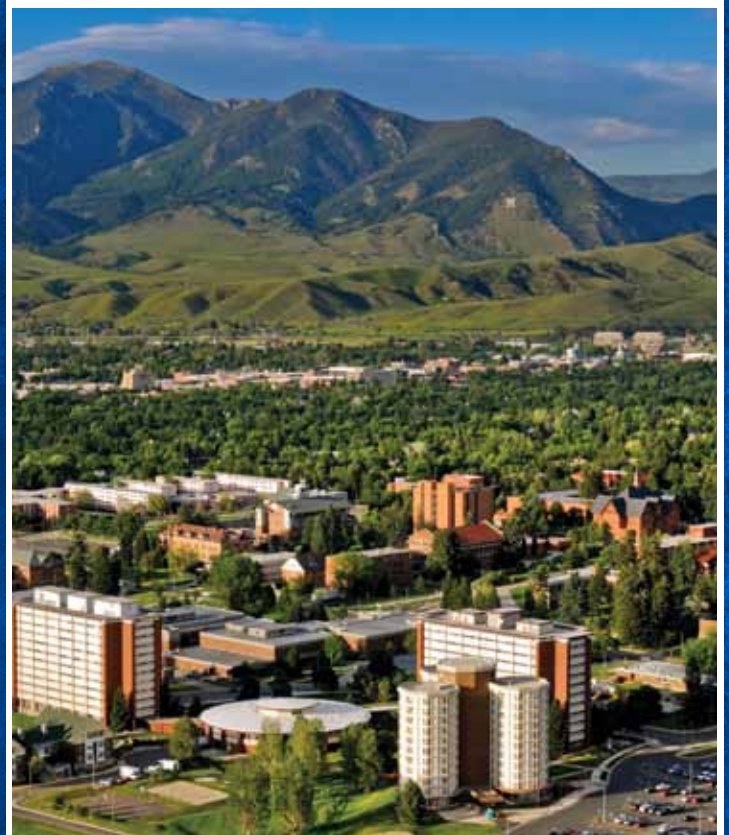




RESIDENCE HALL HANDBOOK

2011-2012



Frequently Used Phone Numbers

ASK US4636 (INFO)
ASMSU	2933
Bookstore	2811
Business Office	2701
University Police (for Emergencies / open 24 hours a day).....	2121
Convenience Store	
North Hedges	3353
South Hedges	7227
Crimestoppers	586-1131
Exponent2611
Financial Aid2845
Food Services	
Hannon4260
Miller4270
Harrison4262
Meal Pass Office.....	.4961
Hannon Hall Desk2821
Hapner Hall Desk3101
Health Service2311
Interhall Residence Hall Association.....	.6RHA
Johnstone Hall Desk.....	.3481
KGLT3001
Langford Hall Desk3291
North Hedges Hall Desk3131
Operator, Campus0
Quads (through Hannon Desk)2821
Registrar2601
Residence Life and University Food Services2661
ResNet Helpdesk1929
Road Condition Report	800-226-7623
Roskie Hall Desk3581
SOB Barn/Outdoor Recreation3621
South Hedges Hall Desk3281
Student Affairs (Dean of Student's Office)2828
Student Employment Office4353
SUB Main Desk3081

2011–2012 Academic Calendar

FALL SEMESTER 2011

August 12	\$40 Late Fee Assessed, classes dropped for unpaid, registered students.
August 24	Residence Halls open, 9 a.m.
August 24–26	Fall Orientation and Registration
August 29	8a.m. Classes Begin
August 29–September 2	Add Classes
September 5	Labor Day
September 19	Last Day to Drop Courses (without grade)
September 19	Withdrawal Allowed, No Refund
September 26–October 1.....	Homecoming – GO CATS!
October 14–16	Parents Weekend
November 11	Veterans' Day Holiday
November 21–December 16	No Course Withdrawal allowed
November 23	Residence Halls Close, 5 p.m.
November 23–27	Thanksgiving Break
November 27	Residence Halls Open, 12 Noon
December 12–16	Final Examinations
December 16	Fall Semester Ends
December 17	Residence Halls close, 12 Noon

SPRING SEMESTER 2012

January 8	Residence Halls open, 12 Noon
January 10	Fee Payment for Spring
January 9–10	Spring Orientation and Registration
January 11	Classes Begin
January 16	Martin Luther King Holiday
February 13	Presidents' Day Holiday
March 10	Residence Halls close, 12 Noon
March 10–18	Spring Break
March 18	Residence Halls open, 12 Noon
April 6	University Day Holiday
April 30–May 4	Final Examinations
May 5	Commencement
May 5	Residence Halls close, 12 Noon

PLEASE REFER TO "SCHEDULE OF CLASSES" FOR FURTHER INFORMATION.

Welcome—or welcome back—to the Montana State University-Bozeman residence halls. The Residence Hall Handbook is prepared to acquaint you with the general information, housing regulations, and services available to you as a member of the on-campus community. If you have any questions or concerns after reading this publication, please contact your Resident Advisor, the Resident Director, or the Residence Life Office for additional information or clarification.

Living in the residence halls is a critical piece of the total college experience. It can be rewarding and exciting and/or challenging and frustrating. The quality of your experience has a great deal to do with the effort that you put into your community and its membership. By being involved, you will enhance the education you receive while attending MSU.

- Make an effort to get to know the people who live around you. Each person is someone you can learn from and who can learn from you. This is an awesome opportunity to share life experiences with others who have traveled a different path on their way to MSU, 2011–2012.
- Attend activities and programs offered through the Residence Hall Association and your RA. This is a great way to meet others, as well as gain exposure to some new ideas, experiences and friends.
- Get involved in your floor and/or hall Residence Hall Association to help make decisions that affect you, to learn leadership skills, and to work with others to create a living environment that is fun and productive.
- The residence halls are intended to be your "home away from home" and to balance social components in an environment that is conducive to academic success. This is a challenging balance to achieve; therefore, we ask for your help and cooperation throughout the year.
- Be assertive about your needs and those of others in order to learn how to live together cooperatively. Keep in mind that everybody who lives on your floor and in your hall comes from different backgrounds, with various ideas on what is "acceptable" in their home. If you find yourself disturbed by the actions and/or attitudes of others within your living environment, communicate with them. As the students help set the expectations of cleanliness, floor pride, and mutual respect for one another, the living environment will be enjoyable for all who live there.

My hope is that living on campus and being a part of the community is one of the most enjoyable experiences that you have during your academic career. If any of the Residence Life staff can be of assistance to you, please let us know.

Have a great year!

Tammie Brown,
Director of Housing

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Overview of the Residence Halls

Contract

Recently you completed an application and contract for a space in the MSU residence hall system. In submitting that application, you asked that the Office of Residence Life and University Food Services rent you a room. **Your signature and/or electronic signature indicates that you accepted a legal contract** and you are responsible to be familiar with and adhere to the policies, regulations and procedures which are contained in this handbook and which have been established to promote a positive environment for all residents. This guide is supplemental to your Residence Hall Contract. **You are responsible for knowing and adhering to both the information in this handbook and the information on your contract.** If you have questions about any information in this handbook, ask your Resident Advisor (RA) for clarification.

Eligibility

A student must be enrolled as a student of the University and should be taking at least six (6) undergraduate or nine (9) graduate credits to live in the residence halls. If special circumstances arise that necessitates a student to be enrolled at a credit amount less than full time (six to eleven credits as an undergraduate), the student will be considered on a probationary status while living in the residence halls.

Living Options

MSU provides a totally smoke-free living environment. Per state law and Montana State University policy, smoking is also prohibited within 25 feet of any exterior of any building. **Smoking is prohibited in the private student rooms and the public areas in every residence hall.**

MSU currently offers a variety of living options in addition to single-sex and coed living halls. Some of the options include:

Co-ed Floors

Located in both North and South Hedges, the coed floors feature highly energetic and social atmospheres. Men live on one side of the floor and women on the other. The residents quickly develop brother/sister type relationships that narrow the gender gap in the group. Two floors in North Hedges are designated coed. South Hedges also has five designated coed floors. One offers guaranteed double-as-single for sophomores and above.

Freshman Year Experience Floor

The Freshman Year Experience Floor is open to students enrolled in the University Studies program. Students living on this floor are encouraged to be enrolled in US 101 and Resident Advisors will integrate the course curriculum into floor activities and programs.

Guaranteed Double-as-Single Floors

This living option has been established for those students who have experienced the roommate living arrangement and choose to be in a more private atmosphere. These rooms are not recommended for first year students as they offer more seclusion, and tend to limit social opportunities. This option is offered on a very limited basis in South Hedges.

Honors Housing Program

Reserved for members of the University Honors Program, Quads B, D & E and 10th floor South Hedges offer a home like environment and an opportunity to pursue an intensive academic program. Special seminars and lectures are a common theme in the Honors Housing.

Living Learning Communities (LLC)

A Living Learning Community floor provides students with similar academic interests the opportunity to live together on the same floor and receive career planning and academic enhancement programming. In the fall of 2011 Residence Life will offer the following Living Learning Communities: Arts and Architecture, Business, Science and Engineering, and Health Professionals and Nursing.

North Hedges Suites (sophomore and above)

The North Hedges Suites behind North Hedges are available only to students who will have lived in the Montana State University Residence Halls a minimum of one academic year, who are classified by the University as Sophomores, and have attained a 2.0 GPA or higher. Community contribution and past discipline record will be considered by the Director of Residence Life to determine student eligibility to occupy the North Hedges Suites.

Any discipline violation is cause for eviction from the North Hedges Suites.

Roskie Deluxe Singles

On the 10th and 11th floors of Roskie, Residence Life offers deluxe single rooms for students with sophomore standing or above. These rooms are the size of standard double rooms but only hold one occupant. Roskie Deluxe Singles feature carpet, moveable furniture and among the best views on campus.

Sophomore and Above Floors

This quiet, yet active living option provides an opportunity for those students who want a change of pace from the traditional freshmen energy. The members of this floor are generally focused academically and are able to develop mature floor relationships. Programming on these floors is traditionally focused towards academic opportunities, resumes and other future career plans. This option is available in Hannon, Hapner, South Hedges, Roskie and the North Hedges Suites.

Twelve Month Contract

A twelve month contract is available for students wishing to stay in the residence halls year round. During summer months, students with a 12 month contract will be assigned to summer school housing.

Twenty-One & Older Housing

The Pryor and Colter wings of Johnstone Center are restricted to students 21 and older. All rooms are carpeted and offered as single rooms and most rooms have a sink. The Pryor and Colter wings provide a community with programs and activities that are focused on the non-traditional aged student. As with all residence hall students, meal plan participation is required.

Summer School Housing

Housing is offered to house students who will be attending MSU during the Summer Sessions. To reserve a room, visit the Residence Life Web site: www.montana.edu/reslife.

Residents must pay their room and board fees when checking in. During the summer **only**, the meal plan is optional. Summer meals are offered on a "customer demand basis," primarily serving the conference clientele. Therefore, meals are available on select weekday and select weekend days.

"Interim Housing" will be available between sessions and until the halls open for Fall Semester occupancy. Limited services are provided and residents pay a daily charge prior to check-in. Limited meal service is also available on a pay-as-you-go basis. Storage space is available at a minimal charge for students who will be continuing in the fall as Residence Hall students.

Hall Features

Most residence hall rooms are designed for double occupancy. A few single rooms are available. Each room has a XL twin bed, drawer and closet space, a study desk and a chair for each resident. Beyond the basic furnishings, most of the residence halls have many special features as described in the following chart.

		North Hedges Suites	North Hedges Hall	South Hedges Hall	Langford Hall	Johnstone Hall	Johnstone Center-Pryor & Colter Wings	Mullan Wing	Hapner Hall	Hannon Hall	The Quads	Roskie	Freshmen Apartments
Halls													
Hall Capacity	130	640	575	425	160	150	300	300	100	400			154
Co-Ed Halls	x	x	x		x	x			x	x			x
Men's Hall				x									
Women's Hall							x	x					
Floor Options													
Sophomore & Above	x		x		x		x	x			x		
21 and Older					x								
Co-Ed Floors	x	x	x										
Deluxe Single Rooms (Roskie)												x	
Honor Students			x						x				
Living Learning Communities			x	x				x					
Features													
Modified Accessible Rooms	x		x	x	x			x					
Cable TV	x	x	x	x	x	x	x	x	x	x	x		x
Carpeted Rooms	x				x				x	x			x
Sinks in Rooms	x				x		x	x	x				x
Student Mailboxes	x	x	x	x	x	x	x	x	x	x			
Game Rooms		x	x	x	x	x						x	
Kitchens	x		x	x	x	x	x	x	x	x	x		x
Floor Lounges	x	x	x	x	x	x	x	x	x	x			
Ski Wax Rooms		x	x	x								x	
TV Lounge	x	x	x	x	x	x	x	x	x	x			
Computer Rooms		x	x	x	x	x	x	x					
Weight/Exercise Rooms			x	x	x	x	x	x					
Lobby Piano		x	x	x	x	x	x	x					x
Elevators	x	x	x						x			x	
Linen Exchange	x	x	x	x	x	x	x	x	x	x			x
Vending Machines	x	x	x	x	x	x	x	x				x	
Refrigerator Rental	x	x	x	x	x	x	x	x	x	x			
ResNet/Wireless	x	x	x	x	x	x	x	x	x	x			x
Recycling	x	x	x	x	x	x	x	x	x	x			x

All students taking six or more credit hours, with less than 30 credit hours accomplished in a residence hall setting, are required to live in the Residence Halls.

Who's Who

Staff

Resident Director

One person in your hall who can be of assistance is your Resident Director (RD). This full-time professional employee coordinates the activities of the entire hall by supervising the RA staff, advising the hall government and overseeing the hall desk operations. In addition, the RD is responsible for discipline in the hall. **Feel free to contact your Resident Director if your RA is not available to help you or if you have a problem which you feel should be addressed by the RD.**

Assistant Resident Director

An Assistant Resident Director (ARD) is a Resident Advisor who has extra responsibilities within the residence hall. Typically, the ARD advises the Residence Hall Association and assumes the building management responsibilities in the absence of the Resident Director.

Resident Advisor – What is an RA?

- full-time student
- resource and reference
- liaison
- supporter
- your neighbor
- friend
- live-in staff member
- peer educator
- helper
- hard-worker
- someone who likes to have FUN!

