

# Office of Housing and Residential Life

# **Housing Guidebook**

## 2017-2018



**Minnesota State**  
Community and Technical College

A member of the Minnesota State system





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## **WELCOME TO OUR ON-CAMPUS COMMUNITY!**

While you are here, you will create your own memories from your interactions with others and the ways you affect others' lives. The people you meet, friendships you make, causes you work for, service you provide to others, activities in which you participate, places you visit, new things you learn and the ways you choose to make a difference in your community will help shape who you become while you're here. We hope you make this year a memorable one.

## **ABOUT THE HOUSING AND RESIDENTIAL LIFE GUIDEBOOK**

First, recognize that living on campus is a privilege, not a right. It is a privilege you pay for, but we have invited you to live with us in our home, and we expect that you will conduct yourself as an adult, respect your building mates and respect our staff, policies, house rules and the facilities themselves. Learn to be a good neighbor. We recognize and support your rights as adults. In turn, we expect that as adults you will accept responsibility for your decisions and actions as well as demonstrate concern and support for the needs and rights of others.

Maintaining your eligibility to reside on campus is earned by the way you choose to live. Like any other, our community has rules and expectations. Most of them are based on common sense and common courtesy, as well as state and federal law. Several are designed to create and promote a community that supports all its residents. Others address issues of your safety, security and general well-being. They are all meant to provide a structure that can make living on campus as safe, supportive and enjoyable as possible.

M State residence halls are a great place to call home. Get involved in your new community and make it the best place possible for everyone!

## **HOUSING AND RESIDENTIAL LIFE MISSION STATEMENT**

The Office of Housing and Residential Life (OHRL) is proud to offer you options for on-campus living. Our mission is to provide M State - Fergus Falls Campus residents with the opportunity to live in a safe, comfortable and convenient environment where all residents hold the power to influence, create and live in an environment that fosters learning and living for academic success

OHRL envisions a thriving and dynamic on-campus living experience that enables each resident the best opportunity to learn, live, play and work.

OHRL values compassion for self and others, empathy for self and others, inclusion, learning as an ongoing process, respect for self and others, and safety for self and others.

OHRL appreciates different perspectives, a systematic approach to change and transformational relationships. OHRL respects and values residents' individual differences and is committed to creating, nurturing and sustaining an environment of inclusivity. Our buildings and programming embrace differences whether or not they are apparent.

## **GENERAL CONTRACT INFORMATION**

The M State Housing Contract (including information in this guidebook and correspondence from Housing and Residential Life) defines the rights, responsibilities and expectations of residents and OHRL staff.

The contract is for the entire academic year (or while enrolled at M State during the academic year) and defines the terms for room and board. Upon moving in, the student (and his/her parent or legal guardian) is responsible for full contractual obligations. This contract is binding, and the student must remain in M State housing while registered for courses at M State during the academic year.

M State reserves the right to refuse or cancel any contract. Residents wishing to live in an M State housing facility must meet the following conditions:

- Be a currently enrolled student at M State taking at least six (6) credits

## **2017-2018 HOUSING AND RESIDENTIAL LIFE CONTRACT**

To review the 2017-2018 contract visit <https://www.minnesota.edu/news/wp-content/uploads/2017/06/2017-2018-Housing-Contract-20170602-final.pdf>.

## **PAYMENTS**

The charges for housing accommodations are included with the tuition and fee bills that are initiated by the Business Office. Billing statements are not mailed to residents. Residents should obtain account information and payment procedures by accessing the college website at [www.minnesota.edu](http://www.minnesota.edu). Payment must be made by the due date. The OHRL reserves the right to adjust your bill in case of an error.

M State students can follow these steps to access their financial aid and/or balance due or make a payment:

1. Go to <http://www.minnesota.edu/spartannet> minnesota.edu/spartannet
2. Log in using your StarID/password (you must have applied to be a student to access SpartanNet)
3. Click on "E-Services"
4. Click the "Financial Aid" link on the left
5. Click on "Bills and Payment"

## **THE PURPOSE OF HOUSING AND RESIDENTIAL LIFE**

Campus living is an integral part of a student's educational experience. OHRL promotes community development and personal growth. In choosing to live on campus, a student agrees to participate as a positive citizen in an educational community characterized by respect, responsibility and opportunity.

Housing and Residential Life staff respect the developing abilities of residents and are ready to listen, offer insight, facilitate and suggest options. Housing and Residential Life staff will work in partnership with residents to develop a successful community and encourage each student to make a conscious decision regarding entering into the residence community before signing the Housing and Residential Life contract.

### **ELIGIBILITY**

Any student enrolled in at least six (6) credits at Minnesota State Community and Technical College may apply to live in the residence halls.

- Upon dropping below the minimal enrollment requirement, residents must vacate the assigned room within 48 hours.
- OHRL reserves the right to refuse housing to any student who has demonstrated an unwillingness to abide by housing standards and policies and who has demonstrated behavior, which is incompatible with the maintenance of order and propriety in the residence halls.

### **APPEALS**

Residents have the right to appeal policy, deadline, disciplinary or financial consequences.

The appeals process is designed to formally and confidentially review appeals from students who, for reasons beyond their control, must cancel their residence hall contracts. Only cases of extreme hardship will be considered. The Appeals Committee is the final decision maker on all such requests.

Exceptions to the eligibility requirements policy must be appealed using the Level One Academic and Student Services Appeal form

<https://inoweform.campus.mnsu.edu/imagenowforms/fs?form=MState%20SS%20and%20Academic%20Appeal%20eForm>.

## **RESIDENTIAL EDUCATION COMMUNITY**

Community is defined as a group of people living interdependently, sharing common goals and holding community standards above individual wishes. The educational community is at the core of the M State Housing and Residential Life program. Through community, residents are able to fulfill the principles of respect, responsibility and opportunity. Civility is the cornerstone of upholding community standards. Civility is behavior that expresses courtesy toward individuals and the M State community. As a student living on campus, you have chosen to be part of a community. Your participation in your community is important. Opportunities exist for:

- Participation in social and educational activities
- Developing and applying problem-solving and decision-making skills
- Leadership development
- Community involvement
- Appreciation of difference
- Developing friendships

## **ACTIVITIES**

During the course of the academic year, a number of planned activities help residents get to know one another, their community and M State. You are encouraged to take advantage of the opportunities to become involved through participation, planning and implementation.

## **HOUSING AND RESIDENTIAL LIFE STAFF**

The Housing and Residential Life program is administered by the OHRL director and housing staff members. They work with residents, staff and other members of the M State community to create educational and social opportunities that foster academic success and personal growth.

Housing staff members (primarily student workers) are responsible for keeping the common areas of each building clean and reporting maintenance issues to the OHRL director. They maintain equipment such as vacuums, mops, brooms and cleaning supplies that residents may check out to clean their apartments. Borrowed equipment must be returned to staff within 24 hours or residents will be charged for the cost of the equipment.

## **CAMPUS SECURITY**

Campus security works in partnership with residents and staff to foster an environment conducive to the education and development of residents. Security staff work from 4:30 pm to 1:30 am during the week and from 8 pm until 2 am on weekends. Call 218.770.9861 for assistance.

