



NORTHEASTERN STATE UNIVERSITY

LIVING ON CAMPUS

RESIDENCE LIFE GUIDE
offices.nsuok.edu/housing/

Updated July 2018

About this Guide

The Residence Life Guide to Living On-Campus was created with the residential student in mind. It provides important information about living on campus, our policies and procedures, housing contract terms and conditions, and general community standards for all resident students at NSU. We urge you to familiarize yourself with this material as soon as you arrive on campus.

The Office of Housing & Residence Life and Residence Life reserves the right to change or alter any of the material presented in this publication at any time. Any such change or alteration will be preceded by written notice, and shall become effective 48 hours from the date of distribution. It is the sole responsibility of the resident to read and understand all notices. Failure to read and understand such notices shall not absolve any resident of their responsibility for complying with such changes or alterations.

About Office of Housing and Residence Life

The Office of Housing and Residence Life is a part of the Auxiliary Services Team and is a member of the Division of Student Affairs at NSU. Our office is made up of 2 essential units: Housing Office personnel and Residence Life personnel.

The standard hours of operation for the office are Monday thru Friday from 8am until 5pm. During the holidays, breaks or inclement weather, business hours are subject to change. Residence life staff are on-call after business hours between 5pm and 8am, and 24 hours a day on weekends and holidays.

All new freshman students, under 21, are required to reside in on-campus housing their freshman year (unless they have accumulated 30 credit hours). All exceptions must be granted by the Director of Housing & Residence Life or his/her designee (requests should be made before classes begin). This requirement is founded on the belief that living on campus provides students with the educational and social groundwork necessary for continued personal and academic success. You must be currently enrolled at NSU to be eligible to live in residential facilities. For any semester a student must be enrolled in a minimum of one (1) hour. If a student drops below the required credit hours, they must apply in writing to the Director of Housing at his/her designee, for permission to remain in residency. All provisions, rules, regulations and policies in the Residence Life Handbook are considered part of the housing contract and are binding on all parties.

Our Community

Mission

The Housing and Residence Life Department's mission is to providing students with a safe, comfortable and well-maintained living space in an academically and socially enriching environment. We are engaged facilitators educating the residential student population to challenge and support students towards academic and personal growth and development.

Vision

Housing and Residence Life at Northeastern State University will provide comfortable and safe living environments where students are individually and collectively challenged and supported on the path to become mature, contributing citizens in a dynamic, diverse, and global society.

Values

Care – We value care as the foundation of how we approach our work and how we treat others, including residents, guests, fellow employees and campus partners. Included is the safety and security of our facilities and services.

Community - We value opportunities for impactful learning, growth, and innovation through active and intentional development of the community.

Inclusion - We all share the responsibility of being respectful and welcoming to everyone we encounter to support cross-cultural understanding and diversity for our student population.

Leadership: We value residents' personal growth through leadership and seek to develop responsible leaders committed to the common good.

Learning: We value academic and personal success for all students. This value is exemplified through our emphasis on engagement and education outside the classroom and ensuring a dynamic residential setting where discovery, innovation, challenge and support, and respectful debate are foundations to the on-campus experience of the student.

Collaboration: We value the exchange of ideas and solutions through internal and external partnerships. This value is exemplified through the enhancement of the residential experience through training, community building, policy development, and integration of services.

Housing and Residence Life Staff

The Office of Housing & Residence Life and Residence Life staff team consists of students, paraprofessionals and professionals who are here to assist residents, students and guests. Our team consists of the Assistant Director of Residence Life, Information Systems Manager, Residence Area Coordinators, Student Hall Directors, Resident Assistants, secretaries and student assistants.

Directory Information

The office of Housing & Residence Life is open Monday-Friday, 8:00am-5:00pm for questions, concerns or assistance regarding resident applications, student accounts, room changes, etc. Any of the office staff members and the professional staff members of the Residence Life team may be reached by contacting the Housing Office at:

Office: (918) 444-4700
Email: housing@nsuok.edu

Each residence hall has a front desk or office that is open each day of the week. The hours are

posted at each desk. A resident assistant or desk attendant will be available to assist residents or guests as needed. Each residence hall or area has a Resident Assistant on Duty for assistance or in the event of an emergency Monday-Friday, 12:00am-8:00am & 24 hours a day on weekends. The residence hall front desks and on duty staff may be reached at:

Cobb Hall

Front Desk: (918) 444-6700
Mobile Duty Phone: (918) 207-5492

North Leoser Hall

Front Desk: (918) 444-7110
Mobile Duty Phone: (918) 207-2171

Seminary Suites

Front Desk: (918) 444-4708
Mobile Duty Phone: (918) 457-0669

South Leoser

Front Desk: (918) 444-7310
Mobile Duty Phone: (918) 207-2679

Wyly Hall

Front Desk: (918) 444-6850
Mobile Duty Phone: (918) 207-5533

Courtside Apartments

Mobile Duty Phone: (918) 822-5621

Family Educational Rights and Privacy Act (FERPA)

The essence of the FERPA is to give a student the right to inspect his or her education records and to protect the privacy of these records. We have provided for you general information about FERPA, NSU's FERPA policy, and answers to questions that are frequently asked by students, parents, faculty and staff.

The online Consent to Release Student Records form is the preferred and easy way to submit your consent to disclose educational records maintained by Northeastern State University.