Each floor is assigned an RA who is a fellow student employed by the Residence Life Office and who is knowledgeable about MSU. They are responsible to help maintain a healthy environment that is conducive to academic success. They can serve as a resource for any of your questions and concerns. Your RA will help organize the floor election and/or selection of floor government representatives and will aid in planning various recreational, social and educational activities.

Program Assistant

Many of your hall's clerical responsibilities are handled by the Program Assistant who works at the hall front desk from 8 a.m. to 5 p.m. Monday through Friday. This person deals with many residential services including: handling the mail; processing work order requests and paint contracts; checking out equipment; facilitating room changes; and co-supervising the student desk clerks. As a full-time staff member, the Program Assistant is the link between the Residence Life Office and your residence hall.

Desk Clerks

Each hall employs residents to work at the front desks providing customer service. Under the direction of the hall Resident Director and Program Assistant, the Desk Clerks work up to 20 hours per week and have the opportunity to interact with their peers on a professional level. Along with various administrative tasks, they assist in mail delivery and pickup, checking out the RHA equipment, and room key checkouts. The Desk Clerks are a crucial factor in maintaining our buildings' security. For more information please visit your hall front desk.

Your Roommate

One of the first people you'll meet after you arrive is your roommate. You and your roommate will share a special relationship. You may not ALWAYS get along with each other or care to spend time together, but you will share part of your lives with each other. Since the two of you will be living together, it's important that you take the time to get to know each other. "Sharing space" by learning to live with and appreciate your roommate can be one of the most challenging and beneficial experiences of your college years. You will grow, share, and learn with your roommate.

All roommate experiences may not be ideal, but have the potential to be successful. Communication is the key. Even if two people are in complete disagreement with each other, if the situation is clearly communicated, there may be at least an understanding or acceptance of each other. Learning how to establish relationships with others is essential knowledge for any career or activity.

Some Things to Remember

- Set guidelines and expectations **right away**—your RA can help with a roommate contract if you request one.
- Talk about ideas and feelings as well as just "things."
- Be honest about your feelings, likes, and dislikes.
- Be willing to compromise, but know what you want to compromise and what is important that you will not negotiate.
- Give your roommate the respect, consideration and understanding you expect in return.
- Set the "tone" for talking—five minutes before class is not the time to have a heart-to-heart discussion.
- Discuss roommate problems with your roommate (or the hall staff) and not with just anyone who happens to be walking by.
- Values, feelings and ideas change, and that's okay—so don't feel betrayed if your roommate seems "different" after a while—that's growing.

You and your roommate may be complete strangers or you may be friends from your hometown. Regardless of your familiarity with each other, you are in a new situation and a different experience. Your new living space should provide a comfortable place to study, a place to sleep, and a place for needed privacy. You and your roommate will have to communicate to provide these things for each other.

Questions to Ask Each Other (and Yourself!)

- How do you feel about guests dropping by? How often? How late? Weekend visitors?
- What time do you go to sleep? What time do you get up? Are you a heavy or light sleeper? Do you snore?
- How much do you study? When do you study? How quiet does the room have to be for you to be able to study?
- At what temperature do you like to keep the room?
- What kind of music do you like? How loud?
- How clean and neat do you want the room? How do you decide who cleans what and when in the room?
- Which items of your property are OK to borrow? Which are off limits?
- How will you set up your living space?

Survival Tips for New Roommates

- Discuss "Questions to Ask Each Other" as soon as possible.
- Be realistic: don't expect your roommate to be your best friend and constant companion. Continuous close contact can strain even the best of friendships.
- Keep the lines of communication open.
- Discuss potential areas of conflict (before they arise if possible). Be open to compromise.
- If your roommate is doing something you don't like, talk about it right away.
- If the things you agree upon at the beginning change, let your roommate know.
- Be considerate of your roommate's privacy.
- Never assume your roommate is just like you. You both have unique differences.
- Take accurate telephone messages.
- Always ask permission. Don't just use the stereo or eat the cookies without asking.
- Appreciate your roommate. Never take your roommate for granted.
- Avoid being judgmental.
- Be honest, assertive and stand up for yourself.
- Ask your RA for help. He/she is trained to help mediate conflicts. If he/she can't help, contact your Resident Director (RD).

If you have problems you can't seem to work out with your roommate, be sure to talk to your Resident Advisor. Your RA can help you negotiate and if a solution cannot be reached may be able to work out a room change.

If you leave your hall overnight or longer, it's a good idea to let your roommate or RA know where you're going and how you can be reached in an emergency. If you're taking advantage of Bozeman's outdoor recreational opportunities (hunting, fishing, camping, hiking) it's especially important to let someone know the general area you're headed in case of an accident. Should your roommate or friend be missing, please inform your RA or Resident Director immediately.

Residence Life Procedures

Checking In/Checking Out

You must claim your room in your assigned hall by the first hour of class for the semester, or you will forfeit your residence hall space. When you check in at your hall desk, you are issued a room key, and you are responsible for that key. **Acceptance of your room key obligates you to the residence hall contract for the entire contract period.** In an effort to maintain an academic atmosphere, we ask that students who finish finals early, in finals week, to vacate within 24 hours of their last test.

Before you move in, your RA has inspected your room and has recorded any damage, along with an inventory of furnishings, on a Room Condition Card. **When you move into your room you will be given this card and it is your responsibility to verify and sign the card. If for any reason you do not agree with the information on your Room Condition Card, notify your RA immediately. It is in your best interest to review and sign the Room Condition Card to avoid any damage penalties at a later date.** As the year progresses, your RA will note any changes in the condition of your room during facility checks. (See Room Entry pg. 32).

Please remember that you have signed a contract for the academic year. You can only break this contract under exceptional circumstances, with the approval of the Director of Residence Life. To determine if you are eligible for a contract release, contact your Resident Director.

If you move (withdrawal, dismissal, suspension, moving off campus, moving to another room or hall, or not returning at semester), you **must** check out through your RA before you leave. To ensure staff availability we ask that you sign-up at least 24 hours prior to your desired check out time. You will be held financially responsible if any facility damage is found since the original Room Condition Card was signed or if keys are unaccounted for. When you check out, your RA will inspect your room and assess the room's condition and cleanliness, collect your room key and ask you to fill out the online mail forwarding form.

Improper Check Out

You must notify Residence Life Staff of your decision to leave the residence hall and will need to process the necessary paperwork (contract release etc.). Failure to do so will result in a continued room and board charge until date of contract release. You must also check out with your RA as described above. Failure to do so will result in a \$10 improper check-out fee in addition to being billed for damages, missing furnishings, keys, cleaning, any outstanding University fees and for the removal of your belongings.

Cancellation

Cancellation after agreeing to the residence hall contract and **before** acceptance of your room key will result in forfeiture of the \$200 residence hall prepayment.

Current residents wishing to cancel their contracts should contact their hall Resident Director to discuss the process.

All payments are to be made on the due date according to the payment schedule, or the student's meal plan access may be withheld.

Consolidation

There are times when it may be necessary to ask residents to move to another room. This might occur if the occupancy of a floor drops significantly. Turning off the electricity, not using the water or heat, and not having to maintain the floor would mean savings which could then be passed on to future residents in the form of lower room and board costs.

If your roommate moves out leaving you in a double room without a roommate, it is your responsibility to make arrangements through the Program Assistant to move in with another student needing a roommate or to have someone move in with you. This needs to occur within the allotted time frame or the room assignment will be determined by the Resident Director. Your hall Program Assistant will provide you with names of other students in need of roommates. **You may be asked to accept another roommate or move to a different room when a vacancy occurs.** If space permits you may be offered the opportunity to keep your room as a double-as-single, and assume the additional cost. In this case, charges will be prorated according to the date the double-as-single contract is offered. Students who have a "history" of roommate conflicts (which result in consecutive time periods where they live in a double room as the sole occupant) will face disciplinary action and possible additional room charges.

Spring Confirmation & Contract Modifications

Between October and November, current residents will have the opportunity to fill out a contract modification to change their current meal plan or living option. At this point in the semester the Residence Life Office must prepare for incoming Spring Semester students. If students do not wish to make changes, no modification form is necessary.

Returning to Your Room Next Semester?

Those students bound by the Spring Semester contract can leave their personal belongings in the room during winter break free of charge.

Not Returning?

If you will not occupy the same room the following semester (leaving MSU, academic suspension, moving off campus – limited to sophomore and above, moving to another hall or room), you **must** check out through your RA before leaving for break. **See previous reference "Checking Out."** If you do leave your belongings in your room between semesters, and you don't return to that room, there will be a charge. If you fail to vacate a room, thereby occupying two rooms, Residence Life reserves the right to charge you for two rooms during that period.

Meal Plans

Residence hall students have two meal plans from which to choose. Both plans allow unlimited entry into the dining rooms and unlimited food servings. Students can choose either a 7 day or a 5 day meal plan. Both plans offer the same options and services except the 5 day plan does not allow students to eat on weekends. The dining room hours vary by location so please see the Food Service website at www.montana.edu/ufs/rdh for specific hours. Residence hall students can come in whenever they want, whether it is a full meal or just a snack when the dining rooms are open. In addition, students have a food account or food cash of \$100 which comes with their meal plan (unless they opt out of it). Students who purchase this additional food account receive a 10% discount, bringing their total value to \$110. These two meal plans offer students the flexibility and freedom to eat when, where and what they want while on campus.

12 meals/week

(Available only to students living in the North Hedges suites or who are Junior class standing and above.)

This plan allows upperclassmen to enter the dining area up to 12 times each week. The number of times a student wishes to enter the dining room each day is unrestricted. However, once the student has used their 12 entries within the week, they may not enter the dining room unless they "purchase" a meal. The meal week is defined as Sunday through Saturday.

You can always add to your meal plan, but decreases in your meal plan can only be made during the first few days of each semester. For more information, please call the Residence Life Office at 994-2661 or refer to the Food Services Handbook.

Missed Meals

If you are absent from your hall for one week or more of meal service because you are ill you may receive a refund for your **board only** at the rate of \$2.00 per meal, provided you can document the legitimacy of your absence. This means that if you are ill you must present a written statement from a physician indicating that your illness required hospitalization or home care.

Occupancy Periods

Fall 2011 Semester:

- All residence halls open for occupancy on: Wednesday, August 24, 2011 at 9:00 a.m.
- All residence halls close for Thanksgiving break (exclusive of residents who have paid for break housing during the Thanksgiving break) on: Wednesday, November 23, 2011 at 12:00 p.m.
- All residence halls open for occupancy on: Sunday, November 27, 2011 at 12:00 p.m.
- All residence halls close for winter break (exclusive of residents who have paid for break housing during the winter break) on: Saturday, December 17, 2011 at 12:00 p.m.

Spring 2012 Semester:

- All residence halls open for occupancy on: Sunday, January 8, 2012 at 12:00 p.m.
- All residence halls close for Spring break (exclusive of residents how have paid for break housing during the spring break) on: Saturday, March 10, 2012 at 12:00 p.m.
- All residence halls open for occupancy on: Sunday, March 18, 2012 at 12:00 p.m.
- All residence halls close for the closing of the academic year on: Saturday, May 5, 2012 at 12:00 p.m.

Cost of break housing:

- Thanksgiving: \$40.00 flat rate – The dates are as follows: November 23–27, 2011. The residence hall dining facilities are NOT open during these dates
- Winter break: \$220.00 flat rate – The dates are as follows: December 17–January 8, 2012. The residence hall dining facilities are NOT open during these dates.
- Spring break: \$80.00 flat rate – The dates are as follows: March 10–18, 2012. The residence hall dining facilities are NOT open during these dates

In order to minimize disruption within the academic focus of finals week, we request that you vacate your room within 24 hours after your last final exam. Disruptive behavior during finals week will result in the Resident Director requiring that you vacate immediately.

Interim housing will be provided (**at an additional charge**) for students wanting to stay during the interim period between Fall and Spring Semesters. Students living in Johnstone Center, North Hedges Suites, and Roskie will be allowed to stay in their current room. Students living in all other halls may be required to move during the interim period to consolidate space. **Due to safety and security issues, guests are not allowed during interim or break housing periods.** Mail/packages are not distributed or forwarded during break periods. Only those students who have paid for break housing will be allowed entry. A fee will be assessed for any student who wants to enter their room after the residence halls have officially closed for a break period.

Private Rooms

The Residence Life Office realizes that some residents prefer not to have roommates, and therefore, a limited number of single rooms and double-as-singles (double rooms with only one occupant) are available at an additional cost. If you wish to occupy a single

room or obtain a double-as-single, you should consult your hall Program Assistant. Sign-up for private rooms for the following academic year is based on the time and date your application is received, or for medical reasons. Under certain circumstances the Director of Residence Life will authorize a private room to an individual.

Refunds

Refunds are given only in exceptional circumstances and will not be given to those who arrive late at the beginning of the semester or those who leave early at the end of the semester.

University Withdrawal

If you present a University Withdrawal form to the Residence Life Office, you will be released from your residence hall contract. To obtain a University Withdrawal:

1. Consult with the staff at the Dean of Students Office.
2. Meet with your hall Resident Director.
3. Make arrangements for your refund at the Residence Life Office. (Note: All refunds are issued through the Business Office.)
4. After receiving authorization, you need to be checked out of your room by your Resident Advisor and complete the necessary documents within 72 hours. (See Checking Out pg. 7).

Room Charges

Room charges include wireless access, cable, ResNet, utilities and the hall government (RHA) charge of \$10 per semester. There are no additional costs associated with living on campus that would not be experienced by a student living off campus (personal laundry, etc.).