Your cooperation helps make campus housing secure. The key access system works only if everyone follows the guidelines that promote safety. For the safety of everyone in your building and the buildings you visit, remember:

- Campus housing apartment buildings have security doors for the safety of all residents. Any student caught propping open any security door will be fined \$50. All building residents are responsible for upholding security standards.
- Don't let someone you don't know into the building (for example: a person who is standing behind you as you let yourself in or is standing outside the door as you let yourself out).
- When entering or exiting the building, don't allow a person to catch the door and hold it open to let himself/herself in.
  - Make sure the door closes behind you, so that everyone entering the building has to use their key or calls the resident they are visiting.
  - Not holding the door open for others may seem rude, but it is the only way to make sure that everyone who enters the building has a legitimate reason to be there. You are responsible for the behavior of those you allow into the building.
- Be alert and aware. Report any strange, suspicious or unusual behavior or events to campus security.
- If the keyless entry system is not working, report the problem to the housing director and be patient until it is working again.
- Do not expect or ask people entering or leaving a building to hold the door open for you.
- If you are locked out, please call 218.736.1635 during business hours or call security after hours at 218.770.9861.

## M STATE CONDUCT CODE

The college strives to provide an environment that facilitates learning and views the student conduct process as a learning experience that promotes growth and personal understanding of one's responsibilities and privileges with the college community. Therefore, it is the responsibility of the student who has been accused of misconduct to participate conscientiously in the discipline process. The college expects members of the college community to maintain a level of civility that is appropriate for the academic environment.

An action by a student that interferes with the education of any other student or interferes with the responsibilities and operations of the College may be considered a violation of the Student Conduct Code. Violations of the Student Conduct Code will be subject to disciplinary action pursuant to the process stated herein.

M State standards of conduct are published as the Student Conduct Code. In all conduct proceedings it is recognized that M State is an educational institution and not a court of law. The code does not replace or reduce the requirements of civil or criminal laws. All criminal activity may be referred to local law enforcement as well as investigated internally. Members of the college community also have responsibilities as citizens. Violations that constitute crimes and the Annual Security and Fire Safety report can be found at [http://minnesota.edu/?id=389#Crime\\_Bulletins\\_and\\_Statistics](http://minnesota.edu/?id=389#Crime_Bulletins_and_Statistics).

- Being under the influence of alcohol and/or other drugs does not in any way excuse or mitigate responsibility for a student's behavior. The excessive, illegal, prescribed or otherwise socially irresponsible use of alcohol or other drugs infringes upon one's ability to preserve personal integrity and civility.
- Disciplinary action is cumulative resulting in more serious consequences if the student engages in repeat violations or fails to follow through with sanctions from a previous hearing.

## STUDENT CONDUCT CODE VIOLATIONS

Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanctions (outlined in the Sanctions section). Except for evictions, students who are charged with violating the Student Code of Conduct may continue to be present on campus and attend classes until the charges have been resolved. The college identifies the following behaviors as violations of the Student Conduct Code; these behaviors are subject to the disciplinary sanctions. For full description and definition of terms visit [http://www.minnesota.edu/?file\\_id=35261](http://www.minnesota.edu/?file_id=35261).

- Alcohol
- College Rules
- College Facilities and Services
- Computer Misuse
- Controlled Substances
- Demonstrations and Riots
- Disorderly, Lewd or Indecent Conduct
- Failure to Comply
- Falsification
- Fire Safety
- Gambling
- Hazing
- Interfering with the College Judicial Process
- Keys
- Physical Abuse/Threat/Intimidation
- Sexual Misconduct or Violence
- Sound Amplification
- Theft and Property Damage
- Tobacco
- Violations of Local, State or Federal Law On or Off College Property
- Weapons

College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Conduct Code.

## **POLICIES AND PROCEDURES**

M State and OHRL have established policies and procedures to enhance the academic and social environment of our facilities and to ensure the safety of residents. Violations of the policies will lead to disciplinary action through one or more of these entities:

- Office of Housing and Residential Life
- M State (see Student Conduct Code, which can be found on the college website)
- City, state and/or federal courts

### **ADJUDICATION**

Most violations of the Residence Hall Prohibited Conduct will be adjudicated by the campus Student Development Services director or designee via the Informal process of the Student Conduct Code. The college reserves the right to determine if a violation's severity or impact on the community necessitates use of the Formal process.

### **ADVERTISING/SOLICITATION**

- Any posting of advertising materials must be approved by the director of Housing and Residential Life. All approved postings must be displayed/hung in designated areas. Apartment front doors are not approved areas.
- Solicitation is not permitted in college buildings and/or grounds, excluding any approved college-sponsored charity fundraiser programs. The director of Housing and Residential Life has the authority to approve or deny solicitation based activities in the residential facilities.
- Residential Life staff may post information relative to floor and hall activities (meetings, programs) or Housing and Residential Life information (reminders, announcements) on bulletin boards, lobbies/entryways or under apartment doors. No other postings are allowed in these areas.

### **AIR CONDITIONERS**

Each apartment has air conditioning. No additional window or floor air conditioning units can be installed in the apartments. The college reserves the right to confiscate any unauthorized air condition units at the owner's expense.

### **ALCOHOL AND OTHER DRUGS**

In addition to the Drug-Free Environment Policy found on the college's website [http://www.minnesota.edu/?file\\_id=2938](http://www.minnesota.edu/?file_id=2938) and in the Student Handbook, the following are specific to behaviors that occur in the residence halls:

- Knowingly being in the presence of any form of alcoholic beverage, non-alcoholic beer, drug or controlled substance is prohibited. A student is expected to remove him/herself from such situations.
- Distributing, serving, selling, hosting an event/gathering or providing access to any alcohol, other drug or controlled substance is prohibited.
- Possession of drug paraphernalia or materials intended for drug use is prohibited.
- Odors that are evident of drug use are prohibited in the residence halls. This includes odors emanating from a student's apartment and/or bedroom, clothing or property.
- To minimize confusion over the alcohol policy and help decrease unnecessary confrontations, alcoholic beverage containers, drug signs, or posters are not allowed as decorations.

Residents may expect that, in addition to any disciplinary sanctions, staff will address use/abuse behaviors and may suggest and/or mandate counseling, chemical dependency assessment or other alternative processes. If the policy is violated in common apartment spaces (e.g. living room, kitchen, bathroom etc.), all people present in the living unit will be considered to be in violation of the policy regardless of whether or not they have personally consumed and/or possessed alcohol and/or controlled substances.

### **ANIMALS AND PETS**

Pets are not permitted in the residence halls except for fish. Aquariums/fish tanks may be no larger than 10-gallon total capacity per apartment. College staff will require the immediate removal of unauthorized animals and pets. For more information regarding the college's policy on animals on campus, please refer to the Animals on Campus policy [www.minnesota.edu/policies](http://www.minnesota.edu/policies).

Service and companion animals may be permitted if determined a reasonable and appropriate accommodation by Disability Services [http://minnesota.edu/disabilityservices/#Fergus\\_Falls](http://minnesota.edu/disabilityservices/#Fergus_Falls).

### **APPLIANCES**

Tanning beds, ceiling fans, space heaters, air conditioners, washers and dryers are not allowed. Apartments are designed for full meal preparation. Full-size microwave ovens, additional UL-approved refrigerators and small freezers are allowed.

### **APPROPRIATE USE OF INFORMATION TECHNOLOGY**

M State adopts and supports Minnesota State Board Policy Chapter 5 Section 22 Acceptable Use of Computers and Information Technology Resources <http://www.mnscu.edu/board/policy/522.html>.