1. Go to go.nsuok.edu, login with your NSU username and password
2. Click on **Students** tab
3. Look for section titled **Requests and Forms**
4. Choose **Consent to Release Student Records**
5. Complete all required information
6. Click Submit

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act was enacted in 1990 to protect the rights of persons with disabilities. Housing & Residence Life has several residential facilities that are ADA compliant to help students with disabilities. It is the student's responsibility to request assistance under the Americans with Disabilities Act (1990) through the Office of Student Affairs prior to enrollment or at the start of each new semester. Students must meet the federal requirements under the Americans with Disabilities Act (1990) for a qualified disability, which defines a disability as the following: "A cognitive, physical, or emotional impairment that substantially limits one or more major life activities such as working or learning." Any student requesting accommodation must submit a written request to Housing & Residence Life and the Office of Student Affairs. Students must also be able to provide valid documentation from an appropriate expert, professional or agency that:

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

Student Rights and Responsibilities

The dean of student affairs, a chief judicial officer, or a designee administers the student conduct process, which includes investigating all complaints against university students, rendering appropriate decisions, and ensuring its proper implementation. The Student Rights and Responsibilities area has the delegated authority from the dean of student affairs for the overall execution of the Northeastern State University Student Conduct Code and the Regional University System of Oklahoma Board of Regents Judicial Process. The dean of student affairs, a

chief judicial officer, or a designee, may also serve on the academic standards committee of the academic departments on campus and is available as a resource for questions related to policies and procedures affecting students and campus life.

Complaints may be filed by any member of the university community through Student Affairs, Public Safety or university administrators for non-academic matters, or from academic faculty or the dean's for academic integrity matters.

For more information on the Northeastern State University Student Conduct Code or the Student Rights and Responsibilities area, please contact the Coordinator of Student Rights and Responsibilities.

Services Available to Residents

Residential Common Areas

Each residence hall has common areas available to residents. These areas may include TVs with cable, pool tables, ping pong tables, foosball, or video gaming equipment. Furniture and other furnishings must not be removed from these locations. Removal of furniture is considered a Residence Life policy violation.

Front Desk

Each residence halls staffs a front desk as a resource for residents and visitors. Each desk provides a variety of services from general assistance to equipment available for checkout. IDs are required when checking out any equipment from your hall's front desk. Residents should utilize the front desk if they have a question, concern or emergency.

NSU Fitness Center

The Fitness Center is designed to provide NSU students, faculty, and staff with opportunities for recreation and fitness. As a resident, you are automatically granted access to the Fitness Center without an additional cost. The FIT offers state-of-the-art equipment, services, and programs to fit individual needs, as well as an indoor pool.

Parking and Traffic

All vehicles parked on campus are required to be registered with the Office of Parking and Traffic. It is important that you purchase your parking decal before the first day of classes. Parking and Traffic is located in the basement of the UC. Contact 918-444-2444 if you have any questions.

Drop Zone (Mail Services)

Mail service for the residence halls is provided by the Drop Zone, located in the basement of the University Center. Your mail will not be delivered. If you receive mail or a package, a notice will be emailed to your NSU account. It is your responsibility to pick up your mail/package at the Drop Zone. The Drop Zone also offers FAX, stamps, envelopes and full UPS service.

RiverHawk Shoppe

Located in the University Center, the RiverHawk Shoppe and bookstore, operated by Barnes and Noble, offers student many convenient supplies, textbooks and RiverHawk gear. The RiverHawk Shoppe also offers several textbook options which include rentals, e-books, new or used selections.

HawkReach Counseling Services

HawkReach Counseling Services offers free confidential counseling to all enrolled students. Office Hours are Monday through Friday, 8:00 am to 5:00 pm. Please call (918)-444-2042 for more information. HawkReach Counseling Services is located in the Leoser Complex just north of the Housing office.

Emergency Procedures

All residents are required to follow the Residence Life emergency procedures. Awareness of your environment and taking precautions is necessary for your personal safety and the safety of your fellow residents. It is important that you familiarize yourself with the emergency and evacuation plans.

Fire Safety

Here are some tips to make your room safe from fire:

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

Fire Alarm Evacuation

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

HALL	EVACUATION LOCATION
Cobb Hall	Front exit- 2 nd century square; Fire escapes- Baseball Bleachers
North Leoser Hall	NWL- 2 nd century square; NL/NEL- Baseball bleachers
Seminary Suites	Redman Heritage Wall or sidewalks or Optometry bldg. sidewalks
South Leoser Hall	SWL/SL- 2 nd century square; SEL- Baseball bleachers
Courtside	Tennis courts
Wyly Hall	West exit- CCF sidewalks; East exit- Baseball bleachers

Your Resident Assistant (RA), Student Hall Director (SHD), and Area Coordinator (AC) will be helping to evacuate the building while UPD notifies the fire department. Report any missing person to your hall staff. Failure to evacuate will result in disciplinary action. Causing a false fire alarm will result in disciplinary action and assessment of any fines incurred by the University as a result of the false alarm.

Tornado & Severe Weather Policy

When severe weather approaches, UPD monitors meteorologist reports, civil defense information and the local radio. UPD will contact residence hall staff if the determination is made that students need to begin to take cover.

If you are in the residence halls and hear the civil defense sirens or are asked by a residence hall staff member to begin taking cover, you need to make sure that you are wearing shoes, have your ID and keys with you, secure your room and move to the lowest area in your building. Residence hall staff members will direct you to the shelter area in your hall. There are several shelter areas on campus if you are between buildings. The University Center and Business and Technology all have basement shelters.

