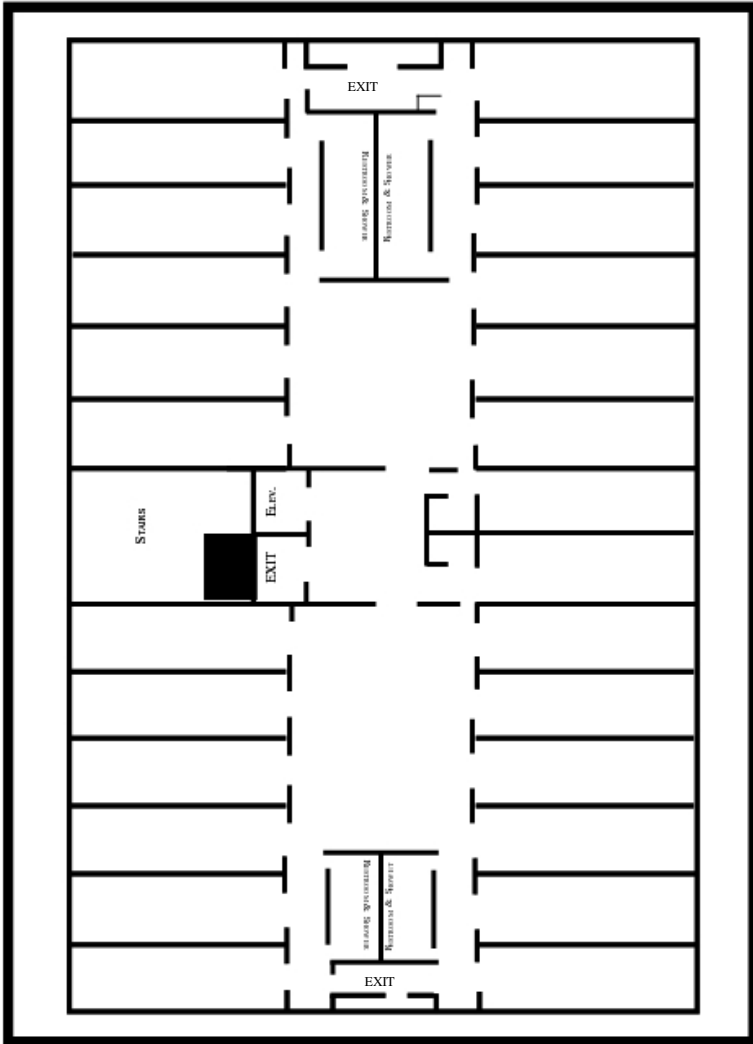
ADMISSIONS & RECORDS.....	2200
BOOKSTORE.....	2510
BUSINESS AFFAIRS.....	2160
DEPARTMENT OF PUBLIC SAFETY.....	2468
CENTER FOR TRIBAL STUDIES.....	4350
COMPUTING & TELECOMMUNICATIONS.....	5678
DISABLED STUDENT SERVICES.....	2120
EXCELS ON CAMPUS.....	5580
EXCELS OFF CAMPUS.....	458-0888
FIRST YEAR EXPERIENCE.....	2139
FITNESS CENTER.....	3980
FOOD SERVICE.....	2550
GREEK AFFAIRS.....	2533/2120
HOUSING OFFICE.....	4700
ID OFFICE.....	2577
LIBRARY.....	3233
MAIL SERVICES.....	2610
NORTHEASTERN ACTIVITIES BOARD.....	2526
<i>THE NORTHEASTERN</i> NEWSPAPER.....	2890
PARKING & TRAFFIC.....	2444
SCHOLARSHIP OFFICE.....	3470
SPORTS INFORMATION/PROMOTIONS.....	3930
STUDENT AFFAIRS/ACTIVITIES.....	2120
STUDENT CONDUCT & DEVELOPMENT.....	3105
STUDENT DEVELOPMENT CENTER.....	3100
STUDENT EMPLOYMENT SERVICES.....	3402
STUDENT FINANCIAL SERVICES.....	3402
STUDENT HEALTH CENTER.....	2126
STUDENT SUPPORT SERVICES.....	3035
UNIVERSITY CENTER.....	2500

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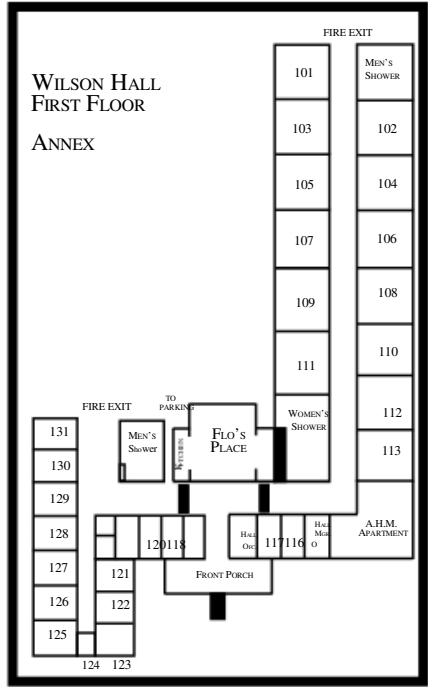
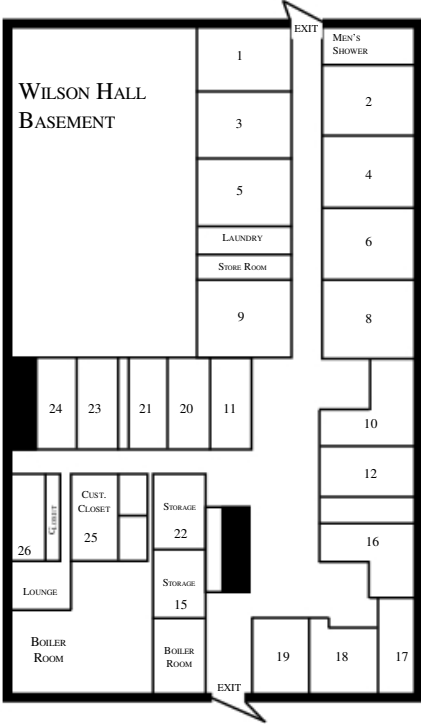
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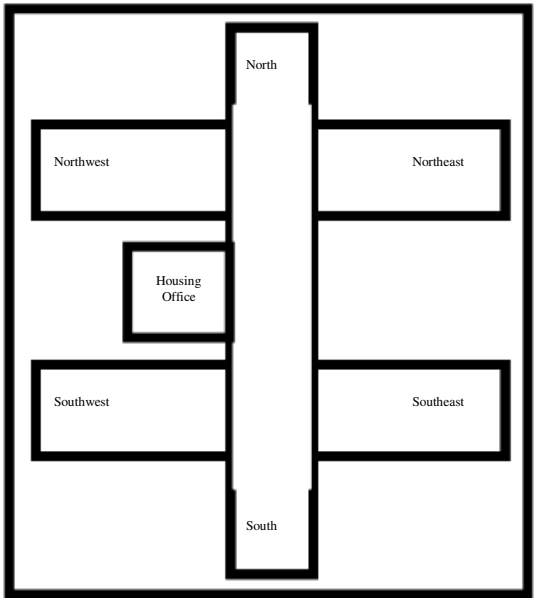
ROSS, LOGAN & WYLY HALLS



WILSON HALL



NORTH AND SOUTH LEOSER COMPLEX





NORTHEASTERN STATE
UNIVERSITY
UNIVERSITY HOUSING

Residence Life
guide
to On Campus
living

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