### **ASSIGNMENT CHANGES**

It is important that roommates work together to create a living environment that allows freedom with respect and responsibility. However, you may request an assignment change to another living unit after week three of the term. Complete the Room Change Request Form to begin the process [https://minnesota.az1.qualtrics.com/jfe/form/SV\\_cYMXxn7yEADCuq1](https://minnesota.az1.qualtrics.com/jfe/form/SV_cYMXxn7yEADCuq1). A student may not move until receiving written approval from Housing and Residential Life. Any student moving to another living unit without written approval will be subject to OHRL disciplinary action including moving back to their original assignment, cleaning charges and fees for non-compliance with safety policies

### **BATHROOMS**

The college does not provide cleaning supplies, toiletries, toilet tissue, shower curtains, etc. Bathrooms in the individual apartments are the resident's responsibility to clean.

### **BEDS**

Waterbeds are not permitted in M State housing facilities. Residents are not permitted to build lofts. M State furnishings may not be used to raise beds off the floor.

### **BEHAVIORS DISRUPTIVE TO THE COMMUNITY**

All behaviors disruptive to the community are considered serious events that may require intervention. Students who are disruptive to the community may be required to meet with an M State counselor. OHRL staff is supportive of those who seek help and firm with those who refuse help. The response to

those who exhibit behaviors disruptive to the community may include:

- Outside medical evaluation or hospitalization;
- Clearance before a student can return to M State housing facilities following hospitalization;
- Termination of the M State housing contract if the student is unwilling to take a measure of responsibility for addressing underlying problems, and/or;
- Reassignment to a temporary space pending decision regarding the housing contract.

### **BICYCLE STORAGE**

Bicycles may not be left in public areas inside of M State housing facilities; bicycles found in stairwells, lounges and/or other public areas will be removed, and locks and chains will not be replaced. Outside of M State housing facilities, bicycles may be stored/parked only in the bicycle racks.

### **CARPET**

Residents are responsible for any damage (e.g., burns, stains, rips, etc.) to the carpet.

### **CHECKING IN**

Upon arriving on campus, each student should report to their assigned residence hall. Staff will verify student ID and issue room keys. Each resident will receive a Room Condition Report that must be completed within three (3) days of moving in. If a student fails to return the signed Room Condition Report within the allowed three days, the student is agreeing that the condition of the room is acceptable and without visible damage, and the student assumes liability for any damages upon check-out.

### **CHECKOUT PROCEDURE**

If a student receives approval to move out of a living unit during the year (even if just moving down the hall), they must:

- Clean the living unit per instructions provided at time of notification of moving.
- Schedule a walk-through to check out and return keys between 8 am and 4:30 pm weekdays.
- Lock the door and window(s) to the living unit.
- Return keys. Residents who do not return their keys at the time of checkout will be billed \$100 for a lock core change and replacement keys.
- Residents who do not complete checkout procedures will be assessed \$50 for improper checkout along with charges for cleaning, damages and/or lock core replacement.

### **COHABITATION**

OHRL living units are intended for occupancy by residents of the same gender.

### **COMPLIANCE**

Residents must comply with reasonable requests made by authorized M State officials including resident advisors, campus security members and all OHRL staff. Failure to comply will result in referral for disciplinary action.

### **CONTRACT CANCELLATION**

A student may be released from his/her contract under the following conditions:

- Official withdrawal from M State
- Official graduation from M State
- Legal marriage of the student

- Military commitment
- Affiliation with M State programs that are away from campus and outside of the Fergus Falls area (internships, student teaching, study abroad, etc.).

All requests for cancellation of a housing contract must be submitted using the Housing Contract Cancellation form <https://mstate.custhelp.com/app/housing-contract-cancellation>. The resident requesting cancellation shall continue to be liable for room and board fees until the request is approved by OHRL in writing (delivered via email). Please see the contract for further information about contract cancellation.

A student who has been released from a housing contract for any of the above conditions or whose contract has been terminated by OHRL will be assessed a charge through the last night of occupancy. These charges are pro-rated on a daily basis. The minimum charge assessed for Fall Semester is \$350. Residents who have been officially released from their contract effective at the end of a semester must complete all checkout procedures by noon on the last day of exams.

### **CONTROLLED SUBSTANCES (DRUGS) and PARAPHERNALIA**

The possession of, association with, use and/or sale of controlled substances (illegal drugs, including the physical presence *or* odor of marijuana) is prohibited in housing facilities and on M State grounds. Drug-related paraphernalia (bongs, pipes, hookahs, etc.) are prohibited in housing facilities and on M State grounds. All people present in a unit will be considered to be in violation of the policy regardless of whether or not they personally consumed or possessed the controlled substances.

### **CONSOLIDATION POLICY**

If the occupancy of a living unit falls below its established occupancy level, the remaining residents have the option to:

- Accept another roommate(s);
- Move into another living unit (see Check-Out Procedure);
- Space permitting, pay an additional amount to keep the living unit below its established occupancy level (\$300 per space per semester);
- If another roommate(s) is not available, the additional rate will not be charged.

### **COURTESY AND QUIET HOURS**

Courtesy hours are always in effect. Residents have the right to study and sleep at any time without unreasonable interruption. Residents shall conduct themselves with consideration for other residents. Courtesy hours also extend to M State grounds; be considerate of others whether inside or outside of M State housing facilities. Residents are expected to address noise problems that affect them. If assistance is needed, a student may contact campus security or the OHRL director. Residents must comply with all policies and regulations regarding sound equipment and recreational activities within housing facilities.

Residents shall keep the sound level very low, refrain from any loud activity and refrain from playing sound equipment (e.g., stereos, radios, TVs, etc.) at a level that can be heard outside their living unit. During the weekend before and during finals week, all M State housing facilities observe 24/7 quiet hours. Quiet hours are in effect throughout the academic year as follows:

- Sunday-Thursday 10 pm - 8 am
- Friday-Saturday midnight - 10 am

## **DAMAGES**

All residents of an apartment, or floor, under the college's discretion, will be jointly liable for loss or damage to common areas where individual responsibility cannot be determined. The Room Condition Report [https://minnesota.az1.qualtrics.com/jfe/form/SV\\_eORPwb95ppgRMbP](https://minnesota.az1.qualtrics.com/jfe/form/SV_eORPwb95ppgRMbP) will be used to assess any damages; reasonable wear and tear is expected. Residents are also responsible for damages caused by their guests in their living units and public areas. Any repair or replace costs are billed to your student account.

## **DECORATING AND STUDENT CONSTRUCTION**

While residents are encouraged to add their own personal touches to their rooms, they may not create fire or health hazards or damage facilities. Residents may not attach items to doors or wood furnishings using screws, nails and/or duct tape. Residents will be billed for damage caused by the use of adhesive materials or overuse of nails, staples, etc. Self-adhering corkboards may not be used on any surface because of the damage that they cause.

Additionally:

- Artificial trees, wreaths and garland are allowed. Cut trees and pine boughs are not.
- Any supplementary lighting (including strings of lights) must be UL (Underwriters Laboratory) approved and in good condition. Miniature "cool" lights are allowed, but traditional "hot" lights are not. Damage caused by lights (e.g., smudging) will be billed to the student. Maintain a safe distance between lights and flammable materials. Never put lights on metallic objects, such as metal furniture, to avoid a short circuit. Lighting may not obstruct doorways or walking paths.
- Decorations and ornamentation must be of a non-flammable material.
- Do not use nails, screws or sticky adhesives. Use a tacky, putty substance like "TackIt" or 3M Command adhesives (follow application directions carefully). Contact paper, masking tape and duct tape can damage paint and will strip the finish off wooden doors and other surfaces. Adhesive remains will need to be cleaned and any resident-installed hooks and mirrors removed from the walls before checkout. Do not use duct tape on any surface.
- Door decorations (including wrapping paper) may cover no more than one-third of the door surface.
- Flock, spray and paint-on decorations are not permitted.
- Light fixtures may not be tampered with or covered.
- No painting of rooms/apartments.
- Residents are financially responsible for damages, repairs or replacement cost.

