



# Minnesota State

## Community and Technical College

### Campus Life and Housing Guidebook



**THE OFFICE OF  
CAMPUS LIFE  
AND HOUSING**



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## **MISSION**

Minnesota State Community and Technical College specializes in affordable and exceptional education, service and workforce training. We welcome all students and engage them in shaping their futures and their communities.

## **VISION**

A success story for every student.

## **VALUES**

M State's values are integrity, inclusion and innovation.

## **EQUAL OPPORTUNITY STATEMENT**

Minnesota State Colleges and Universities is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.



## Emergency Situations

In the event of a life-threatening emergency, please call 911 immediately. If possible, please also contact Campus Security at 218.770.9861 and/or the Campus Life and Housing office (during normal business hours) at 218.736.1635.

### **Tornados**

When a tornado alarm sounds, residents should seek shelter on the lowest possible level and avoid windows. The following is an example list of shelter areas in the apartments.

- Williams Hillside – First floor laundry room
- Williams Hillside – First floor bathrooms (in apartments)
- College Manor – Ground floor hallway
- College Manor – First floor bathrooms (in apartments)

### **Fire/Evacuation**

M State apartments on the Fergus Falls campus are kept in compliance with the state fire code. Each apartment is equipped with smoke detectors, and each apartment building is equipped with a fire extinguisher.

For your safety, we recommend that you familiarize yourself with the fire evacuation routes posted in each apartment building and the location of the nearest fire extinguisher. When exiting an apartment building during a fire evacuation, please do so quickly and calmly. If possible, we recommend alerting other residents as you exit the building.

### **Active Shooter**

M State encourages students who face the threat of an active shooter to engage in Run, Hide, Fight guidelines.

- Call 911 when it is safe to do so.
- Provide 911 with as much information as possible: location, description, time, etc.
- Consider Run. Hide. Fight.
- Run: If it is safe to do so for staff and students, run out of the building and far away until you are in a safe location.
- Hide: If running is not a safe option, hide in as safe a place as possible.
- Fight: As a last resort, adults in immediate danger should consider using force and items in their environment such as fire extinguishers and chairs.

## Administrative Procedures

### **Housing Eligibility**

Any student enrolled in at least six (6) credits at M State may apply to live in the residence halls. Admitted residents who have not yet enrolled for the term may be allowed a 24-hour grace period to enroll in courses.

Failure to register within 24 hours is grounds for immediate contract cancellation and removal from on-campus housing.

Upon dropping below the minimal enrollment requirement, student residents must vacate the assigned room within 48 hours.

Campus Life and Housing reserves the right to refuse housing to any student who fails to meet these eligibility requirements and/or has a demonstrated history of significant Student Conduct Code violations.

Exceptions to this policy may be requested via email ([campuslifeandhousing@minnesota.edu](mailto:campuslifeandhousing@minnesota.edu)) and will be determined by the director of Campus Life and Housing.

## **Housing Contract**

All housing contracts are for the entire academic year (both fall and spring semesters). Residents will be billed on a semesterly basis (once in the fall and once in the spring) for both the housing rate and meal plan.

Students leaving the college mid-year may request a contract cancellation, however residents will be charged a minimum of one semester regardless of the date of the cancellation. Exceptions to this policy may be granted and are subject to the approval of the director of Campus Life and Housing.

## **Meal Plan Requirement**

All students living on campus are required to have a meal plan. Meal plans are non-refundable and may roll over from the fall to spring semester. However, meal plans will not carry over from one academic year to the next.

## **Check-In Procedures**

Prior to the start of each academic year, a date, time and location for check-in will be communicated to all M State students who are eligible to live on campus and have completed the online housing contract. During the check-in process, residents will receive their assigned apartment keys along with other pertinent information. Students should plan to check in during the designated date(s) and time(s). Check-in may not be available before or after the determined date(s) and time(s).

Students who are unable to make the check-in date(s) and time(s) may check in during normal business hours (Monday through Friday 8 am to 4:30 p.m.) after the last check-in date and time has expired (not before).

*Please note: Residents are required to complete a room condition report immediately after check-in to help prevent unnecessary charges. Room condition report forms will be provided during the check-in process.*

## **Check-Out Procedures**

At the end of each academic year, residents will be required to check out of their assigned apartment with a member of Campus Life and Housing. Check-out dates and times will be communicated to residents prior to the end of the academic year. Additionally, any residents who plan to leave housing early will also need to complete the check-out process prior to vacating their assigned apartment.