Residence Hall Services

Cable TV

As a residence hall student you'll receive the following channels (subject to change):

2.... QVC (Quality Value Convenience Network)	37.... FNC (Fox News Channel)
4.... KBZK (CBS)	38.... ALT
5.... KWYB (ABC)	39.... AMC (American Movie Classics)
6.... KTVM (NBC)	40.... ABCFAM (ABC Family Channel West)
7.... FOXNET	41.... TLC (The Learning Channel)
8.... EWTN (Eternal Word TV Network)	42.... HALMRK (Hallmark Channel)
9.... KUSM	43.... APL (Animal Planet)
10.... TBS (TBS Superstation)	44.... TOON (Cartoon Network West Feed)
11.... KXLFDT2	45.... TVLAND (Nick at Nite's TV Land)
12.... HSN (Home Shopping Network)	46.... ION
13.... TVGN	47.... INSP (Inspirational Network)
16.... CSPAN (Cable Satellite Public Affairs Network)	48.... HGTV (Home & Garden)
17.... CSPAN (C-SPAN 2)	49.... Food (Food TV West)
18.... LIFE (Lifetime Television East)	50.... TCM (Turner Classic Movies)
22.... CITY	51.... TRAVEL (Travel Channel)
23.... FX (FXWest)	52.... HIST (History Channel)
24.... DISNEY (The Disney Channel - West)	53.... MSNBC (Microsoft NBC)
25.... MTV (MTV Music Television)	54.... CMT (Country Music Television)
26.... FSN (Fox Sports Rocky Mt.)	55.... VH1 (Video Hits East)
27.... TNT (Turner Network Television)	56.... SCI-FI (Science Fiction Channel)
28.... A&E (A&E Network)	57.... Comedy (Comedy Central - West)
29.... ESPN	58.... Tru TV
30.... ESPN2	59.... E! (E! Entertainment Television)
31.... NICK (Nickelodeon East)	60.... TWK (The Weather Channel)
32.... CNN (Cable News Network)	61.... DSC (Discovery)
33.... HN (Headline News)	62.... Oxygen
34.... SPK (Spike TV)	63.... Local Programming
35.... USA (USA Network East)	64.... Bravo
36.... CNBC (Consumer News & Business Channel)	

Inquire at the front desk if you have questions, or wish to purchase a cable cord.

Cat Card

The University requires students to carry their Cat Card identification with them at all times. Within the Residence Halls, Cat Cards may be used for the following:

- Access to your residence hall after lock-down
- Various vending machines
- To check out RHA services at the front desk
- To pay for laundry (note: Residence Hall front desks cannot apply money to your Cat Card, this must be done through the Cat Card office, ResLife Cashiers office or online)
- Cat Card food cash money must be spent on food items and is not available for laundry use.
- Use of the handkey technology to gain access to the dining halls without their physical Cat Card; the technology is also available at the Rec Sports Center.

All students are to abide by the Cat Card Terms, Conditions and Agreement.

1. The information on your Cat Card is true and correct.
2. The agreement is administered by the Cat Card Office at Montana State University.
3. This agreement shall be for the length of time the individual is enrolled/employed at Montana State University.
4. This agreement is execute between the individual named on the Cat Card and Montana State University.
5. Use of the Cat Card is non-transferable for all services and access at Montana State University. **The use of this card by anyone other than the cardholder is in violation of the university regulations and may result in the confiscation of the card and loss of privileges.**
6. The cardholder's Cat Card remains the property of Montana State University and must be presented or relinquished upon demand by university personnel.
7. The cardholder's university identification card is the instrument the cardholder uses to access services provided by the university.
8. Should the cardholder's Cat Card be lost, stolen or damaged, this fact must be reported to the Cat Card Office immediately for replacement of lost, stolen or damaged cards.
9. The cardholder bears the responsibility for all materials borrowed from the Renne Library or any other university department through the Cat Card.
10. Willful misrepresentation to obtain a Cat Card or alteration of a Cat Card may result in disciplinary action i.e. formal charges of fraud, attempt to defraud or obtaining university property under false pretenses. Charges may be brought under Montana State University Student Conduct Code and/or through outside legal authorities.

Your Cat Card is used for food service, entrance to residence halls, and to participate in activities such as Bobcat athletic events, ASMSU elections and check cashing at the MSU Bookstore. Be familiar with the Cat Card Terms, Conditions and Agreement and **carry your ID with you at all times** in the event that it is requested by a University official.

In accordance with the Student Code of Conduct, persons are expected to provide appropriate identification (University identification card or driver's license) when requested by a University representative or employee—including Residence Hall staff.

Misuse of your University identification card will not be tolerated (See Unauthorized Entry pg. 34). Use of another person's ID is prohibited.

You must have your ID to enter any dining facility. If you lose your ID, you must have a new ID issued at the Cat Card Office located in the SUB, Room 134 (x2273). The replacement cost for an ID is \$15.

Community Development

Each RA offers a wide variety of community development measures that are designed to expose students to opportunities outside of the classroom. Since only 20 percent of the student's time is spent in the classroom, the Department of Residence Life is committed to providing hundreds of these educational opportunities each year. Talk to your RA about any questions or suggestions you have regarding programming. Also talk to your Resident Advisor if you feel you could offer assistance with programming.

Computers

Computer Rooms

Computer labs are available for the use of hall residents only. Due to limited space in Roskie Hall, the South Hedges computer lab has been expanded to meet the needs of Roskie residents. Labs in North Hedges and South Hedges may be accessed via the student Cat Card. Keys to access the labs in Langford, Johnstone, Hapner, and Hannon may be checked out from the hall front desk at no charge by presenting your Cat Card. Food and drink are not allowed in the residence hall computer lab. The computers are provided primarily for academic use and are connected to the campus network. Students needing to use the computers for academic work have priority over students using them for recreational purposes.

Use of the computers in the residence hall computer labs is subject to the same guidelines set forth in the Student Code of Conduct (http://www2.montana.edu/policy/student_conduct/student_conduct_code.htm) and the ResNet Acceptable Use Policy (<http://www.montana.edu/resnet/aup.php>). Students found in violation may face disciplinary action. For more information please contact the ResNet Helpdesk at 406-994-1929.

Printers

ResNet and residence hall computer lab users may print to the high speed laser printers located at each residence hall front desk (South Hedges, North Hedges, Roskie, Johnstone/Mullan, Hapner, Hannon, and Langford). The first 20 pages are free for the above students. Each additional page after 20 will cost the student 10 cents. More information about printing is available through the ResNet helpdesk or your residence hall front desk.

ResNet

MSU ResNet is a campus network that provides a dedicated network connection for students living in the residence halls and family and graduate housing. A direct network connection will allow you to access the Internet and campus resources easier and faster (about 300 times faster) than a conventional modem. Ethernet cords may be purchased for a fee at your front desk. In addition to providing Internet service, ResNet also provides a full service helpdesk to support your computer needs. For more information, please contact ResNet at 406-994-1929 or e-mail us at resnet@montana.edu.

Montana State University ResNet Wired and Wireless Acceptable Use Policy

Montana State University provides a residential network (ResNet) to its Residence Halls and Family/Graduate Housing for educational, instructional, and entertainment purposes. It is the responsibility of each student and/or family to use these services appropriately and in compliance with all University, City, County, State, and Federal laws and regulations. MSU ResNet reserves the right to restrict access and enforce the terms of this agreement.

1. ResNet services (wired or wireless connections) are for the use of MSU residents only. The registered user is responsible for any and all activity that occurs on both the wired and wireless connections registered to them.
2. ResNet Wireless is a convenience network, available only in the residence halls. The wired connection in your room is faster, more stable, and more secure. ResNet Wireless is open, with no encryption. Be aware of the type of data you may be transmitting over the air waves.
3. Falsifying ResNet registration information will result in the temporary or permanent loss of ResNet services, with a possible referral to the Office of Student Affairs for disciplinary action.
4. The use of any type of wireless equipment including but not limited to wireless switches, wireless routers and wireless hubs in the Residence Halls is prohibited. Wireless routers used in Family and Graduate Housing must be secured.
5. The use of a hub or router on ResNet is prohibited. Permission to use a switch on ResNet must be approved prior to the use of the switch and will be evaluated on a case-by-case basis by the ResNet administration. The use of a network switch could

be subject to an additional connection fee. Users are prohibited from using a switch or other device to provide a ResNet connection to any other person.

6. The residential network is a shared resource. Consequently, network uses or applications that use excessive bandwidth or otherwise inhibit or interfere with the use of the wired or wireless network by others are not permitted. Bandwidth usage limits are enforced as a total amount of data transferred in a 24-hour period.
7. ResNet reserves the right to immediately disconnect any computer temporarily if the computer is found to contain viruses or Trojan horse software in order to protect the network. It is the responsibility of the user to make sure their computer has current virus protection software installed and operational. The user's ResNet connection will be restored when it has been determined that the user's computer is completely free of viruses and is running current virus protection software.
8. All network-shared devices, drives and directories must be password protected to limit access to those whom the user authorizes and also to prevent the spread of viruses.
9. Users shall abide by all applicable copyright laws and licenses. The ResNet network may only be used for legal purposes and to access only those systems, software and data that the user is authorized to use. Sharing access to copyrighted software or other copyrighted materials (including MP3 files from copyrighted music media and digitized video from copyrighted motion pictures, etc.) is prohibited unless specifically authorized by the copyright holder. Please see MSU's "Copyright Infringement Disclosure" on the MSU Student Success website and MSU's "Copyright Infringement Prevention Plan" at <http://www.montana.edu/itcenter/policy/> for more information about the consequences of copyright infringement at MSU.
10. Commercial or for-profit use of ResNet or MSUNet is prohibited.
11. ResNet may not be used to provide Internet or MSU network access to anyone other than the ResNet customer for any purpose.
12. Any user who circumvents/defeats or attempts to circumvent/defeat the ResNet firewall or any other mechanism put in place by ResNet to manage the network will be subject to immediate termination of service and possible disciplinary action.
13. ResNet network services and wiring may not be modified or extended by users for any purpose. This applies to all network wiring, hardware, data jacks and wireless access points.
14. Costs to repair physical damage to the ResNet hardware in the room or apartment (including wiring, data jack, conduit or box, wireless access points) will be assessed to the resident.
15. Use of connected networks, including MSUNET, the Internet, and Internet2 must be consistent with the rules and acceptable use policies established for those networks by their providers. (MSUNET AUP: http://www2.montana.edu/policy/computing_manual/comp400.html#410.00).
16. The provision of network services from user computers (e.g., HTTP, Peer-to-peer apps, Chat, DHCP, DNS, FTP, IRC, NNTP, POP3, SMTP, Telnet, WINS, etc.) is prohibited.
17. Use of ResNet implies user's consent for ResNet administration or its agents to monitor activities, traffic, and data via the user's data connection for the purpose of determining compliance with this agreement.
18. It is up to the user to make their computer and data safe from other users on the network; the user will not hold MSU-Bozeman liable for malicious acts by other network users.
19. If you have a reason to believe that another user or group of users is interfering with your access to the network, you may report the problem to the ResNet office and expect that the ResNet administrators will investigate and if necessary take corrective action. (ResNet Center phone: (406) 994-1929; email: resnet@montana.edu).
20. Any unauthorized attempt to access another computer or device (on or off campus) is prohibited. Any reports received by the ResNet administration of unauthorized attempts to access other connected devices will result in the immediate disconnection of the suspected network connection until the matter has been resolved. Some examples of unauthorized attempts to access are password cracking programs, port scanning

any device that is not owned by the person doing the scanning, gaining access or attempting to gain access to another connected device without the owners' permission, and capturing/sniffing wireless packets.

21. ResNet reserves the right to immediately disconnect any computer or device that is sending disruptive signals to the network, whether because of a defective cable, Ethernet card, or other hardware or software problem. It will be the user's responsibility to correct any such problem before the computer can be reconnected to ResNet.
22. ResNet reserves the right to immediately disconnect any/all network-connected devices temporarily for the purpose of network hardware, software, security troubleshooting, or for network maintenance, or to enforce the ResNet Acceptable Use Policy.

AUP Enforcement

Consequences for AUP violations, per offense type:

- 1st Offense: Warning
- 2nd Offense: Three day suspension of service
- 3rd Offense: One week suspension of service
- 4th Offense: Service suspended indefinitely until a mutual resolution is found between ResNet, Dean of Students and the offender.

Minor infractions of this policy, when accidental, such as consuming excessive resources or overloading computer systems, are generally resolved informally by ResNet administration. This may be done through voice or e-mail, or in-person discussion and education. ResNet also runs a full service help desk where we can assist in virus cleaning, system security configuration, etc.

Repeated minor infractions or misconduct that is more serious will result in the temporary or permanent loss of ResNet access privileges, or the modification of those privileges. For example, multiple offenses will result in longer periods of service disconnection. More serious violations include (but are not limited to) unauthorized use or distribution of computer resources, repeated virus infections, repeated bandwidth offenses, repeated file sharing violations, repeated wireless offenses, attempts to steal passwords or data, unauthorized use or distribution of copyrighted materials, harassment or threatening behavior. In addition, offenders may be referred to their sponsoring advisor, department, or other appropriate University office for further action. If the user is a student, the matter may be referred to the Office of Student Affairs for disciplinary action.

ResNet may require that the user bring their computer or electronic equipment to our help desk center in order to verify compliance with this acceptable use policy before service is restored.

Any action that violates local, state, or federal laws may result in the immediate loss of ResNet access privileges and will be referred to the appropriate University offices and/or law enforcement authorities.

Conflict Resolution

Should you be unable to resolve a disagreement with another person, you should consult either a Resident Advisor or your Resident Director to mediate or arbitrate a solution. It may be necessary to take the situation before a Judicial Board for review and possible sanctions.

Convenience Store

Located in the basement of North Hedges and the east side lobby of South Hedges, the "HedgeHog" Convenience Stores and Deli offers a variety of snack, grocery, drink, and deli items including sandwiches, pretzels, frozen yogurt, hot dogs, donuts, fountain soda and much more. The North HedgeHog has the following standard hours of operation during the Fall and Spring Semesters: Monday–Thursday: 10:00 a.m. to Midnight, Friday: 10:00 a.m. to 10:00 p.m., Saturday: Noon to 10:00 p.m. and Sunday: Noon to Midnight. South Hedges HedgeHog is open Sunday–Thursday: 7:00 p.m. to Midnight and Friday and Saturday: 7:00 p.m. to 10:00 p.m. and only accepts Cat Card and cash. Summer hours of operation will be determined based on conferencing need and interest. Please contact the HedgeHog at 994-3353 for more information.

Please note that in order to insure the safety and security of North Hedges/North Hedges Suites/South Hedges Hall Students, only those students (or guests of those students) will be allowed to utilize the HedgeHog Convenience Store during security hours (10:00 p.m.–7:00 a.m.)