## **EMAIL PRACTICES**

All official communication from OHRL is sent to your my.minnesota.edu email address (including housing contract offers, policy updates, program news etc.). It is your responsibility to check your email regularly and to read, understand and comply with instructions sent via email.

## **ESCORT POLICY**

Guests must call the resident they are visiting to be let in, and residents must escort their guests to their assigned living area. Any visitor exhibiting inappropriate behavior will be asked to leave M State's housing facilities.

## **EXPLOSIVES AND WEAPONS**

Firearms, bows and arrows, swords, BB guns, pellet guns, darts and dartboards, sling shots, water balloon launchers, ammunition, paintball guns, airsoft guns, other weapons, fireworks, firecrackers

and any other materials that may create a health hazard or inflict bodily injury are strictly prohibited on M State housing premises. Motorized vehicles (e.g., mopeds, motorcycles, etc.) may not be brought into housing facilities.

### **FURNISHINGS**

Residents are responsible for the condition of their living unit and for all M State furniture within the unit. M State furniture placed in residence hall rooms and apartments may not be removed from its assigned area. M State furnishings may not be removed from lounges and public areas. Permanently affixed/fastened room fixtures such as bookshelves, closets, desks, etc. may not be tampered with or removed. If residents modify their furnishings (e.g., partitions, bookshelves, other structures), they do so at their own risk. Residents will be financially responsible if a person is injured by any structure or article constructed or brought into the living unit.

### **GATHERINGS**

Residents are allowed to host guests in their apartments if roommates agree. All gatherings must abide by M State and Housing and Residential Life policies and regulations. Hosts must register their gathering with Housing and Residential Life at least 24 hours prior to the event. No gatherings are permitted during final exam week, breaks and recesses (long weekends). Failure to abide by this regulation may result in the loss of privilege to host future gatherings.

### **GUESTS**

Residents must register any overnight guests 24 hours prior to the guest's arrival with OHRL. Overnight guests are limited to three (3) consecutive nights and no more than four (4) times per semester (12 nights per semester). A guest who stays longer than 72 hours (or is present with unreasonable frequency) will be considered an illegal occupant, and the responsible host may face disciplinary action.

Students' guests must abide by the policies of M State and OHRL. The hosting resident is responsible for providing guests with policy information and for the action of their guests. If residents of a room or apartment are hosting guests and policy violations occur, additional sanctions may be incurred for creating an environment out of compliance with M State OHRL standards.

Students and their guests must be sensitive to the needs and wishes of other members of their living unit and the community. Overnight guests have been a point of irritation among students sharing a living unit; students are expected to discuss preferences and arrangements for inviting guests, including the possible disruption and discomfort that might arise. In cases where common ground is not established, the desire of a student not to have overnight guests in the living area will take precedence over the privilege of a student to host guests overnight.

Hosts must be with the guest at all times while the guest is in the apartment/building. Community members and staff members should address problems or concerns created by the presence and/or behavior of guests in the area; resolution may include immediate removal of a guest from the area by Housing and Residential Life staff or security along with limiting or revoking future guest privileges and/or disciplinary sanctions.

Guests may park in any unposted parking spot but must observe the parking rules and regulations.

## **HARASSMENT**

Harassment of any student or employee is strictly prohibited. Incidents of this nature, if not corrected, may result in workplace violence. The administration will treat incidents of harassment and discrimination as outlined in Minnesota State Board Policy 1B.1.

<http://mnsu.edu/board/policy/1b03.html>.

## **HEALTH HAZARDS**

Situations or items such as piled, soiled clothing, exposed food items, trash, vomit or bodily fluids and the noxious odors emanating from such pose serious health hazards in the community and are prohibited. If you are unsure of how to clean up/dispose of trash, please contact the director of Housing and Residential Life for guidance.

## **IDENTIFICATION**

Residents are required to provide identification to authorized M State officials (including security, staff and faculty) upon request. Failure to comply and/or providing false identification will result in referral for disciplinary action. If you lose your identification, purchase another at the Spartan Service Center.

## **KEYS**

All residents are issued a specific apartment key, bedroom key, mailbox key and exterior door key/fob upon check-in. Residents should keep their room locked and carry keys whenever they leave their room. An excessive number of lockouts may result in disciplinary action or assessment of additional fees. Resident is responsible for the cost of replacement keys and or lock core changes.

If a resident misplaces their keys or is locked out of their apartment/bedroom during business hours, contact Student Development Services for assistance. After-hours, contact security for assistance. If a resident is unable to find their keys, they will be charged for a lock change. Lock changes are approximately \$100 (subject to change without notice). When residents move out of their rooms, they must return all keys issued to them, including any keys that were once thought to be missing but were later found. In addition, the following behaviors are prohibited:

- Giving a guest or another resident your keys to access your apartment, room or building when you are not present.
- Finding a "lost" key and failing to return it to the front desk.
- Using a "lost" key to access an apartment, room, building that you are not authorized to have access to.
- Taking or using a key that was not issued to you.

## **MAINTENANCE AND REPAIRS**

Residents are not authorized to attempt repairs themselves. Resident will be charged for the cost of the repair plus the cost of the correction if they make the repair themselves. Report problems by completing the maintenance request form <https://mstate.custhelp.com/app/housing-maint-request> for all maintenance issues. Provide as much relevant detail as possible so that maintenance workers will be prepared to respond. Every effort is made to respond to all requests within 48 hours. Repairs will typically be scheduled during the day. Contractors may not be personally supervised while making repairs. Keep records of your maintenance requests. For emergency repairs outside of office hours, contact security at 218.770.9861 or the Housing and Residential Life 218.736.1635.

## **MISSING PERSON POLICY**

This policy establishes procedures for M State's response to reports of missing residents, as required by the Higher Education Opportunity Act of 2008. For the purposes of this policy, a resident may be considered a missing person if the resident's absence is suspiciously different from their usual pattern of behavior or unusual circumstances may have caused the absence.

Complete the [Missing Person Emergency Contact form](https://minnesota.az1.qualtrics.com/jfe/form/SV_0dlxWIEF20M3iGF)

[https://minnesota.az1.qualtrics.com/jfe/form/SV\\_0dlxWIEF20M3iGF](https://minnesota.az1.qualtrics.com/jfe/form/SV_0dlxWIEF20M3iGF) to register a confidential emergency contact to be used in the event you are reported missing. OHRL is responsible for investigating reports of missing persons on campus and will use the information provided only in an attempt to locate you in the event you are reported missing under the policy. This information will be accessible to local law enforcement. You are not required to supply this information; however, if you do not supply the information, M State - Fergus Falls Campus may be delayed or unable to make appropriate contacts if you are reported missing. The information you provide will remain active for six years unless changed by you. To change your confidential emergency contact, simply complete this form to register a different contact.