*Please note: Housing contracts are for the entire academic year.*

*Please note: Completing the check-out process does not automatically cancel your housing contract. Housing contract cancellations may be requested via the online form on the Fergus Falls Housing webpage. Housing cancellations are subject to approval of the director of Campus Life and Housing and may require additional documentation/ proof.*

## **Express Check-Out**

Students wishing to check out of their apartment after hours or during a time when Campus Life and Housing staff is not available may complete an “express check-out” form, available at the front desk of Legacy Hall.

Students completing an express check-out must do the following:

- Clean their apartment thoroughly and removal all trash
- Clean their portion of the common areas
- Remove all personal belongings
- Turn in apartment keys at the front desk of Legacy Hall or with campus security
- Complete a housing cancelation form

Failure to complete this process accurately may result in additional fees and damage costs. More specific instructions are available on the express check-out form.

## **Early Arrivals**

Students wishing to move into on-campus housing before the official move-in date may request an early arrival. All early arrivals must be approved by the director of Campus Life and Housing and may require a reason for the request.

*Please note: Students who arrive early may be charged for each additional day.*

Check in for early arrivals is available only when the college is open during normal business hours: *Monday through Friday 8 a.m. (CST) to 4:30 p.m. (CST)*. Check in will not be available outside of these hours or on days when the college is closed.

*Please note: Do not plan to move in early without written approval from the director of Campus Life and Housing.*

*Please note: Early Arrival Requests are not a reservation to move in early.*

## **Late Stays**

Students wishing to stay after the assigned check-out date may request a "Late Stay" via the online form on the Fergus Falls Housing website.

*Please note: All late stays must be approved by the director of Campus Life and Housing and may require a reason for the request.*

*Please note: Students who stay late may be charged for each additional day.*

Do not plan to stay late without written approval from the director of Campus Life and Housing.

## **Contract Cancellation**

Residents may request a contract cancellation at any time during the academic year. *All contract cancellations are subject to the approval of the director of Campus Life and Housing and/or their designee.* Exceptions may be granted only in specific situations and/or circumstances.

Examples of situations and/or circumstances that may be approved include but are not limited to:

- Non-admission/not enrolling for the term
- Withdrawal/transfer at the end of a semester
- Marriage during the contract term
- Medical or health concerns that impede a resident's ability to live on campus
- Graduation
- Military commitment
- Affiliation with M State programs that are away from campus and outside of the Fergus Falls area (i.e., internships, student teaching, study abroad, etc.).

Written documentation may be required for any of the above circumstances.

Additionally, contract cancellations for the above reasons may include:

- A prorated weekly charge for the time that a room was assigned and available to resident
- The full cost of the non-refundable meal plan
- A \$50 administrative fee

If you are reinstated or re-enrolled after the contract has been cancelled, you agree to pay in full the balance of the contract.

All contract cancellations must be received by 11:59 p.m. 30 days prior to the date you would like to cancel. After that date, a late contract cancellation fee of \$50 may be added to your account.

To complete a contract cancellation, please visit the Fergus Falls Housing website and complete the Contract Cancellation form.

### **Keys and Lockouts**

All residents will be issued apartment keys, a mailbox key and an apartment building FOB during check-in. Residents who misplace or lose their keys should immediately contact Campus Life and Housing to request a replacement.

Residents who lock themselves out of their apartment may request a key-in from campus security. Key-in requests are available between 4 p.m. (CST) and 12 a.m. (CST) Monday through Sunday. To request a key-in please contact campus safety at 218.770.9861 or contact the Campus Life and Housing Office during normal business hours.

*Please note: There may be additional charges incurred for lost keys and key-in requests.*

### **Room Changes**

All room change requests must be submitted online via the online form on the Fergus Falls Housing website. Room changes are subject to approval from the director of Campus Life and Housing (or designee) and are not guaranteed.

*Please note: Room change requests will only be reviewed after the third week of class for each semester and will require the resident to complete both the check-out process and check-in process.*

*Please note: Residents may also notice a change in billing when moving to a new location due to the varying price/cost of each room type.*

### **Administrative Room Changes**

Campus Life & Housing reserves the right to administratively move any resident. Reasons for an administrative room change include but are not limited to apartment consolidation, maintenance work, and ADA accessibility needs.