UPD will notify the campus community that severe weather has passed and that it is safe to leave the shelters by making an “all clear” announcement over the public address system. Please follow these guidelines and procedures if severe weather occurs. Obstruction of staff ability to perform duties will result in disciplinary action

Shelter in Place

Shelter in Place is the practice of evacuating students to a safe location within the residence hall or building in the event that a storm, tornado or other natural/man-made disaster presents a danger to students that prevents them from safely moving to a designated shelter. The Shelter in Place location should be identified within each building and should have the following characteristics:

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

HALL	SHELTER IN PLACE
Cobb Hall	First Floor Suites
North Leoser Hall	Central Hallway “Mile of Tile”
Seminary Suites	First Floor Apartments
South Leoser Hall	Central Hallway “Mile of Tile”
Courtside	First Floor Apartments
Wyly Hall	First Floor 101 Quad

Residence Life Procedures

Abandoned Room & Unclaimed Belongings

If hall staff ascertains that you are no longer living in your room, an attempt will be made to contact you. After 48 hours, your belongings will be packed and all non-perishable items will be placed in storage at your expense. You will be charged for the cost of packing and storing your belongings. If your belongings are not claimed within 15 days, they will be discarded or donated.

Assignments

Priority for room assignments is based on the date that your housing application is received. Room requests cannot be guaranteed. An early contract is the best security for a specific space. All rooms are assigned as double occupancy with the exception of Seminary Suites. Requests for room changes are accepted at any time but are not fulfilled until space permits. Those requests are available in the Housing Office.

Housing & Residence Life reserves the right to alter room assignments and/or special interest floors at any time. If the semester has begun, Housing will give five (5) days written notice. If you do not occupy your assigned room on or before the first day of classes, the space may be assigned to another student.

Banners & Posters

Recognized student groups and organizations may submit posters, flyers, and/or banners to the Housing office to be distributed and hung by residential life staff with approval from the Office of Student Affairs and Housing & Residence Life. Posters placed in residential facilities cannot advertise alcohol, drugs or illicit material. Posters not submitted to the Housing Office are subject to removal and the responsible student or group may lose privileges to post material in the residence halls.

Breaks & Vacations

Housing & Residence Life contract include all breaks, with the exception of Winter Break. To stay on campus, at an additional charge during Winter Break, you must be enrolled for the following Spring semester in order to be eligible to stay on campus.

To stay in the halls over a break, you must register online prior to the beginning of break. Residents will have their card access to their buildings shut off during days they are not going to be in the building over break. Dining services are extremely limited and, on occasion, not available during breaks. Signs indicating available food services will be posted prior to each break. Break residents are to follow all regular hall policies and break policies. Break policies include:

1. For security reasons, no visitors are to enter any of residential facilities during break without prior authorization.
2. Any student found staying in the halls without authorization will be charged accordingly and could face other disciplinary action.

Cable Toggles

In Cobb residents may receive a cable toggle. If you have one that is faulty or broken, contact your hall's front desk or the Housing Office to exchange for a working unit (bring the malfunctioning toggle with you). If you damage the cable toggle, contact your RA to request a new one. Housing will have to purchase the unit and the responsible student will be charged for the cost of the replacement.

Checking In

When you arrive to your new residence hall, please stop at the front desk to begin the official check-in process. During Move In Day, your check in location may change. An RA will provide you with your keys and will provide you directions on how to complete. Before moving your belongings, to thoroughly inspect your room. List all existing damages on the room condition report, as well as any necessary maintenance. The listing of damages is very important, as you will be responsible for any damages found at the time of your check-out.

Complaints

Any person may file a written complaint against any student for violations of Residence Life policies. Complaints should be submitted in writing to the Housing Office. All complaints should be submitted as soon as possible after the event takes place or as soon as the complainant becomes aware of an incident, preferably within 48 hours.

Equipment

Equipment is available for personal or public use and can be checked out at the front desk in each hall. The equipment may vary from hall to hall. You must leave your ID at the front desk while using the equipment. All equipment must be returned before the desk closes. Vacuum cleaners will not be loaned out after 10:00 p.m. due to the quiet hours policy. Any replacement costs of damaged equipment due to mishandling will be charged to the student. Failure to return equipment will result in replacement cost charges and/or other disciplinary action.

Floor Meetings

At the beginning of each semester and periodically throughout the semester, all residents are required to attend any mandatory floor meeting scheduled. At these meetings, important information will be shared to the residents such as policies, procedures, housing reapplication, etc. Students with schedule conflicts must contact their RA at least 24 hours in advance before missing the meeting. Not all absences are automatically excused from the meeting and make up meeting may be scheduled. Failure to attend the mandatory floor meeting may result in disciplinary action.

Improper Check-Out

Proper check out is defined as removing all possessions, cleaning the room, returning room and mailbox key(s), completing a forwarding address form and a survey, and signing the information card. Failure to check out of your room properly will result a fine of \$75 with an additional charge for a lock change if the keys are not returned within 48 hours of the check out.

Lock Outs

If you are locked out of your room, floor or building, contact an RA or the Housing Office. You will need to show identification, and your residency will have to be verified. You must present staff with your keys once staff allow you into your assigned room. Your first lockout is free. Any additional lock out after your first will result in a charge of \$10 per lockout. If you accumulate 5 or more documented lock-outs per semester, disciplinary action will follow.