## **STUDENT DESIGNATION OF MISSING PERSON CONTACT INFORMATION**

- Residents age 18 and above and emancipated minors: Student residents will be given the opportunity to designate an individual or individuals to be contacted by M State no more than 24 hours after the time that the student resident is determined to be missing.
  - A designation will remain in effect until changed or revoked by the student resident via email to [housing@minnesota.edu](mailto:housing@minnesota.edu) or until that student is no longer a resident of M State housing.
- Residents under the age of 18 and not emancipated: In the event a student resident who is not emancipated is determined to be missing, M State is required to notify a custodial parent or guardian no more than 24 hours after the student resident is determined to be missing.

## **OFFICIAL NOTIFICATION PROCEDURES FOR MISSING PERSONS**

- Any individual on campus who has information that an M State student resident may be a missing person must notify the director of HRL as soon as possible.
- If a report of a potential missing person is made to Housing and Residential Life, staff will immediately contact and work with the Fergus Falls Police Department. Cooperative efforts may include:
  - Conduct a health and wellness check on the resident,
  - Attempt to make contact via cellular phone, e-mail or other means,
  - Identify other residents who may be aware of the missing person's whereabouts (e.g. roommate, friends, classmates, etc.).
- Housing and Residential Life staff will gather all essential information about the M State student resident from the reporting person and other individuals who may provide information that will assist with the investigation.
- No later than 24 hours after determining that an M State student resident is missing, the director of Housing and Residential Life or designee will notify the missing person contact (for residents 18 and above and emancipated minors) or the parent/guardian (for residents under the age of 18 and not emancipated) that the student resident is believed to be missing.

## **CAMPUS COMMUNICATIONS IN THE EVENT OF A MISSING STUDENT RESIDENT**

All public statements will be coordinated through college officials.

### **MOVING OFF CAMPUS**

Residents remaining in school but wishing to move off campus during the school year, thereby cancelling their contract mid-year, are subject to an early cancellation fee of \$350. Residents must complete the cancellation agreement no later than 30 days prior to the end of the semester. If the cancellation agreement is completed with less than 30 days remaining in the semester, they are also subject to a \$50 late charge. All cancellations must be submitted using the online [Housing Contract Cancellation form https://mstate.custhelp.com/app/housing-contract-cancellation](https://mstate.custhelp.com/app/housing-contract-cancellation), which is submitted directly to OHRL.

Residents should not make a verbal or written agreement for off-campus accommodations unless they have written notice that their Housing Contract is canceled. Residents are responsible for the balance of the housing contract until the cancellation is approved.

### **OHRL STAFF ENTRY GUIDELINES**

M State respects a student's right to freedom from illegal or unreasonable searches and invasions of privacy. Housing and Residential Life reserves the right to enter living units under the following conditions:

- By authorized M State personnel with 24 hours advance notice to ensure that health, fire and safety regulations are maintained;
- By authorized M State personnel with 24 hours advance notice to make improvements and repairs and to provide routine maintenance services;
- By authorized M State personnel without notice if residents request repair or maintenance work to be done in their living unit, whether or not they are home;
- By authorized personnel without notice in emergency situations to protect the health and welfare of the student or to make emergency repairs to prevent damages to the property of the student and M State;
- By authorized M State personnel without notice when there is clear and present indication that a violation of M State or civil regulations is being committed;
- By law enforcement officers in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure;
- By authorized M State personnel without notice for check in/check-out, for safety checks at semester/holiday breaks and work orders submitted prior to occupancy. Policy violations (alcohol, alcohol containers, candles, etc.) in plain view will be documented, and the residents will be referred through the disciplinary process.
- By authorized M State personnel when a major remodeling project is taking place. The residents involved are notified of such projects.

### **PAINTING**

The painting of apartments and/or bedrooms is not permitted. Similarly, students are not permitted to decorate walls, ceilings or furniture with paint, highlighter, pencils, pens, washable paints, acrylics, laundry detergent or any other substances.

### **PERSONAL PROPERTY INSURANCE**

M State OHRL assumes no responsibility for theft of or damage to resident belongings, or loss of money, valuables, or other personal property of any student or guest. Residents are encouraged to carry their own personal property insurance if not covered by their legal guardian's homeowner insurance policy.

## **POLITICAL CANVASSING**

Campaigning on behalf of candidates for local, county, state and national offices is permitted in the residence halls under the following guidelines:

- Complete the Application for Political Campaigning and submit it to the director of Residential Life and Housing at least two business days prior to the requested campaign time. (Form is available from the front desk in Legacy Hall during normal business hours). Completed applications shall be available to the public. Complaints about a campaign worker will be made to the responsible party on the application.
- Door-to-door campaigning political campaigning by the candidate with his/her campaign workers may occur from 10 am - 4 pm Monday through Friday.
- Residents who do not wish to be disturbed may display a “No Solicitation” sign on their room door. Candidates and campaign workers must honor these signs as well as all requests to leave a specific apartment. No campaign material may be attached to or left by apartment doors.
- Campaign workers and candidates must display or wear identification while campaigning in the residence halls.
- No more than three campaign workers will be allowed in each requested campaign area at any one time.
- No device that amplifies sound may be used.

## **POSTINGS**

Posters, flyers and banners must be approved by OHRL before being posted in M State housing facilities. The distribution of materials by other means is prohibited. Approval is based on the following guidelines:

- Any group asking to display posters, flyers and/or banners must be an M State organization/department and must have their name printed clearly on each poster.
- The maximum length of time a poster/flyer/banner may be posted is 30 days. These may be approved for an additional 30 days if they are removed and re-approved.
- Posters and flyers are permitted only on approved boards in public areas of housing facilities. Posters not on approved boards will be removed.
- Posters/flyers/banners may not contain pictures of alcohol and/or make reference to alcohol use contrary to M State standards.
- Sliding pamphlets, leaflets and/or flyers under doors and/or in mailboxes is not permitted.

For more information, contact OHRL at 218.736.1635.

## **PUBLIC PROPERTY**

Possession or use as a decoration of stolen property including city, county, or state property, such as road signs, is not permitted. Possession of stolen property is a violation of state law. Stolen or unauthorized property is subject to confiscation.

## **PUBLISHED POLICIES**

Students are responsible for abiding by any Minnesota State system, Minnesota State Community and Technical College (including the Student Conduct Code) or Housing and Residential Life policy, rule or regulation published in hard copy or available electronically.

## **REASSIGNING VACANCIES**

Housing and Residential Life may reassign residents at any time. Residents who are becoming roommates are encouraged to meet prior to moving and discuss issues important to living together. Due to their absence, current residents may not have an opportunity to be informed of or meet with an incoming student during semester break. Should conflicts develop that cannot be resolved and a student opts to move, she/he must follow the Assignment Change procedure. Residents who refuse a new roommate or hinder the process (do not respond promptly, respond rudely/coarsely and/or are not welcoming to residents who inquire, etc.) will be referred to the conduct system.

## **RECREATIONAL ACTIVITIES**

To protect residents and Housing and Residential Life facilities, floor hockey, baseball, softball, tennis, soccer, skateboarding, bike riding, inline skating, basketball, water fights, throwing Frisbees, dartboards and other acts that may be disruptive or destructive are prohibited in M State housing facilities. Snowball fights, snowboarding and skateboarding are prohibited on M State grounds. For paintball, BB, and pellet guns, see Explosives and Weapons in Student Conduct Code [http://www.minnesota.edu/?file\\_id=35261](http://www.minnesota.edu/?file_id=35261)

## **RESIDENT PARKING**

Parking areas should not be used for storage or parking of boats, snowmobiles, trailers and/or similar equipment. No commercial vehicles or equipment may park on the premises. Vehicles not licensed or in operating condition are not allowed on the premises. No vehicle repair or oil changing is allowed on the premises. Fire lanes, approaches, driveways, sidewalks and garbage dumpsters should not be blocked.