The Director of Campus Life & Housing (or designee) will determine when and where administrative room changes are needed. The Director of Campus Life & Housing (or designee) will give reasonable notice prior to a required move and will attempt to keep disruptions to a minimum.

### **Laundry**

Laundry rooms are available for use in each on-campus apartment building. Laundry room fees are included in the Housing charge each semester; residents are not required to bring additional money/coins to operate the machines.

*Please note: Laundry machines are to be used by on-campus residents only.*

### **Mail Services**

Each set of apartments has set of mailboxes. At Williams Hillside there is a large locking mailbox in the parking lot. At College Manor there is a set of mailboxes at the main entrance of the building. Each apartment has its own mailbox.

Oversized packages may also be delivered to the Campus Bookstore if they do not fit in the mailboxes.

Addresses:

<Student Name>  
College Manor  
710 North Tower Road, Apt #  
Fergus Falls, MN 56537

<Student Name>

Williams Hillside Apartments

Building Number (801, 803, 805, 807) Spartan Drive, Apt #

Fergus Falls, MN 56537

### **Maintenance/Facilities Work Orders**

Residents are expected to report all facilities/maintenance concerns to the facilities office via the online Housing Maintenance Form.

To submit a Housing Maintenance Request:

*Student(s) must first log into SpartanNet then click on the Housing Maintenance Request form link under the "Other Resources" tab*

To report a facilities/maintenance emergency (i.e., burst pipe, broken door, any facilities issue that requires immediate assistance) please contact maintenance directly at 218.736.1560.

*Please note: Not all facilities issues are emergencies, and a work order should be submitted for all non-emergency concerns.*

### **Winter Break**

All residents are expected to leave for winter break. Apartment closing times will be communicated to students prior to winter break. Access to the apartment buildings will be turned off (via key fob) and housing services may not be available.

Residents may submit a request on the Fergus Falls Housing website via the online form to stay over break. Approval to stay on campus during winter break are not guaranteed and must be approved by the director of Campus Life and Housing (or designee). Additional charges may be incurred for staying over the winter break period.

### **Summer Break**

All residents are expected to check out of their assigned apartments and leave for summer break by the designated deadline. Check-out dates, times and other information will be communicated to residents prior to summer break.

Residents may request a late stay on the Fergus Falls Housing website via the online form. Late stay requests are not guaranteed and must be approved by the director of Campus Life and Housing (or designee). Additional charges may be incurred for staying past the check-out date/time.

### **Renter's Insurance**

Renter's insurance is not required but highly recommended. M State will not cover expenses related to personal property damage.

## Housing Policies

### **Abandoned Property**

Property left by a resident at the end of their contract period or when the student leaves an assigned space is considered "abandoned." Property value that exceeds a perceived value of \$50 will be packed up by a Campus Life and Housing staff member. The contents will be inventoried and stored in another location. A letter and a copy of the inventoried items will be sent to the student at the student's home address and/ or email on file, informing the resident that they have sixty (60) days to claim the property. Items not retrieved within this time frame will be donated to a local charity or disposed of at that time. M State has no liability for the loss or damage to a resident's personal property if the



property has been abandoned. Abandoned property with a perceived value of less than \$50 will be donated to a local charity.

### **Room Entry and Search**

Campus Life and Housing reserves the right to enter and search rooms to serve institutional purposes, which include protecting the health and safety of students, enforcing college rules and regulations, and other reasonable purposes. Searches generally will not be conducted unless there is an emergency requiring immediate action (i.e., medical concern, extreme community disruption, or danger to the campus community).

Residents will be given 24-hour notice for non-emergency room entry. Examples of this include but are not limited to facilities work and health and safety inspections.

*Please note: Campus Life and Housing reserves the right to enter an apartment at any time to complete a room inspection for check-in and check-out purposes.*

### **Painting of Rooms**

All painting and wall repair requests must be submitted to maintenance. Residents are not allowed to paint walls, attempt wall repairs and/or attempt wall patching.

Residents may be held financially responsible for any apartment damages that occur, including but not limited to painting wall, attempting wall repairs and/or attempting wall patching.