Custodial

Each hall's public areas are cleaned by the custodial staff. Public areas include hallways, restrooms, floor lounges, stairwells, laundry rooms, elevators and hall lobbies. Custodial services on weekends and during evening hours are limited. However, health or safety concerns should be reported to your RA. It's a good idea to get to know your hall's custodial staff, as they may be helpful in getting you settled in and can probably answer many of your questions. Please remember, these people have big jobs; they do not have time to perform special services or to clean up excessive messes. Residents and staff are expected to clean up any extraordinary messes after their special events. You will find cleaning equipment on each floor or at the hall desk. Vacuum cleaners are available at your hall desk through the RHA. **Activities that require additional clean-up by the custodial staff will be charged to the hall, floor or individual(s) responsible.**

Bathrooms

Each floor or wing is equipped with bathroom and shower facilities to serve the residents on that floor or wing. Residents are expected to use these facilities with care and consideration of others. This will include using another facility if your immediate bathroom is being cleaned by our custodial staff. Dishwashing is not allowed in bathroom sinks, please use the custodial clean up rooms or laundry rooms, or kitchen if available in the hall in which you reside. If you are responsible for an extraordinary mess (such as hair on the floor due to a haircut), please be courteous to students and custodial staff by cleaning it up immediately.

Public bathrooms for guests of the opposite sex are located on the main floor of most halls. **Current residents and visitors are reminded that at no time may men use a women's rest room or vice versa.**

Energy Conservation

As you're aware, energy costs have risen dramatically in the past few years. Please help all students, staff and faculty members to conserve energy and save dollars through more efficient operations, thereby decreasing energy demands. Some ways that you can help in this effort are:

- Keep your eyes open to wasted energy – shut off appliances when you're not using them
- Turn off unnecessary lights and fans
- Limit the length of your showers. Avoid the early-morning hours when demand for hot water is highest
- Turn off the water when you're brushing your teeth
- Immediately report malfunctioning thermostats, broken windows, leaking faucets and other energy-wasting situations to your RA
- Close blinds and drapes to help insulate the building
- Consider additional blankets and clothes rather than a higher heat setting
- Unplug unused chargers/electronics

Food Services

All residents must contract for a meal plan and comply with the rules and regulations set forth in the Food Service Handbook. **Meal passes are not transferable.**

The food services also provide a number of employment opportunities. Refer to the section in this handbook titled Student Employment Opportunities if you are interested.

For online information, visit www.montana.edu/u/s.

Sick Trays

If you are ill and cannot come to the dining hall to eat, you may have another student pick up a tray of food to be taken to your room. The student picking up the food must present both his/her Cat Card as well as the Cat Card for the ill resident when entering

the dining hall. The Cat Card number of the ill resident will be recorded by the checker. If the lent items (silverware, china, and glassware) are not returned, the ill person's student account will be charged for the supplies.

Hall Desk

Each hall has a main desk that serves as an information center. There are spare keys, games, a copy machine, stamps, envelopes, kitchen equipment, TV/DVD players, cleaning supplies, vacuums, sports equipment and tools available for check-out provided by your hall RHA.

The desk is staffed by a Program Assistant between 8:00 a.m. and 5:00 p.m. Monday through Friday. After 5 p.m. and on weekends, the desk is staffed by student desk clerks who live in the halls. Refer to the section in this handbook titled Student Employment Opportunities if you are interested in employment. **Note:** All hall front desks are open 24 hours a day, 7 days a week.

Key Check-Out/Replacement

If you misplace your key, you may check out a spare at the desk with some form of identification. You will be required to return this key within a 24 hour time period. If you damage your key, you will be required to pay a \$10.00 replacement charge and will be required to turn in the damaged key. If it is determined that you have lost your room key, you will be required to fill out a work order and pay a \$48.00 re-key charge before you obtain the new key. Keys which have been checked out for more than 24 hours and not returned will be considered lost and a work order will be processed immediately to have the room re-keyed at your expense. Additionally, there is a \$10.00 charge to replace mailbox keys for those halls that use them (prices subject to increase without notice). **Key check-out is a service. Please be considerate of desk personnel and carry your key with you at all times.**

Note: North Hedges Suites and Quads have additional key access and therefore lost keys will result in additional charges. Please reference your key contract signed at check-in.

Excessive key check-out or abuse of this privilege may result in disciplinary action. For your safety and security, notify your RA as soon as possible if your keys are lost or stolen.

Kitchens

Most halls have kitchen facilities which are available for recreational cooking. Check with your hall desk concerning usage policies. Be sure you clean up when you're finished. RHA generally provides some cooking equipment, accessible through the hall desk.

Laundry Facilities

Washers and dryers are located in laundry rooms found either in the basement or on individual floors of the hall depending on the building. The machines are intended for **resident** use only and visitors are not permitted to use the machines at any time. Additionally, residents are not allowed to use the machines to do laundry for their off-campus friends. Ironing boards are available in the laundry rooms or on floors throughout the building.

It costs \$1.00 to wash and \$1.00 to dry a load of clothes. The machines may only be accessed by using your student Cat Card. To add money to your card please visit the Cat Card office in the SUB or go to <http://www.montana.edu/catcard/>

If the machine fails to work, notify an RA or the hall desk immediately. **Students found intentionally jamming, forcing, overloading or otherwise vandalizing machines will face both disciplinary and civil action.** Additionally, continued undetermined vandalism to the washers/dryers will result in loss of privileges for the entire floor/building.

We encourage students to do their laundry in their own hall as to not burden other halls facilities.

The University is not responsible for damages, loss or theft of clothing left in the machines or in the laundry rooms. It is suggested that you develop the habit of checking your clothing frequently while they are in the machines. Clothing left in the laundry areas for more than three days will be removed by custodial staff to help maintain a clean and sanitary environment.

Mail

Mail is delivered to the hall desks Monday through Saturday. To expedite delivery, please notify the people who write to you that your mail should be sent to:

Your Name _____ = 100 for Hannon, Hapner, Mullan,
 _____ Your Hall, Your Room Number Johnstone, Langford, and Quads
 Bozeman, MT 59715-xxxx _____ = 200 for North Hedges/North Hedges
 Suites, South Hedges and Roskie

4-digit zip code suffixes (xxxx) are as follows:

Hannon - 5176	Quad D - 5013	Roskie - 5080
Hapner- 5177	Quad E - 5014	South Hedges - 5079
Quad A - 5005	Langford - 5078	North Hedges/ Suites - 5075
Quad B - 5015	Johnstone Center - 5076	
Quad C - 5006	Mullan - 5000	

If 'MSU' is included in your address, your mail will be delayed at least one day. Your mailbox is opened either with a key or with a combination you receive when you check in. U.S. Postal Service regulations prohibit over-the-counter handling of mail, therefore restricting the staffs' ability to remove mail from boxes for you. For your own protection, be sure your mailbox is locked at all times. Quad residents will use Hannon Hall and North Hedges Suites residents will utilize North Hedges as the locations for their mail pickup and delivery. Mail/packages are not distributed or forwarded during break periods.

If you have an item shipped to you that is too large to fit into your mailbox, the staff will notify you of this item by placing a mail slip in your mailbox. You will need to present a photo ID to the staff at the desk to receive this item. Upon moving out or switching rooms/halls within the Residence Halls, you will be prompted to submit a mail forwarding address. Simply go to: <https://toto.msu.montana.edu/reslife/mail> to submit a change of address. Before being verified, you will be required to print it, sign it and return the form to your hall front desk. All mail will be "returned to sender" if we do not have a valid mail forwarding address on file.

It is the residents responsibility to check their mail box on a daily basis for official communication from the Residence Life Department.

Maintenance

Our Responsibility

We'd like to keep your hall and room in good condition and will do our best to remedy any problems brought to our attention. Your RA will perform a facilities check of your room up to three times per semester to determine if any problems exist of which hall administrators should be aware. These facilities checks will typically take place during the fourth, eighth and twelfth weeks of the semester, and you will be notified in advance, in writing, of the facilities check. The public areas of your floor are also checked weekly by your RA. Additionally, facilities checks are conducted during break periods primarily for hall security purposes.

Your Responsibility

If you are aware of any needed repairs or safety problems, let your RA know as soon as possible. If, after a reasonable time, the problem has not been resolved, check back with your RA. Students are responsible for damage and loss.

As stated earlier, when you arrive it is crucial that you check your room and verify the accuracy of the Room Condition Card, which your RA filled out before you arrived. If you find any discrepancies, **let your RA know immediately**, prior to signing the card. Any damages or missing furnishings noted at check out not initially on the Room Condition Card will be charged to the resident(s) of the room. (See Checking Out pg. 7).

Recreation Facilities

Both indoor and outdoor recreation facilities are available for your use. TV and game rooms are available in most halls for your convenience (hours may vary). The Residence Hall Association maintains weight rooms, ski wax rooms, library/study rooms and photo darkrooms for use by residents. Due to the potential fire hazard and extraordinary clean-up, ski waxing is allowed **only** in designated "ski wax rooms" in the residence halls.

Outdoor facilities are available directly south of Johnstone, Mullan and Langford Halls; east of the Fieldhouse; and west of Roskie Hall and the Hedges Complex. To prevent broken windows, please do not play athletic games close to the residence halls. Most of the hall Residence Hall Associations (RHAs) have equipment for check-out at the front desks. For organized outdoor events, please check with your RA or Resident Director for information on how to reserve the fields.

Recycling

All of the residence halls participate in the campus-wide recycling efforts sponsored by ASMSU. There are recycling bins provided for aluminum, paper/newspaper and plastic. Some halls also provide recycling bins (sponsored by RHA) on the floors for student convenience. We encourage all students to recycle and help reduce the waste at Montana State University.

At the end of each semester a "swap table" will be setup in the main lobby for students to leave unwanted items for others use. This effort significantly reduces trash taken to the landfill.

Refrigerators

Rental refrigerators are available in each hall for a \$35 rental fee per semester or \$60 for the entire year. Refrigerators are rented for the entire academic year or by semester and must be returned clean and dry or you will be charged for cleaning. You may bring your own refrigerator, but it cannot be larger than 4.5 cubic feet. Refrigerators will be rented out on a first come, first serve basis. Please see the Residence Life Office to rent a refrigerator.

Storage

Space for the storage of empty trunks, luggage and apparel containers is available in most halls on a limited basis. Please be aware that storage of room furnishings is not possible due to storage capacity limitations. You should contact your RA to check in or check out your belongings. Storage rooms are locked at all times for security reasons. Please tag your belongings with your name, school address and date of storage. If you do not remove your stored items by the end of the academic year, they will be disposed of. **Please remember that personal property is stored at the risk of the owner. MSU and Residence Life will not take responsibility for stolen or damaged items.**

Residence Hall Association also provides summer storage for those students returning to the residence halls for another academic year for a small fee. Please see your RA for more details.

Storage of University Beds

Storage of residence hall beds will be conducted by Residence Life (with the exception of North Hedges Suites, Roskie 10 & 11, Hapner, Langford and the Quads) during the academic year, but can only be accommodated to the extent that Residence Life determines that storage space is available. To request that your bed be stored, contact your hall Program Assistant and/or your RA. The cost of this service is a nonrefundable \$25.00 per semester for bed storage.

This service is provided for bed frames and mattresses only. The storage of any other room furnishings is the responsibility of the resident. All room furnishings must be returned to the room prior to checkout, or the resident will be charged for the replacement of the furniture.

Telephones

General Telephone Information

The University provides local telephone service at the student's request. Students may contact the Program Assistant at their front desk to submit a written request for this service. Students will be held financially responsible for any damage to MSU phone equipment.

On-campus calls (994 prefix) are free, as are all local calls. To call an off-campus number, enter 9 and then the seven-digit number. Long distance calls on University telephones can only be made with the use of a credit card or by reversing the charges.

Information

Campus Enter 0 for Campus Operator, 8 am—5 pm, Mon—Fri
 Montana Enter 9+0+555-1212 (requires credit card number) \$.65 each
 University of Montana Enter 9 + 7 digit number
 Out-of-State
 Enter 9 + 0 + Area Code + 555-1212 (requires credit card number) \$.60 each with two free per month; if at least 2 long distance calls, pay phone directory assistance may be cheaper.
 800 Numbers Enter 8+1+800+555-1212
 Emergency/Ambulance/Police Enter 2121 or 911

Calling Procedures

Campus Calls Enter last 4-digits of number
 Off-Campus Local Calls Enter 9 + number
 Telephone Repair Service..... Report to an RA
 Toll-Free Numbers..... Enter 8 +1+800 + number
 Long Distance—in state (credit card or collect only) Enter 9 + 0 + Number
 Long Distance—out of state (credit card or collect only) Enter 9 + 0 + Area Code + number
 Calls Outside the United States..... Enter 8 + 011 + Country Code + City Code + phone number + PIN

Call Waiting

During a call you will hear a tone. To answer, flash the hookswitch and talk to incoming caller; flash the hookswitch to alternate between callers. This feature will interrupt modem connections, but can be removed at no charge if you contact your RA to write a maintenance request.

University Police

Resident's safety and security is of the utmost concern. Major issues (life-threatening situations, major crimes or serious safety issues) should be immediately reported to the University Police by dialing 911 or by dialing 994-2121. Other issues should be reported to a Residence Life Staff member, or University Police. **The University Police office, located in the Roy Huffman building at the South end of campus, is staffed 24 hours a day and the phone number is 994-2121. NOTE: You may also dial 911 from a university phone to reach University Police for all emergency situations as well. Calling 911 from a cell phone will result in connection to Bozeman City Police.**

University Police understands the difficulty people may experience in reporting crimes or incidents of concern to them face-to-face. Therefore, the Silent Witness Program is available to anyone who has witnessed, or knows about, a crime committed on campus. You are welcome to send e-mail to switness@montana.edu with information you feel may be useful in keeping your campus safe and secure. It is important that you provide as much detail as to what, who, when, where, and how, as possible. Your identity will be protected to the fullest extent possible.

Vending Machines

Machines selling candy, soft drinks and other snack items are located in each hall. Please report any problems to your hall desk. Some products are available using Cat Card access.

Tampering with machines is considered vandalism and possibly theft. Please use machines only as intended.

If a vending machine takes your money, please go to the hall front desk for assistance.

Student Involvement Opportunities

Residence Hall Association (RHA)

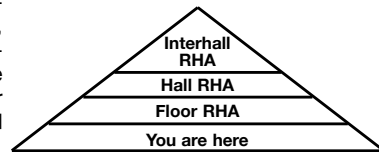
Looking for a way to get involved in the decisions affecting your hall? Would you enjoy regional and national travel opportunities? Interested in building leadership skills, or just in getting to know new people? If so, then the Residence Hall Association is the place for you!

Just by living in the halls, you are automatically a member of RHA. As a floor member you are able to provide input into the floor and hall activities by sharing your ideas, enthusiasm and time. By becoming actively involved in RHA, you have every opportunity to help make your hall a fun and exciting place to live! You can positively impact your living environment and gain valuable work experience at the same time.