- Violators of parking guidelines will have their vehicles towed at the owner's expense.
- Under no circumstances can guests park in a designated parking spot.
- Do not run extension cords from your apartment window to your car.
- Parking in handicapped parking without a permit is illegal and may result in fines or towing.
- Parking and/or driving on the grass is not allowed.

## **RESIDENCE HALL ROOM/APARTMENT AS A PLACE OF BUSINESS**

The use of state property including resources, residence hall rooms, internet connectivity and/or phone service for the purpose of running a business is prohibited. This includes providing child care, selling goods or services online or on a floor, or other revenue-generating practices.

## **RESOLVING CONFLICTS**

To help avoid conflicts, we encourage all students in M State housing to complete the Roommate Agreement [https://minnesota.az1.qualtrics.com/jfe/form/SV\\_2a5YRg0Aa0OIV6R](https://minnesota.az1.qualtrics.com/jfe/form/SV_2a5YRg0Aa0OIV6R) by the end of the first week of classes. If you are experiencing a conflict with your roommate(s), your options include:

- Discussing the situation with the person(s) directly
- Contacting the Housing and Residential Life director for advice on how to approach your roommate or to facilitate dialogue with your roommate
- Complete a Room Change Request form to seek relocation to another unit [https://minnesota.az1.qualtrics.com/jfe/form/SV\\_cYMXxn7yEADCuq1](https://minnesota.az1.qualtrics.com/jfe/form/SV_cYMXxn7yEADCuq1). Requests are accepted after week three of the term (see Assignment Changes).

If you have concerns about personal safety or security, contact security at 218.770.9861 or 911. It is inappropriate for staff to intervene other than to facilitate dialogue between residents.

## **RIGHT TO TERMINATE OR DENY HOUSING**

M State reserves the right to deny an application for housing or terminate an existing housing agreement if it determines a resident's conduct and/or criminal record indicate an actual or perceived threat or danger to the campus community, including residents, staff and guests. Residents will be notified in writing of such decisions and will be afforded the opportunity to appeal to the director of Student Development Services or their designee.

## **ROOM/APARTMENT CONDITION and INVENTORY FORM**

Residents are expected to complete the online [Room Condition Report](https://minnesota.az1.qualtrics.com/jfe/form/SV_eORPwb95ppgRMbP) form [https://minnesota.az1.qualtrics.com/jfe/form/SV\\_eORPwb95ppgRMbP](https://minnesota.az1.qualtrics.com/jfe/form/SV_eORPwb95ppgRMbP) within three (3) days of receiving their keys. Residents are responsible for completing the form and assuring that it accurately reflects the condition of the living unit by noting items that are in poor condition, damaged or missing. When they move out, residents will be billed for damages and irregularities that are not noted on the form.

## **ROOM CAPACITY**

The maximum number of people allowed in an apartment at any time, is nine (residents plus guests).

## **ROOM/BUILDING SECURITY**

- Propping Doors: Residents may not prop any residence hall door intended to remain closed and/or locked for safety and security reasons. Propped doors compromise the safety and security means they are designed to meet, including fire safety.
- Unauthorized presence: Students and visitors may not enter or roam a building or apartment where they do not live without an escort who is a resident of that hall or apartment. Allowing unescorted non-residents access to a building or living area, including walking through the residence halls unescorted, is a violation of this policy.
- Unauthorized entry: Unauthorized entry of a restricted area or a person's apartment and/or bedroom area without permission of the occupant or person responsible for the area is not permitted.

## **SAFETY**

### Fire Hazards

Due to their propensity to start and/or accelerate fire, the use/possession of the items that follow is either not permitted or restricted in M State housing facilities.

- Barbeque grills: Barbeque grills may not be used within 20 feet of an M State housing facility. Charcoal, starter fluid and compressed gas tanks may not be stored in M State housing facilities.
- Beds, mattresses and linens: Beds, mattresses, and linens must be kept at least one foot away from all heat sources to avoid damage or fire.
- Candles/incense: Candles, incense other items that may produce open flames (lit or unlit) and candle warmers are prohibited in M State housing facilities.
- Clothing irons: Unplug your iron when it is not in use.
- Cooking: Attend to food while it is cooking. Turn off the burners and stove when not in use.
- Electric heating furnished by M State: All apartments have electric heating units mounted at baseboard level. Keep all items at least one foot from the heaters.
- Extension cords: Standard extension cords are not allowed. Power strips (UL-approved extension cords with built-in circuit breakers) are allowed.

- Fabric: Fabric (flags, sheets, blankets, plastic banners, etc.) may not be hung in front of doors, on walls or draped from the ceiling. Other decorations should cover no more than one-third of a wall's surface.
- Halogen Lamps: Lamps with halogen bulbs are not allowed.
- Hookahs: Hookahs are not allowed.
- Egress: A path of egress must be maintained between the room door and the window. Residents may not block egress with furniture and other items.

#### Fire Alarms

- If a fire alarm sounds, residents (except those who are mobility-impaired) must leave the building via the nearest exit. Call 911.
- Residents with mobility impairments are to remain in their room and wait for evacuation by the fire department.
- Residents who do not comply with evacuation are subject to disciplinary sanctions.

#### Fire Safety Equipment

- Tampering with fire prevention/response equipment (a federal offense) may create a serious safety hazard. People who tamper with the equipment will be referred for M State disciplinary action and/or civil prosecution. Violation of this policy may result in termination of the student's Housing and Residential Life contract.
- Housing and Residential Life staff test smoke detectors on a regular basis to ensure they are operational. Residents who believe their smoke detector is not working properly or may be too sensitive should report the problem immediately to the director of Housing and Residential Life.
- Tampering with smoke detectors is prohibited. Residents of a living unit in which a smoke detector is disconnected, turned off or tampered with will be referred for disciplinary action and charged for repair/replacement of the device. According to State Fire Code, "An occupant, who willfully disables a smoke detector or causes it to be malfunctioning, resulting in damage or injury to persons or property, is guilty of a misdemeanor."
- Do not prop fire doors. Fire code requires that fire doors (stairwell doors, building entrance/exit doors) be closed at all times.
- Each hallway is equipped with a fire extinguisher. If an extinguisher is used to put out a fire, the residents must report the incident to Housing and Residential Life director.

#### Fire Emergency Instructions

In a fire emergency:

- Pull the fire alarm.
- Remain calm and act quickly.
- Wear protective clothing such as a coat and shoes, and carry a damp towel for use in heavy smoke.
- Close your room door and windows.
- Walk in an orderly manner to the nearest exit.
- Call 911.
- Call security at 218.770.9861.
- Move a safe distance away from the building and out of the way of fire department personnel.
- Remain outside until you are told to return by the staff.

If you think there is a fire in the hallway, feel the door before you open it:

- If the door does not feel hot, open it slightly, holding your head away and brace the door with your foot.
- Put your hand across the opening to test the heat of the air.
- If the door is hot and the hallway unsafe, plug any opening or cracks through which smoke may enter your room using wet towels, sheets, blankets, etc.
- If smoke does enter the room, open the window for ventilation; break it if sealed.
- DO NOT JUMP.
- Make your presence known.
- Wait for rescue.