Lounges

Each residence hall has a main lounge area which can be used for hall activities or just visiting with family and friends. Most lounges are equipped with cable television, study areas, lounge furniture and recreational equipment. All housing policies are in effect in lounge areas. Residents may reserve a hall lounge for meetings, social gatherings, or activities with approval by the Area Coordinator. Housing reserves the right to deny the use of the lounge to individuals who do not followed these guidelines.

Maintenance & Custodial Services

Department of Facilities Management schedules and completes repairs as needed. Problems in your room or problems that you observe in public areas should be reported by completing a work order. Emergencies should be reported via calling the RA on Duty or the Office of Housing & Residence Life immediately. In the event an emergency repair is needed when the Office of Housing & Residence Life is closed contact the RA on Duty. When repair needs are reported to the Office, a maintenance work order is submitted to the Facilities Management. While every attempt is made to respect residents' privacy, by reporting a maintenance need in your space, residents are authorizing access by Facilities Management staff.

Pregnancy

Students who are pregnant are afforded certain rights but are required to contact the Assistant Director of Residence Life for information on appropriate accommodations.

Room Changes

If you need to change rooms or halls, contact the Housing & Residence Life Office. Room change requests are accepted through the first 2 weeks of classes. Room changes will not be acted upon until space is available. After the first 2 weeks of classes, room change requests are not accepted unless an emergency arises. If available, you will be notified and given 48 hours to complete the move to your new room. After 48 hours, you will be charged rent for both rooms until you complete your move and turn in the keys from the old room. Any resident who demonstrates consistent inability to get along with their assigned roommate will be subject to disciplinary action and/or paying for a private room.

Room Consolidation

In order to reduce the number of rooms or suites that are not at full occupancy, assignments will be consolidated when vacancies occur. This may require a student to move from an originally assigned space. This policy will be in effect through the first 6 weeks of classes or as deemed

necessary by Housing & Residence Life or Administration. The University reserves the right to consolidate residents onto different floors of a building, if it is in the best interest of building occupancy and safety considerations. The University will make a reasonable attempt to accommodate room requests for double occupancy, but reserves the right to assess additional fees for single room occupancy if you refuse to accept a new room or new roommate. Depending on the demand for space during each semester, you may be given an opportunity to switch to private occupancy if you are without a roommate. If you do not find a roommate on your own by the deadline given, you will be placed in a lottery to determine your new roommate(s) and who will be required to move. Housing & Residence Life does not require your permission to assign a roommate to you.

Room Condition Reports

At check in, residents will need to complete their room condition report (RCR). RCRs allow residents to report any damages or issues upon check in. It is not mandatory that a resident complete their RCR but it is highly encouraged. Damages or issues found at checkout, not reported on the RCR may be charged to the resident(s) of the room, suite or apartment. To complete the RCR for your assigned you, log in to your housing portal from the housing webpage. Under “Other Items”, the room condition report is listed. Clicking on this link will take residents to an short information page then to the RCR reporting page. Residents may add their own notes or photos to the RCR. The due date or closing date for RCRs is one week after classes begin or 7 days after a room change.

Room Entry

NSU understands a student’s desire for privacy and takes reasonable steps to protect this privacy. It is, however, occasionally necessary for the University to exercise its contractual right to room entry. A preventative safety inspection for each resident’s room will take place at least once each month. Residents will, to the extent practicable under the circumstances, be given advance notice that Health and Safety Inspections will be conducted during the semester. The established procedures are designed to ensure reasonable, restrained use of the right of entry. Authorized university personnel may enter a student's residence hall room or suite without permission for the following reasons:

1. To provide routine maintenance
2. To provide routine inspections to ensure that residents are following health, fire, and safety regulations
3. To turn off an alarm, stereo, television, or other item that has been left unattended and is causing a disturbance
4. To respond to emergency situations; e.g., situations which threaten the health and/or safety of room occupants, and situations which require immediate maintenance to prevent property damage or immediate action to correct the health, fire and/or safety risk
5. When there is reason to believe that a violation of university policy is taking place in the room and occupants in the room do not open the door when requested to do so.

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

1. University Police.
2. Full-time members of the Housing and Residence Life staff, including maintenance and custodial personnel.
 - o In non-emergency situations, prior authorization must be received from a full-time professional staff member in the Office of Housing & Residence Life.
 - o Unless circumstances prohibit, two staff members should be present when using the master key to enter a student's room.

Student Holds

Housing & Residence Life reserves the right to place a hold on your NSU student account including but not limited to the following circumstances:

- Outstanding balance
- Abandoned room
- Failure to turn in keys upon check out
- Disciplinary action or incomplete sanctions
- Failure to provide documentation requested for determination of residence status

Withdrawal from the University

If you withdraw from the University, you must vacate your room within 48 hours of the official withdrawal. You must turn in your room keys and check out properly. Otherwise, room charges will continue until these requirements have been met. It is imperative that room keys be turned in before you leave. If you do not vacate your space within 48 hours after your withdraw, additional charges may apply.

Residence Life Conduct Policies

Housing & Residence Life strives to keep you informed of all current residential life policies. Residents must also abide by the Student Conduct Code which is available on the NSU website.