The Basics

About 140 student organizations are registered with the MSU Student Activities Office. One of these organizations averages a per semester membership of over 3,000 students, operates with a yearly budget of around \$45,000, and involves itself in projects ranging from hall-wide activities to charity fund raisers. This organization is RHA - the Residence Hall Association. RHA is the student leadership organization within the halls that plans, promotes and sponsors activities and educational opportunities for the students within the halls and acts as the representative body for Residence Hall students on the floor, hall and campus-wide level.



The three levels of RHA are floor, hall and Interhall (see diagram to the right). Floor RHAs work to provide entertaining and educational activities to other floormates, while each hall RHA works to provide activities for their hall. Finally, at the top of the pyramid is the Interhall RHA. This select group of RHA officers work at the campus-wide level to represent the Residence Halls to the University and to support the floors and halls with their activities and events.

The Big Picture

Campus wide, RHA has approximately 200 active officers, but that only begins to tell of the number of people involved. On the floor and in the halls, Resident Advisors, Assistant Resident Directors and Resident Directors provide support and guidance for RHA. These individuals have experience working with RHA and are committed to aiding in the development of a strong and successful student organization. At the professional level, the Residence Life Office provides space for weight rooms and other RHA-sponsored activity centers. The floor RHAs choose officers and/or committee members through election or appointment. There are a variety of positions, including president, vice president, social chair, publicity chair, intramural coordinator, etc.

National Residence Hall Honorary

In addition to the floor, hall and Interhall RHA involvement, Montana State University is also proud to support a nationally affiliated chapter of the National Residence Hall Honorary (or NRHH). NRHH is an honorary leadership organization composed of the top 1% of MSU's on-campus leadership. The MSU S.C.O.R.E. chapter of NRHH works diligently to recognize outstanding efforts put forth by the residence hall communities and individual members. If you are interested in learning more about NRHH or becoming involved with this service-based branch of RHA, please contact the NRHH advisor, James Tobin, at 994-3481, or call the Interhall RHA offices located in Hannon Hall at 994-6RHA.

Where to Start

Once you get settled in your room, talk to your Resident Advisor or Resident Director about RHA. They will be glad to help you get involved at the level of RHA which you feel is best for you. The quickest and most rewarding way to get involved in the system is on your floor. The floor is the most essential level of RHA. Floor RHAs make the difference between living in barracks and living in a residence hall. Each floor can elect a president, vice president, wellness director, social chairs, and a variety of other optional officers: intramural coordinator, publicity person, secretary, etc. This group works together with the floor Resident Advisor to plan floor programs, social events and other activities. In addition to these organized activities, floor officers assist in helping floor members learn about each other.

Additional RHA Opportunities

There is a great variety of opportunities for RHA involvement beyond your floor level. There are about 200 positions as hall and Interhall officers. On the average, each hall has 12 officers and Interhall has ten. Elections for open positions are held during the first three weeks of the semester. If you'd like to wait to get involved in an elected position, you can start as a volunteer on a variety of committees, or fill a position as one opens up.

Getting Involved

To apply for a hall office, talk to your Resident Advisor, Assistant Resident Director or a Resident Director. If you are interested in getting involved in Interhall, contact the advisor, James Tobin, at 994-3481, or call the Interhall RHA offices located in Hannon Hall at 994-6742 (994-6RHA). The more involved you are with the halls, the better your experience will be. So...check out RHA. Remember, just like the rest of college, you will get out of RHA what you put into it! See our website at www.montana.edu/interhall.

Student Employment

There are many student employment opportunities on campus. Residence Life and University Food Services is the single largest employer of students on campus, employing one third of all the students who work for MSU. Family and Graduate Housing also has opportunities for student employment.

Residence Life

There are three primary areas in which Residence Life employs students. A good place to start is as a student Desk Clerk. Residence Life employs approximately 150 Student Desk Clerks. A second opportunity is the Resident Advisor position. There are 70+ RAs on campus. The selection process is thorough and competitive. The final area of employment within Residence Life is the Weekend Student Custodian position. Each hall has one weekend student custodian that works on the weekends to ensure that bathrooms, lounges and public areas are cleaned and maintained. If you are interested in any of the student employment opportunities please visit the Residence Life Office (located below the Miller Food Service), your hall front desk or your RA for more information.

Food Services

The food service has opportunities ranging from dish washer to student manager. The hours can be flexible and the pay is competitive. The food service employs nearly 500 students campus wide. Stop in at any of the three food services to fill out an application if you are interested.

Family & Graduate Housing

Family and Graduate Housing offers student employment opportunities throughout the year including vacation periods when the residence halls are closed. Opportunities include grounds crew, front office admin, and cleaning crew positions. If you are interested or would like more information about the positions available, please contact the Family & Graduate Housing Office at 994-3730.

Residence Hall Regulations and Policies

Occupancy of a residence hall is a privilege extended to the student by the University. Continuation of this privilege is dependent upon his/her reasonable and satisfactory personal conduct and the observances of all University Regulations.

It is your responsibility to read and to adhere to these policies.

Your Rights and Responsibilities

As individuals you have rights and responsibilities of which you should be aware. For a positive academic and social atmosphere to be facilitated in the residence halls, good citizenship needs to be demonstrated by all residents. You need to manage your life responsibly and in a way which reflects respect for other individuals and property. All of the residence hall policies have been developed in an effort to facilitate community living, but as a resident, you are ultimately responsible for your actions and the actions of any of your guests. **You are expected to conduct yourself in a manner that demonstrates respect for the rights of others.**

Because you're here to get an education, it is understood that you have the right to study in your room. Along with this right goes the right to have fun, to relax, to pursue friendships and to have privacy. These needs can be met in a group-living situation only through 'give and take' and having shared expectations. It is your responsibility to confront other residents who are violating your rights.

The Residence Hall Contract may be terminated by the Residence Life Department at any time for violation of the terms and conditions of the contract. If the contract is terminated, the University may retain all payments made under the contract and may seek any other remedy in law or equity.

The following regulations and policies have been established to assist in protecting the rights of all students living in the residence halls.

Abandoned Property

If a resident leaves property in the Residence Hall at the termination of their occupancy, the property shall be deemed abandoned. The University will dispose of the property if not claimed by the resident within thirty days. Any charges incurred to remove, store or dispose of the property will be assessed to the resident.

Any personal items left in a public area (hallway, lounge, pod, etc.) can be removed by hall staff and placed in a locked space without prior notification. Montana State University does not take any responsibility for lost, damaged or stolen items left in public areas.

Alcohol

The possession and/or consumption of alcoholic beverages is permitted by residents of legal age in private student rooms and is therefore not permitted by residents under the legal age. The possession and/or display of empty alcohol containers (cans, bottles, displays, etc.) is prohibited.

Consuming alcohol or carrying an open container in any other areas of the residence halls is prohibited. An open container is defined as any container of alcohol with a broken seal.

University regulations limit the amount of alcohol permitted in a private room. **Kege of beer and mini-kegs are prohibited** because large gatherings of people tend to cause a disturbance in the residence halls.

Serving, giving or selling alcoholic beverages to underage persons is illegal. The sale of alcohol without a license is prohibited as is drinking alcohol outdoors. **Please note that you are responsible for your actions and those of your guests at all times**, including when you and/or they are under the influence of alcohol.

If you or your roommate do not wish to have alcoholic beverages in your room, that wish should be observed regardless of age. Visitation, study hours and the rights of individuals will be enforced in accordance with established Residence Life rules and regulations. Should any conflict arise, contact your RA or Resident Director.

Any violation of this policy may result in disciplinary action and/or the involvement of University or Bozeman Police. Disciplinary actions may include:

- **Loss of privilege;** (i.e. not able to rent RHA services at front desk)
- **Referral to the hall Judiciary Board, University Conduct Committee or to appropriate MSU services and/or civil authorities, including University Police.**
- **Removal from University housing.**
- **Participation in the "Insight" Program which is supervised by the Dean of Students' Office. An administrative/educational materials fee is assessed to students for this program: Level I-\$100.00; Level II-\$125.00; Level III-\$125.00 to Insight and Evaluation from outside agency, no monetary break for MSU students: approximately \$150.00 + Alcohol and Drug Services of Gallatin County evaluation costs. (Price subject to change.)**
- **All alcohol involved in a disciplinary situation will be confiscated and destroyed.**
- **People contributing to the delinquency of minors will face disciplinary/civil action.**

Arson

Arson is the act of maliciously, voluntarily, and willfully setting fire to the building, buildings, or other property within the building. Arson is a criminal offense and will be treated as such. Any gestures of arson will result in strict disciplinary sanctions such as expulsion from the university as well as criminal charges. **Open flame of any type is prohibited in the Residence Halls.**

Beds

Bunk beds or lofts are permitted in the residence halls (unless otherwise noted). Plans for construction of bunk beds/lofts are available at the desk in each hall where the bunking of beds is permitted. Remember that you are responsible for any damage or loss to the beds and/or to the room caused by bunking. Beds and bed frames should not be disassembled in order to create a bunk. **A charge of \$49.00 to check safety and construction will be assessed to residents who take apart their bed frames (regardless of condition at time of vacancy).**

Residents in North Hedges Suites, Hapner, Langford and Roskie 10 & 11 are not allowed to store their beds. Work orders should be submitted for lofting/de-lofting of the beds.

Students returning to the residence halls who have already been granted a double-as-single room, unless otherwise specified, will have one bed in their room upon their check-in.

Storage and work space under loft beds should be maintained in a safe manner. Lamps/lights under the loft must have a shade/covering to protect the bulb and heat generating appliances should be kept to a minimum.

Bicycles

Storage

All bicycles not parked in bicycle racks are subject to impoundment. There are only two places that your bike is allowed to be parked: in your own room and in the bike

racks outside your hall. They should not be locked to trees, railings, signs, lampposts, or anywhere else they pose a safety hazard or property damage. Bicycles improperly stored in buildings are also subject to impoundment. Bicycles may not be parked, stored, or ridden in the public areas of the hall. No motorized bikes can be stored inside residence halls. The University is not responsible for lost, stolen, or damaged bikes. **Abandoned bikes will be removed after the residence halls close each spring. Students' failure to remove bikes will result in locks being cut (at student's expense) and bikes being stored at University Police.**

Safety

The safest place for your bike is locked in your room. **Bike theft occurs on the MSU campus, so be sure that you have a secure lock and always keep your bike locked when you're not using it.** University Police requires you to license your bike with them or the City of Bozeman; this will increase chances for recovery if your bike is stolen. It is free to license a bike on campus.

Break Housing

The residence halls and food services are officially closed during Thanksgiving, Winter Break and Spring Breaks. **Room and board charges do not include these scheduled vacation periods.** However, housing will be provided for continuing students wishing to stay during breaks for an additional charge. Food Service is not available during break periods. Contracted students may store their belongings in their rooms over the breaks during the academic year; however, the University does not assume responsibility for these items.

Break housing sign-up deadlines are posted throughout the residence halls, prior to each scheduled break. Failure to meet these sign up times will result in a minimum late fee of \$25.00 and the possibility of the University's inability to house you during your requested stay. Johnstone Center, North Hedges Suites and Roskie Hall will consistently remain open during the break times. However, students living in all other halls may be required to move during break housing times. **Due to safety and security issues, guests are not allowed during interim or break housing periods.** Mail/packages are not distributed or forwarded during break periods. Only those students who have paid for break housing will be allowed entry. A fee will be assessed for any student who wants to enter their room after the residence halls have officially closed for a break period.

Please see Occupancy Periods on page 9 for specific information regarding dates, times and costs related to residence hall break housing for 2011–2012.

Candles

One of the most common causes of fire in residential settings is from the use of candles. Because of the threat this poses to persons and property, burning of candles is prohibited. Decorative candles are allowed but cannot be burned. Evidence that candles have been burned may result in disciplinary action. It is encouraged that you trim the wicks of all candles in the living environment and use electric candle warmers if you wish to enjoy the smell of scented candles.

Ceiling Tiles

Ceiling tiles may not be removed or altered for storage or any other purpose in the residence halls. Residents are responsible for any/all damage caused to ceiling tiles and supporting structures. Removing ceiling tiles and storing personal items above ceiling tiles is prohibited and will result in disciplinary action. In South Hedges, asbestos is located in isolated areas above ceiling tiles. If the asbestos is disturbed, it could cause a health risk to residents. If the asbestos is left undisturbed, there is no danger to the residents. Air quality tests are done routinely to ensure that the asbestos poses no health risks to our residents.

Chemicals and Explosives

For obvious reasons, chemicals and explosives (including firecrackers, spraypaint, explosive devices, smoke bombs, combustion engines, flammable and explosive liquids/gases,

ammunition and fireworks) are not permitted in the residence halls. The act of spray painting is not allowed in the residence hall rooms. Use of spray paint is only allowed in the designated areas for educational purposes. If you are unsure about a substance, check with your RA/RD. This includes materials and devices which by themselves, or when combined, could be explosive, toxic, flammable or dangerous (such as camping fuel). If unsure about a substance check with your RA/RD.

Spray adhesive can be used unless it is disrupting other residents in the building.

Cleanliness

It is the duty of both roommates to help keep their room clean. Roommates should keep their respective sides of the room in a fashion that suits their tastes without infringing upon the roommate's rights. One's personal hygiene should be such that it does not create an unsanitary condition or an offense to others. It is every student's responsibility to help maintain cleanliness in public areas. Students are responsible for the cleanliness of the area outside their room. **Vandalism and messes requiring extra clean-up will be charged to those responsible.**

Commercial Use

Residents may not operate, advertise or promote a private business from the premises. Commercial use of any part of the dwelling, facilities or grounds, and commercial solicitation and promotion in the Residence Halls is forbidden.

Cooking in Rooms

Because of health concerns, we encourage only minimal cooking in student rooms. Most halls have a common area kitchen that students can utilize for cooking. Popcorn poppers, coffee pots, hot pots and toasters are permitted in student rooms if there is no exposed heating element, but care should be taken to maintain these appliances. Toaster ovens, George Foreman grills, and hot plates are not permitted. Small microwave ovens are allowed as long as they have a UL-approved sticker. Microwave ovens and refrigerators may not be stored or used in closets or under beds because heat generated from these appliances in an enclosed area may create a fire hazard.