In case of a minor fire:

- Pull the fire alarm.
- Call 911.
- Use a fire extinguisher located in the hallway cabinets or a blanket to smother the fire.
- Call security at 218.770.9861.
- Never risk your personal safety!

### **SATELLITE DISHES AND ANTENNAS**

Satellite dishes, exterior antennas or similar devices are not permitted in the residence halls.

### **SEMESTER BREAK HOUSING**

A resident wishing to occupy their room during winter and/or spring break must be enrolled for the spring term, apply for semester break housing and pay a daily rate prior to the semester closing.

Application available [https://minnesota.az1.qualtrics.com/jfe/form/SV\\_0dlxWIEF20M3iGF](https://minnesota.az1.qualtrics.com/jfe/form/SV_0dlxWIEF20M3iGF).

- Residents applying to stay for semester/winter break in the residence halls agree to abide by all Housing and Residential Life policies and regulations as outlined in this guidebook and in the Housing Contract.
- Residents shall not host guests/visitors overnight during the semester/winter break period.
- No meals are served during break periods.

### **SEVERE WEATHER PROCEDURES**

Go to the college website and sign up for Star Alert at <https://mstate.bbcportal.com/> to receive notification of weather-related school announcements. In case of a severe weather warning:

- Go to an inner hallway on a lower floor or to your bathroom. Stay away from building entrances and windows.
- If you have a battery-operated portable radio and/or flashlight, take them and your cell phone with you.
- Residents are encouraged to have flashlights available in the event of a power outage.

### **SINGLE ROOMS**

Requests for a double as a single will be approved only when space is available. All M State furnishings must remain in the double room.

### **SOUND EQUIPMENT**

Stereos, radios and televisions must be operated at volumes that cannot be heard outside the

student's living unit. Stereo speakers are not allowed in windows. Electronically amplified instruments are allowed in the living units if used in a manner that does not disturb community members; the use of headphones is encouraged in the apartments. If reasonable volume levels are exceeded, the student may be required to remove the equipment from the living unit.

### **SMOKING AND TOBACCO USE**

M State - Fergus Falls is a smoke-free campus. Smoking is not permitted in M State buildings (including housing facilities) or on M State grounds except in designated smoking areas. Smoking, tobacco use (including smokeless tobacco products) and tobacco sales (including the use or sales of smokeless tobacco products) are prohibited in college owned, operated, leased property. E-cigarettes and hookahs are not permitted in M State housing facilities.

### **SNOW REMOVAL FROM LOTS**

After receiving two inches of snow or experiencing a large amount of drifting snow, all vehicles must be removed from the parking lots to facilitate snow removal. Residents will be advised in writing of the times that vehicles must be removed from the parking lots, and notices will be posted in all buildings. Any resident who neglects to move his or her car during the posted times of snow removal will be fined \$25 per offense, and cars may be towed at the owner's expense.

### **STAFF HARASSMENT**

The harassment of M State staff is not tolerated. Such behavior is disruptive to the residence community and will be treated as disorderly conduct. Residents can expect serious consequences, up to and including immediate termination of their housing contract.

### **TRASH REMOVAL**

Residents are responsible for taking out their own trash. Trash must be taken to and deposited in the nearest designated trash areas. All trash must be removed from all apartments and bedrooms during break periods. Trash may not be left in hallways, restrooms, stairwells, other public areas in the building and/or on M State grounds; residents who do so will face disciplinary action. Residents found in violation of this rule are subject to fines up to and including possible eviction. All residents of an apartment will receive sanctions of at least \$50 each if trash is not removed from common areas. Residents of specific bedrooms will be held responsible if trash is not removed from the bedroom.

### **THEFT FROM LIVING UNITS AND VEHICLES**

Report incidents to security and the Housing and Residential Life director. When no one is home, lock doors and windows. The odds of recovering stolen property increases when items are engraved with your name; keep a record of your valuable belongings with brand name, model and serial number for each item. M State is not responsible for loss by fire, theft or vandalism or any damage to vehicles parked in a residence parking lot.

For your protection:

- Lock the doors of your vehicle.
- Park in well-lit areas.
- Remove valuable items from plain view. Lock valuables in the trunk.
- Check the rear seat of your vehicle before entering it.
- Lock the doors once you are inside the vehicle.

**VANDALISM**

If vandalism occurs in M State housing facilities, residents must report to campus security, 218.770.9861, or OHRL staff immediately and cooperate in the investigation. OHRL staff will determine responsibility; persons identified as responsible for vandalism are subject to consequences through OHRL, M State and/or law enforcement.

**WEAPONS**

Residents may not use or possess firearms, fireworks, explosives, or other dangerous weapons or materials in the residence halls. Firearms include any gun, rifle, pistol or handgun designated to fire bullets, BBs, pellets, or other projectiles by means of explosive gas, compressed air or other propellant. Weapons include, but are not limited to, hunting knives, switchblades, razor blades, metal knuckles, bow and arrows, nunchakus, foils or any instrument used to threaten or inflict injury upon another person. Dangerous materials include lighter fluid, propane or other dangerous chemicals.

**WINDOWS, ROOFS AND SCREENS**

Screens may not be removed or displaced. Removing or opening a screen for other than emergency purposes may result in a fine. Windows are not to be used as an entry or exit. Items may not be hung out of windows or fastened to the outside of any M State housing facility. Residents are not allowed on the window ledges and roofs of M State housing facilities. Any student seen on a roof will be referred to the conduct process and charged for any damages. Throwing any object from a residence hall window or using a window as an entry or non-emergency exit is a serious safety concern.

The individual responsible and/or all residents in a unit are financially responsible and charged fees for repair, damage and/or replacement resulting from misuse. Please report policy violations by contacting OHRL staff 218.736.1635, security 218.770.9861, or emailing [housing@minnesota.edu](mailto:housing@minnesota.edu).

## THE STUDENT CONDUCT PROCESS

M State expects residents to be responsible and mature. Policies and procedures are established to promote a healthy environment. The student conduct process is designed to address inappropriate and/or illegal behavior for the benefit of the living communities. Sanctions are assigned based on the type and severity of the violation, recidivism, the student's openness to change and the impact of behavior on the community; sanctions are not necessarily sequential. Residents are responsible to (and may be held accountable in) their living community, the M State community and the larger community; violations involving more than one community may result in sanctions in each affected community.

Residents who violate policy are expected to accept full individual responsibility for their actions and cannot expect M State to provide them with immunity from civil or criminal prosecution. Illegal and/or inappropriate behavior is documented by Housing and Residential Life staff. Residents who violate policies and/or are associated with the violation of policies will face disciplinary action; residents are expected to cooperate in investigations of incidents that occurred in their living unit. Residents and staff involved in incidents will have an opportunity to discuss the incident with the director of Housing and Residential Life. The Housing and Residential Life official will then review reports and information from the incident, meet with the offender(s) and:

- Define the disciplinary sanction which may include (but not be limited to) Housing and Residential Life probation, fines, class/seminar attendance, work service, termination of the Housing and Residential Life contract and/or eviction within 24 hours, and loss of future on-campus housing privileges.
- May refer violations of the Student Conduct Code to the director of Student Development Services for adjudication. For violations of city, state and/or federal laws, may refer the case to appropriate law enforcement agencies.