Additional Locks

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

Alcohol

The use, possession, manufacturing, distribution and/or being under the influence of alcoholic beverages except as expressly permitted by law and/or University policy is prohibited. This includes, but is not limited to, having alcohol or being under the influence of alcohol in the residence halls. Being under the influence includes, but is not limited to: acting noticeably out of character, impaired motor skills, or otherwise disorderly or belligerent conduct.

Alcohol Paraphernalia

Possession of alcohol paraphernalia (including, but not limited to, empty alcohol containers or decorated alcohol containers) is not permitted in the residence halls.

Bicycles & Motorbikes

Bike racks are available near most halls. You are encouraged to keep your bike securely locked. Bicycles may be stored in bike racks or in your room (with the consent of your roommate). Bicycles parked in inappropriate areas will be removed and turned over to University Police. No motorcycles, mopeds, or devices with a gasoline engine are allowed in the residence halls. NSU is not responsible for lost or stolen property.

Card Access

All traditional residence halls are equipped with electronic card access. Residence hall access is limited to the students residing in that residence hall only. Do not loan your ID to anyone.

Children & Babysitting

Non-students under the age of 18 are not allowed in residence halls unless accompanied by a parent or guardian. Regardless of the reason, visits from young children are to be short, 1 hour or less, even when accompanied by a parent or guardian. Babysitting is not allowed in residence halls.

Cleanliness Standards

When checking in, the University agrees to provide, and the resident agrees to maintain, the assigned space and all public areas on the immediate floor, suite or quad in a clean, safe and sanitary condition. You are responsible for keeping your room in a clean and sanitary condition after you move in. There must be a clear path across the room to the exits of the room, suite or apartment. Failure to maintain a reasonable level of cleanliness in your room and your person

can result in cleaning charges, possible disciplinary conduct, and/or possible termination of your housing contract.

Damages

Residents of each room/suite/apartment are responsible for keeping the premises and its contents in good order and free from damage, both by themselves and their guests. Residents understand and agree that they are responsible for the replacement/repair costs of any damages that may occur to the room and/or its contents. The cost of damages within a room or suite will be divided among all students residing there unless it can be determined, specifically, who is responsible for the damages. Additionally, damages caused to public areas (i.e. kitchens, lounges, hallways, living rooms, commons building or bathrooms) will be assessed to all residents of that suite, floor, hall or building when the specific individual or group responsible cannot be identified.

Disorderly Conduct

Conduct that is disruptive, lewd or indecent, a breach of peace, or which aids, abets, or encourages another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the University community. May also include participating in or hosting parties or gatherings that disturb the peace and/or violate law and/or police.

Dress and Appearance

It is assumed that students who attend NSU will exercise mature discretion in regard to their personal appearance and hygiene. In accordance with State Health code, students shall not be shirtless and/or barefoot in public areas such as the building lobbies, lounges, hallways or stairwells.

Drugs and Paraphernalia

The use, consumption, possession, manufacturing, distribution and/or being under the influence of any controlled substances except as expressly permitted by law and/or University policy is prohibited. Possession of drug paraphernalia and the inappropriate use or abuse of prescription or over-the-counter medications is also prohibited.

Failure to Comply

Failure to comply with reasonable requests or directions of University officials or law enforcement officers acting in performance of their duties.

Fire Alarm Systems & Equipment

The halls are equipped with a fire alarm system consisting of a control panel, alarmed fire exits, alarm pull stations, smoke detectors, heat detectors, and/or sprinkler pipes. Tampering with safety equipment (including AED stations) is a violation of State law. Hanging any item from a sprinkler head or pipe is also prohibited. Smoke detectors will be inspected periodically by residence life staff. Removal of the unit batteries or the unit itself or tampering with the detector in any way will result in disciplinary action. Use of fire escapes, except under emergency conditions, is prohibited.

Fire Drills

In compliance with state fire laws and for your own safety, fire drills will be conducted each semester in each residence hall. You will be given instructions on fire safety before drills are performed at your first floor meeting. It is mandatory that all residents participate in a fire drill. Failure to do so will result in disciplinary action. Please refer to the Emergency Procedures section for information on evacuation locations.

Fire Safety (Appliances)

When using appliances in the residence halls, please follow the manufacturer's safety precautions. Be sure to unplug appliances when you are not using them. Do not overload circuits or extension cords.

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

Appliances- The only appliances allowed in the residence halls are low-wattage microwave ovens (1000 watts or less), compact refrigerators (3 cu.ft or less.), appliances with self-contained heating elements (coffee makers, crock pots, rice cookers) and other appliances such as irons and hair styling tools. All appliances must be UL-approved. Appliances not allowed in the residence halls include, but not limited to, space heaters, lava lamps, halogen lamps, toasters, toaster ovens, George Foreman Grills, hot plates, or any appliance with an open heating element. Any appliance that causes a false fire alarm will be subject to removal as well as the resident facing disciplinary action.

Fire Hazards- No materials, liquid or otherwise, of an explosive or combustible nature shall be kept in the residence halls. Candles, Oil Lamps, Incense, Gas/Fuel or other substances is not permitted in residence halls. Fireworks/firecrackers are not permitted on campus in any form. Halogen, Neon, and Lava lamps are not permitted in the halls. Only artificial, flame-retardant Christmas trees are permitted. Electric Christmas lights must be UL-approved.