### **Cleanliness**

Residents are asked to assist in maintaining a high standard of cleanliness and keeping maintenance repairs at a minimum. Campus Life and Housing is not responsible for providing cleaning supplies. Residents should plan to bring their own cleaning materials to their apartment. Residents are responsible for emptying their own trash in the dumpsters provided outside the building.

*Please note: Residents who leave garbage in apartment building hallways may be subject to the student conduct process and/or fines for removal.*

### **Decorations**

Residents are encouraged to decorate and personalize rooms to the extent that it does not damage the room or its contents. Nails, screws and permanent adhesive hooks are not to be used to mount decorations of any kind. Posters must not be placed edge to edge so that a continuous path of fuel is established in the event of fire. Many holiday decorations are highly combustible; special care must be taken in decorating. Cut live trees are NOT permitted in apartments/rooms. Real pumpkins may not be left in the hallway or on carpet as they can cause safety, cleanliness and pest concerns. Light cords used on artificial trees or in room decorations (including lights used in windows) must be Underwriters Laboratory (UL) approved and should be checked for safety. Lights must be turned off when leaving the room. Window decorations celebrating the current holiday are permitted to be displayed but cannot obstruct the window. Room doors may not be completely wrapped in paper due to fire hazard. At least 50 percent of room doors should be free from paper products.

### **Health & Safety Inspections**

Periodic health and safety inspections may be conducted by the Campus Life and Housing staff. The intent of these inspections is for preventative and corrective action. Residents will be given a 24-hour notice prior to the inspections. If a room does not meet minimal health and safety standards, residents will be asked to address the issues in a timely manner. Items found that may be illegal or in violation of Residence Hall policy will be documented and may be asked to be removed within 24 hours.

## Confiscations

Prohibited item(s), if found in a resident's possession, may be confiscated by Campus Life and Housing Staff. The resident in possession will then be referred to the student conduct process. If appropriate, confiscated items may be returned to the resident after the student conduct process has been concluded. It is the responsibility of the resident to immediately remove the item(s) in question from campus once returned to avoid further student conduct proceedings.

## Damages (Charge List)

Damage	Estimated Cost
Apartment door (replacement)	\$475.00
Bed end (replacement, each)	\$50.00
Bedroom door (replacement)	\$350.00
Bedroom light fixture (replacement)	\$100.00
Carpet replacement: bedroom	\$600.00
Couch (replacement)	\$375.00
Desk chair (replacement)	\$50.00
Desk drawer	\$50.00
Desk	\$200.00
Dining room chair (replacement)	\$125.00
Dirty tables, counters, shelves, or surfaces (each surface/area)	\$25.00
Dresser (replacement)	\$250.00
End table (replacement)	\$150.00
Excessive stove/microwave/dishwasher cleaning (each)	\$100.00
Excessive trash removal (per bag)	\$35.00
Excessive tub/shower cleaning	\$35.00
Excessive refrigerator cleaning	\$40.00
Key replacement (individual)	\$100.00
Key replacement (set)	\$175.00
Kitchen light fixture (replacement)	\$125.00
Kitchen table	\$200.00
Living room chair (replacement)	\$325.00
Living room coffee table (replacement)	\$75.00
Living room end table	\$60.00
Mailbox key (replacement)	\$25.00
Mattress	\$150.00
Microwave (replacement)	\$100.00
Peephole (replacement)	\$25.00
Reassemble bed	\$50.00
Refrigerator (replacement)	\$650.00
Removal of heavy & abandoned furniture (each item)	\$50.00
Replace carpet section (per sq. ft)	\$10.00
Shampoo couch or chair from excessive stains	\$30.00
Smoke detector (replacement/ re-installation)	\$50.00
Stove (replacement)	\$620.00
Trash/recycle can for room (per item)	\$25.00
Wall/sheetrock repair (less than 1 square foot)	\$175.00
Window (replacement)	\$400.00
Window blinds (replacement)	\$50.00
Window screen (replacement)	\$80.00
Wall/sheetrock repair (1 square foot to 8 square feet)	\$325.00
General repair and/or cleaning	\$50 per hour plus materials

*Please note: These damage charges are estimates and may change based on material cost and labor.*

*Damages may also be referred to the student conduct process for adjudication as needed.*

## Housing Rules

### **Alcohol**

Use, possession, manufacturing or distribution of alcoholic beverages in M State housing is prohibited regardless of age. Alcohol may not in any circumstance be used by, possessed by or distributed to anyone under the age of 21 in the state of Minnesota.