Damage Charges

In order to help keep residence hall costs as low as possible, anyone who steals, loses, destroys or damages Montana State University property will be charged accordingly, required to pay the charges immediately, and will be subject to disciplinary action. If the damage exceeds \$50 or is malicious in nature, arrest for damage to state property may result.

Dart Boards

Because of the potential for bodily harm and physical damage to the residence hall rooms, hard tip darts and dart boards will not be allowed. Any damage resulting from the use of a dart board in a room will be the financial responsibility of the residents of the room. Soft tip darts and boards are acceptable.

Decorations/Room Displays

Since this will be your new home, we encourage you to take time to make your room a special place. Decorate—with posters, plants, or rugs. You are free to display posters and other things in your room. Possessions or displays which are inconsistent with accepted standards or University policies should not be displayed on the outside of room doors or in general view of the public. This includes your room windows.

For example, posters of nude men or women, and harassing or intimidating visual materials are generally considered inappropriate. Some room displays in public view may constitute a violation of University policies regarding racial and sexual harassment. (See Harassment pg. 30).

Check with a Residence Life Staff member if you have questions about what may or may not be appropriate.

Most residence hall rooms may be painted by you and your roommate. To initiate this process please see your hall front desk Program Assistant for a paint contract. Residence Life restricts the colors and the type of paint available for student use, although it is provided free of charge. **Contact the hall desk for a color chart and request a form, Mon.–Fri. 8:00 a.m.–5:00 p.m.** All painting must be completed before the last two weeks of the semester and clean up must be completed within three working days of the paint contract date. Residents will assume the responsibility for meeting the specific painting requirements set forth by the Office of Residence Life. Any unauthorized painting will result in the student being charged to have the room repainted.

Please remember that you will be accountable for any and all damage to your room and its furnishings. Tape (especially carpet tape) has a tendency to leave a residue which is extremely difficult to remove. Nails leave holes that will require repair, so an alternative method of hanging your personal items is suggested. Ask your RA if you have any questions about what you can or can't do to your room.

Due to recent room remodels, room painting will not be permitted in Hapner and Langford.

Dining Hall Behavior

Students are expected to abide by the rules and regulations outlined in the Residence Hall Food Services Handbook. Violation of these regulations and/or inappropriate behavior may result in disciplinary action.

Disruptive Behavior

Students are expected to exhibit appropriate behavior within the communities of the residence halls. Individuals who participate in or display inappropriate behavior while in a residence hall will be subject to disciplinary action. Inappropriate behavior may be defined as any activity that disrupts, endangers or interferes with the environment of the residence hall community.

Drugs

The Montana State University Residence Life Department strives to maintain an environment within the residence halls that is drug free. We make aggressive efforts to identify and report drug use and sale to law enforcement. Any suspected drug activity is forwarded to the Director of Residence Life who determines whether the information is specific and/or significant enough in nature to report to University Police.

Manufacturing, possessing, selling, transmitting, using or being present to any activity involving an illegal drug, controlled substance or drug paraphernalia is a violation of University policy as well as a violation of the law. Neither residents, nor their guests, are permitted to possess paraphernalia such as bongos, pipes, rolling papers, etc.

Smoking marijuana in the residence halls (inclusive of hookas), will result in disciplinary action for those involved. **The odor of marijuana is sufficient evidence to take administrative action within the residence halls.**

Although Montana state law permits the use of medical marijuana, i.e., use by persons possessing lawfully issued medical marijuana cards, federal laws prohibit marijuana use, possession and/or cultivation at educational institutions and on the premises of other recipients of federal funds. The use, possession or cultivation of marijuana for medical purposes is therefore not allowed in any Montana State University housing or any other Montana State University property; nor is it allowed at any University-sponsored event or activity off campus.

Students who violate the drug policy are subject to either/or both administrative and/or civil action. The University will take whatever action necessary, regardless of civil action pending. See pg. 23 for possible disciplinary action for violations of this policy.

Elevators

Each high-rise is equipped with passenger elevators. **If you live on the 2nd, 3rd, or 4th floors, please refrain from using the elevators whenever possible.** Please use the stairs if you are going up or down one, two or three floors.

Inappropriate use of the elevators (i.e. prying doors open, bouncing in elevators, riding within the elevator for extended periods of time without the purpose of moving to another floor, etc.) or emergency alarms and stops may result in disciplinary action and/or the liability for the cost to repair the damage to the elevator. Vandalism to the elevator may result in service being discontinued.

Extension Cords and Power Strips

Only 1 power strip per electrical outlet. Do not link power strips or use 'octopus' plugs. Do not plug one extension cord into another extension cord. In the event of damage resulting from overloaded electrical outlets, the resident who violated the policy will be held financially responsible for repairs or replacement of items.

Fire Drills and Equipment

Emergency Evacuation Locations

- North Hedges – Lawn behind Cheever
- North Hedges Suites – North Hedges Suites Parking Lot
- South Hedges – Roskie Parking Lot (east end)
- Roskie – Roskie Parking Lot (west end)
- Langford – Linfield Parking Lot
- Johnstone/Mullan – Johnstone Parking Lot
- Hapner – Johnstone Parking Lot
- Hannon – South of Building in Green Space
- Quads – Courtyard

Policies

Fire evacuation plans have been established to assure your safety. Tampering with fire equipment can hinder student response in the event of an actual emergency or drill. **Misuse of any fire equipment, including extinguishers, pipes, pull stations, smoke/heat detectors, hoses, exit signs, emergency lights, horns, alarms, bells and doors; starting fires; setting off false alarms; or failing to evacuate and/or hindering in the evacuation of others will result in disciplinary action and possible criminal action. The use of fire escapes during a "non emergency" is prohibited.**

Participation in Fire Drills is Mandatory. Residents who fail to comply with this requirement and do not vacate the hall when the alarm rings will face disciplinary action (civil and/or University) and may be dismissed immediately from the residence halls.

Procedures

A fire drill is conducted once each semester in each hall so that you are informed of the proper evacuation procedures and Residence Life staff may test fire emergency equipment. Your RA will explain the evacuation procedures at the first floor meeting and an evacuation plan will be posted at each floor exit door. Be sure you are familiar with these procedures — your life may depend on it. Some guidelines for evacuation:

1. Evacuate quickly and safely. You may endanger the lives of both yourself and others if you do not exit the building as quickly and carefully as possible.
2. **Do not use elevators** during evacuation. You could become trapped in an actual fire. Use the stairwells to evacuate.

- If you **smell smoke** while in your room, first feel your door and door knob to determine if heat is present. If it is not, place a towel over your mouth and open your door. If you see smoke, crawl to the nearest exit (heat and smoke rise, and you are safer closer to the floor).
- When you feel your door, if **heat** is present, **do not open your door**. Put a towel over your mouth and under your door, open your window and hang a piece of white cloth out the window, and then close the window. The cloth will let fire fighters know where to find you. Unless you live on the first floor, **do not jump out of your window**. Never break your window, as this will draw smoke into your room. Call the hall desk to let the Program Assistant know you are still in your room.
- It is wise to wear shoes and warm clothing when evacuating since you may have to remain outside for an extended period of time.
- Please take your room key as staff will enter your room to conduct a visual check and will lock your room door upon leaving.

Furniture and Furnishings

Because we must maintain an accurate inventory of hall furnishings, and to prevent possible damage, **you are not permitted to remove or alter any furniture, fixtures or bedding in your room or public areas without prior permission from a Residence Life staff member**. Due to limited space, room furnishings cannot be stored elsewhere in the hall. There are restrictions on additional furnishings in student rooms due to roommate needs, space, health and safety considerations—approval must be made by the Resident Director. Additionally each lounge or lobby, as well as other public areas, is furnished for the comfort and convenience of all. **Students may not remove the furniture from the lounge areas or any other public areas without prior authorization from an RA for a specific timeframe of use**. Taking furniture or equipment from a public area will result in disciplinary action. Prosecution for criminal theft will result if furniture or other University property is removed from the hall. Damage to public area furniture will be billed to the responsible party(s) and disciplinary action may be taken.

If you checked out a blanket from your hall desk, **please do not wash it**. If your blanket needs cleaning, just contact a custodian in your hall. You should not use a University owned blanket outside your room.

Hanging blankets, sheets, tapestry etc., that physically or visually restricts or blocks access to the room is prohibited and may result in disciplinary action.

Gambling

In accordance with state law, no form of gambling is permitted in the residence halls or on the MSU campus. Only those public places which hold gambling licenses are permitted to allow such activity. Montana State University and its campus do not fall within this category.

Guests and Visitation

General Information

Rooms are to be occupied only by the students for whom they are reserved. Room reservations are not transferable. Residence halls are established as private residences for MSU students contracting to live there. Therefore, access is limited to these residents, their guests and other persons with legitimate cause to be on the premises (service personnel, etc.). **Residents are responsible for what happens in their room even if they are not present at the time of the infraction**. Realizing that rooms will be used for study, rest and entertainment of guests, and that these functions are sometimes conflicting, an understanding must be reached between roommates as to the time, place and manner in which the room is to be used. This requires mutual respect for each other's right to privacy. **Cohabitation is prohibited**.

Students may entertain guests in their rooms during visiting hours provided that the rights of the other students on the floor, and in particular their roommates, are not violated.

Due to the excessive noise caused by large numbers of people and potential fire hazards, no more than ten people may be in the student's room at any time.

Overnight Guests

Students living in the residence halls may have overnight, non-resident guests under the following conditions:

- The resident host has the permission of the roommate.
- Guests must abide by all rules and regulations of the University and Residence Halls. The resident host is responsible for the actions of their guests, for informing them of hall rules and regulations, and for expenses incurred by them.
- Guests may not sleep in public areas.
- Guest stays are limited to a period of time not to exceed three nights.
- Each resident is limited to one guest.
- Guests must present a photo ID, be registered at the hall desk and the RA must be aware of the guest's presence before hall facilities are used.
- Guests must adhere to the escort policies in each hall.
- Overnight guests will be required to pay a nominal nightly fee if they wish to stay in an unoccupied student room. The guest will not be charged if no linen is issued and the guest stays in a resident's room.
- Cohabitation is prohibited.
- Individuals under 18 years of age checking into a MSU residence hall are required to obtain permission from the Hall RD prior to 10:00 p.m. on or before the day of arrival. In order for the RD to assess the situation and approve their stay, the minor's parents or guardians will be contacted.

Guest rooms and apartments may also be available at a nightly fee. All reservations for guest rooms and apartments must be made through the Residence Life Office at 994-2661, between 8:00 a.m. and 5:00 p.m. Monday through Friday.

Non-resident guests (not staying overnight) are permitted under the following conditions:

1. Guests **must present a photo ID** and be checked in at the hall main desk after 10:00 p.m. each night.
2. Any guest who enters with a resident via Cat Card access must proceed directly to the front desk for an authorized guest check-in. Failure to do so will result in severe disciplinary action. (See Safety and Security pg. 33).
3. Guests must comply with all University and Residence Hall policies.
4. Guests must adhere to the escort policies in each hall.

The resident host is responsible for the conduct of all visitors/guests, and may face disciplinary action when visitors/guests do not adhere to residence hall rules and regulations. All visitors/guests must be checked in by current residents of the building during lockdown. Any person without photo ID may be refused entry and/or escorted out of the building.

Visitation

A visitor is defined as "a member of the same or opposite sex who is not assigned to or contracted for a particular room but is in a room at the invitation of the occupant for a short period of time, and does not use the room or facilities in a manner that would be considered an occupant or guest."

Visitors may be entertained in resident rooms or lounges in accordance with the hall visitation hours. Residents of a floor or hall may make their visitation hours more restrictive via their Residence Hall Association. Any change of visitation hours will require the approval of 85 percent of the floor's members (by secret ballot). Options may be changed only during the first two weeks of each semester.

Visitation is allowed in the lobby areas located on the main floor 24 hours a day. However, these areas may not be used as overnight accommodations. Individual hall RHAs may make their lobby visitation hours less than 24 hours a day if they so choose. Changes for this area requires the approval of a majority of the RHA and approval from the Resident Director.

Please be considerate of others. Having visitors is a privilege and the visitation privilege is administered under the honor system. You are expected to abide by all rules and regulations, as should your visitors. If you violate the privilege, you may be subject to disciplinary action. **Current residents and visitors are reminded that at no time may men use a women's rest room or vice versa.**

Escort Policy

Each residence hall is governed by an escort policy, although the hours it is in effect vary from living unit to living unit. When the policy is in effect and you wish to visit someone of the opposite sex, you must be escorted by the room resident. You must also be escorted when leaving. **Hapner, Hannon and Langford halls require escorts from 10:00 p.m. until 7:00 a.m. every day.** Please note that a floor or hall may make their escort hours more restrictive via their Residence Hall Association.

A staff member can, at any time, remove a visitor from a floor/building. If you see an unescorted person during escort hours, contact a staff member immediately. An escort may be requested at any time if the situation warrants, i.e., suspicious behavior. **Please remember that you are responsible for your actions and those of your guests and visitors at all times.**

Halogen Lamps, Lava Lamps and Space Heaters

Halogen lamps, lava lamps and space heaters are not allowed in the residence halls due to significant fire hazards. Anyone violating this regulation will be held financially accountable for any damages, and University disciplinary action will be taken against them.

Harassment

Residence Life works to promote dignity and respect among all members of the University community and understands that this is a responsibility each of us **must** share. Diversity is one of the strengths of our society.

Residence Life supports the conduct outlined within the Student Code of Conduct. Harassment includes, but is not limited to verbal, graphic and/or written abuse directed at another, beyond a reasonable expression of opinion that is threatening and/or substantially interferes with a person's exercise of his/her responsibilities as a student, faculty or staff member. Students found in violation of this policy will face disciplinary action.

Harassment of judicial board members is strictly prohibited. Violations of this policy will result in severe disciplinary action.

Incense

Burning of incense in the residence halls is strictly prohibited in all halls. Many individuals are allergic to or are annoyed by the intrusive odor.

Keys and Locks

When you check into your residence hall you are issued a key to your room. Montana State University is committed to assisting you in protecting your personal property. **You should lock your door whenever you are sleeping or leave your room, even if just for a short time.** If you lock yourself out of your room, you can check out a spare key at your hall desk with some form of identification. You will be required to return this key immediately. You may check out the key to your room only. If you lend your key to another person, you do so at your own risk. The University accepts no responsibility for loss of personal property. If you lose your key, you should report this loss to your RA and the front desk immediately.