Ground Regulations- In accordance with fire safety regulations, stairwells, and hallways must be kept free of furniture, bicycles, trash cans, debris or other obstructions at all times. Keep breezeways and entries uncluttered at all times. Do not store personal property in the breezeways or entries at any time. The path of egress must be kept clear at all times. Do not place cords or wires under rugs. Do not hang items from the sprinkler pipes, heads or smoke detectors in your room.

Food & Waste Disposal

Leftover food should be disposed of in the trash cans or dumpsters where provided. Disposal of food items in sinks or toilets is not permitted as it may cause clogged plumbing, flooding or facility damage. Any items left in the bathrooms or sink areas are subject to removal. Dirty dishes will be disposed of in the trash if left in public areas. Students who fail to uphold the cleanliness standards of community living will be subject to disciplinary action. All student rooms are subject to random and scheduled Health and Safety inspections.

Furniture

While additional pieces of furniture may be brought into residence halls as space allows, university-owned furniture may not be removed from the room, lounge, or suite for any reason. If the furniture is lost, you will be charged the cost of replacement. If you are found responsible for removing university-owned furniture and it cannot be recovered, you will be charged for the cost of replacement. Community furniture must remain in the community area and should never be in residents' rooms. Residents found with community furniture in their room will have disciplinary action taken.

Guest & Visitation Policy

A guest is defined as a person who does not live in the residence hall room, quad, wing, suite, or residence hall they are visiting. This includes other students, residents, friends, parents, siblings, or other relatives of the residents of that room. Violating a roommate's or suitemate's right of entry into the room, or hindering a roommate's/suitemate's ability to study and/or sleep in their room, or feel safe in their room (because of a guest's presence) is considered a violation of guest privileges.

Host Responsibility- Hosts are responsible for the activities and behaviors of their guest(s) at all times and are obligated to inform the guest(s) of all University and residence hall rules and regulations. Any violation of any rule or regulation by a guest may result in disciplinary action being taken against both the host and guest. Visitors under the age of 18 will only be allowed under limited circumstances (see the Children and Babysitting clause). Each resident is allowed up to two (2) guests at a time in their assigned room.

Escorting Guests- For safety and security purposes, guests in a residence hall must be escorted at all times by a resident of the building (host). Residents must escort all guests into and out of the building. Residents must remain with all guests at all times. Guests left unattended or found to be unescorted may be documented and escorted out of the building. Residents should never agree to escort a person they do not know personally. This includes opening the door to allow unknown visitors to enter a residence hall.

Overnight Guests/Cohabitation- Arrangement for all non-resident overnight guests must be approved. Cohabitation is defined when a person who is not assigned to a particular residence hall room or suite but uses that room or suite as if he/she were living there. Cohabitation is not permitted. You are limited to nine (9) guest nights per contract period (academic year). Guests are limited to no longer than a three-day stay. Guests may not "room hop" throughout the semester. If you allow an unregistered person to occupy your room disciplinary action will be taken. Any guest found staying in a resident's room for longer than the designated time may be banned from visiting that hall and the resident may lose guest privileges. Anyone found to be squatting will face disciplinary and/or legal action.

Hall & Room Safety

Residents are encouraged to familiarize themselves in their new surroundings. Here are a few rules to keep yourself and your fellow residents safe:

- Never prop open or unlock a room, hall, suite or quad doors. This is a violation of hall security and can result in disciplinary actions. Any door found open or unlocked, will be locked and closed by a staff member. The responsible residents will receive one warning about leaving the door open or unlocked. Any door found open or unlocked after that will result in the \$10 lockout fee each time. If you accumulate 5 or more documented opened doors per semester, disciplinary action will follow.
- All residents are required to keep their room/suite doors locked at all times. Not doing so is a violation of hall security and can result in disciplinary actions.
- Carry your keys at all times.
- Do not give anyone your room key.
- Do not mark your key with your hall and room number.
- If you receive obscene or irritating phone calls, contact UPD immediately.
- Keep your doors and windows locked.
- Never leave your belongings unattended in public areas or the laundry area.
- Keep money, ID card and other valuables concealed.

Improper Check Out

When vacating the room at the end of the academic year, each resident is required to properly check out of their residence hall using the following procedures. Sign up for a check-out time with your RA at least 24 hours in advance. During end-of-the-year finals, the RAs will post time periods when they are available for check-outs. The room is to be returned to its original condition. Cleaning is to include vacuuming carpet, sweeping floors, dusting furniture, disposing of all trash, and wiping down showers, sinks, and toilets. A cleaning fee may be assessed for rooms that have not been cleaned or returned to their original condition. Bathrooms, foyers and living rooms that are not cleaned will result in a cleaning fee that will be assessed to each person living in the suite, regardless of who was the first or last to vacate. At your checkout, you will be required to return all keys, toggles or items checked out to you. Complete a change of address card and visit your room with the RA. Detailed procedures will be posted at each hall during checkout times. Failure to check out of your properly and on time may result in \$75 improper checkout fee.

Keys

You will be issued keys when you check into your residence hall. In most cases, this key will work in your room door and your mailbox. Residents in some areas may be issued a second key which will open the floor door and/or mailbox. Do not loan out your keys to anyone. Do not duplicate your keys for any reason. If your keys are lost or stolen, A temporary key may be issued to a resident for a period of seventy-two (72) hours. If the temporary key is not returned by the end of this period, the door locks may be changed automatically and charged to the resident. For stolen keys, a report from appropriate law enforcement is required to avoid the charge. Tampering with or destroying these locks may result in disciplinary action.