Campus Life and Housing reserves the right to contact parents/guardians about any resident who is transported to the hospital for acute alcohol intoxication.

Possession of alcoholic containers is not allowed in the apartments. Possession of alcoholic containers includes but is not limited to kegs, party balls, beer bong, bottles, shot glasses and cans.

### **Appliances**

Each apartment is furnished with common household appliances (i.e., dishwasher, stove, refrigerator, etc.). Residents are permitted to bring a microwave, however only one is recommended per apartment.

### **Candles and Incense**

Candles (including lit and unlit decorative candles) and incense are not permitted in the apartments. No-flame candle plates are also not permitted in the apartments.

### **Children**

On-campus housing is solely reserved for students enrolled at M State. Children are not allowed to reside in residential housing. Any child visiting must always have adult supervision. Babysitting is prohibited in the residence halls.

### **Compliance**

Residents are expected to cooperate fully by furnishing all the requested information and complying with all requests made by an M State official and/or Campus Life and Housing staff member. This includes, but is not limited to, providing student ID when requested, meeting with Campus Life and Housing staff members as directed, and/or completing sanctions outlined as the result of the student conduct process. Pranks, verbal harassment, swearing or any similar disrespectful behavior directed toward a staff member will not be tolerated and may lead to disciplinary action.

### **Computer Usage**

Theft or other misuse of computer facilities and resources is not permitted in the apartments. Computer labs located in residence halls are for resident use only. Wireless routers are not permitted in the residence halls.

Residents must comply with "Procedure 5.22.1, Acceptable Use of Computers and Information Technology Resources when using computer resources on the M State Campus. To view the full policy please visit:

<https://www.minnstate.edu/board/procedure/522p1.html>.

Violation of these policies may result in student conduct disciplinary action.

### **Cooking**

Cooking is prohibited in resident sleeping rooms. Cooking may be done only in kitchens in each apartment.

### **Disorderly Conduct**

Behavior that is disruptive to orderly community living is prohibited. Conduct that is disorderly or indecent, including but not limited to public urination; breach of peace; or aiding, abetting or procuring another person to breach the peace on M State housing property, is prohibited.

### **Displaying Items**

Residents are not permitted to paint, wallpaper, use stickers or decals, or otherwise modify finished surfaces in any permanent manner.

Residents are not permitted to use nails, screws or push pins (or other similar products) because those items cause permanent damage to painted or finished surfaces. Residents are permitted to use 3M-style tabs for lighter-weight posters, pictures, etc.

Nothing may be hung from the ceiling.

No banners or decorations can be hanging across hallways or entrances and exit points in the building or room.

Cut greenery, trees or branches are NOT permitted in rooms/apartments, and light strings are not allowed in hallways.

All decorations in the common area of suites and apartments must be agreed upon by all roommates.

Live decorations such as plants should be properly maintained and disposed of, or they may be removed at the resident's expense.

### **Extension Cords and Surge Protectors**

Extensions cords and surge protectors maybe used in the apartments. Extensions cords and surge protectors must be Underwriters Laboratory (UL) approved and contain a three-prong grounded plug. Extension cords and surge protectors cannot exceed 12 feet in length and should not be strung together with other extension cords (also known as daisy chaining).

### **Fire Safety**

Residents are required to immediately exit apartment building(s) when a fire alarm or smoke detector is set off. Failure to evacuate the apartment building(s) may result in disciplinary action via the student conduct process.

Smoke detectors are provided in each apartment for resident safety. Residents are not permitted to tamper with, alter, remove batteries or otherwise prevent the intended function of a fire alarm or smoke detector.

Exits or access to exits may not be blocked or otherwise obstructed with furniture, storage, displays, etc.

Failure to comply with these fire safety policies may result in disciplinary action via the student conduct process.

### **Furniture**

Furniture is provided in each apartment and must remain in the assigned space. Furniture may not be elevated.

Damage beyond normal wear and tear may result in damage charge(s) and/or disciplinary action via the student conduct process.

### **Gambling**

Unlicensed/ unapproved gambling is not permitted in the apartments.