If you damage your key, you will be required to pay a replacement charge of \$10.00 and will be required to turn in the damaged key. If it is determined that you have lost your room key, you will be required to fill out a work order and pay a \$48.00 re-key charge before you obtain the new key. Additionally, there is an \$10.00 charge to replace mailbox keys for those halls that use them (prices subject to change without notice). Keys which have been checked out for **more than 24 hours** and not returned will be considered lost and a work order will be processed to have your room re-keyed immediately at your expense.

Key check-out is a service. Please be considerate of desk personnel and carry your key with you at all times. Excessive key check-out or abuse of this privilege may result in disciplinary action. For your safety and security, notify your RA as soon as possible if your keys are lost or stolen.

Tampering with locks is illegal and not permitted. If you have difficulties with your lock, contact a staff member immediately. Intentional jamming of doors or locks or key copying is dangerous and subjects you to serious disciplinary action and payment of damages.

Weather stripping, window putty or any other adhesive in door frames is not allowed. It is hard on the locking mechanism and makes entry to rooms difficult which poses a safety threat in case of fire or other emergency.

Lounges

Hall lounges and lobbies are for the use and enjoyment of all residents and their guests. Please help keep the lounge areas clean and in good physical condition. Lounge furnishings and areas may not be used as overnight accommodations. Personal items will be removed from public areas if left for extended periods of time. See also, Furniture and Furnishings.

Academic space for study groups, project meetings, etc. is available in Johnstone Center and North Hedges on a limited basis. Please ask at the hall front desk for availability.

Noise

MSU is committed to providing an atmosphere conducive to academic success. Noise of any kind is the most common obstacle to providing this environment.

Students will comply with each other's requests for quiet whenever their behavior or the behavior of their guests is such that it creates a disturbance. Students must realize that they are obligated to extend this courtesy whenever requested to do so.

Courtesy Hours

Courtesy hours are always in effect, meaning that noise must always be kept at a reasonable level. During courtesy hours, residents are expected to maintain a level of quiet conducive to community living and respond courteously to other residents' and staff requests for quiet. Residents are encouraged to communicate with other residents if and as they are disturbed by noise or other activity. If this isn't effective, please contact your RA.

Musical Instruments, Stereos and Other Audio Equipment

Due to the nature and sound produced, drums cannot be played in the residence halls. Other instruments may be played quietly in residents' rooms except during quiet hours. If at any time such activity results in a complaint, residents must stop playing. Courtesy hours are always in effect.

You may have stereos and other audio equipment in your room or suite. Please be respectful and courteous when using such equipment so that it will not interfere with other residents' study or sleep. Any audio equipment played outside must remain at a reasonable level. Electric guitars are permitted, as long as you cannot hear them outside of the room. We recommend using headphones.

Volume (including bass) should be at a level that cannot be heard outside the room with the door closed. Stereos that are a continual source of disturbance to others may be boxed and retained in a hall storage area for a length of time to be determined by the Resident Director or Judicial Board. **Stereos should not be played through open windows if they can be heard outside.** Headphones are advised for those wishing to enjoy music after quiet hours. Subwoofers are not allowed to be utilized in the halls.

Pianos are available in most halls for your enjoyment, but should not be played during quiet hours. Playing of any other instruments in public areas is prohibited unless specifically authorized in advance by the Resident Director.

Quiet Hours

Quiet hours go into effect no later than 10:00 p.m. every week night (Sunday through Thursday) and continue until at least 8:00 a.m. the next morning. Quiet hours go into

effect no later than midnight every weekend night (Friday and Saturday) and continue until at least 10:00 a.m. the next morning. During this period, all activities which might prove disturbing to others must be suspended. **Noise must not be audible outside the room with the door closed.**

Finals Week Noise

Residence Life is aware that during final exam week, beginning at midnight the Friday directly preceding exam week, students have an increased need for an environment conducive to study. As such, **Quiet Hours will be in effect 22 hours a day and will be strictly enforced.** Students should maintain an extraordinary level of quiet at all times during this time period and plan on taking any "loud activities" out of the residence halls. Between 6:00–8:00 p.m. nightly during final exam week there is a brief break in the intense study time. However, courtesy hours remain in effect even during these hours.

Parking

If you have a vehicle on campus, you must register the vehicle with the University Police Department. During Fall Semester you have seven days in which to do so, and at all other times it must be registered immediately upon arrival at the University. Your proof of registration is an MSU parking hang tag which must be displayed on your rear view mirror.

Combustion engines are not allowed in the residence halls. Inoperable vehicles may not be parked or stored on campus and under no circumstances may anyone drive or park vehicles on lawns or sidewalks. Any violation of these rules will result in vehicles being towed at the owner's expense.

Health and safety regulations require that gasoline-powered devices, such as motorcycles or mopeds, **NOT** be stored in or near residence halls. Please park them in the designated areas of the parking lot.

A complete outline of parking regulations and prices for parking stickers is available through the University Police Department, located in the Roy Huffman Building.

Pets

Because of health hazards, **only fish, and other totally aquatic species (snails, etc.), are allowed in the residence halls. No other animals are allowed.** You should clean your aquarium in the cleaning room, not in the bathroom. Aquariums of more than 20 gallons must receive approval of the Resident Director. Residence Life will not be responsible for the care of fish during school breaks (Semester, Spring, etc.), so you will need to plan accordingly. You will not be able to enter your room during the breaks, so you must either remove your fish or place an extended feeder in your tank. Any pet violation may result in the resident being charged for disinfecting the room.

Respect for the Rights of Others

With so many people living in a limited space, it is essential that people cooperate with one another. The residents of each building are responsible for maintaining a community that is respectful of each individual's rights. Please be aware and courteous in your actions. If your actions and conduct are violating the rights of others, you are expected to be responsive and courteous to students and staff when approached. If someone is unresponsive to your requests, contact a Resident Advisor for assistance.

Room Damage

Students are responsible for the furniture and fixtures in their rooms and for University property within the hall. Any room damages (including nail holes, tape residue etc.) determined to be above normal wear and tear (at the discretion of the Residence Life staff), will be billed to the resident(s) and may result in disciplinary action. Students who, because of their actions, are responsible for damage to the residence hall facility (such as leaving a window open during the winter that results in a burst heater pipe), will be held financially responsible for any/all damages caused as a result.

Room Entry

Students cannot physically nor visually block, restrict, or deny a Residence Life staff member or other University official from entering their room. This includes hanging blankets, sheets, tapestry, etc., that visually or physically restricts access to the room. Violations of this policy will result in disciplinary action.

Along with the facility checks three times each semester, there are other instances when University staff members may enter your room. The University is committed to respecting your right to privacy; however, there are times when it is necessary to enter your room to perform maintenance, to regulate suspected violations of University policies or when a suspected emergency exists. Otherwise, your room will be entered only in accordance with state law, which includes written notice in all cases that are not deemed emergencies (an emergency is defined as the belief that the occupant or the facility may be in imminent danger.) Each student will be asked to review and sign a "Room Entry Notice" upon check in to their room.

The manner in which your room will be entered:

1. Staff members should knock but need not receive verbal permission to enter, if in the mind of the staff member in charge the danger is of sufficient magnitude.
2. If you refuse entrance to a staff member and s/he is reasonably sure that either you or state property is in danger or you are in violation of residence hall policy, the staff member may use a pass key to enter.

Some occasions in which your room will be entered:

1. Facilities checks occur up to three times each semester. Written notice is given ahead of time.
2. During fire alarms, your room will be entered to determine if you have left the building. If you refuse to leave the hall, you will face severe disciplinary action.
3. Emergency situations:
 - a. You've been missing for more than 24 hours for unknown reasons or have been reported missing by your roommate, a friend or relative.
 - b. Someone hears you verbally call for help, or you call by telephone.
 - c. Imminent danger threatening residents including, but not limited to: fire bombs, smoke, gas, electrical, lack of heat, too much heat, burst pipe, flooded room, window left open, the presence of a suspected dangerous trespasser, etc..
 - d. Your room and/or your belongings are threatened by the hazards listed above.
 - e. Conditions in your room are a constant annoying disturbance to other residents; for example, radio, alarm clock, stereo, etc., left on.
4. A weapon, explosives or combustibles have been reported to be in the room.
5. At hall closing, inclusive of breaks, to ensure building security.

Safety and Security

Please review the Residence Life Safety and Security Brochure for more information. Ask your RA or the front desk if you do not have one of these brochures. **Those students who violate security policies will be evicted from the residence hall system, which may result in suspension from MSU.**

Hall Security

You may enter or leave your hall at any hour. A night security desk clerk is on duty in all halls to admit residents and their guests after 10:00 p.m., with the exception of Quads and North Hedges Suites which have outside door key or Cat Card entry doors. On some occasions the doors may be locked earlier for security reasons. At all times, students are responsible for the actions of their guests. **If you or any guests enter your hall after the doors have been locked you will be required to show a picture ID.** Any guest who is in the residence halls after lock up must sign in at the front desk, present a photo ID and

be escorted through the hall by the resident they are visiting. A failure to sign in guests or adhere with check in procedures will result in disciplinary action. **The resident listed on the guest check-in slip will be responsible for the actions of that guest.**

Cat Card access is provided for resident convenience. All guests must be signed in at the front desk. Anyone using an ID other than his/her own to gain access into a residence hall or who falsely represents themselves will be subject to severe disciplinary action.

Liability

The University does not assume responsibility for, or carry insurance against, the loss or damage of individually-owned personal property, either in the student's room or in residence hall public areas or storage areas. Students are encouraged to obtain insurance against loss or damage to their personal property.

Propped Doors

Propped doors pose a serious threat to the residence hall security systems. Propped doors put the Residence Hall students' safety, privacy and belongings at risk. A door is considered propped when any person or object prevents the closing of the door for an extended period of time or to provide entry for him/herself or others. **Propping doors is prohibited, and will lead to serious judicial action inclusive of eviction of hall.** If you see a propped door, un-prop the door and report it to the desk clerk on duty. Smokers are reminded that they may not prop doors to provide re-entry for themselves or others. (See Unauthorized Entry pg. 34).

Security Cameras

Security cameras have been placed in most of the Residence Halls to assist in policy enforcement and to monitor the living environment for the students. Any violation recorded on the cameras will be considered for administrative action through the judicial system and/or legal action through University Police.

Tampering with security cameras will result in aggressive disciplinary action, which could result in eviction from the Residence Hall system, suspension from Montana State University and/or criminal action through University Police.

Syringe and Sharp Objects Disposal

Students should not place exposed medical hypodermic needles directly into trash containers. Disposable, puncture-proof containers are available and should be used for disposing of hypodermic needles. These containers should be used to provide protection to other students and custodial personnel. Please see your Resident Advisor or Resident Director for more information.

Theft

Theft of University property, property of other hall residents, or city or state property is prohibited. Students found possessing stolen property may face judicial, University and civil charges. Immediately report any thefts to a Resident Advisor.

Tampering with vending or laundry machines is considered theft and will be processed accordingly.

It is suggested that you keep your door locked at all times to prevent theft. Do not leave your belongings unattended in public areas (laundry rooms, lounges, etc.). **Report suspicious strangers** you see in your hall to a staff member.

Unauthorized Access

Due to the community disruption and potential for injury, individuals are not to enter restricted access areas in non-emergency situations without prior permission from a University staff member. Restricted access areas may include, but are not limited to, front desk areas, offices, any/all entrance way overhangs, residence hall roofs, Roskie 2nd floor ledge and Quads fire escapes.

Unauthorized Entry

Unauthorized Entry is defined as: Providing building access to non-building residents through ancillary entries (i.e. windows, back doors etc.). Each Residence Hall has Cat Card activated entry for your convenience. It is your responsibility to check-in all guests properly at the front desk. Failure to comply with night security check-in procedures (for you or your guests) may be defined as unauthorized entry. Entry through any entrance other than a Cat Card accessible door or main entrance during security hours (10:00 p.m.–7:00 a.m.) is prohibited and will lead to serious judicial action inclusive of eviction. Finally, entry or exit through windows is considered unauthorized entry and is prohibited.

Any person classified as "Persona Non Grata (PNG)" to a residence hall or dining hall is restricted from entering that area for a designated time period. Any individual who violates their PNG restrictions will result in University Police being called for immediate arrest for trespassing.

Screens

You are responsible for maintaining your window screen in an installed position on your room windows. A charge of \$49 to check security of screen plus replacement of materials will be billed to residents who remove their screens. No objects whatsoever, including fluids, may be hung, thrown, or dropped from the window of a residence hall room. People may NOT hang out/repel from windows – severe disciplinary actions will be taken. **Screens must be kept intact to protect pedestrians from falling objects and prevent unauthorized persons from entering the building.**

Signs

Signs which are the property of the federal, state or local government, or which belong to the University, may not be posted in student rooms. If you are found possessing such a sign, you will be reported to the proper authorities for disposition of your case. If you are found to be in possession of a local business sign, you will be reported to the business concerned and/or the local police. Sign theft is illegal and reflects negatively on the general student body and the University itself.

Skateboards/Rollerblades/Scooters/Longboards

For the safety and protection of the buildings and students, skates, skateboards and rollerblades may not be used in the residence halls or the exterior areas in accordance with University Policy. The use of bicycles, skateboards, and in-line skates shall be allowed only as a means of transportation on walkways and other vehicular travel ways of MSU. Anyone using a bicycle, skateboard, or in-line skates on MSU property shall give right of way to any pedestrian and shall travel at a reasonable, safe, and prudent speed. Under no circumstance will bicycling, skateboarding, or in-line skating be allowed on ramps, curbs, benches, steps, or stairs and other such structures or property not designed for transportation. The use of bicycles, skateboards, or in-line skates shall not be permitted inside any building.

Smoking

Residence Life recognizes student trends toward achieving and maintaining healthier lifestyles. As such, smoking is prohibited within the public areas and private rooms of all residence halls. **Per state law and Montana State University policy, smoking is also prohibited on all areas within 25 feet of any exterior surface of any building.**

Solicitation

Another right that you enjoy as a resident is for your living area to be free from salespersons, solicitors and the like. If you are approached by a solicitor please report this information to your RA or the Residence Hall Desk immediately. Additionally, students may not solicit in any fashion or form, from their rooms.