Lasers

Laser sights and laser pointers are prohibited in or around residence halls.

Laundry

Residents are responsible for maintaining a clean and working laundry facility. Use by non-residents is strictly prohibited. NSU is not responsible for lost, stolen, damaged, or otherwise unattended items. Laundry left after 15 minutes will be removed by staff. Washer items will be moved to an empty dryer and dryer items will be moved to the lost and found box. The public lost and found boxes in the building's laundry room are emptied on the first and third Monday of each month.

Loitering

Loitering is not permitted around entrances and other public areas, including the front desk area, or under residence hall windows. Loitering is not permitted in the event of an emergency or incident involving law enforcement. All loiters will be asked and required to leave the immediate area.

Misuse of Residential Facilities and Equipment

Public restrooms, computer labs, laundry room machines, swimming pool & volleyball court in Seminary Suites must be used in the fashion for which it was intended and residents are expected to follow the rules for these facilities. Removal of university property from designated areas is not permitted.

Offensive Odors

An offensive odor is any odor or aroma of such intensity that it becomes apparent and is offensive to others. Some examples are: perfume, air freshening spray, poor hygiene, smoke, large amounts of dirty laundry, or decomposing trash or food products. Similar to the cleanliness policy, you are responsible for keeping your room in a clean and sanitary condition after you move in. Failure to maintain a reasonable level of cleanliness in your room and your person can result in cleaning charges and/or possible disciplinary conduct.

Passive Participation

Passive participation includes, but is not limited to, the following: complicity in the violation of a policy such as when a student is present for or aware of a violation of policy but takes no action to confront, prevent, or report the violation to a university official or a failure to intervene as a bystander to an incident involving a violation of University policies.

Pest Control

Housing & Residence Life works with Facilities Management to provide pest control services. Pest control treatments are done periodically throughout each semester, usually 8-10 weeks apart. These treatments are mandatory and cannot be refused by residents. Students who believe they may have a pest issue, of any kind, should report immediately to Residence Life staff, so treatments can begin and the impact to others may be reduced.

Pets

With the exception of fish, no pets are permitted in residence halls. Aquariums may not exceed 10 gallons. Anyone found with a pet that is not a fish can face disciplinary action which may include charges for any damages caused by the pet. The animal may also be confiscated and turned over to animal control or the animal shelter. For Service Animals or ESA regulations, please visit the Housing website or contact the HawkReach Counseling Services.

Quiet Hours & 24 Hour-Consideration Policy

Quiet hours are from 10:00 p.m. until 8:00 a.m. daily and apply to all residence life public areas and rooms, including indoor and outdoor public areas outside of residence facilities. During quiet hours, noise should not be heard outside of your room. Hours are extended to 24 hours a day during finals week. The residence halls have courtesy hours 24 hours a day. Noise should be kept at a level that does not infringe on the rights of others to sleep or study in their room.

Room Inspections

During vacation periods and monthly throughout the semester, health and safety checks are conducted to ensure that the residents' space apartment is in a safe condition. In most cases, notice is posted at least twenty-four (24) hours in advance. Policy violations noticed in plain view of rooms, apartments, and/or common areas will be documented.

The smoke detector will be inspected to ensure it is in working order. The room will also be checked for general cleanliness. In preparation for health and safety checks, residents should clean their entire room/apartment, including common areas and bathrooms, and take out their trash. If the room/apartment is deemed unsanitary, the resident will have 24 hours to 3 days, depending on the issue, to remedy the situation; a staff member will follow-up with the resident(s). If the room/apartment has not been cleaned during the allowed three (3) days, then the responsible resident(s) may face disciplinary action and/or a fine.

Room Personalization

We encourage you to make your room as comfortable as possible and to decorate it so that it reflects your personality while keeping your roommate's taste in mind. To avoid damages to the room and/or furniture, there are guidelines to be followed when personalizing a room. Any damage, even minor paint damage, will be charged to the resident for repair. Detailed guidelines are available on the Housing website but here are some basic guidelines to follow:

- Cobb and Seminary Suites residents may use pushpins in their room. No more than 8 pins per resident may be used. Ex: 2 poster requires 4 pins each, no more items may be hung.
- All other residence halls may use painters tape, wall putty or 3M hanging strips to hang items.
- Because of the extreme weight and the potential for water damage, waterbeds are not allowed in residential facilities.
- Beds may not be placed on cinder blocks; cinderblocks are not allowed in the halls.
- You must use existing furniture; you may not use University provided lounge furniture in your room; however you can bring in personally owned furniture such as a coffee table, small entertainment center, etc.
- Do not place furniture in the room that will block an exit or create an egress issue.

- Safety policies do not allow residents to hang flags, nets, banners, etc. from the ceiling.
- Due to the difficulty in removal, wallpaper and contact paper are not allowed.
- Do not use duct tape on the walls or furniture.
- Painting your room is not permitted.
- If your room is in need of painting, please submit a work order. Students who paint their rooms without authorization will be charged for the cost of restoring the room to its original color.

Running & Roughhousing

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

Soliciting

Door-to-door solicitation is not permitted in the halls, public areas within the halls or areas immediately outside the halls. Student Organizations wishing to hang flyers must get them approved with Student Affairs and submit them to the Housing Office to be posted.