### **Guests**

Residents are permitted to have guests.

Please note: The resident hosting a guest is responsible for the conduct of their guest and may be held accountable should a violation of the Student Conduct Code occur.

Additionally, overnight guests are limited to three consecutive nights and no more than four 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 via the student conduct process.

### **Harassment**

Harassment in any form, including but not limited to threats, demands and retaliation, is prohibited. Harassment based on race, religion, color, national origin, disability, marital status, sexual orientation, gender expression, age or any other basis protected by federal, state or local law, ordinance or regulation is prohibited.

### **Identification**

Misrepresentation or misuse of student identification is prohibited. Residents, visitors and guests are required to produce their M State ID or other picture ID (i.e., driver's license) immediately upon request to a M State official to verify their identity. Anyone who cannot show appropriate identification may be asked to leave the apartments immediately.

### **Keys**

Apartment keys and FOBs may not be loaned for another person's use. Apartment keys may not be duplicated.

### **Littering/Trash**

Improper disposal of personal trash is considered littering. Residents are responsible for the proper disposal of their trash in the dumpster located outside their apartment building. If a resident litters in a public area (i.e., hallway, stairwell, lounge) or the surrounding grounds of the building, that student may be responsible for the cost of the cleanup.

### **Lofts**

Residents are not permitted to build or bring their own lofts.

### **Noxious Odors**

A noxious odor is any smell of such intensity that it becomes apparent to others when it is too strong. Some examples are smoke from cigarettes, marijuana, cigars or pipes; perfume; air freshener; dirty laundry; and garbage (this list is not exhaustive). When the source of a noxious odor can be traced to a particular room, the occupants of that room may be subject to disciplinary action.

### **Pets**

Pets are not permitted in the apartments, however registered emotional support and/or service animals are permitted. All assistance animals must be registered with Accessibility Resources before bringing them to live on campus.

Residents found responsible for violating the Pets policy may be subject to additional cleaning charges.

### **Personal Recreational Mobility Devices**

Residents are permitted to use personal recreational mobility devices around campus (i.e., bicycles, roller skates, scooters, etc.). However, large personal recreational mobility devices (i.e., bicycles) and devices with electric batteries (i.e., hoverboards and scooters) may not be stored in apartment buildings and must be stored off campus or in personal vehicles.

Please note: M State is not responsible for any injuries as a result of personal recreational mobility device use.

## **Prohibited Areas**

Unauthorized individuals are not allowed on the roof, overhangs or awnings of any apartment building. Unauthorized occupation and entry into any apartment or resident room is prohibited.

## **Quiet Hours/Noise**

### ***Quiet Hours:***

***10 p.m. to 8 a.m. Sunday through Thursday***

***12 a.m. to 10 a.m. Friday through Saturday***

Quiet hours are established to provide periods of time during which noise and other disturbing activities are prohibited to allow residents a peaceful time to sleep and/or study. Typically speaking, noise or other disturbances should not be heard outside of an apartment door during quiet hours.

### ***Courtesy Hours – 24hr per day***

Courtesy hours are in effect 24 hours a day and require that all residents and guests keep their noise to a level that does not interfere with others. Residents responsible for excessive noise and/or disruptive behavior will be subject to disciplinary action. Sound equipment may not infringe on the rights of others. At no time may amplified sound be directed out of windows.

### ***Final Exam Week – 24hr Quiet Hours***

Starting at 8 a.m. the Sunday before Finals Week, quiet hours will be in effect until 5 p.m. the Friday of Finals Week.

## **Room Cleanliness**

Residents are required to keep their apartments clean and organized. Health and safety inspections will occur periodically and may be spontaneous. Notice of health and safety inspections will be provided 24 hours in advance.

Campus Life and Housing reserves the right to clean apartments and charge the resident(s) for the cleaning.

## **Safety and Security**

Apartment entry doors (main entrances with FOB access) are not permitted to be propped open.

Residents are expected to report any security issues to campus security and/or Campus Life and Housing immediately.

## **Solicitation/Sales**

Canvassing or solicitation of funds, sales, votes, memberships, literature, signatures or subscriptions is not permitted in the apartments. Putting “door hangers” on doorknobs and/or sliding flyers underneath doors into students’ rooms is not permitted unless approved by the office of Campus Life and Housing. The M State on-campus apartments are not to be used for any commercial purposes or selling via personal business.