Campaigning

There are certain times when door-to-door campaigning is permitted. These are during national, state or local elections or ASMSU/RHA elections. Some specific guidelines:

- Only candidates may campaign door-to-door. Representatives of candidates may not campaign door-to-door.
- Candidates wishing to campaign door to door in the residence halls must have written authorization from the Director of Residence Life.
- Door-to-door campaigning may take place from noon to 7:00 p.m. and only on days specified.
- All candidates campaigning door-to-door must abide by the rules and regulations in that hall. Please be aware of and adhere to building escort policies.
- Candidates wishing to use other methods of advertisement/solicitation should use the guidelines listed in the above sections.

Sales

Sales agents are not allowed in the residence halls living areas. Should you be bothered by a commercial agent or a solicitor, contact your RA, Resident Director, Program Assistant or University Police immediately. Sales in hall lobbies at specified times may occur with prior written authorization by the Vice President of Administration and the Director of Residence Life.

Posted Information

You have a right to be informed of happenings at MSU and we attempt to meet this need by providing bulletin boards and posting areas on each wing or floor in most halls. With the exception of a public bulletin board in the main lobby of each hall, all posting areas are only for residence hall notices and other notices approved by the Associate Director of Residence Life or the RA. Any unauthorized postings will be removed and judicial action may be taken. You should check the posting areas on your floor daily.

Mailboxes

The mailboxes located in the residence halls are reserved for U.S. Postal Service functions which protect the integrity of the mail. Regulations regarding solicitation comply with the guidelines established in 1990 by RHA and the Residence Life Office, with the guidance of the MSU Post Master.

Sports

Activities including but not limited to football, basketball, broom hockey, water fights, frisbee/fof, handball, hacky sack and juggling are NOT permitted in the residence halls, rooms or public areas. Games and other activities conducted in residence hall public areas present real potential for accidents. They are potentially dangerous and almost always disruptive to others and may damage fire safety equipment.

Sprinkler Systems

Hanging items from and/or persons swinging on the sprinkler pipes is prohibited. Sprinklers are considered fire safety equipment and should not be tampered with. Any damages cost related will be billed to the student.

Staff Requests

Students are expected to be responsive to requests from staff or other students regarding behavior which is inconsistent with responsible freedom and respect for the rights of others. If you are in disagreement with a request, it is expected that you present your concerns in a mature and courteous manner.

The Student Conduct Code states that acting to impair, interfere with or obstruct the orderly conduct, processes and functions of the University is a violation and thus subject to disciplinary action.

Televisions

Television antennas, satellite dishes, or any other apparatus cannot be hung out the windows or affixed to the outside of the building. The process of installation causes physical damage to the building and there could be a great danger to you if you fall or injure yourself during installation. Antennas represent a danger during electrical storms. Tampering with cable TV access is considered "Theft of Services" and is illegal.

Vandalism

In the residence halls, vandalism is defined as any damage to property, furnishings, furniture, elevators, or any additional/unnecessary messes beyond what is expected with normal use of the facilities (for example, smashed fruit in the hallway is considered vandalism). **Activities that require additional clean-up by the custodial staff will be charged to the hall, floor, or individuals responsible.**

The Residence Life and University Food Services operations are completely self-supported, which means all expenses are paid from room and board income. What does that mean to you? Any activity which increases residence hall expenses has to be passed on to you in the form of higher room and board charges. For your own financial benefit, as well as community living standards, be responsible for your actions and the actions of your friends so that we may continue to offer room and board charges that are in the lowest 10 percent of the nation's residence halls.

Video Policy

The legality of showing videos (VHS, DVD, film, etc.) in the residence halls is still largely unresolved. It has not truly been tested in the courts and, until it is, there is no legal precedent established. Please adhere to the following guidelines.

- The University and its staff cannot rent videos without paying additional price for copyright privileges.
- It is against the copyright law to have a public showing of videos; the problem is coming up with a consistent definition of "public." The safest approach is to use floor lounges or rooms other than the main lobby.
- Money may not be charged for video showings.
- The showing of X-rated videos is prohibited in public areas.

Volleyball Pit Use

In 2007 Residence Life/University Food Service upgraded the Roskie Beach (located behind Roskie Hall). The upgrade included a basketball court, tetherball area, volleyball court, and horseshoe pits. Use of these facilities is free to any residence hall student and can be used between sunrise and sunset.

The second volleyball pit is located between Langford and Culbertson Hall and is open to residence hall students. Outside groups must receive permission to use these recreational facilities and may be charged a rental fee. Additional information regarding policies for reservation, priority-use, cost, and rules and regulations may be obtained through the Residence Life Office at 994-2661.

Water Beds/Hot Tubs

Because of the potential danger from electrical shock, potential damage to the facilities and increased utility costs, water beds and hot tubs are not permitted in the residence halls.

Weapons

Explosives are not permitted in the residence halls. This is inclusive of, but not limited to, firecrackers, fireworks, gunpowder and ammunition. **Ammunition cannot be stored in the residence halls.** Paintballs are considered ammunition.

Knives which are intended for legitimate hunting purposes and simple pocketknives are allowed in the residence halls. However, **severe** disciplinary action will be taken against students displaying these knives in a threatening or challenging manner. Any other sharp, pointed objects are not allowed—this includes decorative knives or swords.

Airsoft Guns, handguns, pellet/B.B. guns, paint ball guns, wrist rockets, sling shots, blow guns, tazers and any other selfpropelling apparatus are not allowed in the residence halls; possession will result in immediate confiscation and referral to a disciplinary board.

Rifles, shotguns, crossbows, compound bows and long bows with field or broadhead points are permitted in residence halls; however, they **must** be stored in the hall firearms storage facilities. Possession of any other weapon or apparatus (Ninja throwing stars, etc.) which is considered lethal is prohibited. Any violation of this policy will result in disciplinary action which could result in suspension from the University.

Residents who wish to keep their weapons in the residence halls must check them into the storage units located at the main desks of Langford, Roskie, Johnstone Center, North and South Hedges. Those students living in Hannon and Hapner may check their weapons at any other hall, as facilities for storing weapons are not available in these two buildings. Only RDs, RAs and Program Assistants may check weapons in or out. Firearms must be unloaded and have their actions open whenever checking them in or out.

All weapons that are checked into gun storage will be documented using a Residence Hall Weapons Control Form, available at hall desks. When checking a weapon in or out the owner must present some form of identification which displays his/her photograph. The owner of the weapon is the only person permitted to check out that firearm.

A specific area for cleaning guns is designated in each of the residence halls that have gun storage. **Possession and/or gun cleaning is not allowed in living areas. If you are found with a weapon in a living area, University Police will be contacted immediately and your residence hall contract will be terminated. You will also be sent before a disciplinary committee that may result in suspension from the University.**

Discharging a weapon in a residence hall will be cause for immediate eviction and recommendation for suspension from school as well as a referral to law enforcement officials.

Discipline System University Regulations

The student agrees to observe all University and residence hall regulations as set forth in the Montana State University Bulletin, the Student Conduct Code, the Residence Hall Handbook and the Food Service Handbook. **Failure to do so may result in disciplinary action, including eviction from the residence halls and/or suspension/expulsion from the University.**

Judicial System

The purpose of the residence hall judicial system is to protect the rights of all students and to ensure that University guidelines are followed. If you feel another resident has violated your rights (i.e., to quiet, privacy of person and possessions, etc.), you are encouraged to utilize the judicial system to resolve the conflict. The process is initiated by filling out an Incident Report (available from your RA or Program Assistant) and turning it in to your Resident Director.

Two principles underlie disciplinary efforts. The first principle is that the disciplinary action is aimed primarily at assisting the individual involved to re-direct his/her behavior and energies along acceptable lines. The second principle is that every effort is made to encourage students to assume responsibility for their own discipline, behavior and actions. In carrying out these principles, great emphasis is placed on the consideration of each individual case rather than an attempt to have matching “consequences” or actions for specific offenses. Because of the individual nature of discipline, emphasis is placed upon a fair hearing rather than upon elaborate codes of law and regulations.

Types of Judicial Action

There are three primary types of judicial action for hearing disciplinary cases: a Student Judicial Board, an Administrative Hearing (conducted by a Resident Director or the Director of Residence Life), or a Conduct Sanction Meeting. A student may indicate a preference for a particular hearing type, but the RD makes the final decision.

The type most frequently used will be the Student Judicial Board. There are several of these, each one composed of representatives from the residence halls and typically chaired by the vice president of the hall in which the incident occurred.

During the time that regular judicial boards are not in session or if the Resident Director deems it appropriate, cases will be heard administratively by a Resident Director or by the Director of Residence Life.

Judicial Process

1. An Incident Information Form is submitted to the Resident Director.
2. The resident(s) involved receive a copy of the Incident Information Form and have the opportunity to submit a written Statement of Response.
3. The resident(s) involved shall be notified of the hearing in writing at least 48 hours prior to the hearing. This right of 48 hours notice may be waived by the resident(s) involved. It is the assumption that residents check their mail daily. **Failure to pick up your mail will not negate or postpone your judicial action.**
4. The hearing permits both sides to state their purpose with supporting witnesses.
5. The resident(s) involved may request an open or closed hearing. At the discretion of the Board, the hearing may be closed to anyone if there are privacy interests at stake.
6. Unless there is a special circumstance, the hearing shall take place within a time period not to exceed 21 days, excluding holidays, following the infraction.
7. Cases that need to be heard during the last three (3) weeks of the semester will be heard administratively or at the beginning of the next semester (except at the end of spring semester), at the discretion of Residence Life Staff.
8. At the discretion of the Resident Director, and upon agreement with the student, a pre-hearing agreement may be signed. The pre-hearing agreement may only be used when the student admits to the violation of the stated policy. The student waives the right to appeal when he/she signs the pre-hearing agreement.

A hearing date will be set. If either party fails to appear at the hearing, the hearing may proceed and a decision reached whether or not the students are present or remain silent during the hearing. The resident involved has the right to question witnesses during the hearing and/or question any statements made, but waives this right by failing to appear at the hearing. Records of past infractions shall be used for sanctioning purposes.

Judicial Hearing – Student Rights

As a resident, I am aware that I have the following rights:

- To know the charges being brought against me
- To receive written notification of the nature of the charges
- To receive adequate notification of the time, date, and place of the meeting
- To present the personal or written testimony of witnesses
- To have an advisor present (who will not be allowed to speak to the Board, but who can give me support and advice, and who I can consult)
- To present own case and question adverse testimony during the meeting
- To appeal the Board’s decision

Guidelines for Hearings

- The complainant is given the opportunity to add to or clarify the Incident Information Form and to present witnesses. The board members and the complainant are given the opportunity to question the resident(s) involved and any of the witnesses.
- The resident(s) involved is given an opportunity to add or clarify the Incident Information Form and to present witnesses. The board members and the resident are given the opportunity to question the complainant and any of the witnesses.
- The resident is given an opportunity to make a final statement.
- The Board discusses the case and arrives at a decision. Each member has one (1) vote, with the exception of the chairperson who votes only in the event of a tie.
- Members of the Board are expected to maintain strict confidentiality concerning any judicial proceeding.

Disciplinary Action

If circumstances or incidents are of a serious enough nature, as determined by the Director of Residence Life, the resident may be immediately removed from the residence hall until the hearing is complete. Disciplinary action may consist of, but is not limited to:

- **No Action** – indicates that the Board felt that no action was necessary.
- **Warning** – is a statement, which indicates to the resident that his/her behavior is not acceptable, and that further misconduct may result in more severe disciplinary action.
- **Restriction of residence hall privilege** – could include use of facilities, desk privileges, etc.
- **Restitution** – payment of damages for property in or pertaining to residence halls or property of private individuals.
- **Constructive Work Projects** – assignment of projects to be completed within a designated time frame.
- **Residence Hall Probation** – states that because of unacceptable behavior the resident is in a probationary period and any further misconduct may result in removal from the floor, hall, residence hall system, and/or more severe disciplinary action. The period of probation is set by the board.
- **Resident Director File Review/ Behavioral Contract** – student will need to meet with Resident Director to conduct a disciplinary file review. A behavioral contract/further sanctions will be assigned as necessary. All students who receive probation must complete a Resident Director file review/behavioral contract.
- **Removal from floor or hall** – a recommendation to the Director of Residence Life that the resident not be allowed to live on a particular floor or in the hall, due to an inability to exhibit acceptable behavior.
- **Removal from Residence Hall System** – a recommendation to the Director of Residence Life that the resident not be allowed to live in ANY of the residence halls, due to an inability to exhibit acceptable behavior. Please note that students removed from the Residence Hall system are in violation of their contract and may not be refunded room and board charges. Removal most often results in persona non grata. (See below.)
- **Persona non grata** – a recommendation to the Director of Residence Life that the resident be restricted from entrance to specific hall(s)/areas. If accepted, the Director of Residence Life will issue a notice of no trespass, thereby restricting entry to any/all residence hall facilities.
- **Referral** – a recommendation that the resident's file be referred to another office or sanctioned educational program. This includes the Dean of Students Office or participation in another program such as Anger Management or Insight. Administrative/educational material fees will be assessed to students for some programs.

- **Recommendation to appear before the Student Conduct Committee** – a recommendation to the Director of Residence Life that the resident's file be referred. This could result in suspension or expulsion from the University.
- **Combinations** – any combination of the above sanctions may be deemed appropriate.

Appeals

Residents are permitted to appeal the Board's findings if their letter of appeal can specifically allege and factually support one or more of the following grounds:

1. The student's rights as set forth in the Residence Hall Handbook were violated (i.e., there was an error in the procedure or the interpretation of policy which substantially affected the student's ability to receive a fair hearing);
2. Residence Hall/University Policy was misinterpreted;
3. The sanctions imposed are too severe given the nature of the violation.

In case of appeal, the Appellate Board may uphold the lower judicial decision, reduce the action taken by the lower hearing, or in some occurrences will take more serious action.

A resident wishing to appeal must present a letter of appeal (in writing) accompanied by the appeal form to the Appellate Board within two class days of the original hearing.

An Appellate Board will review the appeals from Student Judicial Boards. The Appellate Board is composed of the vice presidents of each hall. Appeals from administrative hearings will be handled by the Director of Residence Life, also referred to as an "Appellate Board."

The Appellate Board will then review the original Board's findings, which may include the documents and tapes from the hearing. Appeals without sufficient written explanation will not be considered, as the resident will not be present at the appellate hearing. Please take this written opportunity to state the case.

If the resident appeals a decision, the decision is held in abeyance until the final determination is made by the Appellate Board. Students have the right to appeal their cases to a maximum of two appellate boards.