## APPEALS

An appeal is the review of the disciplinary action and not a rehearing of the evidence from the incident unless appropriate as described in the appeal form. Any student who faces disciplinary action or has been assigned a sanction may appeal. Forms to request an appeal are available online at the M State website forms page <http://www.minnesota.edu/forms/>.

A request for an appeal must be submitted in writing within five class days of the decision and be based on one or more of the following concepts:

1. Severity of the sanction: Sanctions for particular violations fall within a range.
2. Introduction of new evidence: A student must include the new evidence in the written appeal. If the evidence warrants another conduct meeting, the case will be referred to the original M State official.
3. Lack of procedural due process: Due process is defined by a notice of violation and an opportunity to meet with a Housing and Residential Life official. A student's failure to schedule and/or attend a meeting does not constitute lack of due process; in such a case, a student's responsibility is determined from the content of the incident report(s).

## **COMMUNITY ACTION PLAN**

Residents have the right to live in an environment that supports their success at M State. A floor or apartment may be placed on a Community Action Plan should the level of respect and responsibility by members of the community interfere with this right. Housing and Residential Life staff work in partnership with residents to develop successful communities.

A Community Action Plan is a formal process that begins with a floor/apartment meeting in which disciplinary consequences for the community are reviewed and expectations for future behavior are given. Successive stages are implemented if early stages do not affect change.

### Stage One

- Mandatory meeting.
- Official verbal warning to adhere to all M State policies/rules and/or state laws.

### Stage Two

- Mandatory meeting.
- Area is placed on 24-hour quiet hours until further notice. Violations will result in automatic referral for disciplinary consequences.
- Official written warning from Housing and Residential Life to each student.

### Stage Three

- Area continues on 24-hour quiet hours.
- Automatic referral for disciplinary action on all violations.
- Residents may be reassigned as part of the disciplinary sanction and/or denied future housing privileges.
- All residents of the living area are billed for damages to M State property unless the responsible individual(s) accept responsibility by coming forward or are turned in by other floor/section residents.

## SERVICES

A number of services are available to residents who live on campus through Housing and Residential Life and other operations.

### ACCOMMODATIONS

M State is committed to providing equal access to education for all students, and Disability Services strives to cultivate a college-wide culture and climate that supports that commitment. We work in partnership with faculty, staff and students to remove disability-related barriers to education through reasonable accommodation to qualified students.

Students who have a disability or believe they may have a disability are invited to contact the Disability Services office promptly to determine eligibility and/or submit accommodation requests. To receive service, register with Disability Services, visit

<https://inoweform.campus.mnsu.edu/imagenowforms/webform/6bb03c09-9276-4263-8613-13c4acda6480/>. Once registered, accommodation requests need to be made each semester for which accommodation is requested.

### CABLE SERVICE

M State cable service is provided to each living unit at no additional cost. You must provide your own cable from the wall jack to your television.

### CAFETERIA AND MEAL OPTIONS

Residents are required to purchase a meal card. The meal card is a declining balance card with a minimum starting balance of \$900 per semester. The price of each item a student purchases is deducted from the balance of the card. Cards may be refilled in the cafeteria at the student's discretion. If there is an unused balance on the card at the end of fall semester, that balance will carry forward to spring semester. Resident forfeits any balance remaining after spring term.

The cafeteria is open Monday-Friday when classes are in session. The food service provider and the college reserve the right to change the cafeteria's operating hours at any time during the year with a two-weeks notice to residents. The cafeteria does not provide meals on weekends, most holidays, breaks or during the summer.

### INTERNET ACCESS

Access to the M State's wireless network is available in all housing. M State policy prohibits adding personal wireless hubs to the M State network. If you have questions, contact the IT Helpdesk at 218. 736.1655.

### LAUNDRY

Washers and dryers are available on the second and third floor of College Manor and on the ground floor of each building of Williams Hillside Village. The cost to wash and dry is 75¢ per machine. If a washer or dryer is not working properly, please call 218.770.7973; the phone number is also posted by the washers/dryers. Be prepared to state the following: location of machine (i.e. building and floor) and the problem (e.g., the machine will not start, drain or dry, or the door will not close, etc.). Monitor your clothing during cycles to prevent theft. Housing and Residential Life is not responsible for damage to and/or loss of personal items. Residents must provide their own laundry soap/detergent, irons and ironing boards.

**LOST and FOUND**

Check for lost articles at the front desk in Legacy Hall.

**US MAIL**

Mailboxes are located in each M State housing facility; you are provided a key to your specific mailbox upon move-in. When a package arrives for a student via US mail, a package slip is placed in the student's mailbox. Packages can be picked up from the package box, or you will need to bring the package slip and identification (M State Student ID) to the Fergus Falls post office to retrieve your package. Federal law stipulates only the person to whom a letter or package is addressed may pick up that parcel.

If you receive someone else's mail, write on the envelope "No Longer at This Address" and place it in the outgoing mailbox.

If you subscribe to magazines/journals, notify the appropriate publishers of a change of address at least six weeks in advance. M State does not forward mail once a student moves out of housing. To receive mail promptly, your mail should be addressed as follows:

College Manor	Williams Hillside Village
STUDENT NAME APARTMENT # _____ 710 NORTH TOWER ROAD FERGUS FALLS, MN 56537	STUDENT NAME APARTMENT # _____ (801, 803, 805, OR 807) SPARTAN DRIVE FERGUS FALLS, MN 56537

**PACKAGES**

When packages arrive via FedEx or UPS, they are left at the bookstore. You will receive an email (via your M State email address) notifying you that you have a package to pick up. Residents obtain packages by showing identification at the bookstore.

**VENDING MACHINES**

If a vending machine malfunctions, call the vendor at the number posted on the front of the machine. For refund requests, see the Student Development Services front desk in Legacy Hall. If you see tampering with or vandalism to vending machines, contact security.

## IMPORTANT DATES FOR 2017-2018

### FALL SEMESTER (August 21 - December 15, 2017)

M State housing facilities open	Saturday, August 19 @ 9 AM
First contract meal	Monday, August 21 breakfast
Finals week quiet hours begin	Friday, December 8 @ noon
Finals	December 11-15
Dining Center closes	Friday, December 15, after lunch
M State housing facilities close	Friday, December 15, @ noon*
*Residents with approved end-of-semester contract cancellations must complete checkout procedures by 6 pm Friday, December 15.	

### SPRING SEMESTER (January 8 - May 4, 2018)

M State housing facilities open	Sunday, January 7 @ noon
First contract meal	Monday, January 8 breakfast
Classes begin	Monday, January 8
Spring Break	March 12-16
Classes resume	Monday, March 20
Finals week quiet hours begin	Friday, April 27 @ noon
Finals	May 8-12
M State housing facilities close	Friday, May 4 @ noon
All residents must complete checkout procedures by noon on Friday, May 4.	

This guidebook was printed with support from the



The Coalition embraces holistic student wellness by working together to create a supportive environment where all Spartans live well, learn well and succeed!

Spartans Living Well Coalition has programs and initiatives that **YOU** can be a part of to make decisions that will affect the campus and its students for years to come.

- Join the Spartans Living Well Coalition
- Join the SPF PFS Project Student Advisory Committee
- Be part of focus groups and help create campaigns
- Receive training and experience!

Contact Project Coordinator Kitra Nelson to learn more. Visit her office in L139 or call 218.736.1535.

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# Minnesota State

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