## **Theft**

Theft is a violation of local, state and federal law. Residents are expected to report instances of theft to the Fergus Falls Police Department and to Campus Life and Housing.

## **Tobacco/Vaping**

The use of tobacco/nicotine products including but not limited to cigarettes, cigars, pipes, chewing tobacco, hookahs and e-cigarettes/vaporizers is not permitted in the apartments or within 25 feet of an apartment entrance.

Residents who violate this policy may be subject to the student conduct process and/or additional cleaning and damage fees.

### **Vandalism/Damages**

Vandalism, destruction, defacement and other damage beyond normal wear and tear is prohibited. Common area damages will be assessed equally to all residents residing in/using the area unless an individual or party can be identified as responsible.

Residents who violate this policy may be subject to the student conduct process and/or additional damage fees/fines.

### **Violation of Federal/State/Local Law**

Violations of federal, state, and local law are prohibited in on-campus housing and will be referred to the student conduct process for adjudication.

### **Weapons/Firearms/Explosives**

Weapons are not permitted in the on-campus apartments or surrounding areas. This includes but is not limited to firearms, ammunition, explosives, tear gas, large knives, pellet guns, wrist rockets, catapults, dart guns and other devices that propel objects through the air such as airsoft or Nerf guns. Recreational weapons such as but not limited to sling shots, electronic stun guns, pellet guns, air soft guns, water guns, etc., are not permitted on campus or in the apartments. Objects that are used in the martial arts such as nunchakus, throwing stars and bolas, and those used in hunting, such as bows and arrows, are not permitted on campus or in the apartments. Students who use an object in the form of a weapon to injure someone may be subject to disciplinary action under this policy. Campus security, Residence Life staff and/or the local police department may search a room if there is reason to believe a weapon is located in the room. Violation of this policy may result in immediate removal from campus. The only exception to this policy is legal chemical dispensing devices, such as pepper sprays, that are sold commercially for personal protection.

### **Windows**

Apartment window and/or screens may not be removed (unless there is an emergency), and residents are not permitted to access apartments via exterior windows. When not in use for air circulation, apartment windows should remain closed and locked for safety and security reasons.

## Student Conduct Code

Violations of policies included in the Campus Life and Housing handbook are violations of the Student Conduct Code.

The Student Conduct Code and related information can be found at <https://www.minnesota.edu/student-conduct>.

Policies stated in the Campus Life and Housings guidebook are an extension of the M State Student Conduct Code. Residents are required to adhere to both the Student Conduct Code and the Campus Life and Housing guidebook. Failure to comply with the policies stated in the Campus Life and Housing guidebook may be documented and referred to the Student Conduct process.

## Sexual Violence Policy

Sexual misconduct/ harassment/ violence is prohibited in on-campus housing. Residents are encouraged to report any instances(s) of sexual misconduct/ harassment/ violence as soon as possible.

More information about the Minnesota State 1B.3 Sexual Violence policy can be found here:

<https://www.minnstate.edu/board/policy/1b03.html>.

To report sexual misconduct/harassment/violence please contact any of the following individuals:

Laura Zeiher  
Compliance Officer  
218.299.6522  
laura.zeiher@minnesota.edu

Dr. Matthew Borcharding  
Dean for the School of Science and Mathematics  
218.736.1506  
matthew.borcharding@minnesota.edu

### Guidebook Updates

The Campus Life and Housing guidebook will be reviewed on an annual basis (typically in the summer) by the Director of Campus Life and Housing and/or designee.

Timely updates may be required prior to the next review period. When an immediate update is required, students will be notified via email of the associated policy change(s) 30 days in advance of the change(s).

All questions regarding the Campus Life and Housing guidebook should be directed to Campus Life and Housing office via email or phone call.

### Contact Us

For more information and to complete housing-related requests, please visit the Campus Life and Housing website at <https://www.minnesota.edu/fergusfallshousing>

Director of Campus Life and Housing  
Dave Roberts  
Phone: 218.736.1635  
Email: [campuslifeandhousing@minnesota.edu](mailto:campuslifeandhousing@minnesota.edu)

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Campus Security Officer  
Cole Stone  
Phone: 218.770.9861

Campus Security Officer  
Austin Brunkhorst  
Phone 218.770.9861