Sports & Recreation Equipment

Metal tipped darts and dart boards and exercise equipment, and other items typically used in a fitness setting are not allowed in the halls because of the damage they can potentially cause. Weights under 25lbs may be used and/or stored in your room. No more than 50 lbs is allowed in a room. Use of other items such as jump ropes, kiddie pools, bikes, rollerblades, skateboards, go karts and/or scooters are not permitted in residence halls.

Student IDs

Students must carry their NSU identification card with them at all times. Anytime University staff member asks to see a student's I.D. card, they must show it. Failure to do so is a policy violation and may result in disciplinary action.

Tobacco

Northeastern State University is designated as a tobacco-free environment. Smoking and the use of all tobacco products are prohibited. Tobacco "use" is prohibited in personal vehicles and all vehicles owned, leased, or under the control of Northeastern State University, the State of Oklahoma and all its agencies and instrumentalities including those that provide public transportation. Possession of tobacco products does not constitute "use". Tobacco use includes, but is not limited to, the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device or the use of smokeless tobacco including snuff, chewing tobacco, smokeless pouches, or any other form of loose-leaf, smokeless tobacco and electronic nicotine delivery devices. Littering the campus with the remains of tobacco products or other disposable products is prohibited.

Trashing

Residents must take trash to the nearest dumpster located around the exterior of each building. Trash should not be left in hallways, stairwells, common areas, or bathrooms of any residence hall. Leaving trash on landings and stairwells of Seminary Suites is prohibited to avoid animal control problems. Items such as, but not limited to, cardboard, furniture, and other unwanted items, especially those contained in boxes or bags, are considered trash.

Trashing includes but is not limited to:

- Throwing anything out of a window.
- Leaving trash anywhere in or outside residence hall (except in a trash receptacle).
- Sweeping out a room and leaving the debris in the hallway.
- Water and shaving cream fights/throwing of water balloons.
- Leaving personal items or trash in restrooms and lounges.
- Inhibiting custodial staff from cleaning the public areas.

Unauthorized Moves

Changing rooms with another resident without going through proper channels, moving into another room without authorization or subletting a room to a non-resident can result in disciplinary action and additional room charges. If the unauthorized move occurs, you will be required to move back to the original room assignment.

Violation of Hall Security

The State Fire Code stipulates that room doors, quad/floor doors, suite doors and fire escape doors must remain closed and locked at all times. Anyone who props open a room door, floor/quad door, suite door, fire escape door, or unlocks any door without authorization may face disciplinary action. Propping open a door is defined as using an object or device to force the door to remain open. Anyone who allows someone to gain entrance to the building through a window, who purposely leaves a window or door open for exit or entry, or who gives their key or ID card to another is violating hall security.

Weapons

The possession of firearms, fireworks, explosives, weapons or imitation of weapons including but not limited to bows, knives, or guns by faculty, staff or students is prohibited on campus. Small kitchen cutlery or blades 3 inches or smaller are allowed.

Window Air Conditioners & Water Coolers

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

Residence Life Conduct System

Any residential student potentially involved in any residence life or student code of conduct violation, will be subject to the disciplinary procedures outlines in the current NSU Code of Student Conduct, Article III.

Sanctions

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

Administrative Room Change- The respondent is reassigned to a new room and/or residence hall and the student's privilege of choosing their room is revoked. The student is then banned from the building/room from which they were removed. Notification of the new room assignment will be made in writing and the respondent granted at least 48 hours to complete the move.

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

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

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

*Reflection/Research Paper-*Residents may be required to complete a paper in reflection of the policy violation.

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

Residence Halls Review and Probation- Residence Hall review and/or probation is a specified period of observation and review. The student may continue to reside on campus but is notified in writing that his/her behavior was unacceptable. In addition,

Residence Hall Probation means a student is ineligible to hold an elected or appointed office in any affiliated residence hall organization. Future violations of the University or residence hall policies could likely result in eviction from housing.

Right of Privacy & Investigation of Student Conduct

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

- A valid search warrant is obtained by a law enforcement officer.
- There is probable cause and/or reasonable grounds for university officials to believe that the room in question contains evidence of the commission of a crime. Residence life staff is authorized to enter a room to inspect for violation of university rules or policies, but they must have reasonable grounds to do so.
- There is reason to believe that the resident is in danger and needs assistance.
- Entry for visual inspection of rooms for fire, health, safety and security standards or general maintenance and inventory may be permitted by the Assistant Director of Residence Life or his/her designee as deemed necessary.

Conduct Conference Process

As a student at NSU, you have both rights and responsibilities. A student's most essential right is the right to learn. The University has a responsibility to provide for that right, and you have a responsibility to respect the rights of others. Housing policies are developed with this premise in mind. When a resident is documented for a residence life violation, they will go through the student conduct process where your rights and responsibilities will be conveyed. For many potential violations, there are one of three methods by which to hear the case:

- Letter of clarification: clarification of policy
- Administrative Hearing: to be heard by a Residence Life staff member
- Referral to [Student Affairs](#)

Appeals

Hearings are heard by the Assistant Director of Residence Life. Grounds for appeal include:

- New evidence that was not available at the time of the hearing
- Sanctions were excessive for the violation
- Right to due process was violated

Please note that all appeal decisions are final.



NORTHEASTERN
STATE UNIVERSITY

Housing & Residence Life
622 N. Lewis Ave
Tahlequah, OK 74464

p. 918-444-4700
f. 918-458-2321
housing@nsuok.edu

Gather here, go far. Live here, go further.